



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., November 12, 2024
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Monday, November 04, 2024

2nd Printing – Sunday, November 10, 2024

III. APPROVAL OF PREVIOUS BOARD MINUTES – October 15, 2024

IV. NEW BUSINESS

	PAGE (S)
1. Resolution No. FY2025-003	1 - 2
Resolution approving Above-Step Recruitment for the Accountant II (Permanent Position)	
2. Resolution No. FY2025-004	3 - 10
Resolution authorizing the Section Eight Management Assessment Program (SEMAP) Certification (Form HUD-52648) for Fiscal Year Ending 2024	
3. Resolution No. FY2025-005	11 - 15
Resolution to adopt the revised Housing Choice Voucher Program Administrative Plan that include changes mandated by the Housing Opportunities Through Modernization Act (HOTMA) of 2016	
4. Resolution No. FY2025-006	16 - 22
Resolution approving the Fiscal Year 2025 Section 8 Housing Choice Voucher Program Utility Allowance Schedule and Additional Allowances for Reasonable Accommodations for Persons with disabilities	
5. Resolution No. FY2025-007	23 - 27
Resolution approving Fiscal Year 2025 Section 8 Housing Choice Voucher Program Payment Standards	
6. Resolution No. FY2025-008	
Resolution to extend loan funds to Manelu by GHURA	

V. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Next proposed scheduled Board Meeting: Tuesday, November 26, 2024
@ 12:00 p.m.

VI. ADJOURNMENT

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CIVIL SERVICE COMMISSION
 KUMISION I SETBISSION SIBIT
 Bell Tower Suite 201, 710 W. Marine Corps Drive, Hagåtña, Guam 96910
 Tel: (671) 647-1855 * Fax: (671) 647-1867

NOTICE OF MEETING

IN-PERSON MEETING AT 9:00 A.M. ON TUESDAY, NOVEMBER 12, 2024.

The public can access a live stream of this meeting on the CSC website at: <https://us06web.zoom.us/j/88563896143?pwd=ExeBRUYJdlwYbXLBGkn636M7UpO4P.1>
 (Meeting ID: 885 6389 6143) (Passcode: : 292430)

AGENDA:

- I. CALL TO ORDER.
- II. APPROVAL OF MINUTES: August 01, 2024, August 06, 2024, and August 08, 2024.
- III. NEW BUSINESS:
 - (1) GRIEVANCE HEARING. Franklin Nededog Santos vs. Department of Corrections; Case No.: 24-GRE08.
- IV. OLD BUSINESS:
- V. GENERAL BUSINESS:
 - (1) Bills and Laws affecting CSC: None.
 - (2) Administrative Counsel Litigation Update; focused on SP0092-24 - Guam Department of Education vs. Guam Civil Service Commission vs. Sonia R. Pablo.
 - (3) Board Training: Civil Service Commission Board Members.
- VI. ADJOURNMENT.

For special accommodations, please contact Maria P. Masnayan, CSC ADA Coordinator at (671) 647-1872 / (671) 647-1855.
 /s/ Daniel D. Leon Guerrero, Executive Director
 Paid by the Civil Service Commission

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Guam Solid Waste Authority

546 N. Marine Corps Dr., Tamuning, Guam 96913

INVITATION FOR BID (IFB)

Bid No: GSWA-004-25
For: 95-Gallon Roll-Off Trash Carts
Bid Opening Date: Wednesday, November 20, 2024
Time: 10:00 a.m. ChST
Location: Guam Solid Waste Authority, 2nd Floor

Bid packages may be picked up at Guam Solid Waste Authority, 546 N. Marine Corps Dr. in Upper Tumon, 2nd Floor, beginning Monday, November 4, 2024 until Wednesday, November 20, 2024 or visit the GSWA website <http://www.guamsolidwasteauthority.com> to obtain an electronic copy of the IFB.

For more information, please contact GSWA Procurement Office at 671-646-2354.

This advertisement was paid for by GSWA.



GHURA

Guam Housing and Urban Renewal Authority
 Aturidat Ginima Yan Rinueban Siudad Guahan
 117 Bien Venida Avenue, Sinajana, GU 96910
 Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
 Website: www.ghura.org



Loures A. Leon Guerrero
 Governor of Guam

Joshua F. Tenorio
 Lieutenant Governor of Guam

Board of Commissioners Meeting
Tuesday, November 12, 2024 at 12:00 PM.
 This meeting is open to the public via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/83354150880?pwd=IBj85JqOCnRS5skn3btDMAfnMunGa.1>

Meeting ID: 833 5415 0880

Passcode: 772074

Watch YouTube Live Stream

<https://www.youtube.com/channel/UCGqKWUOkOmTOFOLYn48ULag>

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- I. ROLL CALL
- II. BOARD MEETING PUBLIC ANNOUNCEMENTS
- III. APPROVAL OF PREVIOUS BOARD MINUTES - October 15, 2024
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 - 6. Resolution No. FY2025-008; Resolution to extend loan funds to Manelu by GHURA
- V. GENERAL DISCUSSION / ANNOUNCEMENTS
 - 1. Next proposed scheduled Board Meeting - Tuesday, November 26, 2024 @ 12:00 p.m.
- VI. ADJOURNMENT

The complete Board packet may be viewed on our website at www.ghura.org.

For more information, please contact Audrey Aguon at 475-1378 and for special accommodations, please contact Chief Planner - Designated Section 504 / ADA Coordinator at 475-1322 or TTY 472-3701.

This advertisement was paid for by GHURA.



BID INVITATION

Bid No: GCC-FB-25-003
For: GCC Tiling, Painting, & Table Refinishing [Buildings A, C, & D (specific rooms identified) and Room 5107]
Pre-Bid Conference & Site Visit (Mandatory) **10:00 a.m., Friday, November 8, 2024**
 GCC President's Conference Room, 2nd floor, Building 2000
Bid Submission: **10:00 a.m., Wednesday, November 20, 2024**
 GCC Student Services & Administration Building (Building 2000)
 GCC Materials Management Office, 1st Floor, Room 2105
Bid Opening Date: **10:15 a.m., Wednesday, November 20, 2024**
 GCC Student Services Conference Room, 2nd floor, Building 2000
Place: Guam Community College Student Services & Administration Building

Interested bidders may purchase a bid package at the Cashier's Office (Building 2000, Room 2119, 1st floor, during the hours of 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding Government of Guam holidays). A non-refundable fee of \$25.00 will be charged for a hard copy of the bid package and must be purchased by the Pre-Bid Conference date. Upon issuance of a receipt, the bid packet must be picked up from the Materials Management Office, Room 2105 (1st floor). Attendance at the Pre-Bid Conference is Mandatory, failure to attend will result in disqualification. However, interested vendors may request a PDF file of the bid packet to be sent via email, free of charge by the Pre-Bid Conference date.

For further information, please contact the Materials Management Office at 735-5540 ext. 5541 or 5547 or email: materialsmanagement@guamcc.edu.

