



GOOD MORNING TODAY IS THURSDAY OCTOBER 25, 2018. IT IS 12:00 P.M. GHURA'S REGULAR SCHEDULED MEETING.

I COMMISSIONER GEORGE PEREDA AND HERE WITH ME IS MICHAEL DUENAS, BOARD SECRETARY, PEDRO LEON GUERRERO, DEPUTY DIRECTOR AND GHURA'S SPECIAL ASSISTANT, MELINDA TAITANO HEREBY ADJOURN TODAY'S MEETING DUE TO NO QUORUM AND WILL RECESS THE MEETING TO TOMORROW FRIDAY, OCTOBER 26, 2018 AT NOON.

IN ADDITION, THE BOARD SECRETARY WILL POST ON THE GHURA WEBSITE AND ON THE MAIN OFFICE FRONT ENTRANCE STATING THE BOARD MEETING RECESS DATE AND TIME

THANK YOU

  
**GEORGE PEREDA**

MEMBER, BOARD OF COMMISSIONER

Oct 25, 2018  
DATE



BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., October 25, 2018  
GHURA's Main Office  
1<sup>st</sup> floor, Conference Room, Sinajana  
**AGENDA**

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**I. ROLL CALL**

**II. APPROVAL OF PREVIOUS BOARD MINUTES – October 11, 2018**

**III. CORRESPONDENCE AND REPORTS**

**Page(s)**

1. Division Quarterly Reports (FY2018, 4<sup>th</sup> Quarter)
  - a. MIS ..... 1-2
  - b. HR ..... 3-5
  - c. AE ..... 6-10
  - d. CPD ..... 11-12
2. 2017 Citizen Centric Report ..... 13-16

**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)

**V. NEW BUSINESS**

1. Request for reconsideration - 2018-2019 Tax Credits ..... 17-19  
Letter dated October 1, 2018 from Summer Town Phase IV, LLC
2. Request for extension with the Construction of the Central Police .. 20-22  
Letter dated October 15, 2018 from Rex International Inc.

**VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. Executive Director's Letter of Retirement ..... 23
2. Next proposed scheduled Board Meetings:  
Thursday, November 8<sup>th</sup> &  
Wednesday, November 21<sup>st</sup> or Thursday, November 29<sup>th</sup>

**VII. ADJOURNMENT**



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

GHURA Main Office, 1<sup>st</sup> floor conference room  
Sinajana, Guam

**MINUTES**

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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, 1<sup>st</sup> 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.

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Approval of Previous Board Minutes</b>	<b>Action By:</b>
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>	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>NEW BUSINESS</b>	<b>Action By:</b>
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>	



<b>Minute No.</b>	<b>Ref. No.</b>	<b>NEW BUSINESS</b>	<b>Action By:</b>
224/18		<p><b>Request for extension with the Construction of the Central Police Precinct – Letter dated October 15, 2018 from Rex International Inc.</b></p> <p>Discussion tabled until the next board meeting</p>	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By:</b>
225/18		<p><b>MIS Division Quarterly Report (FY2018, 4<sup>th</sup> Quarter)</b></p> <p>Ms. Julie Lujan reported on the following highlights:</p> <p><u>Informal Hearings:</u></p> <p>4 Informal Hearings or reviews were completed for the Section 8 program</p> <ul style="list-style-type: none"> <li>• 2 were S8 applicants in which resulted with 1 being denied.</li> <li>• 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.)</li> </ul> <p><u>Public Housing On-Line Applications:</u></p> <p>On-line applications for Public Housing for AMP1, AMP2, AMP3, and AMP2 Elderly were opened for 3 months, from July 2<sup>nd</sup> to September 28<sup>th</sup></p> <ul style="list-style-type: none"> <li>• 1,141 total on-line applicants</li> <li>• 1, 169 total on-line applications due to being able to apply for more than one site</li> <li>• 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</li> </ul>	Julie Lujan

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



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

Minute No.	Ref. No.	Correspondence and Reports	Action By:
226/18 continuation		<ul style="list-style-type: none"> <li>• Brought in 3 Temporary Appointments: a Laborer for AMP2, a Maintenance worker for AMP3, and a Clerk I for AMP4</li> <li>• Conducted interviews for 4 positions: Building Maintenance Leader, Engineer Supervisor, Maintenance Worker, and Interviewer Clerk</li> <li>• In-processed 3 employees and 1 probationary employee</li> <li>• Brought in 1 UOG Intern, 1 SCEP participant and 1 JOBS participant</li> <li>• Completed the 6 month renewal for all temps</li> <li>• Had 0 Separation or Exits for this quarter</li> </ul> <p><u>Employee Management Relations</u></p> <ul style="list-style-type: none"> <li>• Drug tested 22 for the quarter</li> <li>• 0 cases for Workers Comp</li> <li>• A third of the workforce made changes during open enrollment, most of which was due to NetCare dropping out of the market</li> <li>• Counseled a couple for Performance Issues</li> </ul> <p><u>Compensation</u></p> <ul style="list-style-type: none"> <li>• Processed 27 increments</li> <li>• Completed all 8 of FY2017 and 14 out 16 of FY2018 Performance Evals</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Completed Procurement Module 4 (Katherine Taitano –RPE, Narcissa Ada –AMP1, and Gina Cura –AMP2 are now certified with the Procurement Modules)</li> </ul> <p><i>Acting Chairman Borja encourages to continue with training for the staff as a result of the recent high scores.</i></p>	



