Speaker's Office <speaker@guamlegislature.org>

M&C Fwd: GHURA's Board Meeting (July 29, 2019)

1 message

Speaker's Office <speaker@guamlegislature.org> Fri, Aug 16, 2019 at 9:45 AM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

08-16-19	9:19 AM	07-29-19	Board Meeting for July 29, 2019.*	Guam Housing and Urban Renewal Authority	35GL-19-0902

Sinseru yan Minagâhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatña, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-19-0902
Speaker Tina Rose Muña Barnes

AUG 16 2019
Time 9:19 (X)AM ( )PM
Received By: Matt

This e-mail message is intended only for the use of the individual or entity named above and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, distribution or use of the information contained in this transmission is strictly PROHIBITED. If you have received this transmission in error, please immediately notify us by replying to speaker@guamlegislature.org and delete the message immediately. Thank you very much.

Guma' pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para umrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespatcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ågo' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha i kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Kathleen J. Taitingfong** <kathleen@ghura.org>
Date: Fri, Aug 16, 2019 at 9:19 AM
Subject: GHURA's Board Meeting (July 29, 2019)
To:

Hafa Adai and Good Morning!

The above attachment is GHURA's July 29, 2019 BOC Mtg. packet with its approved minutes and other corresponding documents.

Respectfully,
Kathleen Taitingfong
Administrative Aide
GHURA's ADMIN Division
475-1376
kathleen@ghura.org

July 29, 2019 BOC Mtg..pdf

2019 AUG 16 AM 9:48

0902

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., July 29, 2019
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Friday, July 19, 2019
2nd Printing – Saturday, July 27, 2019

III. APPROVAL OF PREVIOUS BOARD MINUTES – June 07, 2019, June 21, 2019, July 8, 2019

IV. NEW BUSINESS

	Page(s)
1. **Intent of Award** ..... IFB#GHURA-6-11-2019-AMP4, Roof Coating, Concrete crack and Spall repair of Units at GHURA 48 Development in Dededo	1 - 10
2. **Intent of Award** ..... IFB#GHURA-5-16-2019, Installation of Security Camera and Equipment	11 - 15
3. **Resolution No. FY2019-018** ..... Resolution requesting approval to establish Clerk I positions in Public Housing - AMP's #1-3	16
4. **Request for Tenant Accounts Receivables** ..... Write-Offs through April 30, 2019	17-27

V. MANAGEMENT REPORT

VI. OLD BUSINESS

(None)

VII. CORRESPONDENCE AND REPORTS

1. **CDBG Annual Timeliness Ratio** ..... **28 - 29**

2. **Travel Reports (FY2019-TA-001)**
   a. **Dominic Calvo, PCIII** ..... **30 - 33**
   b. **Brandon Santos, PCII** ..... **34 - 37**

3. **BOC Executive Director Performance Evaluation** ..... **38 - 62**
   Ray S. Topasna (1/11/2019 – 7/10/2019)

VIII. GENERAL DISCUSSION / ANNOUNCEMENTS

1. **Letter of Resignation of Eliza U. Paulino** **63**

2. **Update on Ethics in Government, Board Training**
   (Mandated by 4 GCA, Chapter 15 §15409)

3. **Next proposed scheduled Board Meeting:** Monday, August 12th @ 12:00 p.m.

IX. ADJOURNMENT

Gion Festival marks 1,150 years in Kyoto



MOVING MUSEUMS: *Twenty-three Yamahoko floats, known as "moving museums" because of their elaborate decorations, paraded through central Kyoto, Japan, on Wednesday as a highlight of the annual Gion Festival, one of the three most famous festivals in the nation. This year marked the 1,150th anniversary of the festival, which was started to pray for the city to be protected from plague in the Heian period (from 794 to the late 12th century). Japan News-Yomiuri Shimbun*

WHO says Ebola outbreak is an international health emergency

By Max Bearak
The Washington Post

NAIROBI, Kenya – The World Health Organization took the rare step Wednesday of classifying an ongoing Ebola outbreak in eastern Congo as a "public health emergency of international concern," just days after a first case of the virus was confirmed in the major city of Goma, on the border with Rwanda.

The last time the global health body declared an international emergency for Ebola was during the 2014-2016 outbreak in West Africa that killed more than 11,000 people. The designation means this outbreak qualifies for a higher level of global vigilance and mobilization to stem its spread.

Ebola began spreading in Congo's conflict-ridden North Kivu province last summer and has infected more than 2,500 people and killed nearly 1,700, according to official Health Ministry figures.

The WHO declaration represents its highest level of alert. It is invoked in response to only the most dire threats and has been issued just four times before. The first time was in 2009 during the H1N1 influenza epidemic that is believed to have infected up to 200 million people worldwide; the second in May 2014 when a paralyzing form of polio re-emerged in Pakistan and Syria; the third in August 2014 in the Ebola epidemic that devastated West Africa; and the fourth in February 2016 in the Zika epidemic in Brazil.

The decision was made by a committee of 10 scientists who had three times earlier declined to issue the declaration for the current outbreak.

The committee said delays in funding had constrained the response and hoped the declaration would add to the international community's sense of urgency. But members also cautioned against using the declaration to impose punitive travel restrictions on countries in the affected area.

Torch, radio ... house deeds? US readies for hurricane season

WASHINGTON (Thomson Reuters Foundation) – Torch, radio, whistle – all standard fare in a storm survival kit. Now Americans at risk of hurricane damage are being urged to grab their house deeds and check they are valid, too.

Clear proof of ownership, legal experts say, is the key to unlocking vital government aid after a hurricane sweeps through – felling homes, stealing cars and ransacking whole communities.

With the first hurricane of the season already logged, they said people should act now and dig out their deeds to ensure they carry the right name and there are no conflicts looming.

"Rather than being reactive, this is something that can be controlled prior" to a storm, said Nancy Lugo, attorney coordinator with Bay Area Legal Services in Tampa, Florida.

Lugo's office oversees a Florida program that connects pro bono attorneys with home owners in 16 counties, helping locals get their paperwork in order before it's too late. Statistics on conflicted titles are not available but experts say disputes are common in hurricane-prone areas.

GUAM ANIMALS IN NEED

SPAYCATION SUMMER SCHOOL
SPAY AND NEUTER CLINIC
VETERINARIANS TEACHING STUDENTS HIGH QUALITY SPAY & NEUTER TECHNIQUES

* July 2 - 24, 2019 *
@ ORDOT CHALAN PAGO COMMUNITY CENTER
$40 SPAYS AND NEUTERS!
Don't wait!
Get your pet fixed this summer at GAIN's very first Spaycation Summer School!
By appointment only

CALL 653-6717 TO SCHEDULE YOUR PET TODAY!

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Board of Commissioners Meeting
12:00 P.M., Monday, July 29, 2019
GHURA Main Office
1st Floor Conference Room
117 Bien Venida Avenue, Sinajana
For special accommodation, contact Ms. Kathy Taitano Tel No. 475-1322 or TTY #472-3701

NOTICE TO THE PUBLIC
Starting July 10, 2019, Victoria J. Market will be under a new ownership and will be renamed to Uno Mart

Doc. No. 35GL-19-0902.*

HERO Awards recognize standouts in hospitality

By Lannie Walker
lannie@postguam.com

The Hospitality Employees aRe Outstanding Awards recognizing outstanding hospitality employees were presented by the Guam Visitors Bureau and the Guam Hotel and Restaurant Association on Friday at the Hilton Guam Resort & Spa in Tumon.

Two winners were named in each of the seven HERO Award categories: Hafa Adai Spirit, awarded to an individual who contributed significantly to the promotion of local culture; Rookie of the Year, awarded to a new employee who demonstrates consistent excellent performance; Middle Management, awarded to a middle-management employee who demonstrates consistent excellent performance; Supervisory, awarded to a supervisor who demonstrates excellence; Nonsupervisory, awarded to a nonsupervisory employee who demonstrates superior performance and exhibits pride in rendering services; Life Saving, awarded to individuals whose actions directly protected or saved a life; and Integrity, awarded to individuals who demonstrated a high level of integrity on the job.



BEST IN THE INDUSTRY: *The 2019 HERO Award winners pose for a group shot at the end of the awards ceremony at the Hilton Guam Resort & Spa on Friday. The award, which stands for Hospitality Employees aRe Outstanding, is sponsored by the Guam Visitors Bureau and the Guam Hotel and Restaurant Association. Norman M. Taruc/The Guam Daily Post*

Outstanding employees

The following are the winners awarded Friday:

- Hafa Adai Spirit: Lise Fernandez, sous chef at the Hyatt Regency Guam's Employee Restaurant; and Soo Yang, a sales and marketing coordinator at the Dusit Thani Guam Resort
- Rookie of the Year: Karen De Luna, bridge of all managers at the Guam Reef Hotel; and Visitacion Pascua, pastry cook at the Hilton Guam Resort & Spa
- Middle Management: Mary Palacios, "front office" of heart of house at the Hyatt; and Yvon Mariz Red, head cashier at the Hotel Nikko Guam
- Supervisory: Eduardo Crawford, department of engineering supervisor at the Hilton Guam Resort & Spa; and Eric Encino, from the Onward Beach Resort Guam
- Nonsupervisory: Komekha Cadag, from the Pacific Islands Club Guam; and Channi Alia Smith, from the Outrigger
- Life Saving: Singemasa Billias, sports activity attendant at the Hotel Nikko; and Allison Plummer, from the Hilton
- Integrity: Edward Barlongo, from the Fiesta Resort Guam; and Aiza Bautista, from the Hotel Nikko

The awards were judged by Dr. Fred R. Schumann, professor of Global Resources Management at the University of Guam; Eric Chong, professor of Tourism and Hospitality at Guam Community College; Lina McDaniel, project manager at the Guam Department of Labor; Flori-Anne Dela Cruz, youth board member of the Guam Visitors Bureau; and Robert "Bobby" Alvarez, vice president of the Guam Visitors Bureau.

'The hard work that you do'

"Without tourism, we would not be one of the most prosperous islands in the Pacific. We all owe that to the hard work that you do," said Lt. Gov. Joshua Tenorio, who attended the ceremony.

Tenorio added that the nominees and winners would set an example to all of those who enter the industry in coming years.

"It truly is a very special day for all of us to take time away from the busy period, being summer, and to really honor and recognize all of you for your contributions and of your colleagues as well," said Mary Rhodes, president of the Guam Hotel and Restaurant Association.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

Board of Commissioners Meeting
12:00 P.M., Monday, July 29, 2019
GHURA Main Office
1st Floor Conference Room
117 Bien Venida Avenue, Sinajana

For special accommodation, contact Ms. Kathy Taitano Tel No. 475-1322 or TTY #472-3701

GUAM MEMORIAL HOSPITAL VOLUNTEER ASSOCIATION

(a non-profit organization)

Statement of Financial Position
For the year ended December 31, 2018

Total Assets	
Cash	$ 324,459.00
Other Assets	$ 62,667.00
Total Assets	$ 387,126.00
Total Liability and Net Assets	
Liability	$ -
Unrestricted Net Assets	$ 335,126.00
Restricted Net Assets	$ 52,000.00
Total Liability and Net Assets	$ 387,126.00

Statement of Activities
For the year ended December 31, 2018

Income:	
Fundraising and donations	$ 334,580.00
Dues	$ 5,048.00
Bank Interest	$ 399.00
Total Income	$ 340,027.00
Expenses:	
Fundraising cost	$ 51,506.00
Donation to GMH	$ 244,397.00
Administrative and general	$ 32,842.00
Total expenses	$ 328,745.00
Change in net assets	$ 11,282.00
Net assets at beginning of year	$ 375,844.00
Net assets at end or year	$ 387,126.00

GHURA

Guam Housing and Urban Renewal Authority
Ataridat Ginima' Yan Rinueban Siudat Guahan
117 Bien Venida Avenue • Sinajaña Guam 96910
Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lieutenant Governor of Guam

NOTICE TO THE PUBLIC
Available for Public Review

Public Housing Program
Smoke Free Policy Revision 1 and Marijuana Policy
(This ad is paid for with Public Housing Program funds)

The Guam Housing and Urban Renewal Authority (GHURA), announces the availability of the Public Housing Program Smoke Free Policy Revision 1 and the Marijuana Policy for public review and comment. Draft copies of the proposed policies are available for public review beginning July 1, 2019, at the following locations, Monday through Friday from 8:00 a.m. to 5:00 p.m. (except on holidays).

- **GHURA's Main Office**: 117 Bien Venida Avenue, Sinajaña
- **GHURA's Site Base Offices:**
  - AMP 1, Central Site Base, #23 Paquito Street, Toto Gardens
  - AMP 2, Southeast Site Base, #10 JC Rojas Street, Yoña
  - AMP 3, Southwest Site Base, Pagachao Drive, Agat
  - AMP 4 Northern Site Base, Doni Lane, Toto Gardens
- Guma Trankilidat Management Office, Tumon
- GHURA's website: www.ghura.org

Individuals, agencies, or organizations wishing to comment on the Public Housing Program Smoke Free Policy Revision 1 and the Marijuana Policy are encouraged to do so by submitting written comments to GHURA during regular business hours of operation, beginning Monday, July 1, 2019, through Thursday, August 1, 2019. Written and/or oral comment(s) may also be submitted via facsimile at 789-9063, Attn: Ms. Gina Cura, emailed to gmcura@ghura.org, or through the U.S. Postal Service addressed to GHURA's Main office address above.

A Public Hearing is scheduled for 10:00 a.m. on Thursday, August 1, 2019, at the Sinajaña Main Office Board of Commissioners Conference Room. Individuals wishing to submit oral or written comment are invited to attend. GHURA will make necessary arrangements for persons with disabilities. If you require special accommodations, please contact the Section 504 Coordinator, Katherine E. Taitano, at 475-1322 or 472-3701 (TTY/TDD).

/s/ RAY S. TOPASNA
Executive Director

GHURA does not discriminate against persons with disabilities.
The Chief Planner has been designated as Section 504 Coordinator

Doc. No. 35GL-19-0902.*

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., July 29, 2019
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' regularly scheduled meeting of **Monday July 29, 2019** 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:	Sabino P. Flores, Chairman
	Carl V. Dominguez, Member
	Joseph A. Cameron, Member
	George F. Pereda, Member
	Monica O. Guzman, Vice Chairwoman
	Joseph M. Leon Guerrero, Resident Commissioner
COMMISSIONERS ABSENT:	NONE
LEGAL COUNSEL:	Anthony Perez **(ABSENT)**
MANAGEMENT & STAFF:	Ray S. Topasna, Executive Director
	Elizabeth F. Napoli, Deputy Director
	Audrey Aguon, Special Assistant
	Albert Santos, A&E Manager
	Katherine Taitano, Chief Planner
	Lucele Leon Guerrero, Controller
	Kimberly Bersamin, HR Administrator
	Norma San Nicolas, Section 8 Administrator

Meeting was called to order at 12:00p.m. by Chairman Flores. He also indicated that 6 members of the Board of Commissioners were present, and that the meeting could proceed.

