



BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M. Friday, January 27, 2017
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – January 13, 2017

	Page(s)
III. CORRESPONDENCE AND REPORTS	
1. Section Eight Management Assessment Program (SEMAP)..... Final Score for fiscal year ending September 30, 2016	1-2
2. Section Eight Voucher Management System (VMS) December 2016 Report	3-5
3. Audited Financial Statement For fiscal year ending September 30, 2016	6-7
4. Asset Management Program (AMP) FY2017 1 ST Quarter Activity Report	

IV. OLD BUSINESS

1. Section Eight Lottery Update (Reference Minute No. 051/017)

V. NEW BUSINESS

1. Intent of Award 8-12
Rehabilitate and upgrade of the Astumbo Gym
2. Write-Off 13-21
Tenant Account Receivables (TAR) for AMPs 1, 2, 3, and 4

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Next proposed scheduled Board meeting – February 10th & 24th

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., January 27, 2017

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

MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **January 27, 2017** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT:

George A. Santos, Chairman
Thomas E. B. Borja, Vice Chairman
Annabelle M. Dancel, Member
Carl V. Dominguez, Member
Eliza U. Paulino, Member
Joseph M. Leon Guerrero, Resident Commissioner

BOC LEGAL COUNSEL:

Anthony Perez

MANAGEMENT & STAFF:

Michael J. Duenas, Executive Director
Pedro A. Leon Guerrero, Deputy Director
Millie Taitano, Special Assistant
Albert Santos, A&E Manager
Norma San Nicolas, S8 Administrator
Lucele Leon Guerrero, Controller
Katherine Taitano, Chief Planner
Narcissa Ada, AMP1 PSM
Gina Cura, AMP2 PSM
Philly San Nicolas, AMP3 PSM
Torsten Rotrock, AMP4 PSM

PUBLIC

Ramon Salas, Staff-Senator Nelson's Office

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

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
072/17		The Chairman called for a motion to be made on the approval of the Minutes for the previous Board Meeting on January 13, 2017.	
073 /17		After review and discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Commissioner Dancel to approve the Board Minutes of January 13, 2017 as corrected.	
Minute No.	Ref. No.	Correspondence and Reports	Action By
074/17		<p>Section Eight Management Assessment Program (SEMAP), Final Score for Fiscal Year ending September 30, 2016</p> <p>Director Duenas congratulated Ms. Norma San Nicolas and the Section 8 staff on receiving a score of 100% on the SEMAP.</p> <p>Ms. Norma San Nicolas stated that the budget utilization is what keeps them at 100% and credit is due to her hardworking and committed staff and everyone who continues to provide their support.</p> <p>Chairman Santos stated that on behalf of the Board, congratulations to Ms. Norma San Nicolas, the Section 8 staff, Director Duenas and all the support staff.</p>	Norma San Nicolas

Minute No.	Ref. No.	Correspondence and Reports	Action By
075/17		<p>Section Eight Voucher Management System (VMS), December 2016 Report</p> <p>Director Duenas stated the VMS report outlines how well we are leasing up our vouchers.</p> <p>Ms. Norma San Nicolas stated the VMS is used to collect our voucher data that enables HUD to fund, obligate, and disburse our funding.</p> <p>Ms. San Nicolas reported on the following based on funding utilization:</p> <ul style="list-style-type: none"> • Family Unification Program (FUP), of 133 vouchers, we are leasing 111 vouchers. • Non-elderly disabled program, of the 175 vouchers, we are leasing 153 vouchers. • Project-based vouchers, we are leasing 11 of 112 vouchers. 	Norma San Nicolas
Minute No.	Ref. No.	Correspondence and Reports	Action By
076/17		<p>Audited Financial Statement for Fiscal Year ending September 30, 2015</p> <p>Director Duenas stated HUD has completed its review of the results to our 2015 Audit. GHURA must submit its corrective action plan to address the 4 findings.</p> <p>Ms. Lucele Leon Guerrero stated that of the 4 findings, 2 were each from Public Housing and Section 8. All items have been resolved and completed. Since all these items have been corrected, they should be noted closed when the current audit for 2016 is completed. However, if the Auditors issue the same findings in 2016, they will remain open.</p>	Lucele Leon Guerrero

Minute No.	Ref. No.	Correspondence and Reports	Action By
077/17		<p data-bbox="678 281 1279 352">Asset Management Program (AMP), FY2017 1ST Quarter Activity Report</p> <p data-bbox="678 401 1279 506">Director Duenas stated that this is the report for the 1st Quarter of the fiscal year for all four AMPS.</p> <p data-bbox="678 554 1279 1087">Deputy Director Leon Guerrero discussed the results from the last REAC inspection in 2015. AMP2 scored an 83 in 2014 which gave them a 1 year bye for 2015. AMP1 scored a 78, AMP3 scored a 72, and AMP4 scored 52 which was a failing grade. The minimum passing grade is 60. Anything higher than 80 gets a 1 year bye and anything higher than 90 gets a 2 year bye. We are basically trying to get a higher grade as we can. The next inspection is scheduled for Late February, early March, no specific date has been determined yet. However we are in the midst of preparing for the inspection.</p> <p data-bbox="678 1136 1279 1871">There are four major areas of the Public Housing Assessment System (PHAS) that they look at which is the Physical Condition which is worth 40 points, the Financial Condition which is 25 points, Management Condition which is 25 points, and the Capital Funds Program is 10 points totaling a 100 points. We are concentrating mainly in the Physical and Management Assessment. The main points in the Management Condition is occupancy and vacancy, the goal is to get an occupancy rate above 96 percent. Another is the unit turnaround time in which a unit goes from vacant to occupied, the goal is 10 days. Another issue is rent receivables which is collecting rent on time especially from those with a past balance or from former tenants who owe large amounts due to them leaving the unit damaged.</p>	Pedro Leon Guerrero

