clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Friday, August 14, 2020 8:51 AM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: Board Materials
Attachments: GPT Board of Directors Mtg - Aug 12_ 2020 Board Materials.pdf

08-13-20	3:35 PM	08-12-20	Board Materials for Board of Directors Meeting held on August 12, 2020.*	Guam Preservation Trust	35GL-20-2153

Sinseru yan Minagåhet,

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 | Hagatna, GU 96910
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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' 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: **Ruby Santos** <rspreservation@guam.net>
Date: Thu, Aug 13, 2020 at 3:35 PM
Subject: Board Materials
To: <speaker@guamlegislature.org>, <central.files@guam.gov>
Cc: Joe Quinata <jqpreservation@guam.net>

Hafa Adai Madam Speaker,

In compliance to PL31-233, relative to reporting requirements, attached are the Board agenda, minutes and supporting documents from the August 12, 2020 GPT Board of Directors Meeting.

Please feel free to contact our office if you have any questions.

Pray that you, your family, and staff stay safe and in good health.

Ruby Santos

Administrative Service Coordinator

Guam Preservation Trust

P.O. Box 3036

Hagatna, Guam 96932

Tel: (671)472-9439

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GUAM PRESERVATION TRUST

INANGOKKON INADAHI GUA'HAN

P.O. Box 3036, Hagåtña, Guam 96932 * Tel: 671-472-9439/40 * Fax: 671-477-2047

GUAM PRESERVATION TRUST
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 12, 2020
3:00 P.M., GPT CONFERENCE ROOM
A G E N D A

	1.0.	CALL TO ORDER / ROLL CALL
Action	2.0.	APPROVAL OF MINUTES (July 8, 2020 Meeting)
	3.0	OLD BUSINESS
Action		3.1. Telework Policy
	4.0.	NEW BUSINESS
		4.1. FY2021 Administrative & Operations Budget
		4.2. Modern Guam Rises from the Destruction of War 1945-1970; Guampedia
	5.0.	COMMITTTEE REPORTS
		5.1. Budget & Finance Report
		Refer to Report
Info		5.1.a. YTD Balance
		5.2. Architecture Committee Report
Info		Refer to Report
		5.3. Grants Committee Report
Info		Refer to Report
		5.4. Archaeology Committee Report
Info		Refer to Report
	6.0.	OPEN DISCUSSION/ANNOUNCEMENTS
		- 8th Annual 2011 Programmatic Agreement Workshop
Action	7.0.	ADJOURNMENT

GUAM PRESERVATION TRUST
INANGOKKON INADAHI GUAHAN
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GUAM PRESERVATION TRUST
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 8, 2020
3:00 P.M.; GPT CONFERENCE ROOM

M I N U T E S

Present:	**Michael Makio, Architecture – P**	**Rebecca Duenas, CHamoru Culture – P**
	David Atienza, Archaeology – P	**Vincent Leon Guerrero, History – A**
Virtual Attendance via Zoom:		
	Dave Lotz, Planning – P	**Nicole Calvo, CHamoru Culture – A**
Also Present:	**Joe Quinata, GPT – CPO**	**Lawrence Borja, GPT Dev. Officer**
	Ruby Santos, GPT – ASC	**Charmaine Ledesma, GPT PO**
	Andrew Tenorio, GPT PO	**Jonathan Metra, TRMA Intern**

1.0 CALL TO ORDER
The meeting was called to order by Chairman Michael Makio at 3:10 p.m. and roll call was conducted. Chairman Makio thanked the Board and staff for the efforts to coordinate the Board meeting in with the new conditions and formats to comply with the COVID19 public health guidelines and executive orders.

2.0 APPROVAL OF MINUTES
Chairman Makio opened the floor for discussion on the minutes of the March 11, 2020 Board Meeting. With no changes, Dave Lotz motioned to approve the minutes as read.

Motion The motion was seconded by David Atienza.
With no further discussion the minutes were unanimously approved.

3.0 OLD BUSINESS
3.1 BOARD ORIENTATION
Joe Quinata reported the staff is prepared to conduct the Board orientation but recommended tabling until Governor Leon Guerrero declares the island in COR3.
This is to ensure the safety and wellbeing of the Board, staff, and the presenters.
There was no objection by the Board.

3.2. ARCHITECTURE BOOK FOR GUAM
Joe Quinata announced the book launch for the Architecture Book of Guam is scheduled for Saturday, July 11th, on the front lawn of the GPT office.
The event was originally scheduled for April and postponed due to the pandemic restrictions.
The launch will unveil the book and allow Jack Jones the opportunity to make a virtual presentation to the architecture community.
With limited attendance allowed, two sessions are scheduled at 8 a.m. and 10 a.m. and available to view via face book live. Four (4) seats are remaining for the 10 a.m. session.

4.0 NEW BUSINESS
4.1. COVID 19 TELEWORK
Joe Quinata reported the proposed Telework Policy was emailed to the Board shortly after Governor Lou Leon Guerrero's declaration to close non-essential businesses.
The policy was reviewed by legal counsel.
The Board discussed the policy and recommendations were discussed but limited to the following:

1) Rename the policy as "telework policy" and not specifically applicable to COVID19
   This is to avoid requiring Board action should there be a need for staff to work remotely due to unforeseen acts of God, crisis, or other environmental situations.

2) Review the language that the policy requires some level of Board concurrence to initiate
3) Include reference that the policy will be executed upon the Governor's directive or other legal authorities
4) Correct the source cited as the reference in composing the draft

The Board discussed the use of personal cell phones as a mode of communication, insurance and GPT liabilities of injury or property.

Action — The Board tabled further discussion and a committee will be formed to review the policy in depth and prepare a final draft for recommendation to the Board.

4.2. COVID 19 RECOVERY PLAN

Joe Quinata reported a GPT Recovery Plan was emailed to the Board and was required upon the reopening of the office. The plan was extracted from the guidelines set by the Center of Disease Control.
Staff requested Board's approval to ratify the plan.
Chairman Makio opened the floor for discussion on the plan.

Nicole Calvo recommended the following corrections to the Recovery Plan:
Section I; Item 3; 2nd bullet; Correct to read Health Insurance Portability & Accountability Act (HIPAA) instead of the American with Disabilities Act;
Section I; Item 4; Include wearing masks in the workplace and in public places;
Section II; Item 1: Remove and shift the section on Sick Leave to be addressed in the employee handbook;
Section II. Item 2; Correct the hours of operations to read 8:00 a.m. to 5:00 p.m.

Motion — With no further discussion, Vince Leon Guerrero motioned to approve the COVID19 Recovery Plan with the corrections as follows:
Section I; Item 3; 2nd bullet; Correct to read Health Insurance Portability & Accountability Act (HIPAA) instead of the American with Disabilities Act;
Section I; Item 4; Include wearing masks in the workplace and in public places;
Section II; Item 1: Remove and shift the section on Sick Leave to be addressed in the employee handbook;
Section II. Item 2; Correct the hours of operations to read 8:00 a.m. to 5:00 p.m.
The motion was seconded by Rebecca Duenas.

Chairman Makio opened the floor for further discussion.
Joe Quinata confirmed both the Telework and Recovery Plan were forwarded to legal counsel for review.
Legal counsel had responded on the Telework Policy but did not have comment on the Recovery Plan.

Chairman Makio recommended the introduction to include, "The Governor of Guam and authorized officials have established the pandemic condition of readiness."

Amended Motion — With no objection, Vince Leon Guerrero amended the motion to include the change to the introduction to include, "The Governor of Guam and authorized officials have established the pandemic condition of readiness."
Rebecca Duenas agreed and seconded the amended motion.
With no further discussion, the motion was unanimously approved.

4.3. Cliff Condominium Proposal

Chairman Makio reported a Cliff condominium unit was donated to the Trust approximately two (2) years ago.
Joe Quinata had obtained Request for Quotations from three contractors to upgrade the unit.
The scope of work includes removing carpet, tiling the floor, painting, kitchen counter replacement, and closing old ventilation and central air ducts.
Staff requested Board's approval of $9,000.00 plus GRT for the renovation of the Cliff unit.
Realtors were also contacted and willing to list the property for rental or sale upon completion of the upgrades. A one-time realtor's fee equivalent to one month's rent of $1,200.00 will be effective only upon entering into a realtor's agreement.

Chairman Makio noted the current owners of the Cliff Condominiums are upgrading the hotel and will be sub-metering the utilities for each unit.
The Board discussed the use of the unit and the options to sell or rent.

Motion With no further discussion Dave Lotz motioned to approve $9,000.00 for the renovation of the GPT property at the Cliff Condominium and concurrently request legal counsel to confirm that it falls within our mandates to sell property.
The motion was seconded by Nicole Calvo.

