



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Thursday, August 31, 2017
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL	
II. APPROVAL OF PREVIOUS BOARD MINUTES	
1. August 4, 2017 (special meeting)	
2. August 11, 2017 (regular scheduled meeting)	
III. CORRESPONDENCE AND REPORTS	
IV. OLD BUSINESS	
V. NEW BUSINESS	
1. Intent of Award	1-7
IFB GHURA-COCC-017-005, IT Equipment and Printers	
2. Resolution No. FY2017-013	8
Resolution approving the Public Housing Utility Allowance Schedule	
3. Resolution No. FY2017-014	9
Resolution approving the Fiscal Year 2018 Operating Budgets for Public Housing Asset Management Projects (AMP) GQ001000001, GQ001000002, GQ001000003 and GQ001000004	
4. Resolution No. FY2017-015	10
Resolution approving the Fiscal Year 2018 Operating and Administrative Budget	
VI. GENERAL DISCUSSION / ANNOUNCEMENTS	
1. Conflict of Interest	
2. 2017 Labor Day Event, Sunday, September 3, 2017	
3. Next proposed scheduled Board Meetings September 8, 2017 & September 22, 2017	
VII. ADJOURNMENT	

BOARD OF COMMISSIONERS
SPECIAL MEETING
10:00 a.m., August 04, 2017
GHURA Main Office, 1st floor conference room
Sinajana, Guam
MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' special meeting of **August 04, 2017** at 10:00 a.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT: George A. Santos, Chairman
 Thomas E. B. Borja, Vice-Chairman
 Carl V. Dominguez, Member
 George F. Pereda, Member
 Eliza U. Paulino, Member
 Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT: Annabelle M. Dancel, Member (excused)

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
 Pedro A. Leon Guerrero, Deputy Director
 Melinda Taitano, Special Assistant
 Lucele Leon Guerrero, Controller

Meeting was called to order at 10:00a.m. by Chairman Santos who acknowledged the presence of the above attendees and clarified that the meeting is for informational purposes regarding the authority's fiscal year 2018 budget. The Chairman also stated a minimum number of Commissioners required for a quorum was present and that the meeting could proceed.

Minute No.	Ref. No.	NEW BUSINESS	Action By:
206/17		<p>FY2018 PROPOSED BUDGET – For Information purposes</p> <p>Director Duenas stated that according to the Compliance Review, HUD stated that the budget process should be a dynamic process which means it should be adjusted as necessary as conditions change. The purpose for today’s meeting is to share with the Board the areas that need further guidance from the Board. We want the Board to be aware of the financial struggles we are going through.</p> <p>Ms. L. Leon Guerrero stated that we never had to deal with this problem before because we were able to transfer staff to the AMPS where they were needed. We can do that again but the staff we currently have on board is barely enough to complete the amount of work on a timely basis.</p> <p>Ms. Lucele Leon Guerrero provided the Board with an overview of the proposed fiscal year 2018 budget.</p> <p>In her presentation, she provided summary of each budget line item by division to include both federal and local accounts.</p> <p>Guma Trankilidat: Ms. L. Leon Guerrero stated that Guma Trankilidat is the elderly housing development located in Tumon. Funding is from the HUD Multifamily Program’s Project based vouchers.</p> <p>The development consists of 50 units, which 49 are rented out and the remaining unit which is the resident</p>	<p>Lucele LG</p>

