



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Friday, September 22, 2017
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – September 8, 2017

III. CORRESPONDENCE AND REPORTS

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1. Community, Planning, & Development (CPD) Activity Report (April-June)	1
2. AMP Activity Report (April-August)	2-4
3. Guma Trankilidat (GT) Quarterly Report	5
(April - June)	
4. Financial statement (June 2017)	6-10
5. Calendar Year Accomplishments for 2016 & 2017	11-13

IV. OLD BUSINESS

V. NEW BUSINESS

1. Request for Tenant Account Receivables	14-24
Write-Off through June 30, 2017	
2. Notice of Intent to Award, Banking Services.....	25-33
RFP#GHURA-COCC-017-001	
3. Resolution No. FY2017-016	34-36
Resolution superceding GHURA's BOC Resolution No. FY88-006, Write-off Policy for uncollectible accounts for GHURA Rental Properties	

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Next proposed scheduled Board Meetings - October 13th and 27th

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., September 8, 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 **September 8, 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: Annabelle M. Dancel, Member (excused)
 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
 JulieAnn Lujan, Data Processing Manager
 Kimberly Bersamin, HR Administrator

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:
241/17		Chairman Santos called for a motion to be made on the approval of the Minutes for the previous Board Meeting on August 31, 2017.	
242/17		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 August 31, 2017 as corrected.	
Minute No.	Ref. No.	Correspondence and Reports	Action By:
243/17		<p>AE Division Quarterly Report (FY2017, 3rd Quarter)</p> <p>Mr. Albert Santos reported the following.</p> <p>Mosquito Lab - project completed, however, the required close out documents are still pending and the A/C commissioning is still ongoing. The contractor is requesting the release of the final payment. However the source of \$118,000 is on hold until items on the punch list are addressed.</p> <p>Astumbo Gym - construction is ongoing with a completion date slipping from October to November 2017.</p> <p>Central Police Precinct - we are addressing several issues identified by the soil testing. A sand bar was found which requires additional borings which are not included in the contract.</p>	Albert Santos

Minute No.	Ref. No.	Correspondence and Reports	Action By:
243/17 (continuation)		<p>The soil engineer is requesting borings every 15 feet from the center. A total of 80 borings will be needed at a cost of approximately \$40,000.</p> <p>In addition, Guam Waterworks (GWA) is unsure of the location of the waterline we need to tap for water service. They are requesting that we move the proposed water line service closer to the street. This will increase the length of the line needed. They're also requesting that we include the price of \$12,000 to have the work done to determine the location of their lines and to put in a check valve for the 6-inch line for the fire hydrant which will cost approximately \$30,000.</p> <p>The Umatac and Sinajana baseball field projects are up for re-bid. The lowest bids initially received were doubled the government estimates.</p> <p>The following projects will serve as back-up if the new bids received for the two baseball fields are still too high:</p> <ul style="list-style-type: none"> • Dededo baseball park to include a concession stand, restrooms and making the area accessible to persons with disability. Awaiting HUD approval of the 2017 annual action plan. • Inarajan basketball court to be constructed similar to what we did with the Sinajana court. <p>Referring to the utility study, Mr. A. Santos stated the consultant is on schedule with the survey work for one remaining AMP to be completed.</p>	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
244/17		<p data-bbox="667 277 1214 348">HR Division Quarterly Report (FY2017, 3rd Quarter)</p> <p data-bbox="667 390 1214 499">Ms. Kimberly Bersamin provided activity highlights for the months of April, May, and June.</p> <p data-bbox="667 541 1214 718">GHURA partnered with Guam Housing Corporation who requested assistance with their Human Resources functions. For future support, an MOU will be executed for a fee.</p> <p data-bbox="667 760 1214 945">Policy on the Code of Conduct and Ethical Standards are currently under review and she is looking to submit for the Board's review and approval at the next meeting.</p> <p data-bbox="667 987 1214 1129">Maintenance staff – we are working on filling vacancies in AMP 1 & 3. Interviews will be conducted next week.</p> <p data-bbox="667 1171 1214 1281">Processed 13 salary increments. Remaining evaluations for FY2015 and FY2016 are currently being addressed.</p> <p data-bbox="667 1323 1214 1432">Completed Wage & Hour training with Mr. Roman Quinata from Department of Labor.</p> <p data-bbox="667 1474 1214 1583">Successfully completed Technical Training for Public Housing and Section 8 staffs.</p> <p data-bbox="667 1625 1214 1871">Working on scheduling the 2 remaining PSMs to complete the procurement module classes at GCC. Recently completed were Deputy Director Leon Guerrero, AMP3 PSM Ms. Pearl Mendiola, and GT PSM Mr. Torsten Rotrock.</p>	Kimberly Bersamin

