



BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., November 08, 2018
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – October 26, 2018

III. CORRESPONDENCE AND REPORTS	Page(s)
1. Division Quarterly Reports (FY2018, 4th Quarter)	
a. S8	1-4
b. FSS	5-10
c. AMPs	11-13
d. GT	14
e. SCMF	15-17

IV. OLD BUSINESS

- 1. Board Action Item No. 037/18**
 Update on the Construction of the Sinajana Central Precinct
 (Ref. Minute Nos: 099/17, 311/17, 330/17, & 006/18)

- 2. Request for reconsideration - 2018-2019 Tax Credits 18-20**
 Letter dated October 1, 2018 from Summer Town Phase IV, LLC
 (Ref. Minute No: 213/18)

- 3. Request for extension with the Construction of the Central
 Police Precinct 21-23**
 Letter dated October 15, 2018 from Rex International Inc.
 (Ref. Minute No: 037/18)

V. NEW BUSINESS

- 1. Resolution No. FY2019-001 24-25**
 Resolution recognizing the dedicated service and leadership of
 Mr. George A. Santos known as "GAS-man" and commending him
 for the contributions he made to the Guam Housing and Urban
 Renewal Authority and the People of Guam

2. Resolution No. FY2019-002	26
Resolution approving the Fiscal Year 2019 Section 8 Housing Choice Voucher Program and Reasonable Accommodations Payment Standards	
3. Resolution No. FY2019-003	27-31
Resolution approving the Fiscal year 2019 Section 8 Housing Choice Voucher Program Utility Allowance Schedule	
4. Resolution No. FY2019-004	32-41
Resolution approving the Section Eight Management Assessment Program (SEMAP) Certification for Fiscal Year ending 2018	

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

- 1. Next proposed scheduled Board Meetings:**
Wednesday, November 21st or Thursday, November 29th

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., October 26, 2018

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

MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **Friday, October 26, 2018** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

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

LEGAL COUNSEL: Anthony Perez (excused)

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
 Julie Lujan, Data Processing Manager
 Kimberly Bersamin, HR Administrator

PUBLIC: Mr. Ho Eun (Core Tech)

Meeting was called to order at 12:00 p.m. by Acting Chairman Borja who acknowledged the presence of the above attendees. Acting Chairman Borja announced that the meeting today is a continuation of the October 25, 2018 BOC Meeting that was adjourned and recessed for Friday, October 26, 2018. The Acting 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 Minutes	Action By:
220/18		Acting Chairman Borja called for a motion to be made on the approval of the Minutes for the previous Board Meeting on October 11, 2018.	
221/18		After review and further discussion by the Board Members, a motion was made by Commissioner Paulino and seconded by Resident Commissioner Leon Guerrero to approve the Board Minutes of October 11, 2018 as corrected.	
222/18		<i>Acting Chairman Borja requested to amend the agenda by moving up the New Business items, followed by the Correspondence and Reports.</i>	
Minute No.	Ref. No.	NEW BUSINESS	Action By:
223/18		<p>Request for consideration - 2018-2019 Tax Credits - Letter dated October 1, 2018 from Summer Town Phase IV, LLC.</p> <p><i>Addressing Mr. Ho Eun, the Acting Chairman apologized that because Legal Counsel is not present, the Board is going to table the two new business items until the next board meeting which is tentatively scheduled for November 8, 2018. Furthermore, he asked Mr. Eun if he wanted to add anything to the request.</i></p> <p>Mr. Ho Eun stated that he just wanted to mention that in Saipan, the tax credit market has declined and the interest rate is increasing.</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
224/18		<p>Request for extension with the Construction of the Central Police Precinct – Letter dated October 15, 2018 from Rex International Inc.</p> <p>Discussion tabled until the next board meeting</p>	
Minute No.	Ref. No.	Correspondence and Reports	Action By:
225/18		<p>MIS Division Quarterly Report (FY2018, 4th Quarter)</p> <p>Ms. Julie Lujan reported on the following highlights:</p> <p><u>Informal Hearings:</u> 4 Informal Hearings or reviews were completed for the Section 8 program</p> <ul style="list-style-type: none"> • 2 were S8 applicants in which resulted with 1 being denied. • 2 were S8 tenants which resulted in 1 termination and 1 was referred to attend the Renter’s 101 class. (Renter’s 101 is administered by the F.S.S section which offers courses in cleaning and budgeting.) <p><u>Public Housing On-Line Applications:</u> On-line applications for Public Housing for AMP1, AMP2, AMP3, and AMP2 Elderly were opened for 3 months, from July 2nd to September 28th</p> <ul style="list-style-type: none"> • 1,141 total on-line applicants • 1, 169 total on-line applications due to being able to apply for more than one site • Last count was at 1,431 applications (AMP1 had 884, AMP2 had 279, AMP3 had 210, and AMP2 Elderly had 58), due to the removal of duplications 	Julie Lujan

Minute No.	Ref. No.	Correspondence and Reports	Action By:
225/18 continuation		<ul style="list-style-type: none"> • No down time and it was accessible 24/7 <p><u>Section 8 On-Line Application Processing:</u></p> <ul style="list-style-type: none"> • Preparations were ongoing with our software vendor and our website vendor to run October 1st through the 4th, assuring the launch time was correct across the board worldwide • Streamlined the entire lottery process decreasing the application time from 7 minutes to 3-1/2 minutes. • Created an MIS technical support line and ensured the Webmaster on our website was available for troubleshooting & support • Was accessible 24 /7 <p><u>Authority System Assessment:</u></p> <ul style="list-style-type: none"> • Conducted an agency-wide assessment of computer systems, printers and other equipment. • Created a spreadsheet regarding a 3 year forecast on what devices are needed within that time frame. • Will be spending less than \$27K from the FY2019 budget <p>Acting Chairman Borja requested when will they be updated with stats regarding the S8 Lottery. Director Duenas stated that it will be provided at the next Board Meeting however, Ms. Lujan provided some preliminary stats.</p> <ul style="list-style-type: none"> • 2,486 online applications were received this round compared to the 6,370 in 2017 • 79% via Mobile and 21% via desktop versus 60% via Mobile and 40% via desktop in 2017 	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
225/18 continuation		<ul style="list-style-type: none"> • Top 3 villages were the same as last year which were Tamuning, Dededo, and Barrigada • Costs from both vendors were decreased from \$15K in 2017 to \$7K in 2018. • Received only 25 emails via Webmaster and under 400 calls for MIS technical support • 96 were Chukese, 74 were Chamorro, and 22 were Tagalog who utilized the fact sheet that were provided in multiple languages • Of the region, 63% were from Guam, 22% were from Northern Marianas Islands, 13% from United States and 2% were from the Philippines. 	
226/18		<p>HR Division Quarterly Report (FY2018, 4th Quarter)</p> <p>Ms. Kimberly Bersamin reported on the following HR highlights:</p> <p><u>HR Administration</u></p> <ul style="list-style-type: none"> • Increased our MagPro nominations by 100%, went from 4 nominees last year to 8 this year. • Tapped by MagPro Committee to oversee the facilitators and to ensure that the judging process was handled properly <p><u>Recruitment & Staffing</u></p> <ul style="list-style-type: none"> • 96 full time employees • Job announcements for Maintenance Worker (continuous) and Buyer Supervisor II were both closed September 28 • Established a list for 3 critical positions: PCI, PCII, and Interviewer Clerk (received over 90 applications) 	Kimberly Bersamin

Minute No.	Ref. No.	Correspondence and Reports	Action By:
226/18 continuation		<ul style="list-style-type: none"> • Brought in 3 Temporary Appointments: a Laborer for AMP2, a Maintenance worker for AMP3, and a Clerk I for AMP4 • Conducted interviews for 4 positions: Building Maintenance Leader, Engineer Supervisor, Maintenance Worker, and Interviewer Clerk • In-processed 3 employees and 1 probationary employee • Brought in 1 UOG Intern, 1 SCEP participant and 1 JOBS participant • Completed the 6 month renewal for all temps • Had 0 Separation or Exits for this quarter <p><u>Employee Management Relations</u></p> <ul style="list-style-type: none"> • Drug tested 22 for the quarter • 0 cases for Workers Comp • A third of the workforce made changes during open enrollment, most of which was due to NetCare dropping out of the market • Counseled a couple for Performance Issues <p><u>Compensation</u></p> <ul style="list-style-type: none"> • Processed 27 increments • Only 4 Performance Evals were overdue <p><u>Training</u></p> <ul style="list-style-type: none"> • Completed Procurement Module 4 (Katherine Taitano –RPE, Narcissa Ada –AMP1, and Gina Cura –AMP2 are now certified with the Procurement Modules) <p><i>Acting Chairman Borja requested increased training for the staff due to the recent high scores.</i></p>	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
226/18 continuation		<u>Compensation</u> <ul style="list-style-type: none"> Reviewed the maintenance pay scale, and brought it up to the Board for approval and now processing the 14 employees for pay adjustments <u>Alternate Hearing Officer</u> <ul style="list-style-type: none"> Completed 2 cases, both of which have been reinstated and referred to attend the Renter's 101 course. Cross-Trained 1 individual 	
227/18		<i>Acting Chairman Borja requested to amend the agenda by pausing the Correspondence and Reports to move up the Old Business Item first.</i>	
Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18	<p>Update on the Construction for the Sinajana Central Precinct</p> <p>Mr. Albert Santos stated that they have made major substantial improvements. A couple of items were delayed due to the recent weather conditions, however, they are still on target to proceed with the roof forming as stated 2 weeks ago. The new workers are being pushed hard and doing well.</p> <p>Mr. Edward Kim and his engineer are on site everyday assuring their commitment. There are nothing in terms of documents that will delay them by any means, it is now up to them to continue pushing forward and harder in getting it done.</p>	Albert Santos

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18 continuation	<p>Mr. Santos stated that they are working on completing the forming of the roof so the pouring can be done. The smaller portion of the building is completed, they are now concentrating on completing the main building. The wiring is also currently being worked on.</p> <p>They are pushing to make the December deadline of completing the occupancy as requested by Director Duenas.</p> <p>Mr. Santos stated that he continues to hold back in processing their payment requests in hopes of seeing more improvement first. If payment is needed to be made, he will hold back 20% rather than the 10%.</p>	
228/18		<i>Acting Chairman Borja announced that Commissioner Dominguez had excused himself from the rest of the meeting and that they will proceed with the Correspondence and Reports with the remaining four Commissioners present.</i>	
Minute No.	Ref. No.	Correspondence and Reports	Action By:
229/18		<p>AE Division Quarterly Report (FY2018, 4th Quarter)</p> <p>Referring to the AE quarterly report, Mr. Albert Santos reported on the following projects:</p> <p><u>Mosquito Lab</u></p> <ul style="list-style-type: none"> • Met with Department of Public Health and Legal Counsel last week, issues were resolved between our 	Albert Santos