Minute No.	Ref. No.	Correspondence and Reports	Action By
077/17 (continuation)		The Board discussed the occupancy, unit turnaround, and tenant receivables trends for the 4 AMPS.	
Minute No.	Ref. No.	Old Business	Action By
078/17		<p data-bbox="654 531 1112 604">Section Eight Lottery Update (Reference Minute No. 051/17)</p> <p data-bbox="654 642 1266 1234">Ms. Norma San Nicolas stated the registration process went very well. Of the 1,800 selected, 1,312 are U.S. Citizens, 14 are U.S. Nationals and 474 are Non-Citizens. As of January 20th to the 27th, those logging in to see if they were selected registered 4,876 sessions and total lottery page viewed was 6,796. Out of the 1,800, 1,581 were registrants from Guam, 37 from California, 20 from Illinois, 19 from New York, Texas and Georgia are tied with 12, and the remaining 119 came from everywhere else. Notification letters went out January 23rd with instructions on how to proceed with the application process which begins on February 1, 2017.</p> <p data-bbox="654 1272 1266 1570">No major complaints except one regarding persons with disability. In reference to the HOTMA law, once we establish the waitlist, we will go down the list and identify and select all U.S. Citizens followed by the Non U.S. Citizens. After all applicants have been selected from the list will we request to proceed with another lottery system.</p> <p data-bbox="654 1608 1266 1759">Director Duenas stated the Lottery Committee is putting together a summary of lessons learned, to include what went right and what went wrong.</p>	Norma San Nicolas

Minute No.	Ref. No.	New Business	Action By
079/17		<p data-bbox="678 306 1286 384">Intent of Award, Rehabilitate and upgrade of the Astumbo Gym</p> <p data-bbox="678 436 1286 852">Mr. Albert Santos stated the initial bid document didn't include certain items such as the generator and the water holding tank because he anticipated the costs would significantly increase. He also expressed concerns with the amount of bidders who participated in the process. Out of the 7 contractors that picked up the packet, only 4 submitted a bid. The proposals were all reviewed by himself, Counsel and A&E staff.</p> <p data-bbox="678 905 1286 1024">P & E Construction submitted the lowest bid at \$710,000. The government estimate came in at \$688,000.</p> <p data-bbox="678 1077 1286 1234">Mr. Santos is requesting the Board to award the contract to P & E Construction to for the Upgrade and Renovation of the Astumbo Gym.</p>	Albert Santos
080/17		<p data-bbox="678 1291 1286 1591">A motion was made by Commissioner Dominguez and Seconded by Vice Chairman Borja to approve the contact with P & E Construction Co. for Base Bid #1 in the amount of \$710,017.33, to rehabilitate and upgrade the Astumbo Gym. Without any further discussion and objection, the Motion was approved.</p>	

Minute No.	Ref. No.	New Business	Action By
081/17		<p>Write-Off, Tenant Account Receivables (TAR) for AMPs 1,2,3, and 4</p> <p>Director Duenas stated that he is requesting the Board to approve the write-offs for AMPs 1, 2, 3, and 4 for the total of \$43,944.</p> <p>Ms. Lucele Leon Guerrero stated the write-off runs through September 30, 2016.</p> <p>We are currently reviewing the policy to ensure we are doing all we can in collecting/recovering these receivables. Our collections through Revenue and Taxation are garnishments of tax refunds due to former tenants who owe us money.</p> <p>Vice Chairman Borja requested for an analysis on the write off beginning FY2015 to current. In addition the Board requested for management to review the timelines from 90-days to up to 60-days for collections efforts before they are forwarded to the Board to be written off.</p>	Lucele Leon Guerrero
082/17		<p>A motion was made by Commissioner Dominguez and Seconded by Commissioner Dancel to approve the Write-offs for AMPs 1, 2, 3, and 4 for the total of \$43,944.00. Without any further discussion and objection, the Motion was approved.</p>	

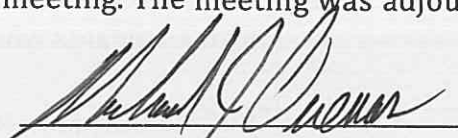
Minute No.	Ref. No.	General Discussion / Announcements	Action By
083/17		Ethics Training for the Board - P.L. 28-76 Thursday, February 23 rd from 8:30 a.m. to 12:30 p.m. @ GHURA's BOC Conference Room. Training will be conducted by U.O.G.	Millie Taitano
084/17		Next Proposed Scheduled Meetings - February 10 th & February 24 th	

085/17

ADJOURNMENT

There being no further business before the Board, a motion was made by Resident Commissioner Leon Guerrero and Seconded by Commissioner Dancel, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 2:18 p.m.

(SEAL)



MICHAEL J. DUENAS

Board Secretary/Executive Director

Sec 8
BOL



U.S. Department of Housing and Urban Development

Honolulu Field Office
1132 Bishop Street, Suite 1400
Honolulu, Hawaii 96813
<http://www.hud.gov>

January 10, 2017

Mr. Michael J. Duenas
Executive Director
Guam Housing and Urban
Renewal Authority
117 Bien Venida Avenue
Sinajana, Guam 96910



Dear Mr. Duenas:

Thank you for completing the Section Eight Management Assessment Program (SEMAP) certification for the Guam Housing and Urban Renewal Authority. We appreciate the time and attention you have given to the SEMAP assessment process. The SEMAP enables the Department of HUD to better manage the Section 8 tenant-based program by identifying a Public Housing Agency's capabilities and deficiencies related with the administration of the Section 8 program. As a result, the Department of HUD will be able to provide more effective program assistance to Public Housing Agencies.

The Guam Housing and Urban Renewal Authority's final SEMAP score for fiscal year ending September 30, 2016, is 100. Listed below are the scores rated for each Indicator:

Indicator

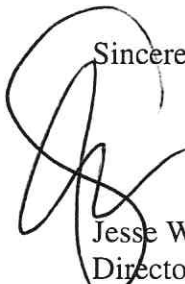
1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
4	Utility Allowance Schedule (24 CFR 982.517)	5
5	HQS Quality Control (24 CFR 982.405(b))	5
6	HQS Enforcement (24 CFR 982.404)	10
7	Expanding Housing Opportunities	NA
8	Payment Standards (24 CFR 982.503)	5
9	Timely Annual Reexaminations (24 CFR 5.617)	10
10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
12	Annual HQS Inspections (24 CFR 982.405(a))	10
13	Lease-Up	20
14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	10
15	Deconcentration Bonus	NA

Thank you for your cooperation with the SEMAP process.