Chairman Makio opened the floor for discussion.
The Board discussed the realtor fee will only be applied upon entering into a realtor's agreement.
With no further discussion, the motion was unanimously approved.

4.4. Heritage Communities are Healthy Communities – ANA Grant
Joe Quinata reported staff is preparing a grant application for submission to the Administration for Native Americans (ANA) to fund a three (3) year project as an extension to the pilot program conducted in the summer of 2019.
A Board Resolution authorizing the application is required as part of the grant package.

The introduction of the Resolution was read aloud by Chairman Makio and the floor was open for discussion.

Nicole Calvo recommended removing the requested dollar value and instead to indicate GPT's commitment of matching and in-kind contributions of no more than 20%.
Staff immediately prepared the revised Resolution to reflect the change and final review by the Board.

Motion With no further discussion, Nicole Calvo motioned to approve Resolution 0720-22; Authorizing the application to the U.S. Department of Health and Human Services, Agency for Children and Families, Administration for Native Americans to support GPT project Heritage Communities are Healthy Communities.
The motion was seconded by Dave Lotz.
With no further discussion, the motion was unanimously approved.

4.5.a. Archaeology Workshop – NTHP Grant
Joe Quinata reported the National Trust for Historic Preservation approved a grant for $2,500.00 to conduct archaeology training for high school students at the Atantano property.
A matching or in-kind amount is needed to meet the grant requirements.
Staff requested Board's approval of $2,500.00 for the Archaeology workshop.
Chairman Makio opened the floor for discussion.

Motion With no further discussion, Rebecca Duenas motioned to approve $2,500.00 for the Archaeology workshop at Atantano. The motion was seconded by David Atienza.
With no further discussion, the motion was unanimously approved.

4.5.b. UOG Rare Plants Propagation Project
Joe Quinata reported through an existing Memorandum of Understanding with the University of Guam, a grant was submitted to the Department of Fish and Wildlife to fund the propagation of serianthes trees at Atantano. The Board will be kept apprised of any updates.

4.6. National Park Service Grant
Joe Quinata reported a grant has been submitted to the National Park Service to rehabilitate the Lujan house. If awarded, the funds will go towards repairs on the mamposteria walls, refurbishing wood, and the electrical system.
No response has been received to date.

4.7. GPT Community Outreach

An inventory list of staff projects with the community was provided to the Board for review.
The Board commended the staff for continued preservation efforts with community partners.

4.8. MITT Environmental Impact Statement

Joe Quinata reported a letter was sent to the Director of Environmental Readiness in response to the MITT final supplemental EIS/OIS. A copy of the letter was provided for the Board's review.
The letter emphasizes GPT's advocacy for the "preservation of the CHamoru Culture and elements of its cultural heritage."
The Board discussed inclusion of the National Park Service and the CNMI to advocate preservation efforts as one voice.

4.9. Ajayan Property

4.9.a. Mangrove Planting

Joe Quinata reported GPT is working with the Department of Agriculture forestry and coastal management program and the University of Guam on the propagation of mangrove trees.
Mangrove seedlings were provided by the Dept. of Agriculture and through the labor of UOG students the seedlings were planted on the coastal strand of property owned by GPT in Malesso.

5.0 COMMITTEE REPORTS

Nicole Calvo requested to address action items on the agenda at this time.
With no objection the Board moved items 5.3.a. & b. for discussion.

5.3.a. Guam History Day – MARC

Chairman Makio reported due to the pandemic crises the Guam History Day competition was conducted virtually and the national competition was cancelled.
GPT had approved $25,000.00 for airfare for the winners to compete in the national competition.

Joe Quinata reported a letter was submitted by MARC requesting to redirect $7,000.00 to purchase educational devices for the winners.

Vince Leon Guerrero expressed his strong support of the History Day program.
The program has been included into the curriculum in some schools and promotes a deeper appreciation of Guam's history as well as introducing skills in research, utilization of MARC, and sourcing references.

Motion With no further discussion, Rebecca Duenas motioned to approve MARC's request to reprogram the project budget from $25,000.00 to $7,000.00 to purchase digital educational devices for students placing first in the Guam History Day competition. The motion was seconded by David Atienza.
With no further discussion, the motion was unanimously approved.

5.3.b. Spanish Shipwrecks in Guam

David Atienza excused himself and recused from discussion and vote on Item 5.3.b.
Rebecca Duenas reported the committee reviewed the resubmission by the applicant and recommended approving Phase 1 for research and translation.
The research will be conducted on 12 Spanish shipwrecks in and around Guam's waters.
The committee found that it was beneficial to take the grant into two (2) steps.
Upon completion of the research the applicant will make a presentation to the Board.
Phase 2 of the project is to fund a book publication.

Motion With no further discussion, Rebecca Duenas motioned to approve $16,098.16 to fund Phase 1 for the historical research and translation phase of the grant proposal.
The motion was seconded by Vince Leon Guerrero.
With no further discussion, the motion was unanimously approved.

5.1. BUDGET & FINANCE COMMITTEE
Refer to Report
5.1.a. YTD Balance
Chairman Makio reported GPT received an allotment of $100,000.00 in May from the collection of permit fees collected prior to the COVID19 impact. GPT anticipates a reduction in permit fees as a result of the pandemic.
The updated financial summary was provided for Board's review.

Joe Quinata reported GPT did not receive any COVID19 relief funds.

A financial analysis and recommendation to address the economic impact due to COVID19 report was prepared by staff and circulated to the Board.
The report tracked the financial position of the Trust, provided a proactive approach to action items, and austerity measures.
The Board was asked to read thru the recommendations for discussion at a later time.

Chairman Makio invited members to participate in an ad hoc investment and finance committee to review GPT portfolios currently with ASC Investments, Merrill Lynch, and Asia Pacific Investments.

5.2. Architecture Committee Report
Refer to Report
No Discussion.

5.4. Archaeology Committee Report
Refer to Report
No Discussion.

6.0 OPEN DISCUSSION
-Dave Lotz requested to keep Hila'an and Naval Magazine on the next agenda.

-Nicole Calvo suggested for the office to invest into the Zoom App and thanked the staff for arranging the logistics to accommodate for virtual attendance.

7.0. ADJOURNMENT
There being no further business, Vince Leon Guerrero motioned to adjourn the meeting.
Motion The motion was seconded by Rebecca Duenas.
With no objections, the motion was unanimously approved.

The meeting adjourned at 5:12 p.m.

Transcribed by: _____
Date: 8/12/2020

Approved by: _____
Date: 8/12/20

GUAM PRESERVATION TRUST COVID-19 RESPONSE & GUIDANCE

TELEWORK POLICY & AGREEMENT

PRIMARY GOAL Our primary goal is to protect Guam Preservation Trust employees and visitors. This guidance, which reflects public health recommendations made by subject matter experts, is intended to be appropriate to our location and mission.

Guam Preservation Trust reserves the right to eliminate or modify telework policy and procedures, and revert to a business office environment at any time once the all-clear has been given by local authorities.

COVID-19 TELEWORK POLICY

At the outset, we emphasize that we will remain open during any period of episodic telework. The Chief Program Officer declared that the transition to Guam Preservation Trust episodic telework started on Monday, March 16, 2020.

During this period of episodic telework, the goal is to temporarily suspend operations at the Historic Lujan House. When this announcement is made, all employees who are able to work remotely are immediately reassigned to telework.

The evaluation of the need to implement telework will be continuous.

ADMINISTRATIVE MEETINGS

In-person meetings will be prohibited. In light of the telework policy, all other meetings should be moved to virtual means or canceled.

EQUIPMENT

On a case-by-case basis, Guam Preservation Trust will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement.

Equipment supplied by the organization will be maintained by the organization.

Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee.

Guam Preservation Trust accepts no responsibility for damage or repairs to employee-owned equipment.

Guam Preservation Trust reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Guam Preservation Trust property received and agree to take appropriate action to protect the items from damage or theft.

Guam Preservation Trust will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. Guam Preservation Trust will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

EXPECTATIONS

The employee and Chief Program Officer will agree on the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible using equipment or electronic communication capabilities provided by GPT within a reasonable time period during the agreed upon work schedule.

An appropriate level of communication between the employee and Chief Program Officer will be agreed upon. The Chief Program Officer and employee will communicate at a level consistent with employees working at an office or in a manner and frequency that seems appropriate for the job and the individuals involved.

The Guam Preservation Trust's *Whatsapp* Group and employee emails will serve as the official forms of communication.

SECURITY

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.

Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon

as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

LIABILITY FOR INJURIES

The Employee understands that the Employee remains liable for injuries to third persons and/or members of Employee's family on Employee's premises. Employee agrees to defend, indemnify and hold harmless the Guam Preservation Trust, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, directly or indirectly, by the services provided herein by Employee or by Employee's willful misconduct, negligent acts or omissions in the performance of the Employee's duties and obligations under this Telework Policy except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the Employer.

_____ _____

Employee Name Date Employee Signature

Sources:
Society of Humatak Resources Management (SHRM):
https://www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Documents/Telecommuting Policy and Procedure.docx
University of Marquette:
https://www.marquette.edu/coronavirus/staff-resources.php

GUAM PRESERVATION TRUST

COVID 19 Recovery Update

Period Ending June 30, 2020

PANDEMIC CORONAVIRUS (PCOR) STATUS: PCOR2

COVID 19 RECOVERY PLAN: Currently being implemented. No foreseen issues.

GPT FINANCIAL STATE:
GPT's financial state is moderately healthy with total assets of $12,178,766.30.63 (Fixed Assets: $10,560,746.72 & Current Assets: $1,618,019.58 for period ending June 30, 2020).

Based on the Analysis and Recommendation Report, the proposed savings of $411,532.79 will yield a balance of $1,091,344.10 as of period ending June 30, 2020. This increase from last month's report is due to a total of $100,000.00 from revenues received from Building Permit Fees. Monitoring will continue throughout the COVID Recovery Period.

1. **Coronavirus Aid, Relief, and Economic Security Act (CARES ACT)**
   Update:
   a.) National Endowment for the Humanities (NEH) CARES Act grant proposal for $93,605.00: Grant was not approved (funding issue)
   b.) National Park Service Historic Paul Bruhn Historic Revitalization grant proposal for $160,000.00: Pending Notification
   c.) Paycheck Protection Program Application submitted: Not qualified.

2. **National Trust for Historic Preservation**
   Funding opportunities from NTHP are currently being planned and will be announced next quarter (July, 2020).
   Action: Application for grant funding.
   Update:
   a.) Ekugnok I Estoria-ta current grant award: Approved for $10,000.00
   b.) Archaeology Training for Students: Grant awarded - $5,000.00 (matching)

3. **Reconfirming Partnership Projects**
   The Guam Preservation Trust has proposed partnership projects with the following:

   a.) Atantano Rare Plant Propagation - Island Sustainable Program, University of Guam **Update:** Grant Awarded – Project estimated to start August, 2020.

b.) Mangrove Propagation at Malesso property – Coastal Zone Management Program and Forestry Division, Dept. of Agriculture. **Update:** About 200 mangrove tree seedlings were planted on the coastal area of the property..

c.) Humatak Archaeology – University Pompeu Fabra, Barcelona Spain **Update:** Grant Awarded - Project estimated to start November/December 2020.

d.) Manenggon NHL – Association of American Historian **Update:** Grant Awarded $9,940.00- Project ongoing

e.) Youth Summit – National Park Service **Update:** Grant Pending Award - Project on hold

4. **Other Funding Opportunities**

a.) American Native Administration (ANA) Grant: Grant deadline – July 15, 2020

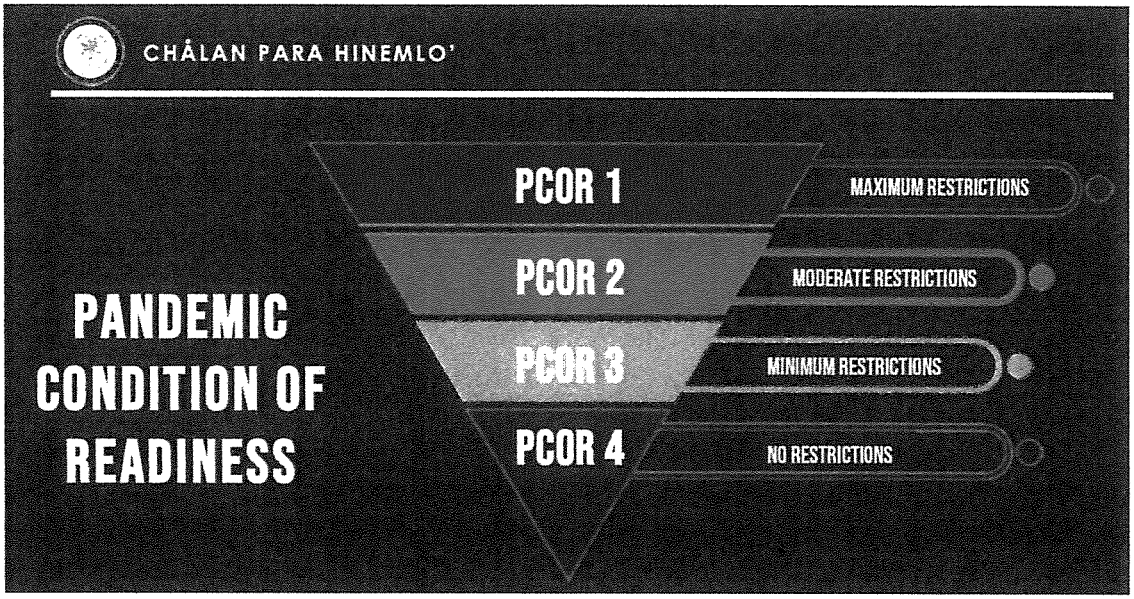
b.) Cliff Condominium Unit Proposal

GUAM PRESERVATION TRUST

COVID19 Recovery Plan

INTRODUCTION

On May 6, 2020, Governor Lourdes Leon Guerrero announced Pandemic Condition of Readiness 2 (PCOR2) that provide moderate restrictions on the opening of private and public organizations to service the community. In recognizing the need to recover and also being cognizant of our health and welfare, the Guam Preservation Trust developed this plan to open office and to guide the operations amidst COVID19 crisis.



Although there is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing, we stand steadfast to do our part with the following goals:

I. **Prevent and reduce transmission of the virus among employees;**
I. **Maintain healthy business operations; and**
II. **Maintain a healthy work environment.**

The following are guidelines and procedures in the reopening of the Trust office:

I. Prevent and Reduce Transmission among Employees

1. Sick employees are encouraged to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify the Chief Program Officer (CPO) and stay home.
- Sick employees should follow their healthcare provider and DPHSS recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and the DPHSS.
- Employees who are well but who have a sick family member at home with COVID-19 should stay home and notify their supervisor and follow DPHSS recommended procedure.

2. Identify where and how workers might be exposed to COVID-19 at work:

- Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.

3. Separate sick employees:

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

- If an employee is confirmed to have COVID-19 infection, the CPO should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The CPO should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

4. How employees can reduce the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

II. Maintain Healthy Business Operations

1. Sick leave and supportive policies and practices.

- Sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Support employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional support might include giving advances on future sick leave.

2. Essential functions and the reliance the community have on services.

- **GPT Hours of Operation:** 8:00an to 5:00pm
- **All business/committee meetings (max 5 persons)**: Conducted at the 1st floor.
- **All Planned Events:** Postponed until further notice
- **All GPT Regular Board meetings:** Postponed until further notice

3. Social distancing practice. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

- Physical space between employees at the worksite shall adhere to the 6 feet social distancing.
- Staggered shift for telework and office work site will be implemented if social distancing at the office worksite is compromised.

III. Maintain a Healthy Work Environment

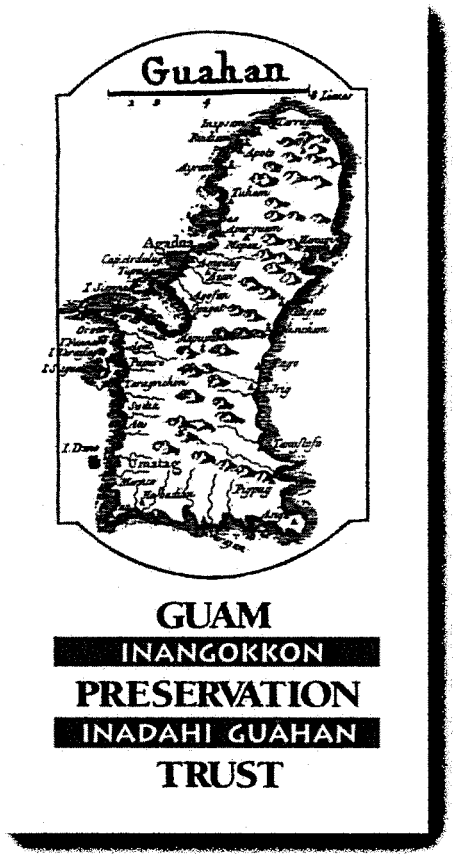
1. **Office ventilation** by Increase the percentage of outdoor air that circulates into the office.