Minute No.	Ref. No.	Correspondence and Reports	Action By:
229/18 continuation		<ul style="list-style-type: none"> • legal counsel and the surety’s legal counsel. • An agreement was made for the surety company to take over • Set the priorities of the Surety Company and what they will address • Negotiations were made regarding what the Surety was responsible for within the list of items provided by Public Health • Another meeting was set with them to go over the list <p><u>Umatac & Sinajana Baseball Field</u></p> <ul style="list-style-type: none"> • Signed off on the design for Sinajana’s Baseball Field • Issues regarding the size of the poles needed can’t be found on island therefore a re-design may be needed • Loss of staff is another issue <p><u>Public Housing Units</u></p> <ul style="list-style-type: none"> • Work within all the Public Housing Units are going on as schedule or already completed <p><u>Restroom and concession stand at the Sport Complex in Dededo</u></p> <ul style="list-style-type: none"> • Behind schedule and has been reported to the Surety’s company • Picked up a new engineer • Contract Completion date is set for December 20th however progress has been really slow • Lack of manpower <p><u>Demolition of 4 structures old staff housing in Dededo</u></p> <ul style="list-style-type: none"> • Contractor is working on getting the proper permits 	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
229/18 continuation		<ul style="list-style-type: none"> • Biggest issue will be getting clearance from EPA <p><u>Phase II, Up-grade of 6 units at Guma Trank</u></p> <ul style="list-style-type: none"> • Completed the first unit and now working on the second unit • Running on schedule with the given 15 days per unit <p><u>New Drain Spout GHURA 250 housing development</u></p> <ul style="list-style-type: none"> • Shipment containing the new down spout just arrived therefore work on installing them will start soon. <p><u>Reno of 14 units at Liheng III</u></p> <ul style="list-style-type: none"> • Contractor is working on the design to submit to Public Works <p><u>Roof Repair and Coating of 99 units in Agat</u></p> <ul style="list-style-type: none"> • Is out for re-bid, the lowest proposal that came in was double the government's estimate • Bid is due on November 5th <p><u>Physical Needs Assessment</u></p> <ul style="list-style-type: none"> • Work on it has started, it is due every 5 years, will be completed by a third party as required by HUD 	
230/18		<p>CPD Division Quarterly Report (FY2018, 4th Quarter)</p> <p>Referring to the CPD quarterly report, Ms. Katherine Taitano reported on the following projects:</p> <p><u>Program Management and Grants Management</u></p> <ul style="list-style-type: none"> • Met our timeliness requirement for CDBG in July 	Katherine Taitano

Minute No.	Ref. No.	Correspondence and Reports	Action By:
230/18 continuation		<ul style="list-style-type: none"> • Met our expenditures threshold for HOME on time • Regarding Public Housing, submission of the Annual Plan and the 5 year rolling of the Capital Fund have been done via online • Received approval for 11 vouchers under the S8 Mainstream Program • Waiting for a response regarding the requested 60 vouchers under the Family Unification Program <p><u>Project Management Highlights</u></p> <ul style="list-style-type: none"> • Groundbreaking for the Isla Apartments project was done on the 23rd • Work is underway for the Central Community Arts Center in Sinajana • Receiving a lot of requests for an additional extension from the families involved with the Asan Redevelopment program as the 1 year extension granted by the Board is coming to an end <i>Acting Chairman Borja advised Ms. Taitano to let the families know that it is not likely another extension will be granted.</i> • Regarding LIHTC, execution of the Ironwood Villas Allocation documents is scheduled for the end of the year • Compliance Monitoring for CY2018 have been scheduled • Ironwood Estates, Summer Town Estates II, and Ironwood Heights I & II are up for UPCS and file inspections <p><u>Other</u></p> <ul style="list-style-type: none"> • Training is essential for the staff • Completed all 4 classes under the Procurement Module 	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
231/18		<p>2017 Citizen Centric Report</p> <p>Director Duenas thanked Ms. Katherine Taitano and her staff for putting together the 2017 Citizen Centric Report and stated that they are now working on 2018. This will be submitted to OPA as required by law OF all government agencies. It is a report listing all the accomplishments that we have made in the year. Also included is our finances, how much is spent, what kind of programs are administered, and which issues or concerns that will be address for the upcoming year.</p>	Katherine Taitano
Minute No.	Ref. No.	General Discussion / Announcements	Action By
232/18		<p>Executive Director's Letter of Retirement</p> <p>Director Duenas stated that after working here for GHURA for almost 24 years, his time has come to an end. He thanked the Board for their support and direction they provided him.</p> <p>Acting Chairman Borja thanked Director Duenas for his time and service.</p>	
233/18		<p>Next Proposed Scheduled Meetings:</p> <p>Thursday, November 8th and Thursday, November 20th</p> <p>December 6th and December 20th</p>	

234/18

ADJOURNMENT

There being no further business before the Board, a motion was made by **Resident Commissioner Leon Guerrero** and Seconded by **Commissioner Paulino** which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **1:34 p.m.**


(S E A L)

MICHAEL J. DUENAS
Board Secretary/Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

October 26, 2018

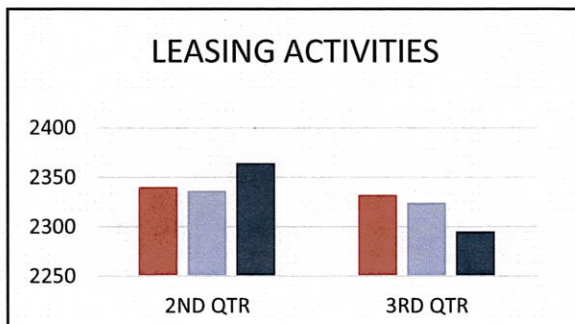
MEMORANDUM

TO: Board of Commissioners
VIA: Michael Duenas, Executive Director 
Pedro Leon Guerrero, Deputy Director
FROM: Norma San Nicolas, Section 8 Administrator
SUBJECT: Section 8 CY2018 Second and Third Quarter Report

For your review, please find the attached CY2018 Second and third Quarter Activity Reports for the Section 8 Housing Choice Voucher Program. Activities for voucher leasing and utilization, project-based, portability, wait list and FSS are summarized below:

Leasing and Voucher Utilization:

Leasing activities for both second and third quarter continue to show a decline despite the number of vouchers issued per month. New admissions for second quarter increased by more than 50 percent from first quarter, and third quarter increased by 59 percent from second quarter. 85 families were admitted during the second quarter; and 135 were admitted during the third quarter.

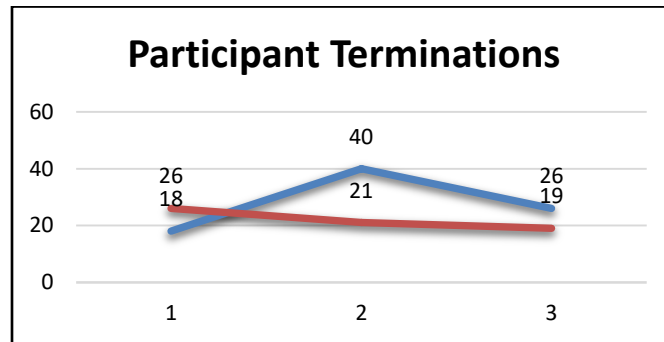


The overall success rate in leasing Section 8 vouchers is 87 percent. However, the success in leasing within 30 to 60 days continues to decline. Participants have reported difficulty in renting a unit because they lack the funds for security deposit, utility hook-ups, and first month's rent. Some participants reported that they can't find a landlord who is willing to rent to Section 8 participants.

To help the families in their efforts to find a suitable unit, the Section 8 staffs are closely monitoring the family's search and providing case management; conduct outreach to increase landlord recruitment, and educating existing participants to become better renters.

We are also working with Guam Power Authority to promote the Pre-paid Power Program to new families. In many cases, utility hook-ups are unaffordable for Section 8 families. To hook up power for a one-bedroom unit, GPA requires \$175 for security deposit, plus \$25 application fee. The security deposit amount increases by \$100 per bedroom size. For example, a family requiring power hook up for a three-bedroom unit must pay a total of \$400 (security deposit and application fee); not to mention another \$52 for water hook up (\$20 application fee and \$32 for residential waterline).

Termination of participants decreased by 22 percent in the third quarter. Among the reasons for terminations, failing to pay the family’s rental share and utilities disconnection are ranked at the top; followed by a family member committing a drug-related or violent offense. To augment the high turnover rate, staff have been diligently selecting families off the wait list and issuing vouchers on a weekly basis.



Project-based

The occupancy rate for the 112 Project-based units at Summer Town Estate is at 97 percent. Guam Facilities Foundation Inc., had difficulty finding eligible renters to fill vacancies for their two-bedroom units during the first quarter. As such, GHURA opened the project-based program wait list in March through May to accept pre-applications for two bedrooms. A total of 63 pre-applications were received online, which helped to bring up the lease up rate for second quarter. However, the two-bedroom wait list has once again been exhausted and plans to have the wait list open again is slated for November 12 to December 14, 2018.

Portability

The numbers of port-out clients remained at an average of 25 cases. No port-ins to Guam have been received for second quarter.

Wait list

The last 200 applicants from the January 2016 the Section 8 wait list have all been selected at the end of the second quarter, prompting the re-opening of the wait list in October 1 through the 5th through a lottery system. 1,800 applicants were randomly selected and notified of their placement on the wait list.