This project is funded by Guam Community College
 GCC is an equal opportunity provider and employer

/s/ **MARY A.Y. OKADA, Ed.D.**
 President

RAZZANO WALSH & TORRES, P.C.
 JOSEPH C. RAZZANO
 Pan American Building
 139 Murray Blvd. Suite 100
 HAGÄTÑA, GUAM 96910
 Telephone: (671) 989-3009
 Facsimile: (671) 989-8750
 Electronic Service: eservice@rwtgum.com
 Attorneys for Petitioner
 William W. Kido

IN THE SUPERIOR COURT OF GUAM
IN THE MATTER OF THE ESTATE OF
TONGMUAN KIDO,
 Decedent.
 Probate Case No. PR0053-23

NOTICE OF HEARING ON VERIFIED PETITION FOR FINAL DISTRIBUTION

NOTICE is hereby given that William W. Kido has filed a Verified Petition for Final Distribution for the estate named above. Reference to which is hereby made for further particulars. A hearing on the Petition is set before the Honorable Arthur R. Barcinas on **NOV 19, 2024 at 11:00 a.m.**

DATED at Hagätña, Guam on **SEP 05, 2024.**

JANICE CAMACHO-PEREZ
 Clerk of Court, Superior Court of Guam
 BY: /s/ Yvonne L. Cruz
 Courtroom/ Chamber Clerk

ZOOM INFO:
 Meeting ID: 752 425 5848
 Passcode: JARB

IN THE SUPERIOR COURT OF GUAM
IN THE MATTER OF THE ESTATE
OF
DOLORES BORJA MC AULIFFE,
 Deceased.

Superior Court Case No. PR0139-24
NOTICE OF CONTINUED HEARING

THIS NOTICE IS REQUIRED BY LAW. YOU ARE NOT REQUIRED TO APPEAR IN COURT UNLESS YOU DESIRE.

1. NOTICE IS HEREBY GIVEN that **Sandra M. McDaniel** has filed a **Petition for Probate of Estate with Will Annexed and for Letters of Administration**, reference to such petition is hereby made for further particulars.

2. A hearing on the petition will be heard on **Wednesday, November 20, 2024 at 9:30 a.m.** before Judge Dana A. Gutierrez in the Superior Court of Guam.

3. To attend or to participate in the hearing, you may appear in person at the courtroom of Judge Dana A. Gutierrez, 120 West O'Brien Drive, Hagätña, Guam or you may appear via Zoom by logging onto <https://guamcourts.org.zoom.us> and enter the **Meeting ID: 839 7874 0380** and **Passcode: 189701**. For technical assistance, please call (671) 475-3207 five (5) minutes prior to the designated hearing time.

DATED: October 24, 2024

JANICE M. CAMACHO-PEREZ,
 Clerk of Court, Superior Court of Guam
 BY: /s/ **Pauline I. Untalan**
 Courtroom/Chamber Clerk

NOTICE OF AVAILABILITY
Guam Flight Test Final Environmental Assessment/Overseas Environmental Assessment and Finding of No Significant Impact

The Missile Defense Agency (MDA), in cooperation with the United States (U.S.) Navy, U.S. Air Force, U.S. Army, and U.S. Coast Guard (Cooperating Agencies), has prepared a Final Environmental Assessment (EA)/Overseas Environmental Assessment (OEA) to evaluate the potential environmental impacts from proposed missile defense flight tests or target tracking exercises conducted from Andersen Air Force Base (AAFB) on Guam or at sea from a Navy ship in the western Pacific Ocean (Proposed Action). The Proposed Action includes conducting up to two flight tests or tracking exercises per year over a 10-year period. The purpose of the Proposed Action is to validate the interoperability of multiple sensors and interceptor systems that could become part of a missile defense system developed to protect Guam. Access to private properties that border AAFB may be temporarily restricted during some flight tests to ensure public safety.

Finding of No Significant Impact

Based on the analysis presented in the Final EA/OEA, consideration of public comments received on the Proposed Final EA/OEA, and potential impacts on historic properties, MDA has determined that implementation of its Preferred Alternative (Alternative 2) would not significantly impact the quality of the human or natural environment. As a result, an Environmental Impact Statement will not be prepared.

For More Information

The Final EA/OEA and Final Finding of No Significant Impact documents can be downloaded from the project website at www.mda.mil/system/guamft. Printed copies of the documents are also available at the Dededo and Nieves M. Flores Memorial public libraries.

Approved for Public Release 24-MDA-11935 (29 Oct 24)

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 Mon. - Fri. 8:00 am - 5:00 pm

Lotte Hotel Guam LLC seeks Assistant Accounting Manager

to support closing accounting process of Lotte Hotel Guam LLC. (IFRS 16 basis). Bachelor's in Accounting or Business is req'd.

Send resume to job loc: 185 Gun Beach Road, Tamuning, GU 96913



The Missile Defense Agency Invites You to Participate in the Draft Environmental Impact Statement Process for the Enhanced Integrated Air and Missile Defense System on Guam

The Missile Defense Agency (MDA), in cooperation with the United States (U.S.) Air Force, U.S. Army, U.S. Navy, and the Federal Aviation Administration, has prepared a Draft Environmental Impact Statement (EIS) for the Enhanced Integrated Air and Missile Defense (EIAMD) System on Guam. The Draft EIS includes an analysis of the potential environmental impacts that may result from the proposed construction, deployment, and operations and maintenance of the EIAMD system to defend Guam against advanced missile threats (Proposed Action). Mitigation measures that, if employed, could avoid, minimize, or mitigate potential environmental impacts of the Proposed Action are also analyzed in the Draft EIS.

Public Involvement Opportunity

The MDA and cooperating agencies will hold three in-person public meetings. The meetings will be in an open-house format and will include poster stations staffed by project representatives who can provide information and answer questions about the Proposed Action and the findings of the Draft EIS. Arrive at any time between the hours below, as there will not be a presentation or formal oral comment session.

Wednesday, Nov. 13, 2024	Thursday, Nov. 14, 2024	Friday, Nov. 15, 2024
4 to 7 p.m.	4 to 7 p.m.	5 to 8 p.m.
Hägat Mayor's Office Community Center Building 393, Route 2 Hägat, Guam	Hilton Guam Resort Micronesia Room 202 Hilton Road Tumon Bay, Guam	Dededo Senior Center 319 Iglesia Circle Dededo, Guam

The MDA and cooperating agencies welcome substantive comments on the environmental impact analysis and the project's potential to affect historic properties under Section 106 of the National Historic Preservation Act (NHPA). The Draft EIS is available on the project website for download or in print at the University of Guam and the Nieves M. Flores memorial libraries. Official comments on the Draft EIS may be submitted at the open-house public meetings, by email to info@EIAMD-EIS.com, online at www.EIAMD-EIS.com, or by mailing written comments to:

ManTech International Corporation
 Attention: EIAMD EIS Project Support
 PMB 403
 1270 N. Marine Corps Dr., Suite 101
 Tamuning, Guam 96913-4331

This public involvement effort will also support consultation under Section 106 of the NHPA and its implementing regulations. Visit the project website at www.mda.mil/system/eiamd to learn more about the project.