Mr. Michael J. Duenas
Executive Director
January 10, 2017

If you have any questions, please contact Darlene Kaholokula, Public Housing Revitalization Specialist, by email at darlene.l.kaholokula@hud.gov or at (808) 457-4670.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jesse Wu', written over the printed name.

Jesse Wu
Director
Office of Public Housing

Voucher Management System

UML and HAP

PHA Number	GQ901	PHA Name	Guam Housing & Urban Renewal Authority	Reporting Month/Year	December 2016				
SAV Saved									
UML and HAP									
Vouchers under lease on the First Day of the Month									
		UML	UML Last Month	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last Month	Avg HAP 12 Mo	Avg HAP YTD
Rental Assistance Component 1 (RAD1)		0	0	0	0			\$0	\$0
Rental Assistance Component 2 (RAD2)		0	0	0	0			\$0	\$0
Litigation				0	0			\$0	\$0
Homeownership				0	0			\$0	\$0
New This Month				0	0				
Moving To Work		0	0	0	0			\$0	\$0
One Year Mainstream - MTW		0	0	0	0			\$0	\$0
Family Unification - Non MTW		111	111	115	114	\$128,719	\$128,179	\$131,544	\$131,317
Family Unification Pre2008 - MTW		0	0	0	0			\$0	\$0
Family Unification 2008/Forward - MTW		0	0	0	0			\$0	\$0
Non Elderly Disabled - Non-MTW		153	151	154	155	\$131,408	\$131,585	\$141,102	\$142,737
Non Elderly Disabled 2008 Forward - MTW		0	0	0	0			\$0	\$0
Portable Vouchers Paid		20	20	18	18	\$16,472	\$17,093	\$16,542	\$15,177
HOPE VI				0	0			\$0	\$0

	UML	UML Last Month	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last Month	Avg HAP 12 Mo	Avg HAP YTD
Tenant Protection	0	0	0	0			\$0	\$0
Enhanced Vouchers	0	0	0	0				
Veterans Affair Supported Housing (VASH) Voucher	36	36	36	36	\$25,967	\$24,852	\$27,286	\$27,328
DHAP to HCV Vouchers Leased	0	0	0	0			\$0	\$0
All Other Vouchers	2,067	2,067	2,107	2,106	\$2,088,394	\$2,084,849	\$2,169,364	\$2,164,127
MTW - Family Unification 2008/Forward HAP expenses after the First of the Month							\$0	\$0
MTW - Family Unification pre-2008 HAP After the First of the Month							\$0	\$0
MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month							\$0	\$0
MTW - VASH HAP Expenses after the First of the Month							\$0	\$0
MTW - One year Mainstream HAP After the First of the Month							\$0	\$0
FSS Escrow Deposits					\$5,191	\$3,438	\$4,872	\$4,854
All Voucher HAP Expenses After the First of Month					\$24,834	\$32,974	\$14,425	\$14,227
Total Vouchers	2,387	2,385	2,431	2,431	\$2,420,985	\$2,422,970	\$2,505,137	\$2,499,768
Other Voucher Reporting Requirements								
Number of Vouchers Under Lease (HAP Contract) on the last day of the Month	2,419	2,395	2,421	2,419				
HA Owned Units Leased - included in the units leased above			0	0				
New vouchers issued but not under HAP contracts as of the last day of the month	101	85	45	46				
Portable Vouchers Administered (Port In)			0	0			\$0	\$0
5 Year Mainstream	0	0	0	0			\$0	\$0

	UML	UML Last Month	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last Month	Avg HAP 12 Mo	Avg HAP YTD
Number of PBVs under AHAP and not under HAP			58	31				
Number of PBVs under HAP and leased	111	111	78	78				
Number of PBVs under HAP and not leased			0	0				
Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense			0	0			\$0	\$0

Other Income and Expense		AMOUNT
Memorandum Reporting		
Fraud Recovery Total Collected This Month		740
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets		236
FSS Escrow Forfeitures This Month		22
Number of Hard to House Families Leased		26
Number of LBP Initial Clearance Tests		
Number of LBP Risk Assessments		
Portable HAP Costs Billed and Unpaid - 90 Days or older		
Administrative Expenses		AMOUNT
FSS Coordinator Expenses Covered by FSS Grant		0
FSS Coordinator Expenses Not Covered by FSS Grant		
Non - MTW Administrative Expenses		102,621
Audit		5,387
Financial Status		AMOUNT
Unrestricted Net Position (UNP) as of the Last Day of the Month		-1,890,314
Restricted Net Position Funds (RNP) as of the Last Day of the Month		873,949



U.S. Department of Housing and Urban Development

Honolulu Field Office
1132 Bishop Street, Suite 1400
Honolulu, Hawaii 96813
<http://www.hud.gov>

Fiscal
Deputy
Bel

January 11, 2017

Mr. Michael Duenas
Executive Director
Guam Housing and Urban
Renewal Authority
117 Bien Venida Avenue
Sinajana, Guam 96910



Dear Mr. Duenas:

SUBJECT: Audited Financial Statement for Fiscal Year Ending September 30, 2015

This is with reference to the Guam Housing and Urban Renewal Authority's Audited Financial Statement for fiscal year ending September 30, 2015. The audit findings issued for the Low Income Public Housing (LIPH) Program and the Section 8 Housing Choice Voucher (HCV) Program are summarized below.

Audit Finding
2015 -

Description

LIPH Program

- | | |
|----|--|
| 01 | Eligibility documents were missing from tenant file. |
| 02 | The form HUD-52675, Debts Owed to Public Housing Agencies and Terminations, was not signed by an adult member. |

S8 HCV Program

- | | |
|----|--|
| 03 | Inspection Reports for eight units was not signed by the landlord, tenant or the S8 Housing Inspector. |
| 04 | Dependent deduction was not timely processed that caused an overpayment of tenant rent. |

Within 30 days from the date of this letter, request that management provide a response to address the findings and corrective actions taken or planned that will correct the material weakness and deficiencies identified in the audit.