<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By:</b>
226/18 continuation		<u>Compensation</u> <ul style="list-style-type: none"> <li>Reviewed the maintenance pay scale, and brought it up to the Board for approval and now processing the 14 employees for pay adjustments</li> </ul> <u>Alternate Hearing Officer</u> <ul style="list-style-type: none"> <li>Completed 2 cases, both of which have been reinstated and referred to attend the Renter's 101 course.</li> <li>Cross-Trained 1 individual</li> </ul>	
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>	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>Action Items from Prior Meetings</b>	<b>Action By:</b>
	037/18	<p><b>Update on the Construction for the Sinajana Central Precinct</b></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 no 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
<b>Minute</b>	<b>Ref.</b>		<b>Action</b>

No.	No.	Action Items from Prior Meetings	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, 4<sup>th</sup> 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"> <li>Met with Department of Public Health and Legal Counsel last week, issues were resolved between our</li> </ul>	Albert Santos
Minute	Ref.		Action



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

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



Minute No.	Ref. No.	Correspondence and Reports	Action By:
230/18 continuation		<ul style="list-style-type: none"> <li>• Met our expenditures threshold for HOME on time</li> <li>• Regarding Public Housing, submission of the Annual Plan and the 5 year rolling of the Capital Fund have been done via online</li> <li>• Received approval for 11 vouchers under the S8 Mainstream Program</li> <li>• Waiting for a response regarding the requested 60 vouchers under the Family Unification Program</li> </ul> <p><u>Project Management Highlights</u></p> <ul style="list-style-type: none"> <li>• Groundbreaking for the Isla Apartments project was done on the 23<sup>rd</sup></li> <li>• Work is underway for the Central Community Arts Center in Sinajana</li> <li>• 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></li> <li>• Regarding LIHTC, execution of the Ironwood Villas Allocation documents is scheduled for the end of the year</li> <li>• Compliance Monitoring for CY2018 have been scheduled</li> <li>• Ironwood Estates, Summer Town Estates II, and Ironwood Heights I &amp; II are up for UPCS and file inspections</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Training is essential for the staff</li> <li>• Completed all 4 classes under the Procurement Module</li> </ul>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By:</b>
231/18		<p><b>2017 Citizen Centric Report</b></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
<b>Minute No.</b>	<b>Ref. No.</b>	<b>General Discussion / Announcements</b>	<b>Action By</b>
232/18		<p><b>Executive Director's Letter of Retirement – December 22, 2018</b></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><b>Next Proposed Scheduled Meetings:</b></p> <p>Thursday, November 8<sup>th</sup> and Thursday, November 20<sup>th</sup></p> <p>December 6<sup>th</sup> and December 20<sup>th</sup></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 )

  
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**MICHAEL J. DUENAS**  
Board Secretary/Executive Director

**Management Information System (MIS)**  
**FY2018 4<sup>TH</sup> QUARTER ACTIVITY REPORT**

<b>SECTION</b>	<b>GOALS</b>	<b>STATUS</b>
<b>INFORMAL HEARINGS</b>	To provide accurate S8/LIPH Informal Hearings/Grievances	<ul style="list-style-type: none"> <li>- Tenants:    S8    2            Terminations: 1                    PH    0            Terminations: 0</li> <li>- Applicants S8    2            Denied            1                    PH    0            Denied            0</li> <li>- Referral for Participation in Renters 101:    1</li> </ul>
<b>PUBLIC HOUSING ON-LINE APPLICATIONS</b>	To ensure an accessible & user-friendly online application is available	<ul style="list-style-type: none"> <li>- Online applications for AMP1, AMP2, AMP2 ELD, AMP3 opened 7/2/2018; closed 9/28/2018.</li> <li>- Total on-line applicants: 1,141.</li> <li>- Total on-line applications: 1,669</li> <li>- Website on-line application down- time = 0</li> </ul>
<b>SECTION 8 ON-LINE APPLICATION PROCESSING</b>	To prepare website and on-line application services offered to the community	<ul style="list-style-type: none"> <li>- Coordination with both Tenmast/MRI software &amp; GuamWebz vendors</li> <li>- Section 8 Housing Choice Voucher to open 10/1/2018; closes 10/4/2018</li> <li>- Lottery process streamlined to simplify user requirements and to reduce costs to the Authority</li> <li>- Online application streamlined to ensure best processing practice</li> <li>- MIS Technical Support telephone line and webmaster email account established for troubleshooting &amp; support</li> <li>- Tested throughout September</li> <li>- Smart phone &amp; device access 24/7. GHURA based computer system access available M-F from 8:00am – 5:00pm</li> </ul>



