



BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., May 11, 2018
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – April 26, 2018

III. CORRESPONDENCE AND REPORTS

Page(s)

1. HOUSING PROGRAM ACTIVITY REPORTS

- a. Guma Trankilidat (GT) Program 1
- b. Multifamily Service Coordinator Program..... 2 - 4
- c. Public Housing (PH) 5 - 6
- d. Resident Opportunity Self Sufficiency Program (ROSS)..... 7 - 9
- e. Section 8 Program 10 - 13
Voucher Management Systems (VMS) Report
- f. Family Self Sufficiency (FSS) Program..... 14- 17

2. TRAVEL REPORT - Res. FY2018-TA-001 18 - 24

- a. Traveler: Dominic Calvo, PC-III

IV. OLD BUSINESS

1. Board Action Item No. 037/18

Update on the Construction of the Sinajana Central Precinct
(Ref. Minute Nos: 099/17, 311/17, 330/17, & 006/18)

V. NEW BUSINESS

1. Intent of Award 25 - 35

Project: Renovation of five units at various AMP sites

HAND-OUT

2. Intent of Award

Rehabilitate and Upgrade of the Sinajana & Umatac Baseball Fields

HAND-OUT

3. Resolution No. FY2018-TA-002

Off-island travel for two FSS Program Coordinators to attend the Section 3
National Training Conference from June 18-20, 2018 in Dallas Texas

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

- 1. Next proposed scheduled Board Meeting - Friday, May 25, 2018

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., May 11, 2018

GHURA Main Office, 1st floor conference room
Sinajana, Guam
MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **Friday, May 11, 2018** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT: Thomas E. B. Borja, Vice-Chairman
Carl V. Dominguez, Member
George F. Pereda, Member
Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT: George A. Santos, Chairman (excused)
Eliza U. Paulino, Member (excused)

LEGAL COUNSEL: Anthony Perez (excused)

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
Pedro A. Leon Guerrero, Deputy Director
Melinda Taitano, Special Assistant
Albert Santos, A&E Manager
Katherine Taitano, Chief Planner
Patrick Bamba, GT PSM
Philomena San Nicolas, AMP3 PSM
Alice James, ROSS PC-III
Ronnie Santos, Detailed ROSS PC-I
Norma San Nicolas, S8 Administrator
Sandrina Cepeda, FSS PC-II
Dominic Calvo, PC-III

Meeting was called to order at 12:00 p.m. by Vice Chairman Borja who acknowledged the presence of the above attendees. The Vice Chairman then indicated that the minimum number of Commissioners required for a quorum was present and that the meeting could proceed.

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
093/18		Vice Chairman Borja called for a motion to be made on the approval of the Minutes for the previous Board Meeting on April 26, 2018.	
094/18		After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve the Board Minutes of April 26, 2018 as corrected.	
Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18	<p>Update on the Construction for the Sinajana Central Precinct</p> <p>Commissioner Dominguez provided an update to the Board regarding the DPW issue. He stated that he spoke with Mr. Glenn Leon Guerrero, DPW director via phone. Mr. Leon Guerrero stated that DPW will not impose this requirement of special inspection on this project.</p> <p>Mr. Albert Santos thanked Commissioner Dominguez for his help regarding the issue.</p>	
Minute No.	Ref. No.	Correspondence and Reports	Action By:
095/18		<p>Guma Trankilidat (GT) Program Activity Report, January 2018-March 2018</p> <p>Mr. Patrick Bamba, who was the acting Property Site Manager and is now the permanent Property Site Manager, stated things continue to run smoothly at Guam Trankilidat.</p>	Patrick Bamba

Minute No.	Ref. No.	Correspondence and Reports	Action By:
095/18 continuation		Only difference in this reporting is that there was 1 intent to vacate. 6 units are still undergoing renovations which consist of kitchen and bathroom upgrades. The receivables continue to go down as we move forward with recertification of residents.	
096/18		<p>Multifamily Service Coordinator Program Activity Report, October 2017 - March 2018</p> <p>Director Duenas stated that Ms. Alice James is now our new Multi-Family Service Coordinator and will be presenting in the next reporting period. Meanwhile, Mr. Bamba will present the service coordinator's report.</p> <p>Mr. Bamba stated that pretty much the same things go on at Guma Trankilidat. There are now only 51 residents. They still work with the same organizations from last year. A few new ones came on board such as The Guam Dance Community who delivered Christmas gifts to all the residents. Things are going smoothly and no issues are brought up even with the transition of the service providers for the elderly from being Catholic Social Services to the Mayor's Council.</p> <p>Director Duenas stated that one of the key factors we have to monitor closely is the number of residents aged 81 and above. They are referred to as the Frail Elderly. As they become that age, get sick and encounter health issues, they take longer to recuperate and they don't always recover to the same level of activity and independence prior to</p>	Patrick Bamba

Minute No.	Ref. No.	Correspondence and Reports	Action By:
096/18 continuation		their illness. This becomes a challenge for the Multi-family Service Coordinator and Property Site Manager who must keep an eye on them.	
097/18		<p>Public Housing (PH) Activity Report , January 2018 - March 2018</p> <p>Deputy Director Leon Guerrero stated that Mr. Albert Santos is still working with HUD in determining our new REAC inspection date. Hopefully we will get a 30 day window of advance notice for the next REAC inspection. The current REAC score is AMP1 at 68, AMP2 at 80, AMP3 at 62, and AMP4 at 66. If you score 80 to 89, you get a one year pass and if you score 90 and above, you get a two year pass. Our AMPS are aiming to score as high as possible in hopes of getting that 2 year pass.</p> <p>The AMPS are working hard in getting their occupancy rate up to 98% and up. As a unit becomes vacant, the property management staff are working simultaneously in getting people ready to move in.</p> <p>The average unit turnaround time is 25 to 30 days. The down time is the number of days before the maintenance people get to start working on the units. The make ready time is the number of days the maintenance team works on it and gets the unit ready. The lease up time is when the Admin folks work on getting the lease signed and the units occupied. The AMPS are being aggressive in getting the units occupied as quickly as possible.</p>	<p>Pedro Leon Guerrero</p>

Minute No.	Ref. No.	Correspondence and Reports	Action By:
097/18 continuation		<p>With the tenant account receivables, over the past months the challenge of trying to get the month's ending balance to match the beginning balance of the next month has been resolved. This balance includes the late fees, payment agreements, and work orders in which tenants are held accountable for paying for damages beyond the normal wear and tear. The charge off is write-offs that have been approved by the board. Revenue and Taxation is doing their part in garnishing refunds therefore we have been getting back amounts. AMP4 has a higher charge off due to it being 2 quarters worth unlike the other AMPS which remain are quarterly amounts.</p>	
098/18		<p>Resident Opportunity Self Sufficiency (ROSS) Program Activity Report, March 2017 - January 2018</p> <p>Ms. Alice James is presenting her last report for the ROSS program due to Mr. Ronnie Santos taking over and her being reassigned to the Multi-family Service Coordinator at Guma Trankilidat. She stated that her report is a snapshot of the ROSS services and activities for the months of March 2017 through January 2018. The grant is similar to that of the Multi-Family Service Coordinator Grant which services the elderly population.</p> <p>Outreach is seeking the supportive services based on assessments done with clients. Transportation is basically informing clients of discounted bus rates and coupons and services to assist them in getting to their medical appointments.</p>	Alice James

Minute No.	Ref. No.	Correspondence and Reports	Action By:
099/18		<p data-bbox="678 300 1209 405">Section 8 Program -Voucher Management Systems (VMS) Report, FY2018 1ST Quarter</p> <p data-bbox="678 447 1209 1161">Ms. Norma San Nicolas stated that we still are having difficulty leasing up our vouchers. As we are leasing up our vouchers, we are terminating or denying clients. As of 1st quarter, 42 families were admitted in the program while 62 families were terminated. Criminal activity such as drug use, possession of drugs, domestic violence, and alcohol abuse is the number one reason for Termination. Non-compliance with the program is the number two reason. Families who are terminated must wait 5 years before they can re-apply for the program. Difficulty in finding suitable housing with those with vouchers also is an issue and affecting the lease up rate. We are issuing vouchers and selecting families off the waitlist weekly.</p> <p data-bbox="678 1203 1209 1665">With our project base vouchers, occupancy is at a low rate of 86% with 16 vacant units. HUD regulation states if a unit is vacant for 120 days, then it has to be removed from the project based inventory. The difficulty falls on the inability to fill up 2 bedroom units. The Project Based Waitlist based on the 2 bedroom criteria has been open and will remain open until May 31st in hopes of getting those units occupied. Otherwise, not doing so will affect our Admin Fees and lease up rates.</p> <p data-bbox="678 1707 1209 1829">With Portability, there is an average of 25 families moving off island. One recently moved out but will be returning to the island due to difficulty</p>	Norma San Nicolas

Minute No.	Ref. No.	Correspondence and Reports	Action By:
099/18 continuation		<p>in finding a unit.</p> <p>We are currently down to 660 families on the waitlist. Plans to open up a new waitlist is set at the end of the year. The old waitlist should be exhausted and everyone who is currently on it will be served fairly.</p> <p>With the Family Self Sufficiency, there are a total of 136 participants in the program in which 110 are from Section 8 and 26 are from Public Housing. A total of 63 participants are currently earning escrows.</p>	
100/18		<p>Family Self Sufficiency (FSS) Program Activity Report</p> <p>Ms. Sandrina Cepeda stated that we have 84 mandated slots and we are servicing 136 participants, 110 from Section 8 and 26 are from Public Housing. There were 19 new recruitments from the period of October through March in which 10 were already employed, 5 found employment through the assistance of FSS and 4 still remain unemployed. Out of the 5 assisted job placements, 3 went into administrative work and 2 went to financial work.</p> <p>Escrows are built based on increase in earned income of FSS participants whether it'll be the head of household or any adult family member who are working and not a student at school. There are 63 families earning escrows. FSS goals established by HUD are 80 percent participation and 30 percent earning escrows. We are currently at 130 percent participation and 54</p>	Sandrina Cepeda

Minute No.	Ref. No.	Correspondence and Reports	Action By:
100/18 continuation		<p>percent earning escrow on the S8 side and 104 percent participation and 43 earning escrow on the Public Housing side.</p> <p>We have assisted many participants with on the job training which is done in-house. We have a total of 10 slots to fill in which we had 5.</p> <p>We had 1 graduate who is S8 participant. Her family goal is home ownership. She succeeded at meeting her goal. Her foundation was poured just recently and she is looking forward to have her walls go up and her ceiling being put in.</p>	
101/18		<p>Travel Report - Resolution FY2018-TA-002 (Traveler: Dominic Calvo, PC-III)</p> <p>Mr. Dominic Calvo, PC-III w/ CPD thanked the Board for approving his travel and allowing him the opportunity to attend the Fundamentals of LIHTC Management Training in Anaheim on March 27-29. The training allowed him to learn more under the compliance monitoring regarding to LIHTC which covers much of what he is currently doing with the LIHTC program on the island. He hopes to apply the knowledge, the understanding and concepts everything he learned this year and also do a turnaround training with his other colleagues.</p>	Dominic Calvo

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18	<p>Update on the Construction for the Sinajana Central Precinct</p> <p>Mr. Albert Santos stated that after talking to the consultants with Duenas and Camacho who provide assistance on as needed basis, they will gladly go and inspect it just to make sure that the contractors are in compliance. Discussions with Mr. Tom Camacho stated that he is impressed with our inspector, Mr. Andrew Manglona's capabilities and accomplishments therefore stating he is willing to send a memo to DPW stating that Mr. Manglona is more than capable to conduct the inspection and that he is willing to provide the certification that it is built in compliance to the performance of the code.</p> <p>Mr. Albert Santos stated that the other good news is that they worked out a plan with GWA regarding their request for the exploratory work to start the process with the water connection, hitting a couple of lines running across, having their inspector on site when doing so to discover where the waste connection should be and then finalizing the location of the final sewer hookup. An agreement was also made to not go across the street.</p> <p>There are some setbacks in terms of the progress. In the rush of things, the contractors are not following some of the design. They are having difficulty in recruiting a full time engineer. The son, Mr. Edward Kim is currently doing it as well as other projects. The quality review is not what it is suppose to be because of the lack of an engineer</p>	Albert Santos