Minute No.	Ref. No.	NEW BUSINESS	Action By:
		<p>manager's unit. Currently, the unit serves as temporary housing if an occupied unit requires us to relocate a tenant in order to address the renovation rather than relocating a tenant outside of the development.</p> <p>Assuming all 49 units are occupied for the whole year: <u>Revenues:</u> \$705,600 (approved rent by HUD for 5-years beginning 2015) at \$1,200 per unit; per month multiplied by total occupied units. <u>Property management fees:</u> \$40,572 (for COCC to manage the program): \$69 per unit occupied multiplied by 12 months.</p> <p>USDA Loan: GT currently has a 50-year 8% loan which started in 1980. \$10,540 per month, inclusive of interests and principles.</p> <p>Section 8 (HCV): The admin fees are monies received from HUD to administer the program. The Management fees are what the Central Office receives to cover the direct cost of managing the program. In addition, Section 8 is charged \$97,000 for rent, which basically covers utility and maintenance fees for their portion of the building. Both the management fees and the rent are paid from the admin fees received for each leased voucher.</p> <p>Public Housing (AMP1,2,3,4): 750 total units AMP4 has 234 units, AMP1 has 156 units, AMP2 has 163 units, and AMP3 has 195 units.</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
		<p>The asset management fees are \$90,000. However, we can only get that fee if the AMPs have available reserves.</p> <p>Public Housing has \$7.2 million in reserves from HUD and it is unlikely that they'll be able to use that all. The operating fund are monies to cover public housing to keep them operating and ensure that the units are in reasonable condition.</p> <p>These programs are funded by Congress on a calendar year basis but GHURA, operates on a fiscal year</p> <p>Referring to the remaining programs, Local funds: Astumbo & Yona Urban Renewal GRANTS:</p> <ul style="list-style-type: none"> • Capital Fund Program • Community Development Block Grant (CDBG), • Continuum of Care (CoC), • Emergency Solutions Grant (ESG), • HOME or Home Investments Partnership Act, • Resident Opportunity Supportive Services (ROSS), • Family Self Sufficiency (FSS), • Service Coordinator for Multifamily (SCMF), and <p>Low Income Housing Tax Credit (LIHTC) is funding used to address low income housing tax credits, application and monitoring fees.</p> <p>PILOT - Payment in Lieu of taxes which are real-estate taxes that should be paid to the government of Guam and because GHURA is part of the government of</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
		<p>Guam. These funds remain with GHURA. Pilot funds are to be used for PH related purposes.</p> <p>CDBG projects fund community projects such as the Central Police Precinct and the Astumbo Gym. In addition, we fund community organizations such as Big Brothers Big Sisters and the Salvation Army.</p> <p>Ms. L. Leon Guerrero stated the following are divisions currently not balanced:</p> <ul style="list-style-type: none"> • COCC: \$118,000 • Section 8: \$97,253. • AMP1 has a loss of \$45,488. <p>AMP1 is requesting for additional building supplies and materials and equipment maintenance. The loss will be covered by reserve funds. She stated that at looking over the budget and seeing their explanation that it seems reasonable.</p> <ul style="list-style-type: none"> • AMP4 has an over expenditure of \$213,063. <p>AMP4 is looking at addressing the water-blasting and painting of units, buying a new vehicle, buying computer systems, and purchasing new appliances. These costs will be covered by funds from the reserve account.</p> <p>Collection Loss under Public Housing is \$46,200 which is the estimate from the previous year that have not been collected. However, we do receive occasional payments through collection efforts with Department of Revenue and Taxation.</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
		<p>Staffing Pattern: Ms. L. Leon Guerrero highlighted our personnel policies. She stated that our compensation plan that is based on position and grade was approved on May 2011. Basically, it states that every employee that is permanent or classified limited term will receive an increment annually. Classified Limited Term (CLT) is similar to permanent except being that if the employee is a CLT and the grant ends and there is no funding available, the employee will be released.</p> <p>Annual increments are given on their anniversary date and, are based on their evaluation rating. In addition, there are positions that still remain vacant due to lack of funding and will be reflected in the final budget.</p> <p>Section 8 management fees, if we applied the maximum of 20 percent, it will bring down the COCC shortfalls from \$118,000 to \$88,000. However, it will increase the shortfalls in Section 8 to \$128,000. Suggestion: Make a HUD request to use the \$1.4 million of the pre-2004 monies available that is sitting in the Public Housing account that belongs to Section 8. With the shortfall of \$88,000, we can request approval from HUD to allocate the COCC managers' salaries.</p>	

207/17 ADJOURNMENT

There being no further business before the Board the meeting was adjourned at 1:49 p.m.

(S E A L)

MICHAEL J. DUENAS
Board Secretary/Executive Director

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., August 11, 2017

GHURA Main Office, 1st floor conference room
Sinajana, Guam

MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **August 11, 2017** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT: George A. Santos, Chairman
 Thomas E. B. Borja, Vice-Chairman
 Carl V. Dominguez, Member
 George F. Pereda, Member
 Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT: Annabelle M. Dancel, Member (excused)
 Eliza U. Paulino, Member (excused)

LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
 Pedro A. Leon Guerrero, Deputy Director
 Melinda Taitano, Special Assistant
 Albert Santos, A&E Manager
 Katherine Taitano, Chief Planner

Meeting was called to order at 12:00p.m. by Chairman Santos who acknowledged the presence of the above attendees. The Chairman then indicated that the minimum number of Commissioners required for a quorum was present and that the meeting could proceed.