2. **Respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:**
   - Provide tissues and no-touch disposal receptacles.
   - Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
   - Place hand sanitizers in multiple locations to encourage hand hygiene.
   - Discourage handshaking – encourage the use of other noncontact methods of greeting.

3. **Perform routine environmental cleaning and disinfection:**
   - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
   - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
   - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
   - Discourage employees from using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
   - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2external icon, the cause of COVID-19, and are appropriate for the surface.

4. **Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:**

   - If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.



Financial Analysis and Recommendations To Address Economic Impact Due to Corona Virus (COVID – 19) Pandemic

April 6, 2020

Financial Analysis and Recommendations To Address Economic Impact Due to Corona Virus (COVID – 19) Pandemic April 6, 2020

INTRODUCTION

On March 16, 2020 Governor Lou Leon Guerrero, in consultation with the Department of Public Health and Social Services (DPHSS) and the U.S. Centers for Disease Control and Prevention (CDC), implemented a 14-day suspension of non-essential Government of Guam (GovGuam) operations to contain the Corona Virus (COVID-19) and for the safety and wellness of the people of Guam (Joint Information Center - JIC Release No. 4). The Guam Preservation Trust, upon consulting with board members, issued a press release adhering to the 14-day suspension of non-essential operations.

The 14-day suspension and subsequent suspensions of operations (up to May 5, 2020) was an inevitable action with a foreseeable result of economic downfall on Guam and the nation. This downfall will have a great effect on the Trust's main revenue source (building permit fees) and its partners (both government and non-government organizations).

Given the foreseeable consequences, the Guam Preservation Trust staff met to discuss proactive solutions to **minimize the impact and preserve operations and staff livelihood**, and still **maintain the mission of the Trust to preserve and protect Guam historic sites and cultural heritage**.

This report will present an analysis of the financial state of the Guam Preservation Trust with strategic alternatives that are realistic and manageable with cohesive action by staff, board members, and partners.

FINANCIAL STATE OF THE GUAM PRESERVATION TRUST

Guam Preservation Trust Assets

The Guam Preservation Trust assets total $12,145,706.18 which comprise of Current Fund Balance of $1,582,587.13 (Grants Awarded to GPT are included in Current Fund Balance) and Fixed Assets of $10,563,119.05. Not included is the Accounts Receivables of $1,392,048.94 (doubtful account) and current due from General Fund of $4,285.63. The following is a breakdown of Guam Preservation Trust Assets:

CURRENT FUND BALANCES	
Bank of Guam Checking	$ 224,851.00
Bank of Guam Trust	$ 29,313.44
Merrill Lynch	$ 496,918.90
Raymond James	$ 322,651.07
Fidelity Investments	$ 508,852.49
TD Ameritrade	$ 0.23
TOTAL FUND BALANCE	**$ 1,582,587.13**

FIXED ASSESTS	
Fixed Assets	$ 174,996.96
Land Assets	$ 10,563,119.05
Accumulated Depreciation	- $65,818.06
TOTAL FIXED ASSETS	**$ 10,563,119.05**

GRANT AWARDS	
Take Care	$ 1,022.84
Org of American Historians	$ 8,916.00
Pacific Pres Technology – DOI (reimbursement basis: $93,301.00)	-0-
Richard & Julia Moe Grant	$ 7,723.00
World Heritage Workshop - DOI	$ 25,190.35
TOTAL GRANT AWARDS	**$ 42,852.19**

ACCOUNTS RECEIVABLE	
Due from General Fund	1,392,048.94
Allowance for doubtful Acct	-$1,392,048.94
Account Receivable	$4,285.63
TOTAL ACCT. RECEIVABLES	**$4,285.63**

Guam Preservation Trust FY 2020 Anticipated Expenditures (April – September 2020)

The Guam Preservation Trust Fiscal Year 2020 (April – September 2020) anticipated expenditures total is $830,604.50. . The following is a breakdown of Operational Budget ($409,573.06), Board Initiatives ($317,469.50), Grant Program ($60,709.75), and Grants Awarded to GPT ($42,852.19):

OPERATIONAL BUDGET CATEGORY	APPROVED BUDGET	YTD Expenditure	BALANCE as of 3/31/20
Personnel $332,214.67	$ 472,802.82	$ 205,908.70	$ 266,894.12
Fringe Benefits $108,977.42			
Incentives $31,610.73			
Utilities, Communication, Insurance	$ 50,000.00	$ 34,455.74	$ 15,544.26
Travel	$ 25,500.00	$ 13,541.18	$ 11,958.82
Equipment	$ 4,000.00	$ 2,091.15	$ 1,908.85
Automobile Expense	$ 6,500.00	$ 694.91	$ 5,805.09
Supplies	$ 4,000.00	$ 2,751.68	$ 1,248.32
Contractual	$ 107,000.00	$ 26,711.78	$ 80,288.22
Stipends	$ 7,000.00	$ 850.00	$ 6,150.00
Advertisement	$ 4,100.00	$ 765.00	$ 3,335.00
Postage	$ 300.00	$ 133.10	$ 166.90
Dues & Subscription	$ 1,600.00	$ 100.00	$ 1,500.00
Miscellaneous	$ 15,317.05	$ 543.57	$ 14,773.48
	$ 698,119.87	**$ 288,546.81**	**$ 409,573.06**

BOARD FUNDED INITIATIVES	APPROVED	EXPENDITURE	BALANCE
Taleyfak Bridge Signage	$ 13,000.00	$ 3,215.00	$ 9,785.00
Capital Campaign	$ 20,000.00	$ 266.25	$ 19,733.75
Teaching with Historic Places	$ 14,400.00	$ 6,302.50	$ 8,097.50
Latte Quarrying Project	$ 6,200.00	$ 2,591.85	$ 3,608.15
Archbishop Flores Hse Purchase	$ 250,000.00	$ -	$ 250,000.00
Fencing & Cleanup	$ 10,000.00	$ 6,493.30	$ 3,506.70
Latte in the Marianas	$ 5,428.00	$ -	$ 5,428.00
Preservation of People & Culture Ekungok I Estoriata GPT Matching fund	$ 10,000.00	$ -	$ 10,000.00
World Heritage Training	$ 500.00	$ 189.60	$ 310.40
Section 106 Essentials Training	$ 7,000.00	$ -	$ 7,000.00
TOTAL BOARD INITIATIVES	**$336,528.00**	**$ 19,058.50**	**$ 317,469.50**

ARCHAEOLOGY RESEARCH	APPROVED	EXPENDITURE	BALANCE
Guam Rock Art Study	$ 12,000.00	$ 9,600.00	$ 2,400.00
SUBTOTAL	**$ 32,250.00**	**$ 29,850.00**	**$ 2,400.00**
PUBLIC INTERPRETATION AND PRESENTATION			
Modern Guam Rises from Destruction of War	$17,151.00	$ 12,863.25	$ 4,287.75
Learning Chamoru Preserving Values	$ 9,950.00	$ 7,960.00	$ 1,990.00
Kantan Hereru-A Blacksmith's Film	$ 7,660.00	$ 6,128.00	$ 1,532.00
SUBTOTAL	**$ 34,761.00**	**$ 26,951.25**	**$ 7,809.75**
ARCHITECTURAL RESEARCH			
FQ Sanchez A & E	$ 208,054.00	$ 207,554.00	$ 500.00
Guam Courthouse Restoration	$ 50,000.00	$ -	$ 50,000.00
SUBTOTAL	**$ 293,662.00**	**$ 243,162.00**	**$ 50,500.00**
TOTAL GRANT PROGRAM	**$ 360,673.00**	**$ 299,963.25**	**$ 60,709.75**

GRANTS AWARDED TO GPT	AWARD AMOUNT	EXPENDITURE	BALANCE
Take Care Heritage/Healthy Communities	$ 3,000.00	$ 1,977.16	$ 1,022.84
Org of American Historians – Manenggon NHL	$ 9,940.00	$ 1,024.00	$ 8,916.00
DOI - Pacific Pres Technology (Reimbursement Basis Balance: $93,301.00)	$ 94,801.00	$ 1,650.00	$ -0-
Richard & Julia Moe Grant Matching Fund – Ekongok I Estoria-ta	$ 10,000.00	$ 2,277.00	$ 7,723.00
World Heritage Workshop - DOI	$63,217.00	$ 38,026.65	$ 25,190.35
TOTAL GRANTS AWARDED	**$ 180,958.00**	**$ 44,954.81**	**$ 42,852.19**

STRATEGIC ALTERNATIVES

The following are strategic alternatives that provide actionable objectives to minimize the risk of foreseeable impact to the operations of the Trust and to preserve the livelihood of Trust staff. Each strategic alternative will present a different level of impact in respect to the Trust's financial viability and in response to the economic impact on Guam. Each alternative will present actionable objectives, a financial scenario, and the level of financial viability.