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18 continuation	<p>although it is part of the contract. More of Mr. A. Santos staff's time are being used to point out the deficiencies. A pouring was rejected last week which delayed them even further. A notice of non-compliance will be given. Also, three loads of cement was turned away due to being a wrong mix in our staff detected.</p> <p>In terms of the \$1.5M draw down target ratio, we are down to a little less than a million now. Assurance was given to the director that the \$1.5M will be met at the end of July.</p>	
Minute No.	Ref. No.	NEW BUSINESS	Action By:
102/18		<p>Intent of Award, Project: Renovation of Five Units at the Various AMP Sites</p> <p>Mr. Albert Santos stated that GHURA received HUD's approval to modernized 5 units at the 4 AMPS. An addendum was also put to include a 6th unit. This is the first unit to be modernized at AMP1.</p> <p>The bid was put out and a total of 11 contractors picked up bid forms and attended the pre-bid and site review. Genesis Tech submitted the lowest bid. They are familiar with the work that needs to be done and bid low to continue to keep their workers employed.</p> <p>The Agat unit needs a change out of the waste line, the Yona unit needs a re-routing of the waste line, the Toto units needs major electrical upgrades and the</p>	Albert Santos

Minute No.	Ref. No.	NEW BUSINESS	Action By:
<p>102/18 continuation</p> <p>103/18</p>		<p>Asan unit needs a downspout repaired. We are requesting the Board to award the contract to Genesis Tech to renovate the 6 units at all 4 AMP sites.</p> <p>A motion was made by Resident Commissioner Leon Guerrero and seconded by Commissioner Pereda to approve a contract with Genesis Tech Corp, in the amount of \$134,100.00 for the Renovation of Six Units at the Various AMP Sites. Without any further discussion and objection, the Motion was approved.</p>	
<p>104/18</p>		<p>Intent of Award, Rehabilitate and Upgrade of the Sinajana and Umatac Baseball Field</p> <p>Mr. Albert Santos stated that the original award was \$804,000.00 with deductive number 1 being removed for the Sinajana walkway. This proposed award to Infratech has been negotiated because their price exceeded the government estimate.</p> <p>We were successful in negotiating several design changes that brought the original cost of \$1,154,868.94 down to \$1,010,000. GHURA will cover \$810,000 of the cost and Department of Parks and Recreation will cover the remaining \$200,000.</p> <p>We are requesting the Board to approve a contract with Infratech Int'l LLC for the negotiated Base Bid Item No 1 and deductive Bid Item No 1 and 2 in the amount of \$810,000.00 and that upon the release of funding from Parks and Rec, we will amend the contract to add the lighting for the Umatac field at</p>	<p>Albert Santos</p>

Minute No.	Ref. No.	NEW BUSINESS	Action By:
<p>104/18 continuation</p> <p>105/18</p>		<p>\$200,000.00. Funding is available for the award of this project under the CDBG program.</p> <p>A motion was made by Resident Commissioner Dominguez and seconded by Commissioner Pereda to approve the awarding of the construction contract of the Sinajana and Umatac Baseball Field in the amount of \$810,000.00 to Infratech Int'l LLC with an expectation that if the Department of Parks and Recreation supplements the project with \$200,000.00 then lighting can be added on to the project. Without any further discussion and objection, the Motion was approved.</p>	
<p>106/18</p>		<p>Resolution No. FY2018-TA-002, authorizing off-island travel for FSS Program Coordinators II and III to attend the Section 3 National Training Conference, from June 18th - 201th, 2018, in Dallas Texas (Travelers: S. Cepeda & P. Santos)</p> <p>Director Duenas stated that Ms. Sandrina Cepeda is heading up our FSS program with Ms. Pauline Santos. This is a section 3 training that we need to take advantage of due to not having an effective way of implementing the Section 3 provisions of the contracts we issued out. Section 3 basically requires contractors to give opportunities to our families to interview for any openings. Mr. Albert Santos keeps a track of their vacancies and they will notify us if they are looking into recruiting laborers or other positions that our residents may fulfill and are required to give them an interview first.</p>	<p>Michael Duenas</p>

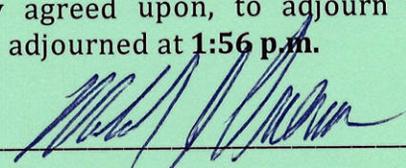
Minute No.	Ref. No.	NEW BUSINESS	Action By:
106/18 continuation		Ms. Norma San Nicolas stated that both staff should attend to help both the S8 and Public Housing program and that this is perfect for the FSS due to them assisting families to link up through job placements and on the job training in preparation for entering the job market.	
107/18		A motion was made by Resident Commissioner Leon Guerrero and seconded by Commissioner Dominguez to approve Resolution No. FY2018-TA-002, authorizing off-island travel for FSS Program Coordinators II and III, Ms. Sandrina Cepeda and Ms. Pauline Santos to attend the Section 3 National Training Conference, from June 18 th -20 th , 2018, in Dallas Texas, to not exceed the sum of \$8,339.90. Without any further discussion and objection, the Motion was approved.	
Minute No.	Ref. No.	General Discussion / Announcements	Action By
108/18		Next Proposed Scheduled Meetings: Thursday, May 24 th	

109/18 **ADJOURNMENT**

There being no further business before the Board, a motion was made by **Commissioner Pereda** and Seconded by **Resident Commissioner Leon Guerrero** which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **1:56 p.m.**

(S E A L)





MICHAEL J. DUENAS
 Board Secretary/Executive Director

Guam Housing and Urban Renewal Authority

GUMA TRANKILIDAT

January 2018 - March 2018 Quarterly Report

Physical Occupancy		JAN	FEB	MAR
	Total Units	49	49	49
	Occupied Units	47	47	47
	Vacant Units	1	1	1
	Unit under Reno *	1	1	1
	Gross Occupancy (ACTUAL)	95.9%	95.9%	95.9%

Waiting List		JAN	FEB	MAR
a.	Applications on Waiting List	11	11	11
b.	In Process	0	0	0

Move-Ins, Move-Outs		JAN	FEB	MAR
a.	Move-ins	0	0	0
b.	Move-outs	0	0	0
c.	Evictions	0	0	0
d.	Abandoned Units	0	0	0
e.	ITVs	0	0	1
f.	Make ready-time	0	0	0
g.	Lease-up time	0	0	0
h.	Deceased	0	0	0
i.	Total Turnaround	0	0	0

Emergency Work Orders		JAN	FEB	MAR
	Total number of emergency work orders.	0	0	0
	Total number of emergency work orders completed / abated within 24 hours.	0	0	0
	Percentage of emergency work orders completed / abated within 24 hours.	0%	0%	100%

Non-Emergency Work Orders		JAN	FEB	MAR
	Total number of non-emergency work orders.	30	34	31
	Total number of calendar days it took to complete non-emergency work orders.	31	13	27
	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	0	0	0
	Average completion days.	1.03	0.38	0.87

Tenant Accounts Receivables (TARs)		JAN	FEB	MAR
	Beginning Rent Receivable	\$ 7,061	\$ 6,118	\$ 5,692
	Rent charged	\$ 8,695	\$ 8,368	\$ 8,204
	MONTH	JAN	FEB	MAR
	TOTAL RENT: (FORMULA)	\$ 15,756	\$ 14,486	\$ 13,896
	Rent paid	\$ 9,344	\$ 7,298	\$ 8,468
	Ending Rent Receivable (FORMULA)	\$ 6,412	\$ 7,188	\$ 5,428
	Collection rate (Percentage %) (FORMULA)	59%	50%	61%

PROJECT SUMMARY

My goal is to ensure that Residents of Guma Trankilidat maintain independent living by providing outreach and assisting residents to access available services.

REPORT DATE	PROJECT NAME	PREPARED BY
October 2017 – March 2018	Multifamily Service Coordinator Program	Patrick Bamba

RESIDENT STATISTICS

➤ TOTAL NUMBER OF RESIDENTS SERVED: **51**

➤ Resident Age Ranges

Age 18 - 61 (non-elderly people w/disabilities) = **7***
 (*two residents celebrated their 62nd birthday during reporting period)

Age 62- 80 = **35**

Age 81 - 95 = **9**

Over Age 96 = **0**

➤ Total number of residents who utilized the SC during this reporting period = **23**

SERVICE COORDINATION PERFORMED

Service/Activities:	# Individuals	Service/Activities:	# Individuals
Advocacy	1	Healthcare Services	2
Assessments	2	Home Management	6
Benefits/Entitlements	2	Isolation Intervention	1
Case Management	4	Meals	2
Conflict Resolution	5	Resident Councils	3
Crisis Intervention/Support Counseling	5	Tax Preparation Services	0
Other	1	Transportation	1

*Multiple services provided to individual residents

ADMINISTRATIVE TASKS

Task:	Percentage:	Task:	Percentage:
Contact with outside service providers	25 %	Paperwork not related to residents	5 %
Direct contact with project and neighborhood residents	10 %	Researching available services	15 %
Documentation of resident files	10 %	Meetings with property management staff	10 %
Other	25%		

Total - 100 %

COMMUNITY ENGAGEMENT

Agency/Organization: *International Brotherhood of Electrical Workers - Local Union 1260*

Activity: Thanksgiving Luncheon

Date: Saturday, November 18

Number of Participants: 35+ Residents

Outcome: The residents enjoyed Chamorro cuisine and fellowship provided by their hosts.

Agency/Organization: *UOG Soroptimist Sigma*

Activity: Thanksgiving Luncheon

Date: Sunday, November 19

Number of Participants: 35+ Residents

Outcome: The residents enjoyed Chamorro cuisine and fellowship provided by their hosts.

Agency/Organization: *JFK High School Close Up Club*

Activity: Christmas Luncheon

Date: Saturday, December 16

Number of Participants: 35+ Residents

Outcome: The residents enjoyed a luncheon and Christmas carols performed by the JFK High School Close-Up Club and also sang along to popular traditional carols.

COMMUNITY ENGAGEMENT

Agency/Organization: *Palau Community Association of Guam in conjunction with the Counsel General of Palau*

Activity: Christmas Dinner

Date: Saturday, December 23

Number of Participants: 35+ Residents

Outcome: The residents enjoyed Palauan cuisine and fellowship with their hosts.

Agency/Organization: *Guam Dance Community*

Activity: Christmas Gift Presentation

Date: Saturday, December 30

Number of Participants: All residents

Outcome: Members of the Guam Dance Community organization delivered Christmas gift bags to GT residents.

Agency/Organization: *John F. Kennedy High School – Close Up Club*

Activity: Valentine’s Dinner

Date: Saturday, February 10

Number of Participants: 35+ Residents

Outcome: The residents enjoyed Chamorro cuisine and fellowship provided by their hosts. They enjoyed a special performance by club members.