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
208/17		Chairman Santos called for a motion to be made on the approval of the Minutes for the previous Board Meeting on July 28, 2017.	
209/17		After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve the Board Minutes of July 28, 2017 as corrected.	
Minute No.	Ref. No.	New Business	Action By:
210/17		<p>Intent of Award, Renovation of 3 vacant units at AMP1 & AMP4</p> <p>Mr. Albert Santos explained when a unit is vacated, it is required to be ready for occupancy within 10 days. If the maintenance staff cannot address the problem and the unit has a major deficiency, the PSM will request for Mr. A. Santos to confirm if it meets the requirements to be placed under modernization. We must first identify the reasons such as staff's inability to repair the problem and, or resources availability. This process requires approval from HUD. If approved, HUD typically gives us up to five months to turn around the unit, which starts from the time the unit becomes vacant to the time the unit is occupied.</p> <p>Referring to the request, Mr. A. Santos stated all three units have been submitted to HUD and received approval for the units to be placed under modernization.</p>	Albert Santos

Minute No.	Ref. No.	New Business	Action By:
210/17 continuation		<ul style="list-style-type: none"> • Two units have issues with the electrical breaker that's approximately 50 years old; and • One unit requires that the waste waterline needs to be re-piped. <p>We do not have a qualified electrician and we do not have the equipment to address the trenching and re-piping.</p> <p>Mr. A. Santos stated, after receiving HUD's approval, he advertised for a bid. We received four proposals. Of the four, Genesis Tech came in with the lowest bid at \$70,000 compared to the government estimate of \$82,000. Mr. A. Santos stated he reviewed their breakdown and each issue was addressed, therefore requesting the Board to approve a contract in the amount of \$70,000 with Genesis Tech for Base Bid #1 to address the renovations of the three units at AMPs #1 & #4</p>	
211/17		<p>A motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero to approve a contract with Genesis Tech for Base Bid #1 in the amount of \$70,000.00 for the renovations of 3 units at AMPs #1 and #4. Without any further discussion and objection, the motion was approved.</p>	

Minute No.	Ref. No.	New Business	Action By:
212/17		<p data-bbox="683 317 1213 457">RFQ#6-21-2017-AMP, Consultant Service to Establish a Utility Allowance Schedule for our Public Housing</p> <p data-bbox="683 499 1213 667">Mr. Albert Santos along with Deputy Director Leon Guerrero met with Coffman Engineers to commence negotiations on the proposed service to establish a utility allowance schedule.</p> <p data-bbox="683 716 1213 1066">Mr. A. Santos stated at the previous Board meeting, the Board approved GHURA staff to proceed with the negotiations to finalize the scope of establishing a schedule. Although Coffman Engineers are fairly new, the staff were very impressed on how well the company is looking into the HUD regulations and other proper ways of determining utility allowable schedule.</p> <p data-bbox="683 1108 1213 1675">Coffman Engineers went over every requirement in establishing a utility allowance. They will also provide us with data we haven't addressed in the past with special cases within the households. For example, a household with an individual that is bedridden and in need of having different appliances or specific types of equipment working in the unit. They will also be addressing same size units with different amount of household members, Other areas is the physical inspection of every unit and possibly identify other areas to be addressed in the future that will assist us with bringing down the utility cost.</p>	Albert Santos

Minute No.	Ref. No.	New Business	Action By:
212/17 Continuation		<p>Notices to the PH residents will be sent out requesting that the tenants provide us a copy of the last 3 months of utility bills. Mr. A. Santos stated he will also be requesting GPA and GWA with copies of last year's bills on the identified units. In order to complete this process within the 45-days, 2 of Coffman's staff will accompany our AMP staff and assess 6 units per day to record and update the data in the system.</p> <p>Mr. A. Santos is requesting the Board to approve the contract award to Coffman Engineers for a three-year period with an option to renew for two additional one-year terms.</p>	
213/17		<p>A motion was made by Vice Chairman Borja and seconded by Commissioner Dominguez to approve the contract with Coffman Engineers for RFQ#6-21-2017-AMP, Consultant Service to Establish a Utility Allowance Schedule for our Public Housing for a three-year period with options to renew for two additional one-year term, a 1st year fee at \$36,000, 2nd year fee at \$18,200, 3rd year fee at \$18,400, 4th year fee at \$18,600, and 5th year fee at \$18,800 plus GRT as applicable for all those years. Without any further discussion and objection, the motion was approved as stated.</p>	

Minute No.	Ref. No.	New Business	Action By:
214/17		<p>Resolution No. FY2017-011 commending Mr. Ignacio C. Perez, Maintenance Worker, for his dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA).</p> <p>Director Duenas stated the resolution is to address the retirement of Mr. Ignacio (Ike) Perez who was employed with GHURA in 1997 after retiring from PWC. He is part of the AMP1 Maintenance Team who has been successful in turning units around to maintain their 100 percent occupancy rate.</p> <p>In 2010 due to the conversion to the AMP structure, it was determined that GHURA was not able to sustain an electrician. Although Mr. Ike Perez started with the agency as an electrician lead man, he voluntarily chose to accept a demotion as a Maintenance Worker.</p> <p>The resolution presented is to acknowledge Mr. Perez's contributions and wish him well in his retirement.</p>	
215/17		<p>A motion was made by Vice Chairman Borja and seconded by Resident Commissioner Leon Guerrero to approve Resolution No. FY2017-011 commending Mr. Ignacio C. Perez, Maintenance Worker, for his dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA). Without any further discussion and objection, the motion was approved.</p>	