Michael S. Duenas
Executive Director
January 11, 2017

If you have any questions, please contact Darlene Kaholokula by email at darlene.l.kaholokula@hud.gov or at (808) 457-4670.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jesse Wu', written over the word 'Sincerely,'.

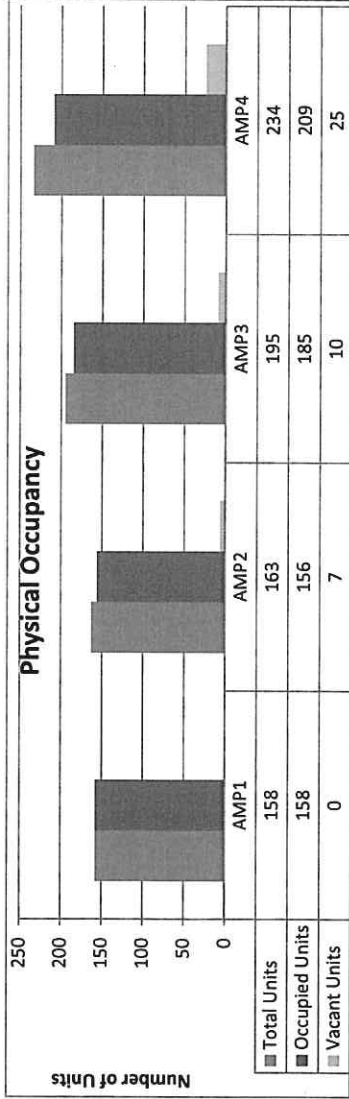
Jesse Wu
Director
Office of Public Housing

Guam Housing and Urban Renewal Authority

AMPS QUARTERLY BOARD REPORT															
FY2017			1			2			3			4			
			Narcissa Ada			Gina Cura			Philly San Nicolas			Torsten Rotrock			
			AMP 1			AMP 2			AMP 3			AMP 4			
	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC

1. PHYSICAL ASSESSMENT SUBSYSTEM (PASS) - 40 points														
Last Inspection Date:			November 16-18, 2015			Feb 24-26, 2014			November 16-18, 2015			November 19-23, 2015		
Final PASS Score:			78			83			72			52		
Points received:			[REDACTED]			[REDACTED]			[REDACTED]			[REDACTED]		
Next Inspection Date:			Mar-17			Mar-17			Mar-17			Mar-17		

2. MANAGEMENT ASSESSMENT SUBSYSTEM (MASS) - 25 points												
2a. Physical Occupancy												
	MONTH			MONTH			MONTH			MONTH		
	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC
Total Units	158	158	158	163	163	163	195	195	195	234	234	234
Occupied Units (FORMULA)	158	158	158	155	157	156	183	183	185	215	216	209
Vacant Units	0	0	0	8	6	7	12	12	10	19	18	25
Units under Maintenance Renovation (Make-Ready)	0	0	0	6	3	3	2	4	2	1	3	14
Units for Ready to Lease	0	0	0	0	1	2	6	6	6	0	0	0
Units Under MOD (FORMULA)	0	0	0	2	2	2	4	2	2	18	15	11
Gross Occupancy (ACTUAL) (FORMULA)	100.0%	100.0%	100.0%	95.1%	96.3%	95.7%	93.8%	93.8%	94.9%	91.9%	92.3%	89.3%
Gross Occupancy (ADJUSTED) (FORMULA)	100.0%	100.0%	100.0%	96.3%	97.5%	96.9%	95.8%	94.8%	95.9%	99.5%	98.6%	93.7%



1	Narcissa Ada	2	Gina Cura	3	Philly San Nicolas	4	Torsten Rotrock
	AMP 1	AMP 2	AMP 3	AMP 4			

AMPS QUARTERLY BOARD REPORT

2b. Unit Turnaround Time

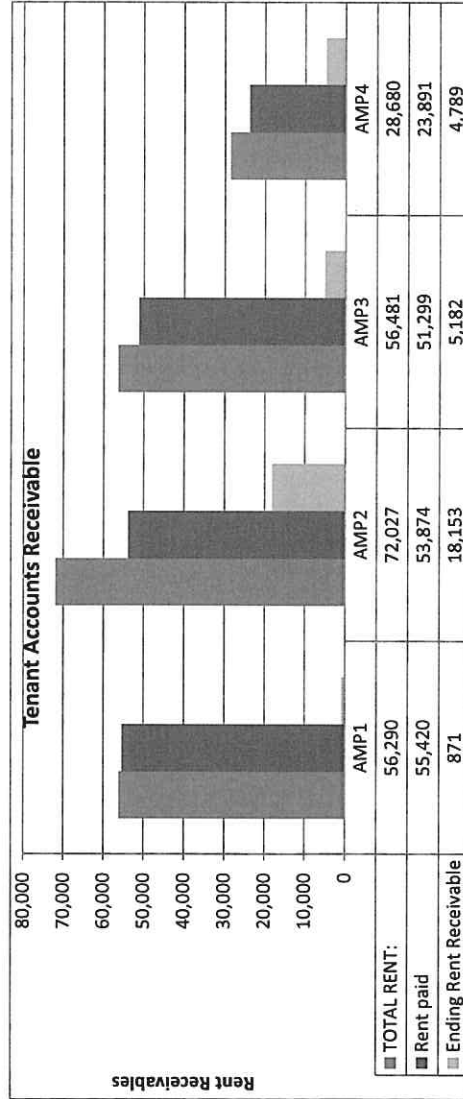
	MONTH												
	OCT	NOV	DEC	DEC	OCT	NOV	DEC	DEC	OCT	NOV	DEC	DEC	
Total turnaround days.	46	12	41	286	286	94	353	227	118	691	76	371	379
Total vacancy days exempted for Capital Fund.	0	0	0	0	0	0	0	0	0	238	0	0	0
Total vacancy days exempted for other reasons.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total vacant units leased in MONTH.	5	1	5	4	4	2	4	4	2	4	1	3	3
Average calendar days units were in down time.	0	0	0	149	149	45	65	11	15	8	3	59	101.67
Average calendar days units were in make ready time.	4	0	4	107	107	28	13.75	26	35	60	58	49	18.67
Average calendar days units were in lease up time.	5	12	4	30	30	21	9.5	20	9	45	15	15.67	6
Average unit turnaround days. (FORMULA)	9	12	8	286	286	94	88.25	57.00	59.00	113.00	76.00	123.67	126.34