Agency/Organization: *Korean Saxophone Group and JEJU Big Bad*

Activity: Dinner Concert

Date: Saturday, February 24

Number of Participants: 35+ Residents

Outcome: The residents were treated to traditional Korean cuisine. Live music and entertainment was provided by the Korean Saxophone Group and the JEJU Big Bad

UPCOMING EVENTS

Agency/Organization: *Korean Association of Guam*

Activity: Mother’s Day Dinner

Date: Friday, May 4, 2018

Agency/Organization: *Korean Bowling Association*

Activity: Free Haircut, Color and Manicures

Date: Sunday, May 27, 2018

AMP report for Jan 2018 - Mar 2018 activities

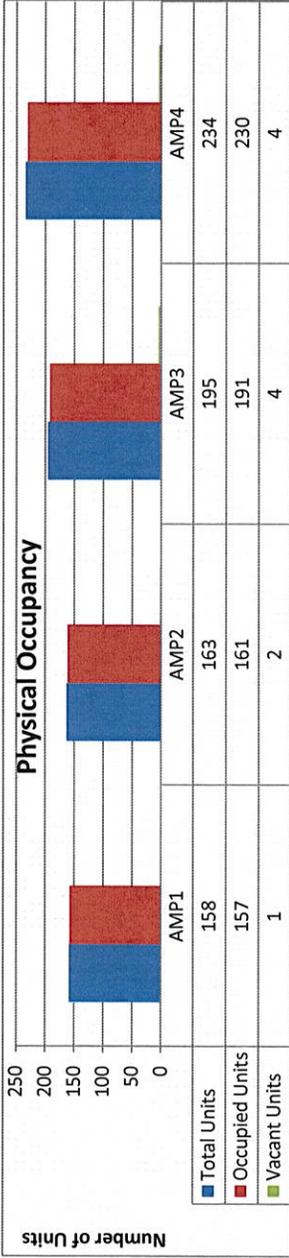
FY2018	1	Narcissa Ada	2	Gina Cura	3	Pearl Mendiola	4	Philly San Nicolas			
	AMPS QUARTERLY BOARD REPORT		AMP 1		AMP 2		AMP 3		AMP 4		
			JAN	FEB	MAR	JAN	FEB	MAR	JAN	FEB	MAR

1. PHYSICAL ASSESSMENT SUBSYSTEM (PASS) - 40 points

Last Inspection Date:	March 14 - 15, 2017	March 21 - 23, 2017	March 16 - 17, 2017	March 21 - 23, 2017
Final PASS Score:	68	80	62	66
Points received:				
Next Inspection Date:	TENTATIVELY SCHEDULED FOR EARLY 2018	September 30, 2018	TENTATIVELY SCHEDULED FOR EARLY 2018	TENTATIVELY SCHEDULED FOR EARLY 2018

2. MANAGEMENT ASSESSMENT SUBSYSTEM (MASS) - 25 points

2a. Physical Occupancy												
	1	Narcissa Ada	2	Gina Cura	3	Pearl Mendiola	4	Philly San Nicolas				
	AMP 1		AMP 2		AMP 3		AMP 4					
			JAN	FEB	MAR	JAN	FEB	MAR	JAN	FEB	MAR	
Total Units			158	158	158	163	163	163	195	195	195	
Occupied Units (FORMULA)			158	157	157	162	161	161	193	192	191	
Vacant Units			0	1	1	1	2	2	2	3	4	
Units under Maintenance Renovation (Make-Ready)			0	0	0	0	0	0	0	1	2	
Units for Ready to Lease			0	0	0	1	1	1	0	0	0	
Units Under MOD (FORMULA)			0	1	1	0	1	1	2	2	2	
Gross Occupancy (ACTUAL) (FORMULA)			100.0%	99.4%	99.4%	99.4%	98.8%	98.8%	99.0%	98.5%	97.9%	
Gross Occupancy (ADJUSTED) (FORMULA)			100%	100%	100%	99%	99%	99%	100.0%	99.5%	99.0%	



	1	2	3	4
	Narcissa Ada	Gina Cura	Pearl Mendiola	Philly San Nicolas
	AMP 1	AMP 2	AMP 3	AMP 4

2b. Unit Turnaround Time

MONTH	AMP 1			AMP 2			AMP 3			AMP 4		
	JAN	FEB	MAR	JAN	FEB	MAR	JAN	FEB	MAR	JAN	FEB	MAR
Total turnaround days.	20	48	5	25	179	62	48	21	245	57	36	51
Total vacancy days exempted for Capital Fund.	0	0	0	0	122	0	0	0	149	0	0	0
Total vacancy days exempted for other reasons.	0	0	0	0	0	0	0	0	0	0	0	0
Total vacant units leased in MONTH.	1	3	1	2	2	3	1	1	3	4	3	2
Average calendar days units were in down time.	0	1	0	2	20	4	17	1	9	0	0	2
Average calendar days units were in make ready time.	3	5.33	4	1	4	13	31	17	21	10	8	3
Average calendar days units were in lease up time.	17	9.67	1	10	6	3	0	3	2	4	4	22
Average unit turnaround days. (FORMULA)	20	16	5	13	29	21	48	21	32	14	12	26

	1	2	3	4
	Narcissa Ada	Gina Cura	Pearl Mendiola	Philly San Nicolas
	AMP 1	AMP 2	AMP 3	AMP 4

2. TENANT ACCOUNT RECEIVABLES (TAR) REGISTER

MONTH	AMP 1			AMP 2			AMP 3			AMP 4		
	JAN	FEB	MAR	JAN	FEB	MAR	JAN	FEB	MAR	JAN	FEB	MAR
Beginning Balance	\$ 3,692	\$ 6,016	\$ 3,157	\$ 1,509	\$ (5,778)	\$ (828)	\$ 14,387	\$ 18,594	\$ 22,608	\$ 7,668	\$ 7,202	\$ 8,087
RENT	\$ 9,369	\$ 8,601	\$ 8,247	\$ 2,491	\$ 4,111	\$ 3,468	\$ 9,451	\$ 4,472	\$ 6,513	\$ 20,922	\$ 23,302	\$ 22,040
LATE FEE	\$ 480	\$ 540	\$ 510	\$ 135	\$ 195	\$ 240	\$ 525	\$ 690	\$ 690	\$ 825	\$ 885	\$ 885
REPAY	\$ -	\$ -	\$ -	\$ 276	\$ 163	\$ 1,424	\$ -	\$ 876	\$ 208	\$ -	\$ -	\$ -
WORK ORDERS	\$ 995	\$ 812	\$ 70	\$ 30	\$ 65	\$ -	\$ 1,549	\$ 754	\$ 2,357	\$ 548	\$ 269	\$ 332
OTHER CHARGES / NSF BANK FEE	\$ 984	\$ 994	\$ 479	\$ 926	\$ (288)	\$ 292	\$ 127	\$ 2,147	\$ 135	\$ 2,424	\$ (59)	\$ 1,929
TOTAL AMOUNT TO BE COLLECTED	\$ 15,520	\$ 16,962	\$ 12,463	\$ 5,367	\$ (1,532)	\$ 4,596	\$ 26,039	\$ 27,533	\$ 32,511	\$ 32,387	\$ 31,599	\$ 33,273
DEPOSIT	\$ (300)	\$ (300)	\$ (300)	\$ (300)	\$ (300)	\$ (450)	\$ (150)	\$ (300)	\$ (150)	\$ (2,100)	\$ (323)	\$ (398)
CHARGE OFF	\$ -	\$ (4,244)	\$ (2,444)	\$ (4,347)	\$ -	\$ -	\$ -	\$ -	\$ (8,797)	\$ -	\$ -	\$ (12,759)
REFUNDS	\$ 10,333	\$ 9,706	\$ 11,271	\$ 11,657	\$ 14,742	\$ 11,080	\$ 12,960	\$ 13,711	\$ 12,275	\$ 10,855	\$ 10,192	\$ 12,934
PAYMENTS	\$ (19,537)	\$ (18,968)	\$ (23,397)	\$ (18,156)	\$ (13,738)	\$ (16,706)	\$ (20,255)	\$ (18,336)	\$ (22,077)	\$ (33,940)	\$ (33,382)	\$ (36,776)
TOTAL PAYMENTS COLLECTED	\$ (9,504)	\$ (13,805)	\$ (14,869)	\$ (11,145)	\$ 704	\$ (6,076)	\$ (7,445)	\$ (4,925)	\$ (18,749)	\$ (25,185)	\$ (23,513)	\$ (36,999)
ENDING BALANCE	\$ 6,016	\$ 3,157	\$ (2,406)	\$ (5,778)	\$ (828)	\$ (1,480)	\$ 18,594	\$ 22,608	\$ 13,761	\$ 7,202	\$ 8,087	\$ (3,726)
PERCENTAGE COLLECTED	61%	81%	119%	208%	46%	132%	29%	18%	58%	78%	74%	111%
PERCENTAGE UNCOLLECTED	39%	19%	-19%	-108%	54%	-32%	71%	82%	42%	22%	26%	-11%

ROSS PROGRAM STATUS REPORT

PROJECT SUMMARY

GOAL – To ensure that GHURA’s elderly and persons with disabilities maintain independent living and age-in-place in their units by providing outreach services and available services.

REPORT DATE	PROJECT NAME	PREPARED BY
March 2017 – January 2018	Resident Opportunity and Self Sufficiency Program	Alice James
	Grant Year - 3	

RESIDENT STATISTICS

➤ TOTAL NUMBER OF RESIDENTS IN ALL PROJECTS TO BE SERVED: 145

➤ Resident Age Ranges

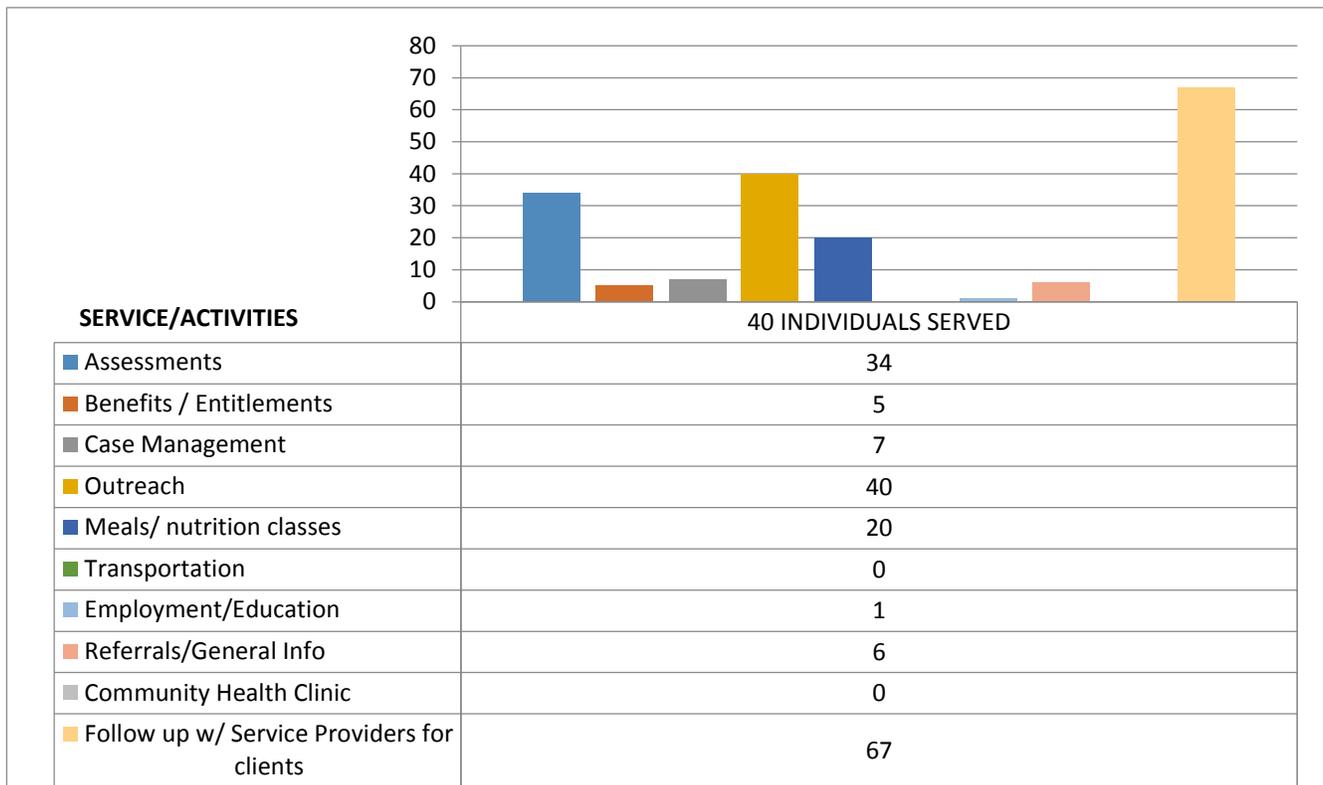
Age 31 - 50 (elderly people w/disabilities) = 17

Age 51- 61 Age = 30

62 and Over = 98

➤ Total number of residents who utilized the SC during this reporting period = 40

SERVICE COORDINATION PERFORMED



ROSS PROGRAM STATUS REPORT

ADMINISTRATIVE TASKS

Task:	Percentage:		Task:	Percentage:
Documentation of resident files	10 %		Meetings with management staff	5 %
Contact with Service Providers	15 %		Outreach	50 %
Researching available resources	15 %		Miscellaneous	5 %

Total - 100 %

OUTREACH / EDUCATION

- New strategies discussed and to be implemented to address service needs and increase local capacity.
 1. Outreach presentation by UOG Agriculture Cooperative Extension unit – Request partnership to conduct an introduction on community gardening – to help residents increase their consumption of fruits & vegetables, thus improving their health within GHURA elderly developments (Dededo, Talafofo, Merizo & Agat).
- Participation in or creation of face-to-face created networking meetings with other federally funded Service Coordinators and/or local government/non- profit organizations.
 1. Participated in and completed 18 hours of Service Coordinator Training on support Services sponsored by American Association of Service Coordinators.
- Created Supportive services.
 1. Department of Labor – SCEP
 2. Catholic Social Services
 3. Department of Public Health & Social Services, Division of Senior Citizens
 4. UOG – Cooperative Extension Program – Nutrition

ROSS PROGRAM STATUS REPORT

OUTCOMES

- **Created service needs resident survey to determine participants needs gap that is going unmet.**
 1. Health (Nutrition class) – 18 participants referred; outcome provided participants with nutrition education, planning, cooking, and physical activity.
 2. Health (Wellness services) – 2 participants referred; outcome provided various services, activities and opportunities for Guam elders to maintain and sustain independence through community senior centers.
 3. Health (Assisted Living Services) – 6 participants referred; outcome participants under CSS received home delivered meals
 4. Health (Assisted Living Services) – 2 participants under CSS is on a wait list for in-home Services.