Minute No.	Ref. No.	New Business	Action By:
216/17		<p>Resolution No. FY2017-012 adopting the revision to the Public Housing Admissions and Continued Occupancy Policy (ACOP)</p> <p>Director Duenas stated the PSMs are currently attending training. However, Ms. Philly San Nicolas, PSM-AMP4 who is also the senior PSM took the lead and identified the changes needed in be incorporated into the ACOP as presented in the packet.</p> <p>Deputy Director Leon Guerrero stated several staff meetings and a public hearing were held to address these proposed changes. All the amendments with the exception of the veteran preferences were necessary to bring us in compliance with current HUD regulations and guidance in various issues.</p>	
217/17		<p>A motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve Resolution No. FY2017-012 adopting the revision to the Public Housing Admissions and Continued Occupancy Policy (ACOP). Without any further discussion and objection, the motion was approved.</p>	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
218/17		<p>Board Meetings: Commissioner Dominguez requested if the members would entertain an option to consider scheduling the board meetings to the evenings.</p> <p>Chairman Santos stated that due to management having to adjust their schedules and the possibility of overtime may be imposed it may not be a good idea. However, we will consider this an option if it is difficult to form a quorum.</p>	
219/17		<p>HUD's Field Office – upcoming visit: Director Duenas stated HUD officials from the Field Office will be on island on September 27th and 28th. Their primary reason for this visit is to get feedback from the grantees on some of the issues concerning the grants and programs under HUD. As part of the visit they are proposing to conduct Ethics training for the Board.</p>	
220/17		<p>Program acknowledgements: Chairman Santos requested for management to compile a list of GHURA accomplishments beginning June 2016 and present it to the Board each month during the 2nd meeting of the month beginning in September.</p>	
221/17		<p>Management Meetings: Chairman Santos requested to be present for the next two management meetings.</p>	
222/17		<p>Next Proposed Scheduled Meeting: Thursday, August 24, 2017 at 12:00 p.m.</p>	

223/17 **ADJOURNMENT**

There being no further business before the Board, a motion was made by **Resident Commissioner Leon Guerrero** and Seconded by **Vice Chairman Borja**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 12:52 p.m.

(S E A L)

MICHAEL J. DUENAS
Board Secretary/Executive Director

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA YAN RINUEBAN SIUDAT**

MEMORANDUM:

August 21, 2017

TO: Board of Commissioners

FROM: Michael J. Duenas, Executive Director

**SUBJECT: Intend of Award
IFB GHURA-COCC-017-005
IT Equipment and Printers**

The bid opening for IT Equipment and Printers was held at 2:00p.m., Tuesday, August 8, 2017 in the BOC conference room. A total of three (3) vendors submitted a bid. The IFB was not an all or none bid and selection was based on lowest most responsive, responsible bid. Listed below are the results of the bids submitted:

BID PRICE ANALYSIS

Bid Item	Description	QTY	Pacific Data System (PDS)	SBS Guam	Data Management Resources (DMR)	Independent Cost Estimate (ICE) 2017 Government Estimate
1	Computer Ultra-Small Form Factor	16	\$1,685.00 Each \$26,960.00 Total No Award Met Specs	No Bid	\$1,594.00 Each \$25,504.00 Total Recommend Award Met Specs	\$1500.00 Each \$24,000.00 Total
2	Mini/Mid/Micro ATX Computer	1	No Bid	No Bid	\$1,870.00 Each \$1,870.00 Total Recommend Award Met Specs	\$3,000.00 Each \$3,000.00 Total
3	B/W Laser Printer 3- Trays	3	\$595.00 Each \$1,785.00 Total No Award Did Not Meet Specs	\$1,698.00 Each \$5,094.00 Total No Award Met Specs	\$1,539.00 Each \$4,617.00 Total Recommend Award Met Specs	\$3,500.00 Each \$10,500.00 Total
4	B/W Laser Printer 2- Trays	2	\$390.00 Each \$780.00 Total No Award Did Not Meet Specs	\$1,340.00 Each \$2,680.00 Total Recommend Award Met Specs	\$1,345.00 Each \$2,690.00 Total No Award Met Specs	\$3,000.00 Each \$6,000.00 Total