Voucher Management System Report (VMS) FY2018 2nd quarter activity report

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ACTIVITIES (April 2018 to June 2018)

Vouchers under lease on the First Day of the Month

	Apr-18	HAP	May-18	HAP	Jun-18	HAP
Total Vouchers	2,340	\$2,310,067	2336	\$2,310,860	2364	\$2,325,464
Family Unification Program (FUP)	136	\$149,712	133	\$144,410	122	\$133,312
Non Elderly Disabled (NED)	167	\$135,302	163	\$127,519	152	\$119,959
Portable Vouchers Paid	26	\$26,273	26	\$26,524	25	\$25,153
Veterans Affairs Supported Housing (VASH) Voucher	36	\$22,571	37	\$23,559	36	\$22,758
All Voucher HAP expenses after the First of the Month		\$0		\$0		\$0
Regular Vouchers	1,975	\$1,968,932	1,977	\$ 1,980,961	2,037	\$2,015,785
Total New Admissions	27		29		29	
Total Terminations of Assistance	18		40		26	
Total Out Searching	177		200		153	
FSS Escrow Deposits						\$11,844

**Voucher Management System Report (VMS)
FY2018 third quarter activity report**

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ACTIVITIES (July 2018 to September 2018)

Vouchers under lease on the First Day of the Month

	Jul-18	HAP	Aug-18	HAP	Sep-18	HAP
Total Vouchers	2332	\$2,304,423	2324	\$2,288,100	2295	\$2,315,710
Family Unification Program (FUP)	110	\$127,164	112	\$127,781	110	\$126,872
Non Elderly Disabled (NED)	143	\$113,141	143	\$112,021	149	\$114,994
Portable Vouchers Paid	22	\$24,920	23	\$23,489	22	\$22,518
FSS Escrow Deposit		\$8,242		\$5,644		\$6,765
Veterans Affair Supported Housing (VASH) Voucher	39	\$25,689	39	\$25,007	40	\$25,589
All Voucher HAP expenses after the First of the Month		\$0	0	\$12,281		\$30,849
Regular Vouchers	2018	\$2,005,117	2007	\$1,981,877	1974	\$1,988,123
Total New Admissions	34		57		44	
Total Terminations of Assistance	26		21		19	
Total Out Searching	161		128		150	

FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

PROJECT SUMMARY:

Goal – To assist participating families increase their earnings, reduce dependency on welfare assistance and rental subsidies, and build financial capability and assets. To provide access to education, job training, and employment by linking participants to available community resources.

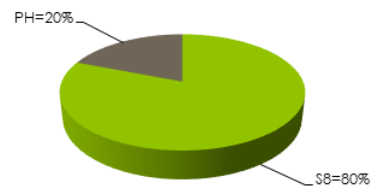
Mandated FSS Slots	82	Active Participants	147 (S8=117 + PH=30)
New Recruitments	28 (S8=21 + PH=7)	OJT Participants	10 available, 2 filled
Job Placement	5 placements	Portability	1 Family
EOP (Section-8)	17	EOP	4 (Public Housing)
Waitlist-Section-8	170	Waitlist (Public Housing)	95

PARTICIPANT STATISTICS:

TOTAL ACTIVE PARTICIPANTS DURING REPORTING PERIOD: 147

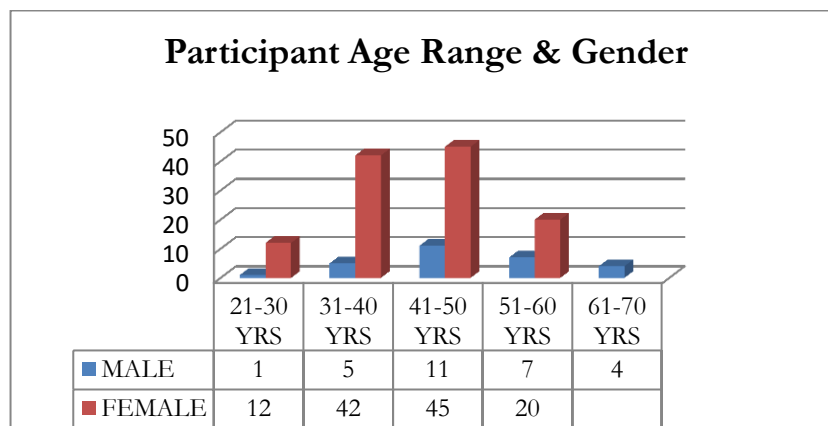
- 117 (80%) Section-8 Participants
- 30 (20%) Public Housing Participants
 - ✓ 9 = AMP 1
 - ✓ 9 = AMP 2
 - ✓ 2 = AMP 3
 - ✓ 10 = AMP 4

147 Active Participants



PARTICIPANT AGE RANGE & GENDER:

Section-8 Participants (80%)						Public Housing Participants (20%)					
	21-30	31-40	41-50	51-60	61-70		21-30	31-40	41-50	51-60	61-70
Male	1	2	8	4	3	Male	-	3	3	3	1
Female	9	35	37	18	-	Female	3	7	8	2	-
Section-8 Total Participants:					117	Public Housing Total Participants:					30



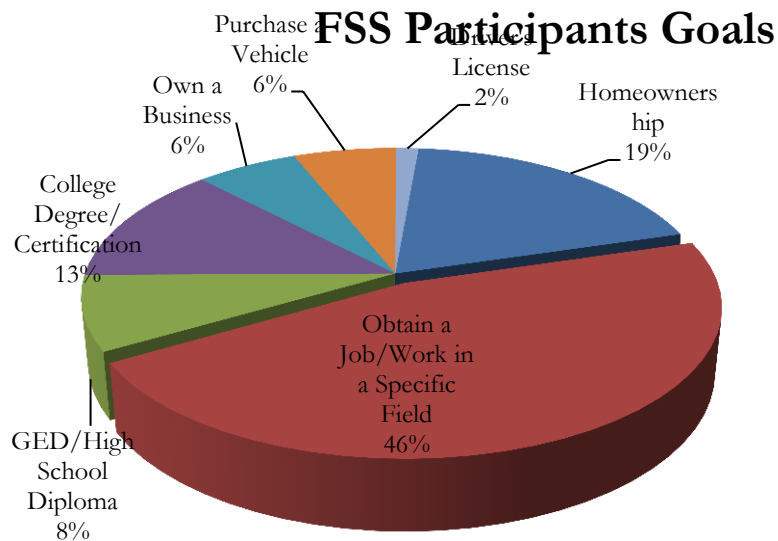
*59% of Heads of Households (86 households) are Female, aged 31 – 50

PARTICIPANT GOALS:

FAMILY SELF-SUFFICIENCY PROGRAM

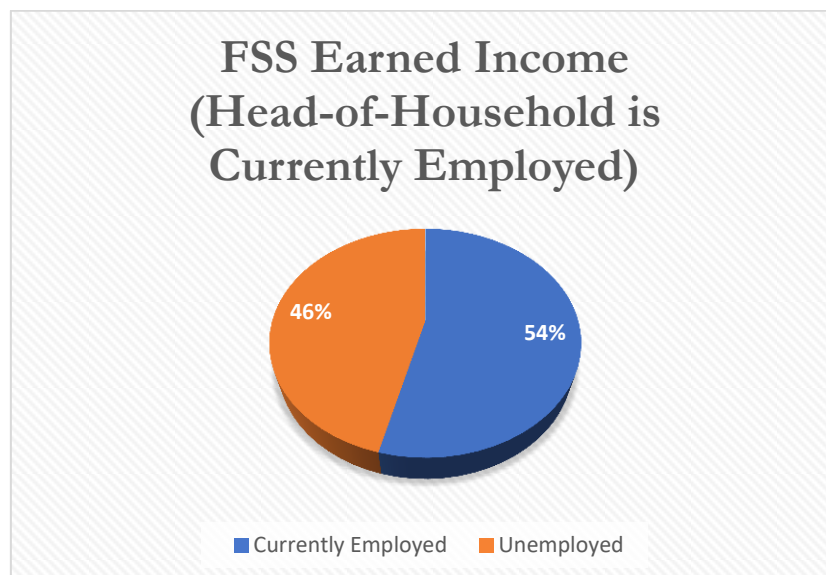
Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda



EARNED INCOME STATISTICS:

- 80 Participant families are currently employed
 - ✓ 52 Heads of Household were employed at enrollment
 - 7 Heads of Household became employed during this reporting period
 - ✓ 28 Heads of Household obtained employment after enrollment
 - 5 Heads of Household became employed during this reporting period.
- 67 Participant families currently unemployed, actively seeking employment



ESCROW STATISTICS:

- Graduates since inception = 85
- Graduates this reporting period = 2 (Goal = Homeownership / Payout = \$2,946.00 = Employment / Payout = \$11,887.00)

FAMILY SELF-SUFFICIENCY PROGRAM

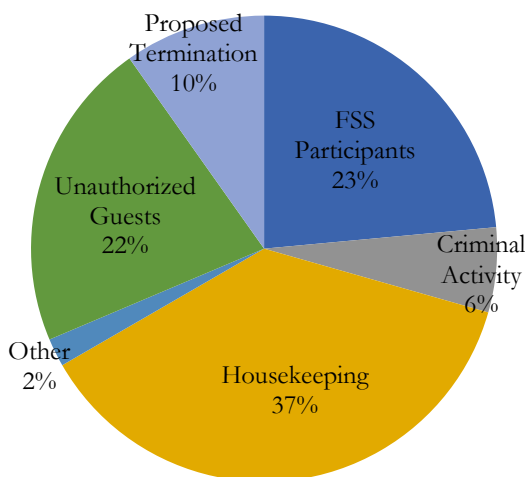
Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

- Total Escrow Payout = \$738,898 (Average payout is \$8,902.)
- Increased earnings (average) during this reporting period = \$7,229.
 - 43% (39 families) increased their earnings
 - 24% (22 families) decreased their earnings
- Increased Escrow Earnings = 28 participants (31%) / Average Increase = \$130.
- Participants holding escrow balances totalling \$149,276 = 54 (37%)
 - S8 = 44 (81%) participants (\$130,447.)
 - PH = 10 (19%) participants (\$ 18,829.)

RENTERS-101 Workshop:

Renters-101 (April - September)



4 Workshops Scheduled
 53 Attendee's
 16 FSS participant families

Average Pre-Test Score = 76%
 Average Post-Test Score = 86%

*Of the 5 families mandated to attend as a condition of reinstatement (based on actual or proposed termination), 4 families have been reinstated. 1 family has been terminated.

