Speaker's Office <speaker@guamlegislature.org>

Fwd: GHURA - September 27, 2018 Board Meting packet

1 message

Senator Therese Terlaje <senatorterlajeguam@gmail.com> Thu, Sep 27, 2018 at 11:43 AM
To: speaker@guamlegislature.org

Vice Speaker Therese M. Terlaje
34GL-18-2356
SEP 27 2018
Time: 11:43
Received by: JM

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The Office of Vice Speaker Therese M. Terlaje
Committee on Culture and Justice
I Mina'trentai Kuåttro na Liheslaturan Guåhan
34th Guam Legislature
Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
T: (671) 472-3586 F: (671) 472-3589
senatorterlajeguam@gmail.com

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Begin forwarded message:

From: Millie Taitano <mtaitano@ghura.org>
Subject: GHURA - September 27, 2018 Board Meting packet
Date: September 27, 2018 at 9:30:27 AM GMT+10
To: senatorterlajeguam@gmail.com

Hafa Adai Acting Speaker Terlaje!

Attached as requested is the agenda and supporting documents for today's Board meeting scheduled for noon.

Respectfully,

Millie Taitano
Special Assistant
117 Bien Venida Avenue
Sinajana, Guam 96910
(671) 475-1378
mtaitano@ghura.org
www.ghura.org

2018 SEP 27 PM 12:49

2356

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., September 27, 2018
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – September 13, 2018

III. CORRESPONDENCE AND REPORTS Page(s)

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. **Resolution No. FY2018-024** **1-5**
   Resolution to adopt proposed amendments to the Section 8 Housing Choice Voucher Program Administrative Plan

2. **Resolution No. FY2018-025** **6-8**
   Resolution approving a separate pay scale for the Public Housing Maintenance Positions

3. **LIHTC 2018 Application, Recommendation** **9-13**

VI. EXECUTIVE SESSION

VII. GENERAL DISCUSSION / ANNOUNCEMENTS

1. **Next proposed scheduled Board Meeting - October 11th & 25th**

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., September 13, 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 **Thursday, September 13, 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:	George A. Santos, Chairman
	Thomas E. B. Borja, Vice-Chairman
	Joseph M. Leon Guerrero, Resident Commissioner
	Carl V. Dominguez, Member
	George F. Pereda, Member
COMMISSIONERS ABSENT:	Eliza U. Paulino, Member (excused)
LEGAL COUNSEL:	Anthony Perez
MANAGEMENT & STAFF:	Michael J. Duenas, Executive Director
	Pedro A. Leon Guerrero, Deputy Director
	Melinda Taitano, Special Assistant
	Albert Santos, A&E Manager
	Lucele Leon Guerrero, Controller

Meeting was called to order at 12:00 p.m. by Chairman Santos who acknowledged the presence of the above attendees. The 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:
187/18 188/18		Chairman Santos called for a motion to be made on the approval of the Minutes for the previous Board Meeting on August 24, 2018. **After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve the Board Minutes of August 24, 2018 as submitted.**	
Minute No.	**Ref. No.**	**Correspondence and Reports**	**Action By:**
189/18		**HUD Presentation by Mr. Jesse Wu, Director Office of Public Housing** Chairman Santos stated that HUD officials who were scheduled to arrive the week of September 10th canceled their trip due to Typhoon Mangkhut. Mr. Jesse Wu emailed a slide presentation (distributed to all members) for the board's review and information. Director Duenas stated the two HUD staff members, Ms. Darlene Kaholokula and Mr. Kevin Ho have rescheduled the visit for the week of September 24, 2018. However, Mr. Jesse Wu will not be accompanying them. There is no tentative schedule to meet with the Board, but if a request is made, the Board will be notified immediately. Mr. Jesse Wu's presentation will be discussed in October via conference call. We will look into video-conferencing capabilities. Commissioner Dominguez requested if there is money within the agency to invest in telecommunication equipment.	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
189/18 continuation		Director Duenas stated that we do, and we have items to use temporarily. However, a request was made to MIS to get cost estimates and will also request MIS to look into acquiring Web-X as mentioned by Commissioner Dominguez. Chairman Santos stated the Board would like to personally meet Mr. Jesse Wu.	
Minute No.	**Ref. No.**	**Action Items from Prior Meetings**	**Action By:**
	037/18	**Update on the Construction for the Sinajana Central Precinct** Mr. Albert Santos stated that initially he and Deputy Director Leon Guerrero met with the contractor. The contractor did submit their response to our letter and is requesting for major time extensions. However, after reviewing with Legal Counsel and Director Duenas, it will be rejected. Major progress has been made since then with new skilled workers who have been hired. If the Board would like a site tour to see the progress, one can be arranged. Mr. Santos also stated, he and Legal Counsel recommend to hold off on officially terminating them and to give the contractor until the end of this month to determine how well they are progressing and if they'll meet the completion date	**Albert Santos**