Bid Item	Description	QTY	Pacific Data System	SBS Guam	Data Management Resources	Independent Cost Estimate (ICE) 2017 Government Estimate
5	Color Inkjet Printer	2	No Bid	No Bid	\$232.00 Each \$464.00 Total Recommend Award Met Specs	\$200.00 Each \$400.00 Total
6	UPS	18	\$120.00 Each \$2,160.00 Total Recommend Award Met Specs	No Bid	\$120.00 Each \$2,160.00 Total No Award Did Not Meet Specs	\$120.00 Each \$2,160.00 Total
7	Multifunction Printer	4	No Bid	\$986.00 Each \$3,944.00 Total No Award Met Specs	\$376.00 Each \$1,504.00 Total Recommend Award Met Specs	\$1,200.00 Each \$3,600.00 Total
8	Portable Projector <u>*No award for this item.</u>	1	No Bid	No Bid	*\$829.00 Each No Award Did Not Meet Specs	\$1,500.00 Each \$1,500.00 Total
9	Rack Mount KVM Switch <u>*No award for this item</u>	2	No Bid	No Bid	*\$4,436.00 Each \$8,872.00 Total No Award Over Government Estimate	\$500.00 Each \$1,000.00 Total
	Lowest most responsive bidder for Bid Items 1-9		Bid Item 6	Bid Item 4	Bid Items 1, 2, 3, 5, & 7	ICE Bid Items 1-9
	Total:		\$2,160.00	\$2,680.00	\$33,959.00	\$52,160.00
Total cost for IT Equipment:			\$38,799.00			\$52,160.00

Evaluation Committee:

Julie Lujan,
Bill Eriksen,
Joyce Aguon

Data Processing Manager (MIS)
Computer Analyst I (MIS)
Systems Programmer (MIS)

MIS performed the evaluation and concluded the following:

- **Bid Item 1: Computer Ultra Small Form Factor** – Both vendors PDS and DMR met minimum specifications but DMR was lowest bid.
- **Bid Item 2: Mini/Mid/Micro ATX Computer** – DMR was the sole bidder. The item met the minimum specification and price is reasonable.
- **Bid Item 3: B/W Laser Printer 3- Trays** – Three vendors submitted a bid. PDS was the lowest but did not meet the minimum specification for the PPM and Output Bin. SBS and DMR's bid met minimum specifications in which DMR is lowest price.
- **Bid Item 4: B/W Laser Printer 2- Trays** - Three vendors submitted a bid. PDS was the lowest but did not meet the minimum specification for the PPM and Output Bin. SBS and DMR's bid met minimum specifications in which SBS is lowest price.
- **Bid Item 5: Color Inkjet Printer** - DMR was the sole bidder. The item met the minimum specification and price is reasonable.
- **Bid Item 6: UPS** – Two vendors submitted a bid. DMR did not meet the minimum specification for the Joules requirement. PDS's bid met minimum specifications and is reasonably price.
- **Bid Item 7: Multifunction Printer** - Two vendors submitted a bid. DMR did not meet the minimum specification for the Joules requirement. PDS's bid met minimum specifications and is reasonably price.
- **Bid Item 8: Portable Projector** - DMR was the sole bidder. The item did not meet the minimum specification and no award is recommended.
- **Bid Item 9: Rack Mount KVM Switch** – DMR was the sole bidder. The item met the minimum specification but is over the government estimate and no award is recommended.

Based on the evaluation of the bid submissions, the committee is recommending that the Board of Commissioners approve the following awards for IT Equipment and Printers:

Bid Item no. 1, 2, 3, 5 & 7 to Data Management Resources (DMR) in the amount of \$33,959.00

Bid Item no. 4 to SBS Guam in the amount of \$2,680.00

Bid Item no. 6 to Pacific Data Systems (PDS) in the amount of \$2,160.00

Bid Item no. 8 & 9: No Award

TOTAL BID AMOUNT: \$38,799.00

Attachments: Bid Abstract

Bid Abstract
 IFB GHURA-COCC-017-005
 IT EQUIPMENT AND PRINTERS
 Bid Opening: TUESDAY, AUGUST 8, 2017
 Time: 2:00p.m.

