



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Friday, July 28, 2017
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL	
II. APPROVAL OF PREVIOUS BOARD MINUTES – July 6, 2017	
III. CORRESPONDENCE AND REPORTS	Page(s)
IV. OLD BUSINESS	
1. Resolution No. FY2017-009A	1
Resolution amending the Procurement Policy for The Guam Housing and Urban Renewal Authority.	
V. NEW BUSINESS	
1. Resolution No. FY2017-TA-006 Resolution No. FY2017-TA-007	2-4
Resolutions authorizing off-island travel to attend the 2017 National Service Coordinator Conference from September 24-27, 2017 in Lake Buena Vista, Florida. Traveler: Alice A. James (ROSS) Traveler: Patrick R. Bamba (Multifamily Housing)	
2. Consultant Service	5-21
Consultant Service to Establish a Utility Allowance Schedule for our Public Housing	
3. Resolution No. FY2017-010	22-48
Resolution approving the Public Housing Capital Fund Program – Five –Year Action Plan for Federal Fiscal Years (FFYs) 2017-2021	
VI. GENERAL DISCUSSION / ANNOUNCEMENTS	
1. Next proposed scheduled Board meetings - Friday, August 11 th & 25 th	
VII. ADJOURNMENT	

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., July 6, 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 **July 6, 2017** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

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

COMMISSIONERS ABSENT: Annabelle M. Dancel (excused)

BOC LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
 Pedro A. Leon Guerrero, Deputy Director
 Albert Santos, A&E Manager
 Katherine Taitano, Chief Planner
 Kathleen Taitingfong, Admin Aide

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 was present and that the meeting could proceed.

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
180/17 181/17		<p>The Chairman called for a motion to be made on the approval of the Minutes for the previous Board Meeting on June 27, 2017.</p> <p>After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve the Board Minutes of June 27, 2017 as corrected.</p>	
Minute No.	Ref. No.	New Business	Action By:
182/17		<p>Intent of Award, IFB GHURA-COCC-017-003, Public Housing and Section 8 (HCV) On-site Certification Training</p> <p>Director Duenas stated this certification training is for staff in Public Housing and Section 8. Included will be housing staff from the CNMI Housing Corporation. Cost will be allocated to both organizations.</p> <p>A total of 8 bidders were issued a bid packet and 5 submitted the required acknowledgement receipt form making them eligible to participate in the bid. However, we received 1 sole bid submission from Quadel Consulting & Training, LLC.</p> <p>Based on the submission, the evaluation committee determined that Quadel Consulting & Training, LLC met the minimum specifications and procurement requirements set forth in the IFB.</p> <p>We are requesting the Board to approve the award to Quadel Consulting & Training, LLC for professional training services subject to the approval of the sole source procurement from HUD.</p>	

Minute No.	Ref. No.	New Business	Action By:
183/17		A motion was made by Commissioner Dominguez and seconded by Commissioner Paulino to award Quadel Consulting & Training, LLC for IFB GHURA-COCC-017-003, Public Housing and Section 8 (HCV) On-site Certification Training in the amount of \$125,742.43 upon the approval of HUD. Without any further discussion and objection, the motion was approved.	
184/17		<p>Request for additional credit award, LIHTC Villa Del Mar LLC</p> <p>Director Duenas stated the developer of Villa Del Mar, LLC is requesting for additional \$325,000 award of LIHTC credits. The Villa Del Mar is the second of two 2016 LIHTC projects awarded in the year. It's a proposed 50 unit garden style apartment complex to be constructed in Toto.</p> <p>Ms. Katherine Taitano stated that Villa Del Mar was awarded 2016 credits and a commitment of 2017 credits for an original request totaling \$2,064,241. The additional credits will be awarded from the balance of 2017 credits leaving an estimated of \$832,891 available for a future award. The additional costs are due to the recent impact of proposed revisions to federal tax law. The possibility of downsizing the amount of units to be constructed will be the result of not getting the additional tax credits.</p>	
185/17		A motion was made by Commissioner Paulino and seconded by Vice Chairman Borja to award an additional \$325,000 of LIHTC credits to Villa Del Mar, LLC. Without any further discussion and objection, the motion was approved.	

Minute No.	Ref. No.	New Business	Action By
186/17		<p>PY2017 Project Summary: CDBG, HOME, ESG</p> <p>Ms. Katherine Taitano reported on the completed review of projects and activities proposed for funding in Program Year 2017. There were 17 proposal requests received totaling over \$13M.</p> <p>\$4M of available funds is spread across the three programs, CDBG, HOME, and ESG. There are five CDBG activities, one HOME activity, and one ESG activity for funding.</p> <p>Discussions included a brief review of the service areas for the construction projects:</p> <p>The Dept. of Parks and Recreation project will provide facilities such as ADA-compliant bathrooms, community kiosks, walkways, etc. to serve the four baseball fields within the Dededo Sports Complex.</p> <p>The Inarajan basketball court is a covered court which will be used for multiple sports and other community activities.</p> <p>The Umatac baseball field will serve both the villages of Umatac and Agat. The village of Agat has been without access to a youth baseball field for some years now. Their village lacked sufficient public lands to construct a new field at this time. The field is within reasonable proximity to serve both villages.</p> <p>The Sinajana baseball field will be improved with lighting and re-grading of the infield. The work on the baseball field will complete the improvements to the recreational facilities in Sinajana.</p>	Katherine Taitano

Minute No.	Ref. No.	New Business	Action By
187/17		<p>A motion was made by Commissioner Paulino and seconded by Resident Commissioner Leon Guerrero to approve the projects and activities chosen for Program Year 2017 totaling \$4,034,786.00. Without any further discussion and objection, the motion was approved.</p>	
188/17		<p>Response to Compliance Review Report Director Duenas provided the Board with a copy of the authority's response to each of the HUD compliance findings and concerns:: <u>Governance:</u></p> <p><u>Finding#1:</u> written procedures for budget preparation were not followed.</p> <p>Response: procedures will be revised to reflect monthly budget to actual reports and submitted for Board review and approval in August 2017.</p> <p><u>Concern #1:</u> ACOP, Admin Plan and Board Packets are not publicly available.</p> <p>Response: Housing policies are not only available on the website they are placed in the main office lobby and satellite offices. Board packets and meeting announcements are being worked on by our internet service provider to be place together on the website.</p> <p><u>Concern #2:</u> The need for additional Board training to fulfill responsibilities in providing governance and oversight.</p> <p><u>Response:</u> Management continues to track essential training available that will</p>	

Minute No.	Ref. No.	New Business	Action By
188/17 (continuation)		<p>benefit the Board. The Board requested to seek what type of on-island training for Commissioners can be obtained similar to the upcoming housing staff training.</p> <p><u>Procurement:</u> Finding #2: GHURA did not receive HUD approval for the non-competitive bid selection before awarding contract. Finding #3: No independent cost estimates (ICE) for small purchases Finding #4: Small purchase limits</p> <p>Response: An updated procurement policy is under review by Legal Counsel. Once completed it will be submitted for the Board's review and adoption.</p> <p><u>Public Housing:</u> Finding #5: incorrect Lead-Based Paint disclosure forms Finding #6: TAR continues to be high Finding #7: Budget Controls – excessive number of vehicles Finding #10: GHURA did not have a policy to provide for individual relief from surcharges for excess consumption of UA. Finding #11: processing Flat Rent options Finding #12: Rents calculated incorrectly</p> <p>Response: Lead Base disclosure forms have been developed and issued to Section 8, AMPs 1, 2, and 4. Management will update and submit rent collection and write-off policies to the Board on a quarterly basis. RFP has been issued to update the Authority's utility allowance schedule.</p>	Michael Duenas

Minute No.	Ref. No.	New Business	Action By
188/17 (continuation)		<p>The RFP does include and emphasize the need to provide rates for the elderly and/or persons with disabilities requiring reasonable accommodations.</p> <p>Staffs in the housing programs will receive training in August 2017 to include the requirements for the flat rent option.</p> <p><u>Financials:</u> Finding #8: Cost Allocation and Policy Plan Finding #9: General Depository Agreement (GDA) with the Bank of Guam was not in file.</p> <p>Response: Controller and program managers will develop a cost allocation policy and procedures to ensure that cost items are charged to various programs in accordance with the cost principles, specifically 2 CFR 200.405 Allowable costs. GDA will be executed by the Bank and GHURA and submitted to HUD.</p>	
Minute No.	Ref. No.	General Discussion / Announcements	Action By
189/17		Budget Working Session – August 4, 2017 @ 10:00 a.m.	
190/17		Next Proposed Scheduled Meeting: Friday, July 28, 2017 Fridays, August 11 & 25, 2017	

191/17 **ADJOURNMENT**

There being no further business before the Board, a motion was made by **Commissioner Leon Guerrero** and Seconded by **Vice Chairman Borja**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 2:27 p.m.