- Social and educational Activities. Several residents continue to express interest in improving their social lifestyles and receiving information to educate them with available benefits and programs that would assist them in becoming more independent. To address their need I conduct individual needs assessments at GHURA 82 sites and throughout the AMP developments to target the choice of services for the elderly and persons with disabilities.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

May 3, 2018

MEMORANDUM

TO: Board of Commissioners

VIA: Pedro Leon Guerrero, Deputy Director 

FROM: Norma San Nicolas, Section 8 Administrator

SUBJECT: Section 8 CY2018 First Quarter Report

For your review, please find the attached CY2018 First Quarter Activity Report for the Section 8 Housing Choice Voucher Program. The report is reflecting a decline in the leasing of vouchers within 30 to 60 days. The reasons for the decline is varied, but the most prevalent is the participants' inability to find suitable units; having no money for utility hook ups and security deposit; and/or property owners refusing to lease to Section 8 participant. Please refer to the attached leasing activity report for CY2018 and the summary below:

Voucher Utilization

Program voucher utilization has decreased as a result of stagnate turnover rate and families terminating from the program. First quarter showed that forty-two (42) families were admitted into the program, while adversely, sixty-two (62) were terminated. Reasons for the termination are mostly for criminal history and non-compliance of program requirements. In an effort to increase voucher utilization, staff have been diligently selecting families off the wait list and issuing vouchers almost on a weekly basis.

Additionally, participants who no longer meet the criteria for certain target-funded programs are being transferred to the regular HCV program to make vouchers readily available for more referrals. Staff are working with partnering agencies to coordinate outreach efforts and referrals and to improve lease up.

Project-based

Project-based occupancy is at low rate of 86%. Summer Town Estate is having difficulty filling vacancies of their two-bedroom units. HUD regulations requires GHURA to reduce the number of project-based units if units become vacant for more than 120 days. To date, fourteen out of sixteen units have been vacant for more than 120 days.

Portability

The numbers of port-out clients remained at an average of 25 cases. No port-in to Guam have been reported; However, one participant who recently ported out to Florida has notified our office of his plans to return to Guam.

Wait list

The number of applicant families on the HCV wait list is now at 660. Staff have been diligently issuing vouchers on a weekly basis in an attempt to increase lease up. The current wait list may be exhausted by the end of the year.

The Project-based wait list opened in March 12 to receive applications for two-bedroom units. The closing of the waiting list was initially slated for April 30; but, only thirty-two (32) applications was received, prompting an extension to May 31.

Family Self-sufficiency Program (FSS)

First quarter enrollment for the FSS Program is up by three for a total of 136. Twenty-six (26) participants are from the Public Housing Program and one hundred and ten (110) from the Section 8 HCV Program; of the 136 participants, sixty-three (63) have escrow balances. To date, the total FSS Program escrow balance is \$189,305.

**Voucher Management System Report (VMS)
FY2018 1st quarter activity report**

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ACTIVITIES (January 2018 to March 2018)
Vouchers under lease on the First Day of the Month

	Jan-18	HAP	Feb-18	HAP	Mar-18	HAP
Total Vouchers	2359	\$2,357,735	2348	\$2,317,274	2340	\$2,310,067
Family Unification Program (FUP)	136	\$150,714	137	\$151,710	136	\$149,712
Non Elderly Disabled (NED)	164	\$126,417	165	\$130,561	167	\$135,302
Portable Vouchers Paid	26	\$25,625	25	\$23,955	26	\$26,273
FSS Escrow Deposit		\$6,936		\$7,393		\$7,277
Veterans Affair Supported Housing (VASH) Voucher	36	\$21,116	37	\$17,871	36	\$22,571
All Voucher HAP expenses after the First of the Month		\$10,405		\$0		\$0
Regular Vouchers	1997	\$2,016,522	1984	\$1,985,784	1975	\$1,968,932
Total New Admissions	17		11		14	
Total Terminations of Assistance	25		12		25	
Total Out Searching	66		72		77	

Other Income and Expense			
Voucher Management System Activity FY 2018 1st Quarterly Report			
Memorandum Reporting	Jan-18	Feb-18	Mar-18
Fraud Recovery Total Collected This Month	\$100	\$200	\$437
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$245	\$224	\$263
FSS Escrow Forfeitures This Month	\$0	\$0	\$0
Number of Hard to House Families Leased	16	21	25
Administrative Expenses \$			
Administrative Expenses	\$148,884	\$149,052	\$151,818
Financial Status \$			
Unrestricted Net Position (UNP) as of the Last Day of the Month	\$1,760,935.00	-\$1,760,735.00	-\$1,760,298.00
Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$975,106	\$1,042,005	\$1,108,911

PROJECT SUMMARY:

Goal – To assist & support participating families as they work to increase earnings, reduce dependency on welfare assistance and rental subsidies, and build financial capability and assets, while providing access to education, job training, and employment by linking participants to available community resources (PCC).

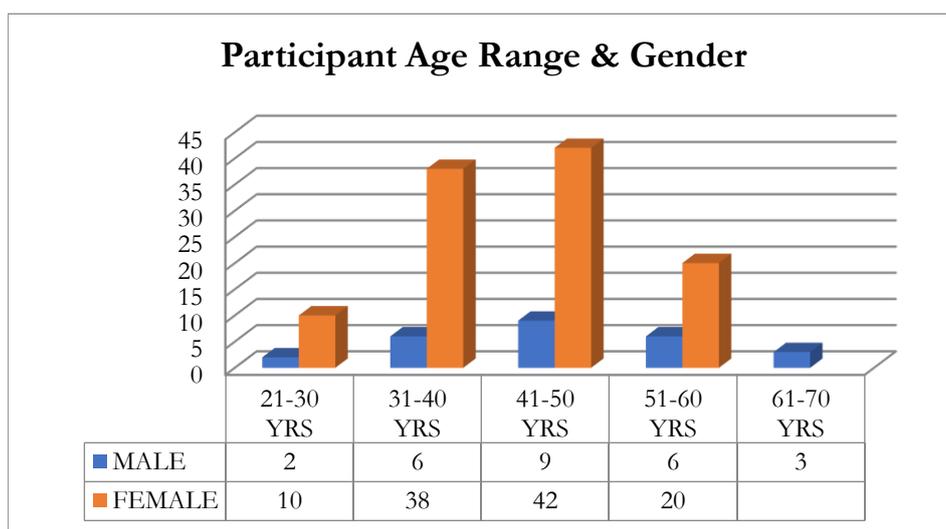
Mandated FSS Slots	84	Active Participants	136 (S8=110 + PH=26)
New Recruitments	19 (S8=16 + PH=3)	OJT Participants	10 available, 5 filled
Job Placement Assistance	5 Success Stories	Portability	3 FSS Families Ported

PARTICIPANT STATISTICS:

- TOTAL ACTIVE PARTICIPANTS DURING REPORTING PERIOD: 136
 - 110 Section-8 Participants
 - 26 Public Housing Participants
 - ✓ 9 = AMP 1
 - ✓ 6 = AMP 2
 - ✓ 2 = AMP 3
 - ✓ 9 = AMP 4

➤ PARTICIPANT AGE RANGE & GENDER:

Section-8 Participants					Public Housing Participants						
	21-30	31-40	41-50	51-60	61-70		21-30	31-40	41-50	51-60	61-70
Male	1	2	7	3	3	Male	1	4	2	3	-
Female	8	33	35	18		Female	2	5	7	2	-
Section-8 Total Participants:					110	Public Housing Total Participants:					26



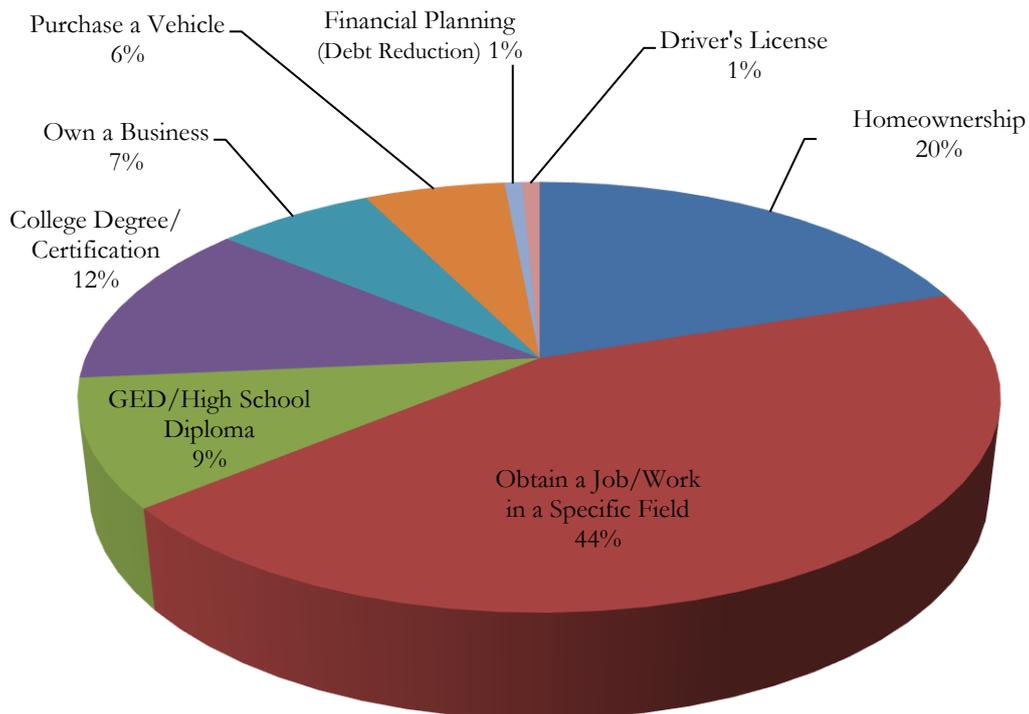
*58% of Heads of Households (80 households) are Female, aged 31 - 50

SERVICE COORDINATION PERFORMED:

Workshop Title	Total Participants	Workshop Title	Total Participants
BOH Basics of Banking (Deposit Products)	17	Guam Housing Corporation	4
BOH Pathways to Homeownership	27	Micronesia Cmty Development Corp	2
UOG College Registration & Enrollment	1	American Job Center	21
UOG Career Development Workshop	5	DPHSS JOBS/GETP	7
UOG Job Fair	28	DPHSS Child Development Block Grant	3
GCC Post-Secondary Education Program	2	Guam Small Business Development Corp	13
GCC Adult Education Program (GED/HSD)	6	Financial Education Series: ABC's of Credit	27
GHURA Renewable Affordable Homes Program	5	Financial Education Series: Budgeting Basics	17
Health Fairs: (DPHSS, Private and Mobile Clinics)	All Families Contacted	Job Fairs: (Chamber of Commerce, The Baldyga Group, UOG, Joint Region Marianas, DOE)	All Families Contacted

*Multiple Services provided to individual participants
 *Services offered to all adult members of household

PARTICIPANT GOALS:



ESCROW STATISTICS:

- Graduates since inception = 83
- Graduates this reporting period = 1 (Goal = Homeownership) Payout = \$159.64
- Total Escrow Payout = \$724,065 (Average payout is \$8,940.)
- Increased earnings (average) during this reporting period = \$4,950. (Total of 7 families)
- Participants holding escrow balances totaling \$189,305 = 63 (46%)
 - S8 = 53 (63%) participants (\$172,363.)
 - PH = 10 (40%) participants (\$ 16,942.)

