



BIEN VENIDA (WELCOME)

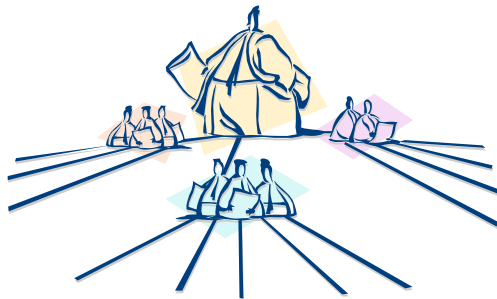
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ASSET MANAGEMENT—Here and Now

Asset management is a management model that emphasizes project-based management, as well as long-term and strategic planning. On the same line, project-based management is the provision of property management services that is tailored to the unique needs of each property, given the resources available to that property.

What does this mean? It means that the Authority has asset management responsibilities that are above and beyond property management activities. These responsibilities include decision-making on topics such as long-term capital planning and allocation, the setting of ceiling or flat rents, review of financial information and physical stock, property management performance, long-term viability of properties, property repositioning and replacement strategies, risk management responsibilities pertaining to regulatory compliance, and those decisions otherwise consistent with the Authority's Annual Contributions Contract (ACC) with HUD.



The Authority's goals and mission will remain the same of providing housing that are decent, safe, sanitary, in good repair, and affordable. From an overall perspective, the Authority would be able to manage the public housing developments more effectively by:

- Improving the operational efficiency and effectiveness of managing public housing assets;
- Better preserving and protecting of each asset; and
- Providing appropriate mechanisms for monitoring performance at the property level.

From a resident's perspective, the drivers and opportunities of Asset Management would benefit them as it:

- Pushes the day-to-day activities and decision-making process to the property level;
- Ensures that the appropriate levels of services are provided to each property;
- Ensures that proper results are reported at property levels; and
- Addresses resident issues faster and at a personal.



The transition to asset management is one of the most significant events in the history of the Public Housing Program, with major organizational consequences for both Public Housing Agencies (PHAs) and HUD.

Timeline for Asset Management Implementation

June 30, 2007—The Authority finalizes the transition into four asset management projects (AMPs).

October 1, 2007 (FY2008) — Fiscal Year begins; Compliance begins for PB budgeting and accounting requirements.

FY2011 — Full implementation of Asset Management



May/June 2007
Volume I, Issue 4

Inside this issue:

<i>Public Housing Program</i>	2
<i>Maintenance Division</i>	2
<i>Modernization Division</i>	2
<i>From the Desk of the Executive Director</i>	3
<i>Asset Management Projects</i>	
<i>Franklin, Fair Housing Fox</i>	4
<i>Resident Assessment Survey System</i>	4
<i>Limited English Proficiency</i>	4
<i>AMP Questions Asked</i>	4
<i>REAC Inspection Schedule</i>	5
<i>AMP Questions</i>	6
<i>AMP Questions</i>	7
<i>Employee's Corner</i>	8
<i>June/July Birthdays</i>	
<i>Mango Bread Recipe</i>	

UPCOMING EVENTS

- June 4-15, 2007:**
Tenmast Upgrade for AMP
- June 6, 11:00 a.m.:**
Ribbon-Cutting Ceremony:
Caridad II, Mangilao
- June 12-22, 2007**
HUD Review:
RIM, SEMAP, MASS
- June 13-July 3, 2007:**
REAC Inspection
- June 15, 10:00 a.m.:**
Ribbon-Cutting Ceremony:
Northern Public Health Clinic



PUBLIC HOUSING PROGRAM

WHAT IS PUBLIC HOUSING?

Public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single-family houses to clustered apartments for elderly families. There are approximately 690 households living in public housing units at various locations around the island that are managed by GHURA. The U.S. Department of Housing and Urban Development (HUD) administers Federal aid to the

Authority in order to manage the housing for low-income residents at rents the residents can afford. HUD furnishes technical and professional assistance in planning, developing and managing these developments.

WHO IS ELIGIBLE?