Doc. No. 35GL-19-0902.*

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
143/19 144/19 145/19 146/19		Motion to approve the June 7, 2019 Board meeting minutes as corrected was made by Commissioner Guzman and seconded by Chairman Flores. Motion was made by Commissioner Cameron to approve the June 21, 2019 Board meeting minutes as corrected and seconded by Chairman Flores. Motion to approve the July 8, 2019 Board meeting minutes as corrected was made by Commissioner Dominguez and seconded by Commissioner Pereda. After review and having no further discussion by the other Board members, the board unanimously approved and Chairman Flores approved the Board meeting minutes of June 7, June 21, and July 8, 2019 as corrected	
147/19	135/19	Director Topasna expressed to the Board that he wanted to memorialize what the Board passed at the July 8, 2019 Board meeting by connecting the GHURA Section 8 Action Plan to a Resolution. Unfortunately, it did not happen at the July 8, 2019 meeting. Chairman Flores asked if it was simply to assign a resolution number to that motion. Mr. Topasna informed the Chairman that he was correct, but was uncertain if that action required Board approval. Both Chairman Flores and Commissioner Dominguez agreed that assigning a Resolution number to the motion was the best thing to do. Chairman Flores inquired whether Commissioner Pereda and Commissioner Guzman reviewed the Section 8 Action Plan as both were absent at the July 8, 2019 meeting. Chairman Flores explained to the Commissioners who were absent that the GHURA Section 8 Action Plan was presented, discussions ensued,	**Ray Topasna**

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
147/19 continuation		motion was made to approve it, motion was seconded, and finally approved. However, the oversight was that a Resolution number was not assigned. Commissioner Guzman suggested that the GHURA Section 8 Action Plan Resolution be assigned the number FY2019-018, and assign the Resolution on the agenda the next Resolution number of FY2019-19. Commissioner Dominguez inquired on the consequences of not assigning a Resolution at this meeting. Mr. Topasna informed Commissioner Dominguez that the GHURA Management is requesting that the Board endorse a Resolution so that a Resolution number can be assigned. In doing so, GHURA may proceed with certain elements described in the GHURA Section 8 Action Plan. Commissioner Dominguez questioned why a Resolution was not prepared for the Board. Mr. Topasna replied that it's basically the passage of the Action Plan by the Board. He also added that GHURA's Fiscal Team would prefer that the GHURA/Section 8 Action Plan be connected to an actual Resolution. Commissioner Cameron stated that although he is in full support of the GHURA Section 8 Action Plan, for continuity purposes he preferred to see a Resolution. Commissioner Dominguez explained that what typically happens is that an actual Resolution is presented to the Board. More detail about the Resolution Procedures were added by Mrs. Kim Bersamin. She stated that the intent was to memorialize the July 8, 2019 discussion on the GHURA Section 8 Action Plan.	

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
147/19 continuation		Mrs. Bersamin stated that in the past, while discussions were on going, the board has requested that a Resolution be assigned a number. Discussions on the consequences of not issuing a Resolution number immediately, ensued. Mr. Topasna added that since the Board had already approved the GHURA Section 8 Action Plan, GHURA has had some difficulty in implementing some of the elements of the Plan because of the possibility of it becoming an audit finding without a Resolution number assigned to the passage. He also stated that it was an oversight on GHURA's part not to have had a Resolution prepared at the time of the presentation. However, it was important that some of the elements of the GHURA Section 8 Action Plan begin to gain some traction. He stated that wherever funding is involved with any Action Step, GHURA's Fiscal Department prefers a Resolution is attached to it. Mr. Topasna also reminded that Board that GHURA had been up against the October 1 deadline to come up with a plan that could be presented to HUD. Mr. Topasna recommended that the Board make reference to what was approved on the July 8, 2019 board meeting. Commissioner Guzman suggested that the Resolution be assigned number FY2019-018, instead of FY2019-019. Commissioner Cameron agreed that numbering in that order would show the sequence of activities.	

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
148/19		**Commissioner Dominguez made a motion to approve GHURA Resolution FY2019-018, approving the GHURA Section 8 Action Plan, as approved by the Board of Commissioners on July 8, 2019, and consistent with the minutes of said meeting, as approved by the Board of Commissioners on July 29, 2019. The motion was seconded by Commissioner Cameron. There were no objections by the other Board members. Motion was Approved.**	
Minute No.	**Ref. No.**	**NEW BUSINESS**	**Action By:**
149/19		**Intent of Award: IFB#GHURA-6-11-2019-AMP4, Roofing, Concrete crack and Spall repair of Units at GHURA 48 Developments in Dededo** Bid opening for the re-bid project was held on July 11, 2019 at 2PM. 8 contractors purchased a set of bid specifications, but only 6 submitted bids: 1. Genesis Tech $143, 000 2. Mega United $419, 509 3. IAN Corporation $711, 888 4. J.J. Global $352, 000 5. Clayarch Inc. $348, 500 6. Asia Pacific International $392, 196 The GHURA staff determined that Genesis Tech was the lowest responsible responsive bidder. Based on our staff's review, we are requesting that the board award Genesis Tech Corp. for Base Bid Item 1 in the amount of $143,000 for Roof repair and coating of 48 units in Dededo (GHURA 48). Funding will be available under CAP funds.	**Albert Santos**

Minute No.	Ref. No.	NEW BUSINESS	Action By:
150/19		**Commissioner Cameron made a motion to award Genesis Tech Corp. for Base Bid Item 1 in the amount of $143,000 for GHURA-6-11-2019-AMP4, Roofing, Concrete crack and Spall repair of Units at GHURA 48 Developments in Dededo. The motion was seconded by Chairman Flores. There were no objections by the other board members. The motion was approved.**	
151/19		**Intent of Award: IFB#GHURA-5-16-2019, Installation of Security Cameras and Equipment** Bid opening for this project was held on July 5, 2019 at 2pm. Eight (8) vendors purchased the bid specification packet, however, only 3 vendors submitted proposals: G4S PACIFICDATA MEGABYTE BASE BID 1- $7948 $21,001 $12,272.70 BASE BID 2- $5508 $22,211 $7758.15 BASE BID 3- $3768 $18,059 $6869.15 BASE BID 4- $3838 $18,059 $5325.10 BASE BID 5- $8516 $18,309 $11,804.55 BASE BID 6- $5768 $20,135 $6569.15 **TOTAL: $35,346 $117,774 $50,598.80** PDS and Megabyte were non-responsive. PDS did not submit product warranty information which was specified as a required document. Megabyte did not submit any descriptive literature/product brochures and warranty information which were also specified as required documents of the invitation for bid. G4S was successful in submitting all required documents of the IFB. GHURA's MIS division reviewed the submitted bids and sent a letter requesting for clarification from G4S. G4S was prompt in their response.	**Greta Balmeo**

Minute No.	Ref. No.	NEW BUSINESS	Action By:
151/19 continuation		GHURA is requesting that the Board approve the award for Base Bids #1, #2, #3, #4, #5 & #6 to G4S Security Systems (GUAM), Inc. for the total amount of $35,346. Commissioner Cameron inquired whether PDS and Megabyte were informed of their being nonresponsive. Ms. Balmeo stated that they were. Chairman Flores inquired whether the clarification requested from G4S was under a minor formality to confirm what constituted the bid submitted by G4S. Mr. Santos stated that G4S would add one more camera at no cost. Commissioner Cameron inquired about whether PDS and Megabyte would protest the award. Mr. Santos informed Commissioner Cameron that upon approval from the board, GHURA will provide a letter of unsuccessful bidder to both companies and they will have the opportunity to protest. Commissioner Dominguez inquired whether G4S would charge for monitoring services. Mr. Santos informed him that they will not as staff will have access to monitor through their cell phones. Commissioner Dominguez also asked where the source of funding will come from. Mr. Santos stated that funding will come from each AMPs budget.	
152/19		**Commissioner Cameron made a motion to accept IFB-GHURA-5-16-2019, Installation of Security Camera and Equipment GHURA for Base Bids #1, #2, #3, #4, #5 & #6 to G4S Security Systems (GUAM), Inc. for the total amount of $35,346. The motion was seconded by Commissioner Dominguez. There were no objections to the motion. Motion was approved.**	

Doc. No. 35GL-19-0902.*

Minute No.	Ref. No.	NEW BUSINESS	Action By:
153/19		**Resolution No. FY2019-018: Resolution requesting approval to establish Clerk I positions in Public Housing- AMPs 1-3** Mrs. Kimberly Bersamin requested that the board authorize GHURA establish a Clerk I position in AMPS 1, 2, and 3. The Clerk I position is to help man the log ins, phone calls, assist with the maintenance of files, and assist with walk ins. It is GHURA's hope that the addition of this position will minimize audit findings. Mr. Topasna stated the management team collectively agreed that adding the Clerk I position would help to alleviate the amount of workload put on the staff at the AMPs. Mrs. Bersamin added that the Clerk I position will be an entry level, temporary position.	**Kimberly Bersamin**
154/19		**Vice Chairwoman Guzman moved to approve Resolution No. FY2019-019: Resolution requesting approval to establish Clerk I positions in Public Housing- AMPs 1-3. The motion was seconded by Resident Commissioner Leon Guerrero. There were no objections to the motion. Motion was approved.**	
155/19		**Request for Tenant Account Receivables: Write-Offs through April 30, 2019** Mrs. Lucele Leon Guerrero presented the Tenant Account Receivables report for AMPS 1-4. She explained that the amounts are outstanding receivable balances provided by the Property Site Managers along with the recommendation to write off the amount totaling $22, 571.28. The amounts represent outstanding balances of former GHURA tenants. GHURA staff has attempted to contact each tenant via telephone,	**Lucele Leon Guerrero**

Minute No.	Ref. No.	NEW BUSINESS	Action By:
155/19 continuation		regular and certified mail. She requested the board's approval to write-off these balances and have them forwarded to the Department of Revenue and Taxation for collection. Discussion took place regarding the procedures for collections. Vice Chairwoman Guzman expressed that she noticed the time frame between move out dates and notification of collection dates were several months a part. The length of time in between were so long.	
156/19		**Commissioner Cameron made a motion to approve the Request for Tenant Accounts Receivables: Write-Offs through April 30, 2019, in the amount totaling $22, 571.28. The motion was seconded by Commissioner Dominguez. There were no objections to the motion. Motion was approved.**	
Minute No.	**Ref. No.**	**MANAGEMENT REPORT**	**Action By:**
157/19		Mr. Topasna presented to the Board an update on the progress of the GHURA Section 8 Action Plan: 1. A letter dated July 23, 2019, was sent to Jesse Wu of HUD Honolulu Field office requesting that HUD approve GHURA's Success Rate Payment Standards. He reassured the Board that GHURA will still proceed with the Fair Market Rent study as it could justify a higher payment standard. 2. GHURA requested that the HUD approve the 50th percentile FMR. Currently, Guam is at the 40th percentile. If approved, landlords may request for higher payment standard when tenant lease is up. 3. Section 8 Lease up Task team is being established	**Ray Topasna**

Minute No.	Ref. No.	MANAGEMENT REPORT	Action By:
157/19 continuation		4. Authorized the use of over time for Section 8 to catch up on Leasing 5. Working with PH managers on spending down more money from the reserves. FMR study may be done in 5 months. This may be the greatest impact on Section 8's leasing. GHURA's FMR team is still in the negotiating stage. HUD letters are being sent to Governor. She is the Grantee of money from HUD. She was briefed on concerns at various projects. Commissioner Cameron asked if the Governor has a specific project that she wants started, with regard to CDBG. Ms. Katherine Taitano explained that programs are prioritized by whether programs address eligibility including addressing the needs of persons with disabilities or provide treatment centers for drug addictions.	
Minute No.	**Ref. No.**	**OLD BUSINESS**	**Action By:**
	022/19	**Update on the on-going FOIA request** Deputy Director Napoli attended a hearing on July 25, 2019 in which was announced that the judge will start the selection of a 6-man jury. Judge Sukola asked if GHURA has a Conflicts Attorney. Ms. Napoli advised the judge that the AG is still reviewing the Legal Counsel Contract. A proceedings hearing is scheduled for July 31, 2019. The DD also reported that GHURA received a subpoena requesting documents. AG is still reviewing Legal Counsel contract. August 1, 2019 will be the start of new counsels for GHURA. She will continue to meet with Attorney Ecube	**Elizabeth Napoli**

Minute No.	Ref. No.	Correspondence and Reports	Action By:
158/19		**CDBG Annual Timeliness Ration** Currently 1.89 as of June 30. Passing is 2.0 GHURA is doing well at spending	**Albert Santos**
159/19		**Travel Reports (FY2019-TA-001)** **a. Dominic Calvo, PCIII** **b. Brandon Santos, PCII** Travel reports are OPERATIONAL and not needed in the Board meeting.	
160/19		**BOC Executive Director Performance Evaluation:** **Ray S. Topasna (1/11/2019- 7/10/2019 6-month eval.)** GHURA met the 6-month evaluation date. Mrs. Bersamin offered assistance to the board if they are interested in editing the Performance evaluation form.	**Kimberly Bersamin**
Minute No.	**Ref. No.**	**General Discussions /Announcements**	**Action By:**
161/19		**Letter of Resignation of Eliza U. Paulino** Letter was attached. Letter dated in June. Commissioner Cameron moved that a certificate of appreciation be given to Mrs. Paulino. Seconded by Vice Chairwoman Guzman. No objections. Motion was Approved.	
162/19		**Update on Ethics in Government, Board Training (Mandated by 4 GCA, Chapter 15 §15409)** University of Guam to provide the training on-site, BOC Conference room. Commissioners discussed a preferred time. Mrs. Bersamin is coordinating with UOG. Board training to take place sometime in September on a Monday morning, 8:30-12:30.	

Minute No.	Ref. No.	General Discussions /Announcements	Action By:
162/19 continuation		Commissioner Dominguez asked whether the Subpoenaed documents were submitted by Attorney Perez or by GHURA. Ms. Napoli replied that Attorney Ecube submitted the documents, which GHURA and Attorney Ecube had copies of, to all defense attorneys before the July 19th deadline.	
163/19		**Next proposed scheduled Board Meeting: Monday, August 12, 2019 @ 12pm** Chairman Flores inquired if there were any objections to the next Board meeting date. There were no objections. Date of next Board meeting scheduled for August 12, 2019 approved.	
164/19		**Presentation – Mr. and Mrs. Enrique Torres-Asan Property** Regarding- Request for assistance- in the process of building their home Mr. Albert Santos stated to Mr. and Mrs. Torres that the Board would hear their concerns, but would not make any decisions without first consulting legal counsel. Chairman Flores recommended that a letter be written to the board regarding their concerns, it will be added to the agenda, and the Board will review it. **Building Timeline by Mrs. Bertha Torres-** 2002-Mrs. Torres' parents gave her land to build a house on LOT 17, Marine Corp. Drive, Asan Nov. 2018- She received a letter from GHURA which stated that she had to build on that property. -GHURA informed her that she needed a conveyance letter from a bank and house plans -House plans were **$2,500** -Upon submitting House plans to GHURA, she found out that the property was not free and clear. -GHURA gave Mrs. Torres 3 options of properties in Asan, she chose another property	

Minute No.	Ref. No.	General Discussions /Announcements	Action By:
164/19 continuation		-spent **$1500** on a second set of House plans permits were also acquired -They were informed that Guam Historic Preservation had to be present at the start of the digging. -a backhoe had to be rented- **$200** -July 3rd, contractor began the digging for the foundation. Bank Engineer was present, as well, to make sure soil was suitable for foundation. -Bank engineer halted the project because he felt the soil was questionable. -July 5, Mrs. Torres wrote a letter to the Director of GHURA requesting his assistance in determining the suitability of the soil. She was informed that day that her letter of concern was forwarded to Albert Santos. -Communications between Mrs. Torres and Mr. Santos ensued. -Mrs. Torres was quoted for about **$7685** for Soil testing. (Geo Tech) -She is requesting for GHURA's Assistance. Mrs. Torres stated that she does not feel that she should be responsible for this only because GHURA is the lien holder of her home for the next 15 years. Commissioner Dominguez asked that Mrs. Torres clarify whether she is asking GHURA to foot the soil testing bill. Mrs. Torres responded, "Yes." Vice Chairwoman Guzman expressed her concerns about having to come up with solutions at this point and asked Mr. and Mrs. Torres if the GHURA staff could be given some time to come up with options for their concerns as well as time for the board to discuss their own options and have legal review.	