For consideration in the Final EIS, comments must be postmarked or received online by Jan. 8, 2025.
 Approved for Public Release 24-MDA-11923 (7 Oct 24)



GHURA

Guam Housing and Urban Renewal Authority
 Aturidat Ginima' Yan Rinueban Siudad Guahan
 117 Bien Venida Avenue, Sinajana, GU 96910
 Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701
 Website: www.ghura.org



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 Governor of Guam

Joshua F. Tenorio
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Tuesday, November 12, 2024 at 12:00 PM.
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Meeting ID: 833 5415 0880
Passcode: 772074
Watch YouTube Live Stream
<https://www.youtube.com/channel/UCGqKWU0kOmTOFOlYn48ULag>

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**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., October 15, 2024
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. CALL TO ORDER

After notice was duly given, pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled board meeting was called to order at **12:00 P.M., Tuesday, October 15, 2024**, at the GHURA Sinajana Main Office, 1st floor Conference room. Vice Chairman Sanchez indicated that **5 of 6** members of the Board of Commissioners were present, representing a quorum and that the meeting would proceed as scheduled.

Viewed virtually via	ZOOM: https://us06web.zoom.us/j/82377360741?pwd=OZYi2ObvwaS4a9hVwivbym9r0OGqij.1		
	YOUTUBE: https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag		
BOC Commissioners Attendance	Dr. John Rivera, Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Nate Sanchez, Vice Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Anisia Delia, Commissioner	Virtual <input type="checkbox"/>	In-Person <input type="checkbox"/>
	Emilia Rice, Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Victor Torres, Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Karl Corpus, Resident Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	<i>*There were no virtual attendance requests.</i>		
GHURA Management/ Staff	Elizabeth F. Napoli, Executive Director <input type="checkbox"/>	Julie Lujan, MIS Administrator <input type="checkbox"/>	Carlo Ongklungel <input checked="" type="checkbox"/>
	Fernando B. Esteves, Deputy Director <input checked="" type="checkbox"/>	Sonny Perez, AE Manager <input type="checkbox"/>	
	Audrey Aguon, Special Assistant <input checked="" type="checkbox"/>	Norma San Nicolas <input checked="" type="checkbox"/>	
	Frances Danieli, Controller <input checked="" type="checkbox"/>	Narcissa Ada, AMP1 Manager <input type="checkbox"/>	
	Katherine Taitano, RP&E Chief Planner <input type="checkbox"/>	Gina Cura, AMP2 Manager <input type="checkbox"/>	
	Dr. Kimberly Bersamin, HR Administrator <input checked="" type="checkbox"/>	Patrick Bamba, AMP3 Manager <input type="checkbox"/>	
	Antonio Camacho, Procurement <input type="checkbox"/>	Philomena San Nicolas, AMP4 Manager <input type="checkbox"/>	
	Pearly Mendiola, GT Manager <input type="checkbox"/>	Jolyn Terlaje <input type="checkbox"/>	
	Nicole Alejandro <input type="checkbox"/>	Miguel Fernandez <input type="checkbox"/>	
	Michael Ricuyal <input type="checkbox"/>	Ervin Santiago <input type="checkbox"/>	
	Maria Cherry Canete <input checked="" type="checkbox"/>	Patrick Luces <input type="checkbox"/>	
Legal Counsel	Eliseo M. Florig Jr., GHURA's Legal Counsel <input checked="" type="checkbox"/>		
Public	Nino Resneno, Ernst and Young Rizalito Paglingayen, Ernst and Young		

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, October 8, 2024

2nd Printing – Sunday, October 13, 2024

ACKNOWLEDGED BY CHAIRMAN RIVERA

III. APPROVAL OF PREVIOUS BOARD MINUTES: [345/24] Vice Chairman Sanchez moved to approve the board meeting minutes of September 24, 2024 subject to corrections. Commissioner Rice seconded the motion. There were no objections by the other commissioners. Motion passed unanimously.

IV. NEW BUSINESS:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Resolution No. FY2025-001- Resolution approving the Write-Off Tenant Accounts Receivable</p>	<p>[346/24] Acting Executive Director Esteves read Resolution FY2025-001, Resolution approving the Write-Off Tenant Accounts Receivable on page 1 of 143 in the October 15 GHURA BoC packet.</p> <p>Chairman Rivera indicated that the numbers provided to the board were not unlike numbers presented in the past. Acting Executive Director Esteves added that even though GHURA is writing off the accounts after having exhausted reasonable opportunities to collect, accounts are still put on hold. Should tenants with outstanding balances apply for other housing programs or at another housing authority, tax returns may be garnished, so there is still an opportunity to collect.</p>	<p>[347/24] Vice Chairman Sanchez moved to approve Resolution No. FY2024-001, Resolution approving the Write-Off Tenant Accounts Receivable. Commissioner Corpus seconded the motion. There were no objections. Motion passed unanimously.</p>

AGENDA ITEM	DISCUSSION	ACTION
<p>2. Resolution No. FY2025-002-Resolution authorizing the Guam Telephone Authority (GTA) to conduct infrastructure work on GHURA property.</p>	<p>[348/24] Acting Executive Director Esteves read the supporting documentation on page 15 of 143 and Resolution FY2024-002, Resolution authorizing the Guam Telephone Authority (GTA) to conduct infrastructure work on GHURA property on page 16 of 143 in the GHURA BoC packet of Oct. 15, 2024.</p> <p>Vice Chairman Sanchez inquired about whether other telecom companies requested to do the scope of work. Acting Director Esteves stated that no other telecom company has reached out to GHURA regarding infrastructure upgrades.</p> <p>Commissioner Corpus asked whether the existing wiring would be affected by the upgrades. Acting Director Esteves indicated that the understanding is that GTA will access existing conduits. It should not take away services but provide additional service.</p> <p>Chairman Rivera requested that GHURA do its due diligence in maximizing the timeline to complete the infrastructure upgrades and provide the multiple services to the tenants as efficiently as possible.</p> <p>Mr. Eliseo Florig, Jr., Legal Counsel, clarified the heading of Resolution No. FY2025-22 and recommended it be read as Teleguam Holdings, LLC (GTA).</p> <p>Vice Chairman Sanchez requested that GHURA inquire with GTA an estimated time frame of the completion of the project. Acting Director Esteves proposed that the board momentarily recess to propose language to have revocation added to the resolution.</p> <p>Mr. Florig indicated that another clause may be added to the resolution, or the board may consider giving the executive director the authorization to revoke the approval at any time for cause. Chairman Rivera indicated that a common language stating that the board gives authority to the executive director to revoke the approval at any time for cause should be</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>used moving forward. Mr. Florig stated that the board can decide on that, and the language can be added to the resolution and signed by the Chairman. Chairman Rivera requested that the language be included in future resolutions.</p>	<p>[349/24] Commissioner Torres moved to approve Resolution No. FY2025-002, resolution authorizing Teleguam Holdings, LLC. (GTA) to conduct infrastructure work on GHURA property subject to the amended recommendations. Mr. Florig added that the amendments will include the name change to Teleguam Holdings, LLC. (GTA), upgrades to be included in the title, and to authorize the executive director to be able to remove or cease service or installation of fiber optics for cause.</p> <p>Vice Chairman Sanchez seconded the motion. There were no objections. Motion passed unanimously.</p>

V. CORRESPONDENCE AND REPORTS:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. FY2023 Audit Report</p>	<p>[350/24] Acting Executive Director Esteves turned the floor to Mrs. Frances Danieli, GHURA Controller.</p> <p>Mrs. Danieli introduced Mr. Rizalito Paglingayen and Mr. Nino Resneno, representatives of Ernst and Young to present GHURA’s 2023 Fiscal Audit report.</p> <p>Mr. Pagligayen presented the audit findings report for FY2023 on pages 18-143 in the GHURA BoC packet of October 15, 2024.</p> <p>Acting Director Esteves asked if the carryover was because the FY2022 was not fully received. Mrs. Danieli confirmed this and added that the FY2022 was not entered into FDS earlier. She indicated that FY2019, FY2020, and FY2021 were not entered into FDS, which caused difficulty in the balance sheet items and carrying it forward. Chairman Rivera stated that this had been a known issue of GHURA being able to upload and not being able to submit subsequent data because of the chain that it needed to be uploaded in a sequence.</p> <p>On behalf of the board, Chairman Rivera thanked EY for being great partners, to GHURA’s leadership team and to Ms. Danieli and her team for all their hard work. He added that the board fully supports all GHURA’s efforts.</p>	<p>No Action taken.</p>

VI. GENERAL DISCUSSIONS / ANNOUNCEMENTS:

AGENDA ITEM	DISCUSSION	ACTION
Next proposed scheduled Board Meeting; October 29, 2024 @ 12:00 p.m.	(351/24) Chairman Rivera requested that commissioners mark their calendars and confirm with GHURA staff regarding attendance of the next scheduled meeting.	No Action taken.