GHURA
 Executive Director
 Michael Duenas

	NAME OF BIDDER	Bid Price	BID BOND	NAME OF BONDING CO. AND ADDRESS	Power of Attorney	Certificate of Authority	Ownership AG 002	NON-COL AG003	Gratuities AG004	Ethical AG005	DOL Wage AG006	Contingent AG007	HUD 5969-C	Contact Form	Vendor Bid Form	Descriptive Literature	Company Reference/Certs	Company Staff/Technician Resume	Authorize Reseller Service Certificate	Addendum 1	
1	PACIFIC DATA SYSTEMS	31,085	✓ 15%	151 NE 1st Ave. CORPUS CHRISTI HOUSTON, TX	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2	SBS GUAM, INC		✓	CASHIERS CHECK 1757.70	-	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3	DATA MGT RESOURCES	48,510.-	✓	LTR of GOVT \$79,367.- CORP. FIRST	-	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4																					
5																					

ATTESTED BY: *[Signature]* 8/31/17
 BID OPENED BY: *[Signature]* 8/31/17

Guam Housing and Urban Renewal Authority
 Bid Abstract for IT Equipment and Printers IFB#GHURA-COCC-017-005
 Bid Opening: 2:00pm, Tuesday, August 8, 2017

Bid Item	Description	Qty	Unit of Measure	Vendor 1 Pacific Data Sys	Vendor 2 SBS GUYA	Vendor 3 Data Mgr Sys	Vendor 4	Vendor 5	Vendor 6	Vendor 7
1	Ultra Small Form Factor Desktop Computers	16	Unit Price Extended Price	1,685.- 26,960.-	No Bid	1,584. * 25,509.-				
2	Mini/Mid/Micro ATX Computer Specs	1	Unit Price Extended Price	No Bid	No Bid	1,870. * 1,870.-				
3	B/W Laser Printer	3	Unit Price Extended Price	1,785.- 5,355.-	Ricoh SP4510DYTE 1,498.- 5,494.-	1,539. * 4,617.-				
4	B/W Laser Printer	2	Unit Price Extended Price	390.- 780.-	Ricoh SP4510DYTE 1,345.- 2,690.-	1,345. * 2,690.-				

LEMMAK *
 33ppm
 50 sheets
 250 sheet
 1500000/BID

RICOH *
 42 ppm
 WARRANTY 1YR
 250 SHEET

* DELL
 63 ppm/3800pl.
 3x550 p-per tray

SP4510DN NOT DYTE
 (1/28/17) 1 of 3


Bid Item	Description	Qty	Unit of Measure	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7
5	Color Inkjet Printer	2	Make: Model No.: Unit Price Extended Price	2,750.- No Bid	No Bid	232.- 464.-				
6	UPS	18	Make: Model No.: Unit Price Extended Price	120.- 2,160.-	No Bid	120.- 2,160.-				
7	Multifunction Printer	4	Make: Model No.: Unit Price Extended Price		Ricoh SPC262SFNW 986.- 3,944.-	376.- 1,504.-				
8	Portable Projector	1	Make: Model No.: Unit Price Extended Price	No Bid	No Bid	829.- 829.-				
9	Rack Mount KVM Switch	2	Make: Model No.: Unit Price Extended Price	No Bid	No Bid	4,436.- 8,872.-				

JULIES = 1030
 * JULIES = 354
 2 of 3

Guam Housing and Urban Renewal Authority
 Bid Abstract for IT Equipment and Printers IFB#GHURA-COCC-017-005
 Bid Opening: 2:00pm, Tuesday, August 8, 2017

Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7
PACIFIC DATA SCS	SBS GUAM	DATA MGT RES				
31,685.-		48,510.-				

Total Bid Price 1-9:

Opened by: Rosalva Ruoff 

Date: 8/8/17

Attested by: 

Date: 8/8/17

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Van Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
BOC RESOLUTION NO. FV2017-013

Moved by:

Seconded by:

RESOLUTION APPROVING THE PUBLIC HOUSING UTILITY ALLOWANCE SCHEDULE

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) Regulation 24 CFR 965.507 requires that Public Housing Authorities (PHA) establish allowances for resident purchased utilities for all utilities purchased directly from the utility suppliers; and

WHEREAS, the HUD requires the PHA to review their Utility Allowances at least annually; and the PHA must revise its allowances for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule; and

WHEREAS, GHURA had just recently awarded a contract to conduct the required Utility Allowance Schedule for our Public Housing developments which GHURA has complied with the provision to inform the residents of the planned allowances and revisions which is scheduled for completion by end of October 2017; and

WHEREAS, It is the desire and intent of the Board of Commissioners to comply with HUD regulations, now therefore be it

RESOLVED, that the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA) hereby authorize to continue to use the current Public Housing Utility Allowance Schedule for resident-purchased utilities which was effective September 1, 2016 and until such time a new Utility Allowance is adopted.

IN REGULAR BOARD MEETING, SINAJANA, GUAM- AUGUST 31,2017

PASSED BY THE FOLLOWING VOTES:

AVES:

NAVES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on August 31,2017

MICHAEL J. DUENAS

Secretary/ Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima Yan Rinueban Suidat Guahan
BOARD OF COMMISSIONERS
Resolution No. FY2017-014

Moved by:

Seconded by:

RESOLUTION APPROVING THE FISCAL YEAR 2018 OPERATING BUDGETS FOR PUBLIC HOUSING ASSET MANAGEMENT PROJECTS (AMP) GQ001000001, GQ001000002, GQ001000003 AND GQ001000004.

