



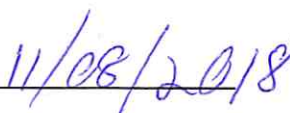
GOOD MORNING TODAY IS THURSDAY NOVEMBER 8, 2018. IT IS 12:00 P.M. GHURA'S REGULAR SCHEDULED MEETING.

I MICHAEL J. DUENAS, BOARD SECRETARY AND WITH ME IS PEDRO LEON GUERRERO, DEPUTY DIRECTOR, GHURA'S SPECIAL ASSISTANT, MELINDA TAITANO, KATHERINE TAITANO, CHIEF PLANNER, AND ALBERT SANTOS, A&E MANAGER. I HEREBY ADJOURN TODAY'S MEETING DUE TO NO QUORUM AND WILL RECESS THE MEETING TO TOMORROW FRIDAY, NOVEMBER 9, 2018 AT NOON.

IN ADDITION, I WILL POST ON THE GHURA WEBSITE AND ON THE MAIN OFFICE FRONT ENTRANCE STATING THAT TODAY'S BOARD MEETING HAS BEEN RECESSED TO FRIDAY, NOVEMBER 9, 2018 AT NOON

THANK YOU

  
\_\_\_\_\_  
**MICHAEL J DUENAS**

  
\_\_\_\_\_  
DATE

SECRETARY, BOARD OF COMMISSIONER



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

**AGENDA**

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**I. ROLL CALL**

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

**III. CORRESPONDENCE AND REPORTS**

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

**IV. OLD BUSINESS**

1. **Board Action Item No. 037/18**  
Update on the Construction of the Sinajana Central Precinct  
(Ref. Minute Nos: 099/17, 311/17, 330/17, & 006/18)
  
2. **Request for reconsideration - 2018-2019 Tax Credits .....** **18-20**  
Letter dated October 1, 2018 from Summer Town Phase IV, LLC  
(Ref. Minute No: 213/18)
  
3. **Request for extension with the Construction of the Central Police Precinct .....** **21-23**  
Letter dated October 15, 2018 from Rex International Inc.  
(Ref. Minute No: 037/18)

**V. NEW BUSINESS**

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

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

## **VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. Next proposed scheduled Board Meetings:  
Wednesday, November 21<sup>st</sup> or Thursday, November 29<sup>th</sup>

## **VII. ADJOURNMENT**



**BOARD OF COMMISSIONERS**  
**REGULAR SCHEDULED MEETING**  
**12:00 p.m., November 09, 2018**

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

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After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **Friday, November 09, 2018** at 12:00 p.m. at the GHURA Sinajana Main Office, 1<sup>st</sup> Floor Conference Room was conducted.

**I. ATTENDANCE, QUORUM, AND CALL TO ORDER**

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

COMMISSIONERS ABSENT: Eliza U. Paulino, Member (excused)

LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director  
Pedro A. Leon Guerrero, Deputy Director  
Melinda Taitano, Special Assistant  
Albert Santos, A&E Manager  
Katherine Taitano, Chief Planner  
Norma San Nicolas, S8 Administrator  
Sandrina Cepeda, FSS PC-II  
Philomena San Nicolas, AMP4 PSM  
Patrick Bamba, AMP3 PSM  
Pearl Mendiola, GT PSM  
Alice James, MFSC PC-II

PUBLIC: Mr. Ho Eun (Core Tech)  
Mr. Edward Kim (Rex International)

Meeting was called to order at 12:00 p.m. by Acting Chairman Borja who acknowledged the presence of the above attendees. Acting Chairman Borja announced that the meeting today is a continuation of the November 08, 2018 BOC Meeting that was adjourned and recessed for Friday, November 09, 2018. The Acting Chairman indicated that the minimum number of Commissioners required for a quorum were present and that the meeting could proceed.



235/18		<i>Acting Chairman Borja requested to amend the agenda by tabling Item #1 under the New Business Item to the next scheduled board meeting and moving up Items #2 &amp; 3 under the Old Business followed by Item #1 and then Correspondence and Reports.</i>	235/18
<b>Minute No.</b>	<b>Ref. No.</b>	<b>Approval of Previous Board Minutes</b>	<b>Action By:</b>
236/18		Acting Chairman Borja called for a motion to be made on the approval of the Minutes from the previous Board Meeting on October 26, 2018.	
237/18		After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero, and the Board approved the Board Minutes of October 26, 2018 as corrected.	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>Old Business</b>	<b>Action By:</b>
238/18	213/18	<p>Request for reconsideration - 2018-2019 Tax Credits ... Letter dated October 1, 2018 from Summer Town Phase IV, LLC.</p> <p>Acting Chairman Borja requested for any comments from the Board.</p> <p>Commissioner Dominquez requested clarification from Director Duenas in regards to his letter to the Board dated October 17, 2018. Director Duenas explained the difference between a forward commitment and a carry forward of tax credits.</p>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Old Business</b>	<b>Action By:</b>
238/18 continuation		<p>For the 2018 cycle, an award was given to one developer. The second developer is requesting a forward commitment of the 2019 credits. If the Board wishes to grant these credits, it will not allow for future competition from other interested potential developers. A forward commitment has never been awarded to a developer who did not receive an award. However, it is at the Board's discretion.</p> <p>Mr. Ho Eun stated that they started construction despite not receiving the commitment, which basically they are taking the risk. Obtaining the commitment will expedite the process. This project provides 64 units, (18 - 1 bedroom and 1 bath, 28 - 2 bedroom and 1 bath, and 18 - 3 bedroom and 2 baths) under the Summer Town Estates IV in Lada, Dededo.</p> <p>Director Duenas stated that there is a need for housing for low income families. Many of our S8 voucher holders are already experiencing difficulty with finding a home within the given time frame to search for a unit.</p> <p>Director Duenas stated that there are still 2018 tax credits that have not been allocated and that if the Board is looking at a forward commitment, his recommendation is to award the balance of 2018 tax credits with a forward commitment of the 2019 tax credits for additional funding not to exceed the requested project amount.</p>	



<b>Minute No.</b>	<b>Ref. No.</b>	<b>Old Business</b>	<b>Action By:</b>
239/18		<p>A motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve the request for Summer Town Phase IV using the balance of the 2018 tax credits with a forward commitment of the 2019 tax credits to not exceed \$3,364,618.00. Without any further discussion and objection, the Motion was approved 3 to 1 with Acting Chairman Borja voting against it.</p>	
240/18		<p>Request for extension with the Construction of the Central Police Precinct - Letter dated October 15, 2018 from Rex International Inc.</p> <p>Acting Chairman Borja stated that before the Board considers the request for the extension, he asked for an update on the project.</p> <p>Mr. Albert Santos recommended that the Board visit the site to see the progress and will work on setting up a tour.</p> <p>He stated that the work has improved two-fold and that he has verified that work has been done on weekends as promised by showing up to the site unexpectedly.</p> <p>The pouring of the roof is set for Wednesday. The form can be removed after 7-days. However, the shoring jacks have to remain in place until the cylinder test reaches 2700 psi. At this time, conduits can be run as well as placing the ducting system which is currently being framed off-site. Additional work at the site has also</p>	Albert Santos