VII. ADJOURNMENT:

AGENDA ITEM	DISCUSSION	ACTION
		[352/24] Commissioner Torres moved to adjourn the October 15, 2024 meeting. Commissioner Corpus seconded the motion. There were no objections. Motion passed. The meeting was adjourned at 12:55p.m.

SEAL

Director

Elizabeth F. Napoli
 Board Secretary/Executive

Date _____

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2025-003**

Moved by: _____ **Seconded by:** _____

RESOLUTION APPROVING ABOVE-STEP RECRUITMENT FOR THE ACCOUNTANT II (PERMANENT POSITION)

WHEREAS, Under the enabling legislation of the Authority, Title 12 §5103 GCA, its Board of Commissioners is empowered “to employ officers, technical experts, agents and employees, permanent and temporary as it may deem necessary; and shall determine their qualifications, duties, tenure and compensation...”; and

WHEREAS, Title 4 of the Guam Code Annotated, “...The appointing authority, or the head of an agency, department or public corporation listed in 4 GCA, §4105(a) may petition the Director of Administration, the Judicial Council (as to Judicial Branch employment) or the agency, department or public corporation’s governing board or commission (as to an agency, department or public corporation listed in 4GCA §4105(a)) for recruitment at a higher step not to exceed Step 10, because of documented difficulty or exceptional qualifications.....”; and

WHEREAS, despite recruitment difficulty, both our current and past auditors have recommended that the Authority add additional accounting staff to the Authority’s fiscal division; and

WHEREAS, although this accounting position specifically falls under the Modernization section, her position continues to augment the accounting division in addressing grant reconciliation, maintaining general ledger accounts for the Capital Fund Program; and

WHEREAS, with the completion of the recruitment of the Accountant II permanent position and having been issued the job offer, Ms. Naricel T. Carlos submitted her request to Executive Management requesting to petition the GHURA Board of Commissioners for an above the minimum step recruitment for the position of Accountant II based on exceptional qualifications; and

WHEREAS, Ms. Carlos’ exceptional qualifications for the Accountant II position consists of the following:

- College degree – Bachelor’s degree in Accounting. Holy Angel University – Philippines, 2000.
- Work Experience - private sector – with over 20 years in financial accounting:
 - 1) Contractor – Mobil Guam, Inc. – Supply Assistant, Financial Accountant/ Bank Reconciliation Analyst, 11 years
 - 2) GNN Corporation dba Harmon Drug – Accounts Receivable Clerk, 5 years
 - 3) Bank of Florida (Philippines) – Loan Subsidiary Assistant, 2 years

4) Venutek Medika (Philippines) – Sales/Accounting, 4 years

- **Other special notes:**
 - Under Mobil Guam traveled to Thailand to participate in setting up and implementing a new accounting system software
 - Traveled to Papua New Guinea to close audit gaps under Mobil Guam
- Hired as a temporary employee, Ms. Carlos' addition to the MOD/Fiscal team improved the level of efficiency and effectiveness of both the MOD Section and the Fiscal Division. For example, in just a short six (6) months, Ms. Carlos made key accomplishments reconciling the Capital Fund Program (CFP) grants from 2003 to 2019, representing 16 years worth of needed reconciliation.

WHEREAS, Management believes the compensation package of salary and benefits (i.e. retirement, holidays, annual/sick leave etc.) is reasonable and respectfully requests an above step recruitment of Ms. Carlos, MG5-8(A), \$65,536.00 p/a; \$31.51 p/hr; and

WHEREAS, the GHURA Board recognizes that it has the discretionary authority to go below or beyond management's recommendations (i.e., **MG5-2(A)**, \$46,200.00 p/a; \$22.21 p/hr through **MG5-10(F)**, \$77,297.00 p/a; \$37.16 p/hr - maximum), but supports management's request for the above-step recruitment; and

WHEREAS, Funding for this position is available from the Capital Fund Program Funds; and be it further

RESOLVED, that in consideration of the applicant's exceptional knowledge and experience, the GHURA Board of Commissioners grants the above-step requirement for:

Ms. Naricel T. Carlos, MG5-8(A), \$65,536.00 p/a; \$31.51 p/hr.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 12, 2024
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYES:

ABSENT:

ABSTAINED:

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 November 12, 2024.

(SEAL)

**ELIZABETH F. NAPOLI
Board Secretary / Executive Director**



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



October 21, 2024

MEMORANDUM

TO: GHURA Board of Commissioners
VIA: Elizabeth F. Napoli, Executive Director *EN*
Fernando Esteves, Deputy Director
FROM: Norma P. San Nicolas, Section 8 Administrator *non*
SUBJECT: 2024 SEMAP CERTIFICATION

Please find attached, the Section 8 Management Assessment Program (SEMAP) Resolution and Certification form for your review and approval (see attachments A and B). The Certification form (HUD-52648) affirms GHURA's annual self-assessment of key areas of the Section 8 Housing Choice Voucher Program for the fiscal year ending 2024 per the fifteen indicators in accordance with 24 CFR 985. Although the form HUD-52648 reflects 15 indicators that includes an addendum for de-concentration bonus point, indicators 7 and 15 are not applicable to Guam due to these indicators are relevant for metropolitan areas only.

As you may know, the Section 8 Management Assessment Program is a HUD tool used to evaluate each PHA's operations and performance of the Section 8 tenant-based voucher program. The SEMAP consists of fifteen indicators that are directly tied to the administration of the vouchers, which HUD uses to: (1) confirm each PHA's SEMAP profile; (2) evaluate the challenges faced by each agency; (3) identify low and high performing agencies; and (4) ultimately help the housing agency improve areas of weaknesses. As per regulations, the PHA must self-assess their performance for indicators 1 through 8 and validate its process by electronically submitting form HUD-52648 within 60 days after the end of the PHA's fiscal year and after Board approval. Indicators 9 through 15 are validated by HUD through GHURA's monthly submission of HUD-50058 forms. HUD provides the results of the monthly submissions through an ad hoc report from the PIH Information Center (PIC) system.

