



**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., July 27, 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 – July 13, 2018**

**III. CORRESPONDENCE AND REPORTS**

**Page(s)**

HAND-OUT

1. FY2017 Audit Management Letter
2. R.D. Triennial Supervisory Inspection – G.T ..... 1  
Letter dated July 10, 2018
3. Division Quarterly Reports (FY2018, 3<sup>rd</sup> Quarter)
  - a. HR ..... 2-4
  - b. MIS ..... 5-6
4. Traveler Report –Resolution FY2018-TA-002 ..... 7-20
  - a. Travelers: Sandrina Cepeda (PCIII) & Pauline Santos (PCII)

**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**

**VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. Next proposed scheduled Board Meeting - August 10<sup>th</sup> and 24<sup>th</sup>

**VII. ADJOURNMENT**



**BOARD OF COMMISSIONERS**  
**REGULAR SCHEDULED MEETING**  
**12:00 p.m., July 27, 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, July 27, 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, Vice-Chairman  
Carl V. Dominguez, Member  
Eliza U. Paulino, Member  
Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT: George A. Santos, Chairman (excused)  
George F. Pereda, Member (excused)

LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director  
Pedro A. Leon Guerrero Jr., Deputy Director  
Melinda Taitano, Special Assistant  
Albert Santos, AE Manager  
Kimberly Bersamin, HR Administrator  
Julie Lujan, Data Processing Manager  
Sandrina Cepeda, FSS PC-III  
Pauline Santos, FSS PC-II

PUBLIC: Karvin Flynn (Burger Comer Magliari)

Meeting was called to order at 12:00 p.m. by Vice Chairman Borja who acknowledged the presence of the above attendees. The Vice 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 Meeting</b>  | <b>Action By:</b>                   |
|-------------------|-----------------|--|-------------------------------------|
| 155/18            |                 | Vice Chairman Borja called for a motion to be made on the approval of the Minutes from the previous Board Meeting on July 13, 2018.  |                                     |
| 156/18            |                 | After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez seconded by Commissioner Paulino and approved by the Board, the Minutes of July 13, 2018 as corrected.   |                                     |
|                   |                 | <i>Vice Chairman Borja requested to adjust the order of the prepared agenda beginning with the Travel Report followed by division reports.</i>   |                                     |
| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Correspondence and Reports</b>  | <b>Action By:</b>                   |
| 157/18            |                 | <p><b>Travel Report – Resolution FY2018-TA-002</b><br/> Travelers: FSS Coordinators<br/> Sandrina Cepeda (PCIII) &amp;<br/> Pauline Santos (PCII)</p> <p>Ms. Sandrina Cepeda and Ms. Pauline Santos thanked the Board for the opportunity to attend the Section 3 National Conference in Dallas, Texas from June 18<sup>th</sup> thru 21<sup>st</sup>, 2018.</p> <p>Ms. Cepeda stated that Section 3 is similar to that of the FSS program. Section 3 ensures that the HUD funded construction projects allow our low-income residents economic opportunities through either employment or training.</p> | Sandrina Cepeda /<br>Pauline Santos |



| <b>Minute<br/>No.</b>  | <b>Ref.<br/>No.</b> | <b>Correspondence and Reports</b>  | <b>Action<br/>By:</b> |
|------------------------|---------------------|--|-----------------------|
| 157/18<br>continuation |                     | <p>Ms. Cepeda also stated that upon their return, they met with GHURA's Wage and Compliance Officer, Ms. Melba Acfalle. Ms. Acfalle currently handles the Section 3 program with GHURA's contractors. In that meeting they were able to discuss how GHURA's public housing clients can be involved, such as conducting outreach clinics that will encourage our families to participate.</p> <p>Ms. Cepeda stated she is compiling a list of all eligible individuals and hopes to obtain resumes that will later assist our compliance officer in selecting participants who may be offered employment whether it be construction, administrative, or clerical work. They received numerous encouragement and support from staff and management to continue to pursue the Section 3 program and link with GHURA's FSS program and its existing resources.</p> <p>Mr. Albert Santos emphasized the importance of the Section 3 training. He submits the annual report to HUD identifying how many of our clients were picked up for employment.</p> <p>He further stated that GHURA's contracts include the Section 3 mandate, which requires contractors to offer GHURA's public housing tenants the opportunity to apply for work. GHURA tenants are employed in the Central Police Precinct and other projects. This program really complements what they are doing on their side and eliminates some of the hardship on employing qualified individuals.</p> |                       |



| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Correspondence and Reports</b>  | <b>Action By:</b> |
|-------------------|-----------------|--|-------------------|
| 158/18            |                 | A motion was made by Commissioner Dominguez and seconded by Commissioner Paulino to accept the travel reports as submitted for Ms. Sandrina Cepeda and Ms. Pauline Santos in the amount of \$3,824.89 for each traveler. Without any further discussion and objection, the Motion was approved.  |                   |
| 159/18            |                 | <p><b>HR Division Quarterly Report (FY2018, 3<sup>rd</sup> Quarter)</b></p> <p>Ms. Kimberly Bersamin reported the following HR highlights.</p> <p><u>HR Administration:</u><br/> -Code of Conduct and Ethical Standards Policy, currently working on operating procedures</p> <p><u>Recruitment &amp; Staffing:</u><br/> - 95 full time employees<br/> -Job announcements<br/> Maintenance Worker, Building Maintenance Leader, Program Coordinator I, Program Coordinator II, Interviewer Clerk, and Buyer Supervisor II<br/> -Rated 5 temporary positions and formally completed the Notice of Ratings for the 4 classified positions<br/> -In-processed 3 new employees<br/> -2 employees separated</p> <p><u>Employee Management Relations:</u><br/> -Random drug tested 14 employees with the assistance of MIS and drug tested 7 employees due to New Hires or Post Accident Testing<br/> -Processed 1 new case for Workers Comp.<br/> -Completed negotiations for the 2011 Civil Case which came before the Board in April 2018</p> | Kimberly Bersamin |



| Minute<br>No.          | Ref.<br>No. | Correspondence and Reports  | Action<br>By: |
|------------------------|-------------|---|---------------|
| 159/18<br>continuation |             | <p>-Processed 5 staff that are eligible for the health / life insurance</p> <p>-Continued with performance counseling and issued letters of reprimand</p> <p><u>Compensation:</u></p> <ul style="list-style-type: none"> <li>- Processed 20 increments</li> <li>- 24 Performance Evaluations overdue (8 for FY2017 and 16 for FY2018)</li> </ul> <p><u>Training:</u></p> <p>-With the GCC Apprenticeship Almost complete with Cohort 2 (1 graduated in Spring 2018 and the remaining 2 are estimated to be completed in December 2018).</p> <p>-Processing for Cohort 3 required they take the Work Keys Assessment; all 12 participants passed and will begin classes in Fall 2018.</p> <p>-5 completed GCC Procurement Module #3 and have been registered for GCC Procurement Module #4</p> <p>-Attended HUD webinar training pertaining to Sexual Harassment and Fair Housing</p> <p><u>Compensation:</u></p> <p>-Began the review process of separating the maintenance group into a separate pay scale in hopes of increasing their pay to be more competitive and decreasing the hardship in recruiting maintenance. Pending the Board's review and approval</p> <p><u>Other:</u></p> <p>-Alternate Hearing Officer; completed 1 case</p> |               |



