



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., October 13, 2017
GHURA's Main Office, 1st Floor, Conference Room, Sinajana**
AGENDA

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – September 22, 2017

PAGE(S)

III. CORRESPONDENCE AND REPORTS

IV. OLD BUSINESS

V. NEW BUSINESS

- | | | |
|----|--|---------|
| 1. | New Utility Allowance Schedule for Public Housing | 1 – 5 |
| 2. | Resolution No. FY2018-001
approving the revisions to the work items for the Capital Fund
Program Grant Number GQ08P00150116 in the amount of \$144,154 | 6 – 10 |
| 3. | Resolution No. FY2018-002
adopting the Write Off policy for uncollectible accounts for GHURA
Rental Properties | 11 – 14 |

VI. GENERAL DISCUSSION/ANNOUNCEMENT(s)

- | | | |
|----|--|----|
| 1. | Annabelle Dancel - Resignation Letter | 15 |
| 2. | Next Scheduled Meeting
Thursday, October 26, 2017 at 12:00 p.m. | |

VII. ADJOURNMENT

**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., October 13, 2017**

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

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **October 13, 2017** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

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

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, AE Manager
 Katherine Taitano, Chief Planner

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

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
267/17		Chairman Santos called for a motion to be made on the approval of the Minutes for the previous Board Meeting on September 22, 2017.	
268/17		After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve the Board Minutes of September 22, 2017 as revised.	
Minute No.	Ref. No.	New Business	Action By:
269/17		<p>New Utility Allowance Schedule for Public Housing</p> <p>Director Duenas stated we have been keeping the Board informed with the progress in developing the new utility allowance schedule for the Public Housing program. It has been completed and revised and the new utility allowance schedule has been developed and Mr. Albert Santos will elaborate further.</p> <p>Mr. Albert Santos stated that an update of the utility schedule was way overdue. The last time an update was done was five years ago. We continue to use the existing utility allowance based on our review of what the utility agencies had been charging. This is the first time we used a third party. The contractor, Coffman Engineers, was given 45 days to complete their study. However, they were able to complete the study early due to the assistance and support from our staff.</p>	Albert Santos

Minute No.	Ref. No.	New Business	Action By:
269/17 (continuation)		<p>We surveyed 150 units or 20 percent of each development. The survey looked at certain items to include lifestyle, unit size, number of individuals living in the unit and actual utility costs.</p> <p>Issues that were found included the over usage of water due to unauthorized people residing with tenants; under usage of certain components in the units such as water heaters in which tenants seem to shut off the switch to help reduce the cost; the allowance given to cover the trash and sewer is minimum compared to the actual costs (most of our tenants are not being charged sewer although they should be); and the refrigerator size in the unit was not the appropriate size for the unit.</p> <p>The costs for every unit size went down except our regular one bedroom unit. The major reduction will be in our elderly units as we will no longer provide them with allowance for the water and trash. We are already providing them with these utilities.</p> <p>This schedule will be effective 60 days from now. Families will see these new utility allowances when they come up for their annual recertification. The proper 60 day notice will be given out to tenants announcing the new rates that will be taking place.</p>	

Minute No.	Ref. No.	New Business	Action By:
270/17		A motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve the adjustments to the utility allowance schedule for Public Housing for FY2018 as presented. Without further discussion or objection, the motion was approved.	
271/17		<p>Resolution No. FY2018-001 approving the revisions to the work items for the Capital Fund Program Grant Number GQ08P00150116 in the amount of \$144,154.</p> <p>Director Duenas stated that management is requesting Board approval to reprogram Capital Fund monies to address some of the issues we have with the elderly GHURA 82 and GHURA 26 Asan. It will be used to address the mold growing on the roof, painting the exterior, water blasting, and roof coating adding an additional \$110,000 for Account #1460, dwelling structure. We also will be moving some monies around to address our AE services for ongoing projects. We are looking at increasing the original budget by \$34,000.</p>	Katherine Taitano
272/17		A motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero to approve the Resolution No. FY2018-001 approving the revisions to the work items for the Capital Fund Program Grant Number GQ08P00150116 in the amount of \$144,154. Without further discussion or objection, the motion was approved.	