The fiscal year ending 2024 self-assessment results reflect that GHURA's administration and performance of the Section 8 tenant-based voucher program are within compliance with 24 CFR Parts 5, 982 and 985. Although the self-assessment is required at the end of each fiscal year, GHURA's practice is to perform quality control reviews monthly rather than at the end of the fiscal year. The monthly assessment of each indicator helps detect, identify, resolve, and document deficiencies found in each review. The maximum possible points that GHURA may earn is 140 points. Therefore, self-assessments and HUD's Multifamily Tenant Characteristics System (MTCS) reporting are showing that GHURA is performing well by a scoring above 95 percent in each indicator; therefore, possibly earning an overall score of 140 points. Should you have any questions regarding the self-assessment or the certification, please do not hesitate to consult me. Thank you.



ATTACHMENT A

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2025-004**

Moved by:

Seconded by:

RESOLUTION APPROVING THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION (FORM HUD-52648) FOR FISCAL YEAR ENDING 2024

WHEREAS, The Section 8 Management Assessment Program (SEMAP) is a management tool developed and designed by the U.S. Department of Housing and Urban Development for the purpose of identifying and assessing the Public Housing Agency's (PHA) performance, management capability, and to assist in the improvement of the PHA's program operations; and

WHEREAS, 24 CFR 985.10(a) of the Code of Federal Regulations requires PHA to submit the Section 8 Management Assessment Program Certification form within 60 days after the end of its fiscal year; and

WHEREAS, 24 CFR 985.10(a) requires PHA's Section 8 Management Assessment Program certification to be approved by the agency's Board of Commissioners; and therefore, be it

RESOLVED that the Guam Housing and Urban Renewal Board of Commissioners approves the Section 8 Management Assessment Program Certification for fiscal year ending 2024.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 12, 2024
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board Of Commissioners on November 12, 2024.

(SEAL)

**ELIZABETH F. NAPOLI
Board Secretary / Executive Director**



ATTACHMENT B

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
GUAM HOUSING AND URBAN RENEWAL AUTHORITY	09/30/2024	11/12/2024

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No
- HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No
- HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes No

Enter FMRs and payment standards (PS)

0-BR FMR <u>\$1,206</u>	1-BR FMR <u>\$1,326</u>	2-BR FMR <u>\$1,742</u>	3-BR FMR <u>\$2,455</u>	4-BR FMR <u>\$2,956</u>
PS <u>\$1,206</u>	PS <u>\$1,353</u>	PS <u>\$1,794</u>	PS <u>\$2,529</u>	PS <u>\$3,045</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

114

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

102

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

90.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

63%

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Elizabeth F. Napoli, Executive Director

John J. Rivera, Chairman

Date (mm/dd/yyyy) 11/12/2024

Date (mm/dd/yyyy) 11/12/2024

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

November 4, 2024

MEMORANDUM

TO: GHURA Board of Commissioners
VIA: Elizabeth F. Napoli, Deputy Director ^②
Fernando Esteves, Deputy Director
FROM: Norma San Nicolas, Section 8 Administrator *NSN*
SUBJECT: Request for Approval and Adoption of GHURA's Revised Section 8
HCV Administrative Plan

Hafa adai! I have attached GHURA's Housing Choice Voucher Program (HCV) Administrative Plan with this memorandum for your review and approval. The Administrative Plan has been updated to comply with sections 102 and 104 of the Housing Opportunity Through Modernization Act (HOTMA) of 2016. The 2016 public law made significant changes to the United States Housing Act of 1937, with HUD promulgating and releasing mandates to public housing agencies to adopt and implement the changes on or before January 1, 2025. The updated plan has gone through the required 45-day public comment period and public hearing. As such, GHURA did not receive any public input.

Some of the significant changes to the plan involved

- how assets and income must be calculated and verified,
- the types of income inclusions and exclusions that must be considered,
- types of deductions and expenses to be taken into account during determining adjustments,
- implementing applicable Fair Housing and Civil Rights requirements,
- how to handle changes involving the family's household composition,
- applying inflationary adjustments as necessary,
- changes to interim re-examination process, and
- HUD has also updated certain forms that families must complete before admission and during the re-examination period. (Please see the list of examples of modifications summarized for your review.)

The Section 8 team is working diligently to ensure accurate and timely services for our families. We believe upholding program integrity and maintaining compliance with HUD requirements is key to meeting this goal. Therefore, your review and favorable approval of the Administrative Plan is very important. Should you have any questions, please feel free to consult me. Thank you.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2025-005**

Moved by:

Seconded by:

RESOLUTION TO ADOPT THE REVISED HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN THAT INCLUDES CHANGES MANDATED BY THE HOUSING OPPORTUNITIES THROUGH MODERNIZATION ACT (HOTMA) OF 2016

WHEREAS, 24 CFR Part 982.54(a) requires Public Housing Agencies with a Section 8 Program to adopt a written Administrative Plan that establishes local policies for the administration of the Section 8 Housing Choice Voucher Program in accordance with requirements prescribed by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, 24 CFR 982.54(a) further states that the Administrative Plan and any revisions of the plan must be formally adopted by the PHA's Board of Commissioners; and 24 CFR 982.54 (c) mandates all housing Authorities to administer the Section 8 Housing Choice Voucher Program in accordance with the Administrative Plan; and

WHEREAS, the passage of the Housing Opportunity Through Modernization Act of 2016 (P.L.114-201), included requirements that made significant changes to the United States Housing Act of 1937, and HUD promulgating mandates for PHAs to revise their HCV Administrative Plan and implement new regulatory changes in accordance with sections 102 and 104 of the law; and

WHEREAS, policy modifications to the Housing Act are relevant to asset and income calculations; deductions and expenses; applicable Fair Housing and Civil Rights requirements; household composition; income (types and sources); income exclusions, inflationary adjustments, interim adjustments, and verifications.

WHEREAS, the revisions to the administrative plan policies for adoption here within, consist of both mandatory and discretionary policies that are necessary to ensure access to fair and equal housing for all; and therefore, be it

RESOLVED, that the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA) hereby approves and adopts the revised Section 8 Administrative Plan.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM - NOVEMBER 12, 2024
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board Of Commissioners on November 12, 2024.

(SEAL)