1	Narcissa Ada	2	Gina Cura	3	Philly San Nicolas	4	Torsten Rotrock
AMP 1		AMP 2		AMP 3		AMP 4	

AMPS QUARTERLY BOARD REPORT

2c. Tenant Accounts Receivables (TARs) - REPORTED AS CUMULATIVE

	MONTH											
	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC
Beginning Rent Receivable	\$ 1,455	\$ 1,455	\$ 1,392	\$ 12,297	\$ 12,534	\$ 12,594	\$ 5,697	\$ 5,697	\$ 5,697	\$ 1,851	\$ 1,851	\$ 2,303
Rent charged	\$ 18,888	\$ 37,697	\$ 54,898	\$ 20,878	\$ 39,884	\$ 59,433	\$ 16,643	\$ 33,393	\$ 50,784	\$ 26,625	\$ 51,435	\$ 26,377
TOTAL RENT: (FORMULA)	\$ 20,343	\$ 39,152	\$ 56,290	\$ 33,175	\$ 52,418	\$ 72,027	\$ 22,340	\$ 39,090	\$ 56,481	\$ 28,476	\$ 53,286	\$ 28,680
Rent paid	\$ 19,806	\$ 38,606	\$ 55,420	\$ 16,380	\$ 35,088	\$ 53,874	\$ 16,825	\$ 32,766	\$ 51,299	\$ 25,383	\$ 46,868	\$ 23,891
Ending Rent Receivable (FORMULA)	\$ 538	\$ 547	\$ 871	\$ 16,795	\$ 17,330	\$ 18,153	\$ 5,515	\$ 6,325	\$ 5,182	\$ 3,093	\$ 6,418	\$ 4,789
Collection rate (Percentage %) (FORMULA)	97%	99%	98%	49%	67%	75%	75%	84%	91%	89%	88%	83%



1	Narcissa Ada AMP 1	2	Gina Cura AMP 2	3	Philly San Nicolas AMP 3	4	Torsten Rotrock AMP 4
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AMPS QUARTERLY BOARD REPORT
2d. AGING REPORT

	MONTH			MONTH			MONTH			MONTH		
	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC
Number of Outstanding Accounts	9	14	20	56	57	42	24	30	20	21	35	33
30 days	\$ 933	\$ 1,242	\$ 1,437	\$ 7,776	\$ 9,651	\$ 5,841	\$ 1,977	\$ 3,481	\$ 2,732	\$ 2,106	\$ 3,100	\$ 4,211
60 days	\$ 67	\$ 137	\$ 385	\$ 4,390	\$ 3,882	\$ 5,803	\$ 4,306	\$ 722	\$ 542	\$ 602	\$ 338	\$ 261
90 days	\$ -	\$ 30	\$ 18	\$ 919	\$ 2,567	\$ 1,160	\$ 180	\$ 3,919	\$ 60	\$ 33	\$ 15	\$ 30
over 90 days	\$ -	\$ -	\$ -	\$ 16,475	\$ 13,635	\$ 17,958	\$ 190	\$ -	\$ 3,481	\$ 336	\$ 51	\$ 102
TOTAL OUTSTANDING ACCOUNTS	\$ 1,000	\$ 1,409	\$ 1,840	\$ 29,560	\$ 29,735	\$ 30,762	\$ 6,652	\$ 8,121	\$ 6,815	\$ 3,077	\$ 3,504	\$ 4,604



GHURA

Guam Housing and Urban Renewal Authority
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MEMORANDUM

TO: Board of Commissioners

FROM: *For:* Executive Director *Rodolfo A. Leon*

DATE: January 23, 2017

SUBJECT: Intent of Award, Rehabilitate and upgrade of the Astumbo Gym

The Bid Opening for the subject project was held on Tuesday, January 17, 2017 at 2:00PM. Of the seven contractors that purchased bid specification, GHURA received bids from four. Listed below are the results of the bids submitted. In line with our processes, each bid was opened, noted, and read aloud.

<u>Contractor</u>	<u>Base Bid #1</u>
1. P & E Construction Co.	\$ 710,014.33
2. AmManabat Corp	\$ 718,000.00
3. Canton Construction Corp.	\$1,126,000.00
4. Rex International Inc.	\$1,118,500.00

Government Estimate: \$ 688,000.00

Based on our staff review of proposals received, it was determined that P & E Construction is the lowest responsive responsible bidder for Base Bid #1. P & E has been cleared by the Guam Department of Labor Compliance, OSHA and EPLS Debarred list (see attached verification). P & E Construction has a long history with GHURA including projects such as the renovation of the main office, construction of the Southern Police Precinct and Fire Station No. 5 in Agat, and the construction of new affordable homes in Astumbo.

Based on our staff review and determination, we request Board Approval to contract with P & E Construction Co. for Base Bid #1 in the amount of \$710,014.33, to rehabilitate and upgrade the Astumbo Gym (to be used as a Tier II Shelter). Construction is based on design by Architects Lagunaña Llc. The award of this project is contingent on GHURA Legal Counsel's (by appointed as SAAG for GHURA) completed review of the project files and bid results, in accordance with 5 GCA §5150. Program Year 2015 CDBG funding is available for the award of this project.

Attachment: Bid Tabulation
Clearance
Government Cost Estimate

At the Regular Board Meeting of January 27, 2017, A motion was made by Commissioner Dominguez and Seconded by Vice Chairman Borja to approve the contact with P & E Construction Co. for Base Bid #1 in the amount of \$710,014.33, to Rehabilitate and Upgrade the Astumbo Gym (to be used as Tier II Shelter). Without any further discussion and objection, the Motion was approved.