Minute No.	Ref. No.	New Business	Action By:
273/17		<p>Resolution No. FY2018-002 adopting the Write-Off policy for uncollectible accounts for GHURA Rental Properties.</p> <p>Director Duenas brought to the Board's attention the Write-Off Policy that was tabled at the previous board meeting. Since then, we reviewed the existing policy and are asking the Board to approve the revisions that were made. The policy identifies who is responsible for processing write-offs and authorizes the asset manager who is the executive director or his designee to work with the managers to develop the Standard Operating Procedures (SOPs) to implement the policy.</p>	
274/17		<p>A motion was made by Vice Chairman Borja and seconded by Commissioner Dominguez to approve the Resolution No. FY2018-002 adopting the write-off policy for uncollectible accounts for GHURA rental properties. Without further discussion or objection, the motion was approved.</p>	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
275/17		<p>Annabelle Dancel - Resignation Letter</p> <p>Chairman Santos stated that Commissioner Dancel's resignation is effective September 22nd. He also asked us to do our usual presentation showing our appreciation to Commissioner Dancel which is producing a resolution and awarding her with a plaque for her time served representing our agency.</p> <p>Chairman Santos is seeking another female recruitment to join our Board in accordance to the law.</p>	
276/17		<p>Commissioner Dominguez requested for a status regarding the meeting with our auditor. Director Duenas stated that we are currently working with the auditor on getting a commitment from him so we can schedule it with our meetings.</p>	
277/17		<p>Next Proposed Scheduled Meeting: Thursday, October 26, 2017</p>	

278 /17

ADJOURNMENT

There being no further business before the Board, a motion was made by **Commissioner Dominguez** and Seconded by **Vice Chairman Borja**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 12:52 p.m.

(SEAL)



MICHAEL J. DUENAS

Board Secretary/Executive Director

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

MEMORANDUM:

October 5, 2017

TO: Board of Commissioners

FROM: Executive Director 

SUBJECT: New Utility Allowance Schedule for our Public Housing

With the outstanding support of our staff, the utility allowance schedule review has been completed by our consultant Coffman Engineers. On October 3, 2017 staff met with Coffman Engineers to finalize the breakdown. Listed below are the key issues addressed during the meeting.

The basis of utility expense is based on HUD guidelines where-in:

- A) Lifestyle: GHURA to approximate a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.
- B) Actual power usage as confirmed by Tenant utility bill. The calculated energy Kwh was compared to the utility bill to verify that the assumptions in the calculations are comparable to the actual bills being paid by the Tenants
- C) Actual water usage as confirmed by Tenant utility bill. The calculated gallons were compared to the utility bill to verify that the assumptions in the calculations are comparable to the actual bills being paid by the Tenants. Noted findings not related to water billing include: water rates and billing not the same resulting on some not paying the sewer charge; excessive billing for some homes.
- D) Form 52667 to be generated based on the number of bedrooms; therefore the differences between bedroom units must be simplified from actual field data.
 - 1) Defined number of occupants per bedroom:
 - a. The number of occupants affects the water bill.

- b. The average occupant per bedroom unit was agreed upon by all PSM as:
 - i. 2 bedrooms: between 5-1; avg. 4
 - ii. 3 bedrooms: between 10-2; avg. 5
 - iii. 4 bedrooms: between 10-3; avg. 6
 - iv. 5 bedrooms: between 11-5; avg. 8
 - v. 6 bedrooms: 5 (one in survey)
- c. The water billing calculation uses 60 gal/Adult pp and 30gal/Child under the age of 14 pp on average this meets the Guam usage.
- d. Currently many tenants are not paying for the sewer charge, which must be included.

2) Cooking

- a. Range top vs Oven usage. On average the kwh/mo from HUD Table 5.1, we agree to reduce the HUD number to adjust for actual Guam lifestyle use.
- b. Cooking allowance for miscellaneous appliances is permitted by HUD for blenders/microwave/etc. However, the lifestyle on Guam indicates these are not being used in such quantity that this credit should be allowed. We agree to disallow this credit.
- c. Other electrical:
 - i. We agree to allow for utility credit use of a washer.
 - ii. The calculation establishes a fixed number of lights based on the number of bedrooms and on fluorescent and 5 hour use. HUD Table 5.2 gives us the Kwh/mo guide and the local usage does not exceed the HUD Table.
 - iii. Refrigerators are not standard size or Kwh within the same bedroom size. Calculation to use average Kwh/bedroom unit.