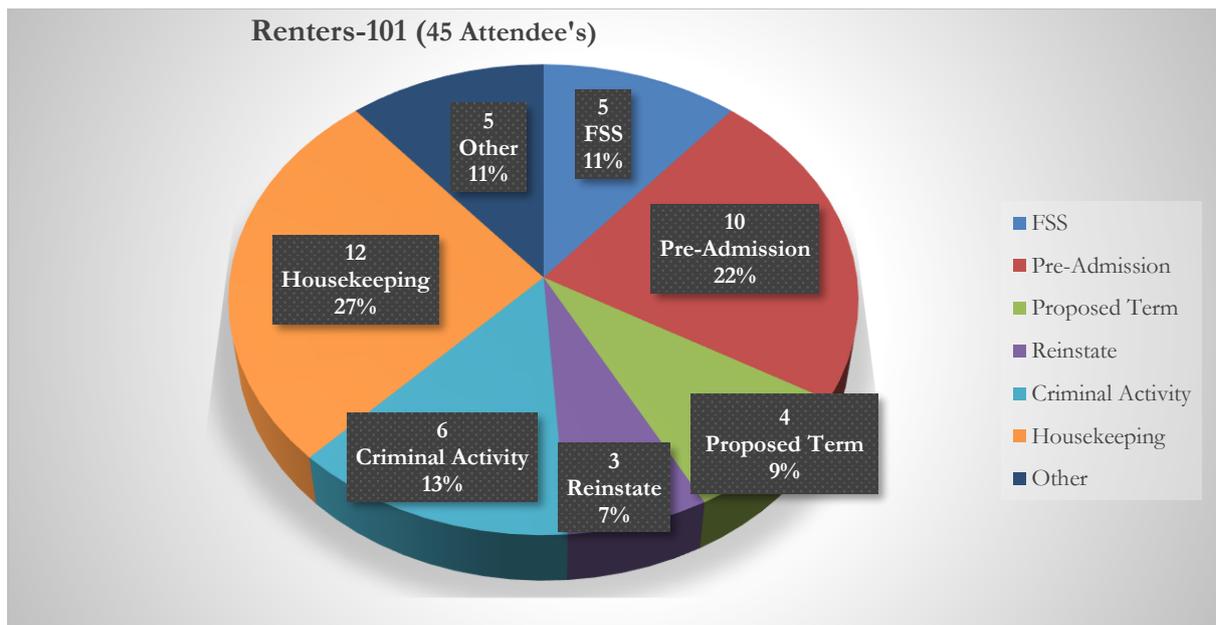
*FSS has successfully reconciled all participant escrow accounts to ensure proper credits/adjustments were applied. One to one assessments have been completed to ensure progress toward goal completion is maintained.

ADMINISTRATIVE TASKS:

Task	%	Task	%
Partnerships with Service Providers	15%	Research Additional Resources	5%
Outreach & Recruitment	30%	Meetings (in-house) and/or Training	5%
Documentation of Participant Files	10%	Case Management & Client Services	25%
Reconciliation of Client Escrow	5%	Miscellaneous / Other	5%
Total = 100%			

OUTREACH & EDUCATION:

- RENTERS-101



45 Attendee's
(4 workshops)

Average Pre-Test Score = 78%

Average Post-Test Score = 92%

*Of all families mandated to attend as a condition of reinstatement or proposed termination, 0 families have been EOP'd.



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudat Guahan
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Website: www.ghura.org



MEMORANDUM

TO Board of Commissioners

VIA Executive Director 

FROM Program Coordinator III

DATE April 11, 2018

SUBJECT Travel REPORT for PC3 Dominic Calvo's attendance of the Nan McKay and Associates, Inc. Fundamentals of Low-Income Housing Tax Credit (LIHTC) Management Training (ref. RESOLUTION NO. FY2018-TA-001)

Hafa Adai Commissioners,

On February 09, 2018, the GHURA Board of Commissioners authorized my travel, lodging, registration fees, per diem, and transportation costs to attend the Fundamental of Low Income Housing Tax Credit Management training in Anaheim, California. As a part of GHURA's Travel Policy, this report provides an outline of the meeting and events that took place during the trip.

The training entailed the following: LIHTC basics, Important Compliance Time Periods, Regulatory Documents, Application Process & Calculating Credits, Compliance Monitoring and Avoiding Recapture, Acq/Rehab Basics & First Year Issues, Eligibility, Calculating Gross Annual Income, Setting Rents, Ongoing Eligibility, and Property Inspection Protocol. In addition, various learning activities, posttest of each subject matter, a case study, and final exam were conducted onsite.

Date and Venue

The training and testing took place over a three day period from March 27-29, 2018 in the Somerset Ballroom at the Majestic Garden Hotel in Anaheim, California.

Training Team

The members of the training team consisted of Mrs. Sheryl R. Putnam, Director of Professional Development of Nan McKay and Associates, Inc. and Ms. Cydney K. Jones, Senior Consultant and Trainer of Nan McKay and Associates, Inc who was not only an assistant trainer but attendee as well.

Agenda

Please refer to attached Agenda

OUTREACH & EDUCATION (CONTINUED):

- 24 Voucher Briefings were conducted, allowing FSS to reach approximately 192 families;
- Provided AMP resources with FSS flyers, applications of interest and FSS contact information for dissemination to potential participants;
- Modernized the FSS website to include updated success stories which inform and encourage tenants to participate in the program;
- Continued personal contact with potential participants currently on the wait-list to maintain their interest, and enthusiasm;
- Include wait-listed participants on FSS communications intended for current participants (ie: Job Fairs, Health Fairs, etc);
- Peer Representation: Introduce potential participants to current or previous participants and/or successful graduates, to provide them with first-hand information on their personal experiences, successes, and growth while participating in the program;
- Providing of job announcement information regularly (either via email, or via telephone) to our FSS families;
- Linking families with employment opportunities by way of job fair notifications, to include University of Guam, Guam Women's Chamber of Commerce, Joint Region Marianas, Department of Education, and Baldyga Group. FSS attends and meets with our families to assist with completing applications and discussing our program with representatives of potential employers.

NEW APPROACHES TO ADDRESS NEEDS OF PARTICIPANTS:

- Parenting Skills Classes (in collaboration with DPHSS)
 - Goal: To help strengthen families and to provide building blocks to problem solving, goals creation and attainment. To help parents deal with the daily responsibilities of maintaining their homes and families in positive ways;
- Tobacco Free Guam and GBH&WC Prevention & Training (PEACE) Office
 - Goal: To reduce/prevent youth tobacco usage, to promote youth & adult cessation, and reduce exposure to second hand smoke. To encourage participants to use monies saved to grow their emergency savings fund;
- BAM Credit Solutions School is a privately-operated tutoring institute which assists those who wish to pursue obtaining their High-School diplomas. Course of study is provided by private tutor with a Masters' Degree in Education. Tutoring services are provided at a one-time cost of \$300.00;
- Guam Chamber of Commerce: Discussion with Membership Relations Specialist regarding possible FSS families participating in workshops offered by the Chamber, at no cost to the participant, on availability status. An example includes the upcoming workshop on stress and managing disruptive change.

LOOKING FORWARD:

- 2 potential graduates within next few months;
- Outreach Intensification: Mass Communication (Flyers, Brochures), plans underway to produce a quarterly FSS newsletter, and discuss rules and regulations regarding social media sites such as Facebook and/or Twitter;
- Waitlist Purge (notice of continued interest);
 - Currently 208 individuals on the Section-8 waitlist
 - Currently 82 individuals on the Public Housing waitlist

The agenda was executed to a tee with minimal disruptions or schedule adjustments. The instructor utilized time strategically and was accommodating for giving even more time necessary for the attendees to understand the subject matter.

Participants

The seminar consisted of one (1) lead trainer and about fourteen (14) attendees including personnel from HUD, Public Housing Agencies (PHA), Housing Finance Agencies (HFA), and private developers pursuing LIHTC development.

The Training-Seminar

Day One

Mrs. Sheryl Putnam opened up the seminar with a brief introduction of herself and her work with Nan McKay then opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules. She then went on to the first thing on the agenda was the LIHTC Program Basics. This area consisted of when the LIHTC programs was formed, what the difference is between a tax credit and tax deduction, and the uses of LIHTC which are New Construction, Acquisition and Rehabilitation. In addition, the LIHTC Program Basics established the roles that HUD, PHA's, HFA's play in the program. More importantly, noting that the HFA is responsible for the awarding of the tax credits, reporting noncompliance and essentially acting as the "Eyes and Ears," of the IRS.

Mrs. Sheryl then proceeded to discuss what qualifies as a LIHTC unit which consists of three things: suitable for occupancy, rent restricted, and initially occupied by income qualified households. From there the discussion moved to establishing the rent limits and noting that housing agencies should publish them every year. Some rents are subject to different programs such as PBV's, Section 8, etc. and that each project needs to determine which is the predominant one for the project. Income limits were mentioned and noted that every time HUD publishes new income limits-Multifamily Tax Subsidy Projects (MTSP), the project has 45 days to implement. She also advised owners of LIHTC projects to keep a record of these. The next item for discussion was the importance of compliance time periods. The credit period for LIHTC projects is 10 year, 15 years for the federal credit period, and additional 15 years for the extended use period. Mrs. Sheryl had also discussed the regulatory documents associated with the LIHTC program including the QAP, state specific LIHTC compliance manual, HUD Handbook 4350.3(REV-1) to name a few. Lastly before lunch dismissal, Mrs. Sheryl introduced the application process and calculating tax credits.

After the lunch break, Mrs. Sheryl continued with discussing the application process and calculating tax credits. More importantly, the focus here was to understand how to calculate qualified basis which is basically calculating the maximum credits through eligible basis, the applicable fraction, and the applicable percentage of the project. She noted that state allocating agencies consider the high development costs as it will benefit the increased number of units while maximizing large amount of credits.

The next topic of discussion was the Compliance Monitoring and Avoiding Recapture of tax credits. As mandated by the federal compliance period, HFA's are required to notify the IRS when noncompliance is identified through the IRS Form 8823 or a sale of building. Mrs. Sheryl pointed out that there are IRC requirements as well as state requirements when it comes to monitoring reviews. In addition, compliance reviews are taken in three forms: Desk Audits, Site Visits, and

Review of Owner's tenant files. After conducting the monitoring review, state agencies file a report with the owner in the event there are issues leading to noncompliance and give the owner ample time to justify those issues. If the agency determines that the owners are compliant, no Form 8823 is issued to the IRS. Lastly, Mrs. Sheryl talked about Acquisition and Rehab of LIHTC units and Eligibility before being dismissed for the day.

Day Two

Day two of the seminar began with Mrs. Sheryl covering Calculating Gross Annual Income. For example, to calculate income for an individual who works between 15 and 25 hours per week, under the HUD standards the requirement is to take the average of both, however, under LIHTC standards it's the higher number of hours worked in this case 25. More importantly, in LIHTC calculations anticipated income is always taken into consideration. Mrs. Sheryl even mentioned that if a tenant leaves employment of one state and is currently anticipating work the same job position in another state, it is the Owner's responsibility to find further information and research of the differences in salary between both in anticipation of their potential income. This is usually done through third party verification and consistent interviews with the tenant.

Setting Rents, Calculating Rent, and Ongoing Eligibility were additional topics of discussion for the seminar training. Mrs. Sheryl noted that should a LIHTC tenant exceed their income limit by more than 140% in the subsequent year after initial certification, the Owner must make the next available unit of comparable or smaller size a LIHTC unit. In regards to Calculating Rent, the formula for Gross Rent is as follows: $\text{Gross Rent} = \text{Rent} + \text{Utility Allowance} + \text{Non-optional Charges}$. Depending on the LIHTC property, mixed units may have a difference in rent due to other program requirements (i.e. Project based vouchers, Section 8, Public Housing, etc...). The day concluded with discussion on Ongoing Eligibility and Property Inspection Protocols.

Day 3

The agenda for this day was straight forward, Mrs. Sheryl opened up the seminar with a case study of a LIHTC property that included everything from 8609's of the project, samples of Tenant Income Certifications, Asset Verifications, Income and Rent Limits, essentially anything one would see in a tenant file audit. We worked in groups and answered various questions concerning the case such as calculating total annual income, determining eligibility under the student rule, finding the applicable fraction amongst other LIHTC questions. Next, Mrs. Sheryl opened up the floor for a quick study session before the exam. From there the exam was conducted and concluded by 12:00p.m.