Given Guam's economic impact as a result of the COVID – 19 Pandemic, this analysis does not include projected revenues. Other potential revenue generating projections will be in a separate analysis but will be mentioned in this report.

STRATEGIC ALTERNATIVE 1

Strategic Objective: Status Quo

Financial Viability: One year

In this analysis the first alternative is status quo. Presenting the status quo, you will be able to recognize the level of financial viability of the Trust and compare it to other alternatives. The Trust can still take this alternative and still meet its actionable objectives (operations and staff livelihood) with the lowest level in financial viability (will only allow finance for one fiscal year).

Financial Scenario 1		
Fund Balance (as of March 31, 2020)		**$ 1,582,587.13**
Anticipated Expenditures		
1. Operations	$ 409,573.06	
2. Board Initiatives	$ 317,469.50	
3. GPT Grant Program	$ 60,709.75	**<$830,604.50>**
4. Grants Awarded	$ 42,852.19	
Total Fund Balance		**$ 751,982.63**

STRATEGIC ALTERNATIVE 2

Strategic Objective: Operational Austerity Action

Financial Viability: 1.5 Years

Strategic Alternative 2 allows the staff to function on an austerity mode and prioritizing operational budget items. These items are highlighted on the proceeding page. The items identified and highlighted will not be eliminated altogether but will be prioritized in spending, which will allow $116,606.14 to be added to the viability level of the Trust extending to more than one year. This alternative will meet its actionable objectives to minimize the impact risk and preserve staff livelihood.

Financial Scenario 2		
Fund Balance (as of March 31, 2020)		**$ 1,582,587.13**
Anticipated Expenditures		
1. Operations	$ 292,966.92	
2. Board Initiatives	$ 317,469.50	
3. GPT Grant Program	$ 60,709.75	**<$713,998.36>**
4. Grants Awarded	$ 42,852.19	
Total Fund Balance		**$ 868,588.77**

PERSONNEL	APPROP	YTD EXP	BALANCE	PROPOSED
CPO	$ 85,404.51	41450.91	$ 43,953.60	$ 43,953.60
ASC	$ 68,207.56	33104.50	$ 35,103.06	$ 35,103.06
Program Officer AT	$ 51,100.82	24801.66	$ 26,299.16	$ 26,299.16
Program Officer CL	$ 47,250.00	22932.71	$ 24,317.29	$ 24,317.29
Program Officer	$ 45,000.00		$ 45,000.00	-0-
Development Officer	$ 49,612.54	24079.33	$ 25,533.21	$ 25,533.21
Performance Bonus	$ 15,000.00	11047.05	$ 3,952.95	$ 3,952.95
Employee Incre 5%	$ 2,249.97		$ 2,249.97	-0-
FICA	$ 27,832.65	12042.35	$ 15,790.30	$ 15,790.30
Insurance	$ 70,000.00	31884.00	$ 38,116.00	$ 38,116.00
Wkms Comp	$ 750.00	605.00	$ 145.00	$ 145.00
Retirement	$ 9,594.77	3961.19	$ 5,633.58	$ 5,633.58
Life Insurance	$ 800.00		$ 800.00	-0-
Utility/Comm/Insur	$ 50,000.00	34455.74	$ 15,544.26	$ 13,212.62
TRAVEL	$ 25,500.00	13541.18	$ 11,958.82	-0-
EQUIPMENT	$ 4,000.00	2091.15	$ 1,908.85	1,908.85
SUPPLIES	$ 4,000.00	2751.68	$ 1,248.32	$ 248.32
CONTRACTUAL				
Accounting	$ 29,000.00	12596.42	$ 16,403.58	$ 16,403.58
Audit	$ 25,000.00	9485.00	$ 15,515.00	$ 15,515.00
Legal	$ 7,000.00	600.00	$ 6,400.00	$ 6,400.00
Tech Maintenance	$ 1,000.00	930.00	$ 70.00	-0-
Landscaping	$ 5,000.00	3100.36	$ 1,899.64	-0-
Architect Historian	$ 2,500.00		$ 2,500.00	-0-
Restoration Architect	$ 2,500.00		$ 2,500.00	-0-
Internship Program	$ 5,000.00		$ 5,000.00	-0-
Atantano Prop Plan	$ 30,000.00		$ 30,000.00	-0-
VEHICLE EXPENSES	$ 6,500.00	694.91	$ 5,805.09	$ 805.09
STIPEND	$ 7,000.00	850.00	$ 6,150.00	$ 6,150.00
ADVERTISEMENT	$ 4,100.00	765.00	$ 3,335.00	$ 3,335.00
POSTAGE	$ 300.00	133.10	$ 166.90	$ 166.90
DUES/SUBSCRPTN	$ 1,600.00	100.00	$ 1,500.00	$ 1,500.00
MISCELLANEOUS	$ 15,317.05	543.57	$ 14,773.48	$ 8,477.41
TOTAL	$ 698,119.87	288,546.81	$ 409,573.06	$292,966.92
PROPOSED SAVINGS				**$116,606.14**

STRATEGIC ALTERNATIVE 3

Strategic Objective: Combination of Operational Austerity Action (Alternative 2) and Board Action
Financial Viability: Two Years

Strategic Alternative 3 is a combination with Alternative 2. This alternative recommends GPT Board to take action in repealing and/or defunding current and past initiatives as identified below. These initiatives may be reinstated as revenues increase. This Alternative will allow for maximum level of viability and will take the Trust into two years meeting its actionable objectives.

Financial Scenario 3		
Fund Balance (as of March 31, 2020)		**$ 1,582,587.13**
Anticipated Expenditures		
1. Operations	$ 292,966.92	
2. Board Initiatives	$ 22,542.85	
3. GPT Grant Program	$ 60,709.75	**<$419,071.10>**
4. Grants Awarded	$ 42,852.19	
Total Fund Balance		**$ 1,163,515.42**

BOARD FUNDED INITIATIVES	APPROVED	EXPENDITURE	BALANCE	PROPOSED BALANCE
Taleyfak Bridge Signage	$ 13,000.00	$ 3,215.00	$ 9,785.00	-0-
Capital Campaign	$ 20,000.00	$ 266.25	$ 19,733.75	-0-
Teaching with Historic Places	$ 14,400.00	$ 6,302.50	$ 8,097.50	-0-
Latte Quarrying Project	$ 6,200.00	$ 2,591.85	$ 3,608.15	$ 3,608.15
Archbishop Flores Hse Purchase	$ 250,000.00	$ -	$ 250,000.00	-0-
Fencing & Cleanup	$ 10,000.00	$ 6,493.30	$ 3,506.70	$ 3,506.70
Latte in the Marianas	$ 5,428.00	$ -0-	$ 5,428.00	$ 5,428.00
Preservation of People & Culture Ekungok I Estoriata GPT Matching Fund	$ 10,000.00	$ -0-	$ 10,000.00	$ 10,000.00
World Heritage Training	$ 500.00	$ 189.60	$ 310.40	-0-
Section 106 Essentials Training	$ 7,000.00	$ -0-	$ 7,000.00	-0-
TOTAL BOARD INITIATIVES	**$336,528.00**	**$ 19,058.50**	**$ 317,469.50**	**$ 22,542.85**
TOTAL PROPOSED SAVINGS				**$ 294,926.65**

Proactive Action Items

Proactive action items have been identified to address short and long term foresight issues as result of the impact due to the COVID – 19 Pandemic. These action items will require a shift in organizational focus and staff outcomes.

1. **Minimizing Risk Liability**
   Working remotely at home is a result of the Executive Order to suspend non-essential activities and home isolation. Although operation can still take place remotely at home, the Guam Preservation Trust is creating a liability waiver for staff to work at home.
   Action: A liability waiver form will be issued to staff as soon as possible.

2. **Coronavirus Aid, Relief, and Economic Security Act (CARES ACT)**
   Staff is researching funding opportunities within the CARES ACT to supplement NGOs to minimize operational impact caused by COVID – 19.
   Action: Application for grant funding.

3. **National Trust for Historic Preservation**
   Funding opportunities from NTHP are currently being planned and will be announced next quarter (July, 2020).
   Action: Application for grant funding.