| Minute<br>No. | Ref.<br>No. | Correspondence and Reports   | Action<br>By: |
|---------------|-------------|--|---------------|
| 160/18        |             | <p data-bbox="673 254 1218 323"><b>MIS Division Quarterly Report (FY2018, 3<sup>rd</sup> Quarter)</b></p> <p data-bbox="673 365 1218 434">Ms. Julie Lujan reported on the following highlights.</p> <p data-bbox="673 476 881 510"><u>Project Review</u></p> <ul data-bbox="673 516 1218 993" style="list-style-type: none"> <li>-Guam Customs &amp; Quarantine Agency is requesting GHURA to assist them with a list of individuals who are participants of GHURA's housing programs. The information would be used to identify individuals entering the island and if they're meeting the employment criteria.</li> <li>-The Office of the Attorney General is requesting that GHURA participate in the Electronic Funds Transfer (EFT) for child support payments rather than processing it via a manual check.</li> </ul> <p data-bbox="673 999 898 1033"><u>Website Design</u></p> <p data-bbox="673 1039 1218 1255">The original purchase order with Guam Webz is for maintenance services. One additives includes the re-design of our website making it mobile friendly with a local theme image catered to GHURA's cliental.</p> <p data-bbox="673 1262 1218 1367">Online application - MIS is preparing for another lottery when the Section 8 waitlist is opened.</p> <p data-bbox="673 1373 1097 1407"><u>Section 8 Portable Inspections</u></p> <p data-bbox="673 1413 1218 1698">Section 8 Inspectors will be able to utilize tablets to conduct housing inspections where data can be entered at the site with camera capability. This eliminates the process of producing a hardcopy. In addition, it will allow an additional day to schedule more inspections.</p> <ul data-bbox="673 1705 1218 1881" style="list-style-type: none"> <li>- On-line Application Processing<br/>Effective July 2, 2018 we have been accepting applications for Public Housing AMPs 1, 2, &amp; 3 up through September 28<sup>th</sup>. To date we have over</li> </ul> | Julie Lujan   |



| <b>Minute No.</b>              | <b>Ref. No.</b> | <b>Correspondence and Reports</b>   | <b>Action By:</b>     |
|--------------------------------|-----------------|---|-----------------------|
| <b>160/18<br/>continuation</b> |                 | <p>1,600 applications.</p> <ul style="list-style-type: none"> <li>- <u>Informal Hearings</u><br/>11 informal hearings or reviews were completed for the Section 8 program <ul style="list-style-type: none"> <li>• 6 cases that were active tenants; 3 were referred to Renters 101 and 3 were terminated</li> <li>• 5 cases that were applicants; 4 were denied</li> </ul> </li> </ul>   |                       |
| <b>161/18</b>                  |                 | <p><b>R.D. Triennial Supervisory Inspection – G.T. (Letter dated July 10, 2018)</b></p> <p>Director Duenas stated the report is a result of the Guma Trankilidat onsite compliance review, consisting of the physical, occupancy &amp; management reviews. There were no violations were detected.</p>  | <b>Michael Duenas</b> |
| <b>Minute No.</b>              | <b>Ref. No.</b> | <b>Correspondence and Reports</b>   | <b>Action By:</b>     |
| <b>162/18</b>                  |                 | <p><b>FY2017 Audit Management Letter</b></p> <p>Mr. Karvin Flynn, IPA reported on the following:</p> <p>Findings</p> <p>Transactions are really straight forward which basically relates to funds being certified, procurement is being done properly and things being reviewed are properly reported.</p> <p>Most of the findings dealt with compliance issues relative to the reconciliation process.</p> <p>There were 16 non-compliance findings. Mostly relating to the lack of monitoring.</p> <p>Referring to file maintenance; it was evident that staffs are not using the tools that are available to them. Such as flaps and forms. The necessary signatures were missing, which raised a red flag therefore indicating incomplete</p> | <b>Karvin Flynn</b>   |



| Minute<br>No.          | Ref.<br>No. | Correspondence and Reports  | Action<br>By: |
|------------------------|-------------|---|---------------|
| 162/18<br>continuation |             | <p>or incorrect documentation. Director Duenas is aware of the inconsistency in processing families. He stated that management is currently reviewing the standard operation procedures (SOPs) headed by each PSM. We will ensure that each member of the staff applies the same process, using the same forms and eliminates the issue of variance within the Public Housing process.</p> <p>Each Property Site Manager (PSM) was in charge of formulating an SOP for a specific position.</p> <ul style="list-style-type: none"> <li>• Ms. Gina Cura - AMP2 PSM oversaw the SOP for the Housing Specialists</li> <li>• Ms. Pearl Mendiola - AMP3 PSM oversaw the SOP for the Interviewer Clerks</li> <li>• Ms. Nancy Ada - AMP1 PSM oversaw the SOP for the Administrative Assistants</li> <li>• Ms. Philly San Nicolas - AMP4 PSM oversaw the SOP for the Maintenance and Data Control Clerks</li> </ul> <p>The SOPs will be reviewed by the Deputy Director and Ms. Julie Lujan to ensure that the written procedures are in line with our system requirements.</p> <p>Mr. Flynn also stated all the files must be reviewed for completeness, accuracy, and compliance. He highly recommended that managers should be consistent in reviewing files to perform quality control reviews. Enforcing this routine cycle is critical so by the time families are up for recertification, the entire population of the files should have been reviewed.</p> <p>Concerns were brought up by the Board whether AMPs have adequate staff to</p> |               |



| <b>Minute No.</b>      | <b>Ref. No.</b> | <b>Correspondence and Reports</b>  | <b>Action By:</b> |
|------------------------|-----------------|--|-------------------|
| 162/18<br>continuation |                 | address what was suggested. Director Duenas stated for the 2019 proposed budget, we are proposing to hire a Management Analyst who will primarily be performing quality control reviews on Public Housing and Guma Trankilidat files. Section 8 currently has a full-time staff conducting file reviews. Mr. Flynn suggested we also enforce that our managers to do more in terms of risk assessment. If monitoring starts at the top and works its way down, there should be a reduction in findings. More training, more monitoring, more accountability, and more enforcement is the key.  |                   |
| <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 of the Sinajana Central Precinct</b></p> <p>Mr. Albert Santos stated he was straight forward in his last meeting that the contract date of completion is firm. Liquidated damages will be enforced. The building needs to be constructed according to specifications.</p> <p>Referring to the construction progress, Mr. Santos stated that the roof will be going up soon and then the plastering will begin shortly thereafter. The ducting system is complete. Most of the hardware is on island. However, we are still waiting for the pump to arrive. TRMI has been slow in reviewing the submittals. However, since the last meeting, they have been picking up the pace and should be back on track.</p> | Albert Santos     |



| <b>Minute No.</b> | <b>Ref. No.</b>            | <b>Action Items from Prior Meetings</b>   | <b>Action By:</b>    |
|-------------------|----------------------------|---|----------------------|
|                   | <b>037/18 continuation</b> | Monitoring will be continued since a five day turn-around was the agreement. Completion date is now expected to be at the beginning of December 2018.   |                      |
| <b>163/18</b>     |                            | <b>REAC Inspection Update</b><br><br>Mr. Albert Santos stated the upcoming REAC is scheduled for AMP2, 3, 4, and GT beginning Tuesday July 31 <sup>st</sup> – August 9 <sup>th</sup> . AMP2 is the only site that won't be reviewed. However their maintenance staffs are assisting other developments with their REAC preparations.<br><br>An update with final scores will be reported out at the next Board meeting. | <b>Albert Santos</b> |
| <b>Minute No.</b> | <b>Ref. No.</b>            | <b>General Discussion / Announcements</b>   | <b>Action By</b>     |
| <b>164/18</b>     |                            | <b>Next Proposed Scheduled Meetings: August 10<sup>th</sup> and 24<sup>th</sup></b>   |                      |