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18 continuation	of December 2018. They have been submitting a two-week report illustrating what plan will be accomplished. The contractor has requested for another chance to continue with the project. He has personally got involved with the project by conducting daily routine checks on the site. They remain on L.D. and this will be formalized. However, with the continuing progress they are making, the completion date is still set for December.	
Minute No.	**Ref. No.**	**NEW BUSINESS**	**Action By:**
190/18		**Notice of Intent to Award, IFB-GHURA-COCC-6-25-2018-HOME, Rehabilitation for Affordable Housing of 14 units, Isla Apartment Complex in Mangilao** Mr. Albert Santos stated that this project is a HOME funded program. The bid opening was extended due to several addendum issues. 9 contractors picked up the bid packet, attended the pre-bid conference and walked the project site. The bid opening was held on September 4th with 5 contractors submitting bids. Triple Tech Inc. was the lowest bidder, submitting below the government estimate. Triple Tech, which is a woman owned business, had visited the project sites numerous times to properly review what is needed to be done. Their sister company is a vendor so they were able to get their prices lower. Mr. Santos met with them and	**Albert Santos**

Minute No.	Ref. No.	NEW BUSINESS	Action By:
190/18 continuation		reviewed their breakdown and determined that they did submit the lowest responsible responsive bid for the base bid to renovate all 14 units. Mr. Santos stated that he is now faced with the hardship of determining how to use the remainder of the funds. The amount that was originally set to go to this project was $920,000.00. With the $290K balance, Mr. Santos is looking at working with Habitat of Humanity in building additional homes. He also stated that he is keeping $100K of the remaining balance to add a couple of the items to the project that he originally took out in the beginning as a precaution if the cost becomes too expensive. Legal Counsel is doing his final review of the check list. However, it can't be completed without the Board's approval. Therefore, he is requesting the Board to approve a contract with Triple Tech Inc.	
191/18		**A motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero to approve the award of IFB-GHURA-COCC-6-25-2018-HOME, The Rehabilitation for Affordable Housing of 14 units at Isla Apartment Complex in Mangilao to Triple Tech Inc. for the amount of $630,000.00. Without any further discussion and objection, the Motion was approved.**	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
192/18		**Request for Tenant Account Receivables Write-Off through July 31, 2018** Ms. Lucele Leon Guerrero provided the Board with a comparison of write-offs completed by all 4 AMPs and GT within the fiscal year. To-date, AMP4 had the largest write-off amount at $13,129.84. AMP3 had accumulated the most at $23,390.16 and AMP2 had the least with $9,200.17. On the July 31st write-off, GT submitted one, due to an unpaid promissory note by the tenant who recently passed away. Within the 4 AMPs, the total amount of the write-offs completed this fiscal year is $65,592.18. Ms. Leon Guerrero stated that it is getting better and hopes that it will continue in that direction. An analysis based on July 31st write-offs was provided which included the lowest charge of $40.50, the highest charge at $3,890.91, and the average charge from each AMP. Also listed was the cleaning charges within each AMP, lowest being at $90.00 with AMP2, the highest at $1,976.62 with AMP3, and an average of cleaning charges from each AMP. Ms. Leon Guerrero stated that the cleaning charges have been increasing. Normal wear and tear of items to the unit is GHURA's responsibility and damages to the items within the unit or the unit itself is the responsibility of the tenant.	**Lucele Leon Guerrero**