Outcomes of the Training-Seminar

Based on this seminar training, the following recommendations for GHURA could be used for future work:

1. The state agency has control of the QAP aside from the IRS mandated criteria, so requiring a first year annual recertification could be established for the agency's benefit regardless if the LIHTC project is 100%. The Owner will still have to abide by state requirements.
2. Compliance is the biggest concern for Guam as the number of LIHTC units/projects continues to grow. Perhaps, in the future, hiring of third party auditors for the desk audit could help as the volume increases or establishing an audit team within the agency to conduct compliance monitoring.

3. In light of the \$1.3 Trillion Omnibus Bill and the expansion of the Rental Assistance Demonstration (RAD), the agency should opt to incorporate this within their LIHTC requirements under the QAP for future cycles.
4. Another option LIHTC has been used for is literally for the, "starving artist." The Artspace Tannery Loft in Santa Cruz, California offers affordable housing and studio space to artists who are income qualified and fall within the 50% AMGI. GHURA could utilize something like this in future ventures or at least open it up as a criteria not necessarily for artists but a specific demographic.
5. The agency could adopt a more thorough UPCS inspection, as laid out in the training. Vacant units should be inspected regardless as to show that the unit is readily available for the next LIHTC tenant.

Recommendations and Final Thoughts

The overall training seminar was informative and inspiring in regards to the LIHTC program. Mrs. Sheryl and her Nan McKay team put together a very detailed seminar of the learning objectives, testing, presentation, and audience engagement. In addition, it was a great opportunity to network with other housing agency staff, private developers, and HUD personnel from different states. For other programs including HOME, Section 8, or Public Housing, I do recommend that Nan McKay be an option as it is worth the investment. Perhaps, the Nan McKay team can make a seminar on island for future trainings. There are many things that I have taken from this training experience and I look forward to sharing this with my CPD team in a turn-around training. My sincere thanks and appreciation to the GHURA Board of Commissioners and Executive Management team for this opportunity.

Sincerely,



Dominic Calvo

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 ATURIDAT GINIMA' YAN RINUEBAN SIUDAT GUAHAN
 BOARD OF COMMISSIONERS
 RESOLUTION NO. FY2018-TA-001**

Moved By: THOMAS BORJA Seconded By: CARL DOMINGUEZ
Resolution authorizing off-island travel for Program Coordinator III (PC3) to attend the 2018 Fundamentals of Low-Income Housing Tax Credit (LIHTC) Management seminar training from March 27 - 29, 2018 in Anaheim, California.

WHEREAS, the Authority's travel Policy requires advance travel authorization by the Board of Commissioners for off-island travel on Authority business; and

WHEREAS, the Board of Commissioners deemed appropriate for attendance to the 2018 Fundamentals of LIHTC Management seminar training in Anaheim, California from March 27-29, 2018; and

WHEREAS, the training will provide the PC3 up to 20 seminar training hours over three days. This concentrated program provides value and can be especially helpful for the PC3 to adhere to program compliance as the number of LIHTC units increase on island; and

WHEREAS, the subject training request is an eligible expenditure under the LIHTC program for calendar year 2018; and be it

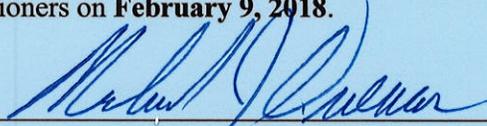
RESOLVED, the Board of Commissioners authorizes the use of the LIHTC program funds to finance the costs associated with travel and training, including registration fee, airfare, lodging, per diem, and ground transportation, for an estimated total of \$3,772.65 as indicated below:

DESCRIPTION	DOMINIC M. CALVO
Airfare (estimate)	\$1,481.45
Seminar registration and In-Class Exam	\$975.00
Lodging (\$156) X 5 days	\$914.20
Meals & Incidentals	\$352.00
Grounds transportation	\$50.00
TOTAL:	\$3,772.65

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – FEBRUARY 9, 2018
 PASSED BY THE FOLLOWING VOTES:**

- AYES:** George Santos, Thomas Borja, Carl Dominguez, Joseph Leon Guerrero, George Pereda
NAYS: NONE
ABSENT: Eliza Paulino
ABSTAINED: NONE

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **February 9, 2018.**



MICHAEL J. DUENAS
 Board Secretary/Executive Director





GUAM HOUSING AND URBAN RENEWAL AUTHORITY

EXPENSE REPORT



Traveler: **Dominic Calvo**
 Purpose: **Fundamentals of Low Income Housing Tax Credit Training Management**

9-Feb-18
 FY2018-TA-001
 \$3,772.65
 Amendment - BOC Resolution No.:
 Amended - Authorized Amount:

Travel Destination

From: **Guam**
 To: **Anaheim, California**

Date of Travel To Destination: **03/25/18**
 Date of Return From Destination: **03/31/18**

DATES:	13-Feb-18	25-Mar-18	26-Mar-18	27-Mar-18	28-Mar-18	29-Mar-18	30-Mar-18		
REQUIRED:									
Airfare - United	\$1,483.35								\$1,483.35
* Registration Fees	\$892.50								\$892.50
* Hotel (Lodging)		\$182.85	\$182.85	\$182.85	\$182.85	\$182.85			\$914.25
* Transportation (Taxi, Shuttle)									
Per Diem (Meals/Incidentals)		\$64.00	\$64.00	\$64.00	\$64.00	\$64.00			\$320.00
1ST & LAST day		\$48.00					\$48.00		\$96.00
* Receipts or supporting documents must be attached.									
TOTALS:	\$2,375.85	\$294.85	\$246.85	\$246.85	\$246.85	\$246.85	\$48.00		\$3,706.10

To be completed by Fiscal Division:

PO#	VENDOR	CHECK #	CHECK AMT
PO180440	Airfare - United	MC 28966	\$1,483.35
PO180440	Lodging - Anaheim Majestic Garden Hotel \$156.00 + \$26.84 Taxes = \$182.84 per night \$182.84 x 5 nights = \$914.20	28966	\$914.20
PO180440	Per Diem M&IE - Travel Days 3/25/18 & 3/30/18 \$48.00 x 2 = \$96.00	28966	\$96.00
PO180440	Per Diem M&IE - Full Per Diem 3/25/18 to 3/30/18 \$64 x 5 days = \$320.00	28966	\$320.00
PO180440	Registration - Nan McKay & Associates	MC 28966	\$892.50
PO180440	Transportation Fee	28966	\$50.00
TOTAL ADVANCES			\$3,756.05

GRAND TOTAL: \$3,706.10

< LESS: TOTAL ADVANCES >: **\$3,756.05**

BALANCE DUE TRAVELER:

REFUND DUE GHURA: **\$49.95**

"I hereby certify that the above is a true statement of expenses incurred by me in the official business of GHURA."

Traveler's Signature: *Dominic Calvo*

Date: **4/12/18**

Reviewed by Division Manager: *[Signature]* K. Taitano

Approved by Executive Director: *[Signature]*

Verified for Payment by Fiscal Division: *[Signature]*

Travel Receivable Clearance: *[Signature]*

FUNDING		
Program / Grant	Account No.	Cost
LIHTC	900.4150.90.0.810.06.1	\$3,836.45 3,706.10
TOTALS		3706.10 3836.45

Balance Due Traveler:	
GHURA Check No.:	
Reimbursement Received:	Date:
Refund Due GHURA:	
GHURA Receipt No.: 25099	Date: 04.26.18
Refund Received: 49.95	

(Rev: 04/28/06-HRD)

HURA
P.O. BOX CS AGANA, GUAM 96932
PHONE: (671) 477-9851/4 FAX: (671) 472-7565

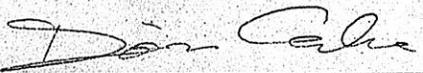
PAYMENT RECEIPT

DATE: 04/26/18
TIME: 12:46:57
RECEIPT # 25699

NAME: CALVO, DOMINIC J
SSN1: 0 SSN2: 0
PROGRAM: REV
BANK/ACCOUNT: 0601-005715
ADDRESS: FHB CK#128 DTD 04/12/18
NIT:
CCT#: FY2018-TA-001 FUNDAMENTALS OF LOW
AP#: INCOME HSG TAX CREDIT TRAINING
NAME: 0
SN: 0
LOT/BLOCK/TRACT#: 0
ANUAL RECEIPT#: 0
PAYMENT LIPH RECPT#: 0
EC DEP LIPH RECPT#: 0
COMMENTS: TRAVEL PER DIEM REIMBURSEMENT
CASHIER: RQS

RENT	0.00
LT CHG	0.00
SEC DEP	0.00
RETRO	0.00
PROM NOTE	0.00
WORK ORD	0.00
UTILITY	0.00
BAD CHK	0.00
MISC	49.95
COURT CST	0.00
INTEREST	0.00
CLEAN UP	0.00
PET DEP	0.00
AST PRIN	0.00
AST INT	0.00
TOTAL:	49.95

PAYMENT TYPE:
CASH: 0
CHECK: 49.95
LESS: 49.95
DUE: 0.00


CUSTOMER SIGNATURE

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA YAN RINUEBAN SIUDAT**

MEMORANDUM:

TO: Board of Commissioners

FROM: Executive Director

SUBJECT: Intent of Award
Project: **Renovation of Five Units at the Various AMP Sites**

At the Regular Board Meeting of May 11, 2018, a motion was made by Resident Commissioner Leon Guerrero and seconded by Commissioner Pereda to approve a contract with Genesis Tech Corp. in the amount of \$134,100.00 for the Renovation of Six Units at Various AMP Sites. Without any further discussion and objection, the Motion was approved.

Bid opening for the subject project was held on April 19, 2018 at 2:00PM. There were a total of 11 contractors that purchased a set of bid specification of which 5 submitted a bid. Listed below are the results of the bids submitted, which were open and read aloud.

<u>Contractor</u>	<u>Base Bid Item</u>
1. Ammanabat Corporation	\$136,500.00
2. Triple Tech Incorporated	\$197,300.00
3. Gensis-Tech Corporation	\$134,100.00
4. Canton Construction Corp.	\$189,557.00
5. Liang Construction	\$146,640.00

Government Estimate: \$178,224.00

Based on our staff's review of the bid results it was determined that bidder #3, Genesis-Tech Corporation is the lowest responsive responsible bid for this project.

On April 23, 2018 our staff, Albert H. Santos, A/E Manager met with Mr. Yong Kim, General Manager of Genesis-Tech Corporation. In the review of the cost proposal for both material and labor the total cost was at 25% less than the government estimate. The proposed material is in accordance with the bid specification and the labor hours are in accordance with the latest Davis-Bacon Wage rate. Mr. Kim has had a long standing history with GHURA and has renovated quite a few of GHURA's Public Housing Units. Mr. Kim is well aware of what is expected and maintains they will be able to complete the work required in accordance with the bid specification within his amount. Attach is Genesis-Tech Corporation letter of price confirmation.

Based on our staff's review and determination, we are requesting that the Board approves a contract with Genesis Tech Corp. in the amount of \$134,100.00 for the Renovation of Five Units at Various AMP Sites (3 MJLG, Asan (G26), 11 JC Rojas, Yona (G100), 2A Paquito, 7A Duenas, 44B Damian, Toto (G250) and 62 Kalachucha, Agat (G99).

Attachment: Bid Tabulation
Clearance
Government Cost Estimate
Contractor's Confirmation Letter
Verification of License from the Contractor's License Board

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMAYAN KINUEBAN SIUDAT SAN
Verification of Status for Contractors

To: File
 From: Architect & Engineering Manager
 Renovation of Five Units at the Ynfous AMP Sites

In Order to ensure that the contractor awarded does not have any outstanding claims against them, we requested that the listed government Agencies provide us with a current standing or any information which may be pertinent to the above contract. The following outlines the contractor's standings with the listed agencies.