ADMINISTRATIVE TASKS:

Task	%	Task	%
Partnerships with Service Providers	15%	Research Additional Resources	5%
Outreach & Recruitment	40%	Meetings (in-house)	5%

FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

Documentation of Participant Files	10%	Case Management & Client Services	25%
Total = 100%			

*Multiple Services provided to individual participants

*Services offered to all adult household members

SERVICE COORDINATION PERFORMED:

Workshop Title	Total Participants	Workshop Title	Total Participants
GHURA Renewable Affordable Homes	1	Guam Housing Corporation	1
Guam Small Business Dev Corp	9	Micronesia Cmty Development Corp	1
UOG Registration & Enrollment	2	American Job Center	25
GCC Adult Education Program	3	DPHSS Child Development Block	3
GCC Post-Secondary Program	4	Grant	
Financial Education Series: Budgeting Basics & Basics of Banking	17	Financial Education Series: ABC's of Credit & Pathways to Homeownership	12
Health Fairs: (DPHSS, Private and Mobile Clinics)	All Families Contacted	Job Fairs: (Dusit Thani, Tommy Hilfiger)	All Families Contacted

OUTREACH & EDUCATION:

- Voucher Briefings: 21 Briefings were conducted during this period, servicing approximately 183 families.
- Passport to Services: 70 individuals/families were assisted in this outreach effort to provide access to health care, clothing, housing assistance and education about existing services. Participants were also issued a weeks' worth of rations.
- Section-3: With the assistance of AMP1 Housing Specialist, FSS was able to identify and successfully link one participant from our Asan Development, to the position of "Laborer" with Section-3 Contractor, Rex International. The anticipated project/work site is the Police Station, located in Sinajana.
- Reasonable Accommodations:

FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

- Public Housing: Assisted 5 potential Participants with Application Process
- Section-8: Assisted 14 potential Participants with Application Process
- Peer Representation: Introduce potential participants to current or previous participants and/or successful graduates; provide them with first-hand information on their personal experiences, successes, and growth while in the program.
- Employment Opportunities:
 - All FSS families were contacted and linked with employment opportunities by way of job fair and job announcement notifications (Email, Telephone Calls, One-to-One Appointments).
 - Dusit Thani Job Fair (31+ participated)
 - Tommy Hilfiger Job Fair (31+ participated)
 - FSS attends job fairs, meets with families who attend, and assists with completing applications. We continue to provide information regarding job announcement information regularly (either via email, or via telephone) to our FSS families.
 - Networking opportunities with potential employers are taken to discuss the FSS program with attending Human Resources personnel.
- Provide FSS flyers, applications of interest and FSS contact information for dissemination to potential participants via AMP resources; Continue contact with potential participants currently on the wait-list to maintain their interest, and enthusiasm; Continue to include wait-listed participants on FSS communications intended for current participants (ie: Job Fairs, Job Announcements, Health Fairs, etc);

NEW APPROACHES TO ADDRESS participant NEEDS/LOOKING FORWARD:

- “Goal Talks” Workshop
 - Goal: To assist participants and provide additional motivation and support services necessary as they continue their journey to achieve their final goal.
 - Quarterly Series lead by industry professionals, focused on moving forward toward final goals. Examples of goal topics to discuss include: Employment, Homeownership, Small Business Ownership, etc.
- University of Guam SNAP-Ed Program:
 - Goal: To incorporate SNAP-Ed program workshops into FSS Renters-101 workshop to improve the likelihood that persons eligible for SNAP will make healthy choices within a limited budget, and choose active lifestyles consistent with current dietary guidelines.

FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

- Plan, Shop, Save & Cook: Provides lessons on planning meals for your families, choosing foods that are most nutritious and stretch your budget, keeping food safe to reduce waste and spoilage, and sharing nutritious, delicious, low cost recipes.
- The workshops will also provide for hands-on cooking demonstrations of recipes.
- Job Fair: Off-island company seeks to fill construction-based positions. Company offers airfare, housing, transportation, and meals for certain period of time, and assistance seeking permanent housing if necessary. Possibly in conjunction with Guam Contractors Licensing Board. FSS is currently researching information to provide to participants.
- Health Fairs:
 - ✓ Ordot-Chalan Pago Health Fair (October): Mass communication (email, phone, one-to-one) informing them of opportunity.
 - ✓ SDA Health Fair (November): Mass communication (email, phone, one-to-one) informing them of opportunity
- Tuition Free College, Guam Community College & Guam Trades Academy (Oct 17th Deadline): Mass communication (email, phone, one-to-one) with FSS participants, informing them of availability and encouraging to apply.
 - Fields of Study Offered Include:
 - ✓ Tourism and Hospitality
 - ✓ Culinary Arts
 - ✓ Food Service Management
 - ✓ GCA Trades (Construction Field)
- SECTION-3: Preference Listing has been established. FSS has identified one other interested participant from AMP3. FSS will link potential participant with interested contractor “Genesis Tech Corp”.

Guam Housing and Urban Renewal Authority

	1	Narcissa Ada	2	Gina Cura	3	Pearl Mendiola	4	Philly San Nicolas	
AMPS QUARTERLY BOARD REPORT	AMP 1		AMP 2		AMP 3		AMP 4		
	JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP
FY2018									

1. PHYSICAL ASSESSMENT SUBSYSTEM (PASS) - 40 points

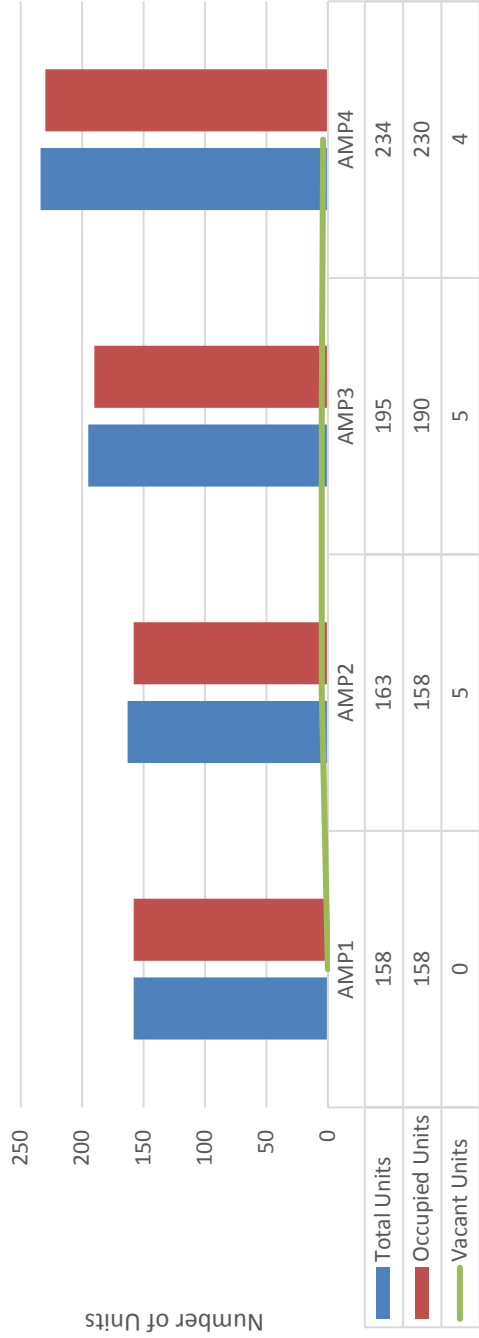
Last Inspection Date:	July 31 - August 1, 2018	March 21 - 23, 2017	August 7-9, 2018	August 2-6, 2018
Final PASS Score:	86	80	86	83
Points received:				
Next Inspection Date:	ONE YEAR BYE; TENTATIVELY SCHEDULED FOR 2020	ONE YEAR BYE; TENTATIVELY SCHEDULED FOR 2019	ONE YEAR BYE; TENTATIVELY SCHEDULED FOR 2020	ONE YEAR BYE; TENTATIVELY SCHEDULED FOR 2020

2. MANAGEMENT ASSESSMENT SUBSYSTEM (MASS) - 25 points

2a. Physical Occupancy

	JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP
Total Units	158	158	158	163	163	163	195	195	195	234	234	234
Occupied Units (FORMULA)	157	158	158	157	158	158	185	183	190	223	228	230
Vacant Units	1	0	0	6	5	5	10	12	5	11	6	4
Units under Maintenance Renovation (Make-Ready)	0	0	0	4	4	3	6	4	2	2	2	2
Units for Ready to Lease	0	0	0	0	0	0	1	4	0	6	1	0
Units Under MOD (FORMULA)	1	0	0	2	1	2	3	4	3	3	3	2
Gross Occupancy (ACTUAL) (FORMULA)	99.4%	100.0%	100.0%	96.3%	96.9%	96.9%	94.9%	93.8%	97.4%	95%	97%	98%
Gross Occupancy (ADJUSTED) (FORMULA)	100%	100%	100%	98%	98%	98%	96.4%	95.8%	99.0%	97%	99%	99%

PHYSICAL OCCUPANCY



1	2	3	4
Narcissa Ada	Gina Cura	Pearl Mendiola	Philly San Nicolas
AMP 1	AMP 2	AMP 3	AMP 4

AMPS QUARTERLY BOARD REPORT

2b. Unit Turnaround Time

MONTH	JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP
Total turnaround days.	39	195	17	13	426	204	241	121	620	0	729	116
Total vacancy days exempted for Capital Fund.	0	185	0	0	155	112	134	0	282	0	136	0
Total vacancy days exempted for other reasons.	0	0	0	0	0	0	0	0	0	0	0	0
Total vacant units leased in MONTH.	4	1	1	1	6	4	3	3	7	0	10	3
Average calendar days units were in down time.	0	10	0	12	29	8	14	24	23	0	3	15
Average calendar days units were in make ready time.	7	0	10	0	8	12	7	14	13	0	20	23
Average calendar days units were in lease up time.	6	0	7	1	8	3	15	2	12	0	36	0
Average unit turnaround days. (FORMULA)	13	10	17	13	45	23	36	40	48	0	59	38

1	Narcissa Ada	2	Gina Cura	3	Pearl Mendiola	4	Philly San Nicolas
AMPS QUARTERLY BOARD REPORT							
AMP 1		AMP 2		AMP 3		AMP 4	