Doc. No. 35GL-19-0902.*

165/19 ADJOURNMENT

There being no further business before the Board, a motion was made by **Commissioner Dominguez** and seconded by **Chairman Flores,** and unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **1:55 p.m.**

(SEAL)

RAY S. TOPASNA
Board Secretary/Executive Director

Doc. No. 35GL-19-0902.*

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2019-018

Moved By: Carl Dominguez **Seconded By: Joseph Cameron**

Resolution Approving the GHURA/SECTION 8 ACTION PLAN, as Approved by the Board of Commissioners during the July 8, 2019 Regular Scheduled Meeting

WHEREAS, management respectfully requests, for record purposes, that the Board of Commissioners memorialize their July 8, 2019 approval of the GHURA/Section 8 Action Plan, in the form of a board resolution; and

WHEREAS, pursuant to Section 5103 and Section 5104, Title 12 of the Guam Code Annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA), is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the Agency; and

WHEREAS, during the July 8, 2019 Board of Commissioners (BOC) regular scheduled meeting, Executive Director Ray S. Topasna, reported that officials from the U.S. Department of Housing and Urban Development (HUD) indicated that as much as $2.7M may be recaptured from the GHURA Section 8 (S8) housing program if the program's budget allotment is not expended; and

WHEREAS, reserve funds from the Public Housing (PH) program is also at risk of being recaptured for having four (4) times the amount of the required six-month reserves; and

WHEREAS, the Executive Director presented action items in detail that could immediately be implemented as follows: establish a new Fair Market Rent; expedite the process to obtain Guam Police Department (GPD) clearances; develop a S8 Marketing Campaign; increase the number of PBV to the maximum amount; develop a S8 Lease Up Task Team by hiring additional personnel (i.e., Housing Specialist, Building Inspector and Interviewer Clerk); restore FY2019 salary increments to eligible employees; implement an across-the-board one-step pay shift (new pay schedule) to all employees; make adjustments to address operating reserves; increase S8 operational efficiency; determine if refinancing of the USDA mortgage loan is allowable; implement the cost allocation of the Deputy Director's work to both S8 and PH programs; apply maximum allowable management fees to both S8 and PH; and adjust S8 rent to a more justifiable standard; and

WHEREAS, after discussion for specificity of the GHURA/Section 8 Action Plan (see attachment), the Board authorized immediate action be implemented where costs have been clearly identified – staffing shortfalls and Compensation Plan, restoration of salary increments, and across-the-board one-step pay shift; and

WHEREAS, the BOC approved the GHURA/Section 8 Action Plan during the July 8, 2019 regularly scheduled meeting; and

WHEREAS, the funding for this Action Plan is available under respective budgets as identified in the GHURA/Section 8 Action Plan (see attachment); and now therefore be it

RESOLVED, that the "GHURA Board of Commissioners approved GHURA Resolution FY2019-018, approving the GHURA/Section 8 Action Plan, as approved by the Board of Commissioners on July 8, 2019, and consistent with the minutes of said meeting, as approved by the Board on July 29, 2019." - verbatim by Commissioner Carl Dominguez.

IN A REGULAR BOARD MEETING, SINAJANA, GUAM – JULY 29, 2019

PASSED BY THE FOLLOWING VOTES:

AYES: **Sabino Flores, Monica Guzman, Carl Dominguez, Joseph Cameron, George Pereda, Joseph Leon Guerrero**
NAYES: **NONE**
ABSENT: **NONE**
ABSTAINED: **NONE**

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Board of Commissioners on **July 29, 2019**.

(S E A L)

RAY S. TOPASNA
Secretary/Executive Director

GHURA / SECTION 8 ACTION PLAN

A combination of factors may have contributed to both Section 8 (S8) and Public Housing (PH) not spending down on their entire budget allotment in recent fiscal years. In Section 8 alone, GHURA is tracking to not spend as much as $2.7M in FY2019. HUD, in a recent presentation to the Board, has indicated that these funds will be recaptured as GHURA failed to spend nearly the same amount in FY2018. As well, PH has reserves that have built up over several FYs. While HUD requires a 6-month reserve, PH collectively has reserves nearly four (4) times what is required. Some of these PH funds may also be recaptured shortly should GHURA not (a) spend its entire budget allotment for FY2019 and (b) spend some of its reserves as authorized. In order to expend as much funding in S8 (to avoid forfeiture) and PH before Sept 30, 2019, yet keeping within their respective budget authorities, GHURA is proposing the following ACTION STEPS. While some ACTION STEPS cannot be implemented immediately, it would be prudent to obligate as much as possible these funds, or at a minimum present a plan to expend these funds as soon as practicable.

Factor	ACTION STEPS	S8	PH	All
Fair Market Rent not updated. GHURA currently uses a 2010 Hud-estimated amount of rent that would be enough to pay for rent and all essential utilities in the 40th percentile of the rental units.	**Establish a new FMR.** A RFP was issued in April 2019 for a Housing Study & Needs Assessment. This included a component to conduct an FMR study in accordance with established HUD methodology. The new FMR would help to correct an observed lag in the rent rates payable to S8 landlords. The inability to meet the market's price demand is a hindrance to moving vouchers in a timely fashion. Timeline: 5 months Estimated Cost: $500,000 for Housing Study (S8 will cover a proportionate share associated with the FMR) Status: Ongoing The Public Housing Program may or may not use the Housing Study's FMR to determine its annual flat rents. In doing so, GHURA must obtain HUD's	x	x	

	approval prior to implementing the flat rent schedule based on Guam study.			
Delays in obtaining police clearances. These delays attribute to delays in housing a family.	**Expedite process to obtain police clearances.** Executive Management met w/ Chief of Police to address the lengthy process of obtaining police clearances. As a result, GHURA now receives police clearances more frequently. This should reduce the delays associated with waiting for a police clearance before a family can be housed. PH also requests for police reports to address any criminal activity that may have happened within the PH developments. Police reports are critical to the operations as it determines the residents' suitability to continue to live in PH. Timeline: Immediate Estimated Cost: $0 Status: Ongoing	x	x	
Delays in a S8 family finding a Unit. Negative stigma & hard to compete w/ military.	**A) Paying FMR should help** **B) S8 Marketing Campaign** a) Monthly payment guaranteed from GHURA and b) More HQS Enforcement Timeline: FMR - Immediate; Marketing Campaign - FY2020 Estimated Cost: Proportionate cost of FMR study; Marketing Campaign - $0	x		
S8 Project Based Voucher System. Currently, only 112 vouchers are PBV.	**Increase the number of PBV to the maximum amount (or 20%) authorized.** This would amount to approximately 400 more PBVs. GHURA could issue a request for PBV proposal or award it through LIHTC allocation. A PBV System ensures that families do not have to seek out a unit thus increasing lease up rate. Timeline: PVB proposal - Shorter term; LIHTC - Longer term Estimated Cost: $0	x		
Staffing shortfalls. GHURA S8 and PH operating too lean a) leads to audit findings	**Hire S8 Lease Up Task Team** a) Housing Specialist - 1 b) Building Inspector - 1	x	x	

b) S8 and PH challenged to lease up in a timely manner	c) Interviewer Clerk - 1 Allows existing S8 staff to concentrate on current workload - 286 vouchers are floating. Improved lease up rate will mean more families are housed. Timeline: Immediate Estimated Cost: $231,726 **Creation of new positions** such as Asst Housing Specialist. PSMs will work with HR to determine the possibility of changing PH staff titles to be in line with program responsibilities. Timeline: Mid term Estimated Cost: TBD, will require Board approval			
Overdue review of Compensation Plan pursuant to PRR-Rule 5.102 / FY2019 Increments on hold. GHURA pay schedule has not been updated since 2011.	**Restore FY2019 Increments to all staff.** Timeline: Immediate Estimated Cost: Included in FY2019 Budget **Across-the-Board Pay Shift.** All positions will shift 1-step. Timeline: Immediate Estimated Cost: $412,319 (Including benefits); S8 - $66,373 plus benefits, PH - $93,983 plus benefits This is important for recruitment/retention of quality employees, and to keep morale at a high level. GHURA will revisit entire compensation pay schedule and make adjustments where necessary. Even w/ proposed pay shift, we are still below follow autonomous agencies and below 2014 Competitive Wage Act. Certain positions currently are hard to fill. Timeline: Mid term Estimated Cost: TBD, will require Board approval			x

PH operating reserves may be recaptured. HUD only requires a 6-month reserve. Some AMPs have nearly 4 times that amount.	**PH will make the necessary adjustments to their budgets in order to address the use of operating reserves.** The PSMs will also add to proposed purchases, such as installing security lighting at units, replacing obsolete equipment and vehicles, hiring another maintenance staff, etc. Timelines: Immediate Estimated Cost: TBD, but total cost will be within budget authority.		x	
S8 Operational Matters.	**Increase Operational Efficiency.** Replacement of aging fleet of vehicles (trucks for HQS inspections), computer upgrades, replacement of file cabinets, etc. **Other S8 Operational Efficiency Initiatives.** Provide reasonable accommodation by promoting higher Payment Standard (Rent Reasonable) for the NED, Mainstream and persons with disabilities. Maximize the number of persons in household to determine voucher size/ bedroom size Example: 1BR- 1 household member 2BR- 2 household members 3BR- 3 household members 4BR- 4 household members 5BR- 5 household members Timeline: Immediate Estimated Cost: TBD, but total cost will be within S8 budget authority.	x		
Guma Trankilidat Mortgage. Interest on mortgage too high.	**Determine if refinancing of USDA mortgage allowable.** a) Will require some research and review of loan documents b) Need to ensure that vouchers are not jeopardized Timeline: Mid Term			

	Estimated Cost: $0			
COCC Operational Matters. Must be addressed in order for COCC to operate more efficiently.	**Implement cost allocation of DD work to both S8 and PH.** **Apply maximum allowable management fees to both S8 and PH.** **Adjust S8 rent to more justifiable standard.** Timeline: Immediate Estimated Cost: 20% of Admin. Fees earned			X

At the Regular Board Meeting of July 08, 2019, a motion was made by Commissioner Cameron (first initiated by Commissioner Dominguez before discussions ensued) and Seconded by Commissioner Dominguez, notwithstanding the Section 8 Project Based Voucher System to authorized immediate actions be approved where costs have been clearly identified – Staffing Shortfalls and Compensation Plan – Across the Board increments and pay shifts. Without any further discussion and objection, the motion was approved.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA YAN RINUEBAN SIUDAT

MEMORANDUM:

TO: Board of Commissioners

FROM: Executive Director

SUBJECT: **Intent of Award, IFB # GHURA-6-11-2019-AMP4 Roof Coating, Concrete crack and spall repair of Units at GHURA 48 Development in Dededo,**

Bid opening for the re-bid project was held on July 11 ,2019 at 2:00PM. There were a total of 8 contractors that purchase a set of bid specification of which 6 submitted a bid. Listed below are the results of the bids submitted, which were open and read out aloud.

Contractor	Base Bid #1
1. Genesis Tech	$143,000.00
2. Mega United	$419,509.00
3. IAN Corporation	$711,888.00
4. J.J. Global	$352,000.00
5. Clayarch Inc.	$348,500.00
6. Asia Pacific International	$392,196.00
Government Estimate:	**$178, 295.00**

Based on the bid results our staff did meet with Genesis Tech to determine if he fully understood the scope and materials required for the propose project, which he said that he had visited the site and climbed the roofs multiple times to ensure that his propose bid amount is in accordance with scope and time required to do the required work in accordance with the bid specification. He also stated that his bid amount is in accordance with our requirements and he needed this project to maintain his present staff who are certified applicators by the roofing supplier manufacture. He also reminded us that they recently completed the GHURA 99 roofing of 99 units on time and within his bid amount, he also reminded us that the GHURA 99 project is much more complicated with slope roofs and inverted beams vs the GHURA 48 roofs which are very straight forward with no obstacles.

In our future review, because 90% of the required work is for Roof Coating, contractors are required to be licensed with the classification of C42, as indicated in their Contractor License, contractor is cleared by Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification).

Per our review and discussion with Genesis Tech proposal, our staff has determined that Genesis Tech is the lowest responsible responsive bidder. Based on our staff's review and determination, we are requesting that the Board approves a contract with

Genesis Tech Corp. for Base Bid Item 1 in the amount of $143,000.00 for the roof repair and coating of 48 units in Dededo. Funding is available under the CAP funds

Attachment: Bid Tabulation
Clearance
Gov cost estimate
Contractors' letter of confirmation
Verification of Contractors License for classification of C42

At the Regular Board Meeting of July 29, 2019, a motion was made by Commissioner Cameron and Seconded by Chairman Flores to approve the contract with Genesis Tech Corp. in the amount of $143,000 for IFB #GHURA-6-11-2019-AMP4, for the Roof coating, concrete crack and spall repair of units at GHURA 48 Development in Dededo. Without any further discussion and objection, the motion was approved.

Ray Topasna Executive Director

Roof Coating,concret crack and spall at AMP 4
IFB # GHURA- 06-11-2019-AMP4
Proposal due Date: 7/11/19
Proposal Due 2pm

package No	NAME OF BIDDER	Base Bid item 1	BID BOND	NAME OF BONDING CO. AND ADDRESS	Form G8	form G9	Form G10	Form G12	AG 2,3,4,5 & 7	HUD 5369-A	addendum 1	contractors license
	Genesis Tech	$ 143,000.00	7,500.00	BOG - cashier check	✓	✓	✓	✓	2,3,5,7,4	✓	✓	✓
	Mega United	$ 419,509.00	5%	First Net Ins. Co.	✓	✓	✓	✓	2,3,4,5,7	✓	✓	✓
	Ian Corporation	$ 711,888.00	5%	Lexon Ins. Co.	✓	✓	✓	✓	2,3,4,5,7	✓	✓	✓
	JJ Global	$ 352,000.00	5%	Lexon Ins. Co.	✓	✓	✓	✓	2,3,4,5,7	✓	✓	✓
	Clayarch Inc.	$ 348,500.00	5%	Lexon Ins. Co.	✓	✓	✓	✓	2,3,4,5,7	✓	✓	✓
	Asia Pacific Int'l	$ 392,196.00	$ 20,000	Cashier check - FHB	✓	✓	✓	✓	2,3,4,5,7	✓	✓	✓

ATTESTED BY: [signature] 7/11/2019 Date:

[signature] 7/11/2019 Date:

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA'YAN RINUEBAN SIUDAT GUAHAN
Verification of Status for Contractors

To: File
From: Architect & Engineering Manager
Subject: Roof Coating, Concrete Crack and Spall Repair at Dededo G 48 AMP4 site

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

Company Name	*Asia Pacific International*	*American Builders LLC*	*Clayarch Inc.*	*Genesis Tech Corp.*	*Ian Corporation*	*DR Safety Consultants Constructors*
Department of Labor:						
ALPCD	7/2/2019	7/2/2019	7/2/2019	7/2/2019	7/2/2019	7/8/2019
Fair Employment Practice	7/1/2019	7/1/2019	7/1/2019	7/1/2019	7/1/2019	7/8/2019
Wage & Hour	7/2/2019	7/2/2019	7/2/2019	7/2/2019	7/2/2019	7/8/2019
Workers Compensation	10/3/2019	9/26/2019	8/26/2019	6/30/2020	12/31/2019	expired
Guam Contractors License Board	Contractor to obtain clearance from Guam Contractors License Board					
U.S. Department of Labor	6/26/2019	6/26/2019	6/26/2019	6/26/2019	7/2/2019	7/9/2019
Revenue & Tax EIN/SSN	Contractor to report to Revenue and Tax Office					
OSHA	Cleared 07/12/2019	Cleared 07/12/2019	Cleared 0712/2019	Cleared 07/12/2019	Cleared 07/12/2019	Cleared 07/12/2019
SAM Debarred List	Cleared 07/12/2019	Cleared 07/12/2019	Cleared 07/12/2019	Cleared 07/12/2019	Cleared 07/12/2019	Cleared 07/12/2019

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA'YAN RINUEBAN SIUDAT GUAHAN
Verification of Status for Contractors

Company Name	*JJ Global Services*	*Mega United Corporation*				
Department of Labor:						
ALPCD	7/2/2019	7/2/2019				
Fair Employment Practice	7/1/2019	7/1/2019				
Wage & Hour	7/2/2019	7/2/2019				
Workers Compensation	3/10/2020	6/15/2020				
Guam Contractors License Board	Contractor to obtain clearance from Guam Contractors License Board					
U.S. Department of Labor	6/26/2019	6/26/2019				
Revenue & Tax EIN/SSN	Contractor to report to Revenue and Tax Office					
OSHA	Cleared 07/12/2019	Cleared 07/12/2019				
SAM Debarred List	Cleared 07/12/2019	Cleared 07/12/2019				

COST ESTIMATE

ACTIVITY AND LOCATION: Roof coating at GHURA 48 | CONSTRUCTION CONTRACT NO. | SHEET 1 OF 1

PROJECT TITLE: Roof coating, water blasting, repair of cracks at 48 units | IDENTIFICATION NO.