Minute No.	Ref. No.	NEW BUSINESS	Action By:
192/18 continuation		A summary of the 5 0f 11 reasons for termination were provided. • Non-compliance, • Voluntary move-out, • Non-payment of rent, • Utility disconnection, and • Criminal activity. We are requesting to write-off through July 31, 2018, a total of $27,746.08: • AMP1: $1,921.10, • AMP2: $3,421.70, • AMP3: $14,209.13, • AMP4: $7,400.51, and • GT: $793.64 Deputy Director Leon Guerrero stated that in regards to the high amount for cleaning charges, he stated he has spoken to the AMP Managers and requested that they provide a breakdown of the cleaning charges on how much for the normal wear and tear and how much for tenant abuse. Chairman Santos thanked the managers for the drastic improvements in the write-off amounts and Vice Chairman Borja requested that they continue to stay on top of rent collection so that the amount will not be able to accumulate that high.	
193/18		**A motion was made by Vice Chairman Borja and seconded by Commissioner Pereda to approve the Request for Tenant Account Receivables Write-Off through July 31, 2018 in the amount of $27,746.08. Without any further discussion and objection, the Motion was approved.**	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
194/18		**Legal Matters – Conflict Counsel, Attorney Ecube** Chairman Santos stated that upon the advice of Counsel, we will address this legal matter in an executive session and because it concerns the Director and our Legal, Deputy Director Leon Guerrero will take the lead. The executive session will take place in our next Board Meeting.	
195/18		**Update with Typhoon Mangkhut:** Director Duenas stated that with the recent storm, our developments faired very well. Most of the damages were from uprooted trees. There was an issue with the air conditioning units on the roof of the main building. Temporary repairs are ongoing and we are looking at it being replaced. We have self-insurance for typhoon damage up to $1M and will be submitting a claim to HUD for their approval for the release of funds to replace the unit. We are also identifying the cost of removing all the debris which is mostly green waste. Director Duenas stated that one of the reasons why we did so well was because we were focusing on preparing for the REAC inspection and acknowledged that this should be done every day so the outcome of future storms will continue to be minimal.	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
195/18 continuation		Another issue was that one of the power transformers at our Toto development was damaged, however the repair work falls on GPA. GPA was able to bring back Toto yesterday afternoon. There is still no power at AMP3. We are looking at the possibility of installing 25K generators at all our 4 AMP offices. Another issue with our main office is that the generator did not kick in when the power went out. We thought there was no fuel, but after a check was conducted by our contracted vendor, it was an inoperable battery. We are looking at repairing it and a more thorough assessment will be done by the vendor on Monday. Due to the mishap of the generator, the humidity within the building increased affecting one our storage servers upstairs, therefore some of the documents on our different drives are going through a lengthy recovering process.	
196/18		**Next Proposed Scheduled Meeting:** Thursday, September 27th	

197/18 ADJOURNMENT

There being no further business before the Board, a motion was made by **Commissioner Dominguez** and Seconded by **Commissioner Pereda** which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **12:44 p.m.**

(S E A L) _____

MICHAEL J. DUENAS
Board Secretary/Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

September 19, 2018

MEMORANDUM

TO: Board of Commissioners

VIA: Pedro Leon Guerrero, Deputy Director

FROM: Norma San Nicolas, Section 8 Administrator

SUBJECT: **Resolution FY2018-024**

Please find attached for your review and approval, Resolution FY2018-024 and the summary of the proposed policy changes to the Section 8 Administrative Plan. The proposed changes consist of both mandatory and discretionary policies that are necessary to ensure appropriate guidance and compliance of the administration of the Section 8 Housing Choice Voucher Program. Policy changes include recent updates from Public Law 114-201 (Housing Opportunity Through Modernization Act of 2016) that was enacted on July 29, 2016 and discretionary policies designed to streamline current processes.

The proposed changes were made available for public review and comment from July 26, 2018 to September 10, 2018. The Public Hearing was held on September 13, 2018 at 2 p.m. at GHURA's Executive Conference room in Sinajana. Section 8 families and the island community were informed through advertisement in the Guam Daily Post and the Guam Pacific Daily News. No comments were received during the public comment period and public hearing.

The adoption of Resolution FY2018-024 is necessary to ensure everyone has access to fair and equal housing opportunities. If you should have any questions regarding the proposed amendments please do not hesitate to consult me. Thank-you!

Attachment: Resolution No. FY2018-024
Summary of proposed and/or revised admin plan policies

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Siudat
BOC RESOLUTION NO. FY2018-024

Moved by: **Seconded by:**

RESOLUTION TO ADOPT PROPOSED AMENDMENTS TO THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

WHEREAS, 24 CFR Part 982.54 requires all Public Housing Agencies with a Section 8 Housing 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 (c) mandates all housing Authorities to administer the Section 8 Housing Choice Voucher Program in accordance with the Administrative Plan; and

WHEREAS, proposed 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 all proposed statutory and discretionary polices.

IN REGULAR BOARD MEETING, SINAJANA, GUAM- September 27, 2018
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 **September 27, 2018**.