2. TENANT ACCOUNT RECEIVABLES (TAR) REGISTER

	MONTH											
	JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP
Beginning Balance	\$ (1,131)	\$ 1,975	\$ 129	\$ (1,573)	\$ 2,016	\$ (562)	\$ 11,510	\$ 14,866	\$ 14,341	\$ 2,288	\$ 899	\$ (207)
RENT	\$ 7,791	\$ 7,669	\$ 8,649	\$ 6,408	\$ 5,831	\$ 7,871	\$ 7,321	\$ 6,773	\$ 10,336	\$ 30,651	\$ 32,362	\$ 29,449
LATE FEE	\$ 405	\$ 510	\$ 510	\$ 300	\$ 225	\$ 285	\$ 660	\$ 555	\$ 765	\$ 630	\$ 780	\$ 750
REPAY	\$ -	\$ -	\$ -	\$ 17	\$ 417	\$ (772)	\$ 154	\$ 154	\$ 154	\$ (1,570)	\$ -	\$ 259
WORK ORDERS	\$ 590	\$ 448	\$ 245	\$ -	\$ 90	\$ -	\$ 842	\$ 1,537	\$ 159	\$ 282	\$ 277	\$ 281
OTHER CHARGES / NSF BANK FEE	\$ (33)	\$ 75	\$ 1,262	\$ 820	\$ 216	\$ 738	\$ 2,782	\$ 1,189	\$ 3,269	\$ (20)	\$ 1,197	\$ 257
TOTAL AMOUNT TO BE COLLECTED	\$ 7,622	\$ 10,677	\$ 10,795	\$ 5,972	\$ 8,795	\$ 7,561	\$ 23,269	\$ 25,074	\$ 29,024	\$ 32,261	\$ 35,515	\$ 30,789
DEPOSIT	\$ (300)	\$ -	\$ (300)	\$ (750)	\$ (600)	\$ (300)	\$ (600)	\$ (600)	\$ (700)	\$ (300)	\$ (750)	\$ -
CHARGE OFF	\$ -	\$ -	\$ (1,921)	\$ -	\$ -	\$ (3,422)	\$ -	\$ -	\$ (14,209)	\$ -	\$ -	\$ (7,401)
REFUNDS	\$ 10,343	\$ 10,986	\$ 10,047	\$ 10,735	\$ 10,727	\$ 9,737	\$ 11,320	\$ 12,873	\$ 9,840	\$ 9,189	\$ 9,500	\$ 8,004
PAYMENTS	\$ (15,690)	\$ (21,534)	\$ (18,471)	\$ (13,941)	\$ (19,483)	\$ (13,892)	\$ (19,122)	\$ (23,005)	\$ (14,613)	\$ (40,250)	\$ (44,472)	\$ (31,628)
TOTAL PAYMENTS COLLECTED	\$ (5,648)	\$ (10,548)	\$ (10,645)	\$ (3,956)	\$ (9,356)	\$ (7,877)	\$ (8,402)	\$ (10,732)	\$ (19,682)	\$ (31,362)	\$ (35,722)	\$ (31,024)
ENDING BALANCE	\$ 1,975	\$ 129	\$ 150	\$ 2,016	\$ (562)	\$ (316)	\$ 14,866	\$ 14,341	\$ 9,342	\$ 899	\$ (207)	\$ (235)
PERCENTAGE COLLECTED	74%	99%	99%	66%	106%	104%	36%	43%	68%	97%	101%	101%
PERCENTAGE UNCOLLECTED	26%	1%	1%	34%	-6%	-4%	64%	57%	32%	3%	-1%	-1%

Guam Housing and Urban Renewal Authority

GUMA TRANKILIDAT

July 2018 - September 2018 Quarterly Report

Physical Occupancy		JUL	AUG	SEPT
	Total Units	49	49	49
	Occupied Units	47	47	47
	Vacant Units	2	3	3
	Unit under Reno *	0	0	0
	Gross Occupancy (ACTUAL)	95.9%	95.9%	95.9%

Waiting List		JUL	AUG	SEPT
a.	Applications on Waiting List	9	9	9
b.	In Process	0	0	0

Move-Ins, Move-Outs		JUL	AUG	SEPT
a.	Move-ins	0	0	0
b.	Move-outs	1	0	0
c.	Evictions	0	0	0
d.	Abandoned Units	0	0	0
e.	ITVs	0	0	1
f.	Make ready-time	0	0	0
g.	Lease-up time	0	0	0
h.	Deceased	0	0	0
i.	Total Turnaround	0	0	0

Emergency Work Orders		JUL	AUG	SEPT
	Total number of emergency work orders.	0	0	0
	Total number of emergency work orders completed / abated within 24 hours.	0	0	0
	Percentage of emergency work orders completed / abated within 24 hours.	0%	0%	0%

Non-Emergency Work Orders		JUL	AUG	SEPT
	Total number of non-emergency work orders.	35	48	16
	Total number of calendar days it took to complete non-emergency work orders.	11	43	9
	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	0	0	0
	Average completion days.	0.31	0.90	0.56

Tenant Accounts Receivables (TARs)		JUL	AUG	SEPT
	Beginning Rent Receivable	\$ 6,129	\$ 6,405	\$ 6,323
	Rent charged	\$ 8,694	\$ 8,464	\$ 8,512
	MONTH	JUL	AUG	SEPT
	TOTAL RENT: (FORMULA)	\$ 14,823	\$ 14,869	\$ 14,835
	Rent paid	\$ 8,418	\$ 8,546	\$ 8,467
	Ending Rent Receivable (FORMULA)	\$ 6,405	\$ 6,323	\$ 6,368
	Collection rate (Percentage %) (FORMULA)	57%	57%	57%

MULTIFAMILY SERVICE COORDINATOR PROGRAM

Status Report

PROJECT SUMMARY

My goal is to ensure that Residents of Guma Trankilidat maintain independent living by providing outreach and assisting residents to access available services.

REPORT DATE	PROJECT NAME	PREPARED BY
April 2018 – September 2018	Multifamily Service Coordinator Program (MSCP)	Alice James, PC-II

RESIDENT STATISTICS

➤ **TOTAL NUMBER OF RESIDENTS SERVED: 51**

➤ Resident Age Ranges

Age 18 - 61 (non-elderly people w/disabilities) = **5**

Age 62- 80 = **32**

Age 81 - 95 = **14**

Over Age 96 = **0**

➤ Total number of residents who utilized the SC during this reporting period = **29**

SERVICE COORDINATION PERFORMED

Service/Activities:	# Individuals	Service/Activities:	# Individuals
Advocacy	8	Healthcare Services	3
Assessments	9	Home Management	7
Benefits/Entitlements	24	Isolation Intervention	1
Case Management	1	Meals	1
Conflict Resolution	2	Monitor Services	5
General Info/Translation Interpretation	3 / 1	Homemaker	2
Employment/Education	3	Transportation	2

MULTIFAMILY SERVICE COORDINATOR PROGRAM

Status Report

ADMINISTRATIVE TASK of a total of 100%

Task:	Percentage:	Task:	Percentage:
Contact with outside service providers	20 %	Paperwork not related to residents	5 %
Direct contact with project and neighborhood residents	30 %	Researching available services	10 %
Documentation of resident files	30 %	Meetings with property management staff	5 %
Other	0%		

PROFESSIONAL TRAINING

- 2018 Annual Guam Conference on Aging – Pacific Star Resort and Spa Hotel; May 31, 2018
- 2018 Enhancing Judicial Skills in Elder Abuse Cases Workshops – Hilton Guam Resort & Spa; June 6, 2018

EDUCATIONAL / PREVENTIVE HEALTH PROGRAMS

- Department of Public Health & Social Services - Division of Seniors Citizens conducted presentations on Medicare and Adult Protective Services from the Bureau of Community Support. 27 Participates were provided with updated information on services presented and Medicare.
- Mayors' Council of Guam conducted presentations on Case Management Services, Adult Day Care and In-Home Services. A total of 27 residents participated. Case Management Services, Adult Day Care and In-Home Services were former conducted by Catholic Social Services, a non-profit organization and will currently be presented by the Mayors' Council of Guam a Government of Guam, organization for FY2018.
- A total of 4 residents participated in the 2018 Guam Conference on Aging with activities on Title III D Preventive Health Refresher/Activity and SESSIONS on handling your finances as well as Guardianship training program.
Outcome: Helpful information was available to all participants.

COMMUNITY ENGAGEMENT

Agency/Organization: *Korean Bowling Association of Guam*

Activities/Services: Free hair-cuts and coloring

Number of Participants: 27

Date: 4/8/2018

Outcome: The service was well received and appreciated by residents.

Agency/Organization: *Korean Association of Guam*

Activities: Mother's Day Dinner Service and Cultural Entertainment

Number of Participants: 33

MULTIFAMILY SERVICE COORDINATOR PROGRAM

Status Report

Date: 5/4/2018

Outcome: The service was well received and appreciated by residents.

Agency/Organization: *Korean Bowling Association of Guam*

Activities: Free hair-cuts and coloring

Number of Participants: 13

Date: 5/27/2018

Outcome: The service was well received and appreciated by residents.

Agency/Organization: *Guam Insurance Adjusters, Inc.*

Activities: Presentation of Gifts (hygiene products) and social luncheon

Number of Participants: 33

Date: 6/16/2018

Outcome: Toiletry care packages were distributed, residents enjoyed their time socializing during the luncheon, which was much appreciated and provided residents with the essentials of daily living.

Agency/Organization: *Guam Korean Women Association*

Activities/Services: Hair Cuts and Coloring. Lunch served to the residents

Number of Participants: 21

Date: 8/5/2018

Outcome: The service was most appreciated by the residents, and the sharing of meals and socializing was enjoyed by all.

Agency/Organization: *Lions Club International District 204 Guahan Lions Club*

Activities/Services: Presentation of gifts (canes & walkers) and a dinner feeding service.

Number of Participants: 28

Date: 8/25/2018

Outcome: The residents were very appreciative to the donations of assistive gear, and sharing their weekend and hosting of a dinner service.

Agency/Organization: *Korean Bowling Association & Guma' Taotao Lagu (Chamorro Dance Group)*

Activities/Services: Dinner/Entertainment

Number of Participants: 32

Date: 9/21/2018

Outcome: The residents enjoyed dinner and their time socializing with neighbors and the Association and Dance Group.

UPCOMING EVENTS

Agency/Organization: *International Brotherhood of Electrical Workers - Local Union 1260*

Activity: Thanksgiving Luncheon

Date: Saturday, November 17, 2018

Agency/Organization: *JFK High School Close Up Club*

Activity: Christmas Luncheon

Date: Saturday, December 29, 2018



GHURA

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



Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

Thomas E. B. Borja
Chairman (Acting)

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

MEMORANDUM

To: Board of Commissioners

From: Executive Director

Date: 17 October 2018

Subject: Summer Town Phase IV, LLC
Letter for 2018-2019 QAP Consideration

GHURA received and reviewed Mr. Ho Eun's letter for 2018-2019 QAP Consideration that was issued on September 28, 2018. After thorough review of Mr. Eun's points for consideration, my recommendation is to respectfully decline to forward commit 2019 LIHTC funds for the Summer Town Estates IV project.