(S E A L)

MICHAEL J. DUENAS

Board Secretary/Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Siudat Guahan
BOARD OF COMMISSIONERS

RESOLUTION NO. FY2017-009A

Moved By:

Seconded By:

RESOLUTION AMENDING THE PROCUREMENT POLICY FOR THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY

- WHEREAS,** Pursuant to Section 5104, Title 12 of the Guam Code Annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA) is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the agency; and
- WHEREAS,** the Board of Commissioners wishes to prudently exercise the authority given to GHURA to address procurement compliance issues from HUD; and,
- WHEREAS,** GHURA's procurement shall conform to applicable Federal law and standards identified in 2 CFR Part 200.317-326, HUD's Annual Contribution Contract (ACC), and HUD Handbook 7460.8 REV-2; and
- WHEREAS,** The attached Up-dated Procurement Policy dated July 28, 2017 is in complies with the Annual Contributions Contract (ACC) between Guam Housing and Urban Renewal Authority (GHURA) and the Department of Housing & Urban Development (HUD), 2 CFR Part 200, and applicable State and Local laws 5GCA Chapter 5 and 2 GAR Division 4; and
- WHEREAS,** GHURA hereby adopts the attach up-dated Procurement Policy as its own regulations and In the event there is an inconsistency between Federal and Guam laws and regulations and this Procurement Policy, Federal and Guam laws and regulations shall control; and be it furfure
- RESOLVED,** that GHURA Executive Director is the Chief Procurement Officer for all supplies, services, and Contracting Officer for construction contracts for GHURA.

IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – July 28, 2017
PASSED BY THE FOLLOWING VOTES:

AYES:

NAYS:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **July 28, 2017**.

(S E A L)

MICHAEL J. DUENAS
Secretary/Executive Director

GHURA

PROCUREMENT POLICY



JULY 28, 2017
MICHAEL J. DUENAS
Executive Director

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PROCUREMENT POLICY

Guam Housing and Urban Renewal Authority

Established for the Guam Housing and Urban Renewal Authority by board action on July 28, 2017

Revision Dates: July 28, 2017

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Guam Housing and Urban Renewal Authority (GHURA) and the Department of Housing & Urban Development (HUD), 2 CFR Part 200, and applicable State and Local laws 5GCA Chapter 5 and 2 GAR Division 4. "In the event there is an inconsistency between Federal and Guam laws and regulations and this Procurement Policy, Federal and Guam laws and regulations shall control."

I. GENERAL PROVISIONS

General

GHURA shall provide for a procurement system of quality and integrity, provide for the fair and equitable treatment of all persons or entities involved in purchasing by GHURA, ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to GHURA, promote competition in contracting, and assure that GHURA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and Local Laws.

Application

This Procurement Policy shall apply to all procurements undertaken by the Authority. Where a procurement involves the expenditure of federal or contract funds, including grants, GHURA shall comply with such federal law and regulations which are applicable and may be in conflict with this Procurement Policy.

Definition

The term "procurement," as used in this Policy, means buying, purchasing, renting, leasing or otherwise acquiring any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Changes in Laws and Regulations

In the event any applicable law or regulation is modified, eliminated, or replaced, then to the extent inconsistent with this Procurement Policy, said law or regulation shall automatically supersede any inconsistent provision stated herein.

Public Access to Procurement Information

Most procurement information that is not proprietary, privileged or confidential is a matter of public record and shall be available to the public to the extent provided in the Freedom of Information Act.

II. ETHICS IN PUBLIC CONTRACTING

General

GHURA hereby establishes a code of conduct for ethics in procurement, and shall implement a system of sanctions for violations of this code of conduct. This code of conduct is and shall be consistent with applicable Federal and local regulations concerning ethics in procurement, including conflicts of interest.

Conflicts of Interest

No employee, officer, Board member, or agent of GHURA shall participate directly or indirectly in the selection, award, or administration of any contract if he or she has a conflict of interest, either real or apparent. Such a conflict of interest would arise when:

- An employee, officer, Board member, or agent involved in making the award;
- His/her relative (including father, mother, son, daughter, brother, sister, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- His/her partner; or
- An organization which employs, is about to employ or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above;
- Has a financial or other direct or indirect interest or benefit from an individual or entity competing for an award or being considered for a contract arising from a GHURA procurement

Disclosure if Subsequent Employment

No employee or former employee of GHURA having official responsibility or involvement in a procurement shall accept employment with any proposed or successful bidder, offer, or contractor with whom the employee or former employee dealt in an official capacity concerning said procurement for a period of one year from the date of separation of employment from GHURA

Gratuities, Kickbacks, and Use of Confidential Information

No employee, officer, Board member, or agent of GHURA shall ask for or accept gratuities, favors, or items of more than \$5.00 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or

anticipated personal gain.

Prohibition Against Contingent Fees

Contractors wanting to do business with GHURA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

Joint Ventures, Subsidiaries and Affiliates

Transactions between GHURA and any joint venture, subsidiary, affiliate, or other entity in which GHURA has any interest must comply with the conflict of interest rules contained in this Procurement Policy. A person who is an employee, officer, Board member or agent of GHURA and who also serves on another governing board of a joint venture, subsidiary, affiliate, or other entity in which GHURA has any interest, may not participate in actions by GHURA that are incidental to any agreements with the other entity.

Disciplinary Action

Any officer, employee, Board member, or agent of GHURA who violates any of the provisions of this Section shall be subject to appropriate sanctions or disciplinary action consistent with GHURA's Code of Ethics and Standards of Conduct Policy. In all cases GHURA will also consider pursuing civil and administrative remedies available under applicable law.

III. PROCUREMENT PLANNING

Planning is essential to managing the procurement function properly. Hence, GHURA will periodically review its record of prior purchases, as well as future needs to find patterns of procurement actions that could be performed more efficiently or economically, maximize competition and competitive pricing among contracts and decrease GHURA's procurement costs, reduce GHURA administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

IV. PURCHASING METHODS

Petty Cash Purchases

Petty Cash purchases aka Micro Purchases may be made using a Petty Cash Account. Petty Cash Accounts may be established in an amount sufficient to cover purchases in the amount of \$500.00 or less. made during a reasonable period of time, such as a one-month period. For Petty Cash purchases made for construction subject to the Davis-Bacon Act, the threshold is \$2,000.00 or less. Only one quotation is needed for Petty Cash purchases. GHURA shall ensure that security is maintained and only authorized individuals have access to the Petty Cash Account. This Account shall be reconciled and replenished periodically."

Small Purchase Procedures

For any amounts above the Micro Purchase ceiling but not exceeding \$15,000, and \$50,000.00 for construction, GHURA may use small purchase procedures. No less than three offerors shall be solicited to submit price quotations, which may be obtained by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to GHURA. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

For small purchases not exceeding \$15,000, GHURA may use small purchase procedures with one exception. Small purchase procedures must not be used for single or term contracts for professional services, if the contract exceeds \$15,000. GHURA to avoid any requirements that applies to purchases that exceed those thresholds.

To the greatest extent feasible, and to promote competition, micro purchases should be distributed among qualified sources.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, GHURA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation for Bid (IFB), is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$15,000.00 or \$50,000 for construction.

- A. **Conditions for Using Sealed Bids.** GHURA shall use the sealed bid method if the following conditions are present: (i) a complete, adequate, and realistic statement of work, **specification**, or purchase description is available; (ii) two or more responsible bidders are willing and able to compete effectively for the work; (iii) the contract can be awarded based on a firm fixed price; (iv) and the selection of the successful bidder can be made principally on the basis of the lowest price.
- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB will be publicly advertised, and must state the time and place for both receiving the bids and the public bid opening. The IFB must define the items or services in order for the bidder to properly respond. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly at the time and place prescribed in the IFB. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. A firm fixed price contract will be made in writing to the lowest responsive and responsible bidder. The IFB may also specify that factors such as special qualifications of potential contractors, inspection, testing, quality, workmanship, and suitability for a particular purpose may be considered as a part of the

evaluation.

D. Noncompetitive –contracts

If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis and that GHURA obtains HUD approval for contracts exceeding the Simplified Acquisition Threshold or the GHURA's small purchase limit, whichever is less.

E. Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written, e-mail, or facsimile notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, withdrawals of bids may be permitted only as stated in the advertisement for bids, which normally will require a bidder to give written notice of his claim to withdraw his bid within two business days after the conclusion of the bid opening procedure, and only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of GHURA or fair competition shall not be permitted. GHURA shall notify a bidder within 5 business days of its decision regarding the bidder's request to withdraw its bid. Correction or withdrawal of bids after bid opening may also be allowed in cases where GHURA has reason to believe that a mistake may have been made in a bid.

F. Tie Bids: Tie bids, quotes or proposals are defined as instances of identical total pricing or scoring from responsive/responsible vendors that meet all requirements as set forth in the bid, quote or proposal documents. Instances of a tie will be resolved by a drawing or other similar random method. The resolution of the tie will be announced in advance giving all "tie" vendors an opportunity to attend. The drawing or other random method for resolving a tie will be conducted in the presence of three (3) individuals who will attest to the results.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits consideration of technical factors other than price, discussion with offerors concerning offers submitted, negotiation of contract price or estimated cost and other contract terms and conditions, revision of proposals before the final contractor selection, and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to GHURA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

A. Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

B. Form of Solicitation. Other than A/E services, competitive proposals shall be solicited

through the issuance of a Request for Proposals (RFP). The RFP shall be publicized and shall clearly identify the importance and relative value of each of the evaluation factors as well as any sub factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. GHURA may assign price a specific weight in the evaluation criteria or GHURA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

- C. **Evaluation.** Proposals must be solicited from an adequate number of qualified sources. The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, GHURA shall establish a written Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- D. **Negotiations.** Negotiations shall be conducted with the first highest rated offeror, and unless price can't be agreed, then go to the next highest rated offeror. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal.