ESTIMATED BY: Albert H. Santos, A/E | DATE PREPARED: 5/22/2019

ITEM DESCRIPTION	QUANTITY NUMBER	QUANTITY UNIT	ENGINEERING ESTIMATE UNIT COST	ENGINEERING ESTIMATE TOTAL
PROVIDE NEW LIQUID URETHANE RUBBER MEMBRANE WATERPROOFING	43070	sf	$3.50	$150,745.00
repair of roof cracks	2900	LF	$ 9.50	$27,550.00
				$ 178,295.00

Contractors License Board

Inetnon Manlisensiayen Kontratista
Government of Guam
542 North Marine Corp Drive A Tamuning, Guam 96911
649-2211, 649-9676 , 649-2210(Fax)

Verification of License

Company Name	License Number	Date Issued
Genesis-Tech Corporation	CLB11-0850	6/24/2011
Address Post Office Box 23059 Barrigada, Guam 96921	Phone Number: 637-3370 888-5785	
Name of Responsible Management Employee(RME) Kim, Young Chun	License Number 7499	Date Issued 7/27/1998
Licensed Status: ACTIVE 2020 CORPORATION Expires: June 30, 2020	Complaints On File No Complaints on File	

Licensed to perform the following:

Classification	Description of Classification
A	General Engineering
B	General Building
C11	Demolition
C13	Electrical
C15	Electronic System
C18	Fencing
C20	Fire Protection
C25	Institutional & Commercial Equipment
C26	Insulation
C33	Painting & Decorating
C37	Plumbing
C42	Roofing
C53	Solar
C55	Waterproofing
C68	Epoxy Coating/Injection
Nothing follows	Nothing follows----------
	Please Note: The Contractor's license certificate is the contractor's
	business license. If you have any questions please contact our office
	at 649-9676.

CECIL "BUDDY" L. ORSINI, Executive Director — Date: 10-Jul-19

OFFICIAL RECEIPT NUMBER: 14318

CONTRACTORS LICENSE BOARD

Inetnon Malisensiayen Kontratista

542 North Marine Corp Drive A. – Tamuning, Guam 96913
649-2211, 649-9676, 649-2210 (Fax)

LOURDES A. LEON GUERRERO
GOVERNOR

JOSHUA F. TENORIO
LIEUTENANT GOVERNOR

CECIL "BUDDY" L. ORSINI
EXECUTIVE DIRECTOR

June 24, 2019

Genesis Tech Corporation
P.O. Box 23059
Barrigada, Guam 96921
(671) 637-3370

Subject: Verification/Status of Contractor's License

Dear Mr. Kim,

This is in your reply to your letter dated June 13, 2019, requesting for verification/status of your Contractors License.

You have submitted the application for Renewal of your Contractors License on June 10, 2019. Your documents have been reviewed and waiting the issuance of your Certificate. Your current license is still valid until the 30th of June 2019.

We would like to inform you that our office cannot issue any Certificate/Contractors License as of this time. The CLB Board of Directors has to approve the Licenses during their board meetings to comply with the law. As of now, we are lacking a board member to constitute a quorum, thus the board is unable to meet.

If you have any questions or need more information, please don't hesitate to contact our office.

Thank you for your understanding regarding this matter.

Sincerely.

Cecil L. Orsini
Executive Director

Genesis-Tech Corporation

P.O. Box 23059
Barrigada, Guam 96921
Tel/Fax:(671)637-3370
Cell(671)888-5785
email:genesistechguam@gmail.com

07/17/2019

Mr. Ray S. Topasna
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue, Sinajana, Guam 96910

Attn: **Mr. Albert H Santos**
FME Manager

Subject : Confirmation of Letter
Roof Coating, Concrete Crack and Spall Repair at Dededo
GHURA 48 AMP4 site (GHURA-6-11-2019-AMP4)

Dear Sir,

Based on our discussion held on July 17, 2019 in reference your concern to my bid submittal for the **Roof Coating, Concrete Crack and Spall Repair at Dededo**, base bid #1 that my bid amount of **$143,000.00**, is consistent with the scope of work as detailed in the bid specification IFB # GHURA-6-11-2019-AMP4.
I fully understand the scope of work of this project. Our company has a lot of experience in painting project.
Our Company has successfully completed three similar roof coating and exterior painting projects. Please refer to the list below.

We are recently completed project of the Roof Repair and Roof Coating of Units at GHURA 99 Development in Agat(GHURA-8-20-2018-AMP).
Water blasting of Roofs, Walls and Exterior painting at GHURA AMP1 sites (GHURA-2-28-2018-AMP1), Water blasting of Roofs and Walls and Exterior painting at the various GHURA AMP sites (GHURA-10-25-2017-AMP's).

Doc. No. 35GL-19-0902.*

Our employees can achieve the completion of the project, and also fulfill their responsibilities faithfully within the time frame, and our employees have a lot of experience with the GHURA project. I submitted a bid to try and acquire the project in order to maintain the number of skilled and good workers, without seeking further profits. The staff I have now is sufficient to support this project.
We are trying to complete the project in a sincere manner to eliminate your concerns.
Thank you for your guidance and consideration. If you have any questions, please call me at any time.

Sincerely,

Young Kim
General Manager

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA YAN RINUEBAN SIUDAT

MEMORANDUM

TO: Board of Commissioners

FROM: Executive Director

SUBJECT: **Intent of Award for IFB#GHURA-5-16-2019**
Installation of Security Camera and Equipment

Bid opening for the subject project was held on July 5, 2019 at 2:00 p.m. A total of eight (8) vendors purchased a set of the bid specification packet and three (3) had submitted proposals. Listed below are the results of the bids submitted which were opened and read aloud:

	G4S Security Systems	Pacific Data Systems	Megabyte
Base Bid #1	$ 7,948.00	$ 21,001.00	$ 12,272.70
Base Bid #2	$ 5,508.00	$ 22,211.00	$ 7,758.15
Base Bid #3	$ 3,768.00	$ 18,059.00	$ 6,869.15
Base Bid #4	$ 3,838.00	$ 18,059.00	$ 5,325.10
Base Bid #5	$ 8,516.00	$ 18,309.00	$ 11,804.55
Base Bid #6	$ 5,768.00	$ 20,135.00	$ 6,569.15
Total	**$ 35,346.00**	**$ 117,774.00**	**$ 50,598.80**

- Base Bid #1: Sinajana Main Office
- Base Bid #2: AMP 1 – Toto Office
- Base Bid #3: AMP 2 – Yona Office
- Base Bid #4: AMP 3 – Agat Office
- Base Bid #5: AMP 4 – Toto Office & Dededo Elderly
- Base Bid #6: Guma Trankilidat

PDS and Megabyte were non-responsive. PDS did not submit product warranty information which was specified as a required document. Megabyte did not submit any descriptive literature/product brochures and warranty information which were also specified as required documents of the invitation for bid. G4S Security was successful in submitting all required documents of the IFB.

Upon MIS's review of the submitted bids, a letter of Request for Clarification was sent to G4S Security on July 18 to verify the following specifications of their bid submission:

- Quantity of cameras to be installed
- Number of spare ports
- Storage capacity (to retain 14 days of recordings)

G4S Security responded to GHURA's Request for Clarification on July 19 (see attached Request for Clarification Letter).

As this IFB is an All or None bid, GHURA is requesting that the Board approve the award for Based Bid items #1, #2, #3, #4, #5, and #6 to G4S Security Systems (Guam), Inc. for the total amount of $35,346.00

Attachment: Bid Tabulation and Request for Clarification Letter

At the Regular Board Meeting of July 29, 2019, a motion was made by Commissioner Cameron and Seconded by Commissioner Dominguez to approve the Intent of Award for IFB#GHURA-5-16-2019, Installation of Security Camera and Equipment to G4S Security Systems (Guam) for the total amount of $35,346 for items as presented. Without any further discussion and objection, the motion was approved.

G4S Security Systems (Guam) Inc.
1851 Army Drive
Tamuning, GU. 96913
Tel: (671) 646-2307/8
Fax: (671) 649-7245
www.gu.g4s.com

G4S Security Systems (CNMI) Inc.
P.O. Box 504389
Saipan, MP 96950-8900
Tel: (670) 234-5626
(670)288-5067
Fax: (670) 234-5026
www.gcom

July 19, 2019

AL Santos & Greta Balmeo
Guam Housing and Urban Renewal Authority
Procurement Division Office
117 Bien Venida Avenue
Sinajana, Guam 96910

Delivered by Email
alsantos1@ghura.org
gbalmeo@ghura.org

RE: Request for Clarification per IFB#GHURA-5-16-2019-COCC as per email received July 18, 2019 at 9:48 a.m.

Hafa Adai Mr. Albert Santos / Ms. Greta Balmeo,

In reference to your email, request for clarification IFB# GHURA-5-16 -2019-COCC Installation of Surveillance Camera and Equipment, G4S Security Systems (Guam) Inc., submitted proposal as per table chart is correct. However, G4S inadvertently missed compliance with Base Bid 3, 4, &5 on GHURA's Specification on the number of channels to the DVR/NVR as changes to original specifications have been made through Addendums 1 & 2 and Questions & Answers provided to our office before the actual bid submittal and opening.

G4S Security Systems (Guam), Inc. resolution to this will be to comply with GHURA's specifications on the number of channels on DVR/NVR as per Base Bid 1, 3, 4, & 5 (Toto & Elderly) from 16 channels to 32 channels, 8 channels to 16 channels and to correct the number of cameras for Base Bid 4 and Base Bid 5, Elderly at no additional cost to GHURA and our total bid price of $35,346.00 will be firmed. In addition, G4S confirms the following clarifications requested by GHURA on our bid proposal.

1. Verification on quantity of cameras to be installed. Confirmed as per table below.

2. The number of spare ports. GHURA's bid requires minimum of 15 ports with a minimum of 5 spare ports. G4S will comply and will make the following changes in our bid proposal (see notation below reference table).

3. Based on the storage capacity submitted per base bid, if it will indeed retain 14 days of recording at 4MP at 20 fps? Yes, G4S confirms this.

	GHURA Specification No. of cameras	G4S No. of Cameras	GHURA Specification No. of Channels	G4S No. of channels	No. of spare ports	Storage Capacity
Base Bid 1	13	13	15	16	3	12 TB
Base Bid 2	10	10	15	16	6	8 TB
Base Bid 3	6	6	15	8	2	6 TB
Base Bid 4	5	6	15	8	2	6 TB
Base Bid 5						
Toto	6	6	15	8	2	6 TB
Elderly	4	3	15	8	5	4 TB
Base Bid 6	8	8	15	16	8	8 TB

Base Bid 1: G4S will upgrade DVR/NVR from 16-Channel to 32-Channel to accommodate 5 spare ports. No Additional cost for this upgrade.

Base Bid 2: No changes.

Base Bid 3: Upgrade DVR/NVR from 8-Channel to 16-Channel. No additional cost for this upgrade.

Base Bid 4: Upgrade DVR/NVR from 8-Channel to 16-Channel to accommodate 5 spare ports and decrease the number of cameras from 6 to 5 as per table above. No addition or reduction in cost for this upgrade/change.

Base Bid 5 Toto: Upgrade DVR/NVR from 8-Channel to 16-Channel to accommodate 5 spare ports. No additional cost for this upgrade.

Base Bid 5 Elderly: Upgrade DVR/NVR from 8-Channel to 16-Channel and increase the number of camera from 3 to 4. No additional cost for this upgrade/change.

Base Bid 6: No changes, meets requirements.

Let us know if you require additional information or clarification on this. We look forward in working with GHURA in this project.

Sincerely,

Ed Biala

Ed Biala
Senior Security Consultant

Teresa K. Sakazaki
General Manager

Ray S. Topasna, Executive Director

IFB#GHURA-05-16-2019-COCC
INSTALLATION OF SURVEILLANCE CAMERA AND EQUIPMENT
Proposal due date: 7/5/2019
Proposal due 2:00 p.m.

Package No	NAME OF BIDDER	Base Bid item 1	Base Bid item 2	Base Bid Item 3	Base Bid Item 4	Base Bid Item 5	Base Bid Item 6	Bid Bond	Business License	AG Forms 2,3,4,5 &7	GHURA Form 9	HUD 5369-A	Brochures & Descriptive Lit	Warranty info	Disclosure of Confidential Info Disclosure of COI	Addendum no. 1	Addendum no. 2
1	G4S	7,948.00	5,508.00	3,768.00	3,838.00	8,516.00	5,768.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Pds	21,001.00	22,211.00	18,059.00	18,059.00	18,309.00	20,135.00	✓	✓	✓	✓	✓	✓		✓	✓	✓
3	Mcgabyte	12,272.70	7,758.15	6,869.15	5,325.10	11,804.55	6,569.15	✓	✓	✓	✓	✓			✓	✓	✓

ATTESTED BY: [signature] Date: 7/5/2019
[signature] Date: 7/5/19

_____ Date:_____
_____ Date:_____

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2019-019

Moved By: MONICA O. GUZMAN Seconded By: JOSEPH M. LEON GUERRERO

RESOLUTION REQUESTING APPROVAL TO ESTABLISH CLERK I POSITIONS IN PUBLIC HOUSING - AMP's #1-3

WHEREAS, pursuant to Section 5104, Title 12 of the Guam Code Annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA), is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the Agency; and

WHEREAS, the Board of Commissioners of GHURA is empowered to employ officers, technical experts, agents and employees, permanent and temporary, as it may deem necessary to carry out the responsibilities of the Authority and is subject to the 2019 GHURA Compensation Plan; and

WHEREAS, the Board of Commissioners wishes to follow **GHURA's** Organization Plan as adopted for fiscal year 2019 and

WHEREAS, the Board of Commissioners approved all positions under the FY2019 Administrative Operating Budget; and

WHEREAS, our Property Site Managers have assessed that this position will help their development's housing staff focus on file maintenance and other related HUD requirements; and

WHEREAS, this position will be dedicated to other operations, such as assisting with walk-in clients, scanning retention file records of former applicants and tenants into the WinTen2+ system that have been backlogged, recording applicant/tenant files for disposal that would eliminate vast amounts of paper files that have since accumulated through the years;

WHEREAS, the Board of Commissioner's supports executive management's request for the Asset Management Property Sites #1-3 to augment their staffing needs;

WHEREAS, the funding for this position is available under respective AMP Funds; and now therefore be it

RESOLVED, that the classification rate for said position is established at **Pay Range "CG3", Step 1 (A), $18,748.00 per annum or $9.01 per hour** in conformance with the Civil Service Commission's wage structure and that they are entitled to the benefits provided by **GHURA** to its employees, which include retirement benefits, group insurance (Health and Life), worker's compensation, annual leave and sick leave benefits.

IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – JULY 29, 2019
PASSED BY THE FOLLOWING VOTES:

AYES: **Sabino Flores, Monica Guzman, Carl Dominguez, George Pereda, Joseph Cameron, Joseph Leon Guerrero**
NAYES: **NONE**
ABSENT: **NONE**
ABSTAINED: **NONE**

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Board of Commissioners on **July 29, 2019**.

(S E A L)

RAY S. TOPASNA
Secretary/Executive Director

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

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Sabino P. Flores
Chairman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph A. Cameron
Commissioner

Monica O. Guzman
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

MEMORANDUM

DATE: July 19, 2019

TO: Board of Commissioners

VIA: Ray S. Topasna, Executive Director

Elizabeth F. Napoli, Deputy Director

FROM: Lucele D. Leon Guerrero, Controller

SUBJECT: Request for Tenant Accounts Receivables Write-Off through April 30, 2019.

The Property Site Managers have provided me with memorandums recommending to write off the attached lists of tenant accounts receivable totaling $22,571.28.

Property Site	Write-Off Amount
AMP 1	$ 4,177.57
AMP 2	2,900.34
AMP 3	9,386.76
AMP 4	6,106.61
Total	$22,571.28

The amounts represent outstanding receivable balances of former tenants. These former tenants had been informed through regular/certified mail letters. Staff also have attempted to contact them; however, to no avail.

These balances are affecting the Authority's financial performance. Therefore, I concur with the Property Site Managers to write-off these delinquent balances. Based on the recommendations and concurrences, I am requesting your approval to write-off these balances and forward them to the Department of Revenue & Taxation for collection,

Your favorable response to this request is greatly appreciated. Please let me know if you have any questions.