While we accept many of the points expressed by Mr. Eun in his letter to the BoC, a forward commitment has never before been executed to a developer not first having received an initial award. The 2018 LIHTC process concluded with the Board's award of credits at its meeting on September 27, 2018. In the interest of transparency of our processes, we believe that a new competitive cycle is necessary for any new commitment of LIHTC funds to be considered. GHURA is considering conducting the 2019 QAP on an earlier time cycle that would conclude by mid-2019.

Respectfully,

MICHAEL J. DUENAS
Executive Director

SUMMER TOWN ESTATES IV

Summer Town Estates IV, LLC 388 S. Marine Corps. Drive, STE 400, Tamuning, GU 96913 (671) 473-5000 main@coretechintl.com

October 1, 2018

Mr. George A. Santos
Chairman, Board of Commissioners
Guam Housing and Urban Renewal Authority
17 Bien Venida Avenue
Sinajana, GU 96910

Subject: 2018 - 2019 QAP Consideration

Dear Mr. Santos,

We received the letter from GHURA last Friday regarding the 2018 Tax Credits award and it was the sincere hope of GHURA for us to continuously pursue development of affordable housing for the benefit of Guam's low-income families.

With your kind encouragement, we would like to sincerely request for consideration on the forward commitment of 2019 tax credits based on the following circumstances:

- We have just experienced the typhoon Mangkhut that left many families in public shelter. While Trump administration changed the tax rate, it does affect tax credits market gloomily and left us in uncertainty. Also, interest rate in the US is rising constantly and it will hinder families from getting mortgage loans. These will continuously result in reduced tax credits proceeds and a lesser number of affordable housing units in the future.
- There is a rising need for affordable housing since the military housing demands are so strong due to its high rental rate. The H2 visa workers are also coming back to Guam while there is not enough barracks on Guam. On top of that, some existing housing units are also being converted either for Air B&B market for tourists and for military personnel. All of the above-mentioned situation will continuously deplete the available housing inventory and it will affect especially the low-income families when their hands are tied financially.
- There is a long history and record that Lada estate where Summer Town IV is located has consistently maintained a high demand in occupancy. There is a high number of applicants on the waiting list, which is an indication that there is a need for more housing units in this area.
- Core Tech is a proven developer that has been recognized nationally and was given an award in 2016 Affordable Housing Finance Magazine. HUD, GHURA and Governor have commended that we have set a higher standard in affordable housing on Guam.
- Forward commitment in tax credits has been a common practice in other states in order to mitigate the risks. For the past 8 years, GHURA Board of Commissioners has approved forward commitments in tax credits to developers including the most recent awards in 2016. That decision has been very

2018 OCT 1 PM 4: 24
GUAM HOUSING & URBAN
RENEWAL AUTHORITY

prudent for GHURA to hedge the risk considering the above circumstances. Not only that, with the board's decision, a developer can start the construction immediately to expedite the delivery of additional housing units for the low-income families in need and it will benefit every aspect of the community including GHURA, families and economy of Guam.

- The Government has launched an on-going initiative to build 3,000 homes and our request of reconsideration is in line with the program to serve many families that are severely affected by the housing shortage.

We appreciate your kind consideration for our request on the forward commitment of the 2019 tax credit.

Sincerely,



Ho S. Eun
Manager

cc: Mr. Thomas E.B. Borja, Vice Chairman
Mr. Carl V. Dominguez, Commissioner
Mr. George F. Pereda, Commissioner
Ms. Eliza U. Paulino, Commissioner
Mr. Joseph M. Leon Guerrero, Resident Commissioner



GHURA


Guam Housing and Urban Renewal Authority
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117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701



MEMORANDUM

OCT 18 2018

TO Board of Commissioners

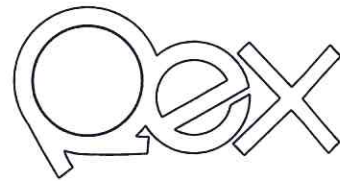
FROM Executive Director 

SUBJECT **Request for Time Extension**
Construction of the Sinajana Central Police Precinct

Rex International Inc. has submitted a request for reconsideration for time extension which our staff has reviewed and determined that there is merit based on the lack of number of skill workers available on island and Rex's determination to hire and train these nonskilled local individuals the various skills in their challenge to build the facility.

While we also recognize that with these limited skill workers errors will be made which has resulted in delays in schedule and cost to the contractor. The contractor does have cause to request for extension.

Based on our review we are requesting that the board approves/grant an extension to Rex International extending the contract duration time to Oct. 31, 2018 and that Rex will need to double their effort to complete the project in December for any future consideration of extension.



Rex International Inc.
General Building & Engineering
Contractor

Suite 201 Saylor Bldg.
139 East Chalan Santo Papa St.
Hagåtña, Guam 96910
Tel. No. 472-6763 / 477-5235

October 15, 2018

Guam Housing and Urban Renewal Authority
Board of Directors
117 Bien Venida
Sinajana, Guam 96910

Attn: Mr. Albert Santos

Subject: Time Extension Request Reconsideration

Re: Construction of a New Central Police Precinct in Sinajana
GHURA-11-2016-CDBG

Dear Board of Directors,

Buenas and Hafa Adai!

Thank you again for allowing us to speak to the Board last week with regards to the Central Police Precinct Project in Sinajana, Guam. As stated in the meeting, Rex is fully committed to completing the project and has been working overtime on weekends and holidays for months. We have also added additional resources, such as skilled masons and carpenters, as well as hired a new engineer, to expedite progress. Currently, we are installing formwork and rebar to prepare concrete placement for the remaining roof slab areas. Upon placement of the concrete roof slab, the structure will be complete and we will be able to commence finishing and interior works.

Although we have continuously pushed hard to complete the project, the lack of skilled constructor labor on Guam has placed a big constraint on our progress thus far. This issue is affecting all contractors and projects on Guam, which is exacerbated by the fact that most of the remaining skilled labor on Guam is being employed on large projects such as the Tsubaki Hotel, especially with the on-going military projects.

We were left with having to recruit anyone seeking a job and hired several GHURA tenants with no skills, providing them the opportunity of on-the-job training, which has caused us multiple delays and errors and added costs to Rex for pushing to get the work done. Again, even though this endeavor has cost Rex, it demonstrates our commitment to complete this project with the limited resources available, providing local laborers with employment and our continued commitment to keep seeking additional skilled labor.

Furthermore, the additional skilled labor we were able to acquire the past few months came at a premium cost, which has doubled our labor costs, but added significant progress on site. We are already under financial strain due to the increased labor costs and extended construction period, but we are firmly committed to the project.

Therefore, we humbly request the Board to please reconsider our request for a time extension so that we may continue with the work and complete Guam's newest Police Precinct.

Si Yu'os Ma'sse and thank you for your consideration.

Senseremente,



Edward Kim
General Manager
Rex International, Inc.



GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO FY2019-001

MOVED BY:

SECONDED BY:

COMMISSIONERS PRESENT:

Acting Chairman, Thomas Borja
Resident Commissioner, Joseph Leon Guerrero
Commissioner Carl Dominguez
Commissioner Eliza Paulino
Commissioner George Pereda

RESOLUTION RECOGNIZING THE DEDICATED SERVICE AND LEADERSHIP OF MR. GEORGE A. SANTOS KNOWN AS "GAS-man" AND COMMENDING HIM FOR THE CONTRIBUTIONS HE MADE TO THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY AND THE PEOPLE OF GUAM

WHEREAS, GAS-man, from June 2016 to October 2018, served with strong commitment and passion for public service on the Guam Housing and Urban Renewal Authority, Board of Commissioners; and

WHEREAS, his ability to lead the Authority's Board as the chairman has earned him the respect of his colleagues on the Board of Commissioners; the management and staff of GHURA; and

WHEREAS, GAS-man's contributions to board discussions on housing issues gave GHURA's management clear direction to achieve its annual objectives to offer the people of Guam affordable housing where they can raise their families and fulfill their desire to be in a safe, decent and affordable home; and

WHEREAS, under his leadership the Authority made a major investment in training the housing management staff which resulted in significant improvements in the unit occupancy rate, the collection rate on tenant account receivables and passing scores in the Uniform Physical Characteristics Score (UPCS); now therefore be it

RESOLVED, that the GHURA Board of Commissioners, at a meeting duly called and announced, where a quorum of the Board members was present, and upon motion made and seconded, unanimously voted to hereby express their profound appreciation and gratitude for GAS-man's public service on the Board of Commissioners of the Guam Housing and Urban Renewal Authority.

PASSED IN A REGULAR BOARD MEETING HELD ON **NOVEMBER 08, 2018** AT THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY OFFICE IN SINAJANA, GUAM.

COPIES TO BE GIVEN TO THE GOVERNOR OF GUAM, THE SPEAKER OF THE GUAM LEGISLATURE; AND SENATOR TELENA NELSON, LEGISLATIVE OVERSIGHT - CHAIRWOMAN OF THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY

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 the date written above.

(S E A L)

MICHAEL J. DUENAS

Secretary of the Board/Executive Director

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

Moved by:

Seconded by:

RESOLUTION APPROVING THE FISCAL YEAR 2019 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND REASONABLE ACCOMMODATIONS PAYMENT STANDARDS

WHEREAS, 24 CFR 982.503 (3) requires Public Housing Agencies administering the Section 8 Housing Choice Voucher (HCV) Program to establish a Payment Standard Schedule with a single payment standard amount for each unit size based on the area's Fair Market Rent (FMR);

WHEREAS, 24 CFR 982.505 requires GHURA to utilize the Payment Standards Schedule to calculate the maximum monthly housing assistance payment for each participant family under the Section 8 HCV Program. The payment standard for the family shall be the *lower of*: (a) the payment standard for the family unit size; *or* (b) the payment standard amount for the size of the dwelling unit rented by the family;

WHEREAS, 24 CFR 985.3(i) requires Public Housing agencies to annually review and adjust its voucher payment standard amounts to ensure it is within the basic range that is not less than 90 percent and not more than 110 percent of the area's Fair Market Rent. The 2019 payment standards are based on the **2019 published Fair Market Rent** for Guam. The FMR for Guam are as follows:

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

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

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

Payment Standards for Reasonable Accommodation:

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

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

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

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 8, 2018
 PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYS:

ABSENT:

ABSTAINED:


I hereby certify that the foregoing is full, true and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioner on **November 8, 2018**.