Public housing is limited to low-income families and individuals. GHURA determines your eligibility based on: (1) annual gross income; (2) whether you qualify as elderly, a person with a disability, or as a family; and (3) U.S. citizenship or eligible immigration status. If you are eligible, GHURA will check your references to make sure you and your family will be good tenants. GHURA will deny admission to any applicant whose habits and practices may be expected to have a harmful effect on other tenants or on the project's environment.

HOW LONG CAN I STAY IN PUBLIC HOUSING?

In general, you may stay in public housing as long as you comply with the lease. If, at reexamination your family's income is sufficient to obtain housing on the private market, GHURA may determine whether your family should stay in public housing. You will not be required to move unless there is affordable housing available for you on the private market.

HOW DO I APPLY?

If you are interested in applying for public housing, contact us at 477-9851 or TTY: 472-3701; visit us at GHURA Main office in Sinajana, 117 Bien Venida Avenue, Monday—Friday, 7 a.m.—6 p.m.; or visit our website at www.ghura.org.



MAINTENANCE DIVISION

By Franklin Bamba, Data Control Clerk II

The Maintenance division is responsible for completing routine and emergency work orders called in by residents, as well as vacancy preparation, grounds maintenance and systems work at our family and elderly developments. This division annually completes over 4,000 work orders and maintains all 750 units of housing owned by GHURA. Our maintenance work force comprises 16 employees.

Routine Service Calls: The Maintenance call center can be reached at **475-1392 or 475-1385, Monday through Friday during regular business hours.**

After-Hour Emergency Calls: For emergencies that occur after regular working hours, the Maintenance division has an after-hour emergency response system in place. The **after-hours emergency phone number is 646-5731.** The dispatcher will contact a maintenance staff who is in charge of handling after-hour emergencies.

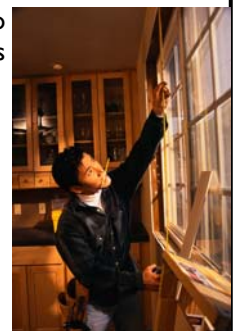
Preventive Maintenance: Once per year, the Maintenance department's staff carefully inspects each housing unit, makes preventive maintenance checks, services equipment, and makes repairs.

MODERNIZATION DIVISION

By Alvina Castro, Acting MOD Coordinator

The Modernization (MOD) Division administers the Capital Fund program, which is funded annually at \$2 million. The Capital Fund grants are used for development, financing, modernization, and management improvements. MOD's mission is to maintain and modernize 750 public housing units. The primary function of this division is to facilitate improvements on interiors and exteriors of the public housing units. For FY2007, MOD continues to manage the following capital improvement projects:

• Fence repair @ various sites	\$118,252	87% comp
• Renovation of various units, all sites	\$470,680	75% comp
• Renovation @ GHURA 99 Development	\$145,000	37% comp
• Renovation @ GHURA 26 Development	\$238,000	on-going
• Waterblasting & Exterior Painting, all sites	\$938,928	on-going
• Erosion Repair @ various sites	\$ 88,800	on-going
• Clearing of Buffer Zone, Toto Gardens	\$ 9,250	on-going





From the Desk of the Executive Director

I am truly excited about public housing's conversion to asset management. Asset management does not change our mission, but provides us with improved tools to manage and oversee this important national resource. While asset management is critical to long-term program health, the conversion will take several years to fully implement.

The Operating Fund Program was created to provide operating subsidy to housing authorities to cover the gap between what residents pay in rent and the cost of operating public housing developments. With the new HUD-mandated asset-based management, a property expense level will be calculated for each property based on an "FHA database." Housing authorities will now have limited ability to move funds from one property to another, and must fund central office operations with fees from the properties – if the properties have excess cash with which to pay fees. We anticipate that the implementation of asset-based management will not result in financial distress for any property or to the loss of public housing.



Ronald S. DeGuzman
Executive Director

On July 1, 2007, GHURA begins the performance at the four AMP sites. The applications, payments, recertifications and other customer service activities will begin at our AMP sites. The Property Site Managers will have more decision making control, with staff relocated from the central office to provide additional support. Revenues and expenses for each AMP will be submitted to HUD for review, with the AMP sites subject to subsidy reductions if the property is not performing well or fails financially.

As we prepare for the challenge of asset-based management, we will work closely with our property managers to develop capital plans and strategies to position our properties to remain viable to continue to serve our clients.