Minute No.	Ref. No.	Correspondence and Reports	Action By:
244/17 Continuation		<p>Currently working with the Guam Retirement Fund for those employees who wish to transfer to the new plan before the September 30 deadline.</p> <p>As the alternate Hearing Officer, Ms. Bersamin stated she completed 6 cases. She attended the recent hearing officer training and has a better understanding of her role, which is to determine if the evidence provided by the program staff is sufficient enough for termination.</p>	
245/17		<p>MIS Division Quarterly Report (FY2017, 3rd Quarter)</p> <p>Ms. Julie Lujan highlighted the following MIS activities:</p> <p>Penetration (Pen) testing - to ensure that someone doesn't tries to get in in or hack our system by sending malicious viruses that will damage our system and data. Although it is not required by HUD, the Office of the Public Auditor and our independent auditor is insisting that we get one done. We will be pursuing this in Fiscal Year 2018 as a security measure for our agency, data, and money. The Pen test will not only protect us externally but internally as well. It is estimated to cost about \$30,000 to \$75,000.</p> <p>Banking Services - currently working on a 5-year contract to include security, continuity planning, and control measures which was included in the bid packet.</p>	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
245/17 (continuation)		<p>Award for computer equipment for FY2017 was recently approved by the Board and is in-process for procurement.</p> <p>Website design & maintenance: Ms. J. Lujan stated that she does not expect the quote for this service to go over \$25,000 with the Independent Cost Estimate (ICE) completed.</p>	
Minute No.	Ref. No.	Old Business	Action By
246/17	163/17	<p>Update on the Operating Reserve Litigation</p> <p>Legal Counsel Anthony Perez stated that this letter is an update stating that no appeal was made and the lawsuit will be continuing and for those housing authorities that haven't joined still have a chance to.</p>	Michael Duenas
Minute No.	Ref. No.	New Business	Action By
247/17		<p>Request for Approval IFB#GHURA-COCC-017-004, Metrolan Services</p> <p>Ms. Julie Lujan stated that the request for approval is for metrolan services which is what handles our communications through internet, voice services, and data for our five remote sites and main building.</p> <p>Two vendors picked up a bid packet but only one vendor submitted a bid. The MIS division reviewed the package and determined that they have met the minimum specifications requested and we are asking the Board to approve the</p>	Julie Lujan

Minute No.	Ref. No.	New Business	Action By
247/17 Continuation		award for metrolan services to Pacific Data Systems (PDS) for one year with an option for two one-year extensions not to exceed three years of service. If the Board approves the award, a letter will be sent to HUD requesting their approval for the sole source.	
248/17		A motion was made by Vice Chairman Borja and seconded by Resident Commissioner Leon Guerrero to approve the Request for Approval, IFB#GHURA-COCC-017-004 for Metrolan Services contract with Pacific Data Systems (PDS) in the amount of \$160,127.88 subjected for approval by HUD for a sole source response bid. Without any further discussion and objection, the motion was approved.	
Minute No.	Ref. No.	General Discussion / Announcements	Action By
249/17		Next Proposed Scheduled Meeting: Friday, September 22 nd	

250/17

ADJOURNMENT

There being no further business before the Board, a motion was made by **Resident Commissioner Leon Guerrero** and Seconded by **Commissioner Dominguez**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 1:10 p.m.