MICHAEL J. DUENAS
Secretary/Executive Director

SUMMARY OF PROPOSED AND/OR REVISED ADMINISTRATIVE PLAN POLICIES			
Policy	**Proposed/Revision**	**Mandatory or Discretionary Policy**	**Chapter and Page**
Verification of Social Security Numbers	The provision applies to program applicants. Applicants shall have one additional 90-day period during which the family may become a program participant, even if the family lacks the documentation necessary to verify social security of a family member under the age of 6 years. An extension of one additional 90-day period must be granted if the PHA determines that in its discretion, the applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the applicant. If the applicant does not comply with the authorized time period, the PHA must impose appropriate penalties in accordance with 24 CFR 5.218.	Mandatory	Chap 7, Pg. 11
Exclusion of mandatory education fees from income	This provision amends the definition of "income" to exclude from calculations an individual's income, any financial assistance received for mandatory fees and charges (in addition to tuition). Notice 2015-21 provides guidance as to what constitute such fees that include: athletic fees, lab fees, student center fees, science fees, technology, etc.	Mandatory	Chap.6 Pg. 27
Earned income disregard	This provision changes the EID provision from 48 cumulative months to 24 straight months. The proposed policy change streamlined the administration of the EID by eliminating the requirement for PHAs to track family member changes in employment over a period of 4 years. There is no change to EID eligibility criteria, the single lifetime eligibility requirement, or the ability of the family member to stop and start employment during the eligibility period.	Mandatory	Chap. 6, Pg. 12
Utility Reimbursements	This provision permits GHURA to make utility reimbursement payments on a quarterly basis, rather than monthly, if the total monthly payment due to the family is equal or less than $45 per quarter. GHURA must adopt a provision to make payments either retroactively or prospectively. If GHURA choose to make retroactive payments, it must permit the family to request a hardship exemption in accordance with 24 CFR 5.63 (b) (2). If a family receives a hardship exemption, then GHURA may either reimburse the family on a monthly basis or prospectively on a quarterly basis.	Discretionary	Chap. 6, Pg. 39

Policy	Proposed/Revision	Mandatory or Discretionary Policy	Chapter and Page
Housing Quality Standards re-inspection fee	This provision provides GHURA the option to establish a reasonable fee to owners for re-inspection under two circumstances (1) if an owner notifies GHURA that a deficiency cited in the previous inspection has been repaired and a re-inspection reveals that it has not and/or (2) if the allotted time for repairs has elapsed and a re-inspection reveals that any deficiency cited in the previous inspection that the owner is responsible for repairing has not been corrected. The will not apply to owners for deficiencies caused by the family; initial inspections; regular scheduled inspections; an instance which an inspector was unable to gain access to a unit; or new deficiencies identified during a re-inspection.	Discretionary	Chap. 8, pp. 8-9
Violence Against Women Act (VAWA)	Provisions for VAWA are revised to include • new definitions; • "sexual assault" as a crime covered VAWA; • the establishment of new requirements for notification; • establishing requirements for an emergency transfer plan; • revises requirements for documenting occurrence of domestic violence, dating violence, sexual assault and stalking; • Revises regulations from the 2005 reauthorization of VAWA to broadly state that VAWA protections apply to all tenants, applicants, and not only those determined to be victims of domestic violence, dating violence, sexual assault, or stalking shall receive statutorily required notification of their VAWA rights. • Clarifies that PHA may establish a preference for victims of dating violence, sexual assault, or stalking in addition to domestic violence. • Establishes new requirements under PBV for family's right to move as a result of a family, or a member of the family, being or having been a victim of domestic violence, dating violence, sexual assault or stalking.	Mandatory	Chap. 2, pg4; Chap. 3, pp. 3,4,20,28 Chap. 10, Pg. 3; Chap. 12, pp. 11-17; Chap. 16, pp. 32-54