**Management Information System (MIS)**  
**FY2018 4<sup>TH</sup> QUARTER ACTIVITY REPORT**

<b>SECTION</b>	<b>GOALS</b>	<b>STATUS</b>
<b>AUTHORITY SYSTEM ASSESSMENT</b>	To review & forecast I.T. systems and peripherals for FY 2019	<ul style="list-style-type: none"> <li>- Agency-wide assessment of computer systems, printers, telecom equipment, etc conducted.</li> <li>- 3 year forecast data provided for replacement of equipment with lifecycle management 3-4 years.</li> <li>- Allows for FY 2019 budget and forecasting</li> <li>- Approximate replacement of Authority equipment &lt; \$27K</li> </ul>
<b>PAPER REDUCTION/RE TENTION PROJECT</b>	To implement document imaging	<ul style="list-style-type: none"> <li>- Additional Section 8 and Public Housing scanners implemented and tested.</li> <li>- Training provided to 2/4 AMPs. Section 8 training completed.</li> <li>- Includes all new on-line applications as base-line.</li> <li>- Reduces storage requirement.</li> <li>- Eliminates hazards (fire, termites, etc)</li> <li>- 100% online applications migrate into Winten2+ system</li> </ul>

Human Resources Division  
STATUS REPORT – Highlights  
4TH Quarter - FY2018  
(July-September 2018)

Section	Activity	Status
HR ADMINISTRATION	<u>Guam Legislature Report</u>  <u>Staffing Report</u>  <u>GovMag Pro</u>	<p>Prepared Staffing Report for 3rd Quarter FY2018. Posted on website.</p> <p>◦ Maintain/Reconcile Monthly Staffing and Vacancy Reports</p> <p>1)Coordinated GHURA submission of 8 nominees 2)Tapped by Committee to oversee 18 facilitators. Held facilitators briefing 9/28/18.</p>
RECRUITMENT & STAFFING	<u>Manpower Assessment</u>  <u>Recruitment</u>	<p><b>96</b> Full-Time Employees month ending September 30, 2018:</p> <ul style="list-style-type: none"> <li>74 Classified</li> <li>3 Unclassified</li> <li>19 Temporary</li> <li>6 – S8</li> <li>2 – AMP1</li> <li>3 – AMP2</li> <li>3 – AMP3</li> <li>2 – AMP4</li> <li>2 – ADMIN</li> <li>1 – CD</li> </ul> <p><u>Job Announcements:</u> Maintenance Worker-Continuous Buyer Supervisor II</p> <p>Establish List (3 positions): PC1 / PC II / Interviewer Clerk/amended ratings =90+</p> <p><u>Temporary Appointments:</u> Rated 4 positions (Amp2/3/4)</p> <p>Interviews – (4 positions) Building Maintenance Leader / Engineer Supervisor/ Maintenance Worker/ Interviewer Clerk</p> <p><u>In-Processed:</u> <b>3</b> employees (1 worker/2 S8). 1 Probationary (AMP1-Ldr)</p>



Section	Activity	Status
		<p>Other In Process (3) UOG Intern/SCEP/JOBS</p> <p>Personnel Actions: 6 month renewal of all 17 temps.</p> <p>Above Step Recruitment to BOC-<u>1</u></p> <p><u>Separations/Exits</u>: 0</p>
EMPLOYEE MANAGEMENT RELATIONS	<p><u>Drug Testing Random and New Hire</u></p> <p><u>Workers Compensation</u></p> <p><u>Verification of Employment(VOE)</u></p> <p><u>Open Enrollment</u></p> <p><u>Life Insurance GovGuam</u></p> <p><u>Employee Management</u></p>	<p>4th Quarter-Completed. Tested <b>14</b> employees. Includes coordinating with MIS, letters, laboratory confirmation and issue notice to employees for 1st Quarter Random.</p> <p>New Hire/transfers/ Drug Test = 7</p> <p><u>(0)</u> new case for 4th Qtr</p> <p>Processed <u>28</u> VOE's</p> <p>Coordinate Disseminate/Submit/Processed=23 employees</p> <p>Processed 3_staff eligible</p> <p>Performance Counseling/LOR</p>
COMPENSATION	<p><u>Salary Increments</u></p> <p><u>Performance Evaluation Reports</u></p>	<p>Processed 27 Increments. (Includes reviewing personnel file, generating PA, route for signature and file with Payroll). Update staffing and file in personnel file.</p> <p>Total Overdue: (4)</p> <p><u>Fiscal Year -2018 (4 Over due)</u>  2<sup>nd</sup> Quarter= RPE (1)/Executive (1);  3<sup>rd</sup> Quarter : Executive (2)</p>