(S E A L)

MICHAEL J. DUENAS

Board Secretary/Executive Director



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudat Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
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Research Planning and Evaluation Division & Community Development Division Division Activities Report as of September 20, 2017

-
- I. Program Management & Grants Management
- a. Community Planning and Development
 - i. PY2017 Annual Action Plan for CDBG, HOME, and ESG – Submitted. Under HUD Review.
 - ii. PY2016 CAPER (Progress Report to HUD) – Underway. Due no later than 28 Dec 2017.
 - iii. PY2018 Grant Application Process/Annual Action Plan – Pending review and update. Target issuance January 2018.
 - iv. FY2018 Continuum of Care Grant Competition Open – Target submission by end of September 2017.
 - b. LIHTC
 - i. 2018 Qualified Allocation Plan & Application preparations – Pending review and update.
 - 1. December 2017 target submission to BoC for review and approval.
 - ii. Annual Monitoring of LIHTC Developments – Underway
 - 1. Summer Town Estates Elderly Affordable Housing, 240 units – Sample size 100%
 - 2. Ironwood Height (Phase II), 60 units – Sample size 20%
 - 3. Ironwood Glen, 93 units – Sample size 20%
 - c. Public Housing & HCV/Section 8
 - i. PH 5-Year/2018 Annual Plan – Submitted. HUD Approved.
 - ii. Capital Fund Program
 - 1. Rolling 5-year/2017 Annual Plan – Submitted. HUD Approved.
 - 2. FFY 2017 Annual Contributions Contract – HUD Approved. Pending funds available in eLOCCS.
 - 3. Training and Certification – CFP staff attended Public Housing training for certification, August 2017. [PH Management, Public Housing Assessment System, UPCS Inspection]
 - iii. Family Self Sufficiency Program
 - 1. 2017 Grant Renewal Application – Completed/Submitted. Under HUD Review.
- II. Project Management Highlights
- a. HOME Projects
 - i. Astumbo Subdivision, 5 Homes (scattered site) – Anticipated completion in October 2017.
 - ii. Sagan Bonita Subdivision Phase II, 13 homes – Anticipated completion in Fall 2018.
 - iii. RENEWAL Homes – Closing complete on two new homes. Twenty-three homes sold to-date.
 - iv. RENAISSANCE Rentals – 20 units
 - 1. Yigo – Repairs completed. Property managed by WestCare Pacific Islands under MOA with GHURA to serve as permanent housing for eligible and qualified military veterans and their families.
 - 2. Talofofo – Repairs pending funding.
 - 3. Malesso – Repairs completed. Property fully leased. Five units.
 - 4. Dededo – Units continue to be managed by Catholic Social Service.
 - b. CDBG Projects
 - i. Central Police Precinct – Anticipated completion in Summer 2018.
 - ii. Astumbo Gym Rehabilitation as Tier 2 Shelter – Anticipated completion in November 2018.
 - iii. Sinajana Baseball Field Lighting Improvements – Additional Funding Approved by HUD. A/E to reissue IFB.
 - iv. Umatac Baseball Field Rehabilitation – Additional Funding Approved by HUD. A/E to reissue IFB.
 - c. GHURA Legacy Projects
 - i. Asan Redevelopment
 - 1. 40-year GHURA administration over the redevelopment of Asan expires on Nov. 10, 2017.
- III. Other
- a. Fair Housing Sessions for Landlords, Property Managers, and HCV/S8 Staff (refresher) scheduled for Sept. 28, 2017.
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Guam Housing and Urban Renewal Authority

FY2017	AMPS QUARTERLY BOARD REPORT	1	Narcissa Ada					2	Gina Cura					3	Pearl Mendiola					4	Philly San Nicolas				
		AMP 1					AMP 2					AMP 3					AMP4								
		APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG				