Attachments

At the Regular Board Meeting of July 29, 2019, a motion was made by Commissioner Cameron and Seconded by Commissioner Dominguez to approve the Request for Tenant Account Receivables Write-Off through April 30, 2019 in the amount of $22,571.28 for AMPs 1, 2, 3, & 4. Without any further discussion and objection, the motion was approved.

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

EQUAL HOUSING OPPORTUNITY

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Sabino P. Flores
Chairman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph A. Cameron
Commissioner

Monica O. Guzman
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

July 11, 2019

TO: for Lucele Leon Guerrero, Controller
07/17/19

FROM: Property Site Manager, AMP 1

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables as of April 30, 2019

I have reviewed AMP1's Tenant Account Receivables and attached the listing of accounts recommended for write-off due to no response from former residents. These accounts have been close thru April 30, 2019 totaling $4,177.57.

These inactive account balances are affecting the Authority's financial performance therefore; I recommend that these balances be written off and forwarded to the Department of Revenue and Taxation for collection.

Thank you,

Narcissa P. Ada

Narcissa P. Ada
Property Site Manager, AMP 1

Attachments

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.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 1
CLOSED OUT **April 30, 2019**

	Unit #	Move Out Date	Reason for Termination	Last Payment Date	Closed Out Processed Date	(Utility Reimbursement)/Rent After Move Out (a)	Cleaning Charges (b)	Security Deposit (c)	A/R Balance (Closed) as of 09/30/16 (a+b-c)	Comments
1	22 MJLG	03/01/19	24 Hr Utility Disconnection	1/5/2018	3/29/2019	$ (4.00)	$ 445.00	$ 150.00	$ 291.00	Negative response to date
2	19 MJLG	04/16/19	Criminal Violation	3/7/2019	4/30/2019	$ 106.00	$ 165.00	$ 150.00	$ 121.00	Negative response to date
3	20B VDP	03/06/19	30 Day due to Non-payment of Rent	11/27/2018	3/29/2019	$ 663.00	$ 675.00	$ 150.00	$ 1,188.00	Negative response to date
4	4A TEN	2/1/2019	24 Hr Utility Disconnection	10/31/2018	2/11/2019	$ 412.00	$ 130.00	$ 150.00	$ 392.00	Negative response to date
5	3A ABAS	4/12/2019	30 Day due to Non-payment of Rent	2/11/2019	4/30/2019	$ 1,817.00	$ 518.57	$ 150.00	$ 2,185.57	Negative response to date
	*NOTHING FOLLOWS *									
					TOTAL:	**$ 2,994.00**	**$ 1,933.57**	**$ 750.00**	**$ 4,177.57**	

Prepared By: NARCISSA P. ADA

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

Annabelle M. Dancel
Commissioner

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

June 27, 2019

TO: 7/17/19 Lucele Leon Guerrero, Controller

FROM: Gina M. Cura, Property Site Manager (AMP 2)

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: $2,900.34

I have reviewed AMP 2's Tenant Accounts Receivables for the period through April 30, 2019. Attached is a list of accounts to be written off due to non-activity from former residents. The accounts were closed through April 30, 2019.

Please note that the 'Aged Balance Report' does not reflect the balances as indicated in TAR. Attached is a TAR Balance Report (excel sheet) and supporting documents explaining the variances as described below:

Aged-Balance Report	Write-Off Amount	(Variance)
$4,448.84	$2,900.34	$1,548.50

The reason for the variance is due to other charges were applied to tenants after April 30, 2019.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Attachment

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 2
CLOSED OUT AS OF APRIL 30, 2019

	Unit #	Move Out Date	Reason for Termination	Last Payment Date	Closed Out Processed Date	(Utility Reimbursement)/ Rent After Move Out (a)	Cleaning Charges (b)	Security Deposit (c)	A/R Balance (Closed) as of 04/30/2019 (a+b-c)	Comments
1	3 JCR, YONA	2/4/2019	VOLUNTARY 30-DAYS	12/3/2018	2/7/2019	$ 656.00	$ -	$ (150.00)	$ 506.00	Negative response to date
2	18 SME, YONA	12/20/2018	NON -COMPLIANCE: NON-PAYMENT OF RENT	12/5/2018	1/22/2019	$ 132.00	$ 727.50	$ (150.00)	$ 709.50	Negative response to date
3	29 JEV, YONA	12/10/2018	NON -COMPLIANCE: NON-PAYMENT OF RENT	9/21/2018	12/26/2018	$ 809.00	$ -	$ (150.00)	$ 659.00	Negative response to date
4	20 JCR, YONA	2/8/2019	NON -COMPLIANCE: UNAUTHORIZED	2/16/2018	2/20/2019	$ (40.00)	$ 195.00	$ (150.00)	$ 5.00	Negative response to date
5	14 JE, YONA	2/5/2019	NON -COMPLIANCE: NON-PAYMENT OF RENT	12/5/2018	2/7/2019	$ 295.84	$ 215.00	$ (150.00)	$ 360.84	Negative response to date
6	7 JCR, YONA	10/24/2018	NON -COMPLIANCE: NON-PAYMENT OF RENT	10/30/2019	11/6/2018	$ 674.00	$ -	$ (150.00)	$ 524.00	Negative response to date
7	17 JCC, YONA	2/1/2019	NON -COMPLIANCE: NON-PAYMENT OF RENT	12/7/2018	2/7/2019	$ 226.00	$ 60.00	$ (150.00)	$ 136.00	Negative response to date
					TOTAL:	**$ 2,752.84**	**$ 1,197.50**	$ (1,050.00)	**$ 2,900.34**	

Prepared By: VIRGINIA TORRES

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

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Sabino P. Flores
Chairman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph A. Cameron
Commissioner

Monica O. Guzman
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

July 11, 2019

TO: Lucele Leon Guerrero, Controller

FROM: Property Site Manager

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: $9,386.76

I have reviewed AMP3's Tenant Accounts Receivables for the period through April 2019. Attached is a list of accounts to be written off due to non-activity from former residents. The accounts were closed through April 30, 2019.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Please feel free to contact me for any questions or concerns.

Patrick R. Bamba

Attachment

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.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 3 AS OF APRIL 30, 2019
073-1 AGAT

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF (04/30/2019)	COMMENTS
1	79MAO	03/25/2019	VOLUNTARY 30 DAYS NOTICE	03/25/2019	04/26/2019	$ -	$ 716.21	$ (150.00)	$ 566.21	NO RESPONSE
2	12MAO	03/06/2019	VOLUNTARY 30 DAYS NOTICE	01/15/2019	04/09/2019	$ 731.00	$ 443.12	$ (150.00)	$ 1,024.12	NO RESPONSE
3	82MAO	02/26/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	02/01/2019	03/25/2019	$ 11.00	$ 912.50	$ (150.00)	$ 773.50	NO RESPONSE
4	20MAO	11/09/2018	VOLUNTARY 30 DAYS NOTICE	09/20/2018	01/04/2019	$ 131.00	$ 1,285.56	$ (150.00)	$ 1,266.56	NO RESPONSE
			**********NOTHING FOLLOWS**********							
								TOTAL	$ 3,630.39	

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 3 AS OF APRIL 30, 2019
073-2 MERIZO

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 07/31/18)	COMMENTS
1	145ND	02/07/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	02/01/2019	03/14/2019	$ 119.00	$ 1,201.20	$ (150.00)	$ 1,170.20	NO RESPONSE
2	128ASD	01/09/2019	NON-COMPLIANCE: NON-PAYMENT OF RENT	10/02/2018	02/05/2019	$ 1,127.00	$ 324.95	$ (150.00)	$ 1,301.95	NO RESPONSE
3										
4	**********NOTHING FOLLOWS**********									
5										
6										
7										
								TOTAL	**$ 2,472.15**	

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 3 AS OF APRIL 30, 2019
073-3 UMATAC

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 7/31/18)	COMMENTS
1	236JQQ	12/17/2018	NON-COMPLIANCE: UTILITY DISCONNECTION	10/08/2018	01/11/2019	$ 2,450.73	$ 983.49	$ (150.00)	$ 3,284.22	NO RESPONSE
2	**********NOTHING FOLLOWS**********									
3										
4										
								TOTAL	$ 3,284.22	

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

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Sabino P. Flores
Chairman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph A. Cameron
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

July 16, 2019

TO: Jildo DeNorcey, Controller (Acting)

VIA: Elizabeth F. Napoli, Deputy Director

FROM: Property Site Manager, AMP4

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: $6,106.61

I have reviewed AMP4's Tenant Accounts Receivables for the period through April 30, 2019. A total of $6,106.61 is being requested to be written off from the GL books.

Attached is a list of accounts to be written off due to non-activity from former residents. Please note that these former tenants have not remit any payments due to GHURA within the time periods stated in their collection letters.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Please feel free to contact me at 475-1394 for any questions or concerns.

Philomena San Nicolas

Philomena San Nicolas

Attachment

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.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
FY2018 WRITE-OFF BALANCES FOR AMP4
CLOSED OUT IN SYSTEM THROUGH **04/30/19**

	UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE-OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Security Deposit	A/R BAL ON ACCOUNT (AS OF 4/30/19)	COMMENTS
1	13ADAM	06/06/2018	TERMINATION - LEASE VIOLATION (UNAUTHORIZED)	5/1/2018	3/6/2019	$ 187.00	$ 364.34	$ (150.00)	$ 401.34	NO RESPONSE FROM CERTIFIED MAIL
2	9ADUE	06/18/2018	TERMINATION - LEASE VIOLATION ()	4/1/2018	2/19/2019	$ 96.42	$ 133.57	$ (150.00)	$ 79.99	NO RESPONSE FROM CERTIFIED MAIL
3	14BRDB8	08/08/2018	NON-COMPLIANCE - NO 30-DAY NOTICE PROVIDED	7/5/2018	3/6/2019	$ 1,940.00	$ -	$ (150.00)	$ 1,790.00	NO RESPONSE FROM CERTIFIED MAIL
4	19CRDB8	10/01/2018	VOLUNTARY - 30 DAYS NOTICE GIVEN	9/7/2018	11/27/2018	$ 437.50	$ -	$ (150.00)	$ 287.50	NO RESPONSE FROM CERTIFIED MAIL
5	13BRDA8	10/15/2018	RELOCATING OFF-ISLAND	10/9/2018	3/14/2019	$ (15.00)	$ 269.38	$ (150.00)	$ 104.38	NO RESPONSE FROM CERTIFIED MAIL
6	19BDAM	12/06/2018	NON-PAMENT OF RENT	5/1/2018	2/19/2019	$ 2,325.00	$ 346.36	$ (150.00)	$ 2,521.36	NO RESPONSE FROM CERTIFIED MAIL
7	24JPM	01/18/2019	CRIMINAL ACTIVITY	12/24/2018	3/6/2019	$ 844.00	$ 30.00	$ (150.00)	$ 724.00	NO RESPONSE FROM CERTIFIED MAIL
8	3ADUE	01/11/2019	TERMINATION - GRIEVANCE HEARING	1/1/2019	3/7/2019	$ 65.00	$ 283.04	$ (150.00)	$ 198.04	NO RESPONSE FROM CERTIFIED MAIL
					TOTAL:	**$ 5,879.92**	**$ 1,426.69**	**$ (1,200.00)**	**$ 6,106.61**	$ -
										$ 6,106.61

Executive Management Report – July 29, 2019

Update on GHURA / S8 Action Plan

Section 8

- **Letter (Dated July 23) to Jesse Wu, Director of Public Housing (HUD, Honolulu)**
  - Requesting HUD Approval of Proposed Success Rate Payment Standards
    - Even if approved, FMR Study is still needed to justify higher payment standards
    - Requesting 50th percentile FMR for Guam per bedroom size
      - Current payment standards based on 40th percentile
  - Of the 348 vouchers issued in the last 6 months, only 37% were successfully leased
    - In May 2019, of the 74 vouchers issued - 66 failed
      - Including July 2019, of the 391 vouchers issued in 2019 - 246 failed
  - GHURA's success rate for leasing vouchers in a timely manner has been declining due to multiple factors to include
    - Low payment standards based FMR data from the 2010 Census data
    - The shortage of affordable rental housing on Guam
    - The high cost of rent and utility hookups
    - The decreasing number of Property owners willing to rent to S8 clients
- **Recruitment has begun for the S8 Lease up Task Team**
  - Housing Specialist, Building Inspector, Interviewer Clerk
- **We have authorized the use of overtime in S8 in order to get caught up (in the interim)**

Public Housing

Executive Management is also working very closely with the Property Site Managers to ensure that we spend down on their entire FY2019 budget, and to start utilizing their operating reserves when possible. I will provide more details in the near future.

Meeting w/ Governor Lou Leon Guerrero

- Governor had been receiving letters since she took office directly from HUD updating her on various programs under the HUD Community Planning & Dev (CDBG, HOME and ESG)
  - Governor is the Grantee
  - GHURA is the Administrator
  - Briefed her on the following
    - Isla Apartments rental rehab project in Mangilao (CSS)
      - 14-unit apartment complex
    - Lead-Based Paint program requirements
    - Family Service Center (Salvation Army)
    - FY2020 Annual Action Plan – CDBG
      - MTM Village Community Basketball Court
      - Sinajana Fire Station

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

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Sabino P. Flores
Chairman

Monica O. Guzman
Vice Chairwoman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Joseph A. Cameron
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

July 23, 2019

Jesse Wu
Director, Office of Public Housing
U.S. Department of Housing and Urban Development
1132 Bishop Street, Suite 1400
Honolulu, HI 96813

Subject: **Requesting HUD Approval of Proposed *Success Rate Payment Standards***

Dear Mr. Wu:

As you may know, GHURA is facing a number of challenges that are currently stifling the leasing success rate of its Section 8 Housing Choice Voucher Program. As reflected in the forecasting tool, Guam's success rate for leasing its vouchers in a timely manner has been declining in the past year. The decline is the result of multiple factors which includes:

- Low Payment Standards based FMR data from the 2010 Census data
- The shortage of affordable rental housing on Guam
- The high cost of rent and utility hook-ups; and
- The decreasing number of Property owners willing to rent to Section 8 clients

Although GHURA has implemented several measures to help mitigate some of the current leasing problems faced by our Section 8 participants, our success rate continues to spiral downwards. As of June 2019, GHURA's Section 8 participant's success rate is 56 percent. Many of our families find themselves returning the voucher or allowing it to lapse. A common reason given by participants is that GHURA's approved rates are too low. Our families chances of finding suitable homes are being edged out by the U.S. Military/Department of Defense renters, and other private renters because they're able to meet the higher rent. This problem is also compounded by the fact that our rental housing stock continues to decrease as a result of former Section 8 property owners converting their units to a Bed and Breakfast or renting to Military or DOD families only.

To help our voucher holders become more competitive in their search for safe, decent and sanitary units, we are seeking HUD's approval for the following proposed *Success Rate Payment Standards* for the Section 8 HCV Program and for Reasonable Accommodations:

Section 8 HCV Program Success Rate Payment Standards:

Studio	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
860	939	1,242	1,796.00	2,181	2,508	2,836
110%	110%	110%	110%	110%	110%	110%

Reasonable Accommodation Success Rate Standards:

Studio	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
938	1,025	1,355	1,960	2,380	2,737	3,093
120%	120%	120%	120	120%	120%	120%

The above-proposed payment standards are based on the 50th percentile FMR for Guam per bedroom size. The current payment standards for Guam was based on the 40th percentile of the Fair Market Rent, which was tabulated using the 2010 Census Data. The numbers are outdated and need to be reappraised to reflect more accurate rental rates for Guam.

24 CFR 982.503 (e) states: "In order to increase the number of voucher holders who become participants, HUD may approve requests from PHAs whose FMRs are computed at the 40th percentile rent to establish a higher, success rate payment standard amounts. A success rate payment standards amount is defined as any amount between 90 percent to 110 percent of the 50th percentile rent, calculated in accordance with the methodology described in §888.113 of this title."