4. **Reconfirming Partnership Projects**
   The Guam Preservation Trust has proposed partnership projects with the following:
   - Atantano Rare Plant Propagation - Island Sustainable Program, University of Guam
   - Mangrove Propagation at Malesso property – Coastal Zone Management Program and Forestry Division, Dept. of Agriculture.
   - Humatak Archaeology – University Pompeu Fabra, Barcelona Spain
   - Manenggon NHL – Association of American Historian
   - Youth Summit – National Park Servic

5. **Other Funding Opportunities**
   Staff is currently researching other funding opportunities (ANA, NPS, DOI, etc.)

Proactive action items are not limited to the above list. Should there be other opportunities, staff will explore them.

GUAM PRESERVATION TRUST

Cliff Condominium Lease Program

PROPOSAL

GOAL: To provide a sustainable resource to support preservation programs for the benefit of Guam's community.

OBJECTIVE:

1. Upgrade existing unit to compete and maximize its value in the real estate market.
2. To solicit realtors to list and transact lease agreement with potential tenants.

ESTIMATED COST:

1. Upgrade existing unit: $8,500.00+GRT
   Scope: Floor treatment (remove carpet and tile floor), paint, kitchen counter replacement, bathroom tile replacement, remove and close old ventilation and central air ducts.
2. Realtor Fee: First month's rent fee ($1,200.00)

TOTAL ESTIMATED COST: $9,700.00

BREAKEVEN POINT (based on $1,200 rental): 32 months (2.7 years)

SUSTAINABLE RESOURCE PER YEAR: $3,600.00 ($300 per month)

GUAM PRESERVATION TRUST
INANGOKKON INADAHI GUAHAN
P.O. Box 3036, Hagåtña, Guam 96932 • Tel: 671-472-9439/40 • Fax: 671-477-2047 • guampreservationtrust.org

RESOLUTION NO. 0720-22

AUTHORIZING THE APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, AGENCY FOR CHILDREN AND FAMILIES, ADMINISTRATION FOR NATIVE AMERICANS TO SUPPORT GPT PROJECT HERITAGE COMMUNITIES ARE HEALTHY COMMUNITIES

WHEREAS, Guam Preservation Trust (GPT) was created in 1990 under P.L. 20-151 with a mission to preserve and protect Guam's historic sites, culture, and perspectives for the benefit of our people and our future; and

WHEREAS, in GPT's enabling legislation, its first mandated purpose is to seek outside grants and donations; and

WHEREAS, GPT is a registered 501 (c) 3 non-profit organization with the Guam Department of Revenue and Taxation with mailing address PO Box 3036 Hagatna, GU 96932 and a physical address of 167 Padre Palomo St, Hagatna, GU 96910 and GPT is governed by a Board of Directors where currently six (6) duly confirmed members sit, two (2) appointed members are pending legislative confirmation and two (2) vacancies exist, and members represent historic disciplines of Archaeology, Architecture, CHamoru Culture, History, and Planning; and

WHEREAS; five (5) of the six (6) duly confirmed members of the Board identify as a person who are recognized by the eligible community to be served as having a cultural relationship with that community; and the cultural community is the CHamoru people of Guam, recognized as an eligible community to apply for grant funding from the Administration for Native Americans; and

WHEREAS, the Board of Directors have adopted the 2018-2022 Strategic Plan in 2018 which was conducted with the input of the local community of Guam and which guide the type of outcomes GPT envisions to accomplish for the community; and

WHEREAS, the proposed project *Heritage Communities are Healthy Communities*, is an extension to the successful pilot program of its same name in the summer of 2019 which met the conditions of GPT's 2018-2022 Strategic Plan and GPT seeks to apply for a three year grant from ANA to further implement the project which remains consistent to GPT's vision, mission, and proposed outcomes of the 2018-2022 Strategic Plan;

NOW, THEREFORE BE IT RESOLVED the Board of Directors of the Guam Preservation Trust authorizes an application to the Department of Health and Human Services, Administration for Children and Families, Administration for Native Americans, Social and Economic Development

Strategies program and designates Joe Quinata, Chief Program Officer, as its Authorized Organizational Representative to sign all applications, documents, and negotiate on behalf of the organization; and

BE IT FURTHER RESOLVED that the *Heritage Communities are Healthy Communities* Project is a three-year project proposed to commence on October 1, 2020 and end September 30, 2023 and GPT will commit no more than 20% (matching and in-kind contributions) of the dollar value of the total project cost per project year, totaling no more than 20% (matching and in-kind contributions) of the dollar value for the entire project performance period in total matching non-federal funds for the project.

ADOPTED on this 11th day of July, 2020 with a quorum present vote of ___ and ___against:

ATTESTED BY:

MICHAEL MAKIO, CHAIRMAN

DAVID ATIENZA, SECRETARY

GUAM PRESERVATION TRUST

Local and National Education and Outreach

The Guam Preservation Trust has forged alliances with local and national organizations to advance historic preservation in various formats and venues. Most of these alliances were developed over many years through program partnerships and expertise assistance. The results were astonishingly successful and have proven that community engagement is paramount.

Local Education and Outreach

1. **Hagatna Restoration and Redevelopment Agency (HRRA)**
    a. Ex-Officio Board Member
    b. Plaza de España Feasibility Study
2. **Kumision Estoria-ta (Guam Public Law 35-23 established the Estoria-ta: Inetnon Estudion Umali'e' yan Umafana' I Taotao Hiyong yan i Taotao Tano')**
    a. Museum Exchanges/Exhibition with Spain
    b. March 21, 2021 Circumnavigation Voyage Commemoration Activities
3. **Guam Coastal/Coral Management Group**
    a. Conservation Programs (Ajayan & Atantano Properties)
4. **Guam Assembly of Planners**
    a. Community Planning
5. **American Institute of Architects, Guam & Micronesia Chapter**
    a. Architecture and Architects in Guam Book
    b. Village Revitalization Plans
6. **University of Guam**
    a. Marinas History Conference
    b. Guam History Day
    c. CHamoru Language Competition

d. Pre-Engineering School

e. Archaeology Technician Training

f. Atantano Field Physical Geography Class

g. Atantano Plant Extinction Prevention Program

7. Guam Department of Education

a. History Methods

b. CHamoru Language and Culture Program

b. Guam Librarians Association

8. Humatak Archaeology

a. Study of Spanish Period Architecture in Humatak Village

National Education and Outreach

9. National Trust for Historic Preservation

a. Advisory Member

b. Forum Membership

b. Diversity Scholar Mentor

10. National Historic Preservation Network

a. Board Member

11. Asian and Pacific Islander American for Historic Preservation

a. Board Member

12. Association for Preservation Technology

a. General Membership

GUAM PRESERVATION TRUST

INANGOKKON INADAHI GUAHAN

P.O. Box 3036, Hagåtña, Guam 96932 • Tel: 671-472-9439/40 • Fax: 671-477-2047 • guampreservationtrust.org

June 25, 2020

D. A. McNair
Director, Environmental Readiness
Naval Facilities Engineering Command Pacific
258 Makalapa Drive, Suite 100
Pearl Harbor, HI 96860-3134

Reference: 5090 Ser N465/0622

Dear Director McNair:

SUBJECT: GUAM PRESERVATION TRUST'S RESPONSE TO THE MARIANA ISLANDS TRAINING AND TESTING FINAL SUPPLEMENTAL EIS/OIS

Guam Preservation Trust (GPT) maintains a strong position to advocate for the preservation of the CHamoru Culture and elements of its cultural heritage. This includes supporting an approach that recognizes the connection between nature and culture, its resources both on land and in the waters surrounding the Mariana Islands.

In this regard and in review of the 2020 MITT SEIS and several EIS documents regarding activities in the area, we understand that no cultural resources will be directly impacted, however, the potential to adversely affect these sites still remain. GPT stresses the need for DOD to commit to the protection of cultural resources within the MITT boundary by implementing buffer zones. This will be necessary to ensure the protection of cultural sites particularly on land. DOD will need to conduct frequent monitoring of these sites and make the condition assessments accessible to the public.

Furthermore, as we have firmly stated then, we reaffirm that DOD provide access for the public to conduct traditional cultural practices which include local fishing practices as a priority in scheduling military activities. We look to formal statements from DOD that military trainings will be scheduled during off-season fishing cycles in order to allow local fishermen to continue their traditional fishing practices without hindrance.

We look forward to having these ideas added into mitigation measures and considered when issuing the Record of Decision.