Michael Ducenas Executive Director
 Rehabilitate and upgrade of the Astumbo Gym
 IFB # GHURA- 10-2016-CDBG
 Proposal due Date: 1/17/17
 Proposal Due 2pm

package No	NAME OF BIDDER	Base Bid item 1	BID BOND	NAME OF BONDING CO. AND ADDRESS	Form GS	Form GP	Form G10	Form G12	AG 2,3,4,5 & 7	RUD Form	contractors license	addendum 1	addendum 2
	P+E CONSTRUCTION INC.	710,000.33	5% 20	1 st NOT INSURANCE	✓	✓	✓	✓	✓	✓	✓	✓	✓
	AMMANBART CORP.	718,000.00	5% 20	1 st NOT INSURANCE	✓	✓	✓	✓	✓	✓	✓	✓	✓
	CANTON CONSTRUCTION	1,124,000.00	5% 20	1 st NOT INSURANCE	✓	✓	✓	✓	✓	✓	NO	✓	✓
	REX INTERNATIONAL INC.	1,118,500.00	5% 20	1 st NOT INSURANCE	✓	✓	✓	✓	✓	✓	✓	✓	✓

ATTESTED BY: [Signature] Date: 1/17/17
[Signature] Date: 1/17/17

GUAM HOUSING AND UTILITIES RENEWAL AUTHORITY
 ATURIDAT GENIMA'YAN RINUUEBAN SIUDAT GUAHAN
 Verification of Status for Contractors

<i>Rex International, Inc.</i>					
<i>Kevin Yi Kim</i>					

Department of Labor:

<i>ALFCD</i>					
<i>Fair Employment Practices</i>					
<i>Wage & Hour</i>					
<i>Workers Compensation</i>					
Expires 05/31/17					

Contractor to obtain clearance from Guam Contractors License Board

U.S. Department of Labor

Cleared 01/17/17					
------------------	--	--	--	--	--

Revenue & Tax

Contractor to report to Revenue and Tax Office					
--	--	--	--	--	--

OSHA

1 Processed					
Update: 02/11/17 w/pds violation					

SAM Debarred List

Cleared 01/17/17					
------------------	--	--	--	--	--

ACTIVITY AND LOCATION: Astumbo Gym CONSTRUCTION CONTRACT NO. SHEET 1 OF 1

PROJECT TITLE:up-grade of existing facility IDENTIFICATION NO.

ESTIMATED BY DATE PREPARED
 Albert H. Santos, FME Manager 2/10/2016

ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE	
	NUMBER	UNIT	UNIT COST	TOTAL
existing panel and structural beams to be replace	6440	sf	\$ 75.00	\$ 483,000.00
expansion	1000	sf	\$ 130.00	\$ 130,000.00
mecanical and electrical up-grades	1	ls	\$ 75,000.00	\$ 75,000.00
sub-total				\$ 688,000.00
New generator 100KW	1	ls	\$65K	\$65,000
New water holding tank, 30K gal			\$130K	\$130,000
Total				\$ 883,000.00



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MEMORANDUM

Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

Thomas E.B. Borja
Vice Chairman

Annabelle M. Dancel
Commissioner

Carl V. Dominguez
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

DATE: January 23, 2017

TO: Board of Commissioners

VIA: Michael J. Duenas *Michael J. Duenas*
For: Executive Director

FROM: Lucele D. Leon Guerrero *Lucele D. Leon Guerrero*
Controller

SUBJECT: Request for Tenant Account Receivables Write-Off through September 30, 2016

The Property Site Managers provided me with memorandums recommending to write-off the attached lists of tenant accounts receivables totaling \$43,944.99:

Property Site	Write-Off Amount
AMP 1	\$ 635.93
AMP 2	16,232.91
AMP 3	19,374.23
AMP 4	<u>7,701.92</u>
Total	<u>\$43,944.99</u>

The amounts represent outstanding receivable balances of former tenants.

These balances are affecting the Authority's financial performance. Therefore, I concur with the Property Site Managers to write-off these delinquent balances. Based on the recommendations and concurrences, I am requesting your approval to write-off these balances and forward them to the Department of Revenue & Taxation for Collection.

Your favorable response to this request is greatly appreciated. Please let me know if you have any questions.

Attachments

At the Regular Board Meeting of January 27, 2017, A motion was made by Commissioner Dominguez and Seconded by Commissioner Dancel to approve the Request for Tenant Account Receivables Write-off through September 30, 2016 for AMPs 1, 2, 3, and 4 for the total of \$43,944.99. Without any further discussion and objection, the Motion was approved.



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Joseph M. Leon Guerrero
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Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

January 17, 2017

TO: Lucele Leon Guerrero, Controller *ldeley*
FROM: Property Site Manager, AMP 1
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$635.93

I have reviewed AMP1's Tenant Account Receivables and listed the accounts that should be written off due to non-activity from former residents. These accounts were closed through September 2016.

These inactive accounts are affecting the Authority's financial performance and it is recommended that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Thank you

Narcissa P. Ada

Attachment



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EQUAL HOUSING
OPPORTUNITY

Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

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Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

January 19, 2017

TO: Lucele Leon Guerrero, Controller *File*

FROM: Gina Cura, property Site manager (AMP 2) *Gina*

SUBJECT: Recommend to Write-Off of Tenant Accounts Receivables

TOTAL: \$16,232.91

I have reviewed AMP 2's Tenant Accounts Receivables and listed the accounts that should be written-off due to non-activity from former residents. These accounts were closed through September 30, 2016.

Please note that the 'Aged Balance Report' does not reflect the balances as indicated in TAR. Attached is a TAR Balance Report (excel sheet) and supporting documents explaining the variances as described below:

<u>Aged-Balance Report</u>	<u>Write-Off Amount</u>	<u>(Variance)</u>
\$13,963.24	\$16,232.91	\$2,269.67

The reason for the variance is due to 1) three tenant's cleared their balance and 2) other charges were applied to tenants after September 2016.