Company Name	Alcan Print Co. Alex Castro	Alumant Corp Maximo Mambrot Jr	Claytech, Inc Alan Chai Fouc	Genesis-Tech Corp Young Kim	GR Construction LLC Bernardino Sacayan
Department of Labor: ALPCD Fair Employment Practice Wage & Hour Workers Compensation	Cleared 04/13/18	Cleared 04/12/18	Cleared 04/13/18	Cleared 04/13/18	Cleared 04/13/18
	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18
	Cleared 04/16/18	Cleared 04/16/18	Cleared 04/16/18	Cleared 04/16/18	Cleared 04/16/18
	Expired 03/31/18	Expires 08/02/18	Cancelled 08/26/17	Expires 06/30/18	Expires 06/28/18
Contractor to obtain clearance from Guam Contractors License Board					
U.S. Department of Labor Revenue & Tax ENRSSH	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18
Contractor to report to Revenue and Tax Office					
OSHA	3 Processed Update: 06/07/16 wr 2 violations	1 Processed Update: 08/11/17 w/pd violation	Cleared 04/10/18	Cleared 04/10/18	Cleared 04/10/18
SAM Debarred List	Cleared 04/11/18	Cleared 04/11/18	Cleared 04/11/18	Cleared 04/11/18	Cleared 04/11/18

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMAYAN KINDEBAN SUDAT TAIN
Verification of Status for Contractors

Company Name	Murphy Enterprises Inc	Triple Tech Incorporated	TK&S Equipment Rental
<i>Gino Limag/floang</i>	<i>Luke Murphy</i>	<i>Alice Pa</i>	<i>Sylv Shiknambeur</i>

Department of Labor:
ALPCD
Fair Employment Practice
Wage & Hour
Workers Compensation

Cleared 04/13/18	Cleared 04/13/18	Cleared 04/13/18	Cleared 04/13/18
Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18
Cleared 04/16/18	Cleared 04/16/18	Cleared 04/16/18	Cleared 04/16/18
Expires 01/31/19	Expires 1/22/18	Expires 1/19/218	Expires 08/31/18

Guam Contractors License Board

Contractor to obtain clearance from Guam Contractors License Board			
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U.S. Department of Labor

Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18	Cleared 04/12/18
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Revenue & Tax
EMROSON

Contractor to report to Revenue and Tax Office			
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OSHA

Cleared 04/10/18	Cleared 04/10/18	Cleared 04/10/18	Cleared 04/10/18
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SAM Debarred List

Cleared 04/11/18	Cleared 04/11/18	Cleared 04/11/18	Cleared 04/11/18
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Genesis-Tech Corporation

P.O. Box 23059
Barrigada, Guam 96921
Tel/Fax:(671)637-3370
email:genesistechguam@gmail.com

April 23, 2018

Michael J Duenas
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue, Sinajana, Guam 96910

Attn: Albert H Santos
FME Manager

Subject : Confirmation of Letter
Renovation of five units at the various AMP sites
GHURA-2-23-2018-AMP's

Dear Sir,

Based on our discussion held on April 23, 2018 in reference your concern to my bid submittal for the Renovation of five units at the various GHURA AMP sites, base bid #1 that my bid amount of \$134,100.00, is consistent with the scope of work as detailed in the bid specification IFB # GHURA-3-23-2018-AMP's.

We fully understand the required scope of works as per the bid documents.
Our bid amount includes all the performance of work, materials and other costs to complete as specified and required in the bid documents.
Our company has been steadily successful completion to the work of similar projects over the years.

We'll try to complete the project in a sincere manner to eliminate your concerns.
Thank you for your guidance and consideration. If you should have any questions, please do not hesitate to call me at 637-3370 or 888-5785.

Sincerely,



Young Kim
General Manager

COST ESTIMATE

8

ACTIVITY AND LOCATION: 3MJLG in Asan 3 Bedroom unit	CONSTRUCTION CONTRACT NO.	SHEET 1 OF 1
PROJECT TITLE:reno-3bdrm	IDENTIFICATION NO.	3/16/2018

COST ESTIMATE

ACTIVITY AND LOCATION: Toto	CONSTRUCTION CONTRACT NO.	SHEET 1 OF 1
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ITEM DESCRIPTION	NUMBER	UNIT	UNIT COST	TOTAL
Termite treatment	1000	sf	\$0.75	\$ 750.00
Painting	4800	sf	\$ 0.75	\$ 3,600.00
exterior doors	2	ea	\$ 1,100.00	\$ 2,200.00
interior doors	4	ea	\$ 500.00	\$ 2,000.00
screen door (repair)	1	ea	\$ 55.00	\$ 55.00
Kitchen up-grade	1	ea	\$ 4,200.00	\$ 4,200.00
remove old tiles & dispose	1000	sf	\$ 0.61	\$ 610.00
install vinyl floor tiles	1000	sf	\$ 1.75	\$ 1,750.00
lighting fixtures	10	ea	\$ 125.00	\$ 1,250.00
outlet/switch cover	20	ea	\$ 5.00	\$ 100.00
smoke detector	5	ea	\$ 119.00	\$ 595.00
replace light switch & outlets	20	ea	\$ 15.75	\$ 315.00
General cleaning-in & out	1	LS	\$ 550.00	\$ 550.00
Water Case-wall piping	1	ls	\$ 4,500.00	\$ 4,500.00
roof coating	1800	sf	\$ 4.00	\$ 7,200.00
total				\$ 29,675.00

ACTIVITY AND LOCATION: 2A Paquito 3 Bedroom unit	CONSTRUCTION CONTRACT NO.	SHEET 1 OF 1
	IDENTIFICATION NO.	3/16/2018

COST ESTIMATE

Toto	CONSTRUCTION CONTRACT NO.	SHEET 1 OF 1
------	---------------------------	--------------

ITEM DESCRIPTION	NUMBER	UNIT	UNIT COST	TOTAL
Termite treatment	1000	sf	\$0.75	\$ 750.00
Painting	4800	sf	\$ 0.75	\$ 3,600.00
exterior doors	2	ea	\$ 1,100.00	\$ 2,200.00
interior doors	2	ea	\$ 500.00	\$ 1,000.00

screen door (repair)	1	ea	\$ 55.00	\$ 55.00
Kitchen up-grade	1	ea	\$ 2,500.00	\$ 2,500.00
remove old tiles & dispose	1000	sf	\$ 0.61	\$ 610.00
install vinyl floor tiles	1000	sf	\$ 1.75	\$ 1,750.00
lighting fixtures	5	ea	\$ 125.00	\$ 625.00
outlet/switch cover	20	ea	\$ 5.00	\$ 100.00
smoke detector	5	ea	\$ 119.00	\$ 595.00
replace light switch & outlets	20	ea	\$ 15.75	\$ 315.00
General cleaning-in & out	1	LS	\$ 550.00	\$ 550.00
Replace and up-grade main electrical panel box	1	ls	\$ 3,500.00	\$ 3,500.00
bathroom repairs	1	ls	\$ 2,000.00	\$ 2,000.00
exterior sink area	1	ls	\$ 1,500.00	\$ 1,500.00
repair shutters	1	LS	\$ 800.00	\$ 800.00
total				\$ 22,450.00

total for the 2 -3bdrm units

\$ 29,675.00

\$ 22,450.00

\$ 52,125.00

COST ESTIMATE

ACTIVITY AND LOCATION: 44B Calle Damian & 7a Duenas 4 bedroom		CONSTRUCTION CONTRACT NO.			SHEET 1 OF 1
PROJECT TITLE:reno of a 4bdm unit		IDENTIFICATION NO.			
		ESTIMATED BY Albert H. Santos, A/E Manager		DATE PREPARED 3/16/2018	
ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE		
	NUMBER	UNIT	UNIT COST	TOTAL	
Termite treatment	1200	sf	\$2.25	\$ 2,700.00	
Painting	4800	sf	\$ 1.25	\$ 6,000.00	
exterior doors	2	ea	\$ 2,000.00	\$ 4,000.00	
interior doors & jams	6	ea	\$ 800.00	\$ 4,800.00	
screen door (repair)	2	ea	\$ 55.00	\$ 110.00	
Up-garde kitchen cabinets	1	ea	\$ 4,200.00	\$ 4,200.00	
remove old tiles & dispose	1200	sf	\$ 0.75	\$ 900.00	
install vinyl floor tiles	1200	sf	\$ 1.75	\$ 2,100.00	
Replace and up-grade main electrical panel box	1	LS	\$ 3,500.00	\$ 3,500.00	
lighting fixtures	6	ea	\$ 125.00	\$ 750.00	
Change out medicine cabinet	2	ea	\$ 120.00	\$ 240.00	
New range hood	1	ea	\$ 220.00	\$ 220.00	
smoke detector	5	ea	\$ 119.00	\$ 595.00	
replace light switch & outlets	10	ea	\$ 15.75	\$ 157.50	
General cleaning-in & out	1	LS	\$ 650.00	\$ 650.00	
total				\$ 30,922.50	

Total 44b & 7a

\$ 61,845.00

11JCR		CONSTRUCTION CONTRACT NO.			SHEET 1 OF 1
PROJECT TITLE:reno of a 4bdm unit		IDENTIFICATION NO.			
		ESTIMATED BY Albert H. Santos, A/E Manager		DATE PREPARED 3/16/2018	

ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE	
	NUMBER	UNIT	UNIT COST	TOTAL
Termite treatment	1200	sf	\$2.25	\$ 2,700.00
Painting	4800	sf	\$ 1.25	\$ 6,000.00
exterior doors	2	ea	\$ 2,000.00	\$ 4,000.00
interior doors & jams	8	ea	\$ 800.00	\$ 6,400.00
screen door (repair)	1	ea	\$ 55.00	\$ 55.00
Up-grade kitchen cabinets	1	ea	\$ 3,200.00	\$ 3,200.00
remove old tiles & dispose	1200	sf	\$ 0.75	\$ 900.00
install vinyl floor tiles	1200	sf	\$ 1.75	\$ 2,100.00
lighting fixtures	6	ea	\$ 125.00	\$ 750.00
Change out medicine cabinet	2	ea	\$ 120.00	\$ 240.00
New range hood	1	ea	\$ 220.00	\$ 220.00
smoke detector	5	ea	\$ 119.00	\$ 595.00
replace light switch & outlets	10	ea	\$ 15.75	\$ 157.50
General cleaning-in & out	1	LS	\$ 650.00	\$ 650.00
Re-route waste line through out the	1	ls	\$ 8,500.00	\$ 8,500.00
bathroom repair	1	ls	\$ 1,100.00	\$ 1,100.00
total				\$ 37,567.50

Total for the 3 -4 bdrm units

61845
37567
\$ 99,412.00

COST ESTIMATE

62Kal	CONSTRUCTION CONTRACT NO.	SHEET 1 OF 1
PROJECT TITLE:reno-2bdrm	IDENTIFICATION NO.	
	ESTIMATED BY Albert H. Santos, FME Manager	DATE PREPARED 3/28/2018

ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE	
	NUMBER	UNIT	UNIT COST	TOTAL
Termite treatment	900	sf	\$0.45	\$ 405.00
Painting	4800	sf	\$ 0.75	\$ 3,600.00
exterior doors	2	ea	\$ 1,100.00	\$ 2,200.00
interior doors	4	ea	\$ 500.00	\$ 2,000.00
screen door (repair)	2	ea	\$ 55.00	\$ 110.00
Kitchen up-grade	1	ea	\$ 2,100.00	\$ 2,100.00
remove old tiles & dispose	900	sf	\$ 0.61	\$ 549.00

install vinyl floor tiles	900	sf	\$ 2.46	\$ 2,214.00
Existing interior and exterior waste line to be completely removed and disposed. Provide new PVC waste line system	1	ls	\$ 8,000.00	\$8,000.00
Enclose opening above bedroom and hallway with cement Boards	2	ea	\$900.00	\$ 1,800.00
watercloset-refurb(bowl wax,flush assembly,seat)	1	ea	\$ 250.00	\$ 250.00
sink(faucet, drain pipe) bathrm	1	ea	\$ 79.50	\$ 79.50
soap dish,towel rack,shower head,clean tiles	1	set	\$ 200.00	\$ 200.00
Utility sink w/faucet & drain assembly	1	ea	\$ 289.50	\$ 289.50
lighting fixtures	9	ea	\$ 125.00	\$ 1,125.00
outlet/switch cover	10	ea	\$ 5.00	\$ 50.00
smoke detector	4	ea	\$ 119.00	\$ 476.00
replace light switch & outlets	12	ea	\$ 15.75	\$ 189.00
General cleaning-in & out	1	LS	\$ 550.00	\$ 550.00
total				\$ 26,187.00

	2-3bdrm	\$ 52,125.00
	3-4bdrm	\$ 99,412.00
	1-2bdrm	\$ 26,687.00
Total for all 6 units		\$ 178,224.00

2018

CONTRACTOR'S LICENSE

EDDIE BAZA CALVO
Governor of Guam

RAY TENORIO
Lt. Governor of Guam

Pursuant to the provisions of Chapter VII Title XI of the Government of Guam and the Rules and Regulations of the Contractors License Board, the Executive Director of Contractors hereby issues this license to:

Genesis-Tech Corporation

To engage in the business or act in the capacity of a contractor in the following classifications

A,B,C11,C13,C15,C18,C20,C26,C33,C37,C42,C53,C55 & C68 (Epoxy Coating/Injection)

This license is the property of the Executive Director of Contractors, not transferable, and shall be returned to the Executive Director upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed on or before the expiration date.