Discussions are tailored to each offeror's proposal, and shall be conducted by the contract administrator with each offeror within the competitive range. The primary object of discussions is to maximize GHURA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contract administrator shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contract administrator, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contract administrator's judgment.

The contract administrator may inform an offeror that its price is considered by GHURA to be too high, or too low, and reveal the results of the analysis supporting that conclusion.

It is also permissible to indicate to all offerors the cost or price that the GHURA's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited. Proprietary information from competing offerors shall not be disclosed to the public or to competitors.

- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to GHURA (with price and other factors considered) provided that the price is within the maximum total project budgeted

amount established for the specific property or activity.

- F. **Architectural /Engineering (A/E) Services.** GHURA must contract for A/E services using Qualification Based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method.

Noncompetitive Proposals

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

1. The item is available only from a single source, based on a good faith review of available sources;
2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to GHURA, as may arise by reason of a typhoon, flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction without delay such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency. A Minimum of three informally solicitation must be obtain , and a statement to file must be provided detailing all aspects of the emergency situation and that certified statement must be provided to the Governor and Speaker
3. HUD authorizes the use of noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

- B. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

1. Description of the requirement;
2. History of prior purchases and their nature (competitive vs. noncompetitive);
3. The specific exception in 24 CFR 85.36(d)(4)(i)(A) through (D) which applies;
4. Statement as to the unique circumstances that require award by noncompetitive proposals;
5. Description of the efforts made to find competitive sources (advertisement in trade

- journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
6. Statement as to efforts that will be taken in the future to promote competition for the requirement;
 7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
 8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

GHURA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. GHURA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2CFR Part 200.

V. NOTIFICATION OF PROCUREMENT OVER \$500,000

The Attorney General, the Deputy Attorney General or such Assistant Attorney General, or such Special Assistant Attorney Generals designated or appointed by the Attorney General, shall act as legal advisor during all phases of the solicitation or procurement process when the amount of award is estimated to be \$500,000.00 or more. When such attorney approves contracts, said attorney shall determine the correctness of the form and legality

VI. COMMENTS CONCERNING SPECIFICATIONS

Each IFB or RFP issued shall contain instructions for comments concerning specifications or other provisions in the IFB or RFP to be submitted to the Contracting Officer or other individual identified by GHURA. All timely comments received shall be considered prior to the time set for award of the contract.

VII. ICE

For all purchases above the Petty Cash/Micro Purchase threshold, GHURA shall prepare an independent cost estimate (ICE) prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

VIII. COST AND PRICE ANALYSIS

GHURA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (or designee) through Purchase Order or other means, shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the contract administrator shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the contract administrator's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where GHURA cannot reasonably determine price reasonableness, GHURA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, GHURA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, GHURA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

Negotiation of Profit

Profit must be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed; the risk borne by the contractor; the contractor's investment; the amount of subcontracting; the quality of the contractor's record of past performance; and industry profit rates in the surrounding geographical area for similar work.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or

Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$15,000 or \$50,000.00 for construction.

IX. SOLICITATION AND ADVERTISING

Method of Solicitation

- A. **Petty Cash and Micro Purchases.** GHURA may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. GHURA shall use one or more of the following solicitation methods, provided that the method employed provides for meaningful competition.
 - 1. Advertising in newspapers of general circulation.
 - 2. Advertising in GHURA's web page.
 - 3. E-Procurement. GHURA may conduct its public procurements through the Internet using e- procurement systems. However, all e-procurements must otherwise be in compliance with 2CFR Part 200, State and local requirements, and the Authority's procurement policy, and may include posting on the Guam Department of General Services Agency' central electronic procurement website.

Time Frame

For purchases of more than \$15,000.00 or \$50,000 for construction, the public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, the GHURA representative responsible for the procurement, and a brief description about the matters to be procured.

Time Period for Submission of Bids

A minimum of 15 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals; however, subject to the requirements of the Guam Procurement Law, a shorter time is possible for a particular acquisition if supported by written determination.

Cancellation of Solicitations

- A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

1. The supplies, services or construction is no longer required;
 2. The funds are no longer available;
 3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 4. When it is in the best interests of GHURA.
- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
1. The supplies or services (including construction) are no longer required;
 2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
 3. All factors of significance to GHURA were not considered;
 4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 6. For good cause of a similar nature when it is in the best interest of GHURA.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or GHURA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation.
- F. If problems are found with the specifications, GHURA can either amend the procurement or cancel the solicitation.

Petty Cash/ Micro Purchases

Authorized credit card holders may use a credit card for Petty Cash/Micro Purchases. Petty cash/Micro purchases made with a credit card must follow all procurement procedures associated with such purchase. Cash advances are prohibited. Credit card purchases will be subject to scheduled and unscheduled audits on a year round basis.

X. BONDING REQUIREMENTS

The standards under this section apply to construction contracts or equipment contracts that exceed \$25,000. There are no bonding requirements for small purchases or for competitive proposals. GHURA may require bonds in these latter circumstances when deemed appropriate; however, non- construction contracts should generally not require bid bonds.

A. Bid Guarantee (applicable to construction and equipment contracts exceeding \$25,000).

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in Guam where the work is to be performed

B. Assurance of Completion. For construction contracts exceeding \$50,000, the successful bidder shall furnish:

(1) a performance and payment bond in a penal sum of 100 percent of the contract price

(2) a 20 percent cash escrow; Only for Public Housing projects

(3) a 25 percent irrevocable letter of credit; Only for Public Housing projects

C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

XI. CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibility

GHURA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

A. Have adequate financial resources to perform the contract.

B. Be able to comply with the required or proposed delivery or performance schedule and requirements, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;

C. Have a satisfactory performance record;

D. Have a satisfactory record of integrity and business ethics;

- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies, e.g., Dept. of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough qualified sources to ensure competition. Also, GHURA shall not preclude potential bidders from being included on vendor mailing list during the solicitation period

XII. CONTRACT PRICING

ARRANGEMENTS Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of GHURA may be used, **provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and GHURA.

Any use of a time and material type of contract must be supported by a written determination as to why no other contract type is suitable. GHURA may use time and material type contracts only after a determination that no other contract is suitable and only if the contract includes a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;

- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to GHURA than conducting a new procurement

XIII. CONTRACT CLAUSES

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by GHURA.

Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$50,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority. To the extent that Appendix II to 2 CFR Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards contains any additional required contract clauses then such clauses shall also be included. Where appropriate, GHURA may require a value engineering clause in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

XIV. PROCUREMENT OF RECOVERED MATERIALS

GHURA and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. This includes procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeds \$10,000; procuring solid waste management waste services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XV. CONTRACT ADMINISTRATION AND OVERSIGHT

GHURA shall maintain a system of contract administration and oversight designed to ensure that contractors perform in accordance with their contracts or purchase orders. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor

performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

XVI. SPECIFICATIONS AND REQUIREMENTS

General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying GHURA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitations

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
- B. brand name specifications(unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use; a “brand name or equivalent” description may be used as a means to define the performance of other salient requirements of the procurement).

Additionally, to promote full and open competition, the following shall be avoided:

- 1. Specifications that contain features peculiar to a product of one manufacturer
- 2. Placing unreasonable requirements on firms in order for them to qualify to do business.
- 3. Requiring unnecessary experience and excessive bonding.

Nothing in this procurement policy shall preempt any State licensing laws.

Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals are excluded from competing for such procurements.

XVII. APPEALS AND REMEDIES

General

GHURA will attempt to resolve all contractual and administrative issues informally and without

litigation. GHURA is also bound by the procurement protest mechanism contained in 5 GCA Chapter 5 Article 9. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

To issue a bid protest/appeal for contracts of \$50,000 or less, the bidder/contractor may request to meet with the appropriate Contract Officer.

Formal Appeals Procedure for Contracts More Than \$15,000.00 for general procurement and \$50,000.00 for construction.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

- C. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in GHURA. Contractor claims shall be governed by the Changes clause in the form HUD-5370

XVIII. ASSISTANCE TO SMALL AND OTHER BUSINESSES

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, Section 3 of the HUD Act of 1968, and 2.2-4310 of the Procurement Act, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, service disabled veteran-owned businesses, and other individuals or firms located in or owned in substantial part by persons residing in the area of GHURA project are used when possible.

GHURA to adopt a Section 3 Policy

Efforts to utilize small and minority-owned businesses, women's business enterprises, service disabled veteran-owned businesses and other businesses shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;

- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so- called Section 3 businesses); and
- F. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.
- G. Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, service disabled veteran-owned businesses, and Section 3 business concerns in GHURA prime contracts and subcontracting opportunities.

Definitions

1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.
2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals.
3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "**Section 3 business concern**" is as defined under 24 CFR Part 135.
5. A **service disabled veteran-owned business** means a business concern that is at least 51% owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

XIX. BOARD APPROVAL OF PROCUREMENT ACTIONS

The GHURA Procurement Policy and all its revisions must be submitted to the Board of Commissioners for review and approval.

All contracts in an amount of \$15,000.00 or more for general procurements, and \$50,000.00 or more for construction procurements shall be submitted to the Board of Commissioners for review and approval prior to awarding a contract. Furthermore, any change orders, contract modifications and/or amendments for such contracts that exceed the original contract amount must be submitted for Board approval prior to any contract modification.”

XX. INTERPRETATION OF POLICY

In the event of ambiguity, contradiction or unforeseen situations not addressed clearly or directly in this policy, the Executive Director shall use his/her best professional judgment in making a decision that will best protect the interest of GHURA and ensure GHURA’s compliance with applicable statutory and regulatory requirements.