These inactive accounts are affecting the Authority's financial performance and it is recommended that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Attachment

RECEIVED
File
01/20/17

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 WRITE-OFF BALANCES FOR AMP 2
 CLOSED OUT AS OF September 30, 2016

Unit #	Move Out Date	Reason for Termination	Last Payment Date	Closed Out Processed Date	(Utility Reimbursement)/Rent After Move Out (a)	Cleaning Charges (b)	Security Deposit (c)	A/R Balance (Closed) as of 09/30/16 (a+b-c)	Comments
1	120 PUITION INARAJAN 04/06/16	MOVE OUT	10/25/2010	5/20/2016	\$ -	\$ 648.76	\$ 150.00	\$ 498.76	Negative response to date
2	113 PULAN INARAJAN 06/01/16	MOVE OUT	3/4/2011	11/18/2016	\$ 187.00	\$ 525.20	\$ 209.00	\$ 503.20	Negative response to date
3	129A ATDAO INARAJAN 02/22/16	MOVE OUT	9/23/2015	3/22/2016	\$ (108.00)	\$ 430.00	\$ 150.00	\$ 172.00	Negative response to date
4	3 FMD, TALOFOFO 06/20/16	MOVE OUT	8/10/2015	11/25/2016	\$ 48.00	\$ 258.31	\$ 150.00	\$ 156.31	Negative response to date
5	7 PD, TALOFOFO 06/06/16	MOVE OUT	3/1/2016	11/28/2016	\$ 605.00	\$ 421.30	\$ 150.00	\$ 876.30	Negative response to date
6	8 PD, TALOFOFO 09/14/15	MOVE OUT	7/22/2015	2/15/2016	\$ 1,087.00	\$ 422.52	\$ 150.00	\$ 1,359.52	Negative response to date
7	9 JAP, YONA 08/08/16	MOVE OUT	9/24/2013	10/1/2016	\$ 137.00	\$ 294.59	\$ 150.00	\$ 281.59	Negative response to date
8	33 SME, YONA 09/24/15	MOVE OUT	2/25/2015	2/9/2016	\$ 1,275.00	\$ 95.00	\$ 150.00	\$ 1,220.00	Negative response to date
9	12 JAP, YONA 02/04/16	MOVE OUT	10/5/2015	8/31/2016	\$ 1,121.00	\$ -	\$ 150.00	\$ 971.00	Negative response to date
10	16 JCR, YONA 06/06/16	MOVE OUT	2/8/2016	11/18/2016	\$ 1,916.00	\$ 354.31	\$ 150.00	\$ 2,120.31	Negative response to date
11	3 JAP, YONA 10/05/15	MOVE OUT	9/4/2015	12/31/2015	\$ 463.00	\$ 505.00	\$ 150.00	\$ 818.00	Negative response to date
12	6 JCR, YONA 09/19/16	MOVE OUT	5/20/2016	11/18/2016	\$ 1,452.00	\$ -	\$ 150.00	\$ 1,302.00	Negative response to date
	21 JEV, YONA 08/22/16	ABANDONMENT	6/1/2016	1/19/2017	\$ 283.00	\$ 539.35	\$ 150.00	\$ 672.35	Negative response to date
	14 JAP, YONA 09/28/16	MOVE OUT	7/26/2016	10/31/2016	\$ 264.00	\$ 503.11	\$ 150.00	\$ 617.11	Negative response to date
13	5 SME, YONA 07/22/16	MOVE OUT	6/6/2016	10/31/2016	\$ 1,133.00	\$ 431.68	\$ 150.00	\$ 1,414.68	Negative response to date
14	63 FBP, YONA 07/11/16	MOVE OUT	3/1/2016	11/28/2016	\$ 1,035.00	\$ 304.61	\$ 150.00	\$ 1,189.61	Negative response to date
16	46 SME, YONA 03/14/16	MOVE OUT	11/10/2015	10/1/2016	\$ 103.00	\$ 79.71	\$ 17.00	\$ 165.71	Negative response to date
	4 JCR, YONA 02/09/16	MOVE OUT		10/1/2016	\$ 240.10	\$ 430.00	\$ 150.00	\$ 520.10	Negative response to date
17	19 FBP, YONA 08/22/16	MOVE OUT	7/18/2016	11/29/2016	\$ 664.00	\$ 460.45	\$ 150.00	\$ 974.45	Negative response to date
18	1 JBS, YONA 03/22/16	MOVE OUT	10/3/2011	11/28/2016	\$ 38.00	\$ 511.91	\$ 150.00	\$ 399.91	Negative response to date
				TOTAL:	\$ 11,943.10	\$ 7,215.81	\$ 2,926.00	\$ 16,232.91	



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January 19, 2017

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Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

TO: Lucele Leon Guerrero, Controller 

FROM: Property Site Manager

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$19,374.23

I have reviewed AMP3's Tenant Accounts Receivables for the period through September 2016. Attached is a list of accounts to be written off due to non-activity from former residents.

The accounts were closed through September 30, 2016.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

If you have any questions, please let me know.

Philomena San Nicolas
PHILOMENA SAN NICOLAS

Attachment

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP3
AS OF 09/30/16
 (Based on Close-Out Processing Date)

UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Security Deposit	A/R BAL ON ACCOUNT (AS OF 3/31/13)	COMMENTS
1	10/01/15	Abandoned Unit	08/10/15	05/20/16	\$ 370.00	\$ 1,406.89	\$ (150.00)	\$ 1,626.89	No response
2	02/23/16	Utility disconnection	01/01/16	04/19/16	\$ 144.00	\$ 786.31	\$ (150.00)	\$ 780.31	No response
3	02/28/16	Unauthorized	02/01/16	04/19/16	\$ -	\$ 1,319.32	\$ (150.00)	\$ 1,169.32	No response
4	04/01/16	Non-Payment of Rent	08/04/15	06/06/16	\$ 1,341.00	\$ 435.00	\$ (150.00)	\$ 1,626.00	No response
5	04/01/16	Non-payment of Rent	01/22/16	05/05/16	\$ 1,446.00	\$ 1,618.98	\$ (150.00)	\$ 2,914.98	No response
6	04/01/16	Non-payment of Rent	03/07/16	06/06/16	\$ 834.95	\$ 1,941.96	\$ (150.00)	\$ 2,626.91	No response
7	04/01/16	Utility Disconnection	03/01/16	06/06/16	\$ (6.00)	\$ 1,556.43	\$ (150.00)	\$ 1,400.43	No response
8	04/30/16	Voluntary: Cannot afford new rent	03/04/16	06/03/16	\$ 415.00	\$ -	\$ (150.00)	\$ 265.00	No response
9	04/30/16	Non-payment of Rent	11/25/15	06/03/16	\$ 1,145.00	\$ 1,755.07	\$ (150.00)	\$ 2,750.07	No response
10	05/31/16	Utility disconnection	05/01/16	08/17/16	\$ -	\$ 850.68	\$ (165.00)	\$ 685.68	No response
11	07/01/16	Utility disconnection	06/01/16	08/25/16	\$ (6.00)	\$ 1,650.19	\$ (150.00)	\$ 1,494.19	No response
12	07/08/16	Utility disconnection / Abandoned Unit	06/01/16	08/25/16	\$ (60.00)	\$ 1,644.73	\$ (150.00)	\$ 1,434.73	No response
13	07/31/16	Rent too High at next AR	07/05/16	08/26/16	\$ -	\$ 749.72	\$ (150.00)	\$ 599.72	No response
				TOTAL:	\$ 5,623.95	\$ 15,715.28	\$ (1,965.00)	\$ 19,374.23	