3) Coffman will provide one-bedroom senior living units their own Form 52667, their utility use is far different than a standard 1 bedroom.

- 4) Medical tenant: The power usage for equipment as found in the tenant space is below the variance in light bulb use. The maximum we found indicates only \$2.00 per month in power use.
- 5) Calculation for hot water electrical use.
 - a. Field staff found not all units are getting hot water at the tap (within 5 min) and the majority of those surveyed do not 'control' the hot water power by breaker or temperature.
 - b. We elected to use calculation based on the Wattage of the heater and the typical hours of use with 84 F ground water to determine \$/mo. This calculation does not show any increased power usage compared to the actual power bills.
- 6) A total of 150 units across all four amps were selected for this study, we all agreed not to increase the water rate based the recent Guam Public Utilities Commission approving a 4% increase to GWA's basic and non-lifeline water and wastewater rates on all customer classes.

Based on staff review and changes made to the Coffman's study, management request the Board to approve the attached Establish Utility Allowance Schedule for our Public Housing units for FY2018.

Attachment: Form 52667 Exhibit 1
Form 52667 Exhibit 2 Utility study results

At the Regular Board Meeting of October 13, 2017, a motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve the Establish Utility Allowance Schedule for our Public Housing Units for FY2018. Without any further discussion and objection, the Motion was approved.

EXHIBIT 1

The Guam Housing and Urban Renewal Authority (GHURA) will revise and update its

BDRM Size	Particulars	2017 Current	2018 Proposed	Increase (decrease) Amount/Percent	
1 BR-ELD	Cooking		\$ 7.00		
	Lights		\$ 2.00		
	Water heating		\$ 18.00		
	Refrigerator		\$ 6.00		
	Medical equip		\$ 2.00		
	Total	\$ 90.00	\$ 35.00	\$ (55.00)	-157%
1 BR	Cooking		\$ 7.00		
	Lights/washer		\$ 3.00		
	Water heating*	\$ 90.00	\$ 54.00		
	Water	\$ 24.00	\$ 27.50	\$ 3.50	13%
	Sewer	\$ 25.00	\$ 27.50	\$ 2.50	9%
	Trash Collection	\$ 10.00	\$ 30.00	\$ 20.00	67%
	Refrigerator		\$ 6.00		
	Medical equip		\$ 2.00		
	Total	\$ 149.00	\$ 157.00	\$ 8.00	5%
2 BR	Cooking		\$ 9.00		
	Lights/Washer		\$ 6.00		
	Water heating *	\$ 112.00	\$ 54.00		
	Water	\$ 46.00	\$ 52.50	\$ 6.50	12%
	Sewer	\$ 25.00	\$ 27.50	\$ 2.50	9%
	Trash Collection	\$ 10.00	\$ 30.00	\$ 20.00	67%
	Refrigerator		\$ 6.00		
	Medical equip		\$ 2.00		
	Total	\$ 193.00	\$ 187.00	\$ (6.00)	-3%
3 BR	Cooking		\$ 10.00		
	Lights/Washer		\$ 7.69		
	Water heating *	\$ 142.00	\$ 54.00		
	Water	\$ 58.00	\$ 58.81	\$ 0.81	1%
	Sewer	\$ 25.00	\$ 27.50	\$ 2.50	9%
	Trash Collection	\$ 10.00	\$ 30.00	\$ 20.00	67%
	Refrigerator		\$ 6.00		
	Medical equip		\$ 2.00		
	Total	\$ 235.00	\$ 196.00	\$ (39.00)	-20%
4 BR	Cooking		\$ 11.00		
	Lights/Washer		\$ 9.50		
	Water heating *	\$ 167.00	\$ 54.00		
	Water	\$ 82.00	\$ 71.00	\$ (11.00)	-15%
	Sewer	\$ 25.00	\$ 27.50	\$ 2.50	9%
	Trash Collection	\$ 10.00	\$ 30.00	\$ 20.00	67%
	Refrigerator		\$ 6.00		
	Medical equip		\$ 2.00		
	Total	\$ 284.00	\$ 211.00	\$ (73.00)	-35%
5 BR	Cooking		\$ 12.00		
	Lights/Washer		\$ 11.00		
	Water heating *	\$ 191.00	\$ 54.00		
	Water	\$ 94.00	\$ 89.00	\$ (5.00)	-6%
	Sewer	\$ 25.00	\$ 27.50	\$ 2.50	9%
	Trash Collection	\$ 10.00	\$ 30.00	\$ 20.00	67%
	Refrigerator		\$ 6.50		
	Total	\$ 320.00	\$ 232.00	\$ (88.00)	-38%
6 BR	Cooking		\$ 12.00		
	Lights/Washer		\$ 11.50		
	Water heating *	\$ 191.00	\$ 54.00		
	Water	\$ 94.00	\$ 158.50	\$ 64.50	41%
	Sewer	\$ 25.00	\$ 27.50	\$ 2.50	9%
	Trash Collection	\$ 10.00	\$ 30.00	\$ 20.00	67%
	Refrigerator		\$ 6.50		
	Total	\$ 320.00	\$ 302.00	\$ (18.00)	-6%