Section	Activity	Status
TRAINING	<u>COCC</u>  <u>GCC Procurement</u>	<u>COCC - HR local chapter/ Fiscal</u>  <u>Procurement Module 4 – Registered</u> <u>=3 (RPE/AMP1/2)</u>
COMPENSATION	<u>Review of maintenance pay scale</u>	Presented to BOC Sept 28, 2018
[OTHER]  ALTERNATE HEARING OFFICER	<u>Informal Hearing Officer</u>	Completed 2 cases: Section 8 / PH-AMP2 Cross Train -=1



**A/E Division****Project Activities**

[July - September 2018]

<b>Project</b>	<b>Contractor</b>	<b>Contract Amount</b>	<b>NTP</b>	<b>CCD</b>	<b>Status</b>	<b>Program / Grant</b>	<b>Remarks</b>
1. Sinajana Lots No. 70, 71, & 76						Yona Reserve	Lot 70 owner has accepted offer, lot 71 owner rejected our offer and has submitted an counter boundary realignment which will impact lot 70. Lot 71 owner is requesting to meet with board.
2. Mosquito Lab	Rex International	\$2,178,200.00 CO#1- \$321,890.81 CO#2 \$98,797.36	11/21/13	9/29/16	100%	DOI	GHURA's legal was able to resolve issues with Surety's legal. First Net Insurance to proceed with correcting the lab a/c system.
3. Central Police Precinct	Taniguchi Ruth Makio Architects	\$121,000.00	8/21/16	11/21/16	100%	CDBG	
	Rex International	\$2,937,300.00 CO#1 \$127,494.37	3/27/17	8/30/18	70%	CDBG	Notice of cure issued, contractor has since hired the needed tow engineer staff and several skill workers, GHURA continues to conduct daily review of in-progress work with guidance

<b>Project</b>	<b>Contractor</b>	<b>Contract Amount</b>	<b>NTP</b>	<b>CCD</b>	<b>Status</b>	<b>Program/ Grant</b>	<b>Remarks</b>
4. Umatac & Sinajana Baseball Field up-grades	Infratech Inc	\$810,000.00	6/6/18	2/21/19	10%	CDBG	Design team is about 90% completed in their design, building permit to be submitted upon competition of design. Poles have been order which is the long lead item. Contractor plans to start with Sinajana 1 <sup>st</sup> . Working with DRP for transfer of funds in the amount of \$250K for lighting in Umatac.
5. Top coating of roofs and exterior painting of elderly units	Asia Pacific Intl	\$263,436.00	12/18/17	9/27/18	100%	CAP	Exterior painting completed at Dededo, Agat and Merizo. Contractor to start on roof coating as soon as material gets on island
6. Reno of 6 units at Guma Tran	Genesis Tech	\$84,300.00	Jan 2018	6/22/18	100%	USDA reserve funds	Close-out document submitted, Rural Development staff reviewed work completed and where satisfied
7. Water blasting and exterior painting of all 4 amps	Base bid 2& 3- Asia Pacific Bae bid 4- Genesis Tech	\$517,486.00 \$264,600.00	1/16/18 1/16/18	9/28/18 6/22/18	99% 100%	Cap Funds	Contractor completing punch list items. Genesis Tech



<b>Project</b>	<b>Contractor</b>	<b>Contract Amount</b>	<b>NTP</b>	<b>CCD</b>	<b>Status</b>	<b>Program/ Grant</b>	<b>Remarks</b>
8. Restroom and concession stand at the Sport complex in Dededo	Canton Construction Corp	\$779,480.00	3/20/18	12/20/18	10%	CDBG	Building permit was finally released in late August, contractor has started foundation and utility routing and walkways.
9. Water Blasting and exterior painting AMP1	Genesis Tech	\$287,500.00	4/24/18	7/30/18	100%	Cap Funds	Close-out documents submitted
10. Lead Base testing at AMP1,2& 4	Industrial Hygiene Professionals, Inc.	\$37,000.00	6/20/18	12/3/18	100%	Cap Funds	Project completed ahead of time, final report in work. Test results indicate two amps should be lead free with minimum abatement.
11. Renovation of 5 Units	Genesis Tech	\$134,100.00	5/22/18	8/21/18	100%	Cap Funds	