#### **165/18 ADJOURNMENT**

There being no further business before the Board, a motion was made by **Commissioner Paulino**, seconded by **Commissioner Leon Guerrero** and was unanimously agreed upon to adjourn the meeting at **1:57 p.m.**

(S E A L)

  
**MICHAEL J. DUENAS**

Board Secretary/Executive Director





**BURGER · COMER · MAGLIARI**  
CERTIFIED PUBLIC ACCOUNTANTS

May 28, 2018

To the Board of Commissioners  
Guam Housing and Urban Renewal Authority:

In planning and performing our audit of the financial statements of the Guam Housing and Urban Renewal Authority (the Authority) as of and for the year ended September 30, 2017, on which we have issued our report dated May 28, 2018, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Guam Housing and Urban Renewal Authority's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting. However, in connection with our audit, we identified, and included in the attached Appendix I, other matters as of September 30, 2017 that we wish to bring to your attention.

We have also issued a separate report to the Authority also dated May 28, 2018, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters.

This report is intended solely for the information and use of the Board of Commissioners and management of the Guam Housing and Urban Renewal Authority, the Office of Public Accountability – Guam, federal awarding agencies, pass-through entities, the cognizant audit and other federal agencies, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

We would be pleased to discuss the attached comments with you and, if desired, to assist you in implementing any of the suggestions. We wish to thank the staff and management of the Guam Housing and Urban Renewal Authority for their cooperation and assistance during the course of this engagement.

Very truly yours,

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## APPENDIX I

### SECTION I – CONTROL DEFICIENCIES

We noted certain matters related to control deficiencies involving the Authority's internal control over financial reporting as of September 30, 2017 and other matters that remain uncorrected that we wish to bring to your attention as follows:

#### **Section 8 HCV – Reasonable Rent Determination – Approval and Certification**

**Comment:** The Authority is required to make a determination of rent reasonableness charged by a landlord. The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area. GHURA will develop a range of prices for comparable units by bedroom size within defined market areas. We noted that the review of comparable rents and approval of the landlord contract rents are approved and certified by the same person.

**Recommendation:** To ensure proper segregation of duties, we recommend that the approval and certification of the reasonable rent determination of landlord contract rent be separated performed by different individuals.

#### **Supportive Housing for the Elderly (Guma Trankilidat) – Tenant File Quality Control Review**

**Comment:** During our eligibility compliance testing, we noted the Authority does not conduct periodic quality control testing to identify deficiencies and/or missing documentation for completeness. The current Property Site Manager performs all functions relating tenant eligibility certification and annual recertification. There is no independent review performed periodically. We noted various items cited by reviewers; however, there was no evidence to indicate that the deficiencies were corrected and approved by the reviewer.

**Recommendation:** To enhance the Authority's quality control and internal control monitoring procedures, Guma Trankilidat tenant files should be periodically reviewed and certified for completeness. The quality control review should document discrepancies, provide evidence that such discrepancies were cleared for third-party independent review and verification, and be signed and dated by the reviewer.

## REPEAT COMMENTS

#### **Public Housing – Tenant File Quality Control Review**

**Comment:** During our eligibility compliance testing, we noted that the Authority does not conduct periodic quality control testing on a consistent basis to identify deficiencies and/or missing documentation for completeness. For those files reviewed, we noted that certain Property Site Managers (PSMs), were signing off on the review and completeness of the files; however, we found numerous errors and missing and incomplete documentation that remained uncorrected. The lack of a thorough review raises doubt regarding the PSM's ability to review the Housing Specialist's work and to properly certify tenant eligibility.

**Recommendation:** PSMs need to exercise better care when conducting internal control review and certification for completeness, the reviewer should document discrepancies and provide evidence that such discrepancies were cleared for third-party independent review and verification, and the quality control review form should be signed and dated by the reviewer.



## APPENDIX I

### **Public Housing – Oversight of Property Site Managers**

**Comment:** GHURA has four Asset Management Projects (AMPs) managed by Property Site Managers (PSM). Oversight functions reside with GHURA's Deputy Director, which facilitates internal control monitoring; however, Administrations change periodically and therefore, there is no consistent knowledgeable oversight over the Program within the Authority. We've noted that during the course of time, each AMP has created, revised and adopted certain practices unique to each PSM's preference providing no consistency with various forms used to process and document tenant eligibility. As a result, we noted significant inconsistencies in the checklist used, file maintenance, and forms used, processed, and documented.

**Recommendation:** We recommend that the Authority consider appointing or hiring an individual with knowledge and skill to manage and oversee all four AMPS and PSMs. This individual can maintain and update the Admission and Continued Occupancy Policies (ACOP), provide training for cross-training; conduct quality control review, develop consistent policies, practices and forms to be used; monitor lease-up, occupancy, and related unit vacancies; and perform other delegated duties and report to the Deputy Director. We believe this would facilitate and enhance Program integrity and the Authority's quality control and internal control monitoring procedures.

### **Asset Management Project – Property Site Manager File Review**

**Comment:** Tenant interviews and eligibility certification should be performed by Housing Specialist and reviewed and certified by the Property Site Managers (PSM). PSMs are not properly documenting their reviews and certifications nor is the file checklist being properly signed and dated to evidence independent review.

**Recommendation:** To ensure proper segregation of duties, we recommend that all PSMs review all tenant files for completeness and proper certification of program eligibility and sign and date the checklist to evidence tenant file review.

### **Section 8 Housing Choice Voucher - Landlord File Maintenance**

**Comment:** Certain tenant landlord files selected in conjunction with our sample were found to be in total disarray. Required documentation was being inserted in the landlord files in our presence. Numerous files lacked complete documentation as required (certificate of title, warranty deed, business license, direct deposit authorization forms, etc.); and documents were loosely placed in files and unorganized. Staff stated insufficient time was available to properly maintain the files.

**Recommendation:** The Authority should establish internal control policies and procedures over the maintenance and content to be included in landlord files. An individual should be assigned to maintain tenant landlord files. The current landlord file checklist should be reviewed and revised to ensure that it encompasses all required documentation needed from landlords. Management should consider removing the landlord file maintenance function from the Housing Inspector or providing guidance over the maintenance of such files and monitor landlord file maintenance on a periodic basis. The updating of landlord files should be coordinated with Housing Specialist during initial and recertification of tenant eligibility to ensure that information is shared and required documentation is filed in a systematic and timely manner.



## APPENDIX I

### **Section 8 Housing Choice Voucher – Tenant File Quality Control Review**

**Comment:** During our eligibility compliance testing, we noted the Authority conducts periodic quality control testing to identify deficiencies and/or missing documentation for completeness and that Flaps were not consistently signed and dated by the Housing Specialist.