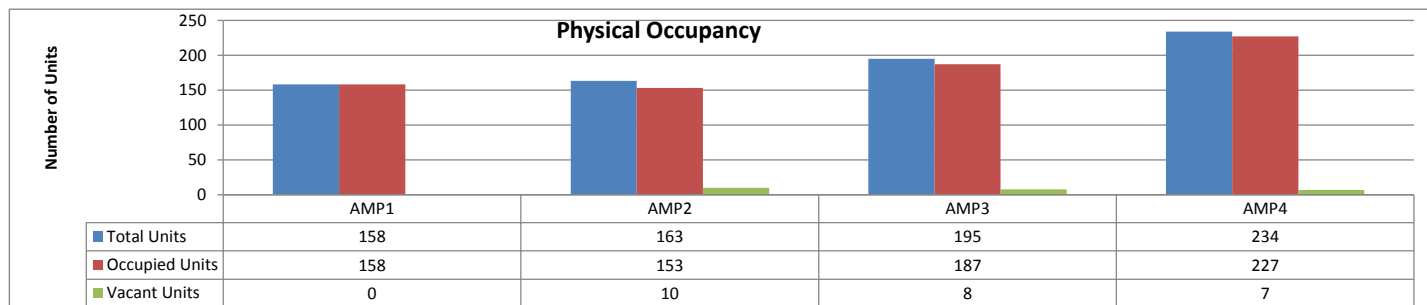
1. PHYSICAL ASSESSMENT SUBSYSTEM (PASS) - 40 points

Last Inspection Date:	March 14 - 15, 2017	March 21 - 23, 2017	March 16 - 17, 2017	March 21 - 23, 2017
Final PASS Score:	68	80	62	66
Points received:				
Next Inspection Date:	TENTATIVELY SCHEDULED FOR EARLY 2018	September 30, 2018	TENTATIVELY SCHEDULED FOR EARLY 2018	TENTATIVELY SCHEDULED FOR EARLY 2018

2. MANAGEMENT ASSESSMENT SUBSYSTEM (MASS) - 25 points

2a. Physical Occupancy

MONTH	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG
Total Units	158	158	158	158	158	163	163	163	163	163	195	195	195	195	195	234	234	234	234	234
Occupied Units (FORMULA)	158	158	158	158	158	152	150	150	150	153	189	185	189	187	187	215	225	227	225	227
Vacant Units	0	0	0	0	0	11	13	13	13	10	6	10	6	8	8	19	9	7	9	7
Units under Maintenance Renovation (Make-Ready)	0	0	0	0	0	10	7	7	6	5	2	6	1	5	3	3	1	2	5	3
Units for Ready to Lease	0	0	0	0	0	1	1	1	2	0	1	2	3	1	5	1	2	2	1	1
Units Under MOD (FORMULA)	0	0	1	1	1	0	5	5	5	5	3	2	2	2	0	15	6	3	3	3
Gross Occupancy (ACTUAL) (FORMULA)	100.0%	100.0%	100.0%	100.0%	100.0%	93.3%	92.0%	92.0%	92.0%	93.9%	96.9%	94.9%	96.9%	95.9%	95.9%	91.9%	96.2%	97.0%	96.2%	97.0%
Gross Occupancy (ADJUSTED) (FORMULA)	100.0%	100.0%	100.6%	100.6%	100.6%	93.3%	94.9%	94.9%	94.9%	96.8%	98.4%	95.9%	97.9%	96.9%	95.9%	98.2%	98.7%	98.3%	97.4%	98.3%