* = 2017 Electrical amount did not provide breakdown of utilities

Exhibit 2 Utility study results

Form 52667

2017

Locality	Guam	Unit type/occupants									
		1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom	7 Bedroom	8 Bedroom	9 Bedroom	10 Bedroom
Cooking	Electric	\$ 7.39	\$ 8.81	\$ 8.81	\$ 8.81	\$ 10.09	\$ 10.09	\$ 10.94	\$ 11.94	\$ 11.94	\$ 11.94
Other Electric	Lights	\$ 1.76	\$ 2.20	\$ 3.97	\$ 3.97	\$ 4.41	\$ 4.41	\$ 5.29	\$ 5.29	\$ 5.29	\$ 5.29
Other Electric	Washer	\$ 0.95	\$ 1.90	\$ 1.90	\$ 1.90	\$ 2.84	\$ 2.84	\$ 3.79	\$ 3.79	\$ 4.74	\$ 4.74
Water heating	Electric	\$ 17.95	\$ 53.86	\$ 53.86	\$ 53.86	\$ 53.86	\$ 53.86	\$ 53.86	\$ 53.86	\$ 53.86	\$ 53.86
Water		\$ 27.50	\$ 30.27	\$ 36.07	\$ 52.44	\$ 39.59	\$ 58.79	\$ 77.98	\$ 69.68	\$ 88.87	\$ 158.45
Sewer		\$ 27.54	\$ 27.54	\$ 27.54	\$ 27.54	\$ 27.54	\$ 27.54	\$ 27.54	\$ 27.54	\$ 27.54	\$ 27.54
Trash Collection		\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Refrigerator		\$ 5.72	\$ 6.05	\$ 6.05	\$ 6.05	\$ 6.05	\$ 6.05	\$ 6.05	\$ 6.20	\$ 6.20	\$ 6.20
Other	Medical	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Total		\$ 34.82	\$ 157.49	\$ 170.20	\$ 186.57	\$ 176.38	\$ 195.58	\$ 210.12	\$ 211.25	\$ 230.44	\$ 301.34

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2018-001

Moved By: CARL DOMINGUEZ

Seconded By: JOSEPH LEON GUERRERO

RESOLUTION APPROVING THE REVISIONS TO THE WORK ITEMS FOR THE CAPITAL FUND PROGRAM GRANT NUMBER GQ08P00150116 IN THE AMOUNT OF \$144,154.