**Recommendation:** To enhance the Authority's quality control and internal control monitoring procedures, when Section 8 HCV files are internally reviewed and certified for completeness, the reviewer should document discrepancies, provide evidence that such discrepancies were cleared for third-party independent review and verification, and be signed and dated by the reviewer.

### **Section 8 Housing Choice Voucher – Maintaining Database for Unassisted Units**

**Comment:** Before entering into a HAP contract, a Public Housing Authority (PHA) must not execute a HAP contract until it has documented that the charged rent is reasonable. Before the PHA may approve any rent increase to the owner, the PHA must determine and document whether the proposed rent is reasonable compared to similar units in the marketplace and not higher than those paid by unassisted tenants. The key for rent reasonableness is to be able to compare the rents for proposed program units to the rents for units currently or very recently placed on the market. To include rents for units occupied for several years is likely, in most markets, to understate the rents new tenants will have to pay. On the other hand, in some communities the asking rent is frequently higher than the actual rent owners are willing to accept. In those communities, the PHA should also obtain information on the actual rents for recently rented units to determine the actual market rent for the comparable units.

**Recommendation:** Management should consider updating its database on more periodic basis by either conducting surveys, reviewing newspaper listings with real estate companies that handle rental properties, internet listing, current landlord that have unassisted rental properties, etc. The frequency in which the database is updated depends upon changes in market conditions. In some communities on Guam, it may be adequate to update the information every two years. For rapidly changing markets, however, it may be appropriate to update the database quarterly.

### **Fiscal Division – Accounting System**

**Comment:** The Fiscal Division continues to maintain two locations to process and account for the funds managed by the Authority. While the Fiscal Division at the Authority's main office maintains the official accounting records, a separate general ledger is maintained at the RP&E Division to account for the Community Development and related Federal grant programs. The accounting systems used remain separate independent systems.

**Recommendation:** We made this recommendation in prior years on the logistical structure of the Fiscal Division and the possibility of merging the two systems. We repeat those recommendations.

We also recommend that management consider obtaining a new accounting system that reports on a fund basis, as the current accounting software platform is specifically program driven and not necessarily for financial reporting. Consequently, numerous manual journal entries must be made each month to record accounting transactions, which too is cumbersome and requires numerous month-end reconciliations.



## APPENDIX I

### **Monthly Accounts Payable Aging Reports**

**Comment:** The Authority was not able to produce monthly accounts payable aging reports due to system limitations. Although the Fiscal Division tracks the Authority's accounts payable via the payables journal, Accounts Payable Aging reports can only be produced at year-end closing. Consequently, the Authority is unable to properly monitor the aging of its accounts payable and effectively manage cash flows.

**Recommendation:** We recommend that the Authority consults with its software vendor and obtain a software patch or modification to generate monthly accounts payable aging reports.

### **Local Funds**

**Comment:** The Authority reports on a "fund basis" and accounts for approximately 85 different funds, of which, 20 are local funds. Many of the local funds have nominal to no activity each year.

**Recommendation:** We recommend that management consider reviewing the mandate of each of its local funds to determine whether those mandates have been fulfilled and whether such funds can be closed out or consolidated under one separate fund.





**United States Department of Agriculture  
Rural Development**  
Hawaii State Office – Western Pacific Region

July 10, 2018

Mr. Michael Duenas  
117 117 Bien Venida Ave  
Sinajana, GU 96910



Dear Mr. Duenas:

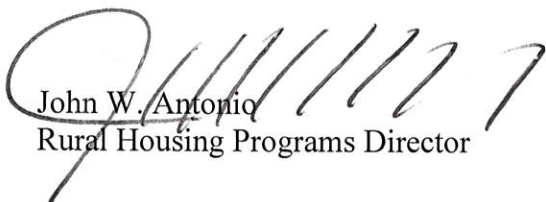
Subject: GUMA Trankilidat

Rural Development Servicing staff has conducted a Triennial Supervisory Inspection GUMA Trankilidat on Tuesday June 26, 2018.

After careful completion of a Physical Inspection, Occupancy Review, Management Review and Compliance Review it has been determined that no violations have been detected.

Should you have any questions, please contact Nathan Riedel, Multi-Family Housing Specialist, at (808) 933-8303.

Sincerely,

  
John W. Antonio  
Rural Housing Programs Director



**Human Resources Division**  
**STATUS REPORT – Highlights**  
**3rd Quarter - FY2018**  
**(April-June 2018)**

| Section                                      | Activity   | Status  |
|--|--|---|
| <b>1.<br/>HR<br/>ADMINISTRATION</b>          | <u><b>Guam Legislature Report</b></u>                      | Prepared Staffing Report for 2nd Quarter FY2018. Posted on website.   |
|  | <u><b>Staffing Report</b></u>                              | ◦ Maintain/Reconcile Monthly Staffing and Vacancy Reports   |
|  | <u><b>Code of Conduct and Ethical Standards Policy</b></u> | Continued work on SOP   |
|  | <u><b>AUDITOR-FY2017</b></u>                               | Provide Auditor with access to HR files and Drug Testing for FY2017 Audit   |
| <b>2.<br/>RECRUITMENT &amp;<br/>STAFFING</b> | <u><b>Manpower Assessment</b></u>                          | <b>95</b> Full-Time Employees month ending June 30, 2018:<br>74 Classified<br>3 Unclassified<br>17 Temporary<br>6 – S8<br>2 – AMP1<br>2 – AMP2<br>3 – AMP3<br>1 – AMP4<br>2 – ADMIN<br>1 – CD<br>1 - RPE  |
|  | <u><b>Recruitment</b></u>                                  | <u>Job Announcements/ Establish List:</u><br>6 positions:<br>Maintenance Worker-Continuous<br>Bld Maint Ldr/PCII/PCI/ IC/<br>Buyer Supervisor II<br><br><u>Temporary Appointments:</u><br>Rated 5 positions (S8, Amp2/3/4)<br><br><u>Notice of Ratings</u> – (4 positions)<br>Building Maintenance Leader / Engineer<br>Supervisor/ Maintenance Man<br><br><u>In-Processed:</u> <ul style="list-style-type: none"> <li>• 3 employees (1 worker/2 S8).</li> <li>• 1 Promotion (GT-PSM)</li> <li>• Personnel Actions:<br/>6-months renewal of all temps.</li> </ul> Detail Extension Request to BOC- <u>2</u><br><br><u>Separations/Exits:</u> <u>2</u> (AMP2 & AMP4) |