 MICHAEL J. DUENAS
 Secretary/Executive Director

October 25, 2018

MEMORANDUM

TO: Board of Commissioners

VIA: Michael J. Duenas, Executive Director
Pedro Leon Guerrero, Deputy Director 

FROM: Norma P. San Nicolas, Section 8 Administrator

SUBJECT: 2019 Utility Allowance Schedule

Please find attached for your review and approval, the 2019 Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program. 24 CFR 982.517 requires housing agencies to establish and maintain a utility allowance schedule for all tenant-paid utilities. The utility allowance is used to determine each family's subsidy and rent share. PHAs must review its schedule annually, and revision must be made if there is a change of 10 percent or more in utility rates.

The proposed 2019 utility allowance schedule reflects a 17 percent increase in power rate, while other utility services remained unchanged. Annual revisions of the utility allowance schedule do not require public comment or a public hearing, but it does require approval by GHURA's Board of Commissioners. If you should have any questions regarding the utility allowance schedule, please do not hesitate to consult me.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2019-003**

Moved by: _____

Seconded by: _____

**RESOLUTION APPROVING THE FISCAL YEAR 2019 SECTION 8 HOUSING CHOICE
VOUCHER PROGRAM UTILITY ALLOWANCE SCHEDULE**

- WHEREAS,** pursuant to 24 CFR 982.517 the Authority is required to maintain a utility allowance schedule for all tenant-paid utilities under the Section 8 Housing Choice Voucher Program;
- WHEREAS,** the requisite of the regulation is the Utility Allowance Schedule must be reviewed annually and revised to reflect changes of **ten percent** (10%) or more of any utility rate from the last revised schedule;
- WHEREAS,** 24 CFR 982.517 (d) requires the Authority to use the appropriate Utility allowance for the actual unit size of each dwelling unit leased by the participant family under the Section 8 Housing Choice Voucher Program;
- WHEREAS,** The Authority's timely maintenance and implementation of the Utility Allowance Schedule impacts the Authority's performance under the Section Eight Management Program (SEMAP) as delineated in 24 CFR 985.3 (d);
- WHEREAS,** the effective implementation date to utilize the FY2019 Utility Allowance Schedule is January 1, 2019; and therefore, be it
- RESOLVED,** that the Board of Commissioners has reviewed and approved the FY2019 Section 8 Utility Allowance Schedule.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 08, 2018
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **November 08, 2018**.

(S E A L)

MICHAEL J. DUENAS,
Executive Director/BOC Secretary

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality		Unit Type						Date (mm/dd/yyyy)
GUAM		All Types						10/23/2018
Utility or Service	Monthly Dollar Allowances							
	0	1	2	3	4	5	6	
Heating	a. Natural Gas							
	b. Bottle Gas							
	c. Oil / Electric							
	d. Coal / Other							
Cooking	a. Natural Gas							
	b. Bottle Gas	11	18	22	29	34	40	
	c. Oil / Electric	15	27	33	36	42	55	
	d. Coal / Other							
Other Electric	35	58	70	75	87	94	104	
Air Conditioning	23	36	50	58	66	73	78	
Water Heating	a. Natural Gas							
	b. Bottle Gas	20	31	39	48	62	71	
	c. Oil / Electric	24	36	41	53	64	76	
	d. Coal / Other							
Water	28	33	37	72	89	103	125	
Sewer	27	27	27	27	27	27	27	
Trash Collection	30	30	30	30	30	30	30	
Range/Microwave								
Refrigerator								
Other -- specify								

Actual Family Allowances To be used by the family to compute allowance.

Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
Total	\$

Public reporting burden for this collection of information is estimated to average 1.5 hours 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 conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. RVVXUDQFHV
RI_FRQILGHQWLDOLWYF_DUH_QRW_SURYLGHG_XQGHU_WKLV_FROOHFWLRQ

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family name and address is mandatory. The information is used to establish a utility allowance schedule for all utilities and other services used to determine the family's monthly housing assistance payment and family share. HUD will use this information to ensure that the costs are reasonable. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of Housing Assistance Payment contract.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to establish a utility allowance schedule for all utilities and other services used to determine the family's monthly housing assistance payment and rental payment. HUD will use this information to ensure that the costs are reasonable.

Instructions for Form HUD-52667, Allowances For Tenant Furnished Utilities and Other Services

Form HUD-52667 shall be completed by a HA for each different type of unit as explained below. Each form shall be reproduced by the HA and given to families with their Certificate or Voucher or subsequently in connection with any revisions. The form will provide the family, while shopping for a unit, with the amount of the allowances for various types of units for rent. With these allowances the family can compare gross rents and fair market rents. Form HUD-52667 shall also be used by the HA to record the actual allowance for each family.

Level of Allowance: Utilities and other services are included in gross rent, and when they are not furnished by the owner, an allowance must be provided to the family. Allowances must be adequate for all utilities and services not provided by the owner that were included in the fair market rent. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the HA must use normal patterns of consumption for the community as a whole and current utility rates. Allowances must not be based on energy consumption or costs above average or below average income families. The objective shall be to establish allowances based on actual rates and average consumption estimates and should allow the majority of participating families an allowance that is adequate to cover expected average utility costs and other services over a 12-month period.

Determining Allowances:

- a. In general, HAs shall use to the extent possible local sources of information on the cost of utilities and services. The following local sources should be contacted:
 - (1) Electric utility suppliers.
 - (2) Natural gas utility suppliers.
 - (3) Water and sewer suppliers.
 - (4) Fuel oil and bottle gas suppliers.
 - (5) Public service commissions.
 - (6) Real estate and property management firms.
 - (7) State and local agencies.
 - (8) Appliance sales or leasing firms.

- b. Recently adopted utility allowance schedules from neighboring HAs with essentially the same type of housing stock should also be examined. In most cases fuel or utilities rates normally will not vary appreciably in neighboring communities and where data is not available in small communities' allowances for larger nearby communities may be used. Where local sources are inadequate, the HA may consult the national average consumption data provided in Table 1 and make appropriate adjustments to reflect local conditions.
- c. The HA must establish separate heating and cooling allowances for the various types of existing housing in the locality with the same number of bedrooms. Depending on local housing stock, utility allowances must be established for the following unit types: detached houses, duplexes, row or townhouses, garden and high rise apartments and manufactured homes. In addition to establishing different heating and cooling allowances for various types of structures, attention should be given to different allowances for water depending on whether families will have responsibilities for lawn care.
- d. The data to be solicited from the local sources shown above should be as close as possible in form and detail to the format of form HUD-52667. If possible, all consumption data should be obtained for each unit size and type. If data is available only for an average unit size (2.5 bedrooms), multiply the utilities costs for the average unit by the following factors:

Size of Unit	Factor
0-BR	0.5
1-BR	0.7
2-BR	0.9
3-BR	1.1
4-BR	1.4
5-BR	1.6

Example: Natural gas heating cost for average sized unit is \$18.00 per month. The allowance for a 4-bedroom unit will be $1.4 \times \$18.00 = \25.00 (rounded to nearest dollar).

Air Conditioning: Allowances for air conditioning must be established only for communities where the majority of units in the market provide centrally air conditioned units or appropriate wiring for tenant installed A/C units.

Ranges and Refrigerators: Allowances for ranges and refrigerators must be based on the lesser of the cost of leasing or installment purchasing of suitable equipment.

Utility Rate Schedules: The cost of gas and electricity varies according to amounts consumed as shown on the appropriate rate schedules. It is not possible to compute exactly the cost of electricity for any given function without knowing the total electrical usage for a unit. However, because neither the HA or the families know beforehand just what will be the combination of utilities for any unit rented, it will be necessary to approximate the allowances for each function (e.g., heating cooking, etc.) as follows:

For electricity the rates used for lighting, refrigeration and appliances (Table 1, Item I), should be from the top of the rate schedule or the higher unit costs. Allowances for electric cooking, water heating and space heating should be computed from the middle or lower steps in the rate schedules.

Similarly, allowances for gas used for water heating and cooking should be computed using rates from the top of the rate schedule and for heating from the lower steps.

Supporting Documentation: The HA shall maintain with the form HUD-52667 copies of all supporting documentation used in determining the allowances and any revisions. For instance, letters from local utility companies shall be attached plus any worksheets used by the HA in computing allowances. The material should contain, if possible, the quantities of the utilities that are the basis of the dollar allowances (e.g., kilowatt hours per unit). A copy of the utility allowance schedule must be sent to the HUD Field Office.

Table 1

Average Allowances For Tenant Purchased Utilities

Note: The consumption amounts listed below are inexact averages and must be used with caution when establishing allowances for actual projects.

	<u>Monthly Consumption</u>	
	<u>Units</u>	<u>21/2-BR(a)</u>
I. Electricity		
a. Lighting and Refrigeration	KWH	250-400 (b)
b. Cooking	KWH	110
c. Domestic Hot Water	KWH	340 (c)
d. Space Heating	KWH	680 (d)
e. Air Conditioning	KWH	180 (e)
II. Natural Gas And Bottle Gas		
a. Cooking	Therms	8
b. Domestic Hot Water	Therms	21 (c)
c. Space Heating	Therms	48 (d)
III. Fuel Oil		
a. Domestic Hot Water	Gals	17 (c)
b. Space Heating	Gals	40 (d)
IV. Water		
a. Domestic Use	Gals	8,000
b. Lawn	Gals	2,000

- (a) Estimated average consumption for a hypothetical 2 1/2 bedroom dwelling unit. All consumptions listed must be adjusted for the size of the dwelling unit. Factors shown under Determining Allowances, subparagraph d, may be used for making the adjustment.
- (b) Consumptions will vary considerably depending on electrical appliances used. Upper limit should be sufficient to provide 85 kilowatt hours for a clothes dryer and 50 kilowatt hours for a frost free refrigerator.
- (c) The temperature of local water supply varies by geographic area and will have considerable impact on energy used to heat domestic water. This estimate is for North Central geographic areas where the average city water temperature is approximately 50° F.
- (d) Consumptions are for housing insulated for the heating system installed. Normally a building designed for electric space heating is better insulated than one designed for gas or oil space heating equipment. Climatic conditions assumed to be 4,000 heating degree days and 0° F outside design temperature. Consumption must be adjusted for the normal heating degree days and the outside design temperature in the given geographic area.
- (e) Consumption estimated for 1,000 degree days cooling. Actual consumption will depend on many variables.