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Old Business</b>	<b>Action By:</b>
<b>240/18 continuation</b>		<p>been completed. Work has started on the water and sewer system but has been temporarily halted until we get the approval on the traffic control plan which is in for review and response by DPW and GWA. Curbs on the parking area are in as well and the contractor is raising the elevations on the driveway and parking area in preparations for the asphalt paving.</p> <p>Mr. Santos stated that they also resolved a major hurdle regarding the outdoor area that will be used by the officers for their breaks. The rebar wasn't formed correctly and they were told to tear it down and rebuild it properly. A compromise was met to add fins to the walls. The contractor will cover the costs and we will accept the rebar forms as is.</p> <p>Mr. Santos stated that, he along with Director Duenas and Legal, looked at their request and realized that Rex International have some merit for reconsideration. However, the plan is to continue to apply pressure on the contractor and see in December if the substantial completion as the contractor had promised will be made. Only then should the Board approve an extension.</p> <p>Acting Chairman Borja stated that things will remain on status quo and hope that the contractor will continue on this track. Come December, the Board hopes to hear of all the progress being made towards the projected promises of major completion and obtaining occupancy in January 2019. Acting Chairman Borja thanked Mr.</p>	



<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By:</b>
240/18 continuation		Edward Kim for his presence and his continued efforts.	
241/18		<p><b>S8 Division Quarterly Report (FY2018, 4<sup>th</sup> Quarter)</b></p> <p>Ms. Norma San Nicolas stated that Leasing and Voucher Utilization have been declining due to the following:</p> <ul style="list-style-type: none"> <li>• difficulty finding a landlord willing to rent to voucher holders</li> <li>• lack of funds for security deposit, utility hook-ups, or first month's rent.</li> </ul> <p>There are over 200 families searching for homes and with the above challenges, we are still issuing vouchers on a weekly basis.</p> <p>Ms. San Nicolas stated as of the third quarter, the occupancy rate at the Summer Town Estates for Project-based vouchers is at 97%. They had a difficult time filling 2 bedroom units in the last two quarters, but with the opening of the waitlist, they will be able to fill it. The waitlist was exhausted within a two month period and therefore set to open up again in November 14<sup>th</sup>.</p> <p>Ms. San Nicolas stated that they are promoting GPA's prepaid power program which requires the participants to maintain a balance of \$50 in their account and if they get disconnected, they will only have to pay \$25 for reconnection rather than the full amount. This program will also benefit GHURA by alerting us of the disconnections to our tenants.</p>	Norma San Nicolas

Minute No.	Ref. No.	Correspondence and Reports	Action By:
241/18 continuation		<p>Director Duenas stated that this downward trend has been going on for years. We are trying to see if our payment standards are attractive to landlords. We have pushed our payment standards as high as we can go, which is 10% above Fair Market Rent (FMR) that HUD sets for the area. If we wanted to get a higher payment standard, we will have to prepare a housing study to justify payment standards that exceeds the Fair Market Rents over 10%.</p> <p>This is an ongoing discussion with the HUD field office. There is a process in place and we will look at it again. Next July, HUD will be publishing the proposed FMRs and identify the process, if the housing authority feels a higher rate is needed and will have to conduct an independent survey.</p>	
242/18		<p><b>FSS Division Quarterly Report (FY2018, 4<sup>th</sup> Quarter)</b></p> <p>Ms. Sandrina Cepeda reported on her activities from April to September 2018:</p> <p>Ms. Cepeda stated that she currently has 147 active participants which increased by 11 from the last reporting period. She had 2 graduates within this period, one was for home ownership and the other was seeking fulltime employment. She has one potential graduate who has completed the ITSP and has inquired about the possibility of graduating early.</p> <p>About 80 of our participants are currently employed, 5 were newly</p>	Sandrina Cepeda



<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By:</b>
242/18 continuation		<p>employed within this reporting period. We received 24 new application of interest and we continue to offer our Renter's 101 Workshop. We reached out to 53 families and continue to work with our program coordinating committee members, Bank of Hawaii and Salvation Army. We provide our budgeting courses on a monthly basis and homeownership courses on a quarterly basis.</p> <p>For Section 3, we successfully linked one of our Public Housing participants with Rex International and have identified another. We continue to participate in job fairs as part of our outreach in which we invite our families to attend and work with the Human Resources Personnel from these companies to access their job listing that we may link with our participants. We continue to do health fair outreach and in-house voucher briefings.</p> <p>Ms. Cepeda stated for the month of September, she focused on the Tuition Free College Grant that was available by reaching out to all our participants starting with those who had chosen higher education as their final or interim goal.</p> <p>We started working with University of Guam's SNAP ED program which educates their participants who received SNAP benefits of healthy ways in purchasing food and providing them with low cost healthy recipes and promote active lifestyle. We hope to provide these workshops on a weekly basis.</p>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By:</b>
243/18		<p data-bbox="662 302 1218 373"><b>AMPs Division Quarterly Report (FY2018, 4<sup>th</sup> Quarter)</b></p> <p data-bbox="662 415 1218 970">Deputy Director Leon Guerrero stated that we just had REAC for AMPS1, 3, and 4 on July 31<sup>st</sup> through August 9<sup>th</sup>. AMP2 last REAC Inspection took place in March 2017, which they scored 80%. This score gave them a 1-year waiver, so they were able to assist the other AMPs with their REAC preparations by providing them manpower support. All three AMPs scored well earning them all with a 1-year waiver with the next REAC scheduled for 2020. In return, they will be assisting AMP2 and GT with their upcoming REAC inspection scheduled sometime in 2019.</p> <p data-bbox="662 1012 1218 1423">With the Physical Occupancy, we were focused on getting all our units occupied thus improving our score. The unit turnaround time starts when the old tenant moves out and ends when the new tenant moves in. Within this time frame, the maintenance team repairs the unit while the admin team gets the family ready documentation wise. The average number of days per unit is set at 25 to 35 days total.</p> <p data-bbox="662 1465 1218 1831">With the tenant account receivables, we are following the Board directive to be more aggressive. DRT is assisting us in collecting payment with their tax garnishment. Another thing that assisted us in collection occurs when a tenant wants to transfer from Public Housing to Section 8, they have to clear their account first in order to get approval.</p>	<p data-bbox="1312 302 1445 415"><b>Pedro Leon Guerrero</b></p>