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AMP 4 – TOTO SITE BASE

Monday, 23 January 2017

From: Property Site Manager, AMP4
To: Director
Via: (1) Controller *[Signature]*
(2) Deputy Director

Encl: (1) Write-Off Balances for AMP4 dtd 23 Jan 17

SUBJECT: RECOMMENDATION FOR WRITE-OFF

1. Per the enclosure, I request that the write off list for tenants totaling \$7,701.92 be approved.
2. All efforts were made to contact and collect the outstanding balances on each account from the list of former tenants, such as calling last known telephone numbers and sending out certified notices via the United States Postal Service, to no avail.
3. This list per the enclosure, has affected the financial performance of AMP4 and in order to excel fiscally this write-off must be approved.
4. Upon approval, please forward this request to the Department of Revenue and Taxation (DRT) to collect and offset from former tenant's tax refunds.

Very respectfully,

TORSTEN ROTROCK
Property Site Manager
AMP 4

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 WRITE-OFF BALANCES FOR AMP 4
 CLOSED OUT AS OF September 30, 2016

	UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE-OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Security Deposit	A/R BAL ON ACCOUNT (AS OF 1/18/17)	DEDEDO	TOTO	COMMENTS
1	14B DAM	12/31/15	NON-COMPLIANCE-30 DAY NOTICE	12/23/2015	06/24/16	\$ -	\$ 745.00	\$ (150.00)	\$ 595.00		\$ 595.00	CERTIFIED MAIL SENT- RECEIVED- NO RESPONSE
2	14C RDB8	08/12/16	RELOCATE	U/R	08/24/16	\$ 78.00	\$ 390.31	\$ (150.00)	\$ 318.31	\$ 318.31		CERTIFIED MAIL SENT- RECEIVED- NO RESPONSE
3	19A RDB8	09/21/15	VIOLATION OF LEASE AGREEMENT- UTILITY	U/R	03/16/16	\$ 138.00	\$ 710.00	\$ (150.00)	\$ 698.00	\$ 698.00		CERTIFIED MAIL SENT- UNCLAIMED- NO RESPONSE
4	23A RDA8	10/01/15	NON-COMPLIANCE-14 DAY NOTICE	5/11/2016	08/04/15	\$ 339.00	\$ 665.00	\$ (150.00)	\$ 854.00	\$ 854.00		CERTIFIED MAIL SENT- RECEIVED & RESPONDED- MADE \$40 PAYMENT ON 05/11/16-NO RESPONSE
5	30 JPM	04/01/16	RELOCATE	4/4/2016	07/25/16	\$ -	\$ 342.00	\$ (150.00)	\$ 192.00	\$ 192.00		CERTIFIED MAIL SENT- RECEIVED- NO RESPONSE
6	6A PAQ	12/31/15	NON-COMPLIANCE-30 DAY NOTICE	12/4/2015	07/02/16	\$ -	\$ 305.00	\$ (150.00)	\$ 155.00		\$ 155.00	CERTIFIED MAIL SENT- RECEIVED- NO RESPONSE
7	12C CRDB8	06/03/16	RELOCATE	4/15/2016	06/03/16	\$ 266.00	\$ 260.85	\$ (150.00)	\$ 376.85	\$ 376.85		CERTIFIED MAIL SENT- UNCLAIMED- NO RESPONSE
8	10 RDA8	04/01/16	RELOCATE	2/1/2016	07/01/16	\$ 323.00	\$ 815.26	\$ (150.00)	\$ 988.26	\$ 988.26		CERTIFIED MAIL SENT- RECEIVED- NO RESPONSE
9	44ADAM	12/16/15	VOLUNTARY 30-DAY	11/16/2015	12/16/2015	\$ 2,223.00	\$ 445.00	\$ (150.00)	\$ 2,518.00		\$ 2,518.00	CERTIFIED MAIL SENT- UNCLAIMED- NO RESPONSE
10	17B DUE	11/27/15	NON-COMPLIANCE-30 DAY NOTICE	U/R	06/06/16	\$ 21.00	\$ 220.00	\$ (150.00)	\$ 91.00		\$ 91.00	CERTIFIED MAIL SENT- UNCLAIMED- NO RESPONSE
11	7A DAM	01/31/16	NON-COMPLIANCE-30 DAY NOTICE	U/R	01/31/16	\$ (10.00)	\$ 547.50	\$ (150.00)	\$ 387.50		\$ 387.50	CERTIFIED MAIL SENT- RECEIVED- NO RESPONSE
12	13A DAM	08/03/15	NON-COMPLIANCE-72HR-UTILITIES	3/12/2015	10/21/15	\$ 243.00	\$ 435.00	\$ (150.00)	\$ 528.00		\$ 528.00	CERTIFIED MAIL SENT- UNCLAIMED- NO RESPONSE
					TOTAL:	\$ 3,621.00	\$ 5,880.92	\$ (1,800.00)	\$ 7,701.92	\$ 3,427.42	\$ 4,274.50	\$ 7,701.92