Note: The consumption amounts listed above are inexact averages and must be used with caution when establishing allowances for actual projects.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Suidat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2019-004

Moved by:

Seconded by:

RESOLUTION APPROVING THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FISCAL YEAR ENDING 2018

WHEREAS, the Section 8 Management Assessment Program is a management tool developed and designed by the U.S. Department of Housing and Urban Development for the purpose of identifying and assessing the Authority's management capabilities and to assist in the improvement of the Authority's program operations; and

WHEREAS, 24 CFR 985.101(a) of the Code of Federal Regulations requires Public Housing Agencies to submit the Section 8 Management Assessment Program Certification form within 60 days after the end of its fiscal year; and

WHEREAS, 24 CFR 985.101(a) requires PHA's Section 8 Management Assessment Program certification to be approved by the agency's Board of Commissioners; and therefore it be

RESOLVED, that the Guam Housing and Urban Renewal Board of Commissioners approves the Section 8 Management Assessment Program Certification for fiscal year ending 2018.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 8, 2018

PASSED BY THE FOLLOWING VOTES:

AYES:

NAYS:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is full, true
And correct copy of the Resolution duly adopted
by the Guam Housing and Urban Renewal Authority
Board of Commissioner on **November 08, 2018.**

MICHAEL J. DUENAS
Secretary/Executive Director

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name Guam Housing and Urban Renewal Authority	For PHA FY Ending (mm/dd/yyyy) 09/30/2018	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>\$692</u>	1-BR FMR <u>\$751</u>	2-BR FMR <u>\$999</u>	3-BR FMR <u>\$1,453</u>	4-BR FMR <u>\$1,760</u>
PS <u>\$750</u>	PS <u>\$826</u>	PS <u>\$1,050</u>	PS <u>\$1,813</u>	PS <u>\$2,100</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

84

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

94

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

1.12

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

46%

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

FISCAL YEAR ENDING 2018 SEMAP PERFORMANCE INDICATOR SUMMARY

Performance indicator	Rating Criteria	PHA Sampling Results	Possible points/Earned points
<p>(1) Selection from the waiting list: (24 CFR 982.53(d)(1) and 982.204(a)</p>	<p>(a) The PHA has written policies in its administrative plan for selecting applicants from the wait list.</p> <p>(b) The PHA'S quality control samples of (1) <i>applicants reaching the top of the waiting list</i> and of (2) <i>admissions</i> show that at least 98% of the families in the samples were selected from the waiting list for admissions in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.</p>	<p>(a) Yes, wait list and selection policies are available in Chapter 4 (pages 4-1 through 4-13) of Administrative Plan.</p> <p>(b)</p> <ul style="list-style-type: none"> • Total sample size applicants reaching top of wait list =1,014 • Number of HUD required samples of applicants reaching the top of the wait list = 25; Total sampled =137. Number with errors = 0 • Total sample size of those admitted into the program =234 • Number of required samples of those admitted =8; Total sampled =57; Total with errors =0 	<p>Total possible points=15 points</p> <p>Total points earned= 15 points</p>
<p>(2) Reasonable Rent: (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507</p>	<p>(a) The PHA has and implemented a reasonable written method to determine and document each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary, if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.</p> <p>(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for:</p>	<p>(a) Yes, written policy/method is available in Chapter 8 of Administrative Plan (pages 8-1 through 8-22).</p> <p>(b) At least 98% of units sampled:</p> <ul style="list-style-type: none"> • Total sample size =2,398; • required HUD sample size =40; • total sampled =151; • Total with errors = 0 	<ul style="list-style-type: none"> • Total possible points = 20 points (98% sampled); • 15 points (80 to 97% sampled); • and 0 points (Less than 80% sampled) <p>Total points earned = 20 points</p>

FISCAL YEAR ENDING 2018 SEMAP PERFORMANCE INDICATOR SUMMARY

<p>(3) Determination of Adjusted Income: (24 CFR part 5, subpart F and 24 CFR 982.516)</p>	<p>The PHA's quality control sample of tenant files shows that at the time of admission and re-examination, the PHA properly obtained third party verification off adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent.</p>	<ul style="list-style-type: none"> At least 90% of files sampled Total sample size =3,150; required HUD sample size= 44; Total sampled =164; total with errors = 5 (i.e., verification document not in file, data entry and calculation errors) 	<ul style="list-style-type: none"> At least 90% sampled files are accurate =20 points; 80 to 89% sampled files are accurate =15 points Less than 80% =0 points <p>Total points earned =20 pts.</p>
<p>(4) Utility Allowance Schedule: (24 CFR 982.517)</p>	<p>The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule change of 10% or more in a utility rate since the last time the utility allowance scheduled was revised.</p>	<ul style="list-style-type: none"> Yes; updated November 29, 2017 (Resolution #FY2018-007) 	<p>Updated =5 points Not updated = 0 points</p> <p>Total points earned=5 pts.</p>
<p>(5) HQS Quality Control Inspections (24 CFR 982.405 (b))</p>	<p>A PHA Supervisor (or other qualified person) re-inspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD, for quality control of HQS inspections. The PHA supervisor's re-inspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.</p>	<ul style="list-style-type: none"> Yes, total sample size =1,326; Total HUD required sample size =29 Total sampled =120 	<p>Meets sample requirement = 5 points; Does not meet sample requirement = 0 points.</p> <p>Total earned =5 points</p>
<p>(6) HQS Enforcement : (24 CFR 982.404)</p>	<p>The PHA quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from inspection and, all other cited HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payment beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations.</p>	<ul style="list-style-type: none"> At least 98% of cases sampled Total sample size =1,791 Required sample size by HUD =32 Total number sample =149 Number of failed inspections =36 	<p>Possible points =10</p> <p>Total earned =10 pts.</p>

FISCAL YEAR ENDING 2018 SEMAP PERFORMANCE INDICATOR SUMMARY

<p>(7) Expanding Housing Opportunities (8) Payment standards</p>	<p>Not applicable to Guam The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD) (24 CFR 503)</p>	<p>• Yes; Resolution FY2018-008, adopted November 29, 2017 • Established payment standards by unit size for each FMR area; • Does not exceed 110 percent of the current FMR and not less than 90 percent.</p>	<p>Possible points = 5 points Total earned = 5 points</p>
<p>(9) Annual Re-examinations: (24 CFR 982.516)</p>	<p>The PHA completes a re-examination for each participating family at least every 12 months.</p>	<p>• HUD rating is based on MTCS data • Total sample size =4,072 • Total sampled required by HUD =49 • Total sampled = 183 • Total with errors =0</p>	<p>Possible points: - Fewer than 5 % are more than 2 months overdue =10 pts. - 5 to 10 % are more than 2 months overdue= 5 pts. - More than 10% are more than 2 months overdue =0 pts. Total earned =10 pts.</p>
<p>(10) Correct Tenant Rent Calculations: (24 CFR 982, subpart K)</p>	<p>The PHA correctly calculates tenant rent in the rental certificate and the family rent to owner in the rental voucher program.</p>	<p>• HUD rating is based on MTCS data • Total sample size =3,061 • Total HUD required samples =44 • Total sampled =164 • Total number sampled with errors =9 (i.e., calculation and verification errors).</p>	<p>Possible points: -2 % or fewer with incorrect calculations= 5 pts -more than 2% with incorrect calculations =0 pts. Total points earned = 5 pts.</p>
<p>(11) Pre-contract HQS Inspections (24 CFR 982.305)</p>	<p>Each newly leased unit passed HQS before the beginning of the assisted lease and HAP contract.</p>	<p>• HUD rating is based on MTCS data • Total sample size =260 • Total HUD required samples =34 • Total sampled =60 • Total samples with errors =2</p>	<p>Possible points: -98 to 100% passed inspection before HAP = 5 pts. -fewer than 98% =0 pts. Total points earned = 5</p>

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<p>(12) Biennial HQS Inspections</p>	<p>The PHA inspects each unit under contract as required.</p>	<ul style="list-style-type: none"> • HUD rating is based on MTCS data • Total sample size=3,150 • Total HUD Required samples =44 • Total sampled =164 • Total samples with errors =0 	<p>Possible points: -fewer than 5% are more than 2 months overdue =10 pts. -more than 10% are more than 2 months overdue = 0 points. Total points earned =5 pts.</p>
<p>(13) Lease-up</p>	<p>The PHA executes assistance contract on behalf of eligible families for the number of units that has been under budget for at least one year [calendar year].</p>	<ul style="list-style-type: none"> • HUD rating is based on MTCS data • Percent of units leased or occupied; or percent of allocated budget authority expended during the calendar year that ends on or before the assessed PHA fiscal year. • Total authorized baseline =2,515 • Total utilization per baseline= 2,342 • Total HAP budget Received =\$16,880,031 as of September 2018 • Total HAP expended =\$ 20,558,481 as of September 2018 • (Estimated based on monthly VMS reporting) 	<p>Possible points: - 98% leased =20 pts. - 95 to 97% =15 pts. - Less than 95% = 0 pts. Total points earned = 20 pts.</p>
<p>(14) Family Self-sufficiency (24 CFR 984.105)</p>	<p>The PHA has enrolled families in the FSS as required.</p>	<ul style="list-style-type: none"> • HUD rating is based on MTCS data • Total mandatory slots =84 • Total enrolled =94 • Total with escrow =43 	<p>Possible points: • -80% of mandatory slots filled and 30% with escrow balances =10 pts. • -60 to 79% of mandatory slots filled and 30% with escrow balances =8 pts. • -80% of mandatory slots filled; with fewer than 30% with escrow balances =5 pts.</p>

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<ul style="list-style-type: none"> -60 to 79% of mandatory slots filled; with fewer than 30% escrow balances=3 pts. 60 mandatory slots filled; less than 30% with escrow balances =0 pts. 		Total points earned =10 pts. 135
TOTAL POINTS EARNED		

HUD Quality Control Sample table:

UNIVERSE	MINIMUM NUMBER OF FILES OR RECORDS TO BE SAMPLED
50 or less	5
51-600	5 plus 1 for each 50 (or part of 50) over 50
601-2,000	16 plus 1 for each 100 (or part of 100) over 600
Over 2,000	30 plus 1 for each 200 (or part of 200) over 2,000