Minute No.	Ref. No.	Correspondence and Reports	Action By:
244/18		<p><b>GT Division Quarterly Report (FY2018, 4<sup>th</sup> Quarter)</b></p> <p>Mr. Patrick Bamba stated that the report is really straightforward with not many changes going on in Guma Trankilidat. There was only one move out in July due to a transfer of a resident to another facility. Since then it has remained the same. There were some offers made to applicants on the waitlist in September that didn't go through. The new PSM, Ms. Pearl Mendiola, is currently getting families moved in. Director Duenas stated that they are currently waiting on Police Clearances. The spike in Non-emergency work orders in August were due to REAC. The two units that are currently vacant, includes one that is ADA accessible, and the other one is under renovation. There are 9 applicants on the waitlist.</p> <p>There are units under modernization. They are currently on the 4<sup>th</sup> of the 6 units under Phase II. The manager's unit was used as the transition unit but due to the recent finding of an underground leak, they are now using the vacant unit as the transition unit. The current contractor has maintained their 19 day per unit plan, therefore the work is proceeding.</p>	Patrick Bamba
245/18		<p><b>MFSC Division Quarterly Report (FY2018, 4<sup>th</sup> Quarter)</b></p> <p>Ms. Alice James stated that she has been detailed as the Multi-Family Service Coordinator at Guma Trankilidat and was providing a snapshot of the program services and activities from</p>	Alice James

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By:</b>
245/18 continuation		<p>April to September 2018.</p> <p>She stated that of the 51 total residents, 29 received services within this reporting period based on the activities listed. One individual recently started receiving the meals on wheels service from the Mayor's Council of Guam. She assisted two individuals with their conflict resolution by mediating and referring them to a community service provider. These services provided are available on demand.</p> <p>Most of Guma Trankilidat's population are Asians, and all services are provided at Guma Trankilidat.</p> <p>The upcoming events for G.T. residents includes the Thanksgiving Luncheon provided by the International Brotherhood of Electrical Workers – Local Union 1260 on Saturday, November 17<sup>th</sup> and a Thanksgiving Dinner hosted by the UOG Soroptomist Sigma Society on Sunday, November 18<sup>th</sup> at 5 p.m.</p>	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By:</b>
246/18		<p>Resolution No. FY2019-002, Resolution approving the Fiscal Year 2019 Section 8 Housing Choice Voucher Program and Reasonable Accommodations Payment Standards</p> <p>Ms. Norma San Nicolas stated that it's that time of the year when we have to update our Payment Standards. The Payment Standards are used to calculate the families' subsidy. It is</p>	Norma San Nicolas



<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By:</b>
246/18 continuation		<p>derived by using the Fair Market Rent supplied by HUD. There are two Payment Standards, one is for the regular tenants and the other is for those requiring reasonable accommodations because of disability. We are going with the max of 110 percent for most families which includes the rent and utilities. We are going with the max of 120 percent for those families requiring reasonable accommodations.</p> <p>Acting Chairman Borja recommends we look further into getting an estimate on a cost study and getting the study done, since we have the reserves to do so in order to raise our Payment Standards, due to it being seemingly low and that our numbers has declined as well.</p>	
247/18		<p>A motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero to approve Resolution No. FY2019-002, resolution approving the Fiscal Year 2019 Section 8 Housing Choice Voucher Program and Reasonable Accommodations Payment Standards. Without any further discussion and objection, the Motion was approved.</p>	
248/18		<p>Resolution No. FY2019-003, Resolution approving the Fiscal Year 2019 Section 8 Housing Choice Voucher Program Utility Allowance Schedule</p> <p>Ms. Norma San Nicolas stated that this is the annual update of the Utility</p>	Norma San Nicolas

<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By:</b>
248/18 continuation  249/18		<p>allowance. Everything remains the same except the power which the rates went up 17 percent.</p> <p>A motion was made by Resident Commissioner Leon Guerrero and seconded by Commissioner Pereda to approve Resolution No. FY2019-003, Resolution approving the Fiscal Year 2019 Section 8 Housing Choice Voucher Program Utility Allowance Schedule. Without any further discussion and objection, the Motion was approved.</p>	
250/18		<p>Resolution No. FY2019-004, Resolution approving the Section Eight Management Assessment Program (SEMAP) Certification for Fiscal Year ending 2018</p> <p>Ms. Norma San Nicolas stated this self-assessment is required by HUD based on the 24 CFR 985 annually and must be submitted before November 30. We self-assessed ourselves by doing a random sampling of our work on a monthly basis to determine where we are, and are we making any errors or such, and how big is our error? We then go back and answer the questions on SEMAP Form HUD-52648. This is basically our self-assessment of our program, which is audited periodically by HUD.</p> <p>Ms. San Nicolas states that besides the numbers of our lease up, which we won't get the final numbers until the end of December, we are doing well according to the other indicators</p>	Norma San Nicolas



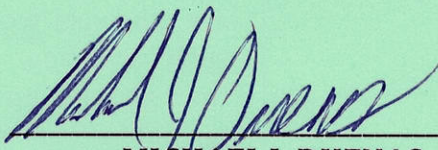
<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By:</b>
251/18		A motion was made by Commissioner Pereda and seconded by Commissioner Dominguez to approve Resolution No. FY2019-004, Resolution approving the Section Eight Management Assessment Program (SEMAP) Certification for Fiscal Year ending 2018. Without any further discussion and objection, the Motion was approved.	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>General Discussion / Announcements</b>	<b>Action By</b>
252/18		Next Proposed Scheduled Meetings: Tuesday, November 20 <sup>th</sup> Thursday, December 6 <sup>th</sup> Thursday, December 20 <sup>th</sup>	

253 /18

### ADJOURNMENT

There being no further business before the Board, a motion was made by **Resident Commissioner Leon Guerrero** and Seconded by **Commissioner Pereda** which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **2:28 p.m.**

(SEAL)