| Section                                   | Activity   | Status   |
|---|--|--|
| 3.<br>EMPLOYEE<br>MANAGEMENT<br>RELATIONS | <u>Drug Testing<br/>Random (includes case mgmt.)</u>                     | 3rd Quarter-Completed.<br><ul style="list-style-type: none"> <li>Tested <b>14</b> employees. Includes coordinating with MIS, letters, laboratory confirmation and issue notice to employees for 1st Quarter Random.</li> </ul>   |
|   | <u>Workers Compensation</u>  | New Hire /Post Accident Testing = 7  |
|   | <u>Verification of Employment(VOE)</u>                                   | <b>(1)</b> new case for 3rd Qtr (1-Amp4)   |
|   | <u>Completed negotiations for 2011<br/>CSC Case.</u>                     | Processed <u>12</u> VOE's<br><br><b><u>Completed in April 2018.</u></b>  |
|   | <u>Health / Life Insurance GovGuam</u><br><br><u>Employee Management</u> | Processed 5_staff eligible<br><br>Performance Counseling/LOR   |
| 4.<br>COMPENSATION                        | <u>Salary Increments</u>   | Processed 20 Increments.<br>(Includes reviewing personnel file, generating PA, route for signature and file with Payroll). Update staffing and file in personnel file.   |
|   | <u>Performance Evaluation Reports</u>                                    | Total Overdue: <b>(20)</b><br><br><b><u>Fiscal Year-2017 (8 Over due)</u></b><br><br>1-Fiscal Division<br>4-Executive Management<br>3-RPE/CD<br><br><b><u>Fiscal Year -2018 (16 Over due)</u></b><br><b>1<sup>st</sup> quarter /2<sup>nd</sup> Quarter</b><br>Executive (5);<br>Fiscal (2);<br>A/E (3),<br>RPE (2);<br>AMP1 (3);<br>MIS (1). |



| Section   | Activity   | Status  |
|---|--|---|
| <b>5.</b><br><b>TRAINING</b>                                  | <u><b>GCC Apprentice</b></u><br><br><u><b>GCC Procurement Module 3</b></u><br><br><u><b>HR -</b></u> | <u><b>Cohort 2 -Spring 2018 Completion</b></u> (1).<br><u>2</u> remaining – Expected completion December 2018).<br><br><u><b>Cohort 3 – New.</b></u> Coordinated interest forms/ Screening with GCC work keys assessment testing/ Recommendation and enrollment process for Fall 2018 = 12 employees<br><br>Registered <u>5</u> participants for Module3 (RPE/Amp1,2, 3, 4 staff).<br><br>HUD WEBINAR – (Board/Management – Fair Housing Act) |
| <b>6.</b><br><b>COMPENSATION</b>                              | <u><b>Review of maintenance pay scale</b></u>  | Started review process of separating maintenance group into separate pay scale for FY2019.  |
| <b>7.</b><br><b>OTHER</b><br><br>ALTERNATE<br>HEARING OFFICER | <u><b>Informal Hearing Officer</b></u>   | Completed 1 case:<br>Section 8  |



**Management Information System (MIS)**  
**FY2018 3<sup>RD</sup> QUARTER ACTIVITY REPORT**

| SECTION             | GOALS   | STATUS   |
|---------------------|---|--|
| 1. PROJECT REVIEW   | To review & implement applicable processes                              | <ul style="list-style-type: none"> <li>- <u><b>Guam Customs &amp; Quarantine Agency</b></u> meeting held 05/21/2018 with various GovGuam agencies</li> <li>- Discussed “enforcement” capability regarding compliance</li> <li>- Request for GHURA to provide input regarding households not meeting employment criteria</li> <li>- <u><b>Office of the Attorney General of Guam</b></u> Request for Authority to participate in Electronic Funds Transfer (EFT) of child support payments</li> <li>- Review of payroll system capability/limitations</li> <li>- Automates process and eliminates manual check processing</li> <li>- Simplifies any reporting requirements</li> </ul> |
| 2. WEBSITE REDESIGN | To ensure an informative, accessible & user-friendly website is enabled | <ul style="list-style-type: none"> <li>- Approval to proceed with IFB additive</li> <li>- Multiple meetings to discuss the Authority’s new “image”</li> <li>- Review of various websites</li> <li>- Cleanup of current site</li> <li>- Discussion of on-line projects (Lottery, Bid/Vendor tracking system, automated receptionist, etc.)</li> </ul>   |



**Management Information System (MIS)**  
**FY2018 3<sup>RD</sup> QUARTER ACTIVITY REPORT**

| <b>SECTION</b>                           | <b>GOALS</b>   | <b>STATUS</b>   |
|--|--|---|
| <b>3. SECTION 8 PORTABLE INSPECTIONS</b> | To improve and automate inspection process                               | <ul style="list-style-type: none"> <li>- Review of S8 inspection process.</li> <li>- Participate in web based Tenmast University</li> <li>- Research and recommend tablet devices</li> <li>- Eliminates the need for data entry of inspections</li> <li>- Reduces hardcopy requirements</li> <li>- Schedule procurement 7/2018</li> </ul>   |
| <b>4. ON-LINE APPLICATION PROCESSING</b> | To prepare website 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>- Public Housing (AMP1, AMP2, AMP3)</li> <li>- Tested throughout June</li> <li>- Opening 7/2/2018 – 9/28/2018</li> <li>- Smart phone &amp; device access 24/7.</li> </ul> <p>GHURA based computer system available M-F from 8:00am – 5:00pm</p>                  |
| <b>5. INFORMAL HEARINGS</b>              | To provide accurate S8/LIPH Informal Hearings/Grievances                 | <ul style="list-style-type: none"> <li>- Tenants:      S8    6              Terminations:    3<br/>                         PH    0              Terminations:    0</li> <li>- Applicants    S8    5              Denied              4<br/>                         PH    0              Denied              0</li> <li>- Referral for Participation in Renters 101:    3</li> </ul> |





# 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






July 10, 2018



## MEMORANDUM

TO: GHURA Board of Commissioners

VIA: Michael J. Duenas, Executive Director 

FROM: Sandrina Cepeda, Family Self-Sufficiency Program Coordinator III   
Pauline Santos, Family Self-Sufficiency Program Coordinator II 

SUBJECT: TRAVEL REPORT: HUD Section-3 National Training Conference  
June 18 – 21, 2018 – Dallas, Texas  
Course Code: 2018-04-09-50-Years-of-Promoting-Economic-Opportunities-  
Section-3-HUD-Act-of-1968-ILT

Hafa Adai! Thank you, Commissioners and Executive Management for the opportunity to participate in the 2018 Section-3 National Training Conference in Dallas, Texas, from June 18<sup>th</sup> through 21<sup>st</sup>, 2018. The sessions were well attended and represented by approximately 310 participants from Public Housing Agencies, Section-3 Coordinators, Section-3 Businesses, and other organizations who represent Entitlement Communities (Community Development) across the United States. The conference was the first in Section-3 history that such high-level, esteemed panelists from five different program offices were gathered in one room, at one time, for the purpose of training.

### Background:

The implementation of Section-3 of the Housing and Urban Development (HUD) Act of 1968 (Section-3) ensures that HUD-funded jobs and contracts are to be directed, to the greatest extent feasible, to local low-income residents, and the businesses that employ them. Opportunities provided for these residents include job training, contracting and employment. Section-3 covered projects and activities include the development, operation, and modernization of public and Indian housing. Opportunities include any employment such as management positions, administrative positions, clerical support or construction. They also include housing and community development projects like construction, reconstruction, conversion or rehabilitation of housing and other public construction.





The rule that triggers the implementation of Section 3 requirements is any time covered projects require new hires, or sub-contacting. Federally funded projects in excess of \$200,000, and contracts in excess of \$100,000 are required to follow the policy and procedures of Section 3 once the need for "new" employment is established. There are no thresholds for public and Indian housing programs. This means that all funding is covered, regardless of the amount of expenditure or size of contract. Section-3 requirements apply to construction contractors who install materials and or equipment. Those who only furnish materials or supplies are exempt.