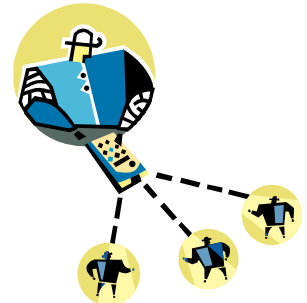
Asset Management Projects

Guidelines for Determining Projects

By Philly San Nicolas, AMP Committee

Since the inception of asset management, the team had to identify and group the nine developments into projects that promoted efficiency and effective management. Guidelines considered to formulate the project groupings are: size, physical proximity, tenancy, building type, and facilities. The AMP groupings reflected each portfolio's distinct building, geographic, and resident characteristics, as well as GHURA's organization for effective project management.

The new project identifications became effective for purposes of operating subsidy funding in FY 2007. Beginning with FY 2008, the new project identifications will become effective for purposes of monitoring and reporting.



Central Cost Team
Electrician Leader
Refrigeration Mechanic
Leader
Construction Inspector II

AMP Site 1 - CENTRAL – 158 units

Office Location: *Toto (temp)*
GHURA 250 (Sinajana-46, Agana Heights-38, Mongmong-48);
GHURA 26 (Asan-26)

Property Site Manager
Data Control Clerk/
Coordinator
Housing Specialist
Interviewer Clerk
Building Maintenance Leader
Maintenance Workers (2)

AMP Site 2 - SOUTHEAST – 163 units

Office Location: *Yona*
GHURA 100 (Yona-99);
GHURA 83 (Inarajan-28);
GHURA 82 (Talofofo Elderly-8);
GHURA 28 (Talofofo-28)

Property Site Manager
Data Control Clerk/
Coordinator
Housing Specialist
Interviewer Clerk
Building Maintenance Leader
Maintenance Workers (2)

AMP Site 3 - SOUTHWEST – 195 units

Office Location: *Agat*
GHURA 99 (Agat-99);
GH 83 (Merizo-28, Umatac-27);
GH 82 (Agat Eld-32, Mer Eld-9)

Property Site Manager
Data Control Clerk/
Coordinator
Housing Specialist
Interviewer Clerk
Building Maintenance Leader
Maintenance Workers (2)
Maintenance Laborer

AMP Site 4 - NORTHERN – 234 units

Office Location: *Toto (Maint)*
GHURA 250 (Toto-118);
GHURA 82 (Dededo Elderly-33);
GHURA 35 (Dededo-35);
GHURA 48 (Dededo-48)

Property Site Manager
Data Control Clerk/
Coordinator
Housing Specialist
Interviewer Clerk
Building Maintenance Leader
Maintenance Workers (2)
Maintenance Laborer



Preparing for the Up-Coming Real Estate Assessment Center (REAC) Inspection

The U.S. Department of Housing and Urban Development (HUD) will be sending a REAC Inspector from June 13, 2007 – July 3, 2007. This is an annual inspection conducted by HUD and is necessary in order to inspect the Authority's Public Housing units. It is important that you take the time to read this notice and understand what is required of you to prepare your unit for this inspection and what items the Inspector will be looking at.

In order to prepare for this inspection, ask the following questions. As a Public Housing Resident, you are responsible to ensure that the items listed below are corrected prior to the REAC inspection of your unit.



- Housekeeping - Is the unit clean and storage area maintained?
- Lawn/Litter — Are the lawns cut? Is there litter in the yard?
- Air-condition unit — Is there an A/C unit blocking the only window in a bedroom?
- Blocked Egress — Are there any items, such as furniture or other objects blocking a window in the bedroom, which has only one window? In the hallway? At the exit doors that would block anyone from existing during a fire?
- Fans — Are there fans in the house being used without grill covers that could harm a child?
- Appliances — Are the appliances (Stove and Refrigerator) working and kept clean and free of grease?
- Sink - Are the faucets working properly? Are there any insects by the sink area due to food sitting overnight? Are the dishes washed and stored?
- Shower/Lavatory — Are the shower heads and faucets working properly? Are they clean?
- Flammable Items — Is there a gas container in the unit or inside the water heater storage that could cause a fire?
- Miscellaneous — Storage of bush cutters, lawn mowers or motorbikes in the unit or in the water heater storage ARE NOT allowed.
- Graffiti — Is there graffiti on the walls both inside and outside of your unit?