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



## GUAM HOUSING AND URBAN RENEWAL AUTHORITY

October 26, 2018

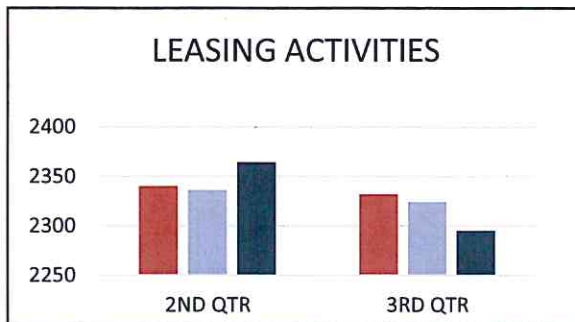
### MEMORANDUM

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

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

#### Leasing and Voucher Utilization:

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



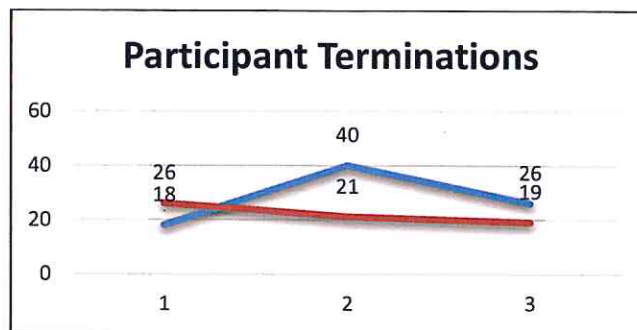
The overall success rate in leasing Section 8 vouchers is 87 percent. However, the success in leasing within 30 to 60 days continues to decline. Participants have reported difficulty in renting a unit because they lack the funds for security deposit, utility hook-ups, and first month's rent. Some participants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

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



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

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



#### **Project-based**

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

#### **Portability**

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

#### **Wait list**

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

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

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

Vouchers under lease on the First Day of the Month

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



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

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

Vouchers under lease on the First Day of the Month

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

# Guam Housing and Urban Renewal Authority

FY2018	AMPS QUARTERLY BOARD REPORT											
	1	Narcissa Ada			2	Gina Cura			3	Pearl Mendiola		
		AMP 1				AMP 2				AMP 3		
		JUL	AUG	SEP		JUL	AUG	SEP		JUL	AUG	SEP
												4
												Philly San Nicolas
												AMP4
												JUL
												AUG
												SEP

## 1. PHYSICAL ASSESSMENT SUBSYSTEM (PASS) - 40 points

Last Inspection Date:	July 31 - August 1, 2018				August 7-9, 2018				August 2-6, 2018			
	86				80				83			
	ONE YEAR BYE; TENTATIVELY SCHEDULED FOR 2020				ONE YEAR BYE; TENTATIVELY SCHEDULED FOR 2019				ONE YEAR BYE; TENTATIVELY SCHEDULED FOR 2020			
	Next Inspection Date:											

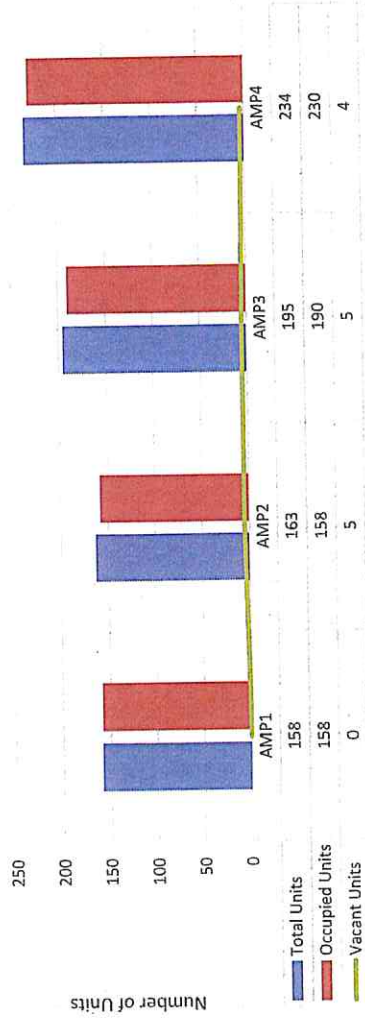
## 2. MANAGEMENT ASSESSMENT SUBSYSTEM (MASS) - 25 points

### 2a. Physical Occupancy

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



# PHYSICAL OCCUPANCY



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

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

AMPS QUARTERLY BOARD REPORT

2. TENANT ACCOUNT RECEIVABLES (TAR) REGISTER

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



# Guam Housing and Urban Renewal Authority

## GUMA TRANKILIDAT

### July 2018 - September 2018 Quarterly Report

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

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

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

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

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

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

# FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

## PROJECT SUMMARY:

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

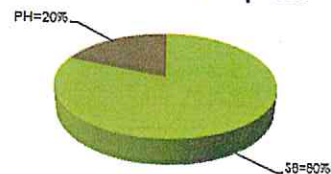
Mandated FSS Slots	82	Active Participants	147 (S8=117 + PH=30)
New Recruitments	28 (S8=21 + PH=7)	OJT Participants	10 available, 2 filled
Job Placement	5 placements	Portability	1 Family
EOP (Section-8)	17	EOP	4 (Public Housing)
Waitlist-Section-8	170	Waitlist (Public Housing)	95

## PARTICIPANT STATISTICS:

### ➤ TOTAL ACTIVE PARTICIPANTS DURING REPORTING PERIOD: 147

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

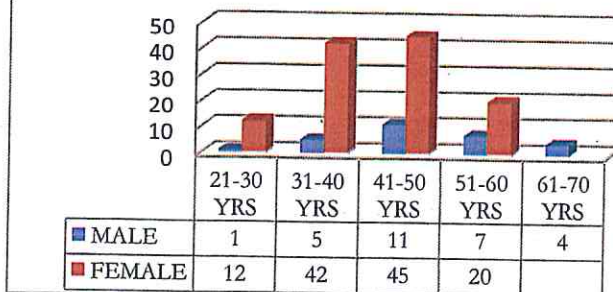
147 Active Participants



### ➤ PARTICIPANT AGE RANGE & GENDER:

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

Participant Age Range & Gender



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

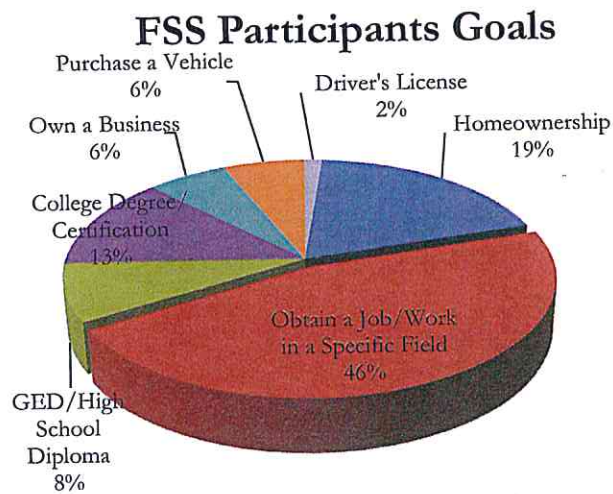


# FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

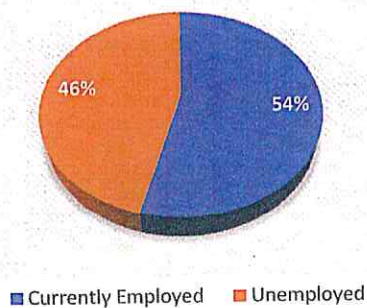
## PARTICIPANT GOALS:



## EARNED INCOME STATISTICS:

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

## FSS Earned Income (Head-of-Household is Currently Employed)



# FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

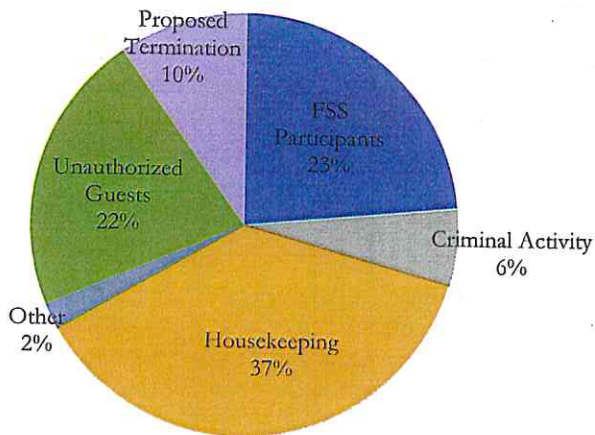
Prepared By: Sandrina Cepeda

## ESCROW STATISTICS:

- Graduates since inception = 85
- Graduates this reporting period = 2 (Goal = Homeownership / Payout = \$2,946.00  
= Employment / Payout = \$11,887.00)
- Total Escrow Payout = \$738,898 (Average payout is \$8,902.)
- Increased earnings (average) during this reporting period = \$7,229.
  - 43% (39 families) increased their earnings
  - 24% (22 families) decreased their earnings
- Increased Escrow Earnings = 28 participants (31%) / Average Increase = \$130.
- Participants holding escrow balances totalling \$149,276 = 54 (37%)
  - S8 = 44 (81%) participants (\$130,447.)
  - PH = 10 (19%) participants (\$ 18,829.)

## RENTERS-101 WORKSHOP:

### Renters-101 (April - September)



4 Workshops Scheduled  
53 Attendee's  
16 FSS participant families

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

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

## ADMINISTRATIVE TASKS:

Task	%	Task	%
Partnerships with Service Providers	15%	Research Additional Resources	5%
Outreach & Recruitment	40%	Meetings (in-house)	5%
Documentation of Participant Files	10%	Case Management & Client Services	25%
Total = 100%			

\*Multiple Services provided to individual participants

\*Services offered to all adult household members



# FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

## SERVICE COORDINATION PERFORMED:

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

## OUTREACH & EDUCATION:

- Voucher Briefings: 21 Briefings were conducted during this period, servicing approximately 183 families.
- Passport to Services: 70 individuals/families were assisted in this outreach effort to provide access to health care, clothing, housing assistance and education about existing services. Participants were also issued a weeks' worth of rations.
- Section-3: With the assistance of AMP1 Housing Specialist, FSS was able to identify and successfully link one participant from our Asan Development, to the position of "Laborer" with Section-3 Contractor, Rex International. The anticipated project/work site is the Police Station, located in Sinajana.
- Reasonable Accommodations:
  - Public Housing: Assisted 5 potential Participants with Application Process
  - Section-8: Assisted 14 potential Participants with Application Process
- Peer Representation: Introduce potential participants to current or previous participants and/or successful graduates; provide them with first-hand information on their personal experiences, successes, and growth while in the program.
- Employment Opportunities:
  - All FSS families were contacted and linked with employment opportunities by way of job fair and job announcement notifications (Email, Telephone Calls, One-to-One Appointments).
    - Dusit Thani Job Fair (31+ participated)
    - Tommy Hilfiger Job Fair (31+ participated)
  - FSS attends job fairs, meets with families who attend, and assists with completing applications. We continue to provide information regarding job announcement information regularly (either via email, or via telephone) to our FSS families.
  - Networking opportunities with potential employers are taken to discuss the FSS program with attending Human Resources personnel.
- Provide FSS flyers, applications of interest and FSS contact information for dissemination to potential participants via AMP resources; Continue contact with potential participants currently on the wait-list to maintain their interest, and enthusiasm; Continue to include wait-listed participants on FSS communications intended for current participants (ie: Job Fairs, Job Announcements, Health Fairs, etc);

# FAMILY SELF-SUFFICIENCY PROGRAM

Status Report: April 2018 to September 2018

Prepared By: Sandrina Cepeda

## NEW APPROACHES TO ADDRESS PARTICIPANT NEEDS/LOOKING FORWARD:

- “Goal Talks” Workshop
  - Goal: To assist participants and provide additional motivation and support services necessary as they continue their journey to achieve their final goal.
  - Quarterly Series lead by industry professionals, focused on moving forward toward final goals. Examples of goal topics to discuss include: Employment, Homeownership, Small Business Ownership, etc.
- University of Guam SNAP-Ed Program:
  - Goal: To incorporate SNAP-Ed program workshops into FSS Renters-101 workshop to improve the likelihood that persons eligible for SNAP will make healthy choices within a limited budget, and choose active lifestyles consistent with current dietary guidelines.
  - Plan, Shop, Save & Cook: Provides lessons on planning meals for your families, choosing foods that are most nutritious and stretch your budget, keeping food safe to reduce waste and spoilage, and sharing nutritious, delicious, low cost recipes.
  - The workshops will also provide for hands-on cooking demonstrations of recipes.
- Job Fair: Off-island company seeks to fill construction-based positions. Company offers airfare, housing, transportation, and meals for certain period of time, and assistance seeking permanent housing if necessary. Possibly in conjunction with Guam Contractors Licensing Board. FSS is currently researching information to provide to participants.
- Health Fairs:
  - ✓ Ordot-Chalan Pago Health Fair (October): Mass communication (email, phone, one-to-one) informing them of opportunity.
  - ✓ SDA Health Fair (November): Mass communication (email, phone, one-to-one) informing them of opportunity
- Tuition Free College, Guam Community College & Guam Trades Academy (Oct 17<sup>th</sup> Deadline): Mass communication (email, phone, one-to-one) with FSS participants, informing them of availability and encouraging to apply.
  - Fields of Study Offered Include:
    - ✓ Tourism and Hospitality
    - ✓ Culinary Arts
    - ✓ Food Service Management
    - ✓ GCA Trades (Construction Field)
- SECTION-3: Preference Listing has been established. FSS has identified one other interested participant from AMP3. FSS will link potential participant with interested contractor “Genesis Tech Corp”.