1. A PHA may obtain HUD field office approval of success rate payment standards amount provided the PHA demonstrates to HUD that it meets the following criteria:

   (i) *Fewer than 75 percent of the families to whom the PHA issued rental vouchers during the most recent 6-month period for which there is a success rate data available have become participants in the voucher program.*

   - Please note that out of the 348 vouchers issued in the past six months, only 37 percent were successfully leased. Please see table below:

Issuance Month	VOs Issued	VOs Leased	VOs Failed
Jan-19	49	29	20
Feb-19	54	26	28
Mar-19	59	31	28
Apr-19	76	26	50
May-19	74	8	66
Jun-19	36	25	11
July-19	43	0	43
TOTAL	**391**	**145**	**246**

   (ii) *The PHA has established payment standard amounts for all unit sizes in the entire PHA jurisdiction within the FMR at 110 percent of the published FMR for at least the 6-month period referenced in paragraph (e) (1)(i) of this section and up to the time the request is made to HUD.*

   - GHURA's payment standards for the past six months were set at 110 percent for all unit sizes and 120 percent for Reasonable accommodation (see attached Resolution):

Current HCV Payment Standards:

Studio	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
801	875	1,156	1,672	2,031	2,335	2,640
110%	110%	110%	110	110%	110%	110%

Current Reasonable Accommodations Payment Standards:

Studio	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
874	954	1,261	1,824	2,215	2,547	2,880
120%	120%	120%	120	120%	120%	120%

(iii) The PHA has a policy of granting automatic extensions of voucher terms to at least 90 days to provide a family who has made sustained efforts to locate suitable housing with additional search time.

- GHURA's policy in granting extensions may be found in Chapter 5 II.E. *Extensions of Voucher Term* (982.303 (b), page 5-12, as follows:

GHURA Policy

GHURA may approve 30 -60-day extensions upon an in-person request from the family with a maximum 120-day voucher term.
GHURA will approve additional extensions only in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities or for a VASH voucher.

It is necessary due to reasons beyond the family's control, as determined by GHURA. Following is a list of extenuating circumstances that GHURA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other family emergency

Obstacles due to employment

Whether the family has already submitted requests for tenancy approval that were not approved by GHURA

Whether family size or other special requirements make finding a unit difficult

Any request for an additional extension must include the reason(s) an additional extension is necessary. GHURA may require the family to provide documentation to support the request.

All requests for extensions to the voucher term must be made in writing and submitted to GHURA prior to the expiration date of the voucher (or extended term of the voucher).
GHURA will decide whether to approve or deny an extension request within 10 business days of the date the request is received and will immediately provide the family written notice of its decision.

We require families to submit their request in writing for the purpose of tracking their progress and to provide continued guidance in their search. Every participant who requests for an extension is automatically granted an extension.

2. In determining whether to approve the PHA request to establish success rate payment standards amounts, HUD will consider whether the PHA has a SEMAP overall performance rating of "troubled". If a PHA does not yet have a SEMAP rating, HUD will consider the PHA's SEMAP certification

    - GHURA's 2018 SEMAP score is Highly Satisfactory.

3. HUD approval of success rate payment standards amounts shall be for all unit sizes in the FMR area. A PHA may opt to establish a success rate payment standards amounts for one or more-unit sizes in all or a designated part of the PHA jurisdiction within the FMR area.

    - GHURA's proposed Success Rate Payment Standard amounts request is for all unit sizes and all areas on Guam.

Your review and approval of GHURA's proposed Success Rate Payment Standards is very important to ensuring our Section 8 voucher holders' success in finding a suitable unit. If you should require additional information or if you should have additional questions regarding this request, please do not hesitate to consult me. Thank you, and we shall look forward to a favorable response.

Best regards,

Ray Topasna
Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Suidat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2019-002

Moved by: CARL V. DOMINGUEZ **Seconded by: JOSEPH M. LEON GUERRERO**

RESOLUTION APPROVING THE FISCAL YEAR 2019 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND REASONABLE ACCOMMODATIONS 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 Standard Schedule with a single payment standard amount for each unit size based on the area's Fair Market Rent (FMR);

WHEREAS, 24 CFR 982.505 requires GHURA to utilize the Payment Standards Schedule to calculate the maximum monthly housing assistance payment for each participant family under the Section 8 HCV Program. The payment standard for the family 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;

WHEREAS, 24 CFR 985.3(i) requires Public Housing agencies to annually review and adjust its voucher payment standard amounts 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 2019 payment standards are based on the ***2019 published Fair Market Rent*** for Guam. The FMR for Guam are as follows:

0 Bedroom	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	5 bedrooms	6 bedrooms
$728	$795	$1,051	$1,520	$1,846	$2,123	$2,400

WHEREAS, in consideration of the 2019 Section 8 Housing Choice Voucher Program budget and the average going rates for rent in the private rental market, the recommended payment standard schedule is set between 103 to 110 percent; and not more than 120 percent for reasonable accommodation in accordance to *Section 102(d) of the Housing Opportunity Through Modernization Act of 2016:*

0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms	6 Bedrooms
$801	$875	$1,156	$1,672	$2,031	$2,335	$2,640
110%	110%	110%	110%	110%	110%	110%

Payment Standards for Reasonable Accommodation:

0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms	6 Bedrooms
$874	$954	$1,261	$1,824	$2,215	$2,547	$2,880
120%	120%	120%	120%	120%	120%	120%

WHEREAS, the approved Payment Standard Schedules shall be implemented effective January 1, 2019 upon adoption of this resolution; and therefore, be it;

RESOLVED, that the Guam Housing and Urban Renewal Board of Commissioners approves the Payment Standards for Fiscal Year 2019.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 9, 2018
PASSED BY THE FOLLOWING VOTES:
AYES: **Thomas Borja, Carl Dominguez, George Pereda, Joseph Leon Guerrero**
NAYS: **NONE**
ABSENT: **Eliza Paulino**
ABSTAINED: **NONE**

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 9, 2018.**

MICHAEL J. DUENAS
Secretary/Executive Director

Elizabeth Napoli

From: Katherine Taitano
Sent: Wednesday, June 5, 2019 12:48 PM
To: Ray Topasna; Elizabeth Napoli
Cc: Albert Santos; Emiliano Rabino
Subject: Fwd: CDBG Timeliness Ratio-As of 05.31.2019

Director and Deputy Director,

FYI.

Emil has confirmed that we have reached compliance with HUD CDBG's Annual Timeliness Ratio for the expenditure of funds. This is a benchmark measure required of all CDBG grantees.

For Entitlement Grantees, Insular Areas and Non-Entitlement Counties in Hawaii, "timely performance" means compliance with the regulatory requirement that a CDBG Entitlement grantee must spend its program funds in a timely manner. To determine whether entitlement grantees meet timely performance, HUD calculates the ratio of unexpended funds to the annual grant award 60 days prior to the end of the program year. (July 31, 2019).

To do this HUD sums the amount of program income the grantee has on hand with the amount of funds remaining in the CDBG line of credit and divides by the amount of the annual grant award. If the ratio is less than or equal to 2.0, then the grantee has met the timely performance requirement. If the ratio is more than 2.0, then the grantee is considered untimely. The 2.0 ratio is the measure for Insular Grantees. Guam today is at 1.99. By the time the measure is taken in July, this figure will be even lower which is good. *FYI, States must meet a tighter ratio of 1.5.* Untimely expenditure can result in the reduction of our CDBG funds.

What to expect: The Governor will be sent a letter later this year, after July 31, 2019 notifying her that GHURA has met the drawdown ratio.

Just thought you should know.

Sincerely,

Katherine Taitano
GHURA Chief Planner
o. 475.1322 / e. katherine@Ghura.org / web www.ghura.org
mail: 117 Bien Venida Ave., Sinajana, GU 96910

Elizabeth Napoli

From: Albert Santos
Sent: Tuesday, June 4, 2019 11:15 AM
To: 'Ray Topasna'; 'Elizabeth Napoli'
Subject: FW: CDBG Timeliness Ratio-As of 05.31.2019

We did it two months ahead of the deadline of July

From: Emil Rabino <erabino@ghura.org>
Sent: Tuesday, June 04, 2019 10:49 AM
To: katherine@ghura.org; Albert Santos <alsantos1@ghura.org>
Subject: CDBG Timeliness Ratio-As of 05.31.2019

Hi Kathy, Albert,

Congratulations! The CDBG timeliness ratio is now at **1.99** as of 05.31.2019.

For the period ending	**May-31-2019**
Goal (60 days prior) to PY end	**July-31-2019**

Grant	Total grants awarded To-Date	Total expended To-Date	Total unexpended To-Date	Most Recent Grant Amount	Timeliness Ratio
CDBG	86,984,364.28	80,818,504.04	6,165,860.24	3,096,003.00	**1.99**

Regards,
Emil

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

MEMORANDUM

TO Board of Commissioners

VIA Executive Director

FROM Program Coordinator III

DATE May 21, 2019

SUBJECT Travel REPORT for PC3 Dominic Calvo's attendance of the Foundations in Environmental Review: National Environmental Policy Act (NEPA) and 24 CFR Part 58 Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities and Insular Area All Grantee Meeting (ref. RESOLUTION NO. FY2019-TA-001)

Hafa Adai Commissioners,

On May 03, 2019, the GHURA Board of Commissioners (BOC) authorized my travel, lodging, per diem, and transportation costs to attend the Foundations in Environmental Review: National Environmental Policy Act (NEPA) and 24 CFR Part 58 Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities training in Kapolei, Hawaii. In addition, the GHURA BOC authorized the attendance for the Insular Area All Grantee Meeting in Honolulu, Hawaii. As a part of GHURA's Travel Policy, this report provides an outline of the meeting and events that took place during the trip.

The Environmental Review training entailed the following: General Requirements of an Environmental Review, Initiating an Environmental Review, Compliance with Other Laws and Authorities. In addition, Question and Answer sessions as well as a Case Study were offered to attendees.

The Insular Area All Grantee Meeting entailed the following: Section 3 Program, Housing Counseling, HOME Program Design, ESG, ConPlan, and Grantee Fiscal Responsibility. Technical Assistance was offered to Grantees who had more time after the overall meeting.

Date and Venue

The Environmental Review training took place over a three day period from May 13-15, 2019 in the Hale Pono'i meeting room at the Department of Hawiian Home Lands in Kapolei, Hawaii.

The Insula Area All Grantee Meeting was conducted on May 16, 2019 at the HUD Honolulu Field Office in Honolulu, Hawaii.

Training Team

The members of the Environmental Review training team consisted of Morgan Griffin, Kathleen McNulty, Elizabeth McDargh, and Lauren Hayes, .

The Facilitors of the Insular Area Grantee Meeting included Ryan Okahara, Stephanie Kaimana On, Rebecca Borja, Brian Johnson, Marsha E. Ito, and Mark Chandler.

Agenda

Please refer to attached Agenda(s)

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

Participants

The seminar consisted of one (1) lead trainer plus three (3) support trainers and approximately (50) attendees including personnel from HUD, Public Housing Agencies (PHA), Housing Finance Agencies (HFA), and LIHTC developers.

The Environmental Review Training

Day One

Morgan Griffin, the presenter, opened up the training with a brief introduction of himself and his work with HUD then opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules. He then went on to the first thing on the agenda, which was the Environmental Review, what it is, its history and the law basics surrounding it. More importantly, focusing on National Environmental Policy Act (NEPA) which was established to ensure projects under HUD provide sustainable, safe and healthy environments for low-to-moderate income communities. 24 Part 58 was the next topic of discussion which centered around the responsible entities, state roles, what programs fell under it for Environmental Review, and the limitations on action.

Initiating the Environmental Review was the next topic of discussion. This covered everything from the Development of the Project Description, Determination of the NEPA Review, Conducting the Envronmental Review, Publishing Notices and Submission of the Request for Release of Funds (RROF), to Implementation and Mitigation. Lastly, our day ended with an exercise to determine Level of NEPA Review.

Day Two

Day two of the training began with Kathleen McNulty covering the Environmental Review Record (ERR). She went on then to explain that every ERR should contain all public notices, evaluation of the effects of the project, written determination, description of project and associated activities, and documentations of compliance. Ms. McNulty then portrayed that there have been common deficiencies in a ERR including Failure to document exempt ERs, committing of funds before submitting the RROF, failure to carry out mitigation measures, etc.

The next item covered was the HUD's Enrionmental Review Onlin System (HEROS) with Lauren Hayes. Basically, HEROS is an enterprise system that allows for those who conduct Environmental Reviews (HUD staff, Responsible Entities, Partners, etc.) to go through the Envionmental Review procedures online. Established in 2014 by HUD, this system is set to be mandatory for all by 2020. This portion of the training broke down the different components of this system and allowed all in attendance to walk through what they would see in submitting Environmental Reviews online.

The next few presentations from Elizabeth McDargh, Morgan Griffin Katleen McNulty and Lauren Hayes covered Compliance with Other Laws and Authorities in the Environemental Review process. This included Laws on Air Quality, Coastal Zone Management, Contaminationand Toxic Substances, Airport Hazards, Farmland Protection, Wild and Scenic Reivers, Historic Properties, and Endangered Species.

Day 3

The last day was a continuation of the Compliance with Other Laws and Authorities subject matter to include Explosive and Flammable Operations, Sole Source Aquifers, Floodplain management and Wetland Protection, Flood Insurance, Noice Abatement and Control, and Environmental Justice. Towards the end of the training, we were allowed to separate in groups to do a Case Study to help us understand how to conduct an Environmental Review.

Outcomes of the Training-Seminar

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

1. Be thorough in Project Descriptions to clear out any uncertainties of the level of NEPA review. Often times, as experienced by other agencies, a project has ceased to continue a project because not enough information was provided.
2. Take into account all environmental impacts of a project as even the slightest thing such as disturbing a habitat for endangered species may impact the project.
3. Because of the mandatory use for HEROS from HUD by 2020, continue to educate Environmental Reviewers through webinars ,trainings, etc. to be more proficient come the deadline.

Insular Area All Grantee Meeting

This meeting was spearheaded by the HUD Field Office in Honolulu. Persuant to the request of Mark Chandler, the meeting was to address areas of all HUD related programs as all Insular Areas were present because of the Environmental Training. Ryan Okahara opened the floor with Section 3 Programming and the grantees expectations. Section 3 basically allows for HUD to provide economic and employment opportunities to low-income residents and businesses when certain funds are used for construction. Guam, CNMI, and America Samoa have not reported Section 3 programming on the HUD Exchange website, so he encouraged these areas to look into it and update them as soon as possible. Stephanie Kaimana On covered housing counseling and made it known that information on Housing Counseling is available online. Guam was able to voice their concerns with Ms. Stephanie and is looking to connect with Hawaii's Counseling office in the puruit of becoming a housing counseling agency. Rebecca Borja covered the HOME Program specifically homeowner and homebuyer projects/loans. CNMI questioned what a standard home was as concerns of outside kitchen part of the

housing was allowed. HUD guidance saw it as a luxury but that it really depends on the region and that standard housing differs in many areas. ESG was covered by Brian Johnson who talked about the Rapid Rehousing and Shelter Operation design and requirements. Marsha Ito covered basically the deadlines for ConPlan requirements, submittal process, and disaster planning and data requirements. Lastly, Mark Chandler reiterated the fiscal responisibilty of grantees and closed the session. Additional time was granted for Insular areas who needed technical assistance with any other programming after the lunch break.

Recommendations and Final Thoughts

The overall training was informative and interactive in regards to the Environmental Review Process. Morgan Griffin and his team put together a very detailed seminar of the learning objectives, case studies, presentation, and audience engagement. In addition, it was a great opportunity to network with other housing agency staff, private developers, and HUD personnel from different states. I do recommend that should GHURA need more Environmental Review personnel that off island training be an option as it is worth the investment. On the other hand, maybe HUD can have an on island training in the future. There are many things that I have taken from this training experience and I look forward to sharing this with my CPD team in a turn-around training if needed. My sincere thanks and appreciation to the GHURA Board of Commissioners and Executive Management team for this opportunity.

Sincerely,



Dominic Calvo

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

MEMORANDUM

TO Board of Commissioners

VIA Executive Director

FROM Program Coordinator II

DATE May 29, 2019

SUBJECT Travel Report for PC2 Brandon Santos's attendance of the Foundations in Environmental Review: National Environmental Policy Act (NEPA) and 24 CFR Part 58 Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities and Insular Area All Grantee Meeting (ref. RESOLUTION NO. FY2019-TA-001)

Hafa Adai Commissioners,

On May 03, 2019, the GHURA Board of Commissioners (BOC) authorized my travel, lodging, per diem, and transportation costs to attend the Foundations in Environmental Review: National Environmental Policy Act (NEPA) and 24 CFR Part 58 Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities training in Kapolei, Hawaii. In addition, the GHURA BOC authorized the attendance for the Insular Area All Grantee Meeting in Honolulu, Hawaii. As a part of GHURA's Travel Policy, this report provides an outline of the meeting and events that took place during the trip.