Listed below is when your development is **tentatively** scheduled. This serves as an **advanced notice** should the inspection end dates be extended by another four to five days due to unexpected delays.

Property Name	GUAM HA ID	City	Inspection Start Date	Inspection End Date	Scattered Site	Est # of Days
GHURA - 250	GQ10P001001	Sinajana, Agana Hts, Mongmong, Toto	6/13/07; 9 am	6/14/07	YES	2
GHURA - 100	GQ10P001002	Yona	6/15/07; 9 am	6/18/07	YES	2
GHURA - 83	GQ10P001003	Inarajan, Merizo, Umatac	6/19/07; 9 am	6/20/07	YES	2
GHURA - 99	GQ10P001004	Pagachao, Agat	6/21/07; 9 am	6/22/07	NO	2
GHURA - 82	GQ10P001005	Agat, Dededo, Merizo, Talofoto	6/25/07; 9 am	6/26/07	YES	2
GHURA - 35	GQ10P001007	Dededo	6/27/07; 9 am	6/28/07	NO	1.5
GHURA - 48	GQ10P001008	Dededo	6/28/07; 1 pm	6/29/07	NO	1.5
GHURA - 28	GQ10P001006	Talofoto	7/02/07; 9 am	7/02/07	NO	1
GHURA - 26	GQ10P001009	Asan	7/03/07; 9 am	7/3/07	NO	1

It is not necessary for you to be present at your unit during this inspection. GHURA's inspector, Robert Hess, will accompany the REAC inspector at all times while on the sites.



You are also notified that all shutters are required to remain open, remove any items blocking fire egress exits, remove and dispose of fans without grills for safety reasons, and provide access to all rooms. Please note for those of you who conserve power and turn off your water heaters, you are required to turn on your water heaters on the day(s) your development is scheduled for inspection. Tenants who are cited for damaging the unit smoke detectors are also reminded that you are in violation of your lease and may be subject to termination.

If you have any questions, please feel free to call us at 475-1392 or 475-1385. Let's work together to show HUD that we appreciate our Public Housing Homes.

Together, we can do it!





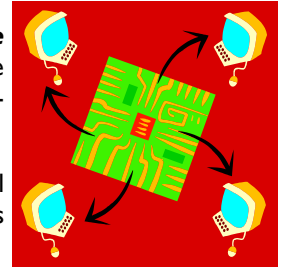
AMP QUESTIONS ...

Procurement and Supplies

Q9/10. Can blanket purchase orders to vendors be used at the sites for materials and supplies, as well as repairs or services? Materials and Supplies: Yes. Blank Purchase Agreements or BPAs should be used to reduce re-occurring purchases of materials. When using BPAs certain requirements must be adhered to so that the procurement process is not compromised which can lead to audit findings. Repairs or Services: Yes. But with what type of service? A formal service contract may serve as a better tool than a BPA. A contract may stipulate what a vendor can or cannot do. However, any cost surpassing the small purchase threshold of \$25,000 in either case will require a formal IFB/RFP.

Information Systems

Q23. Will MIS be able to resolve the “connectivity” problem at some of the current sites before implementation? Yes. As of May 10, 2007, all remote sites were up and running. In addition, we are working on testing to improve the current connectivity by speeding up the process. This should be completed before our deadline of June 1, 2007.



Q32. With some problems that exist with MIS at the sites, how is that going to work? MIS will continue their support to all sites. We need further clarification as to what other problems exist besides connectivity (i.e., software, staff support, etc.) that poses this question.

Personnel Matters

Q4/35. Can we get a copy of the presentation? When is the next AMP meeting? A copy of the presentation will be provided at the next employee briefings scheduled for 5/15 ~ 23, 2007.

Q12. Will we need to go to HR to have things like VOE’s? Or will each site have their own HR section? Yes, the process for VOE’s will remain the same. No, it is not feasible to have HR staffed at each AMP site.

Q15/36. If assistance is needed at other AMPs will employee be moved? What if a person is out sick, can that site borrow staff from other AMP’s? If there is a need, employees can help another augment another AMP. However, both property site managers must mutually agree and the “Fee for Service” is charged properly.