**ELIZABETH F. NAPOLI
Board Secretary / Executive Director**

**NEW HOTMA REQUIREMENTS
EXAMPLES OF SIGNIFICANT CHANGES**

CHANGE	SUMMARY
Asset Limitation	<ul style="list-style-type: none"> • The family is considered out of compliance if their asset exceeds \$100,000. • GHURA may accept a self-certification if the family's net assets do not exceed \$50,000 (after adjusting for inflation). • Assets disposed of for less than 2 years preceding the date of the HCV application for admission or reexamination shall be treated as such, where the difference in value between the sold price and the fair market value must be included as part of the family's net assets. • If the family has real property in which they have a legal interest and can occupy, they are considered out of compliance. Exemptions to this requirement include having no legal interest in the property, having no legal rights to reside or occupy the property, or having no legal rights to sell it.
Calculating Income	<ul style="list-style-type: none"> • GHURA must anticipate the family's Income for the next 12 months, using the pre-HOTMA process to calculate Income. • Annual reexamination: GHURA may use "safe harbor" income verification from another federal means-tested program. • GHURA must review the EIV income report within 120 days of the effective date.
Deductions and Expenses	<ul style="list-style-type: none"> • GHURA must consider mandatory deductions when determining the family's annual Income. • Effective January 1, 2024, the dependent deduction of \$480 will increase annually to the next multiple of \$25. • The elderly and disabled adjustment has changed from \$400 to \$525 and will increase annually by a multiple of \$25. • Unreimbursed health and medical care expenses and reasonable attendant care and auxiliary apparatus expenses deductions that exceed 10% of the family's annual Income can be deducted from yearly Income instead of the 3 % threshold. • Childcare expenses deduction may be deducted from the family's annual Income if necessary to enable a family member to be employed.
Fair Housing and Civil Rights	<ul style="list-style-type: none"> • HOTMA did not revise existing Fair Housing or Civil Rights requirements, but PHAs are reminded to follow all applicable nondiscrimination and equal opportunity requirements.
Household Composition	<ul style="list-style-type: none"> • The definition of family was revised to include "single" person as (1) an eligible youth who has attained 18 years of age and not more than 24 years of age; (2) or one who has left foster care within 90 days per section 475(5)(H) of the Social Security Act; (3) is homeless or at risk of being homeless at age 16 or older. • A foster child or foster adult is defined as a member of a household and shall be considered when determining the subsidy level. • The Foster adults and children (ren) shall be considered household members.
Annual Income	<ul style="list-style-type: none"> • Annual Income must include all amounts "received" from all sources by each member. • Earned Income is now defined as wages, tips, salaries, other employee compensation, and net Income from self-employment. It does not include any pension or annuity, transfer payments, welfare assistance, or other governmental subsidies. • HUD will publish new passbook rates annually.
Income Exclusions	<ul style="list-style-type: none"> • The nonrecurring income exclusion replaces the former exclusion for temporary, nonrecurring, and sporadic Income. The definition of excluded

	Income is narrowed. For example, Income from an independent contractor, day laborer, or seasonal worker is no longer excluded.
Inflationary Adjustment	<ul style="list-style-type: none"> • HUD will publish the eight inflation-adjusted items annually by September 1. The eight items include eligibility restrictions on net assets, a threshold above inputted Income, a threshold above the total value of non-necessary personal property, the amount of net assets, a mandatory deduction for dependents, older people, and people with disabilities, an income exclusion for earned Income of dependent full-time students, and adoption assistance.
Interim Reexamination	<ul style="list-style-type: none"> • GHURA may decline to process an interim adjustment if the family's Income decrease is less than 10 percent. • GHURA may not consider any increases in earned Income when estimating whether the family's adjusted Income has increased unless the family has previously received an interim reduction during the same reexamination cycle.
Verification	<ul style="list-style-type: none"> • All applicants must sign the consent form at admission, and participants must sign it (9886-A) by their next interim or regularly scheduled income reexamination. After that, they do not need to sign subsequent consent forms at the next reexamination, except when any person turns 18 or becomes a household member, or as required by HUD or the PHA. • The executed consent forms shall remain effective until the family is denied assistance, the assistance is terminated, or the family provides a written notification to revoke the consent; however, revoking the consent shall mean denial or termination of the family's assistance. • GHURA may choose to use EIV to verify a family's employment or Safe Harbor to verify the family's income and eligibility.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

November 4, 2024

MEMORANDUM

TO: Board of Commissioners
VIA: Elizabeth F. Napoli, Executive Director 
 Fernando Esteves, Deputy Director
FROM: Norma P. San Nicolas, Section 8 Administrator 
SUBJECT: 2025 Utility Allowance Schedule

Hafa adai! HUD regulation 24 CFR 982.517 requires housing authorities to establish and maintain a utility allowance for all tenant-paid utilities for the Section 8 HCV Program. The allowance schedule must be annually reviewed and adjusted to determine if there is a rate change of 10 percent or more. Attached with this memorandum for your review and approval is form HUD-52667 with allowances per bedroom size for CY2024. The last review and adjustment were made on November 2023 for FY2024. The Utility Allowance for 2025 was established through the collaboration and assistance of the island’s utility companies, such as the Guam Power Authority, Guam Waterworks, Pacific LP Gas, and the Guam Solid Waste Authority.

Increased Electric Fuel Recovery Charge

Basic electric rates for power have not changed, but the rate for fuel recovery charge has increased by 13 percent from the last approved utility allowance. The increased rate means a minimum of \$17 added to the family’s power bill, and as much as \$67 for the larger unit sizes because of greater consumption of larger households. Effective October 1, 2024, GPA is charging customers \$.26 per power consumption, in contrast to the \$0.23 from last year’s rate as a result of the increase in the fuel recovery charge. **Table 1** below illustrates an example of the minimum impact of the rate increase to the family’s monthly power bill.

Table 1: Fuel Recovery Charge impact

RATE	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
\$0.26 (CY25)	\$157.72	\$229.25	\$288.72	\$356.05	\$445.92	\$509.32	\$567.48
\$0.23 (CY24)	\$139.15	\$202.25	\$254.72	\$314.12	\$393.41	\$449.34	\$500.66
Variance	\$17.37	\$27	\$34	\$41.93	\$52.51	\$59.98	\$66.82

Water and Sewer Rates

Water - Effective October 1, 2024, the Guam Waterworks have increased water rates substantially. The impact of the rate change means an additional 31 to 36 percent added to the family’s water bill. The cost for basic water service charge rose from \$26.24 to \$34.14 per month; water charge for the first 5,000 gallons increased from \$.00301 to \$.00351 (a difference of .0005); water charge over 5,000 gallons of water consumption increased from \$.01249 to \$.01458 (difference of .00209). The supplemental annuity surcharge dropped by 1%, but does not really make a noteworthy impact. The tables below exhibit the impact of water increases per

bedroom sizes. **Table 2** reflects the difference between the water rates changes from CY2024 to CY2025.

Sewer – the rate for sewer increased from \$27.54 to \$35.85 from CY2024 to CY2025. The substantial change in rate will mean an additional \$8.31 to the consumers' bill. **Table 3** reflects the combined difference of water and sewer from CY2024 to CY2025:

Table 2. Minimum Impact of increased Basic Service Charge and Water Rates

Rates = Monthly Service Charge + Water rate for first 5,000 gal. + Water rate over 5,000 gal. +supplemental charge

Calendar Year	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
CY2025	\$41.70	\$49.25	\$80.59	\$86.03	\$161.22	\$285.88	347.27
CY2024	\$30.70	\$36.52	\$60.63	\$64.81	\$122.63	\$218.47	265.67
Variance	\$11.00	\$12.73	\$19.96	\$21.22	\$38.59	\$67.41	\$81.60
% change	36%	35%	33%	33%	32%	31%	31%

*Based on minimum consumption per bedroom size

Table 3. Increased in Sewer Rates + water rates

Calendar Year	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
CY2025	\$77.55	\$85.09	\$116.43	\$121.87	\$197.06	\$321.72	\$383.11
CY2024	\$58.24	\$64.06	\$88.17	\$92.35	\$150.17	\$246.01	\$293.21
Variance	\$19.31	\$21.03	\$28.26	\$29.52	\$46.89	\$75.71	\$89.90
% Change	33%	33%	32%	32%	31%	31%	31%

Reasonable Accommodations

In addition to the standard tenant-paid utility allowance schedule, HUD requires PHAs to establish a higher schedule of allowances to accommodate persons with disabilities. The Fair Housing Act defines "reasonable accommodations" as a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have equal opportunity to use and enjoy a dwelling, including the public and common use of spaces. The Fair Housing Act also states that there must be a reasonable nexus between the individual's disability and the requested accommodation. To ensure persons with disabilities have equal opportunity to enjoy a peaceful dwelling, we have developed and attached an itemized monthly allowance for electricity per medical equipment. The additional cost per equipment will be included in the family's regular monthly utility allowance.