XXI. DELEGATION OF CONTRACTING AUTHORITY

While the Executive Director is responsible for ensuring that GHURA’s procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of authority, the Executive Director has established operational procedures to implement this Policy.

XXII. DOCUMENTATION

GHURA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident) including any pre-procurement review;
- B. Rationale of contract type and pricing arrangement (also if not self-evident) including any technical specifications, requests for proposals or invitations for bid, and independent cost estimates;
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this handbook);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement. Records are to be retained for a period of seven years as required by 5 GCA 5249 after final payment and all matters pertaining to the contract are closed.

XXIII. FUNDING AVAILABILITY

Before initiating any contract, GHURA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 ATURIDAT GINIMA' YAN RINUEBAN SIUDAT GUAHAN
 BOARD OF COMMISSIONERS
 RESOLUTION NO. FY2017-TA-006**

Moved By: _____ **Seconded By:** _____
Resolution authorizing off-island travel for ROSS Coordinator to attend the 2017 National Service Coordinator Conference on September 24 – 27, 2017 in Lake Buena Vista, Florida.

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 2017 National Service Coordinator Conference in Lake Buena Vista, Florida from September 24-27, 2017; and

WHEREAS, the training is to adhere to HUD’s most recent standards for success pilot project, which is a newly developed data collection tool for grantees to use to report services and outcomes and to replace eLogic Model for collecting annual data; and

WHEREAS, the subject training request is an eligible expenditure under FY2013 ROSS NOFA and according to LOCCS, sufficient funding available under training budget line item; and be it

RESOLVED, the Board of Commissioners authorizes the use of the ROSS Service Coordinator Program Grant funds to finance the costs associated with travel and training, including registration fee, airfare, lodging, per diem, and ground transportation, for an estimated total of \$4,171.50 as indicated below:

DESCRIPTION	ALICE A. JAMES
Airfare (estimate)	\$1750.00
Registration	\$974.00
Attendance /CEU Certificate	\$35.00
Lodging (\$167) X 6 days	\$1002.00
Per diem (Meals & Incidentals)	\$360.50
Grounds transportation	\$50.00
TOTAL:	\$ 4171.50

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – July 28, 2017
 PASSED BY THE FOLLOWING VOTES:**

- AYES:**
NAYS:
ABSENT:
ABSTAINED:

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **July 28, 2017**.

(SEAL)

MICHAEL J. DUENAS
 Board Secretary/Executive Director

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 ATURIDAT GINIMA' YAN RINUEBAN SIUDAT GUAHAN
 BOARD OF COMMISSIONERS
 RESOLUTION NO. FY2017-TA-007**

Moved By: _____ **Seconded By:** _____
Resolution authorizing off-island travel for Multifamily Housing Service Coordinator to attend the 2017 National Service Coordinator Conference from September 24 - 27, 2017 in Lake Buena Vista, Florida.

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 2017 National Service Coordinator Conference in Lake Buena Vista, Florida from September 24-27, 2017; and

WHEREAS, the training will provide the Multifamily Housing Service Coordinator up to 17 training hours over four days. This concentrated program provides value and can be especially helpful for first-year service coordinators at a HUD property, who are required to have a minimum of 36 hours of training in their first year on the job; and

WHEREAS, the subject training request is an eligible expenditure under HUD grant HI08HS10001 for calendar year 2017, sufficient funding available under Training (d.) and Travel (e.) budget line items; and be it

RESOLVED, the Board of Commissioners authorizes the use of the Multifamily Housing Service Coordinator Program Grant funds to finance the costs associated with travel and training, including registration fee, airfare, lodging, per diem, and ground transportation, for an estimated total of \$4,171.50 as indicated below:

DESCRIPTION	PATRICK R. BAMBA
Airfare (estimate)	\$1,750.00
Registration	\$974.00
Attendance /CEU Certificate	\$35.00
Lodging (\$167) X 6 days	\$1,002.00
Per diem (Meals & Incidentals)	\$360.50
Grounds transportation	\$50.00
TOTAL:	\$4,171.50

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – July 28, 2017
 PASSED BY THE FOLLOWING VOTES:**

- AYES:**
NAYS:
ABSENT:
ABSTAINED:

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **July 28, 2017**.

(SEAL)

MICHAEL J. DUENAS
 Board Secretary/Executive Director



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Suidat Guahan
117 Bien Venida Avenue, Sinajana, Guam 96910
Phones: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701



MEMORANDUM

TO Executive Director

FROM Chief Planner
MIS Manager
A/E Manager

DATE 17 July 2017

SUBJECT Training Committee Review Results – Request for Off-Island Travel & Training
R.O.S.S. Program Staff, A. James & P. Bamba for September 24-27, 2017
2017 National Service Coordinators Conference, Orlando, FLA

Hafa Adai, Director.

The Committee has completed its review and analysis of the request for off-island training submitted by R.O.S.S. Program Staff, Alice James and Patrick Bamba to attend the 4-day 2017 National Service Coordinators Conference in Orlando, Florida in September. The total estimated cost for this training is \$4,200 (rnd) per traveler.

The Committee has evaluated the cost-benefit of this request. It is determined that costs are reasonable and in accordance with Authority policy. Attendance at this Conference by the travelers would be in the best interest of the Authority. Ms. James will focus her attendance on sessions to strengthen and improve her skills and knowledge necessary to utilize the new reporting system for the R.O.S.S. Program. Mr. Bamba seeks to acquire the necessary training hours respective of his service to the elderly residents of *Trankilidat*.

Training Committee's Recommended Action: Approval Disapproval

The Training Committee recommends the attendance of Alice James and Patrick Bamba to attend the 2017 National Service Coordinators Conference. Both Ms. James and Mr. Bamba will utilize their training to improve services to their respective populations. In addition, Ms. James will be trained for the new R.O.S.S. program reporting requirements and Mr. Bamba will acquire the hours needed to further meet his education & training requirements.

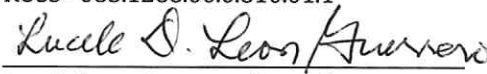

K. Faitano, Chief Planner


J. Lujan, MIS Manager

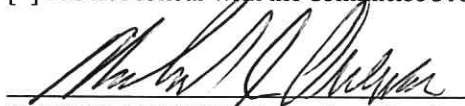

A. Santos, A/E Manager

Funding for this training has been identified as budgeted and available through the R.O.S.S. Program (PH) & Guma Trankilidat.

- Account(s) Identification • MFSCG - 009.1050.49.0.810.09.1
- ROSS - 083.1268.00.0.810.01.1

Certifying Officer's Signature: 
Lucele Leon Guerrero, Controller

DETERMINATION: I concur with the Committee's Recommendation.
 I do not concur with the Committee's recommendation.


MICHAEL J. DUENAS, Executive Director


Date

GHURA does not discriminate against persons with disabilities.
The Chief Planner has been designated as Section 504 Coordinator.
The Coordinator can be contacted at the above address and telephone numbers.

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

MEMORANDUM:

July 17, 2017

TO: Board of Commissioners

FROM:  Executive Director

SUBJECT: **Consultant Service to Establish a Utility Allowance Schedule for our Public Housing.**

There were 3 consultants that picked up the RFQ package of which two submitted their response to the RFQ, which was forward to the selection committee.

Committee members were each given a set of proposals to evaluate and rate based on the set of criteria established in the RFQ Specification. Listed below in ranking order are the results of their review and evaluation of the proposals reviewed. Attached is the tabulation sheet of how each committee member scored the individual proposal.

Rank	Name of Firm	Points
1.	Coffman Engineers, Inc	230
2.	E.R. Ilao & Associates, Inc	216

Base on the ranking order the committee is recommending that we inform Coffman Engineers, Inc to commence negotiations for the Consultant Services to establish a Utility Allowance Schedule. . If these negotiations are not productive, negotiation with Coffman Engineers, Inc will be terminated. Negotiations will then begin in a similar manner with the next in rank until such time as negotiations are successfully completed. At which time we will present our final agreement to this Board for approval.

Attachments: Summary Rating sheet
Individual rating
Consultants' plan

GHURA housing units to establish a Utility Allowance Schedule.