Q16. If the property site manager is on leave, who takes over? The property site manager has the discretion to temporarily detail the housing specialist or the maintenance leader.



Q21. Where does the FSS program fall into the AMP’s? More than likely the FSS program (functions) will be absorbed by the property site manager. However, this does not preclude the property site manager from assessing whether their particular AMP can support a full-time position.

Q24/43. Have the four property site managers been selected? When will the job announcements for the vacant positions be open? No, Not yet. The position was just approved by the BOC on May 10, 2007 and needs to wait a 30-day filing period with the legislature before recruitment can proceed. HR anticipates recruitment by August/September 2007. In the meantime, GHURA will need employees to be temporarily detailed to the Property Site Manager position.

Q25. What is G &A? It refers to “General and Administrative” staff that are considered indirect costs. It generally includes the Executive Office, Procurement, Human Resources, Fiscal and MIS Divisions.

Q26/27. What is FTE? The Data Control Clerk/Coordinator, is that an FTE? Yes. FTE refers to a “Full-Time Equivalent” position which works a minimum of 40 hours per week.

Q40. Is it only GHURA that will be fully implementing AMP by FY2008? No. A lot of PHA’s have already started and HUD is recommending other PHAs to do the same.

Q41. Are we ready for the June 30 implementation date? From a staffing perspective, yes.

Q42. If this is mandated by HUD, why do we need to have a public hearing? We must still abide by local law that requires notice to employees and a public hearing when a reorganization is taking place.



AMP QUESTIONS ...

Personnel Matters (continued)

Q44. Where will I fit in, since there will be no Housing Specialist Supervisor assigned at any AMP? We encourage you to apply for the Property Site Manager or you may be offered existing vacancies.

Q46. Who will coordinate training, the Property Site Manager or HR? We will work collaboratively to meet the training needs of each AMP.

Management and Maintenance Operations

Q3. How many employees will be at each site? Although the proposed organizational chart indicated a number of staff at each site base, the number will actually depend on what the site can afford. At a minimum it would include a property site manager, housing specialist, interviewer clerk, maintenance leader and maintenance worker.

Q5/19/28/37/38. Who determines which employees go where? Have assignments to the AMP-sites been made? Where are we at now, is that where we are going to be? When are we going to find out what is our assigned AMP site? Will the different property site managers decide who will be on their team? Employees working at those particular AMPs will more than likely remain there for the initial implementation. However, the decisions of where employees are assigned are determined by both the Property Site Manager and Executive Director. HR however does recommend the rotation of employees.

Q2/20. The Agat site is hard to fill. How would we make it appealing for people to want to live there? Q20. What if the unit vacancies at the sites just cannot be filled? The Property Site Manager would have to come up with a good marketing plan that would entice applicants to live at the south. Also, the ACOP was recently updated to include a provision that staff could go down the waiting list and offer applicants who are interested in living at the south. After the Property Site Manager has exhausted all efforts to fill the vacant units at the south, the manager must decide on whether to dispose or demolish the units.

Q6/7. Where would we store the specialty tools and equipment for the Central Cost Team? Will the Central Cost Team be procured vans or utility trucks? If so, where would be park the vehicles? The Central Cost Team, namely the Refrigeration Mechanic Leader and Electrician Leader, will be located at the Northern Site Base Office in Toto. Since you will be located at Toto, you will park the vehicles in the compound. If you are currently assigned vehicle, you will maintain that vehicle. Depending on the availability of funds, a van or utility may be purchased.

Q13. Will each site be doing their own quality control? Yes. The Property Site Manager will handle the first level of QC at their own site base. The Audit and Compliance Division will conduct the second level of QC.

Q14/17/31. Will each site be accepting their own applications? Will Interviewer Clerks be able to do unit offers? How will the wait list be managed? The wait list will maintained as a whole. In other words, there will be one wait list and all site bases will be able to view and select. Each site will accept the applications and input into the system. The application would soon be revised. The site base will manage the applicant's case folder based on the applicant's preference. However, if applicant selects all four AMPs, all site bases would manage individual folders on applicant until such time the applicant is selected. We are also reviewing other avenues in order to cut down paperwork. Interviewer Clerks will be able to offer units.