# MULTIFAMILY SERVICE COORDINATOR PROGRAM

## *Status Report*

### PROJECT SUMMARY

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

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

### RESIDENT STATISTICS

- **TOTAL NUMBER OF RESIDENTS SERVED: 51**
- Resident Age Ranges
  - Age 18 - 61 (non-elderly people w/disabilities) = 5
  - Age 62- 80 = 32
  - Age 81 - 95 = 14
  - Over Age 96 = 0
- Total number of residents who utilized the SC during this reporting period = 29

### SERVICE COORDINATION PERFORMED

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

# MULTIFAMILY SERVICE COORDINATOR PROGRAM

## Status Report

### ADMINISTRATIVE TASK of a total of 100%

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

### PROFESSIONAL TRAINING

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

### EDUCATIONAL / PREVENTIVE HEALTH PROGRAMS

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

### COMMUNITY ENGAGEMENT

**Agency/Organization:** *Korean Bowling Association of Guam*

**Activities/Services:** Free hair-cuts and coloring

**Number of Participants:** 27

**Date:** 4/8/2018

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

**Agency/Organization:** *Korean Association of Guam*

**Activities:** Mother's Day Dinner Service and Cultural Entertainment

**Number of Participants:** 33



# **MULTIFAMILY SERVICE COORDINATOR PROGRAM**

## *Status Report*

**Date:** 5/4/2018

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

**Agency/Organization:** *Korean Bowling Association of Guam*

**Activities:** Free hair-cuts and coloring

**Number of Participants:** 13

**Date:** 5/27/2018

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

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

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

**Number of Participants:** 33

**Date:** 6/16/2018

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

**Agency/Organization:** *Guam Korean Women Association*

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

**Number of Participants:** 21

**Date:** 8/5/2018

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

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

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

**Number of Participants:** 28

**Date:** 8/25/2018

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

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

**Activities/Services:** Dinner/Entertainment

**Number of Participants:** 32

**Date:** 9/21/2018

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

## **UPCOMING EVENTS**

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

**Activity:** Thanksgiving Luncheon

**Date:** Saturday, November 17, 2018

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

**Activity:** Christmas Luncheon

**Date:** Saturday, December 29, 2018



# GHURA

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



**Eddie Baza Calvo**  
Governor of Guam

**Ray Tenorio**  
Lt. Governor of Guam

**Thomas E. B. Borja**  
Chairman (Acting)

**Carl V. Dominguez**  
Commissioner

**George F. Pereda**  
Commissioner

**Eliza U. Paulino**  
Commissioner

**Joseph M. Leon Guerrero**  
Resident Commissioner

**Michael J. Duenas**  
Executive Director

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

## MEMORANDUM

To: Board of Commissioners

From: Executive Director

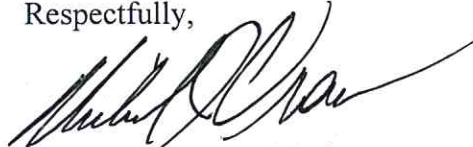
Date: 17 October 2018

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

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

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

Respectfully,

  
MICHAEL J. DUENAS  
Executive Director

At the Regular Board Meeting of November 9, 2018 and after further Board discussion and consideration to award the remaining tax credits for 2018 and the forward commitment of the FY2019 tax credits, a motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to award the remaining 2018 tax credits to Summer Town Phase IV, LLC in the amount of \$395,575.00 and forward commit the 2019 tax credits in the amount not to exceed \$2,969,043.00. Without any further discussion or objection, the motion was approved.



# SUMMER TOWN ESTATES IV

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

October 1, 2018

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

Subject: 2018 - 2019 QAP Consideration

Dear Mr. Santos,

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

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

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

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

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

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

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

Sincerely,

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

Ho S. Eun  
Manager

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





# GHURA

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

**Carl V. Dominguez**  
Commissioner

**George F. Pereda**  
Commissioner

**Eliza U. Paulino**  
Commissioner

**Joseph M. Leon Guerrero**  
Resident Commissioner

**Michael J. Duenas**  
Executive Director

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

## MEMORANDUM

To Board of Commissioners

From Executive Director

Date 19 September 2018

Subject LIHTC 2018 Application, Recommendation

A 4-member Panel consisting of 3 GHURA personnel and 1 non-GHURA personnel concluded their evaluation of the two LIHTC applications received during this 2018 cycle. The panel consisted of the following individuals:

- Ben Servino, Director, DISID
- Gina Cura, Property Site Manager for AMP2, GHURA
- Lucele Leon Guerrero, Controller, GHURA
- Norma San Nicolas, Section 8 Administrator, GHURA

Panelists utilized the Selection Criteria established in the 2018 Qualified Allocation Plan (QAP) including additional points given to projects established in Central/Southern regions of Guam and projects seeking LEED certifications, and maintaining low Developer Fees.



At the end of the review and ranking process, the proposed Ironwood Villas Phase II project ranked first followed by the Summer Town Estates IV project.

Project #1 Summer Town Estate IV	Project #2 Ironwood Villas Phase II
81	83
81	84
79	84
81	85
322	336
<b>2nd</b>	<b>1st</b>

Therefore I recommend that the Board award \$2,988,316 in tax credits, as request by Ironwood Villas Phase II.

Respectfully,

Michael J. Duenas

At the Regular Board Meeting of September 27, 2018, a motion was made by Commissioner Dominguez and Seconded by Resident Commissioner Leon Guerrero to approve the award of LIHTC 2018 Application in favor of Project #2 also known as Ironwood Villas Phase II in Toto Village in the amount of \$2,988,316 in tax credits accordingly. Without any further discussion and objection, the Motion was approved.

Attachments: 2018 tax credit competition cycle review & project information





# GHURA

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## **Low Income Housing Tax Credit Program 2018 Competition Cycle Review**

The 2018 LIHTC application cycle concluded on Friday August 17, 2018. Below you will find a brief summary of the process and results thereof. Applicants in the 2018 cycle competed for a credit allocation amount of up to \$3,383,891 to address the needs our island community as portrayed in the 2018 Qualified Allocation Plan (QAP).

The Board-approved 2018 QAP and LIHTC Application were made available to the general public beginning Friday April 20, 2018 and concluded on Thursday July 05, 2018. GHURA received two applications by the deadline. The following are the applicants and developers:

Project 1: Summer Town Estates IV  
Applicant: Summer Town Estates IV, LLC.  
Developer: Core Tech Development, LLC.

Project 2: Ironwood Villas Phase II  
Applicant: Ironwood Guam Development, LLC.  
Developer: Ironwood Guam Development, LLC.