Bottled Gas and Trash Collection Services: Rates for bottled gas and trash collection services remained unchanged. The rates from CY2024 will continue to take effect in CY2025.

Your review and approval of the Utility Allowance Resolution for CY2025 are essential in ensuring families are adequately assisted under the Section 8 Program. The utility allowance will help families maintain a healthy, sanitary, and safe home, as well as comply with program requirements. Thank you.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2025-006**

Moved by: _____

Seconded by: _____

RESOLUTION APPROVING THE FISCAL YEAR 2025 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM UTILITY ALLOWANCE SCHEDULE AND ADDITIONAL ALLOWANCES FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

- WHEREAS,** pursuant to 24 CFR 982.517 the Authority is required to maintain a utility allowance schedule for all tenant-paid utilities under the Section 8 Housing Choice Voucher Program;
- WHEREAS,** the requisite of the regulation is the Utility Allowance Schedule must be reviewed annually and revised to reflect changes of *ten percent* (10%) or more of any utility rate from the last revised schedule;
- WHEREAS,** pursuant to 24 CFR 982.517(e) the PHA must also approve a utility allowance, which is higher than the amounts for the standard Utility Allowance to accommodate persons with disabilities;
- WHEREAS,** the Fair Housing Act defines “Reasonable Accommodation” as a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have equal opportunity to use and enjoy a dwelling, including public and common use of spaces,
- WHEREAS,** the adoption of additional amounts is necessary to reasonably accommodate disabled participants who utilize medical equipment such as a ventilator, respiratory machines, powered wheelchairs or motorized mobility devices, chair lifts, CPAP, etc.
- WHEREAS,** 24 CFR 982.517 (d) requires the Authority to use the appropriate utility allowance for the actual unit size of each dwelling unit leased by the participant family under the Section 8 Housing Choice Voucher Program;
- WHEREAS,** The Authority’s timely maintenance and implementation of the Utility Allowance Schedule impacts the Authority’s performance under the Section Eight Management Program (SEMAP) as delineated in 24 CFR 985.3 (d);
- WHEREAS,** the approved Utility Allowance Schedule shall be applied to HAP Contracts effectuated for calendar year 2025; and therefore, be it;
- RESOLVED,** that the Board of Commissioners reviewed and approved the FY2025 Section 8 Utility Allowance Schedule and additional allowances for higher rent for reasonable accommodation for persons with disabilities.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 12, 2024

PASSED BY THE FOLLOWING VOTES:

AYES:

NAYS:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on November 12, 2024.

(S E A L)

ELIZABETH F. NAPOLI
Board Secretary / Executive Director

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA Guam/Guam Housing and Urban Renewal Authority		Unit Type All Residential types					Date (mm/dd/yyyy) 1/1/2025		
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	
Heating	Natural Gas								
	Bottled Gas								
	Electric								
	Electric – Heat								
	Fuel Oil								
	Other								
Cooking	Natural Gas								
	Bottled Gas	14	22	22	27	35	41	48	
	Electric	25	35	36	44	56	63	75	
	Other								
Other Electric		80	83	88	103	122	130	149	
Air Conditioning		63	66	74	113	134	143	164	
Water Heating	Natural Gas								
	Bottled Gas	31	36	42	76	105	115	132	
	Electric	46	61	70	83	100	110	117	
	Electric – Heat								
	Fuel Oil								
Water		42	49	81	86	161	286	347	
Sewer		36	36	36	36	36	36	36	
Trash Collection		31	31	31	31	31	31	31	
Other – specify									
Range/Microwave									
Refrigerator									
	Actual Family Allowances – May be Allowance while searching for a unit.			Utility/Service/Appliance			Allowance		
	Head of Household Name			Heating					
	Unit Address			Cooking					
				Other Electric					
				Air Conditioning					
				Water Heating					
				Water					
	Number of Bedrooms			Sewer					
				Trash Collection					
				Other					
				Range/Microwave					
				Refrigerator					
				Total					

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating" and "Water Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDuser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.25 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information collected is required to determine the amount of utility allowance necessary to calculate the family's tenant portion. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information collected specifies which utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.



2025 ADDITIONAL ALLOWANCE FOR PERSONS WITH DISABILITIES

MEDICAL EQUIPMENT	AVERAGE COST PER DAY	ADDITIONAL ALLOWANCE
Power wheelchair or mobility devices (battery)	\$1.50 per day	\$ 45.00
Home Ventilator Machine	\$2.27 per day	\$ 68.00
Oxygen Concentrator	\$.65 per day	\$ 15.00
Infusion or intravenous equipment (tube feeding)	\$0.83 per day	\$ 25.00
Chair or stair lifts	\$0.20 per day	\$ 6.00
Communication devices (TTY device, computer & internet)	\$2.27 per day	\$ 68.00
Nebulizer	\$0.33 per day	\$ 10.00
CPAP and other sleep apnea devices	\$0.33 per day	\$ 10.00
Home Dialysis Machines	\$0.65 per day	\$ 15.00
Other (additional use of air conditioning unit)	\$1.50 per day	\$ 45.00

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

November 4, 2024

MEMORANDUM

TO: Board of Commissioners
VIA: Elizabeth F. Napoli, Executive Director 
Fernando Esteves, Deputy Director
FROM: Norma P. San Nicolas, Section 8 Administrator 
SUBJECT: FY2025 Section 8 HCV Payment Standards

Hafa adai! Please find the attached Resolution for your review and approval of the proposed Section 8 Payment Standards schedule for CY 2025. The payment standards schedule is an internal tool to determine the maximum assistance for eligible families under the Housing Choice Voucher Program. Housing assistance consists of monthly rental payments to landlords on behalf of the Section 8 participant and the utility allowance necessary to maintain the unit's safe, decent, and sanitary condition. HUD regulation 24 CFR 982.503 (a)(1) mandates PHAs to establish and adopt a Payment Standard Schedule that sets voucher payment amounts for each Fair Market area in the PHA's jurisdiction. The schedule must list single payment standards for each unit size, and the amounts must be between 90 percent and 110 percent, except for the payment standards established for reasonable accommodations for persons with disabilities per 24 CFR 982.503(d)(5) and VASH participants (as per the 2016 HOTMA).

The Exception Payment Standards schedule is set at not more than 120 percent of the published FMR. Adopting higher rent Payment Standards is necessary to help participants with disabilities and homeless veterans improve their chances of finding accessible dwellings. Finding a decent home can be a challenge for renters, but it is an even more significant challenge for someone with a disability. The higher rent payment standards aim to help ease some of the rental difficulties for persons with disabilities.

How GHURA establishes a Payment Standards Schedule

When establishing the Payment Standards schedule, important factors are included in the analysis to ensure the amounts set for each unit size will be competitive to sustain the private rental market's prevailing rates. The study considers the following important factors:

1. **Market rents**—The Section 8 staff consistently evaluates current market trends and collects data on ongoing rent amounts in various parts of the islands. The information collected is used to analyze the payment standards and update the GHURA database to ensure approved rates remain competitive.
2. **The cost of basic utilities, such as power, water, sewer, and trash pickup services**, is included in the tenant's HAP assistance. A higher payment standard helps to offset the increasing cost of utilities that the family must pay monthly and to maintain quality standards for a sanitary home.
3. **GHURA tracks the time it takes families to find a suitable unit** based on the approved payment standards. The goal for families is to find a unit within 30 to 60 days.