WHEREAS, Guam Housing and Urban Renewal Authority (GHURA) will comply with the regulations established under the Capital Fund Program (CFP) to amend the Annual Statement.; and

WHEREAS, GHURA has made revisions to the work items in order to address the need for water blasting and roof coating of the Public Housing elderly housing units of GHURA 82 (Talofofo, Agat, Merizo and Dededo), GHURA 26 (Asan) and unobligated balances from the GQ08P00150116 Grant; and

WHEREAS, GHURA's CFP Annual Statement for GQ08P00150116 has been revised to reflect the increases and decreases in work items (Attachment A) totaling \$144,154, in order to operate its work activities; now, therefore, be it

RESOLVED, that the Board of Commissioners of the Guam Housing and Urban Renewal Authority hereby approves revisions to the Capital Fund Program Annual Statements for Grant Number GQ08P00150116 in the amount of \$144,154.

IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – October 13, 2017

PASSED BY THE FOLLOWING VOTES:

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

NAYES: NONE

ABSENT: Eliza Paulino

ABSTAINED: NONE

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Board of Commissioners on **October 13, 2017.**



Michael J. Duenas
Secretary/Executive Director

(S E A L)

Revision #2 to CFP GQ08P001501-16

ATTACHMENT A

Activity	Original Budget	Budget Revision	Acct. No.	Revised Budget	Description
Revision From: (Decrease)					
Administration	\$ 136,214	\$ (34,054)	1410	\$ 102,160	
Site Improvement	\$ 126,000	\$ (110,100)	1450	\$ 15,900	
Total Revision:		\$ (144,154)			
Revision To: (Increase)					
A/E Staff Salaries and Benefits	\$ 120,000	\$ 34,054	1430	\$ 154,054	Funds will be used for A/E services of the on-going and up-coming projects funded under the GQ08P001501-16 grant.
Dwelling Structure	\$ 923,600	\$ 110,100	1460	\$ 1,033,700	Funds will be used to address water blasting and roof coating of the Asan GHURA 26 public housing units and the elderly units at GHURA 82.
Total Revision:		\$ 144,154			

Part I: Summary		FFY of Grant: FFY 2016	
PHA Name GUAM HOUSING AND URBAN RENEWAL AUTHORITY		FFY of Grant Approval: FY2016	
Grant Type and Number CFP Grant No. GQ08P00150116 RHF Grant No. N/A Date of CFFP: N/A			
Type of Grant / Original Annual Statement / Reserve for Disasters/Emergencies / X / Performance and Evaluation Report for Period Ending: 10/6/2017			
Summary by Development Account			
LINE	Original	Total Estimated Cost Revised¹	Total Actual Cost²
		Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	0.00	0.00
3	1408 Management Improvements	15,000.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	135,214.00	102,160.00
5	1411 Audit	750.00	0.00
6	1415 Liquidated Damages	0.00	0.00
7	1430 Fees and Costs	120,000.00	119,000.00
8	1440 Site Acquisition	0.00	0.00
9	1450 Site Improvement	126,000.00	15,900.00
10	1460 Dwelling Structures	923,600.00	833,515.24
11	1465.1 Dwelling Equipment – Nonexpendable	40,580.00	40,580.00
12	1470 Nondwelling Structures	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00
14	1485 Demolition	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00
20	AMOUNT OF ANNUAL GRANT (sum of lines 2-19)	1,362,144.00	1,111,165.24
21	Amount of line 20 Related to LBP Activities	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00
23	Amount of line 20 Related to Security-Soft Costs	0.00	0.00
24	Amount of line 20 Related to Security-Hard Costs	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00
Signature of Executive Director		Date	
X MICHAEL J. DUENAS, Executive Director			