A Panel of four individuals were assembled to review the submissions and consisted of the following:

- Ben Servino, Director, DISID
- Gina Cura, Property Site Manager for AMP2, GHURA
- Lucele Leon Guerrero, Controller, GHURA
- Norma San Nicolas, Section 8 Administrator, GHURA

Each Panelist signed and submitted nondisclosure and conflict of interest agreements pertaining to the information provided by the applicants. The Panel was then given three weeks to review all applications and convene August 17, 2018 for a tallying of scores. Results were viewed and verified and the Panel met one last time on September 06, 2018 to finalize results.

Basic project descriptions (highlights) are provided for your information on the following pages.



2018 Low Income Housing Tax Credit Applicants

	Project 1	Project 2
Name	Summer Town Estates IV	Ironwood Villas Phase II
Applicant	Summer Town Estates IV, LLC	Ironwood Guam Development, LLC
Developer	Core Tech Development, LLC	Ironwood Guam Development, LLC
Amount of Tax Credits Requested	\$3,364,618.00	\$2,988,316.00
No. of Units	64	88
Unit Mix	18 - 1BR/1BA units 28 - 2BR/1BA units 18 - 3BR/2BA units	10 - 1BR units 68 - 2 BR units 10 - 3 BR units
Property Location	Northern Guam Dededo	Central Guam Toto
Occupancy Type	100% of project to HH earning 50% or less AMGI	100% of project to HH earning 60% or less AMGI
Extended Use Period (Inclusive of the 15 year compliance period)	61 years	61 years
Developer has prior experience with LIHTC program	Yes 4 completed projects 1 in progress	Yes 5 completed projects 1 in progress





	Project 1	Project 2
Name	Summer Town Estates IV	Ironwood Villas Phase II
Applicant	Summer Town Estates IV, LLC	Ironwood Guam Development, LLC
Shared/Common Amenities	<ul style="list-style-type: none"> <li>• Large swimming pool and state-of-the-art exercise facility</li> <li>• Summer Town Commercial Center               <ul style="list-style-type: none"> <li>o Shopping Market</li> <li>o Commercial Laundry Facility</li> <li>o Fitness Center</li> </ul> </li> <li>• Solar-Powered Water Heaters</li> <li>• Energy Star Appliances/Light fixtures/Low-emissive coatings</li> <li>• Community Recycling Programs</li> <li>• Water-Conserving Plumbing fixtures</li> <li>• Solar-Powered Street lights w/timers</li> <li>• Grid-tied solar power systems</li> </ul>	<ul style="list-style-type: none"> <li>• Phase II will share Phase I Community Center featuring tenant programs including:               <ul style="list-style-type: none"> <li>o IronKids after school program</li> <li>o Boy and Girl Scouts</li> <li>o Karate Classes</li> <li>o Parents Night Out</li> </ul> </li> <li>• Discounts available on gasoline, cable, and property insurance</li> <li>• Fully fenced community</li> <li>• Security Cameras</li> <li>• Neighborhood Watch</li> <li>• Reduced cost of electricity through installation of grid tied solar panels and solar hot water heaters</li> <li>• Appliances and lighting will be Energy Star</li> <li>• Water conserving fixtures</li> </ul>



# GHURA


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117 Bien Venida Avenue, Sinajana, GU 96910  
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## MEMORANDUM

OCT 18 2018

**TO** Board of Commissioners

**FROM** Executive Director 

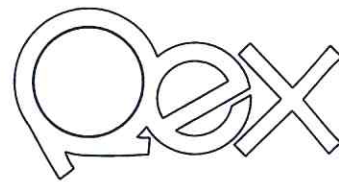
**SUBJECT** **Request for Time Extension**  
Construction of the Sinajana Central Police Precinct

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

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

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





**Rex International Inc.**  
**General Building & Engineering**  
**Contractor**

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

October 15, 2018

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

Attn: Mr. Albert Santos

Subject: Time Extension Request Reconsideration

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

Dear Board of Directors,

Buenas and Hafa Adai!

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

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

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

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

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

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

Senseremente,



Edward Kim  
General Manager  
Rex International, Inc.





# GHURA


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## MEMORANDUM

OCT 18 2018

**TO** Board of Commissioners

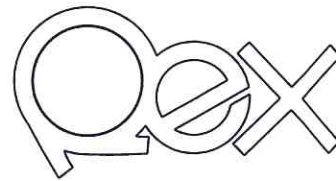
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Board of Directors  
117 Bien Venida  
Sinajana, Guam 96910

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

Senseremente,

A handwritten signature in blue ink, appearing to be 'Edward Kim', written over a horizontal line.

Edward Kim  
General Manager  
Rex International, Inc.



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

**MOVED BY:**

**SECONDED BY:**

---

**COMMISSIONERS PRESENT:**

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

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

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

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

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

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



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

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

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

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

(S E A L)

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**MICHAEL J. DUENAS**

Secretary of the Board/Executive Director

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

Moved by: **CARL V. DOMINGUEZ**

Seconded by: **JOSEPH M. LEON GUERRERO**

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

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

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

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

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

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

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

***Payment Standards for Reasonable Accommodation:***

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

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

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

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 9, 2018**  
**PASSED BY THE FOLLOWING VOTES:**


**AYES:** Thomas Borja, Carl Dominguez, George Pereda, Joseph Leon Guerrero

**NAYS:** NONE

**ABSENT:** Eliza Paulino

**ABSTAINED:** NONE

I hereby certify that the foregoing is full, true and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioner on **November 9, 2018**.


  
MICHAEL J. DUENAS  
Secretary/Executive Director



October 25, 2018

**MEMORANDUM**

**TO:** Board of Commissioners

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

**FROM:** Norma P. San Nicolas, Section 8 Administrator

**SUBJECT:** 2019 Utility Allowance Schedule

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

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

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

**Moved by: JOSEPH M. LEON GUERRERO    Seconded by: GEORGE F. PEREDA**

---

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

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

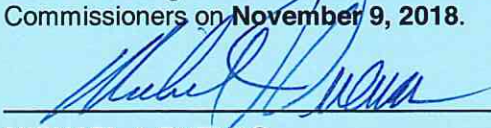
**IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 9, 2018**

**PASSED BY THE FOLLOWING VOTES:**

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

**(S E A L)**

I hereby certify that the foregoing is a full, true and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **November 9, 2018**.