Q18. If the Construction Inspector is part of the Central Cost Team, how will his services be charged? He will be submitting a "Fee-for-Service" invoice to the site base for services rendered.

Q22. How would we notify PH residents of the AMPs? HR will provide the RIC staff with check stuffer flyers that were used to encourage GHURA staff to attend the public hearing on May 25, 2007, 10:00 am, 2nd Floor Conference Room. MAIV will meet with the Resident Advisory Council and inform them of the AMP. A newsletter will be generated for our residents.

Q29. How about being closer and central to the properties in Dededo? At this time, the window to realign our units to the original site bases is closed. HUD has indicated that there may be plans in the future to reassess our AMP properties and this request may be considered.

Q30. Will the AMP offices be 504 accessible? All offices are currently 504 accessible, as required.

Q34. Is there a budget already? Yes.

Q39. Is HUD going to be out by the implementation date? HUD will be here from June 12 – 22. However, they are here for other reasons.

Q45. Where would the AMP offices be located? See page 3 for the location on each site base.



EMPLOYEE'S CORNER



Marriage: love, honor, and negotiate. -- Joe Moore

CONGRATULATIONS to our NEWLYWEDS!

Beatrice Acosta + Paul Nededog
Cora Castro + Robert D. Lujan



"The objective of education is to prepare the young to educate themselves throughout their lives." Robert Maynard Hutchins



CONGRATULATIONS 2007 GRADUATES and Promotional Students!



Your schooling may be over, but remember that your education still continues. - Unknown



ISLAND LEADERSHIP DAY—Students gain an understanding of the importance of becoming informed and involved. As tomorrow's leaders, this unique leadership opportunity allows students to gain first-hand experience in the business and government world. (Pictured L-R) Bedrick Briones, Ronald S. DeGuzman, Executive Directors; Rovelyn Cariaga, Benny A. Pinaula, Deputy Directors; Philly San Nicolas, Roen Pangilinan, Management Analyst IVs; Kristopher Laguana, FME Manager; Norma San Nicolas, Section 8 Administrator. Not present: Albert Santos, F.M.E. Manager; Jacqueline Tomeldan, Section 8 Administrator

Best Practices section. This section would feature the highlights of our employees' successes and share the information amongst each other. Our employees should focus on how change can positively effect the way we do business. We are seeking your outstanding accomplishments and achievements, anything that you have done to make your job more efficient by correcting problems, improving work conditions, or providing enhanced customer services.



It's mango season in case you haven't noticed. Don't let those mangos rot! Why not make bread and share with everyone.



MANGO BREAD

- 2 cups flour 3/4 cup oil
- 2 tsp. Baking soda 2 tsp. Cinnamon
- 1/2 cup raisins 1/2 tsp. Salt
- 2 cups diced ripe mangos
- 1/2 cup walnuts 1 tsp. Vanilla
- 1-1/2 cup brown sugar
- 3 eggs (slightly beaten)

Preheat oven to 350 degrees. Grease loaf pan. Sift flour, baking soda, cinnamon and salt, then make a well in a large bowl. Add to well, the following: eggs, sugar, oil, mangos, raisins, walnuts, and vanilla. Mix all ingredients thoroughly, then pour into loaf pan. Bake for 1 hour or longer (until the bread tests clean in the center). Cool on a rack in pan before removing. Recipe makes one large or two small loaf pans.



SHARE A RECIPE
Send in your recipe. It may be posted in the next issue.

HAPPY BIRTHDAY: JUNE

- Beatrice Acosta June 8
- Egbert Mabel June 9
- Antonia Mayo June 13
- Alfred Celes June 19
- Lisa Sablan June 25
- William Ericksen June 30



HAPPY BIRTHDAY: JULY

- Benjamin Duenas July 1
- Rae Aiko DeSoto July 1
- Independence Day July 4
(HOLIDAY)
- John Aguigui July 7
- Roland Gutierrez July 12
- Jo Lyn Terlaje July 19
- HOLIDAY July 20
- LIBERATION DAY July 21
- Chris Castaneda July 22
- Evangeline Cepeda July 26
- Norma San Nicolas July 29