The Environmental Review training entailed the following: General Requirements of an Environmental Review, Initiating an Environmental Review, Compliance with Other Laws and Authorities. In addition, Question and Answer sessions as well as a Case Study were offered to attendees.

The Insular Area All Grantee Meeting entailed the following: Section 3 Program, Housing Counseling, HOME Program Design, ESG, ConPlan, and Grantee Fiscal Responsibility. Technical Assistance was offered to Grantees who had more time after the overall meeting.

Date and Venue

The Environmental Review training took place over a three day period from May 13-15, 2019 in the Hale Pono'i meeting room at the Department of Hawiian Home Lands in Kapolei, Hawaii.

The Insular Area All Grantee Meeting was conducted on May 16, 2019 at the HUD Honolulu Field Office in Honolulu, Hawaii.

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.

Training Team

The members of the Environmental Review training team consisted of Morgan Griffin, Kathleen McNulty, Elizabeth McDargh, and Lauren Hayes,.

The Facilitors of the Insular Area Grantee Meeting included Ryan Okahara, Stephanie Kaimana On, Rebecca Borja, Brian Johnson, Marsha E. Ito, and Mark Chandler.

Agenda

Day One:

- Housekeeping, course agenda, goals and objectives,Why Environmental Review?, Environmental Law Basics, National Environmental Policy Act (NEPA), 24 CFR Part 5824 CFR Part 58, Initiating the Environmental Review and Determining Level of NEPA Review.

Day Two:

- Environmental Review Record, HUD's Environmental Review Online System (HEROS), Air Quality, Coastal Zone Management, Contamination and Toxic Substances, Airport Hazards, Farmlands Protection, Wild and Scenic Rivers, Historic Properties and Endangered Species

Day Three:

- Explosive and Flammable Operations, Sole Source Aquifers, Floodplain Management and Wetland Protection, Flood Insurance, Noise Abatement and Control, Environmental Justice, Environmental Assessment Factors, Request for Release of Funds, Implementation and Mitigation and Course Summary

Participants

The seminar consisted of one (1) lead trainer, three (3) HUD experts and about sixty (60) attendees including Guam, CNMI, American Samoa and representatives from the different Hawaiian Islands. All of which are the following: Public Housing Agencies (PHA), Housing Finance Agencies (HFA), and private developers pursuing LIHTC development.

The Environmental Review Training

Day One

The training started off with an introduction of the HUD staff as well as all of the attendees, followed by the ground rules for the training. G. Morgan Griffin (Lead Trainer) dove right in to the Environmental Review powerpoint slides, what it is, its history and the law basics surrounding it. Secondly, focused on National Environmental Policy Act (NEPA) which ensures projects under HUD provide sustainable, safe and healthy environments for low-to-moderate income communities. 24 Part 58 was the next topic of discussion which centered around the roles and responsibilities, responsible entities and some key terms.

Initiating the Environmental Review was the next topic of discussion. This covered everything from the Defing the project, Determing the Level of NEPA Review and Environmental Review Records. Day one ended with an exercise to determine Level of NEPA Review.

Day Two

Day two of the training began with Kathleen McNulty covering the Environmental Review Record (ERR). She explained that every ERR should contain all public notices, evaluation of the effects of the project, written determination, description of project and associated activities, and documentations of compliance.

Lauren Hayes covered the HUD's Enrionmental Review Online System (HEROS) section. HEROS is the online system that can be used to complete environmental reviews for all HUD programs.

Compliance with Other Laws and Authorities in the Environemental Review process. This included Laws on Air Quality, Coastal Zone Management, Contaminationand Toxic Substances, Airport Hazards, Farmland Protection, Wild and Scenic Reivers, Historic Properties, and Endangered Species.

Day 3

The last day was a continuation of the Compliance with Other Laws and Authorities subject matter to include Explosive and Flammable Operations, Sole Source Aquifers, Floodplain management and Wetland Protection, Flood Insurance, Noice Abatement and Control, and Environmental Justice. Towards the end of the training, we were allowed to separate in groups to do a Case Study to help us understand how to conduct an Environmental Review.

Outcomes of the Training-Seminar

1. A more clear understanding of an Environmental Review and how to use the HEROS system.
2. How project can impact the our environment and everything that is part of it, such as, endangered species and our natural resources.
3. Networking with Environmental Review experts.

Insular Area All Grantee Meeting

The meeting was held the HUD Field Office in Honolulu which included American Samoa, Saipan and Guam. Ryan Okahara, Field Office Director, opened the floor with Section 3 Programming. Which allows for HUD to provide economic and employment opportunities to low-income residents and businesses when certain funds are used for construction. Stephanie Kaimana On, CPD Representative, covered housing counselling. We were able to get some technical assistance and some questions answered, in regards to GHURA becoming a Certified Housing Counseling Agency. Rebecca Borja, CPD Representative, covered the HOME Program specifically homeowner and home buyer projects/loans. ESG was covered by Brian Johnson, CPD Representative, who talked about the Rapid Rehousing and Shelter Operation design and requirements. I was able to obtain guidance in regards to our Housing First units inpsections, under the Continuum of Care (**CoC**) Program. Marsha Ito, CPD Representative, covered the deadlines for ConPlan requirements, submittal process, and disaster planning and data requirements. Lastly, Mark Chandler reiterated the fiscal responisibilty of grantees and closed the session.

Recommendations and Final Thoughts

The Environmental Review training was very informative and helpful. I have sat through the conference call version of this same training, and found the in-person training to be much more beneficial. Hats off to Mr. Morgan Griffin and his team who put together a very detailed seminar and were very engaging to many of the questions the attendees had. In addition, it was a great opportunity to network with other housing agencys and their staff, private developers, and HUD personnel from different states. I recommend that more GHURA staff go through the in-person Environmental Review training as opposed to webinars or online training. I look forward to applying what I have learned from the training and using the gained knowledge towards our upcoming GHURA projects. I would like to take this time to thank the GHURA Board of Commissioners and Executive Management team for allowing me the opportunity to attend this training. I plan to use this training and all future trainings to become more of an assest to our agency and continuing our agency's goal "Strengthening Communities... One Family/Street/Home/Neighborhood, Village at a Time".

Un Dangkalu Na Si Yu'os Ma'ase,

Brandon F. Santos

GHURA
Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudat Guahan
117 Bien Venida Avenue, Sinajana, Guam 96910
Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701
EQUAL HOUSING OPPORTUNITY

Summary of Executive Management Performance Evaluation (EMPE) for

Ray S. Topasna –Executive Director

Review Period: 1/11/19 – 7/10/19 (6-month Initial)

Pursuant to 5GCA §43202, the GHURA Board of Commissioners decided during their 7/8/19, regularly scheduled board meeting, that each board member will evaluate the Executive Director and for completed ratings to be submitted directly to the Human Resources Division for compilation.

Based on the overall ratings submitted, Mr. Ray S. Topasna unanimously earned an **"Outstanding"** performance evaluation as the Executive Director for the initial 6-month period (01/11/19 – 07/10/19). The performance evaluation was based on the following factors:

1. Leadership
2. Strategic Planning
3. Communicates Vision and Direction
4. Champions Innovation
5. Promotes Ethics
6. Builds Relationships
7. Decision Making
8. Leads Change
9. Inspires and Directs Action
10. Promotes Diversity
11. Accountability/Fiscal/Fiduciary Responsibility
12. Business Acumen
13. Effective Operation & Maintenance of HUD Plans and Projects

As a result of the "Outstanding" evaluation, the GHURA Board of Commissioners will retain Mr. Ray S. Topasna as the Executive Director of the Guam Housing and Urban Renewal Authority.

Prepared by: K.K. Bersamin, Personnel Services Administrator, DBA,SPHR, SHRM-SCP
7/11/19

Rec'd for Chairman
KCM - ITC
7/10/19 - 3:50pm

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

Period of Report	Reason for Report
From: 01/11/2019 To: 07/10/2019	☒ Semi-Annual (initial) ☐ Annual

PART I - SELF-ASSESSMENT (Completed by Executive)

A. Mission (Position Mission Statement)

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent, and sanitary dwelling for low income families, through all available federal and local governmental programs and through encouragement of private enterprise to participate in the common task of community improvement.

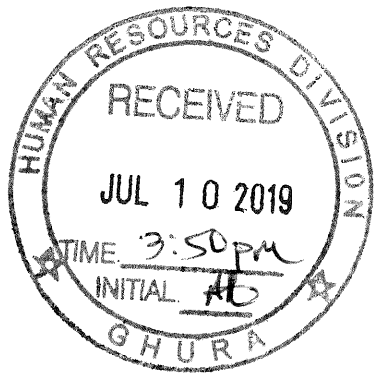
B. Strategic Plan Objectives (Address each program area of responsibility)

- To provide decent, safe and sanitary homes for GHURA clients.
- To enhance and strengthen our relationships with non-profit and government organizations in assessing the needs of our communities.
- To provide responsive and quality client services.
- To enhance employee technical and skill level competencies.
- To provide the agency the tools and facilities needed to meet the Authority's goal and objectives.

C. Activity(s) (Related to the Strategic Objectives)

- Maintain a diligent maintenance program of public housing units. On-going modernization of GHURA units to include upgrade of infrastructure, and renovations of units.
- Identifying community needs with our partners and constructing buildings and supporting programs to meet these objectives. These projects include head start classrooms, fire stations, safety equipment acquisition, senior citizens centers, food banks, adult elderly emergency facilities, youth transitional living facility and special education classrooms.
- Provide on-going customer service training, upgrade of our facilities and increase use of modern technology to enhance services.
- To provide staff with training opportunities both on and off island to increase knowledge and skill level competencies.
- Construction of new housing Authority headquarters complete with modern amenities and functionality.

D. Summary of Performance (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)



GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

PART II - EXPECTATIONS OF EXECUTIVES: *Completed by Supervisor* *(Check the rating that applies to each)*	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-satisfactory
1. Leadership	X				
2. Strategic Planning	X				
3. Communicates Vision and Direction	X				
4. Champions Innovation		X			
5. Promotes Ethics	X				
6. Builds Relationships	X				
7. Decision Making	X				
8. Leads Change	X				
9. Inspires and Directs Action	X				
10. Promotes Diversity	X				
11. Accountability / Fiscal / Fiduciary Responsibility	X				
12. Business Acumen		X			
13. Effective Operation & Maintenance of HUD Plans and Projects	X				

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

PART III - STANDARDS *(Completed by Supervisor)*	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-Satisfactory
Performance Standard: *(Customer Focus)*	X				

Comments/Justification:

Mr. Topasna 's high level of focus on public housing clients and dedication to improving their quality of life were clearly demonstrated during the recently conducted 17 town hall meetings in ten villages. Clients had a better understanding of the various HUD regulations and the consequences of not adhering to the regulations. His various plans to expand/improve programs are evidence of his high desire to improve the quality of life for the agency's clients.

Performance Standard: *(Adherence to Policy and Federal HUD Regs)*	X				

Comments/Justification:

Mr. Topasna possesses great institutional knowledge of GHURA operations and extensive knowledge of Federal HUD policies and regulations. He has demonstrated at a high level both of these in the execution of his duties and responsibilities in the day to day operations of the agency.

PART V -- OVERALL RATING: *(Overall rating based on Parts I, II, III, IV)*

☒ OUTSTANDING ☐ SATISFACTORY ☐ MARGINAL

☐ HIGHLY SATISFACTORY ☐ UNSATISFACTORY

☒ RETAIN ☐ NOT RETAIN

Sabino P. Flores, Chairman, GHURA BOARD OF COMMISSIONERS Date: 7/10/19

Joseph A. Cameron, Member, GHURA BOARD OF COMMISSIONERS Date:

Monica O. Guzman, Member, GHURA BOARD OF COMMISSIONERS Date:

George F. Pereda, Member, GHURA BOARD OF COMMISSIONERS Date:

Eliza U. Paulino, Member, GHURA BOARD OF COMMISSIONERS Date:

Carl V. Dominguez, Member, GHURA BOARD OF COMMISSIONERS Date:

Joseph M. Leon Guerrero, Resident COMMISSIONER Date:

HUMAN RESOURCES DIVISION
RECEIVED
JUL 10 2019
TIME 3:50pm
INITIAL
GHURA

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

COMPLETE BY EMPLOYEE:

☑ **Concur**

☐ **Do not Concur** *(Employee comments are mandatory, if this option is selected.)*

Employee Comments: *(May include any reactions, concerns, agreements or disagreements regarding performance evaluation / development plan.)*

Employee Signature

7/10/19
Date

Rec: Rdy-HR Pkg

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617
Period of Report From: 01/11/2019 To: 07/10/2019	**Reason for Report** ☒ Semi-Annual (initial) ☐ Annual	

RECEIVED JUL 09 2019 GHURA ADMIN DIVISION

PART I - SELF-ASSESSMENT (Completed by Executive)

A. Mission (Position Mission Statement)

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent, and sanitary dwelling for low income families, through all available federal and local governmental programs and through encouragement of private enterprise to participate in the common task of community improvement.

B. Strategic Plan Objectives (Address each program area of responsibility)

- To provide decent, safe and sanitary homes for GHURA clients.
- To enhance and strengthen our relationships with non-profit and government organizations in assessing the needs of our communities.
- To provide responsive and quality client services.
- To enhance employee technical and skill level competencies.
- To provide the agency the tools and facilities needed to meet the Authority's goal and objectives.

C. Activity(s) (Related to the Strategic Objectives)

- Maintain a diligent maintenance program of public housing units. On-going modernization of GHURA units to include upgrade of infrastructure, and renovations of units.
- Identifying community needs with our partners and constructing buildings and supporting programs to meet these objectives. These projects include head start classrooms, fire stations, safety equipment acquisition, senior citizens centers, food banks, adult elderly emergency facilities, youth transitional living facility and special education classrooms.
- Provide on-going customer service training, upgrade of our facilities and increase use of modern technology to enhance services.
- To provide staff with training opportunities both on and off island to increase knowledge and skill level competencies.
- Construction of new housing Authority headquarters complete with modern amenities and functionality.

D. Summary of Performance (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)

1. MR. TOPASNA HAS LEAD GHURA TO INCREASE AND IMPROVE COMMUNICATIONS WITH ITS CLIENTS THROUGH IMPLEMENTATION OF TOWN HALL TYPE MEETINGS AT VARIOUS LOCATIONS AROUND GUAM. THIS HAS RESULTED IN CLIENTS BEING UPDATED ON COMPLYING WITH GHURA's POLICIES AND REGULATIONS TO MAINTAIN SAFE, DECENT & SANITARY CONDITIONS AT ITS PUBLIC HOUSING AREAS.

2. MR. TOPASNA HAS DIRECTED HIS STAFF TO ENHANCE ENGAGEMENTS WITH NON-PROFITS, E.G. SALVATION ARMY AND OTHER GOVERNMENT ENTITIES, PARTICULARLY MAYORS OFFICES TO IMPROVE ASSISTANCE TO FAMILIES IN NEED AND TO IMPROVE SAFETY AND HEALTH AT PUBLIC HOUSING SITES.

3. MR TOPASNA HAS PERSONALLY TAKEN THE INITIATIVE TO IMPROVE THE WORK ENVIRONMENT AND EMPLOYEE MORALE AT GHURA, INCLUDING AN INTENSE EFFORT TO SECURE FUNDING TO UPGRADE EQUIPMENT AND WORK FACILITIES AT GHURA's VARIOUS SITES.