  
\_\_\_\_\_  
MICHAEL J. DUENAS,  
Executive Director/BOC Secretary



**Allowances for Tenant-  
Furnished Utilities and  
Other Services**

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

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

See Public Reporting Statement and Instructions on back

Locality		<b>GUAM</b>					Unit Type	<b>All Types</b>		Date (mm/dd/yyyy)	10/23/2018
Utility or Service		Monthly Dollar Allowances									
		0	1	2	3	4	5	6			
Heating	a. Natural Gas										
	b. Bottle Gas										
	c. Oil / Electric										
	d. Coal / Other										
Cooking	a. Natural Gas										
	b. Bottle Gas	11	18	22	29	34	35	40			
	c. Oil / Electric	15	27	33	36	42	45	55			
	d. Coal / Other										
Other Electric		35	58	70	75	87	94	104			
Air Conditioning		23	36	50	58	66	73	78			
Water Heating	a. Natural Gas										
	b. Bottle Gas	20	31	39	48	62	70	71			
	c. Oil / Electric	24	36	41	53	64	73	76			
	d. Coal / Other										
Water		28	33	37	72	89	103	125			
Sewer		27	27	27	27	27	27	27			
Trash Collection		30	30	30	30	30	30	30			
Range/Microwave											
Refrigerator											
Other -- specify											

<b>Actual Family Allowances</b> To be used by the family to compute allowance.		Utility or Service	per month cost
Complete below for the actual unit rented.		Heating	\$
		Cooking	
		Other Electric	
		Air Conditioning	
		Water Heating	
		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
Name of Family		Other	
Address of Unit		<b>Total</b>	\$
Number of Bedrooms			

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

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

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

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

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

### Determining Allowances:

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

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

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

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

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



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

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

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

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

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

**Table 1**

**Average Allowances For Tenant Purchased Utilities**

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

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

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

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

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

Moved by: **GEORGE F. PEREDA**

Seconded by: **CARL V. DOMINGUEZ**

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

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

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

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

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

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – NOVEMBER 9, 2018**  
**PASSED BY THE FOLLOWING VOTES:**

<b>AYES:</b>	<b>Thomas Borja, Carl Dominguez, George Pereda, Joseph Leon Guerrero</b>
<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Eliza Paulino</b>
<b>ABSTAINED:</b>	<b>NONE</b>

I hereby certify that the foregoing is full, true  
And correct copy of the Resolution duly adopted  
by the Guam Housing and Urban Renewal Authority  
Board of Commissioner on **November 9, 2018.**



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



# Section 8 Management Assessment Program (SEMAP) Certification

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

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

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Guam Housing and Urban Renewal Authority	09/30/2018	

**Check here if the PHA expends less than \$300,000 a year in Federal awards** ☐

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

## Performance Indicators

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

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

PHA Response Yes ☒ No ☐

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

PHA Response Yes ☒ No ☐
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

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

PHA Response Yes ☒ No ☐

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

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

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

PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)

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

PHA Response Yes ☒ No ☐
- HQS Quality Control Inspections. (24 CFR 982.405(b))

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

PHA Response Yes ☒ No ☐
- HQS Enforcement. (24 CFR 982.404)

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

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



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

Check here if not applicable ☒

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

PHA Response Yes ☐ No ☐

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

PHA Response Yes ☐ No ☐

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

PHA Response Yes ☐ No ☐

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

PHA Response Yes ☐ No ☐

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

PHA Response Yes ☐ No ☐

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

PHA Response Yes ☐ No ☐

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

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

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

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

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

PHA Response Yes ☒ No ☐

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

PHA Response Yes ☒ No ☐

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

PHA Response Yes ☒ No ☐

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

PHA Response Yes ☒ No ☐

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

PHA Response Yes ☒ No ☐

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

**Applies only to PHAs required to administer an FSS program.**

Check here if not applicable ☐

PHA Response

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

84

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



b. Number of FSS families currently enrolled

94

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

0

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

1.12

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

Yes

☒

No

☐

46%

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

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

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

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

PHA Response

Yes

☐

No

☐

If yes, attach completed deconcentration bonus indicator addendum.

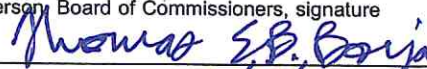
I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance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

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature



Chairperson, Board of Commissioners, signature



Date (mm/dd/yyyy)

11/09/2018

Date (mm/dd/yyyy)

11/9/2018

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

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

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

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

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

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

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

Is line c 50% or more? Yes ☐ No ☐

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

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

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

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

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

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



## FISCAL YEAR ENDING 2018 SEMAP PERFORMANCE INDICATOR SUMMARY

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

## FISCAL YEAR ENDING 2018 SEMAP PERFORMANCE INDICATOR SUMMARY

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



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(7) Expanding Housing Opportunities (8) Payment standards	Not applicable to Guam The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD) (24 CFR 503)	<ul style="list-style-type: none"> <li>• Yes; Resolution FY2018-008, adopted November 29, 2017</li> <li>• Established payment standards by unit size for each FMR area;</li> <li>• Does not exceed 110 percent of the current FMR and not less than 90 percent.</li> </ul>	Possible points = 5 points  <b>Total earned = 5 points</b>
(9) Annual Re-examinations: (24 CFR 982.516)	The PHA completes a re-examination for each participating family at least every 12 months.	<ul style="list-style-type: none"> <li>• HUD rating is based on MTCS data</li> <li>• Total sample size =4,072</li> <li>• Total sampled required by HUD =49</li> <li>• Total sampled = 183</li> <li>• Total with errors =0</li> </ul>	Possible points: <ul style="list-style-type: none"> <li>- Fewer than 5 % are more than 2 months overdue =10 pts.</li> <li>- 5 to 10 % are more than 2 months overdue= 5 pts.</li> <li>- More than 10% are more than 2 months overdue =0 pts.</li> </ul> <b>Total earned =10 pts.</b>
(10) Correct Tenant Rent Calculations: (24 CFR 982, subpart K)	The PHA correctly calculates tenant rent in the rental certificate and the family rent to owner in the rental voucher program.	<ul style="list-style-type: none"> <li>• HUD rating is based on MTCS data</li> <li>• Total sample size =3,061</li> <li>• Total HUD required samples =44</li> <li>• Total sampled =164</li> <li>• Total number sampled with errors =9 (i.e., calculation and verification errors).</li> </ul>	Possible points: <ul style="list-style-type: none"> <li>-2 % or fewer with incorrect calculations= 5 pts</li> <li>-more than 2% with incorrect calculations =0 pts.</li> </ul> <b>Total points earned = 5 pts.</b>
(11) Pre-contract HQS Inspections (24 CFR 982.305)	Each newly leased unit passed HQS before the beginning of the assisted lease and HAP contract.	<ul style="list-style-type: none"> <li>• HUD rating is based on MTCS data</li> <li>• Total sample size =260</li> <li>• Total HUD required samples =34</li> <li>• Total sampled =60</li> <li>• Total samples with errors =2</li> </ul>	Possible points: <ul style="list-style-type: none"> <li>-98 to 100% passed inspection before HAP = 5 pts.</li> <li>-fewer than 98% =0 pts.</li> </ul> <b>Total points earned = 5</b>

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



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

HUD Quality Control Sample table:

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