Sincerely,

JOE QUINATA
Chief Program Officer

GUAM PRESERVATION TRUST ACCOUNTING SUMMARY

For Period Ending: June 30, 2020

ADMIN & OPERATIONS	BOARD APPROVED	YTD EXPENSE	BALANCE
	$ 698,119.87	**$ 420,778.27**	**$ 277,341.60**
BOARD FUNDED INITIATIVES			
Taleyfak Bridge Signage	$ 13,000.00	$ 3,215.00	$ 9,785.00
Capital Campaign	$ 20,000.00	$ 266.25	$ 19,733.75
Architectural Book for Guam	$ 49,500.00	$ 49,500.00	$ -
Printing	$ 6,973.00	$ 6,973.00	$ -
Teaching with Historic Places	$ 14,400.00	$ 6,302.50	$ 8,097.50
Latte Quarrying Project	$ 6,200.00	$ 2,591.85	$ 3,608.15
Humatak Revitalization Plan	$ 50,000.00	$ 50,000.00	$ -
Printing	$ 3,100.00	$ 3,100.00	$ -
Archbishop Flores Hse Purchase	$ 250,000.00	$ -	$ 250,000.00
Fencing & Cleanup	$ 10,000.00	$ 6,493.30	$ 3,506.70
Latte in the Marianas	$ 5,428.00	$ -	$ 5,428.00
NTHP	$ 3,457.55	$ 3,457.55	$ -
Preservation of People & Culture Ekungok I Estoriata GPT Matching fund	$ 10,000.00	$ -	$ 10,000.00
World Heritage Training	$ 500.00	$ 189.60	$ 310.40
APT Conference	$ 1,759.00	$ 1,759.00	$ -
APIAHiP Conference	$ 3,185.05	$ 3,185.05	$ -
Section 106 Essentials Training	$ 7,000.00	$ -	$ 7,000.00
SUBTOTAL	**$ 454,502.60**	**$ 137,033.10**	**$ 317,469.50**
ETHNOGRAPHY & ORAL HISTORY			
SUBTOTAL	**$ -**	**$ -**	**$ -**
REPAIR, REHABILITATION, RESTORATION AND RENOVATION			
Guam Legislature	$ 2,759,277.75	$ 2,758,678.37	$ 24,700.00
CO1 (GPT 24,100.62; Leg 44758.28)	$ 24,100.62		
CO2, CO3, CO4 No Cost to GPT			
4 Inalahan Homes-Const Mgt	$ 128,960.00	$ 96,824.00	$ -
Adjust to delete Meno House	$ (32,136.00)		
Antonia Chargualaf House	$ 393,350.00	$ 393,350.00	$ -

Repair, Rehab, Restoration (continued)			
Rosario House - A&E	$ 96,488.47	$ 28,946.54	$ 67,541.93
Amendment - Archaeo Monitoring	$ 2,200.00	$ 1,872.00	$ 328.00
San Nicolas House - A&E	$ 83,217.21	$ 24,965.16	$ 58,252.05
SUBTOTAL	**$ 3,455,458.05**	**$ 3,304,636.07**	**$ 150,821.98**

ARCHAEOLOGY RESEARCH			
Developing Capacity Maritime	$ 20,250.00	$ 20,250.00	$ -
Guam Rock Art Study	$ 12,000.00	$ 9,600.00	$ 2,400.00
SUBTOTAL	**$ 32,250.00**	**$ 29,850.00**	**$ 2,400.00**

PUBLIC INTERPRETATION AND PRESENTATION			
Modern Guam Rises from	$17,151.00	$ 17,151.00	$ -
Destruction of War			
Learning Chamoru Preserving Values	$ 9,950.00	$ 7,960.00	$ 1,990.00
Kantan Hereru-A Blacksmith's Film	$ 7,660.00	$ 6,128.00	$ 1,532.00
SUBTOTAL	**$ 34,761.00**	**$ 31,239.00**	**$ 3,522.00**

ARCHIVAL RESEARCH			
SUBTOTAL	$ -	$ -	$ -

HISTORIC PROPERTY DOCUMENTATION & REGISTER NOMINATION			
SUBTOTAL	$ -	$ -	$ -

ARCHITECTURAL RESEARCH			
FQ Sanchez A & E	$ 208,054.00	$ 207,554.00	$ 500.00
Amendment 1	$ 35,608.00	$ 35,608.00	$ -
Guam Courthouse Restoration	$ 50,000.00	$ -	$ 50,000.00
SUBTOTAL	**$ 293,662.00**	**$ 243,162.00**	**$ 50,500.00**

GRANTS AWARDED TO GPT*			
*Take Care Heritage/Healthy Communties	$ 3,000.00	$ 1,977.16	$ 1,022.84
*Org of American Historians	$ 9,940.00	$ 1,024.00	$ 8,916.00
*Pacific Pres Technology - DOI	$ 94,801.00	$ 1,500.00	$ 93,301.00
*Richard & Julia Moe Grant Ekungok I Estoriata	$ 10,000.00	$ 2,277.00	$ 7,723.00

GRANTS AWARDED TO GPT* (continued)			
*World Heritage Workshop - DOI	$63,217.00	$ 38,026.65	$ 25,190.35
Sub-Total	**$ 180,958.00**	**$ 44,804.81**	**$ 136,153.19**

TOTAL OBLIGATED FUNDS	**$ 5,149,711.52**	**$ 4,211,503.25**	**$ 938,208.27**
CURRENT FUND BALANCES			**$ 1,618,019.58**
Bank of Guam Checking	*$ 189,053.20*	6/30/2020	
Bank of Guam Trust	*$ 29,157.71*	5/31/2020	
Merrill Lynch	*$ 549,327.20*	5/31/2020	
Raymond James	*$ 342,319.96*	5/31/2020	
Fidelity Investments	*$ 508,161.28*	5/31/2020	
TD Ameritrade	*$ 0.23*	5/31/2020	
TOTAL	*$ 1,618,019.58*		
RESTRICTED FUNDS FOR GRANTS & PROJECTS			**$ 679,811.31**

PROJECTS IN QUEUE		
Meno House	*$ 383,000.00*	
FQ Sanchez Rehabilitation	*$ 2,000,000.00*	
George Flores House - Rehab	*$ 375,000.00*	
Agana Basilica Bell Tower	*$ 150,000.00*	
Rosario House - Construction	To be determined	
San Nicolas House - Construction	To be determined	
Archbishop Flores - A&E	To be determined	
Lujan House Repairs	To be determined	
TOTAL		**$ (2,908,000.00)**

GUAM PRESERVATION TRUST
Projects & Program Summary

For Period Ending: June 30, 2020

Repair, Restoration or Renovation of Historic Buildings and Structures

PROJECT NAME	APPLICANT	DATE APPROVED	AMOUNT APPROPRIATED	MILESTONES
Rosario House - A&E (AT)	Provido Tan Jones	1/2018	$96,488.47	• Board Approval 1/31/18 • Contract Awarded 2/20/18 • 30% submittal received. Awaiting 60% submittal.
Benny San Nicolas House - A&E (AT)	Provido Tan Jones	1/2018	$83,217.21	• Board Approval 1/31/18 • Contract Awarded 2/20/18 • 30% Submittal received. Awaiting 60% Submittal. • Soils testing to be conducted by end of March. • Soils testing at Rosario house done end of June. • Contract extended to include archaeological monitoring of Rosario house • Final Submittal received and awaiting final approval by Architecture committee. • Board on 1/17/2020 had concerns of the Rosario House design relative to the Hagatna water table and requested a redesign • Board on 1/17/2020 approved completion of the AE and move forward to construction phase.

				• Project Ongoing
Inarajan Homes Construction of Antonia Chargualaf House (AT)	Cecilia Manibusan		$393,350.00	• Notice to Proceed pending Construction Contract. • Contract awarded 12/7/2017 • Awaiting building permit • Building Permit received 3/19 • Site mobilization and demolition ongoing • Construction in progress and monitored by PTJA. Cement pour done July 2018. • Substantial completion reached on March 26, 2019. Punchlist items to be completed which includes occupancy permits. • Owner allowed to move in May 1. • Punchlist items to be completed • Punchlist items completed • Project completed and closed
FQ Sanchez A&E (JQ)	RIM Architects	12/18/14 6/4/15	208,054.00 35,608.00	• Contract awarded 12/18/14 • Amendment 6/4/15 • Balance $500 remaining
4 Inalahan Homes – A&E (AT)	Provido Tan Jones Architects	9/9/13 2/13/14 6/24/15	215,571.76 71,884.06 128,960.00	• Contract signed 9/9/13 • Amend to include Meno House • Addendum – Construction Manager • Awaiting final payment request to close out. • Project closed

Guam Historic Courthouse Restoration Planning Project (AT)	Judiciary of Guam	9/6/19	$50,000	• NOA provided and awaiting orientation meeting to discuss contract. • Orientation/Implementation meeting scheduled 12/17 with courthouse key stakeholders. Report 1 to be received in March 2020. • Report 1 received • POC of project now Alicia Limtiaco • Contractor selected: RIM Architects • Awaiting Report #2 • Project ongoing

Public Interpretation and Presentation

PROJECT NAME	APPLICANT	DATE APPROVED	AMOUNT APPROPRIATED	MILESTONES
Architectural Book for Guam (AT)	Jack Jones	5/15/14 11/2019	$49,500.00 $6678 for printing	• Board Project Agreement 15-07 signed on 2/23/15. 12 reports to be given every two months during the 2 year duration of the project. Report 1 due 4/23/15 • Report #11 received (pre-final). Awaiting final report and printed book. • Final report received. • Phase I of Project closed; • Phase II- printing of book; scheduled for print and copies received by end of February 2020.