Signature of RME
RME #

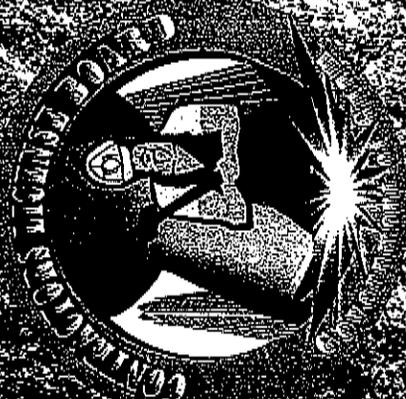
Signature of LICENSEE
License # CLB11-0850

GRT # 201100687

Certificate # C-0617-0692

Issued: June 22, 2017

Expires: June 30, 2018



[Signature]
EDUARDO R. ORDONEZ
EXECUTIVE DIRECTOR

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA □ YAN RINUEBAN SIUDAT**

May 10, 2018

MEMORANDUM:

TO: Board of Commissioners
FROM: Executive Director 
SUBJECT: Intent of Award, Rehabilitate and upgrade of the Sinajana and Umatac Baseball Field

This project, which was originally awarded to P&E Construction was canceled with instructions for staff to explore other options to complete these projects. In doing so, it was recommended that staff be permitted to initiate discussions with the next lowest bidder with an aim to engage them and re-submit for board approval on the outcome of those discussions in order to move these projects forward.

GHURA staffs did meet with the next low bidder Infratech Int'l LLC, who submitted a bid in the amount of \$1,154,868.94 which they agreed to meet and discuss. The next low bidder in line is Canton Construction Corp. at \$1,758,682.00.

Listed below is the negotiated amount with Infratech Intl:

	1st meeting	4/27/18	5/4/18
Bid amount	\$1,154,868.94	\$1,073,148.84	\$1,010,000.00
Deductive #1	\$33,239.65		
Deductive #2	\$233,148.84	\$233,148.84	\$200,000.00
Less Deductive 1	\$1,121,629.29	\$1,073,148.84	\$1,010,000.00

At the first meeting they feel that with the limited number of skill workers on board, their cost is hard fast with no room for reduction. As we reviewed the design we made several changes to the detail design and requested they review the propose change and resubmit a propose reduction. At the second meeting they did reduce the base bid amount by \$48,480.00. After another review of the design, we requested they submit another reduction to eliminate the concrete swale and replace with earthen swale with rock barriers on the slope side and a reduction in the lighting requirement to provide adequate lighting for a playing/practice field.

On our last meeting held on May 4, 2018 they agreed to reduce their total cost by \$144,868.95 which we accepted with the understanding that the final negotiate amount for the basic amount of \$1,010,000.00 is that we will award a contract less the deductive amount of \$200,000.00 which will be added back into the contract upon the release of funding from Department of Parks and Rec.

Based on the negotiated amount, the project specification will incorporate the change out of concrete swale with earthen swale with rock barrier(s) at every 50 feet. In addition, remove concrete walkway at both Sinjana and Umatac fields which is deductive bid #1 and the reduction in illumination of the lighting for both Sinjana and Umatac Fields to be used as a playing field.

Clearance are on file from Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification). Infratech Int'l LLC last project with GHURA was the completion of the Richard Junior DeGracia Naputi Baseball Field, in Talofoto which is used as a multi-purposed field consisting of a Babe Ruth, soccer and football field.

Based on our staff's review and determination, we are requesting the Board to approve a contract with Infratech Int'l LLC for the negotiated base bid item no 1 and deductive bid item no 1 and 2 in the amount of \$810,000.00 and that upon the release of funding from Parks and Rec, we will amend the contract to add the lighting for the Umatac field at \$200,000.00. Funding is available for the award of this project under the CDBG program.

Attachment: Bid Tabulation
Clearance
Contractor's confirmation

At the Regular Board Meeting of May 11, 2018, a motion was made by Pereda to approve the awarding of the construction contract of the Sinajana and Umatac Baseball Field in the amount of \$810,000.00 to Infratech Int'l LLC with an expectation that if the Department of Parks and Recreation supplements the project with \$200,000.00 then lighting can be added on to the project. Without any further discussion and objection, the Motion was approved.

Albert Santos

From: Ravindra B. Gogineni <ravi@infratechintl.com>
Sent: Sunday, April 29, 2018 4:59 PM
To: 'Albert Santos'
Cc: amanglona@ghura.org; pragathi@infratechintl.com; naresh@infratechintl.com
Subject: Sinjana & Umatac Baseball field

Al,

After reviewing the proposal, we would be able to be around \$840K with the exclusion of the following items:

Sinjana

- Remove the concrete walkway from the SOW.

Umatac

- Remove the concrete walkway from the SOW
- Remove concrete swale from the SOW.
- Remove the lighting from the SOW.

Please let me know if you would be able to consider those items. Let me know your thoughts on this. Thank you.

Best Regards,
Ravindra B. Gogineni
Vice President

 InfraTech International, LLC

EDWOSB, Hub-Zone, SDB, Minority Owned & 8(a) Participant

118 Aspengao CT.
Barrigada, Guam 96913
Ph: 671-888-5670
Fax: 671-472-5670



2016 STEP (Safety Training Evaluation Process) Diamond Award Winner

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Albert Santos

From: Ravindra B. Gogineni <ravi@infratechintl.com>
Sent: Sunday, May 06, 2018 8:26 PM
To: 'Albert Santos'
Cc: amanglona@ghura.org; 'Naresh'; 'Pragathi Gogineni'
Subject: Sinjana & Umatac Baseball Field Upgrade Project

Al,

As discussed in the meeting held at GHURA Office on Friday, May 4, 2018, InfraTech accepts \$810,000.00 with including but not limited to the following assumptions:

- GHURA will have an option to include the lighting to Umatac Baseball Field for \$200,000.00 at later date.
- Remove Concrete Swale with earthen swale with rock barrier(s) at every 50 feet.
- Remove Concrete Walkway at both Sinjana and Umatac Fields.
- Construct concrete ADA parking with WWF (6" x 6") with 2" 2,500 PSI concrete.
- The illumination of the lighting for both Sinjana and Umatac Fields is not per the Official Baseball standards as specified in the original project specifications. InfraTech will submit the lighting calculations as part of the design for review and approval. In case, GHURA would like to change the requirements, additional cost will be added to the contract.

I am not sure whether I covered all the items discussed. Please, let us know if you have any questions. Thank you.

Best Regards,
Ravindra B. Gogineni
Vice President

 InfraTech International, LLC

EDWOSB, Hub-Zone, SDB, Minority Owned & 8(a) Participant
118 Aspengao CT.
Barrigada, Guam 96913
Ph: 671-888-5670
Fax: 671-472-5670



2016 STEP (Safety Training Evaluation Process) Diamond Award Winner

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**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 ATURIDAT GINIMA' YAN RINUEBAN SIUDAT GUAHAN
 BOARD OF COMMISSIONERS
 RESOLUTION NO. : FY2018-TA-002**

Moved By: JOSEPH LEON GUERRERO Seconded By: CARL DOMINGUEZ
Resolution authorizing off-island travel for FSS Program Coordinators II & III to attend the Section 3 National Training Conference, from June 18th – 20th, 2018, in Dallas, Texas.

- WHEREAS,** the Authority's travel Policy requires advance travel authorization by the Board of Commissioners for off-island travel on Authority business; and
- WHEREAS,** the Board of Commissioners deemed appropriate for attendance to the Section 3 National Training Conference in Dallas Texas from June 18 – 20, 2018; and
- WHEREAS,** the training is to adhere to HUD's Best Practices and will include compliance and reporting requirements through the Section 3 Performance Evaluation and Registry System (SPEARS); and
- WHEREAS,** this subject training is an eligible expenditure under FY2018 Section-8 Travel Budget. Sufficient funding is available under the training budget; and **THEREFORE** be it;
- RESOLVED,** that the Board of Commissioners authorizes the expenditure of approximately \$8,339.90. Travel and training cost breakdown are as follows:

ESTIMATED COST: \$8,339.90

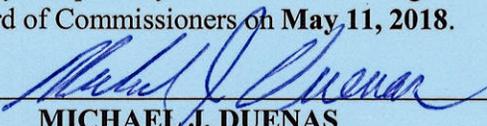
DESCRIPTION	COST
AIR FARE (\$1,844.65 x 2)	\$ 3,689.30
HOTEL May 17-20, 2018 (\$1,892.30 x 2=\$3,784.60)	\$ 3,784.60
PER DIEM (Meals & Incidentals) (First and Last Day) \$55.50 x 2 days = \$111.00 x 2 travelers = \$222.00 + 74.00 x 3 days = \$222.00 x 2 travelers = \$444.00)	\$ 666.00
REGISTRATION: (\$0. X 2 = \$)	\$ 0.00
GROUND TRANSPORTATION:	\$ 200.00
TOTAL (Estimated) COST:	\$ 8,339.90

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – May 11, 2018
 PASSED BY THE FOLLOWING VOTES:**

- AYES:** Thomas Borja, Carl Dominguez, George Pereda, Joseph Leon Guerrero
NAYS: NONE
ABSENT: George Santos, Eliza Paulino
ABSTAINED: NONE

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **May 11, 2018**.

(SEAL)


MICHAEL J. DUENAS
 Board Secretary/Executive Director



GHURA

Guam Housing and Urban Renewal Authority
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Website: www.ghura.org



May 8, 2018

- Eddie Baza Calvo**
Governor of Guam
- Ray Tenorio**
Lt. Governor of Guam
- George A. Santos**
Chairman
- Thomas E. B. Borja**
Vice Chairman
- Carl V. Dominguez**
Commissioner
- George F. Pereda**
Commissioner
- Eliza U. Paulino**
Commissioner
- Joseph M. Leon Guerrero**
Resident Commissioner
- Michael J. Duenas**
Executive Director
- Pedro A. Leon Guerrero, Jr.**
Deputy Director

TO: Michael J. Duenas, Executive Director

FROM: Training Committee
Pedro A. Leon Guerrero, Jr., Deputy Director
Katherine Taitano, Chief Planner
Jildo DeNorcy, Deputy Controller

SUBJECT: Off-Island Training Request
HUD sponsored Section 3 National Training Conference from June 18-21, 2018 in Dallas, Texas

The Committee has reviewed Ms. Norma San Nicolas' request to send FSS staff, Ms. Sandrina Cepeda (PC-III) and Ms. Pauline Santos (PC-II) to attend the U.S. Department of Housing and Urban development (HUD) sponsored Section 3 training conference from June 18-21, 2018 in Dallas Texas. Total estimated cost for this training is \$8,339.90.

The Committee has evaluated the cost-benefit of this request and determined that it would be to the best interest of the Authority for these staffs to attend this training, which is not frequently offered. Compliance with Section 3 is mandatory for GHURA and the training is relevant to the FSS staff executing the duties on behalf of GHURA residents. Both FSS staff have not had formal training and need the tools to administer the program effectively and efficiently.

Funding source for this training has been identified: 006.4150.00.0.810.10.1

Certifying Officer's Signature: Lucele D. Leon Guerrero 05/09/2018
Lucele Leon Guerrero, Controller

Training Committee's Recommended Action: Approval Disapproval

The Training Committee believes that the attendance of Ms. Sandrina Cepeda and Ms. Pauline Santos at this training conference would immensely benefit the Authority and recommend approval of this travel/training request.

Pedro A. Leon Guerrero, Jr.
Pedro A. Leon Guerrero, Jr., Deputy Director

Katherine Taitano
Katherine Taitano, Chief Planner

Jildo DeNorcy
Jildo DeNorcy, Deputy Controller

Concurrence/non-concurrence:
 I concur with the Committee's Recommendation
 I do not concur with the Committee's recommendation

Michael J. Duenas
MICHAEL J. DUENAS
Executive Director