<b>Project</b>	<b>Contractor</b>	<b>Contract Amount</b>	<b>NTP</b>	<b>CCD</b>	<b>Status</b>	<b>Program/ Grant</b>	<b>Remarks</b>
12. Demolition of 4 structures old staff housing in Dededo	JT Angoco & Sons Inc.	\$98,800.00	10/1/18	12/30/18		CDBG	Contractor to start with documents required for Permitting with DPW and GEPA, they are in process of hiring IHP for testing of hazardous materials. Staff will be also working with GPD on informing the squatters occupying these units to vacate
13. Phase II ,up- grade of 6 units at Guma Tran	Arkana Pacific	\$100,400.00	9/1/18	11/29/18	10%		Contractor completed first units, ready to proceed with the 2 <sup>nd</sup> unit upon completion of punch list.
14. New Drain Spout GHURA 250 housing development	Triple Tech Incorporated	\$116,200.00 CO# 1 \$12,017.38	7/12/19	12/18/18	20%	Cap Funds	Contractor started with re-alignment of 248 Splash blocks and fabrication of new splash blocks, new drain spout in fabrication off island schedule for delivery mid Nov.
15. Reno of 14 units at Liheng III	Triple Tech Incorporated	\$630,000.00	10/2/18	7/11/19			Pre-construction conference held on 10/2/18, contractor to start with the required design for permitting



<b>Project</b>	<b>Contractor</b>	<b>Contract Amount</b>	<b>NTP</b>	<b>CCD</b>	<b>Status</b>	<b>Program/ Grant</b>	<b>Remarks</b>
16. Roof Repair and coating of 99 units in Agat							Bid opening held on Sept. 27, 2018, bids submitted are double the Government estimate. Staff to re-scope work and re-bid. Average cost for roof coating bid is at \$7,200.00 per unit, per contractors materials cost has double
17. LRC for woman in Tiyan							Environmental review in progress, RFQ for design services in work plan to release mid Oct
18. Arts center in Sinajana							Environmental review in progress, RFQ for design services in work plan to release mid Oct
19. Change out of exterior doors at AMP2							Staff working on bid specification to up-grade the exterior doors at AMP2
20. Physical Needs Assessment							Staff has started the scope of services for the needed RFP for the requires HUD Physical Needs Assessment of all our public housing facility



# 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



## Research, Planning and Evaluation Division & Community Development Division Division Activities Report as of 30 September 2018

### I. Program Management and Grants Management

- a. Community Planning and Development
  - i. PY2018 Annual Action Plan – Approved by HUD. Grant Agreements in process.
  - ii. PY17 Substantial Amendment – Approved by HUD. Projects underway.
  - iii. **CDBG Timeliness – Timeliness Achieved.**
  - iv. **HOME Expenditure Compliance – Achieved.**
- b. PHA
  - i. Capital Fund Program - PH Annual Plan and Capital Fund 5-year (Rolling) Plan – Approved by HUD.
  - ii. Grant Application Assistance
    - 1. Mainstream Program NOFA (Requested 20) – Approved for 11 vouchers.
    - 2. Family Unification Program NOFA (60 Vouchers) – Submitted.

### II. Project Management Highlights

- a. HOME
  - i. Ta'i 7 – Lots acquired, USDA Sweat Equity partnership with MCDC. Closing slated for January 2019.
  - ii. Astumbo Subdivision, 5 homes (scattered site) – All units sold as of July 2018.
  - iii. Sagan Bonita Subdivision Phase II, 13 homes – Anticipated completion in 2019
  - iv. RENEWAL Homes – 25 homes sold to-date.
  - v. RENAISSANCE Rentals – 20 units
    - 1. Yigo, Dededo, & Malesso (15 units) – In service
    - 2. Talofofo – Repairs pending funding.
  - vi. **Isla Apartments, Mangilao (former LIHENG III) - Underway**
- b. CDBG, construction projects underway
  - i. Central Police Precinct
  - ii. Sinajana Baseball Field Rehabilitation
  - iii. Umatac Baseball Field Rehabilitation
  - iv. Dededo Sports Complex Community Facility
  - v. **Central Community Arts Center, Sinajana**





c. GHURA Legacy

- i. Asan Redevelopment program – Increased activity among reservation holders to meet deadline.

d. LIHTC

- i. 2018 QAP – Award made by BoC at 11 October 2018 meeting to Ironwood Villas, LLC.
  - 1. Major upcoming steps (est. time): Execute Allocation Documents (December 2018)
- ii. Compliance Monitoring of LIHTC Developments
  - 1. CY2018
    - a. Ironwood Estates – 108 units. UPCS review complete. Report issued to Ironwood Estates. File review planned for November 2018.
    - b. Summer Town Estates II - 240 units. UPCS Inspection scheduled for December 2018. File review scheduled for November 2018.
    - 3. Ironwood Heights I & II – 132 units. UPCS Inspection complete. Report issued to IH I & II, LLC.

**III. Other**

- a. Training and Certifications
  - i. Fundamentals of Government Procurement – 4-module course completed successfully. K. Taitano
- b. FY2018 GHURA Audit – RPE Fiscal Staff Assisting.