SUMMARY RATING SHEET

Evaluators' Name	Package #1 Coffman Engineers, Inc.	Package #2 ER Iiao & Associates	Package #3	Remarks
Gina Cura	80	70		
Andrew Manglona	75	70		
Philly San Nicolas	75	70		
Total points	240	210		
Ranking	1	2		

Date: _____

Selection Committee Members:


Gina Cura


Andrew Manglona


Philly San Nicolas

Utility Allowance

Rating Sheet

PACKAGE # 1

SELECTION CRITERIA

Rating Score

- 1. Experience of staff performing survey/study—Description of their experience in HUD programs, previous technical assistance, and working with utility allowance surveys/studies for residential units, Public Housing Authority programs, and/or other government or private entities. Responsiveness to the RFQ's Scope of Services. (30 pts. Maximum) 25
- 2. Approach and experience in conducting utility allowance studies. (30 pts. Maximum) 25
- 3. Timeliness—Proposer shall describe start and schedule of activities to be performed. (15 pts. Maximum) 10
- 4. Minority business enterprise, Section 3 business concern, and/or women owned business concern.(5 pts. Maximum) 0

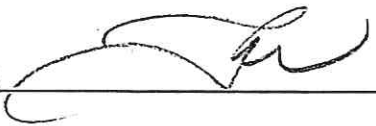
Price—Total cost of services to be provided shall be described. (20 pts. Maximum) 20

TOTAL POINTS

80

Rating:

All Proposal provided are to be rated on a point system from 1 to 20, 1 being the worst and 20 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: 

Date: 7.14.17

Utility Allowance

Rating Sheet

PACKAGE # 2

SELECTION CRITERIA

Rating Score

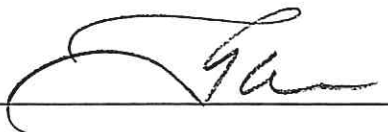
1. Experience of staff performing survey/study—Description of their experience in HUD programs, previous technical assistance, and working with utility allowance surveys/studies for residential units, Public Housing Authority programs, and/or other government or private entities. Responsiveness to the RFQ's Scope of Services. (30 pts. Maximum) 25
 2. Approach and experience in conducting utility allowance studies. (30 pts. Maximum) 28
 3. Timeliness—Proposer shall describe start and schedule of activities to be performed. (15 pts. Maximum) 15
 4. Minority business enterprise, Section 3 business concern, and/or women owned business concern.(5 pts. Maximum) 0
- Price—Total cost of services to be provided shall be described. (20 pts. Maximum) 8

TOTAL POINTS

76

Rating:

All Proposal provided are to be rated on a point system from 1 to 20, 1 being the worst and 20 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: 

Date: 7.14.17

Utility Allowance

Rating Sheet

PACKAGE # 1

SELECTION CRITERIA

Rating Score

1. Experience of staff performing survey/study—Description of their experience in HUD programs, previous technical assistance, and working with utility allowance surveys/studies for residential units, Public Housing Authority programs, and/or other government or private entities. Responsiveness to the RFQ's Scope of Services. (30 pts. Maximum) 20

2. Approach and experience in conducting utility allowance studies. (30 pts. Maximum) 25

3. Timeliness—Proposer shall describe start and schedule of activities to be performed. (15 pts. Maximum) *NO SCHED PROVIDED. ASSUMED TO FINISH W/ 45 DAY* 10

4. Minority business enterprise, Section 3 business concern, and/or women owned business concern.(5 pts. Maximum) 0

Price—Total cost of services to be provided shall be described. (20 pts. Maximum) - 20

TOTAL POINTS

75 AM

Rating:

All Proposal provided are to be rated on a point system from 1 to 20, 1 being the worst and 20 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: *AM* Date: 7/17/17

- 1. 1 year work experience w/ HA. I have with
- 2. PRICE OF SERVICE PROVIDED. PRICE LESS THAN P#2

Utility Allowance

Rating Sheet

PACKAGE # 2

SELECTION CRITERIA

Rating Score

- 1. Experience of staff performing survey/study—Description of their experience in HUD programs, previous technical assistance, and working with utility allowance surveys/studies for residential units, Public Housing Authority programs, and/or other government or private entities. Responsiveness to the RFQ's Scope of Services. (30 pts. Maximum) 25
- 2. Approach and experience in conducting utility allowance studies. (30 pts. Maximum) 25
- 3. Timeliness—Proposer shall describe start and schedule of activities to be performed. (15 pts. Maximum) *work schedule provided indicated 6 wk work* 10
- 4. Minority business enterprise, Section 3 business concern, and/or women owned business concern.(5 pts. Maximum) 0

Price—Total cost of services to be provided shall be described. (20 pts. Maximum) 10

TOTAL POINTS

70 AM

Rating:

All Proposal provided are to be rated on a point system from 1 to 20, 1 being the worst and 20 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: *[Signature]* Date: 7/17/17

- 1. WORK EXPENDABLE HA. indicated (Utility Allowance)
- 2. PRICE OF SERVICE PROVIDED GREATER THAN P#1

Utility Allowance

Rating Sheet

PACKAGE # 1

SELECTION CRITERIA

Rating Score

1. Experience of staff performing survey/study—Description of their experience in HUD programs, previous technical assistance, and working with utility allowance surveys/studies for residential units, Public Housing Authority programs, and/or other government or private entities. Responsiveness to the RFQ’s Scope of Services. (30 pts. Maximum) 20

2. Approach and experience in conducting utility allowance studies. (30 pts. Maximum) 25

3. Timeliness—Proposer shall describe start and schedule of activities to be performed. (15 pts. Maximum) 10

4. Minority business enterprise, Section 3 business concern, and/or women owned business concern.(5 pts. Maximum) 0

Price—Total cost of services to be provided shall be described. (20 pts. Maximum) 20

TOTAL POINTS 75

Rating:

All Proposal provided are to be rated on a point system from 1 to 20, 1 being the worst and 20 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: Shelomea Campbell Date: 7/17/17

*Firm has experience working on a utility study.
Firm emphasized looking at age of ~~equipment~~ ^{appliances} to be part of scope. emphasis looks at other factors will determine utility usage.
Firm did not indicate that it is a woman-owned business.
Firm provided breakdown of cost which seems reasonable and that the cost is minimal for the first 3 yrs.*

Utility Allowance

Rating Sheet

PACKAGE # 2

SELECTION CRITERIA

Rating Score

- 1. Experience of staff performing survey/study—Description of their experience in HUD programs, previous technical assistance, and working with utility allowance surveys/studies for residential units, Public Housing Authority programs, and/or other government or private entities. Responsiveness to the RFQ's Scope of Services. (30 pts. Maximum) 25
 - 2. Approach and experience in conducting utility allowance studies. (30 pts. Maximum) 20
 - 3. Timeliness—Proposer shall describe start and schedule of activities to be performed. (15 pts. Maximum) 10
 - 4. Minority business enterprise, Section 3 business concern, and/or women owned business concern.(5 pts. Maximum) 0
- Price—Total cost of services to be provided shall be described. (20 pts. Maximum) 15

TOTAL POINTS

70

Rating:

All Proposal provided are to be rated on a point system from 1 to 20, 1 being the worst and 20 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: Philomena Chankielas Date: 7/17/17

Firm provided and has experience in working with HUD and similar project.

Firm did not indicate that it is a women-owned business or has a Section 3 concern.

Firm provided breakdown of cost for five years. The cost of the project seems to increase each year although services in future years should be minimal because practice conducted in first year.

Firm emphasized approach based on RFA.

July 13, 2017

Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue
Sinajana, Guam 96910

Subject: GHURA Request for Qualifications RFQ# GHURA-6-21-2017-AMP

Dear Selection Committee:

Coffman Engineers, Inc. (Coffman) is pleased to offer the following response to the Guam Housing and Urban Renewal Authority (GHURA) request for qualifications for the project "Establishment of a Utility Allowance Schedule GHURA Housing Units," GHURA-6-21-2017-AMP. As you will see from the following information, we have pulled together a strong, on-island, multidiscipline team of engineers and other professionals with the capabilities and capacity to provide the required services to complete this project.

Each member of the Coffman team has experience with various projects that required gathering field data, creating and processing databases, and other associated tasks required to perform this study.

I (Scott Thompson) will be the Principal and Contract Manager for this contract, and the specific professionals identified for this project will support the project for the entire schedule duration. The following proposal contains the specific details of our team's qualifications, our capacity to undertake the work and our experience on similar projects.

We look forward to assisting the Guam Housing and Urban Renewal Authority. Please contact us with any questions you have regarding the following information.

We received Amendments 1 & 2 to the original RFP.

Sincerely,



Scott Thompson,
General Manager, Vice President

Proposal Documents for Request for Qualifications for Services

13 JULY 2017

Establishment of a Utility Allowance Schedule GHURA Housing Units REQUEST FOR QUALIFICATIONS GHURA-6-21-2017- AMP

SCOPE OF SERVICES

Coffman Engineers (Coffman) is registered as a current business with license to do business in Guam issued by the Department of Revenue and Taxation.

Coffman has a minimum of one year experience working for/with a housing authorities. Coffman has experience in conducting utility studies, needs assessments, regulation compliance, tenant services and other public housing programs.

Coffman proposes to provide the Guam Housing and Urban Renewal Authority (GHURA) engineering services to conduct a Low-Rent Public Housing Utility Allowance Study for its 750 conventional housing units that utilize utility allowances. The study will approximate a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Coffman's local Guam office has the experienced staff to perform this study. Our lead senior project manager, Mr Pritchard, PE, is a qualified mechanical engineer with over 30 years of experience including 7 years with local housing developments to determine energy savings and energy allowances. Mr Pritchard has provided technical assistance for design and retrofit of various Island projects.

Other staff proposed for this project include: Robert Prieto, Phil Guerrero and Ilana Almquist. Their assignments shall be to conduct interviews and gather field and historical data for the utility analysis.

Our field team is very flexible in conducting utility allowance studies and tenant interviews. Using local staff of Guam residents, Coffman can seamlessly relate to and coordinate with the tenants and GHURA staff. Coffman will develop a simple to understand HUD questionnaire for the tenant interview process so all utility data is collected for the study. The data gathered will be compiled into a single spreadsheet for verification and outside review. The methodology and decision-making matrix shall be clear and understandable.

Data gathering is the key to accomplishing the project goals under this timeline. Determining the GHURA Housing Authority (HA) guidelines for which utilities are permitted under the local HA shall be the basis for the final HUD 52667 form. The Coffman team will work with GHURA to interview a statistically valid number of tenants and building types to provide statistical valid results for the Utility allowances.