				• Books received. Book Launch planned for April and then pushed to July 11 due to COVID-19.
Ekungok I Estoria Project (AT)	GPT Board Initiative	2/22/19	$10,000 GPT match $10,000 NTHP Partners Network/Moe Family grant = $20,000	• Orientation meeting with CHamoru studies completed. • Draft MOU with GDOE and CSSPD created • Flyers and website information created • Professional Development Phase of Project ongoing and to be completed by end of September. Musical accompaniment phase to begin. • Musical accompaniment phase near completion. Teachers given a preview of their songs. • Curriculum developed and in final draft stage. • Project Launch with teachers affected by COVID19. Awaiting for conditions to gather teachers. • Project ongoing
Modern Guam Rises from the Destruction of War: 1945-70	Guampedia	2/22/19	17,151	• Project Contract drafted and under legal review • Legal contract signed • 1st quarter funds disbursed upon submittal of 1st quarter interim report on June 30, 2019 • 1st quarter of activity: project planning and development • 2nd quarter interim report submitted Sept. 30, 2019 • 2nd quarter of activity: personal interviews and research at MARC and RFK libraries at UOG

				• 2nd quarter check disbursed Oct. 18, 2019 • 3rd quarter interim report submitted Dec. 5, 2019 • Request to transfer funds approved on Jan. 6, 2020. Requests: 1) use remaining funds under research for Project Manager ($3,530) to video production services for oral history interviews, and 2) use travel budget fund to the National Archives ($558) for travel to Saipan to conduct research and interviews about the time period (1945-70) and the impact of the TTPI on Guam during this time • Project final report submitted June 4, 2020.
Kantan Herero- A Blacksmith's Song Film (AT)	Sean Lizama	9/6/19	$7660	• Contract signed and post production in progress • Report 1 received. Project on schedule; completion set for spring 2020. • Report #2 received March. • Request for no cost extension granted to September 2020. Awaiting Report #3. • Project ongoing
Learning Chamoru- Discovering Guam's History (AT)	Dr. Gerhard Schwab	8/9/19	$9,950	• Contract signed and awaiting report 1 due Nov 30. • Report 1 received. Project on schedule • Report # 2 and #3 received. Project on schedule. • Project ongoing

Archaeological Research

PROJECT NAME	APPLICANT	DATE APPROVED	AMOUNT APPROPRIATED	MILESTONES
Developing Capacity in Maritime Archaeology (AT)	Bill Jeffery	1/2017	$20,250.00	• US Navy Permit received • 1st report received 4/29- project on schedule • 2nd report received- July seminars, fieldworks completed. Awaiting final report due in October. • Report extension request received. • Final report received • Project closed
Archaeology Technician Training	GPT Board Initiative	2/2019	$2,500.00	• UOG-PIP approved course application, which include course schedule (March 4-22) and program description (Jan. 2019) • Class begins March 4, 2019, 5:30-8:00pm at the Lujan House • Training postponed until further notice
Latte Book by Kelly Marsh and Jolie Liston (JQ)	GPT Board Initiative	7/31/18	$5,428.00	• Project ongoing • Feb 4 – submittal of section 1 (cultural snapshot) text/images to graphic designer • Feb 22 – Section 1 draft final graphic/layout complete • Pre-publication exhibition and presentation were conducted on Guam, Saipan, Tinian, and Rota. Exhibit will be set-up at the Guam Museum. • Copy editing on final review. • Next phase is printing/publication.

Guam Rock Art Study (AT)	Drs. Andrea Jalandoni & Boyd Dixon	8/9/19	$12,000	• Awaiting contract signature by grantee to begin project. • Contract signed. Fieldwork to begin February 2020. Report 1 due March. • Report 1 and 2 received. No work done due to COVID19. Request for extension to conduct fieldwork in later 2020 and complete by August 2021. • Project Ongoing

Miscellaneous

PROJECT NAME	APPLICANT	DATE APPROVED	AMOUNT APPROPRIATED	MILESTONES
Teaching w/Historic Places (LB)	Board Initiative		$14,400.00	• A total of over 250 students participated in this program. Program is still ongoing – https://historymethods.weebly.com/ • JFK Information Technology Class participated in a tour of historic sites in Umatac on May 2, 2018; • Guam Museum's KOSAS Camp visited the village of Humatak on July 13 and 19, 2018. • MU Lujan 3rd grade Guam History and Social Studies teachers visited the Plaza de Espåña on March 13. Photos can be reviewed online at pacificpreservation.org/trend • Guam Librarians/Educators (Delores Quinata): Teaching with Historic Places Professional Development workshop,

				April 2019. Sites visited: Humatak village (including Fu'a), Merizo Bell Tower/Kombento, Inarajan Village. Final report submitted. • MU Lujan to go on fieldtrip to southern historic sites on February 27, 2020.
Takhelo' na Tiningo' gi Fino yan Kotturan CHamoru (AT)	Chamorro Studies/Department of Education/Rufina Mendiola	3/9/18	$55,606	• Project ongoing. Awaiting quarterly reports. Next report due January 2019. • Project reports received. Awaiting 4th report and possible no-cost extension request. • Project extended as printing procurement delay. • Report 4 received 7/31. Possible request for use of remaining funds for reprint. • Project approved at August board meeting to spend remaining funds for reprint. CHamoru studies to go out for reprint after October 1. • Books are with printers for printing and GDOE CSSPD getting quotes for the use of the remaining funds. • First set of books received and report 7 received. Second set of books expected to be completed in April 2020. • Project delayed due to COVID19 • Project ongoing
Manenggon National Heritage Landmark (NHL) nomination	Funding from the National Park Service, in coordination with the Organization of American Historians (OAH)	5/31/19	$9,940.00	• May 31, 2019: Contract agreement signed between Organization of American Historians OAH, Micronesian Heritage Consulting Ltd. (Jolie Liston and Dave Tuggle), and GPT • Funds awarded: $45,540.00 = $9,940.00 for GPT administrative fees, including public information meetings and land title research; $35,600.00 for Micronesian

				Heritage Consulting (Jolie Liston and Dave Tuggle) for developing NHL nomination dossier • Jan. 20, 2020: GPT submitted final NHL Manenggon dossier to OAH and NPS • Jan. 24, 2020: GPT conducted informational meeting at Yona Community Center. • Awaiting next step from NPS regarding review and meeting to defend submission.
Archaeological Studies at San Dionisio (GHPI site 66-02-1024) and Palacio (GHPI Site 66-02-1116), Humatak, Guam (JQ)	Universitat Pompeu Fabra; University of Hawaii; Umatac Mayor's Office	May, 2017	-0-	• Research Design for Archaeological Studies at Humatak sites of San Dionisio Ruins and Humatak Palacio submitted and approved by SHPO. • 2017 report submitted to SHPO. • 2018 report submitted to SHPO. • Presentation to the Umatac community – July 10, 2019 6pm. • 2019 report completed (Spanish version). English version is forthcoming. For more information: www.pacificpreservation.org/humatak • Due to COVID 19, project to resume Novmber/December, 2020.

GUAM PRESERVATION TRUST
Committee Meeting
Committee Agenda/Discussions

COMMITTEE NAME: MEETING DATE/TIME: Grants Committee, June 24, 2020 11:30am
MEETING ATTENDANCE: Rebecca Duenas, Joe Quinata, Michael Makio

AGENDA	DISCUSSION/RECOMMENDATIONS
1. Guam Shipwrecks (William Jeffery and David Atienza)	▪ The committee recommends approval for the amount of $16,098.16 to fund phase I (historical research and translation phase) of the grant proposal.
2. Guam History Day Request for budget amendment	▪ The committee recommend approval of MARC's request to reprogram project budget from $25,000.00 to $7,000.00 to purchase digital educational devices for students placing first in the Guam History Day competition.
3. Adjournment	▪ Meeting was adjourned at 12:30pm