Currently, the average time it takes a family to find a unit is 2.45 months, and the leasing success rate is 77% of vouchers.

4. **The number of lapsed or unused vouchers**—The analysis tracks the number of families that allow their vouchers to lapse or go unused due to the payment standards amount.
5. **The Participant’s Shelter Burden**—GHURA must consider the family's possible rent burden. When a family rents a unit that exceeds the gross rent (rent plus utilities), the family must pay the difference, resulting in more out-of-pocket expenses. Increasing the payment standards will help offset or prevent families from paying a larger share for housing.
6. **Number of failed units**—GHURA also considers the number of failed units in the analysis. A high rate of failed units is often a sign that families are not renting quality units, which could be due to low payment standards.
7. **The FY2025 Section 8 Program budget** - Considering the HAP budget is essential in analyzing the payment standards. The authorized budget must be able to sustain the number of authorized vouchers and
8. **The impact of other renters**—GHURA participants often compete with other renters for a unit. Military personnel renting in the private market usually have the edge due to their ability to pay higher rent.

Outcome of Analysis

The analysis performed for the 2025 payment standards concluded that rental rates must be set at the maximum of 110 percent for each unit size for the Section 8 voucher to remain competitive in the rental market. The significant increase in power, water, and sewer is the primary reason for establishing a higher payment standard schedule for CY2025. Although there is an increase in the 2025 Fair Market Rent for the different unit sizes, the increase is quite nominal.

- **Electric rates:** The basic electric rate has not changed, but fuel costs are up 13% from the last utility allowance review. This directly impacts the family's monthly electric bill.
- **Water and sewer rates:** Basic water and sewer rates have substantially increased by more than 33%. Effectuated October 1, 2024, GWA water rates are as follows:
 - The basic water charge increased by \$7.90;
 - Consumption of the first 5,000 gallons of water increased by \$.09;
 - Consumption of greater than 5,000 gallons increased by \$.038, and
 - Sewer increased by \$8.31
- **Leasing Success Rate:** The program aims to increase the leasing success rate of vouchers. Although the payment standard is not always why a family may have difficulty finding a unit, setting the payment standards higher helps improve the Section 8 family's chances. For the last two quarters of 2024, the leasing success rate is summarized below:

% leasing success	January 2024	July 2024
30 days	29%	27%
31-60 days	27%	30%
61– 90 days	16%	22%
91 – 120 days	12%	13%
than 120 days	16%	8%
Turnover rate	8.9%	9%
Average leasing of voucher	2.59 months	2.45 months

The attached Resolution requires your review, approval, and adoption of the 2025 Payment Standards. Adopting the Resolution will ensure GHURA's compliance with 24 CFR 982.503 and 24 CFR 985.3. Should you have any questions regarding the payment standards, please do not hesitate to consult me. Thank you for your continued support of the Section 8 Housing Choice Voucher Program.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2025-007**

Moved by: _____

Seconded by _____

RESOLUTION APPROVING FISCAL YEAR 2025 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS

WHEREAS, 24 CFR 982.503 (3) requires Public Housing Agencies administering the Section 8 Housing Choice Voucher (HCV) Program to establish a Payment Standards Schedule with a single payment standard amount for each unit size based on the area’s Fair Market Rent (FMR); and

WHEREAS, 24 CFR 982.505 requires GHURA to utilize the Payment Standards Schedule to calculate the maximum monthly housing assistance payment for the participant family under the Section 8 HCV Program. *When utilizing the Payment Standard for the family, it shall be the lower of (a) the payment standard for the family unit size; or (b) the payment standard amount for the size of the dwelling unit rented by the family;* and

WHEREAS, with exceptions to HUD-approved waivers and reasonable accommodations for persons with disabilities, 24 CFR 985.3(i) requires Public Housing Agencies to review and adjust its voucher payment standard amounts annually, to ensure it is within the basic range that is not less than 90 percent and not more than 110 percent of the area’s Fair Market Rent. The 2025 FMR for each unit size below has increased as much as 4 percent. The FY2025 Payment Standards **are based on the published Fair Market Rent** for Guam, as illustrated in table 1 below:

Table 1: Fair Market Rents for 2025 and 2024:

FMR	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
CY2025	\$1,222	\$1,345	\$1,765	\$2,473	\$2,964	\$3,408	\$3,853
CY2024	\$1,206	\$1326	\$1742	\$2455	\$2956	\$3,399	\$3843
Difference	\$16	\$19	\$23	\$18	\$8	\$9	\$10

WHEREAS, when establishing the Section 8 payment standards, GHURA considers important factors in the analysis that normally impact the successful leasing of vouchers. These factors include:

- The prevailing rental rates in the private rental market,
- The cost of basic utilities, such as power, water, sewer, and trash pickup services,
- How long it takes families to find a suitable unit
- The number of lapsed vouchers
- The number of failed units
- Shelter burden for the families
- The FY2025 Section 8 Housing Choice Voucher Program budget, and
- and
- The impact of other renters in the private market

For CY2025 the proposed Payment Standards Schedules for each unit size is set between 110 percent, but not more than 120 percent for reasonable accommodation for persons with disabilities (as per 24 CFR 982.503(d)(5), and VASH participants in accordance the Housing Opportunity Through Modernization Act of 2016:

Table 2: Proposed 2025 Payment Standards for the regular HCV and Special Purpose Voucher Programs:

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$1,344	\$1,480	\$1,942	\$2,720	\$3,260	\$3,749	\$4,239
110% of FMR	110% of FMR	110% of FMR	110% of FMR	110% of FMR	110% of FMR	110% of FMR

WHEREAS, 24 CFR 982.503(d)(5) permits housing authorities to establish without HUD approval or notification, an exceptional payment standard for participants with a disability and for veteran under the Veteran Affairs Supportive Housing Program. The exceptional payment standards are to provide disabled and VASH participants a fair chance to access and enjoy housing opportunities. The exception payment standard amount for an individual family shall not exceed 120 percent of the applicable FMR.

Table 3: Proposed 2025 Exception Payment Standards for Reasonable Accommodation for persons with disabilities and participants of the Veteran Affairs Supportive Housing Programs:

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$1,466	\$1,614	\$2,118	\$2,968	\$3,557	\$4,090	\$4,624
120% of FMR	120% of FMR	120% of FMR	120% of FMR	120% of FMR	120% of FMR	120% of FMR

WHEREAS, the approved Payment Standards Schedule shall be applied to HAP contracts effectuated for calendar year 2025; and therefore, be it;

RESOLVED, that the Guam Housing and Urban Renewal Authority Board of Commissioners approve the Payment Standards for calendar year 2025.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 12, 2024

PASSED BY THE FOLLOWING VOTES:

AYES:

NAYS:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is full, true and correct copy of the Resolution duly adopted By the Guam Housing and Urban Renewal Authority Board of Commissioner on November 12, 2024.

(SEAL)

 Elizabeth F. Napoli
 Board Secretary / Executive Director