Annual Statement / Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part II: Supporting Pages											
PHA Name: GUAM HOUSING AND URBAN RENEWAL AUTHORITY				Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/No): Replacement Housing Factor Grant No:				GQ08P00150118 No N/A		Federal FY of Grant FFY 2016	
Development Number Name/PHA- Wide Activities	General Description of Major Work Categories	Development Account No.	Qty	Total Estimated Cost			Total Actual Cost			Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²				
PHA-WIDE	Operations	1406									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
PHA-WIDE	CFP ACCOUNT NO. 1406: Management Improvements Training	1408		\$ 15,000.00	\$ 15,000.00						
				\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -		
PHA-WIDE	Administration AMP1 AMP2 AMP3 AMP4	1410		\$ 28,700.00	\$ 21,525.00	\$ 21,525.00	\$ 865.05	\$ 685.05	\$ 685.05	\$7,175 moved to #1430	
		1410		\$ 29,599.00	\$ 22,199.00	\$ 22,199.00	\$ 797.50	\$ 797.50	\$ 797.50	\$7,400 moved to #1430	
		1410		\$ 35,416.00	\$ 26,562.00	\$ 26,562.00	\$ 905.78	\$ 905.78	\$ 905.78	\$8,854 moved to #1430	
		1410		\$ 42,498.00	\$ 31,874.00	\$ 31,874.00	\$ 768.25	\$ 768.25	\$ 768.25	\$10,625 moved to #1430	
				\$ 136,214.00	\$ 102,160.00	\$ 102,160.00	\$ 3,127.58	\$ 3,127.58	\$ 3,127.58		
PHA-WIDE	Audit Costs	1411		\$ 750.00	\$ 750.00						
				\$ 750.00	\$ 750.00						
FEES AND COSTS	Fees and Costs AVE Staff Salaries and Benefits Sundry (Direct Costs)	1430		\$ 119,000.00	\$ 154,054.00	\$ 119,000	\$ 95,185.01	\$ 95,185.01	\$ 95,185.01	\$34,054 from #1410	
		1430		\$ 1,000.00	\$ -	\$ -					
		1430		\$ 120,000.00	\$ 154,054.00	\$ 119,000.00	\$ 95,185.01	\$ 95,185.01	\$ 95,185.01		
PHA WIDE	Site Improvement	1450								\$39,060 moved to #1450 AMP3 & \$14,340 to #1460 AMP4	
	AMP2-Sewer Up-grade (Yona G100)	1450	9	\$ 54,000.00	\$ -					\$42,000 moved to #1460 AMP4	
	AMP3-Sewer Up-grade (Agat G99/G82 Lower Agat)	1450	7	\$ 42,000.00	\$ -					\$14,100 moved to #1400 AMP4	
	AMP4-Sewer Up-grade (Toto G250)	1450	5	\$ 14,100.00	\$ -					Big Ben & Co	
	Site Improvement (Vegetation Removal)	1450		\$ 15,900.00	\$ 15,900.00	15,900.00	15,900.00	15,900.00	15,900.00		
				\$ 126,000.00	\$ 15,900.00	\$ 15,900.00	\$ 15,900.00	\$ 15,900.00	\$ 15,900.00		
GQ000001-AMP1	Dwelling Structures	1460								\$21,480.76 remains #1460 AMP1 moved to wtr b/c; move \$19,200 to #1460 AMP2; \$20,388 to #1460 AMP3; and \$1,800 to #1460 AMP4 #168 VD Perez, Mongmong \$21,480.76 from Unit Mod AMP1	
Sin, AH, MM, Asn	Unit Modernization Genesis-Tech Corp (Reno 3 units AMP1&4) Waterbasil/Roof Coat Roof/Structural (Asia-Pacific: Replace Lintels)	1460	4 1 65	\$ 62,868.76 \$ 22,050.00 \$ -	\$ - \$ 22,050.00 \$ 21,480.76	\$ - \$ 22,050.00 \$ 32,363.78	\$ - \$ 8,235.00 \$ 32,363.78	\$ - \$ 8,235.00 \$ 32,363.78	\$ - \$ 8,235.00 \$ 32,363.78		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement
² To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part II: Supporting Pages									