Although Section-3 has been in existence for 50 years, in recent months there has been a push to utilize the program to its fullest potential. To accomplish this, the Office of Fair Housing and Equal Opportunity (FHEO) tackled a broad range of Section-3 topics focusing on Compliance, Best Practices, and reporting requirements through the Section-3 Performance Evaluation and Registry System (SPEARS), as well as providing information regarding the anticipated SPEARS upgrades expected to launch by September 2018. The training also commemorated the 50<sup>th</sup> anniversary of the passing of Section-3 of the Housing and Urban Development Act of 1968.

#### **The Panel/Training Team:**

**Keynote Speaker:** Dr. Ben Carson, Secretary, Office of Housing & Urban Development (HUD)

**Region II:** Brenda Edmundson (Newark), Cesar Garcia (NYC Field Office)

**Region IV:** Staci Gilliam (Alabama)

**Region V:** Beth Van Duyne, Regional Administrator (Dallas), Garry Sweeney (Regional Director (Dallas/Fort Worth), Linda Thompson (Dallas), and Scott Dickerson (Fort Worth)

**Headquarters (Washington DC):** Anna Maria Ferrias (Assistant Secretary), Bryan Greene (General Deputy Assistant Secretary), Candace Tapscott, Rafiq Munir, Bruce Bailey, Stephanie Waller-Thomas, Desta Woudehn, Timothy Smyth, Jason Chang, Thurman Miles, and Otto Banks

**Other Notable Panel Members:** Tiffany Johnson (OSPM), Elva Garcia (CPD), Tenille Parker (CPD Disaster Recovery), Merrie Nichols-Dixon (PIH), Shannon Steinbauer (Healthy Homes & Lead Hazards), Thomas Davis (Multi-Family Housing).

#### **Day 1: Monday, June 18, 2018**

The conference began with opening remarks by Ms. Anna Maria Farias, Assistant Secretary, HUD Office of Fair Housing & Equal Opportunity. The Assistant Secretary engaged participants with a brief history of her upbringing, and residence in the housing projects of Crystal City, Texas. She went on to provide instruction, useful information, and specific guidance intended to enable participants to actively and effectively run a Section-3 program consistent with Congressional mandates and the economic development objectives of the housing and community development programs.





Panelists shared the historical background of the Section-3 Program, which was implemented to target high-unemployment rates and provide economic opportunities for residents of Public Housing. Throughout the day, panelists went through key terms as they relate to Section-3 and cleared up common misconceptions with these terms. They provided instruction on what constitutes a Section-3 covered program and offered dialogue regarding statutory and regulatory provisions of Section 3. Discussion on the roles of HUD FHEO staff took place, requirements of recipients and contractors, and FHEO functions to assure PHA compliance.

### **Day 2: Tuesday, June 19, 2018**

Panelists focused on building partnerships between HUD recipients (Registered Apprenticeship Programs, Youth Build, Non-Profits, and Contractors) and helped to identify resources (to include agencies, programs, and services) which FHEO utilizes to provide information and technical assistance to the PHA's. PHA's are required by statute to consult with the Department of Labor and Small Business Administration in providing training and employment and contract opportunities for Section 3 residents and businesses. Linking with these resources assists both PHA and its recipients in meeting Section 3 objectives.

The highlight of Day 2 was the keynote address given by Dr. Ben Carson, Secretary, US Department of Housing and Urban Development. Dr. Carson discussed the role of the PHA and reminded participants that we must ensure that the Section-3 Program is functioning according to the guidelines set forth by HUD.

Recognizing that the rising cost of living makes self-sufficiency more difficult to attain, Dr. Carson explained that real, sustained self-sufficiency includes helping people to establish careers, as opposed to jobs. In this vein, he spoke to the formation of "*EnVision Centers*". The centers are premised on the concept that financial support alone is insufficient to solve the issue of poverty; rather, intentional and collective efforts across a diverse set of organizations are needed to implement a more holistic approach and foster long-lasting self-sufficiency.

He explained that the centers should be run by local governments and are intended to provide a centralized hub for support in the Four Pillars of Opportunity. These include economic empowerment, educational advancement, health & wellness, and character and leadership. The centers will provide residents (receiving public housing assistance) access to services designed to help them achieve self-sufficiency. The centers will consolidate access to programs that offer job training, child care, education and scholarships. The pillars are designed to enable all individuals and families residing in HUD assisted housing, most especially young adults, to reach their full potential as productive, caring, responsible citizens by encouraging participation in volunteer and mentoring opportunities, and to empower families to lead self-sufficient lives.





### **Day 3: Wednesday, June 20, 2018**

Day 3 began with welcoming remarks by Bruce Bailey. Mr. Bailey, along with other FHEO panelists identified a number of specific Section-3 compliance functions which they are expected to perform and discussed how they should achieve them. The morning session provided instruction regarding FHEO action with respect to providing information and technical assistance; participating in pre-award activities; determining Section-3 areas; managing HUD's Section-3 business registry; monitoring recipient performance under Section-3; processing Section-3 complaints; and conducting compliance reviews. Panel members discussed disaster recovery (Virgin Islands, Puerto Rico and New Jersey were used as examples) as it pertains to Section-3 monitoring and oversight.

The days' discussion ended with dialog regarding the future of Section-3, culminated by closing remarks by Assistant Secretary, Ms. Anna Maria Ferias, FHEO. Assistant Secretary Ferias was pleased with conference participation, and interaction amongst registrants and panel members. She informed participants that HUD is contemplating four (4) similar conferences anticipated to take place in 2019.

Overall, the conference was effective in that it not only provided crucial information, but also facilitated open dialogue between training experts and participants, as well as afforded vital networking opportunities with colleagues. It offered and delivered essential data relative to technical assistance training for increased compliance with Section-3 requirements.

This conference set forth the statutory and regulatory provisions of Section-3 and provided information regarding the specific roles of FHEO staff, and how each performs his/her functions to assist PHA's and assure compliance. Best Practices were shared, as well as essential resources which may be used to facilitate and support Section-3 objectives. Certification requirements of Section 3 recipients and businesses (contractors) were also clarified. Discussions also focused on Section-3 reporting challenges and opportunities.

### **Final Thoughts:**

The Section-3 program, much like FSS seeks to empower residents of assisted housing toward self-sufficiency by providing them with job training, and employment opportunities to establish or increase their earned income. FSS Program Coordinators have established partnerships and regularly collaborate with various community partners to include welfare offices, employment offices, organizations that provide apprenticeships and training opportunities, as well as education systems. PC's also work closely with FSS participants to link them to these services. These partnerships could also serve as an additional resource to assist and link our Section-3 eligibles with the same opportunities to attain economic self-sufficiency.





FSS is an excellent resource for outreach to provide our Section-3 families with economic opportunities through job fairs, or other outreach and orientations to bring awareness, and provide a collaborative approach that targets existing resources both inside and outside of the public housing community. Section-3 provides a platform to focus new energies on responding to the social urgency to transform public housing communities into working communities.

Compliance with Section-3 requirements is an agency-wide effort. In order for GHURA to continue to effectively link residents to economic opportunities that are made available, FSS is committed to promoting an effective and ongoing outreach and recruitment program and will encourage a combination of efforts to reach as many eligible Section 3 residents as possible to inform them of any possible opportunities that may be generated by the Section-3 program.