These interviews will include the gathering of data such as:

- Unit sqft per number of bedrooms
- Refrigerator age and efficiency
- Number and types of lighting
- Bills for GWA water and solid waste collection
- Number of legal occupants and lifestyle per unit type
- Verification of GPA rate schedule for billing
- Oven age and efficiency
- Hot water heater size, age, set temperature and efficiency
- Other HA approved electrical loads

The resulting data will be analyzed in accordance with the HUD Utility Allowance Guidebook and cross checked in a data base to average out any anomalous results. Finally, the HUD 52667 forms shall be generated for GHURA HA to review and approve.

Utility allowances for the Low-Rent Public Housing units will be determined using the statistical (historical) approach and will be made in accordance with 24 CFR Part 965, Subpart E, Tenant Allowances for Utilities, HUD Utility Allowance Guidebook, and all applicable federal, state, and local laws and regulations.

The calculated allowances shall follow HUD guidelines including the requirement that a resident's burden should equal 30 percent of the adjusted household income that will create reasonable incentives for energy conservation by residents per Title 24 CFR Part 965.

Final Utility Allowances schedules shall be provided on Form HUD-52667.

Coffman will establish utility allowances for the following housing developments:

- | | |
|--------|---|
| AMP 1: | 158 units located in Mong Mong, Sinajana, Agana Heights and Asan. |
| AMP 2: | 163 units located in Yona, Talofofo, and Inarajan |
| AMP 3: | 195 units located in Agat, Merizo and Umatac |
| AMP 4: | 254 units located in Toto and Dededo |

With a total of approximately 750 units in the sample population of this proposal, a statistical viable analysis shall require the assessment of a minimum 200 individual units.

For each HUD form 52667, each unit based on number of bedrooms will be analyzed to establish Utility allowances for cooking electric, other electric, water heating electric, water service, sewer service, and trash collection.

Sources of data shall be, but not limited to: billing information from the GHURA, residents, and utility suppliers; physical inspections of representative units; interviews of residents to obtain insight into energy usage and to gather their historical data of utility usage; and interviews of maintenance personnel and project managers to gain understanding of housing facilities used by residents.

Coffman will work with GHURA in the requisition of adequate historical data from GPA and GWA for Tenant-Paid Utilities for each dwelling unit. The study shall use U. S. Department of Housing and Urban Development (HUD) acceptable methodologies, Utility Allowances (Utility Schedule Model), and utilize current local utility rates and charges.

DELIVERABLES

The current (5 ea) HUD 52667 forms shall be validated or adjusted by utility rate increases and a 6th HUD 52667 form shall be generated and evaluated for utility allowances for tenants with HA approved medical prescription electrical equipment.

FEES

Total cost of services to be provided include:

- Meeting with GHURA staff
- Review of GHURA past reporting methodology and historical data
- Meeting with tenants to review utility
- Historical data gathering and input
- Resulting calculations
- Review of result with GHURA for public review.

1st year Fee: \$36,000 plus GRT as applicable.

2nd year Fee: \$18,200 plus GRT as applicable.

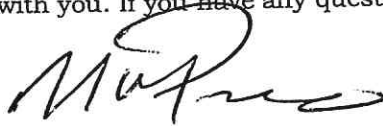
3rd year Fee: \$18,400 plus GRT as applicable.

4th year Fee: \$18,600 plus GRT as applicable.

5th year Fee: \$18,800 plus GRT as applicable.

We appreciate this opportunity to be of service to you on this project and look forward to working with you. If you have any questions, feel free to contact me.

Sincerely,



Mike Pritchard, PE, LEED Green Associate, Senior Project Manager

Coffman Engineers, Inc. 414 West Soledad Ave, Suite 903 | Hagatna, Guam 96910

p 671.300.7531 | d 671.588.7532 | c 671.488.7532 www.coffman.com

Please find enclosed for your consideration the following:

- Written evidence of the firm's ability to perform the services.
- Summary profiles of the firm's principals, staff, and associates.
- HUD Form 5369-C—Certification and Representations of Offerors— Non-Construction Contract.
- Section 3 Clause and Completion of Certification Statement
- Proof of insurance—workers' compensation and general liability
- Copy of business license
- AG form 002-Disclosing ownership & commission
- AG form 003-Affidavit re Non-Collusion
- AG form 004-Affidavit re No Gratuities or Kickbacks
- AG form 005-Affidavit re Ethical Standards
- AG form 007-Affidavit re Contingent Fees
- GHURA form 9



E.R. Iao & Associates, Inc.

Energy & Electrical Engineering Consultants

P.O. Box 8769

Tamuning, Guam 96931

Email: edilao@jmiguam.com

Tel: (671) 649-5444

Fax: (671) 649-5685

Cell: (671) 688-7601

TRANSMITTAL LETTER – QUALIFICATIONS

July 10, 2017

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

Re: Transmittal Letter for Qualifications, GHURA RFQ# 6-21-2017-AMP

Dear Mr. Duenas:

E.R. Iao & Associates, Inc. (ERIA), a Guam Professional Engineering Firm, is pleased to offer this submittal of Qualifications in response to the Guam Housing and Renewal Authority for RFQ No. 6-21-2017-AMP, to establish a utility allowance schedule for its 750 conventional housing units. Attached are our respective company background and qualifications for your review and reference.

Our team looks forward to the opportunity to provide Professional Services to the Guam Housing and Urban Renewal Authority with regard to conducting a Utility Allowance Study for their housing units.

The team includes Electrical Engineers, Professional Engineers, and technical resources with expertise and experience in performing audits, conducting utility studies, needs assessment, tenant services, operations, and project management. The level of experience and qualifications in this team will assure an objective and professional engagement to meet the goals for this project.

Included with this Transmittal letter is the ERIA submittal in response to GHURA RFQ No. 6-21-2017-AMP. Thank you very much for this opportunity and should you have any questions regarding any of the documents presented, please don't hesitate to contact us at 649-5444 or 688-7601.

Sincerely,

ED ILAO, P.E., C.E.M.
President

E.R. ILAO & ASSOCIATES, INC.

Proposed Plan of Services and Deliverables

Establishment of a Utility Allowance Schedule

GHURA requires the establishment of a Utility Allowance Schedule for its 750 conventional housing units that provides reasonable allowances for utilities. The utility allowance is intended to enable participating families to be allocated typical costs for utilities and services paid by energy-conserving households occupying units of similar size and type in the same locality.

When establishing a Utility Allowance Schedule, every effort must be made to base allowances on actual rates and average consumption estimates that will be adequate to cover expected average utility costs over a twelve-month period. The allowances are based on an estimated full year of usage divided equally over 12 months, although the family's actual usage may fluctuate from month to month. Information regarding typical utility usage and the cost of utilities and services will be gathered from local sources, such as: Guam Power Authority (GPA), Guam Waterworks Authority (GWA), Public Utilities Commission (PUC), Guam Solid Waste Authority, bottled Gas Suppliers, and other government and private institutions as may be applicable.

Once pertinent data are gathered and analyzed, the Utility Allowance will be calculated utilizing local utility rates and charges by using the Consumption-based Methodology, as per GHURA and HUD acceptable methodologies and guidelines.

The calculation results from this methodology will be further analyzed using data from previous energy audits, physical inspections of representative units, interviews with maintenance personnel and project managers, and with consultations from respective GHURA authorities.

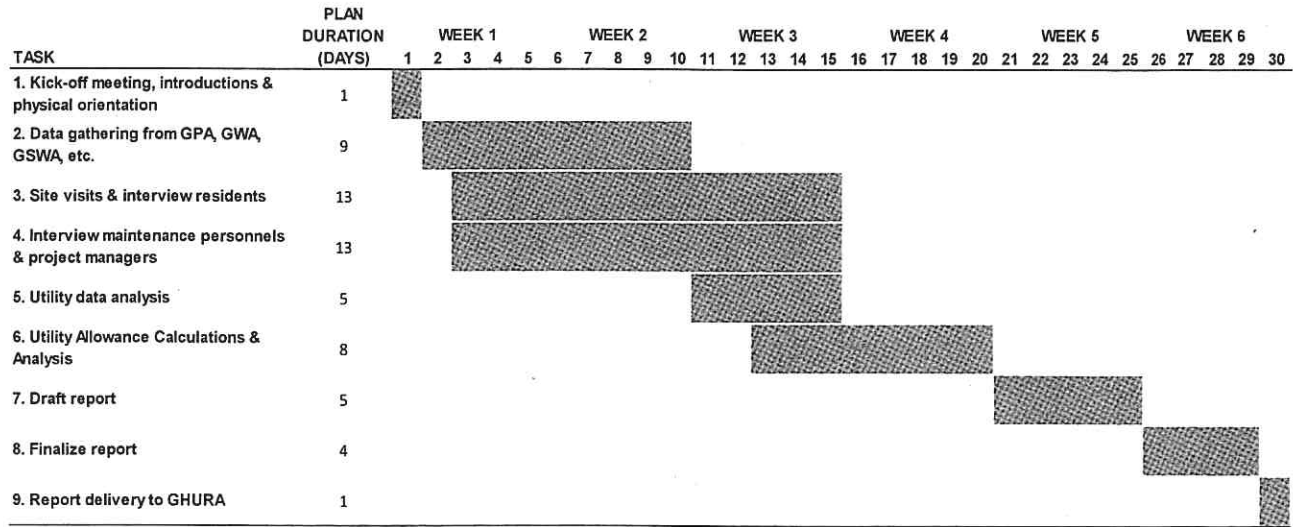
From all these data and calculations, a GHURA Utility Allowance Schedule for each type of housing units will be recommended for adoption within the timeframe to be negotiated between GHURA and ERIA.