PHA Name: GUAM HOUSING AND URBAN RENEWAL AUTHORITY					Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/No): Replacement Housing Factor Grant No: N/A				
Development Number Name/PHA- Wide Activities					Federal FY of Grant FFY 2016				
Development Number Name/PHA- Wide Activities	General Description of Major Work Categories Unit Modernization	Development Account No.	Qty	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
GQ000002-AMP2 Ina, Tai, Yona	Genesis-Tech Corp (PO#170440)	1460	1	\$ -	\$ -	\$ -	\$ -		
	Asia Pacific Int'l Inc. (Reno 5 units AMP2&4)		3	\$ 52,000.00	\$ 52,000.00	\$ 52,000.00	\$ 52,000.00	#10JCC, 15JAP & 20JCR 11JEV, 14JE, G100; 110&114	
	Waterblast/Roof Coat		5	\$ 157,427.00	\$ 157,427.00	\$ 157,427.00	\$ 41,162.85	Aldao; 113B Puan	
			0	\$ -	\$ 19,200.00	\$ -	\$ -	\$19,200 from #1460 AMP1	
GQ000003-AMP3 Agat, Uma, Mer	Unit Modernization	1460	1	\$ 27,216.00	\$ -	\$ -	\$ -		
	Arkana Pacific Contractor Corp (PO#BPA170125)		3	\$ 87,684.00	\$ 87,684.00	\$ 87,684.00	\$ 87,684.00	#39, 42, & 63 Mao	
	Genesis-Tech Corporation (PO#170440)		3	\$ 65,300.00	\$ 65,300.00	\$ 65,300.00	\$ 65,300.00	#35Mao & 156 JQQ	
	Waterblast/Roof Coat		65	\$ -	\$ 87,264.00	\$ -	\$ -	\$20,388 from #1460 AMP1; \$39,000 from #1450;	
GQ000004-AMP4 Toto, Ded	Unit Modernization	1460	0	\$ (0.00)	\$ -	\$ -	\$ -		
	ITI-Electric Signco (PO#BPA170124)		3	\$ 65,565.00	\$ 65,565.00	\$ 65,565.00	\$ 65,565.00	#15B Dam, 19JPM & 22 RSSA G35	
	Asia Pacific Int'l Inc. (Bid Item #1)		6	\$ 151,128.00	\$ 151,128.00	\$ 151,128.00	\$ 151,128.00	#20 G35, 1B, 5B & 11A Damian, 13A & 13B Duenas	
	Genesis-Tech Corp (Bid Item #2)		6	\$ 116,000.00	\$ 116,000.00	\$ 116,000.00	\$ 116,000.00	#25A, 29A, 32A, 37A, 43A & 43B Damian	
	Asia Pacific Int'l Inc. (Reno 6 units AMP2&4)		1	\$ 31,789.00	\$ 31,789.00	\$ 31,789.00	\$ 10,449.00	#25B Paquito	
	Genesis-Tech Corp (Reno 3 units AMP1&4)		2	\$ 47,950.00	\$ 47,950.00	\$ 47,950.00	\$ 28,080.00	#6RSA G35; 38 Damian Tolo	
	Waterblast/Roof Coat		0	\$ -	\$ 72,240.00	\$ -	\$ -	\$1,800 from #1460 AMP1; \$14,340, \$42,000 & \$14,100 from #1450	
	Roof/Structural (Asia-Pacific: Replace Lintel)		0	\$ 4,258.46	\$ 4,258.46	\$ 4,258.46	\$ 4,258.46		
CFP ACCOUNT NO. 1460:				\$ 923,600.00	\$ 1,033,700.00	\$ 833,515.24	\$ 652,226.09		
PHA-WIDE	Dwelling Equipment	1485.1							
	AMP1	1485.1		\$ 8,428.00	\$ 8,428.00	\$ 8,428.00	\$ 8,428.00		
	AMP2	1485.1		\$ 8,692.00	\$ 8,692.00	\$ 8,692.00	\$ -		
	AMP3	1465.1		\$ 10,400.00	\$ 10,400.00	\$ 10,400.00	\$ 10,400.00		
PHA-WIDE	AMP4	1465.1		\$ 13,080.00	\$ 13,080.00	\$ 13,080.00	\$ 13,080.00		
	CFP ACCOUNT NO. 1465.1:			\$ 40,580.00	\$ 40,580.00	\$ 40,580.00	\$ 31,888.00		
	Non dwelling Equipment	1475		\$ 0.00	\$ 0.00	\$ -	\$ -		
	CFP ACCOUNT NO. 1475:			\$ 0.00	\$ 0.00	\$ -	\$ -		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement
² To be completed for the Performance and Evaluation Report.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2018-002**