Policy	Proposed/Revision	Mandatory or Discretionary Policy	Chapter and Page
Placement of Applicants through a Lottery System	Policy on the lottery system as an alternative to establishing a wait list is revised to incorporate Section 113 of Public Law114-201 (HOTMA), which provides funding priority to U.S. Citizens and Nationals.	Discretionary	Chap. 4, pp. 5
Interim Rexam Reporting Requirement Threshold	Interim re-examination policy is revised to change the current income increase reporting threshold from $2,400 to $3,600.	Discretionary	Chap. 11, Pg. 10
GHURA -initiated Re-exam for Zero-income Monitoring	Policy is revised from the zero-income monitoring requirement from monthly to quarterly.	Discretionary	Chap. 11, Pg. 9
Asset-Checking Account Requirement	The current policy is revised from using the average balance of six months to using only the average balances of the last sixty days.	Discretionary	Chap. 6, Pg. 19
Section 113 of PL 114-201 HOTMA	Policy is added to add the requirement of PL 114-201 which gives funding priority to U.S. Citizens and U.S. Nationals.	Mandatory	Chap. 4-pg. 13
Portability – Email preferred method of communication	Revised portability policy to include email as the preferred method of communication between housing authorities and in transmitting required documents.	Discretionary	Chap. 10, Pg. 11
Portability – Mandatory denial of a Family's request to move	Portability policy is revised to include mandatory denial of family's request to move under portability.	Mandatory	Chap. 10, Pg. 4

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2018-025

Moved by: Seconded by:

RESOLUTION APPROVING A SEPARATE PAY SCALE FOR THE PUBLIC HOUSING MAINTENANCE POSITIONS

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

WHEREAS, recognizing the need to remain competitive, the Board of Commissioners on 5/11/2011 set forth and adopted an updated Personnel Rules and Regulations that is consistent with merit principles and principles of Equal Employment Opportunity and other laws pertaining to employment in the Authority; and

WHEREAS, the 2011 updated Personnel Rules and Regulations included a separate pay schedule for the Guam Housing and Urban Renewal Authority; and

WHEREAS, GHURA, for several years now, has been challenged in our ability to attract, reward and retain maintenance personnel because of:

1) Loss of maintenance staff to the private sector for higher pay; and

2) 2014 Government of Guam Competitive Wage Act in which the starting pay for GHURA's maintenance positions falls below that making us no longer competitive in both the public and private sectors causing GHURA recruitment challenges; and

WHEREAS, evidence in the salary we pay our maintenance positions, is illustrative in the fact that the Davis Bacon Wage Act starting salary is much higher than the salary we pay our maintenance positions; and

WHEREAS, after studying the impact over the years, management respectfully request the Board of Commissioners to approve a separate pay scale for the public housing maintenance positions effective 10/1/2018 (attached); which includes an implementation slotting that addresses compression issues for incumbent maintenance staff; and

WHEREAS, funding to implement the new pay scale are from public housing funds and are incorporated in the FY2019 Budget.

WHEREAS, the Board of Commissioners recognizes the need to recruit and retain qualified individuals in GHURA's maintenance workforce; and now therefore be it

RESOLVED, the Board of Commissioners hereby adopts the "Guam Housing and Urban Renewal Authority (GHURA) – Pay Schedule for Maintenance Personnel," which includes an implementation slotting for all maintenance positions within GHURA to be effective October 1, 2018.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – SEPTEMBER 27, 2018
PASSED BY THE FOLLOWING VOTES:
AYES:
NAYS:
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 September 27, 2018.

(S E A L)

_____

MICHAEL J. DUENAS
Secretary / Executive Director

COMPARISON CHART

Position Title	Current - 2011 pay scale GHURA	2014 Competitive Wage Act-CWA (GovGuam)	Davis Bacon (Average)	Recommendation – Starting for Step 1
Laborer	$18,513 p/a; $8.90 p/hr	$19,040.00 p/a; $9.15 p/hr		$20,510.00 p/a; $9.86 p/hr (Step 3 of the CWA)
Maintenance Worker	$23,345 p/a; $11.22 p/hr	$26,520.00 p/a; $12.75 p/hr	$33,696 p/a; $16.20 p/hr	$29,650.00 p/a; $14.25 p/hr (Step 4 of the CWA)
Building Maintenance Leader	$26,814 p/a; $12.89 p/hr	$31,076.00 p/a; $14.94 p/hr		$36,061.00 p/a; $17.34 p/hr (Step 5 of the CWA)

GHURA

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

EQUAL HOUSING OPPORTUNITY

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

MEMORANDUM

To Board of Commissioners

From Executive Director

Date 19 September 2018

Subject LIHTC 2018 Application, Recommendation

A 4-member Panel consisting of 3 GHURA personnel and 1 non-GHURA personnel concluded their evaluation of the two LIHTC applications received during this 2018 cycle. The panel consisted of the following individuals:

- Ben Servino, Director, DISID
- Gina Cura, Property Site Manager for AMP2, GHURA
- Lucele Leon Guerrero, Controller, GHURA
- Norma San Nicolas, Section 8 Administrator, GHURA

Panelists utilized the Selection Criteria established in the 2018 Qualified Allocation Plan (QAP) including additional points given to projects established in Central/Southern regions of Guam and projects seeking LEED certifications, and maintaining low Developer Fees.