In order to ensure this, FSS will deliver outreach to notify qualified Section-3 residents of potential employment and training opportunities. All outreach efforts performed will explain the purpose of the Section-3 program, and that to the greatest extent feasible, contractors are required to provide employment and training opportunities to low and very low-income persons. There is also the expectation that outreach will also serve to increase FSS participation. Resources available to assist in outreach (notification) efforts include:

- Provide presentations and promote Section-3 at outreach events (voucher briefings, workshops, etc.);
- Include Section-3 Fact-Sheet mailings to participants;
- Place flyers and other notices at AMP sites;
- Provide periodic mailings to residents;
- Place articles/information in resident newsletters;

#### **Recommendations:**

- Identify residents and establish a registry and labor pool database of qualified and eligible/potential candidates through partnership with AMP site Property Managers;
- Refer to the established Section-3 resident registry and labor pool database to notify qualified participants of possible employment and training opportunities;
- Promote self-certification of Section-3 eligibles by having residents complete a short application (statement of eligibility) that captures education, work experience, special skills and training;
- Maintain copies of resumes of all eligibles;
- Develop informational materials (flyers, fact sheets, brochures, resident outreach letters) that will update residents about Section-3, and available opportunities;





- Leverage internal and external resources to ensure Section-3 residents are employed (i.e. provide Human Resources, Procurement, A&E, and Wage & Compliance Officer with current labor pool database);
- Identify available local training plans, and grow the FSS working relationship with local job training, employment and business development organizations to provide a source of referral for residents;
- Provide technical and outreach assistance which connects resources to facilitate communications and address needs eligibles by way of job training assistance in the form of resume writing, interviewing techniques, and etc.;
- Create a Section-3 webpage from which residents and public alike can acquire information about the Section-3 program, download the self-certification forms, and listings of on-going projects and potential employers;

Collaboration is the key to successful compliance of Section-3. FSS is fully committed to doing its part in satisfying Section-3 requirements. In closing, FSS offers our sincere “un dangkulo na si yu’os ma’ase” to the GHURA Board of Commissioners and Executive Management for this invaluable opportunity, and for allowing GHURA’s FSS Coordinators to participate in this historical event.



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**  
**ATURIDAT GINIMA' YAN RINUEBAN SIUDAT GUAHAN**  
**BOARD OF COMMISSIONERS**  
**RESOLUTION NO. : FY2018-TA-002**

**Moved By: JOSEPH LEON GUERRERO      Seconded By: CARL DOMINGUEZ**

**Resolution authorizing off-island travel for FSS Program Coordinators II & III to attend the Section 3 National Training Conference, from June 18<sup>th</sup> – 20<sup>th</sup>, 2018, in Dallas, Texas.**

- WHEREAS,** the Authority's travel Policy requires advance travel authorization by the Board of Commissioners for off-island travel on Authority business; and
- WHEREAS,** the Board of Commissioners deemed appropriate for attendance to the Section 3 National Training Conference in Dallas Texas from June 18 – 20, 2018; and
- WHEREAS,** the training is to adhere to HUD's Best Practices and will include compliance and reporting requirements through the Section 3 Performance Evaluation and Registry System (SPEARS); and
- WHEREAS,** this subject training is an eligible expenditure under FY2018 Section-8 Travel Budget. Sufficient funding is available under the training budget; and THEREFORE be it;
- RESOLVED,** that the Board of Commissioners authorizes the expenditure of approximately \$8,339.90. Travel and training cost breakdown are as follows:

**ESTIMATED COST: \$8,339.90**

| DESCRIPTION  | COST               |
|--|--------------------|
| AIR FARE (\$1,844.65 x 2)  | \$ 3,689.30        |
| HOTEL May 17-20, 2018 (\$1,892.30 x 2=\$3,784.60   | \$ 3,784.60        |
| PER DIEM (Meals & Incidentals) (First and Last Day) \$55.50 x 2 days = \$111.00 x 2 travelers = \$222.00 + 74.00 x 3 days = \$222.00 x 2 travelers = \$444.00) | \$ 666.00          |
| REGISTRATION: (\$0. X 2 = \$)  | \$ 0.00            |
| GROUND TRANSPORTATION:   | \$ 200.00          |
| <b>TOTAL (Estimated) COST:</b>   | <b>\$ 8,339.90</b> |

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – May 11, 2018**  
**PASSED BY THE FOLLOWING VOTES:**

**AYES:** Thomas Borja, Carl Dominguez, George Pereda, Joseph Leon Guerrero  
**NAYS:** NONE  
**ABSENT:** George Santos, Eliza Paulino  
**ABSTAINED:** NONE

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on May 11, 2018.

(SEAL)

  
**MICHAEL J. DUENAS**

Board Secretary/Executive Director





# GHURA

Guam Housing and Urban Renewal Authority  
Aturidat Ginima' Yan Rinueban Siudad Guahan  
117 Bien Venida Avenue, Sinajana, GU 96910  
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Website: [www.ghura.org](http://www.ghura.org)



May 8, 2018

Eddie Baza Calvo  
Governor of Guam

Ray Tenorio  
Lt. Governor of Guam

George A. Santos  
Chairman

Thomas E. B. Borja  
Vice Chairman

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

TO: Michael J. Duenas, Executive Director

FROM: Training Committee  
Pedro A. Leon Guerrero, Jr., Deputy Director  
Katherine Taitano, Chief Planner  
Jildo DeNorcey, Deputy Controller

SUBJECT: Off-island Training Request  
HUD sponsored Section 3 National Training Conference from  
June 18-21, 2018 in Dallas, Texas

The Committee has reviewed Ms. Norma San Nicolas' request to send FSS staff, Ms. Sandrina Cepeda (PC-III) and Ms. Pauline Santos (PC-II) to attend the U.S. Department of Housing and Urban development (HUD) sponsored Section 3 training conference from June 18-21, 2018 in Dallas Texas. Total estimated cost for this training is \$8,339.90.

The Committee has evaluated the cost-benefit of this request and determined that it would be to the best interest of the Authority for these staffs to attend this training, which is not frequently offered. Compliance with Section 3 is mandatory for GHURA and the training is relevant to the FSS staff executing the duties on behalf of GHURA residents. Both FSS staff have not had formal training and need the tools to administer the program effectively and efficiently.

Funding source for this training has been identified: 006.4150.00.0.810.10.1

Certifying Officer's Signature: Lucele D. Leon Guerrero 05/09/2018  
Lucele Leon Guerrero, Controller

Training Committee's Recommended Action: ☒ Approval ☐ Disapproval

The Training Committee believes that the attendance of Ms. Sandrina Cepeda and Ms. Pauline Santos at this training conference would immensely benefit the Authority and recommend approval of this travel/training request.