HUMAN RESOURCES DIVISION RECEIVED JUL 09 2019 TIME 1:15 INITIAL GHURA

CARL DOMINGUEZ

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

PART II - EXPECTATIONS OF EXECUTIVES: *Completed by Supervisor* *(Check the rating that applies to each)*	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-satisfactory
1. Leadership	☑	☐	☐	☐	☐
2. Strategic Planning	☑	☐	☐	☐	☐
3. Communicates Vision and Direction	☑	☐	☐	☐	☐
4. Champions Innovation	☑	☐	☐	☐	☐
5. Promotes Ethics	☑	☐	☐	☐	☐
6. Builds Relationships	☑	☐	☐	☐	☐
7. Decision Making	☑	☐	☐	☐	☐
8. Leads Change	☑	☐	☐	☐	☐
9. Inspires and Directs Action	☑	☐	☐	☐	☐
10. Promotes Diversity	☐	☑	☐	☐	☐
11. Accountability / Fiscal / Fiduciary Responsibility	☑	☐	☐	☐	☐
12. Business Acumen	☐	☑	☐	☐	☐
13. Effective Operation & Maintenance of HUD Plans and Projects	☑	☐	☐	☐	☐

CARL DOMINGUEZ

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

PART III - STANDARDS *(Completed by Supervisor)*	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-Satisfactory
Performance Standard: *(Customer Focus)*	☑	☐	☐	☐	☐

Comments/Justification:

IN JUST THE FIRST SIX MONTHS AT THE HELM OF GHURA, MR. TOPASNA HAS DISPLAYED AN "ABOVE AND BEYOND" LEVEL OF LEADERSHIP, WORK ETHIC AND PROMOTION OF GHURA AS A CLASS LEADING GOVERNMENT OF GUAM AGENCY. MR. TOPASNA HAS DEVELOPED A STRONGER BENEFICIAL RELATIONSHIP BETWEEN GHURA AND ITS CLIENTS WHICH I HAVE NOT WITNESSED IN THE NEARLY 3 YEARS I ~~HAVE~~ BEEN A COMMISSIONER OF THE BOARD.

Performance Standard: *(Adherence to Policy and Federal HUD Regs)*	☑	☐	☐	☐	☐

Comments/Justification:

MR. TOPASNA HAS ~~TAKEN~~ THE INITIATIVE TO ESTABLISH A CLOSE AND TRUSTING RELATIONSHIP WITH HUD'S MIDDLE AND SENIOR MANAGERS. MY EVALUATION IS BASED ON THE EXPECTATION THAT MR TOPASNA WILL BE ABLE TO SAVE WELL OVER $2 MILLION OF HUD FUNDING TO GHURA.

PART V -- OVERALL RATING: *(Overall rating based on Parts I, II, III, IV)*

☑ OUTSTANDING ☐ SATISFACTORY ☐ MARGINAL

☐ HIGHLY SATISFACTORY ☐ UNSATISFACTORY

☑ RETAIN ☐ NOT RETAIN

Sabino P. Flores, Chairman, GHURA BOARD OF COMMISSIONERS **Date:**

Joseph A. Cameron, Member, GHURA BOARD OF COMMISSIONERS **Date:**

Monica O. Guzman, Member, GHURA BOARD OF COMMISSIONERS **Date:**

George F. Pereda, Member, GHURA BOARD OF COMMISSIONERS **Date:**

Eliza U. Paulino, Member, GHURA BOARD OF COMMISSIONERS **Date:**

Carl V. Dominguez, Member, GHURA BOARD OF COMMISSIONERS **Date:** 7/9/19

Joseph M. Leon Guerrero, Resident COMMISSIONER **Date:**

HUMAN RESOURCES DIVISION RECEIVED JUL 09 2019 TIME 1:15 INITIAL GHURA

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

COMPLETE BY EMPLOYEE:

☑ **Concur**

☐ **Do not Concur** *(Employee comments are mandatory, if this option is selected.)*

Employee Comments: *(May include any reactions, concerns, agreements or disagreements regarding performance evaluation / development plan.)*

Employee Signature

7/9/19
Date

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

7/8/19

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617
Period of Report	**Reason for Report**	
From: 01/11/2019 To: 07/10/2019	☒ Semi-Annual (initial) ☐ Annual	

RECEIVED
JUL 09 2019
GHURA ADMIN DIVISION

PART I - SELF-ASSESSMENT (Completed by Executive)

A. Mission (Position Mission Statement)

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent, and sanitary dwelling for low income families, through all available federal and local governmental programs and through encouragement of private enterprise to participate in the common task of community improvement.

B. Strategic Plan Objectives (Address each program area of responsibility)

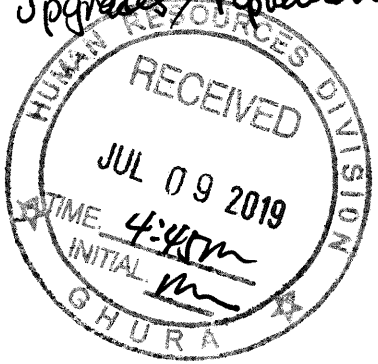
- To provide decent, safe and sanitary homes for GHURA clients.
- To enhance and strengthen our relationships with non-profit and government organizations in assessing the needs of our communities.
- To provide responsive and quality client services.
- To enhance employee technical and skill level competencies.
- To provide the agency the tools and facilities needed to meet the Authority's goal and objectives.

C. Activity(s) (Related to the Strategic Objectives)

- Maintain a diligent maintenance program of public housing units. On-going modernization of GHURA units to include upgrade of infrastructure, and renovations of units.
- Identifying community needs with our partners and constructing buildings and supporting programs to meet these objectives. These projects include head start classrooms, fire stations, safety equipment acquisition, senior citizens centers, food banks, adult elderly emergency facilities, youth transitional living facility and special education classrooms.
- Provide on-going customer service training, upgrade of our facilities and increase use of modern technology to enhance services.
- To provide staff with training opportunities both on and off island to increase knowledge and skill level competencies.
- Construction of new housing Authority headquarters complete with modern amenities and functionality.

D. Summary of Performance (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)

* In Accordance ☜ 24 CFR Part 968.315, Mr. Tgama complied to a physical needs assessment and energy audits in compliance ☜ 24 CFR Part 905 (survey) for GHURA's Hsg Developments.
* Accomplished Proj. Mgnt improvements of Sagay Bonita Subdivision, Isla Apts in Mangilao
* Ribbon Cutting of Central Police precinct; Pedro Sports Complex, Summer Town Estates Phase III; and ground breaking for Summer Town IV.
* IFB # GHURA - COCC - 019 - 001 Grounds maintenance for GHURA properties Island wide
* IFB # GHURA - 3-11-2019 AMP 1 Upgrade of offices. in Toto.
* New Utility Allowance Schedule for Public Hsg.
* IFB # GHURA - 05-23-2019 - AMP 3 New Chain Link fences + debris clearing.
* RFP # GHURA - 05-6-2019 - CPD Hsg Study + Needs Assessment.
* IFB # GHURA - COCC - 019-002 - S8/PH/CPD IT Equipment - Desktop Computers, Laser Printers, Uninterrupted Power Supply UPS.
* Board Approved Hiring ☜ S8 Lease Up Task Team - 3 positions
* Board Approved Restoration FY2019 Increments to All staff. (Across the board Pay Shift (1-step)
* PH to make necessary adjustments to their Budgets to address the use of operating reserves.
* Replacement ☜ aging fleet vehicles. trucks / computer upgrades / replacement ☜ File cabinets.
*



7/8/19

Doc. No. 35GL-19-0902.*

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

PART II - EXPECTATIONS OF EXECUTIVES: *Completed by Supervisor* (Check the rating that applies to each)	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-satisfactory
1. Leadership	☒	☐	☐	☐	☐
2. Strategic Planning	☒	☐	☐	☐	☐
3. Communicates Vision and Direction	☒	☐	☐	☐	☐
4. Champions Innovation	☒	☐	☐	☐	☐
5. Promotes Ethics	☒	☐	☐	☐	☐
6. Builds Relationships	☒	☐	☐	☐	☐
7. Decision Making	☒	☐	☐	☐	☐
8. Leads Change	☒	☐	☐	☐	☐
9. Inspires and Directs Action	☒	☐	☐	☐	☐
10. Promotes Diversity	☒	☐	☐	☐	☐
11. Accountability / Fiscal / Fiduciary Responsibility	☒	☐	☐	☐	☐
12. Business Acumen	☒	☐	☐	☐	☐
13. Effective Operation & Maintenance of HUD Plans and Projects	☒	☐	☐	☐	☐

JClawson 7/8/19

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

PART III - STANDARDS *(Completed by Supervisor)*	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-Satisfactory
Performance Standard: *(Customer Focus)*	☒	☐	☐	☐	☐

Comments/Justification: Coordinated the release of funds for Residential Treatment Center for Women; Central Community Arts Center
- enhancements of Yuratae + Sinajana Baseball Fields,
- Restroom + Concession Stand @ Dededo Sports Center.
- Upgrade of 6 units @ Guma Trankilidad
- Renovations of 14 units @ Liheng III,
- CoC renewals amt. # 733,479
- Ribbon Cutting for Summer Town Phase III
- Town Mtgs evenings are ongoing + proves very positive to connect w/ clients.

Performance Standard: *(Adherence to Policy and Federal HUD Regs)*	☒	☐	☐	☐	☐

Comments/Justification: Established New Compliance Monitoring for 2019; Mosquito lab now under DPHSS,
- Compliance monitoring of LIHTC Developments for Ironwood Manor, Ironwood Heights, Summer Green Residences, Summer Homes; Ironwood Estates; Summer Town II Estates, Ironwood Heights I & II.
- Family Self Sufficiency Program funded by USHUD funded GHURA & positive outcomes.
- Significant changes to the PHA 5-yr and Annual Plan 2014-2018, CIP Plan 2018-22
- Compliance to S8.
- S8 Action Plan Approved
- Fair Market Rent (establish an RFP) approved by Board
- S8 Operational Efficiency Initiatives
- Adjust S8 rent to more justifiable standard.

7/8/19

PART V -- OVERALL RATING: *(Overall rating based on Parts I, II, III, IV)*

☒ OUTSTANDING ☐ SATISFACTORY ☐ MARGINAL

☐ HIGHLY SATISFACTORY ☐ UNSATISFACTORY

☒ RETAIN ☐ NOT RETAIN

HUMAN RESOURCES DIVISION RECEIVED JUL 09 2019 TIME 4:45PM INITIAL GHURA

Sabino P. Flores, Chairman, GHURA BOARD OF COMMISSIONERS Date:

Joseph A. Cameron, Member, GHURA BOARD OF COMMISSIONERS Date: 7/8/2019

Monica O. Guzman, Member, GHURA BOARD OF COMMISSIONERS Date:

George F. Pereda, Member, GHURA BOARD OF COMMISSIONERS Date:

Eliza U. Paulino, Member, GHURA BOARD OF COMMISSIONERS Date:

Carl V. Dominguez, Member, GHURA BOARD OF COMMISSIONERS Date:

Joseph M. Leon Guerrero, Resident COMMISSIONER Date:

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

COMPLETE BY EMPLOYEE:

☑ **Concur**

☐ **Do not Concur** *(Employee comments are mandatory, if this option is selected.)*

Employee Comments: *(May include any reactions, concerns, agreements or disagreements regarding performance evaluation / development plan.)*

Employee Signature

7/9/19
Date

HUMAN RESOURCES DIVISION
RECEIVED
JUL 09 2019
TIME 4:45
INITIAL
GHURA

Re: for Mr. LG KKB 7/30/19

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

Period of Report
From: 01/11/2019 To: 07/10/2019

Reason for Report
☒ Semi-Annual (initial) ☐ Annual

PART I - SELF-ASSESSMENT (Completed by Executive)

A. Mission (Position Mission Statement)

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent, and sanitary dwelling for low income families, through all available federal and local governmental programs and through encouragement of private enterprise to participate in the common task of community improvement.

B. Strategic Plan Objectives (Address each program area of responsibility)

- To provide decent, safe and sanitary homes for GHURA clients.
- To enhance and strengthen our relationships with non-profit and government organizations in assessing the needs of our communities.
- To provide responsive and quality client services.
- To enhance employee technical and skill level competencies.
- To provide the agency the tools and facilities needed to meet the Authority's goal and objectives.

C. Activity(s) (Related to the Strategic Objectives)

- Maintain a diligent maintenance program of public housing units. On-going modernization of GHURA units to include upgrade of infrastructure, and renovations of units.
- Identifying community needs with our partners and constructing buildings and supporting programs to meet these objectives. These projects include head start classrooms, fire stations, safety equipment acquisition, senior citizens centers, food banks, adult elderly emergency facilities, youth transitional living facility and special education classrooms.
- Provide on-going customer service training, upgrade of our facilities and increase use of modern technology to enhance services.
- To provide staff with training opportunities both on and off island to increase knowledge and skill level competencies.
- Construction of new housing Authority headquarters complete with modern amenities and functionality.

D. Summary of Performance (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)



GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title			Employee ID No.	
RAY S. TOPASNA	Executive Director (Unclassified)			617	
PART II - EXPECTATIONS OF EXECUTIVES: *Completed by Supervisor (Check the rating that applies to each)*	**Outstanding**	**Highly Satisfactory**	**Satisfactory**	**Marginal**	**Un-satisfactory**
1. Leadership	☒	☐	☐	☐	☐
2. Strategic Planning	☒	☐	☐	☐	☐
3. Communicates Vision and Direction	☒	☐	☐	☐	☐
4. Champions Innovation	☒	☐	☐	☐	☐
5. Promotes Ethics	☒	☐	☐	☐	☐
6. Builds Relationships	☒	☐	☐	☐	☐
7. Decision Making	☒	☐	☐	☐	☐
8. Leads Change	☒	☐	☐	☐	☐
9. Inspires and Directs Action	☒	☐	☐	☐	☐
10. Promotes Diversity	☒	☐	☐	☐	☐
11. Accountability / Fiscal / Fiduciary Responsibility	☒	☐	☐	☐	☐
12. Business Acumen	☒	☐	☐	☐	☐
13. Effective Operation & Maintenance of HUD Plans and Projects	☒	☐	☐	☐	☐

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

PART III - STANDARDS *(Completed by Supervisor)*	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-Satisfactory
Performance Standard: *(Customer Focus)*	☒	☐	☐	☐	☐
Comments/Justification:					
Performance Standard: *(Adherence to Policy and Federal HUD Regs)*	☒	☐	☐	☐	☐
Comments/Justification:					

PART V -- OVERALL RATING: *(Overall rating based on Parts I, II, III, IV)*

☒ OUTSTANDING ☐ SATISFACTORY ☐ MARGINAL

☐ HIGHLY SATISFACTORY ☐ UNSATISFACTORY

☒ RETAIN ☐ NOT RETAIN

HUMAN RESOURCES DIVISION
RECEIVED
JUL 10 2019
TIME 10:10 am
INITIAL
GHURA

Sabino P. Flores, Chairman, GHURA BOARD OF COMMISSIONERS Date:

Joseph A. Cameron, Member, GHURA BOARD OF COMMISSIONERS Date:

Monica O. Guzman, Member, GHURA BOARD OF COMMISSIONERS Date:

George F. Pereda, Member, GHURA BOARD OF COMMISSIONERS Date:

Eliza U. Paulino, Member, GHURA BOARD OF COMMISSIONERS Date:

Carl V. Dominguez, Member, GHURA BOARD OF COMMISSIONERS Date:

Joseph M. Leon Guerrero, Resident COMMISSIONER 7-9-19 Date:

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title	Employee ID No.
RAY S. TOPASNA	Executive Director (Unclassified)	617

COMPLETE BY EMPLOYEE:

☒ **Concur**

☐ **Do not Concur** *(Employee comments are mandatory, if this option is selected.)*

Employee Comments: *(May include any reactions, concerns, agreements or disagreements regarding performance evaluation / development plan.)*

Employee Signature

7/10/19
Date



June 24, 2019

The Honorable Lourdes A. Leon Guerrero
Governor of Guam
Ricardo J. Bordallo Complex
513 West Marine Corps Drive
Hagatna, Guam 96910

15

Dear Governor Leon Guerrero,

This notice is to inform you and the GHURA Board of Commissioners that I am resigning my position as a board member, effective immediately.

My current work schedule and personal commitments prevent me from consistently attending meetings and taking an active part as Commissioner.

It has been a pleasure to work with the GHURA staff and fellow Commissioners. I am proud to have been part of such an exemplary group. I wish everyone at GHURA the very best as the agency continues efforts to provide much needed, low-cost quality housing to the people of Guam.

Thank you for allowing me the opportunity to be of service and contribute during the time I served.

Very respectfully,

Eliza U. Paulino