# 2017 Citizen-Centric Report



## GUAM HOUSING & URBAN RENEWAL AUTHORITY

*Aturidaŋ Ginima' Yan Rinueban Siudat Guahan*

117 Bien Venida Avenue, Sinajana, GU 96910 • Phone: (671) 477-9851 • Fax: (671) 300-7565



### About Us

The Guam Housing and Urban Renewal Authority (GHURA), was established by Public Law 6-135 on December 18, 1962. GHURA provides assistance to low and moderate-income renters and assists homeowners to acquire suitable housing. GHURA has been designated by the Governor of Guam to administer funds received for Guam through the U.S. Department of Housing and Urban Development's (HUD's) various funding programs.

The Authority is governed by a seven-member Board of Commissioners appointed by the Governor of Guam. GHURA has a staff of 94 personnel employed in the following divisions: Executive Management; Central Office Cost Center operations (Administration, Fiscal, Human Resources, Management Information Systems, and Procurement); Housing Choice Voucher/Section 8; Public Housing & Capital Fund Programs; Guma Trankilidat, Research, Planning, and Evaluation; Community Development; and Architecture and Engineering.

### TABLE OF CONTENTS

Background and Mission Statement	Page I
Revenue by Major Program	Page I
Program Overview	Page 2-3
Future Outlook	Page 4

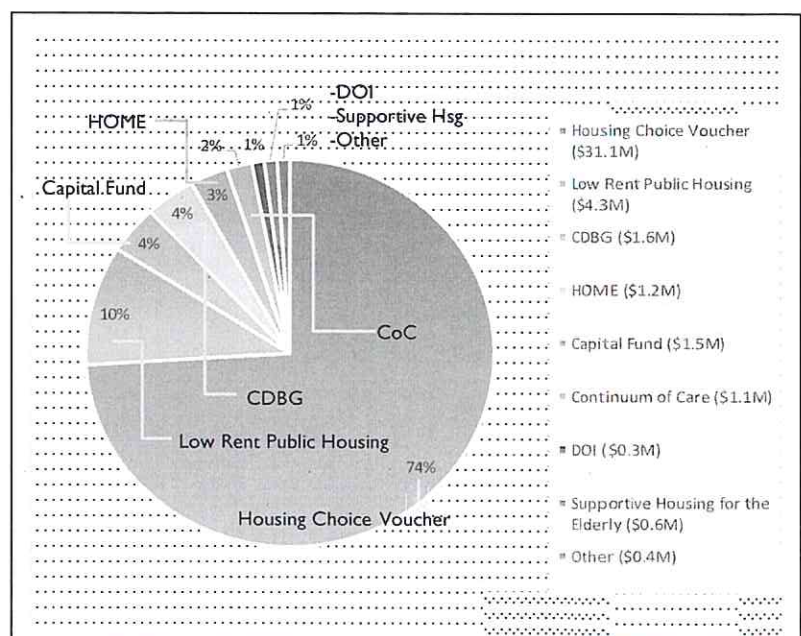
### MISSION

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent and sanitary dwellings for low to moderate income families, through all available federal and local government programs and through encouragement of Guam's private enterprises to participate in the common task of improving our island community, while upholding family values.

### FY2017 Statement of Revenue and Expenses (in millions)

Revenues:	2017	2016	2015
Operating subsidies and grants	\$40.7	\$43.5	\$42.0
Capital Grants	1.5	1.4	1.3
Other Income	0.8	1	0.8
Tenant Revenue	0.6	0.5	0.7
<b>TOTAL REVENUES</b>	<b>43.6</b>	<b>46.4</b>	<b>44.8</b>
Expenses:			
Housing assistance payments	28.7	30.3	30
Administrative	7.8	7.4	6.9
Maintenance	3.5	3.9	4.5
Depreciation	2.4	3.3	2.1
Tenant Services	0.5	0.6	0.3
General and Other	0.4	0.3	0.4
Utilities	0.4	0.4	0.5
<b>TOTAL EXPENSES</b>	<b>43.7</b>	<b>46.2</b>	<b>44.7</b>
Change in net position	(\$0.10)	0.2	0.1

### FY2017 Grant Revenue by Major Program (in millions)





## Program Overview

This section below highlights GHURA's major programs and accomplishments for the reporting year.