Moved By: THOMAS BORJA **Seconded By:** CARL DOMINGUEZ

RESOLUTION ADOPTING THE WRITE-OFF POLICY FOR UNCOLLECTIBLE ACCOUNTS FOR GHURA RENTAL PROPERTIES

WHEREAS, The Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA) is empowered by 12 Guam Code Annotated, Section 5104(5) to adopt rules and regulations providing for the internal organization and management of the Authority; and

WHEREAS, The Board wishes to adopt this policy governing write-offs of uncollectible accounts; now, therefore, be it

RESOLVED, that the GHURA Board of Commissioners hereby adopts BOC Resolution No. FY18-002, RESOLUTION ADOPTING THE WRITE-OFF POLICY FOR UNCOLLECTIBLE ACCOUNTS FOR GHURA RENTAL PROPERTIES.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – October 13, 2017

PASSED BY THE FOLLOWING VOTES:

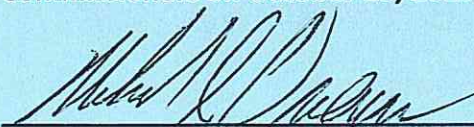
AYES: George Santos, Thomas Borja, Carl Dominguez, George Pereda,
Joseph Leon Guerrero

NAYES: NONE

ABSENT: Eliza Paulino

ABSTAINED: NONE

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **October 13, 2017**.



MICHAEL J. DUENAS
Secretary/ Executive Director

(SEAL)

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

September 9, 2017

TO: Board of Commissioners

FROM: Executive Director

SUBJECT: Write-off Policy on Uncollectible Accounts

The attached proposed policy, which is intended to address uncollectible accounts for GHURA is submitted for the Board's review and adoption. The policy provides authorization for management to write off uncollectible accounts after 60-days of unsuccessful attempts.



MICHAEL J. DUENAS

Attachment

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE OFF POLICY
ON UNCOLLECTIBLE ACCOUNTS FOR
GHURA RENTAL PROPERTIES**

1. Authorization for Write-Off

Under this Policy, the Controller is authorized to write off uncollectible vacated account receivables after a 60-day aging of the accounts and upon submission by the appropriate division manager of the required notification and certification stated within this policy. Although write off of such accounts are permitted under this policy, continued efforts by the division managers shall be made to collect the accounts.

2. Responsibilities of Division managers

Each division manager will review the tenant account receivable (TAR) report on a monthly basis and maintain a list of residents who have vacated and have an outstanding balance. The information will be entered into the U.S. Department of Housing and Urban Development's (HUD) Enterprise Income Verification (EIV) system and a copy will be forwarded to the Asset Manager. Each division manager shall submit to the Controller via the Asset Manager (Executive Director or his/her designee), a list of all uncollectible account receivables which are at least 60-days old.

3. Justifications for Write-Off

Write-Off shall be processed for delinquent account for one of the following reasons:

- (a) death of a resident,
- (b) discharge in bankruptcy; or
- (c) collection efforts have been made and the former resident has not complied within the timeframe allowed.

4. Certification by Manager

The request for Write-Offs shall show the names, units previously occupied, and amounts to be written off. The listing shall be accompanied by a certification by the manager that the affected tenants were issued written notices of their outstanding accounts but had not responded as of the date of such listing.

5. Submission of Reports

The Controller shall submit a report of the write offs to the Executive Director and the Board of Commissioners. Names of the tenants and other confidential information specific to any tenant shall not be included in the Write-Off reports submitted to the Board of Commissioners.

6. Implementation

The Asset Manager (Executive Director or his/her designee) will work with managers to develop procedures to implement this policy.

September 18, 2017

Honorable Eddie Baza Calvo
Governor of Guam
513 W. Marine Corps Drive
Ricardo J Bordallo Complex
Hagana, Guam 96910

RE: Courtesy Letter of Resignation

Dear Governor Calvo:

I would like to thank you for the opportunity to serve as a Board of Commissioner for the Guam Housing and Urban Renewal Authority. It is with deep regret that I hereby tender my resignation effective September 22, 2017.

It has been a pleasure having served under your leadership. Should you need my assistance in the future, I would certainly give it my wholehearted consideration.

Sincerely,



MS. ANNABELLE DANCEL

**Cc: Executive Director, GHURA
Chairman of the Board of Commissioners**