Deliverables:

The deliverable that E.R. Ilao & Associates, Inc. (ERIA) will submit to GHURA will include a full report that details the calculations, statistical analysis, and methodologies used by ERIA to arrive at its recommendations.

Proposed Project Plan

This proposed Project Plan is structured along activity paths and will accomplish the objective of the RFP – to establish a Utility Allowance Schedule. The deliverable in this effort is the report consisting of mainly the Utility Allowance recommendations, as well as the calculations, statistical analysis, and methodologies used by ERIA to arrive at its UA recommendations.



Project Management

Project Management refers to those tasks required to administer and control the overall project, manage project resources, and to track, document and communicate project issues. It is the key to keeping project costs to a minimum while maintaining the high-quality standards.

Project Management entails developing appropriate schedules and project controls to ensure that the project is completed on time and within budget. Progress reports will be provided to designated GHURA personnel to track significant activities accomplished and/or in progress with regards to the project.

Behind this approach is a series of management principles, developed and based upon our experience.

- **Maintain focus on the job's goals and requirements**—The ERIA team's management and staff recognize the project goals establishing the context for their work.
- **Establish a unified team**—For a project of this magnitude and complexity to be successful, it is critical that the work is conducted in a true partnership environment, characterized by close coordination and open communication between the client (GHURA) and the ERIA team involved.
- **Ensure accountability**—Each member of the ERIA team understands that he/she is directly responsible for their participation in the project, including the development of positive and productive relationships with their client counterparts, their contributions, and their work products.
- **Emphasize deliverables**—Every ERIA project strongly emphasizes a schedule of tangible outputs or deliverables. Each of the project's deliverables is associated with a specific task or combination of tasks. Focusing on these deliverables enables the client and ERIA to measure progress easily and to identify problems in their early stages.
- **Use proven methodology and tools**—We strongly believe that our project management processes are consistently and effectively leveraged through the use of proven methodology and management tools.
- **Expert and executive participation**—The ERIA team recognizes that participation by experts can significantly accelerate the project process. We also believe that early and significant management presence on-site helps to set the tone for the relationship and consolidate the vision for the project both within the ERIA team and within the client (GHURA).

Yearly Fixed Price Cost Estimate

YEAR	AMOUNT
YEAR 1	\$45,950.00
YEAR 2	\$49,150.00
YEAR 3	\$52,600.00
YEAR 4	\$56,300.00
YEAR 5	\$60,250.00



GHURA

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



Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

Thomas E. B. Borja
Vice Chairman

Annabelle M. Dancel
Commissioner

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner


Eliza U. Paulino
Commissioner


Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

MEMORANDUM

TO: MICHAEL J. DUENAS 
Executive Director

FROM: KATHERINE E. TAITANO 
Chief Planner

DATE: July 19, 2017

SUBJECT: Public Housing Capital Fund Program – Five-Year Action Plan
For Federal Fiscal Years (FFYs) 2017 to 2021

Submitted for the Board of Commissioner's discussion and approval is the Public Housing Capital Fund Program – Five-Year Action Plan for Federal Fiscal Years (FFYs) 2017 to 2021. The Plan is a detailed budget of the capital improvements proposed in the coming years.

The signed form HUD-50077 must be completed as certification of GHURA's compliance with the PHA plans and regulations.

We are available any time should you have any questions.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Siudat Guahan

BOARD OF COMMISSIONERS
RESOLUTION NO. FY2017-010

Moved By:

Seconded By:

RESOLUTION APPROVING THE PUBLIC HOUSING CAPITAL FUND PROGRAM – FIVE-YEAR ACTION PLAN for Federal Fiscal Years (FFYs) 2017 to 2021.

WHEREAS, Guam Housing and Urban Renewal Authority (GHURA) is the designated Public Housing Authority (PHA) for Guam; and

WHEREAS, pursuant to the United States Housing Act of 1937 (1937 Act), 24 CFR Part 905 (the Capital Fund Final rule), the PHA is mandated to submit a Capital Fund Program (CFP) Five-Year Action Plan to the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the CFP Five-Year Action Plan is the Authority's detailed Budget to achieve the PHA's mission and goals in addressing Guam's Public Housing capital improvement needs; and

WHEREAS, these missions and goals are consistent with Guam's 2017 PHA Annual Plan; now, therefore, be it

RESOLVED, that the Board of Commissioners of the Guam Housing and Urban Renewal Authority hereby approves the Capital Fund Program – Five-Year Action Plan for the Federal Fiscal Year 2017 to 2021.

IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – July 28, 2017

PASSED BY THE FOLLOWING VOTES:

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Board of Commissioners **July 28, 2017.**

(S E A L)

Michael J. Duenas

Secretary/Executive Director

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Guam Housing and Urban Renewal Authority
 PHA Name

GQ-001
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20¹⁷ - 20²¹

Annual PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
George A. Santos	Chairman, Board of Commissioners
Signature	Date

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Guam Housing and Urban Renewal Authority
PHA Name

GQ-001
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 2017 2018

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
George A. Santos	Chairman, Board of Commissioners
Signature	Date

Capital Fund Program - Five-Year Action Plan

Part I: Summary		Locality (City/County & State)					Revised 5-Year Plan (Revision No:)				
PHA Name : Guam Housing & Urban Renewal Authority		<input checked="" type="checkbox"/> Original 5-Year Plan					<input type="checkbox"/>				
PHA Number: GQ001		Work Statement for Year 1 2017		Work Statement for Year 2 2018		Work Statement for Year 3 2019		Work Statement for Year 4 2020		Work Statement for Year 5 2021	
A.	Development Number and Name	\$227,964.00	\$336,258.00	\$227,964.00	\$276,964.00	\$310,644.00					
	AUTHORITY-WIDE										
	GHURA 250 (GQ001000001)	\$411,400.00	\$170,000.00	\$177,500.00	\$384,680.00	\$207,000.00					
	GHURA 100 (GQ001000002)	\$207,000.00	\$293,186.00	\$299,500.00	\$132,000.00	\$213,000.00					
	GHURA 99 (GQ001000003)	\$248,000.00	\$132,000.00	\$371,150.00	\$218,500.00	\$298,000.00					
	GHURA 250 (GQ001000004)	\$267,780.00	\$430,700.00	\$286,030.00	\$350,000.00	\$333,500.00					

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	2017	Quantity	Estimated Cost
Development Number/Name			
General Description of Major Work Categories			
GHURA 250 (GQ0010000001)			\$110,000.00
Unit Modernization at Agana Heights, Mongmong, Sinajana (GHURA 250) and Asan (GHURA 26)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire			
			\$15,600.00
Vanity renovation at Asan GHURA 26(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks)			
			\$85,800.00
Lead Based Paint Testing at Sinajana, Agana Heights, Mongmong (GHURA 250)(Contract Administration (1480)-Other Fees and Costs)			
			\$200,000.00
Erosion and Installation/Construction of Downspout at Sinajana, Agana Heights, Mongmong (GHURA 250)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site			
GHURA 100 (GQ0010000002)			\$132,000.00
Unit Modernization at Yona (GHURA 100, Talofofa (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-			