### Public Housing – Asset Management Property

Public Housing was established to provide decent, safe, and sanitary rental housing for eligible families, the elderly, and persons with disabilities. Public housing is available for single-family households, the elderly, and persons with disabilities. The Public Housing Program is operated under an Annual Contributions Contract (ACC) with the U.S. Dept. of Housing and Urban Development (HUD). The rent paid by the tenant cannot exceed the greater of the following amounts: (a) 30% of the family's adjusted income; (b) 10% of the family's monthly income; or (c) GHURA's flat rent amount. GHURA owns and operates 750 Public Housing units consisting of four Asset Management Properties (AMP): AMP 1 consisting of 158 units in Sinajana, Agaña Heights, Mongmong and Asan; AMP 2 consisting of 163 units located in Yona, Inarajan, and Talofofo; AMP 3 consisting of 195 units located in Agat, Merizo and Umatac; and AMP 4 consisting of 234 units located in Toto and Dededo. At the end of FY2017, GHURA had 740 units occupied with 98.6% occupancy rate and an adjusted rate of 99.73% with 8 units under modernization. For FY2017, GHURA received \$4.3 million in Operating Subsidy funds.

### Section 8 Housing Choice Voucher Program (HCV/S8)

The Section 8 Housing Choice Voucher Program provides housing assistance to very-low income families. The objective of the program is to help eligible families afford a decent and sanitary home in the private rental market. Section 8 participants are responsible for finding a unit that meets HUD's Housing Quality Standards. Once a unit passes inspection, GHURA and the property owner executes a Housing Assistance Payment (HAP) Contract. From there, assistance payments are made to the landlord on behalf of the Section 8 participant each month as long as the household qualifies for the assistance. The level of assistance depends on the family's annual income. The average GHURA subsidy is 70% of the rent and the family pays the remaining 30%.

The Housing Choice Voucher program consisted of 2,095 regular housing choice vouchers; 465 target-funded vouchers that includes 133 Family Unification Program vouchers, 175 Non-Elderly Disabled Program vouchers; 45 Veteran Affairs Supportive Housing Program vouchers; and 112 Project-Based Vouchers for elderly households age 62 and older.

### Community Planning and Development Funds

GHURA administers HUD's Community Planning and Development (CPD) funds, which are used to address housing and community needs for low- and moderate-income populations. GHURA receives these funds in the form of three formula grants – the Community Development Block Grant (CDBG); the Home Investment Partnerships Grant (HOME) and the Emergency Solutions Grant (ESG).

#### Financial Reports

An Independent audit was performed by Burger Comer & Magliari. GHURA received an unqualified opinion. The documents can be found online at

<http://www.opaguam.org/reports-audits/financial-audits>

Additional program information can be found on the GHURA website at [www.ghura.org](http://www.ghura.org).

In 2017, GHURA administered \$5.1 million in CPD funds. This includes \$4,026,920 for CDBG, HOME and ESG programs and \$1,122,558 in Continuum of Care (CoC) funds. Project selection for CDBG, HOME and ESG funds is based on applications submitted by eligible agencies and organizations whose proposals meet the objectives and goals outlined in the 2015-2019 Guam Consolidated Plan.

GHURA also administers the competitive grant under the CoC program to address the needs of the homeless population. HUD mandates that all jurisdictions receiving CoC grant funds conduct a Homeless Point In Time (PIT) Count held annually in January. The PIT Count uses a survey tool to determine the number of unsheltered and sheltered homeless persons in Guam on a single night and to gather information directly from individuals experiencing homelessness about their needs. The 2017 PIT Count identified a total of 259 households with a combined total of 852 homeless adults and children.

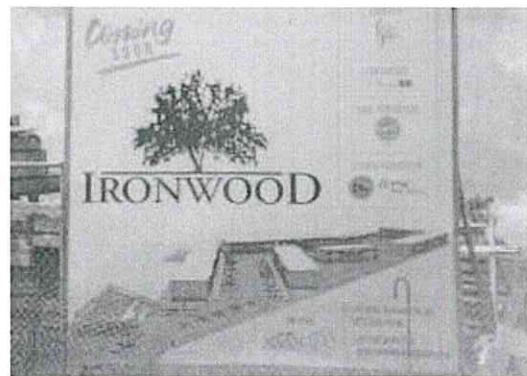


## PROGRAM OVERVIEW (cont'd)

### Low Income Housing Tax Credit Program

GHURA is the recognized state housing credit agency authorized to allocate tax credits for the Low-Income Housing Tax Credit (LIHTC) program. The program serves as incentives for the development of low-income rental units. The Internal Revenue Service annually allocates tax credits to eligible jurisdictions, and in 2017, GHURA's Board of Commissioners awarded \$2,389,241 in tax credits to Villa Del Mar LLC and the SummerTown Estates III project. The Villa Del Mar project will result in the development of 50 units that includes 4- and 3-bedroom units to accommodate larger families. The development, located in Toto, also represents the first LIHTC project to be constructed in central Guam.