WHEREAS, the Authority and the U.S. Department of Housing and Urban Development (**HUD**) entered into a Consolidated Annual Contributions Contract, ACC Number SF-272 dated March 27, 1967; and

WHEREAS, the Authority administers HUD's Low Rent Public Housing Program, which is subsidized by **HUD**, through its Operating Fund; and

WHEREAS, **HUD**, with the implementation of 990.255 of the Operating Fund final rule, requires public housing authorities to implement project-based management, project-based budgeting and project-based accounting, and

WHEREAS, the Authority, in anticipation of the aforementioned requirement, has grouped its housing developments into AMPs,

WHEREAS, the proposed Fiscal Year 2018 AMP budgeted expenditures are necessary in the efficient and economical operations of the AMPs for the purpose of serving low-income residents; and now, therefore be it

RESOLVED, that the FY 2018 AMP operating budgets for the Authority's Asset Management Projects GQ001000001, GQ001000002, GQ001000003 and GQ001000004 are hereby approved.

**IN REGULAR BOARD MEETING AT SINAJANA, GUAM – August 31, 2017
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **August 31, 2017**.

(SEAL)

MICHAEL J. DUENAS
Secretary/Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima Yan Rinueban Suidat Guahan
BOARD OF COMMISSIONERS
Resolution No. FY2017-015

Moved by:

Seconded by:

RESOLUTION APPROVING THE FISCAL YEAR 2018 OPERATING AND ADMINISTRATIVE BUDGET.

WHEREAS, the Authority must continue its primary mission to provide safe, decent and sanitary housing to the people of Guam in Fiscal Year 2017; and

WHEREAS, the Authority must ensure the continued operation of the Low Rent Public Housing, Section 8 Voucher, Elderly and community development programs; and

WHEREAS, the Authority must ensure the continued payment of personnel salaries, benefits and other administrative expenditures for Fiscal Year 2018; and

WHEREAS, to allow the Authority the flexibility for addressing situational needs to meet its mission, provide transfer authority of 10% to the Executive Director, within the total budget line, and to keep the Chairman of the Board apprised of such transfers, and therefore be it

RESOLVED, that the FY 2018 Operating and Administrative budget is hereby approved.

**IN REGULAR BOARD MEETING AT SINAJANA, GUAM – August 31, 2017
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **August 31, 2017**.

(SEAL)

MICHAEL J. DUENAS
Secretary/Executive Director

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Guam Housing and Urban Renewal Authority PHA Code: GQ001

PHA Fiscal Year Beginning: October 1, 2017 Board Resolution Number: FY2017-014

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: George A. Santos	Signature:	Date:
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**Guam Housing and Urban Renewal Authority
Summary by Program
FY 2018 Budget**