Pedro A. Leon Guerrero, Jr.  
Pedro A. Leon Guerrero, Jr., Deputy Director

Katherine Taitano  
Katherine Taitano, Chief Planner

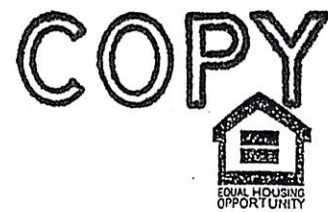
Jildo DeNorcey  
Jildo DeNorcey, Deputy Controller

Concurrence/non-concurrence:

☒ I concur with the Committee's Recommendation  
☐ I do not concur with the Committee's recommendation

Michael J. Duenas  
MICHAEL J. DUENAS  
Executive Director





**EXPENSE REPORT** **AD FY 2018**

Amended - Authorized Amount: NA

**Date of Return From Destination:** 22 June 2018

"I hereby certify that the above is a true statement of expenses incurred by me in the official business of GHURA."

Traveler's Signature: [Signature]

Date: 07-05-2018

Reviewed by Division Manager: [Signature]  
NORMA P. SAN NICOLAS

Approved by Executive Director: MICHAEL J. DUENAS

Verified for Payment by Fiscal Division: LUCELE D. LEON GUERRERO

Travel Receivable Clearance: \_\_\_\_\_

(Rev: 06/25)



DESCRIPTION:  
GHURA, REVOLVING FUND ACCOUNT  
SANDRINA CEPEDA

06/13/2018

0000029029

29029

BOC RES#FY2018 TA-002 LODGING - SHERATON  
BOC RES#FY2018 TA-002 M&E - TRAVEL DAYS  
BOC RES#FY2018 TA-002 M&E - FULL PER DIE  
BOC RES#FY2018 TA-002 TRANSPORTATION FEE

INVOICE #

|              |          |
|--------------|----------|
| 2018-06-6005 | 1,514.52 |
| 2018-06-6005 | 96.00    |
| 2018-06-6005 | 320.00   |
| 2018-06-6005 | 50.00    |

TOTAL FOR CHECK: 1,980.52

GHURA 08-00  
REVOLVING FUND ACCOUNT  
117 BIEN VENIDA AVE.  
SINAJANA, GU 96910  
TEL (671) 477-9851

BANK OF GUAM  
P.O. BOX BW  
HAGATNA, GUAM 96932

0000029029

29029

101-511/1214

ONE THOUSAND NINE HUNDRED EIGHTY DOLLARS & 52 CENTS

DATE

06/13/2018

AMOUNT

\$1,980.52

PAY  
TO THE  
ORDER  
OF

SANDRINA CEPEDA

PREMIUM CHECKING ACCOUNT

  
AUTHORIZED SIGNATURE

⑈029029⑈ 12121405115⑈ 06010005715⑈

received 6/14/2018 Sandra Cepeda



GHURA

PAYMENT RECEIPT

DATE: 07/10/18

P.O.BOX CS AGANA, GUAM 96932

TIME: 15:01:45

PHONE: (671) 477-9851/4 FAX: (671) 472-7565

RECEIPT # 25855

NAME: CEPEDA, SANDRINA  
SSN1: 0 SSN2: 0 RENT 0.00  
PROGRAM: REV LT CHG 0.00  
BANK/ACCOUNT: 0601-005715 SEC DEP 0.00  
ADDRESS: BOC RES#2018-TA-0002 SECTION 3 RETRO 0.00  
UNIT: FROM NOTE 0.00  
ACCT#: NATIONAL TRAINING CONFERENCE PROG WORK ORD 0.00  
HAP#: UTILITY 0.00  
NAME: BAD CHK 0.00  
SSN: 0 MISC 0.28  
LOT/BLOCK/TRACT#: COURT CST 0.00  
MANUAL RECEIPT#: INTEREST 0.00  
PAYMENT LIPH RECPT#: CLEAN UP 0.00  
SEC DEP LIPH RECPT#: PET DEP 0.00  
COMMENTS: REIMB OF TRAVEL PER DIEM AST PRIN 0.00  
CASHIER: RQS AST INT 0.00  
TOTAL: 0.28

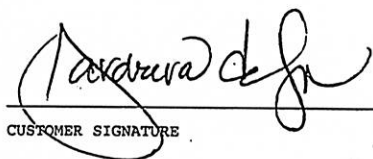
PAYMENT TYPE:

CASH: 0.28

CHECK: 0

LESS: 0.28

DUE: 0.00

  
CUSTOMER SIGNATURE







DESCRIPTION  
GHURA, REVOLVING FUND ACCOUNT  
PAULINE SANTOS

06/13/2018

0000029030

29030

BOC RES#FY2 - LODGING - \$262.80/NIGHT+ \$  
BOC RES#FY2018 TA-002 - M&IE - TRAVEL DA  
BOC RES#FY2018 TA-002 M&IE - FULL PER DI  
BOC RES#FY2018 TA-002 - TRANSPORTATION F

INVOICE #

|              |          |
|--------------|----------|
| 2018-06-6006 | 1,514.52 |
| 2018-06-6006 | 96.00    |
| 2018-06-6006 | 320.00   |
| 2018-06-6006 | 50.00    |

TOTAL FOR CHECK: 1,980.52

GHURA 08-00  
REVOLVING FUND ACCOUNT  
117 BIEN VENIDA AVE.  
SINAJANA, GU 96910  
TEL (671) 477-9851

BANK OF GUAM  
P.O. BOX BW  
HAGATNA, GUAM 96932

0000029030

29030  
101-511/1214

ONE THOUSAND NINE HUNDRED EIGHTY DOLLARS & 52 CENTS

DATE

AMOUNT

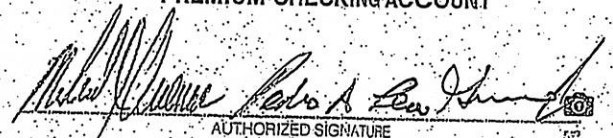
06/13/2018

\$1,980.52

PAY  
TO THE  
ORDER  
OF

PAULINE SANTOS

PREMIUM CHECKING ACCOUNT

  
AUTHORIZED SIGNATURE

⑈029030⑈ 1212405115⑈ 0601005715⑈

Received 6/13/18





GHURA

PAYMENT RECEIPT

DATE: 07/10/18

P.O.BOX CS AGANA, GUAM 96932

TIME: 15:15:45

PHONE: (671) 477-9851/4 FAX: (671) 472-7565

RECEIPT # 25856

NAME: SANTOS, PAULINE  
SSN1: 0 SSN2: 0 RENT 0.00  
PROGRAM: REV LT CHG 0.00  
BANK/ACCOUNT: 0601-005715 SEC DEP 0.00  
ADDRESS: BOC RES#2018-TA-002 SECTION 3 RETRO 0.00  
UNIT: FROM NOTE 0.00  
ACCT#: NATIONAL TRAINING CONFERENCE PROG WORK ORD 0.00  
HAP#: UTILITY 0.00  
NAME: BAD CHK 0.00  
SSN: 0 MISC 0.28  
LOT/BLOCK/TRACT#: COURT CST 0.00  
MANUAL RECEIPT#: INTEREST 0.00  
PAYMENT LIPH RECPT#: CLEAN UP 0.00  
SEC DEP LIPH RECPT#: PET DEP 0.00  
COMMENTS: REIMB OF TRAVEL PER DIEM AST PRIN 0.00  
CASHIER: RQS AST INT 0.00  
TOTAL: 0.28


PAYMENT TYPE:

CASH: 0.28

CHECK: 0

LESS: 0.28

DUE: 0.00

  
\_\_\_\_\_  
CUSTOMER SIGNATURE