Name of Housing Program	# of Units	# of Bedrooms	Date Placed into Service	Location/Address
Ironwood Heights I	72	12 - 1BR 44 - 2BR 16 - 3BR	12/1/2011	1101 Chalan Gagu, Tamuning
Ironwood Heights II	60	12 - 1BR 12 - 2BR 36 - 3BR	7/6/2012	1101 Chalan Gagu, Tamuning
Summer Green	74	06 - 1BR 24 - 2BR 44 - 3BR	8/6/2014	388 S. Marine Corps Drive, Tamuning
Summer Homes	81	12 - 2BR 48 - 3BR	9/8/2014	388 S. Marine Corps Drive, Tamuning
Summer Town Estates	240	120 - 1BR 120 - 2BR	1/22/2016	111 Chalan Pipitas, Dededo
Summer Town Estates II	93	18 - 1BR 18 - 2BR 30 - 3BR(Duplex) 17 - 3BR(SFD) 10 - 4BR	11/17/2016	112 Chalan Pipitas, Dededo
Summer Town Estates III	66	33 - 2BR 33 - 4BR	anticipated 2019	113 Chalan Pipitas, Dededo
Villa Del Mar	50	25 - 3BR 25 - 4BR	anticipated 2020	Aragon St., Toto



Officials participate in the ceremonial turning of the soil at the Villa del Mar groundbreaking ceremony in Nov. 2017.



## Future Outlook

In the upcoming program year, GHURA will continue to work toward the goals of its Five-Year Consolidated Plan by implementing the following projects and programs:

- The Rehabilitation for Affordable Housing project will result in 14 affordable rental housing units for low- and moderate-income families in a sustainable community. The building, located in Mangilao, will be managed by Catholic Social Service.
- The construction of the Residential Treatment Center for Women will include an in-patient, 14-bed facility to serve women with substance use disorders. The building will include additional space for outpatient services and will be operated by The Salvation Army.
- Through the Home Investment Partnerships Grant, GHURA will purchase 10 lots for Micronesia Community Development Corp.'s Mutual Self-Help program. In this program, income-eligible individuals and families participate in the construction of their homes.
- The Central Community Arts Hall in Sinajana will be constructed to serve central region. The project will feature a 150-seat theater-style facility for arts and education. The Sinajana Mayor's Office will maintain the facility.
- GHURA awarded \$2.9M in state low-income housing tax credits (LIHTC) to Ironwood Guam Development, LLC to construct 88 new multi-family units in Toto.
- GHURA's Housing Counseling program commenced May 2018. Participants in GHURA's HOME, Family Self Sufficiency, and Section 8 Housing Choice Voucher programs are eligible to receive free counseling on topics such as tenancy, housing affordability, homeownership, and avoiding foreclosure.

## Ongoing and Completed Projects in PY2017



Clockwise from left to right: In Program Year 2017, GHURA completed the **Astumbo Gym** renovation which included bathroom updates, hardening of the walls, and additional features to make the facility a Tier 2 shelter; Groundbreaking for the **Umatac Baseball Field** took place in July 2018; In December 2017, GHURA hosted a ribbon cutting for the completion of 5 new **single-family homes** in Astumbo, Dededo for income-eligible families under the HOME program; and the final phase of the **Sinajana Recreational Facility** upgrade began in August 2018.



# GHURA

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Website: [www.ghura.org](http://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

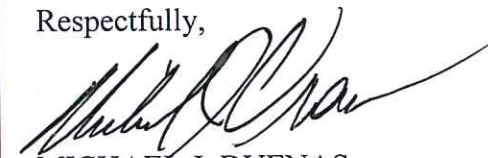
Date: 17 October 2018

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

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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,

A handwritten signature in black ink, appearing to read 'Ho S. Eun', with a long horizontal stroke extending to the right.

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


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## MEMORANDUM

OCT 18 2018

**TO** Board of Commissioners

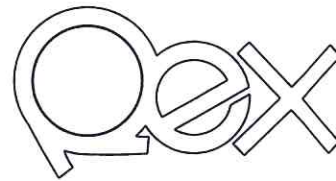
**FROM** Executive Director 

**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.

P O Box 4020  
Hagatna, GU 96932  
Duenas.mj@gmail.com

## Michael J. Duenas

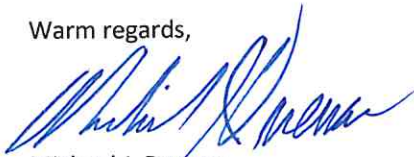
October 19, 2018

Mr. Thomas E. B. Borja  
Chairman, Board of Commissioners  
Guam Housing and Urban Renewal Authority  
117 Bien Venida Avenue  
Sinajana, GU 96910

Dear Chairman Borja,

Having worked nearly twenty-four years at the Authority, the last six as the executive director, I have reached the next phase of my career when one enters the retirement world. I have been honored and privileged to work for and to lead a great organization filled with many dedicated and dynamic employees with guidance from the astute members of the Board of Commissioners. My retirement will be effective December 22, 2018.

Warm regards,



Michael J. Duenas  
Executive Director