FY 2018 Proposed Budget	Program																		Grand Total	
	Budget Line Item	Astumbo	Capital Fund Program	CDBG	Central Office Cost Center	Continuum of Care	ESG	GHURA 500	HOME	LIHTC	Low Rent Housing	PILOT	ROSS	ROSS FSS	Section 108 Program	Section 8 Housing Choice Vouchers	Service Coordinator for Multifamily (SCMF)	Supportive Housing for the Elderly		Yona Urban Renewal
100 Operating Receipts			0					0		(445,000)								(102,552)		(547,552)
101 Administrative Fees																(2,325,438)				(2,325,438)
102 Interest Income	0		0					0	0	(9,715)								(441)	0	(10,156)
103 Other Income	(18,882)	0	(27,110)	(159,824)				0	(19,450)	(251,120)	(81,403)	(14,910)				(285,408)		(4,473)		(862,580)
104 Grants		(2,106,747)	(7,709,008)	0	(1,473,923)	(639,892)		(3,363,720)					(78,749)	(121,389)	(12,000,000)		(52,025)			(27,545,453)
106 Subsidies - Federal										(4,165,945)								(603,048)		(4,768,993)
107 Operating Transfers In				(108,700)				108,700												0
108 Surplus Subsidies																				0
109 Year-end Cash Balance				0				(121,900)			128,380	14,910					249,651			249,651
110 Revenue - Management Fees				(1,367,857)													11,596	62,379	(40,000)	55,365
111 Revenue - Housing Assistance Payments																				(1,367,857)
801 Salaries and Wages	8,210	139,935	474,742	1,167,800	71,203	27,898	0	155,520	68,767	1,546,356			53,956	89,010		997,730	38,063	91,775	0	4,930,965
802 Overtime		0		0						74,131						10,000		500		84,631
803 Employee Benefits	2,672	50,365	178,551	397,945	23,712	10,652	0	56,634	24,353	635,962			19,116	32,379		363,974	11,781	31,509	0	1,839,605
804 Electricity	0		1,000					1,000		118,600										1,839,605
805 Water/Sewage	0		1,000					1,000		129,450										235,200
810 Off-Island Travel	0	0	15,000	0			0	5,000	10,000	20,000			0							198,050
812 Auto Maintenance			6,400	1,500				1,600		23,400							8,500	0	5,000	63,500
813 Auto - Gas	0		2,600	700				650	750	39,500			300						1,000	38,900
814 Communication			14,450	5,316				3,600		25,771									10,000	55,820
815 Copy Machine		0	6,880	2,170				1,720	1,000	13,271									6,700	57,332
816 Custodial Services		0		4,734						39,500									12,000	37,041
817 Insurance Services	0		9,400	13,693				4,100		105,322										56,634
818 Storage			2,400	2,564				600											5,592	143,636
820 Property Management Fee							0	0	0	602,408										5,564
821 Bookkeeping Fee										65,461										987,236
822 Asset Management Fee										90,000										280,621
823 Program Management Fee		0																		90,000
824 Office Rent	0	0	0	0				0	59,000				3,077							70,000
825 Legal	5,000	1,000	27,250	24,000	0	525	0	9,500	12,000	8,500									97,747	159,824
827 Plumbing, Sewer Services										60,000										94,525
828 Professional Services	3,000	0	5,000	0			0	5,000	500	50,000										62,500
829 Protective Services		0	0					0		30,000										130,000
830 Software Maintenance			4,700	4,687				2,300		13,959										30,600
831 Equipment	0	8,692	43,250	0				0	6,250	270,895										63,318
832 Audit		3,000	4,000	1,449				2,000		3,994										400,642
833 Advertising	0	8,600	21,500	0		1,110	4,800	5,290	4,000	9,616										49,028
835 Collection Loss	0									46,200										63,466
																				0
																				0

**Guam Housing and Urban Renewal Authority
Summary by Program
FY 2018 Budget**

FY 2018 Proposed Budget		Program																	
Budget Line Item	Astumbo	Capital Fund Program	CDBG	Central Office Cost Center	Continuum of Care	ESG	GHURA 500	HOME	LIHTC	Low Rent Housing	PILOT	ROSS	ROSS FSS	Section 108 Program	Section 8 Housing Choice Vouchers	Service Coordinator for Multifamily (SCMF)	Supportive Housing for the Elderly	Yona Urban Renewal	Grand Total
839 Custodial Supplies										1,800									1,800
841 Management Improvement		50,000		0															50,000
842 Membership Dues	0		2,000	1,748				500	2,000	10,777					1,183		1,000		19,208
843 Miscellaneous	0		0				8,400	0		16,170					2,000		900	30,000	57,470
844 Office Supplies	0	500	4,800	4,500				1,200	0	16,600		2,000			20,000	1,181	1,200		51,981
845 Ordinary Maintenance & Materials		0	0							210,000							10,000		220,000
846 Office Building Repair & Maintenance				3,575						9,000									12,575
847 Postage/Courier	0	100	450	0	0	200	0	450	0	4,900					16,500		1,200		23,800
848 Printing	0	0	500	0			0	500		8,500					10,000		100		19,600
850 Rental/Maintenance Equipment	0	0	5,000					7,000		62,600							2,000		76,600
851 Staff Training	0	0	2,000	0			0	500	2,500	27,500		300			10,000	1,000	1,000		44,800
852 Subscriptions			0	0				0	0	1,770					1,500				3,270
854 Payment in lieu of taxes (PILOT)										14,910									14,910
855 Capital Outlays	0	1,844,555	6,903,245	0	1,379,008	599,507	0	3,117,506	0	150,000				12,000,000			100,000	0	26,093,821
857 Loan Payments																	126,480		126,480
859 Housing Assistance Payments															28,681,192				28,681,192
860 Portability Admin Fees															15,000				15,000
862 PH FSS Expense										16,860									16,860
Grand Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue and Funding Sources	(18,882)	(2,106,747)	(7,736,118)	(1,636,381)	(1,473,923)	(639,892)	(13,200)	(3,383,170)	(251,120)	(4,573,683)	0	(78,749)	(121,389)	(12,000,000)	(31,030,791)	(52,025)	(648,135)	(40,000)	(65,804,205)
Expenses	18,882	2,106,747	7,736,118	1,636,381	1,473,923	639,892	13,200	3,383,170	251,120	4,573,683	0	78,749	121,389	12,000,000	31,030,791	52,025	648,135	40,000	65,804,205
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0