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	2017	Quantity	Estimated Cost
Development Number/Name			
General Description of Major Work Categories			
	Spalling-Ceiling Repair Yona (GHURA 100), Talofafo (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Exterior (1480)-Columns and Porches)		\$75,000.00
	GHURA 99 (GQ001000003)		
	Unit Modernization at Agat (GHURA 99 & 82), Merizo (GHURA 82 & 83), Umatac (GHURA 83)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire		\$110,000.00
	Roof Leak Repair at Agat GHURA 99(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Other)		\$138,000.00
	GHURA 250 (GQ001000004)		
	Unit Modernization at Dededo (GHURA 35, 48 & 82), Toto (GHURA 250) (Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-		\$176,000.00
	Spalling-Ceiling Repair at Dededo (GHURA 35 & 82) and Toto (GHURA 250)(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)		\$91,780.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	1	2017	
Development Number/Name		Quantity	Estimated Cost
General Description of Major Work Categories			
Subtotal of Estimated Cost			\$1,134,180.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	2018	Quantity	Estimated Cost
Development Number/Name General Description of Major Work Categories			
GHURA 250 (GQ0010000004)			
Erosion and Installation/Construction of Downspout at Toto (GHURA250) & Dededo (GHURA 35 & 48)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site			\$200,000.00
Lead Based Paint Testing at Toto (GHURA 250)(Contract Administration (1480)-Other Fees and Costs)			\$76,700.00
Unit Modernization at Dededo (GHURA 35, 48 & 82), Toto (GHURA 250) (Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical			\$154,000.00
GHURA 100 (GQ0010000002)			
Remove and Replace Exterior Door at Yona (GHURA 100)(Dwelling Unit-Exterior (1480)-Exterior Doors)			\$161,186.00
Unit Modernization at Yona (GHURA 100), Talofoto (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Windows			\$132,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	2	2018	
Development Number/Name		Quantity	Estimated Cost
General Description of Major Work Categories			
GHURA 250 (GQ0010000001)			
Spalling-Ceiling Repair Agana Heights, Mongmong, Sinajana (GHURA 250), Asan (GHURA26)(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)			\$60,000.00
Unit Modernization at Agana Heights, Mongmong, Sinajana (GHURA 250) and Asan (GHURA 26)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire			\$110,000.00
GHURA 99 (GQ0010000003)			
Unit Modernization at Agat (GHURA 99 & 82), Merizo (GHURA 82 & 83), Umatac (GHURA 83)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire			\$132,000.00
Subtotal of Estimated Cost			\$1,025,886.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	3	2019	
Development Number/Name		Quantity	Estimated Cost
General Description of Major Work Categories			
GHURA 250 (GQ0010000004)			
Installation of Shut-Off Valve at PHA Side at Dededo (GHURA 35 & 48), Toto (GHURA 250)(Dwelling Unit-Site Work (1480)-Water Lines/Mains)			\$99,730.00
Appliances Dededo (GHURA 35 & 48), Toto (GHURA 250)(Dwelling Unit-Interior (1480)-Appliances)			\$7,800.00
Unit Modernization at Dededo (GHURA 35, 48 & 82), Toto (GHURA 250) (Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-			\$178,500.00
GHURA 100 (GQ0010000002)			
Lead Based Paint Testing at Yona (GHURA 100)(Contract Administration (1480)-Other Fees and Costs)			\$65,000.00
Appliances Yona (GHURA 100), Talofotofo (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Interior (1480)-Appliances)			\$6,500.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)			
Work Statement for Year	3	2019	
Development Number/Name			
General Description of Major Work Categories			
		Quantity	Estimated Cost
Unit Modernization at Yona (GHURA 100), Talofoto (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire			\$132,000.00
Roof Coating at Talofoto (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs)			\$96,000.00
GHURA 250 (GQ001000001)			
Appliances Agana Heights, Mongmong, Sinajana (GHURA 250), Asan (GHURA 26)(Dwelling Unit-Interior (1480)-Appliances)			\$6,500.00
Unit Modernization at Agana Heights, Mongmong, Sinajana (GHURA 250) and Asan (GHURA 26)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire			\$132,000.00
Roof Coating at Asan GHURA 26 (Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs)			\$39,000.00
GHURA 99 (GQ001000003)			

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	3	2019	
Development Number/Name		Quantity	Estimated Cost
General Description of Major Work Categories			
Appliances Agat (GHURA 99 & 82), Merizo (GHURA 82 & 83), Umatac (GHURA 83) (Dwelling Unit-Interior (1480)-Appliances)			\$7,150.00
Unit Modernization at Agat (GHURA 99 & 82), Merizo (GHURA 82 & 83), Umatac (GHURA 83) (Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling			\$154,000.00
Roof Coating at Agat (GHURA 99 & 83), Merizo (GHURA 82 & 83) (Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Roofs)			\$210,000.00
Subtotal of Estimated Cost			\$1,134,180.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	4	2020	
Development Number/Name		Quantity	Estimated Cost
General Description of Major Work Categories			
GHURA 250 (GQ0010000004)			
Roof Coating at Dededo (GHURA 35 & 48)(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Roofs)			\$174,000.00
Unit Modernization at Dededo (GHURA 35, 48 & 82), Toto (GHURA 250) (Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-			\$176,000.00
GHURA 250 (GQ0010000001)			
Installation of Non-Skid Material at Interior Stairs at Asan (GHURA 26)(Dwelling Unit-Interior (1480)-Flooring (non routine))			\$52,000.00
Remove and replace window and window frame at Asan (GHURA 26)(Dwelling Unit-Exterior (1480)-Windows)			\$200,680.00
Unit Modernization at Agana Heights, Mongmong, Sinajana (GHURA 250) and Asan (GHURA 26)(Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-			\$132,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	4	2020	
Development Number/Name			
General Description of Major Work Categories			
		Quantity	Estimated Cost
GHURA 99 (GQ001000003)			
Installation of Shut-Off Valve at PHA Side at Agat (GHURA 99 & 82) Merizo (GHURA 82 & 83)(Dwelling Unit-Site Work (1480)-Water Lines/Main)			\$64,500.00
Unit Modernization at Agat (GHURA 99 & 82), Merizo (GHURA 82 & 83), Umatac (GHURA 83)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling			\$154,000.00
GHURA 100 (GQ001000002)			
Unit Modernization at Yona (GHURA 100), Talofoto (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire			\$132,000.00
Subtotal of Estimated Cost			\$1,085,180.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	5	2021	
Development Number/Name			
General Description of Major Work Categories			
		Quantity	Estimated Cost
GHURA 250 (GQ001000001)			
Renovation of Multi-Purpose Building at Toto (GHURA 250)(Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior			\$75,000.00
Unit Modernization at Agama Heights, Mongmong, Sinajana (GHURA 250) and Asan (GHURA 26)(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire			\$132,000.00
GHURA 250 (GQ001000004)			
Modernize Kitchen at Dededo (GHURA 35)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)			\$157,500.00
Unit Modernization at Dededo (GHURA 35, 48 & 82), Toto (GHURA 250) (Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-			\$176,000.00
GHURA 99 (GQ001000003)			

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year	5	2021	
Development Number/Name			
General Description of Major Work Categories			
	Quantity	Estimated Cost	
Modernize Kitchen at Merizo and Umatac (GHURA 83)(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Appliances)		\$144,000.00	
Unit Modernization at Agat (GHURA 99 & 82), Merizo (GHURA 82 & 83), Umatac (GHURA 83)(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Building Slab,Dwelling Unit-Interior (1480)-Columns and Porches,Dwelling Unit-Interior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-		\$154,000.00	
GHURA 100 (GQ001000002)			
Modernize Kitchen at Inarajan (GHURA 83)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)		\$81,000.00	
Unit Modernization at Yona (GHURA 100), Talofoto (GHURA 28 & 82), Inarajan (GHURA 83)(Dwelling Unit-Interior (1480)-Building Slab,Dwelling Unit-Interior (1480)-Columns and Porches,Dwelling Unit-Interior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Exterior Lighting,Dwelling Unit-Interior (1480)-Exterior Paint and Caulking,Dwelling Unit-Interior (1480)-Exterior Stairwells - Fire Escapes,Dwelling Unit-Interior (1480)-Foundations,Dwelling Unit-Interior (1480)-Roofs,Dwelling Unit-Interior (1480)-Stairwells - Fire		\$132,000.00	
Subtotal of Estimated Cost		\$1,051,500.00	

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	2017	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
	Housing Authority Wide	
	Administration(Administration (1410)-Sundry,Administration (1410)-Salaries)	\$136,214.00
	Audit Costs(Contract Administration (1480)-Audit)	\$750.00
	Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	\$87,700.00
	Advertisement(Contract Administration (1480)-Other Fees and Costs)	\$2,300.00
	Legal Services(Contract Administration (1480)-Other Fees and Costs)	\$1,000.00
	Subtotal of Estimated Cost	\$227,964.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2018	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
Housing Authority Wide		
	Administration (1410)-Salaries, Administration (1410)-Sundry	\$136,214.00
	Audit Costs (Contract Administration (1480)-Audit)	\$750.00
	Fees and Costs (Contract Administration (1480)-Other Fees and Costs)	\$87,700.00
	Green Physical Needs Assessment and Section 504 Compliance (Contract Administration (1480)-Other Fees and Costs)	\$108,294.00
	Advertisement (Contract Administration (1480)-Other Fees and Costs)	\$2,300.00
	Legal Services (Contract Administration (1480)-Other Fees and Costs)	\$1,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2018	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
	Subtotal of Estimated Cost	\$336,258.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	2019	
Development Number/Name		Estimated Cost
General Description of Major Work Categories		
Housing Authority Wide		
Administration (Administration (1410)-Salaries, Administration (1410)-Sundry)		\$136,214.00
Audit Costs (Contract Administration (1480)-Audit)		\$750.00
Fees and Costs (Contract Administration (1480)-Other Fees and Costs)		\$87,700.00
Advertisement (Contract Administration (1480)-Other Fees and Costs)		\$2,300.00
Legal Services (Contract Administration (1480)-Other Fees and Costs)		\$1,000.00
Subtotal of Estimated Cost		\$227,964.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	Development Number/Name General Description of Major Work Categories	Estimated Cost
4	2020 Housing Authority Wide	
	Management Improvements-Training(Management Improvement (1408)-Staff Training)	\$15,000.00
	Relocation(Contract Administration (1480)-Relocation)	\$34,000.00
	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	\$136,214.00
	Audit Costs(Contract Administration (1480)-Audit)	\$750.00
	Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	\$87,700.00
	Advertisement(Contract Administration (1480)-Other Fees and Costs)	\$2,300.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2020	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
	Legal Services(Contract Administration (1480)-Other Fees and Costs)	\$1,000.00
Subtotal of Estimated Cost		\$276,964.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	2021	
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)		\$136,214.00
Audit Costs(Contract Administration (1480)-Audit)		\$750.00
Fees and Costs(Contract Administration (1480)-Other Fees and Costs)		\$87,700.00
Management Improvement - Systems Improvement(Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$30,000.00
Operations(Operations (1406))		\$52,680.00
Advertisement(Contract Administration (1480)-Other Fees and Costs)		\$2,300.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2021	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
	Legal Services(Contract Administration (1480)-Other Fees and Costs)	\$1,000.00
	Subtotal of Estimated Cost	\$310,644.00