GHURA does not discriminate against persons with disabilities.
The Chief Planner has been designated as Section 504 Coordinator.
The Coordinator can be contacted at the above address and telephone numbers.

Doc No 34GL-18-2356

At the end of the review and ranking process, the proposed Ironwood Villas Phase II project ranked first followed by the Summer Town Estates IV project.

Project #1 Summer Town Estate IV	**Project #2 Ironwood Villas Phase II**
81	83
81	84
79	84
81	85
322	336
2nd	***1st***

Therefore I recommend that the Board award $2,988,316 in tax credits, as request by Ironwood Villas Phase II.

Respectfully,

Michael J. Duenas

Attachments: 2018 tax credit competition cycle review & project information

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

EQUAL HOUSING OPPORTUNITY

Low Income Housing Tax Credit Program
2018 Competition Cycle
Review

The 2018 LIHTC application cycle concluded on Friday August 17, 2018. Below you will find a brief summary of the process and results thereof. Applicants in the 2018 cycle competed for a credit allocation amount of up to $3,383,891 to address the needs our island community as portrayed in the 2018 Qualified Allocation Plan (QAP).

The Board-approved 2018 QAP and LIHTC Application were made available to the general public beginning Friday April 20, 2018 and concluded on Thursday July 05, 2018. GHURA received two applications by the deadline. The following are the applicants and developers:

Project 1: Summer Town Estates IV
Applicant: Summer Town Estates IV, LLC.
Developer: Core Tech Development, LLC.

Project 2: Ironwood Villas Phase II
Applicant: Ironwood Guam Development, LLC.
Developer: Ironwood Guam Development, LLC.

A Panel of four individuals were assembled to review the submissions and consisted of the following:

- Ben Servino, Director, DISID
- Gina Cura, Property Site Manager for AMP2, GHURA
- Lucele Leon Guerrero, Controller, GHURA
- Norma San Nicolas, Section 8 Administrator, GHURA

Each Panelist signed and submitted nondisclosure and conflict of interest agreements pertaining to the information provided by the applicants. The Panel was then given three weeks to review all applications and convene August 17, 2018 for a tallying of scores. Results were viewed and verified and the Panel met one last time on September 06, 2018 to finalize results.

Basic project descriptions (highlights) are provided for your information on the following pages.

Doc. No. 340L-18-2350

2018 Low Income Housing Tax Credit Applicants

	Project 1	Project 2
Name	Summer Town Estates IV	Ironwood Villas Phase II
Applicant	Summer Town Estates IV, LLC	Ironwood Guam Development, LLC
Developer	Core Tech Development, LLC	Ironwood Guam Development, LLC
Amount of Tax Credits Requested	$3,364,618.00	$2,988,316.00
No. of Units	64	88
Unit Mix	18 - 1BR/1BA units 28 - 2BR/1BA units 18 - 3BR/2BA units	10 - 1BR units 68 - 2 BR units 10 - 3 BR units
Property Location	Northern Guam Dededo	Central Guam Toto
Occupancy Type	100% of project to HH earning 50% or less AMGI	100% of project to HH earning 60% or less AMGI
Extended Use Period (Inclusive of the 15 year compliance period	61 years	61 years
Developer has prior experience with LIHTC program	Yes 4 completed projects 1 in progress	Yes 5 completed projects 1 in progress

	Project 1	Project 2
Name	Summer Town Estates IV	Ironwood Villas Phase II
Applicant	Summer Town Estates IV, LLC	Ironwood Guam Development, LLC
Shared/Common Ammenities	• Large swimming pool and state-of-the-art exercise facility • Summer Town Commercial Center o Shopping Market o Commercial Laundry Facility o Fitness Center • Solar-Powered Water Heaters • Energy Star Appliances/Light fixtures/Low-emissive coatings • Community Recycling Programs • Water-Conserving Plumbing fixtures • Solar-Powered Street lights w/timers • Grid-tied solar power systems	• Phase II will share Phase I Community Center featuring tenant programs including: o IronKids after school program o Boy and Girl Scouts o Karate Classes o Parents Night Out • Discounts available on gasoline, cable, and property insurance • Fully fenced community • Security Cameras • Neighborhood Watch • Reduced cost of electricity through installation of grid tied solar panels and solar hot water heaters • Appliances and lighting will be Energy Star • Water conserving fixtures