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

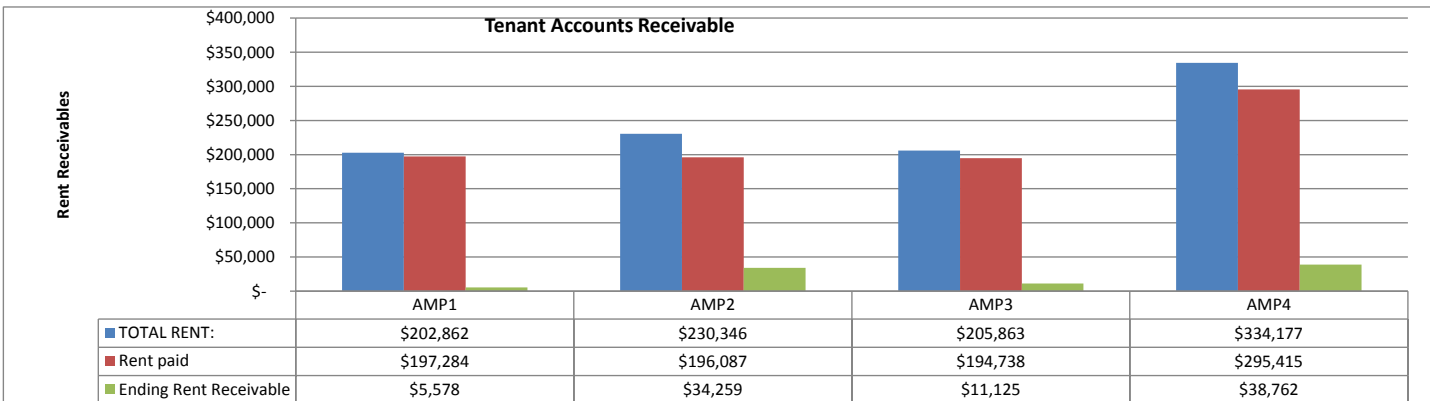
2b. Unit Turnaround Time

MONTH	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG
Total turnaround days.	32	113	26	34	25	343	265	186	274	275	404	54	515	250	197	124	2190	1203	477	117
Total vacancy days exempted for Capital Fund.	0	0	0	0	0	156	86	0	0	0	156	0	214	109	0	0	1545	641	217	0
Total vacancy days exempted for other reasons.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total vacant units leased in MONTH.	2	5	3	2	2	6	4	4	3	7	6	1	6	3	5	3	11	8	5	4
Average calendar days units were in down time.	0	2	0	0	0	16.67	5	13.5	17.4	7.43	20	30	18	6	9	20.33	50.36	49.38	27.2	5
Average calendar days units were in make ready time.	8	3	7	10.5	0	10	6.75	10.5	18.8	14.71	8.83	24	12.33	12.67	11.6	12.67	6.91	12.63	17.6	18.5
Average calendar days units were in lease up time.	8	17.6	1.67	6.5	12.5	4.5	33	22.5	18.6	17.14	12.33	0	19.83	28	18.8	8.33	1.36	8.25	7.2	5.75
Average unit turnaround days. (FORMULA)	16	22.6	8.67	17	12.5	31.17	44.75	46.5	54.8	39.28	41.33	54.00	50.16	47.00	39.40	41.33	58.63	70.26	52.00	29.25

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

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

Beginning Rent Receivable	\$ 1,532	\$ 1,846	\$ 1,798	\$ 2,083	\$ 2,020	\$ 12,449	\$ 12,449	\$ 12,477	\$ 12,477	\$ 12,555	\$ 5,682	\$ 5,532	\$ 5,541	\$ 5,541	\$ 5,541	\$ 1,878	\$ 5,743	\$ 5,799	\$ 5,799	\$ 5,799
Rent charged	\$126,025	\$ 144,822	\$ 163,415	\$183,202	\$200,842	\$145,552	\$164,492	\$ 182,254	\$200,303	\$217,791	\$128,956	\$ 147,176	\$ 166,515	\$184,018	\$200,322	\$192,615	\$ 216,882	\$257,461	\$295,402	\$328,378
TOTAL RENT: (FORMULA)	\$127,557	\$ 146,668	\$ 165,213	\$185,285	\$202,862	\$158,001	\$176,941	\$ 194,731	\$212,780	\$230,346	\$134,638	\$ 152,708	\$ 172,056	\$189,559	\$205,863	\$194,493	\$ 222,625	\$ 263,260	\$301,201	\$334,177
Rent paid	\$128,579	\$ 146,271	\$ 163,642	\$180,338	\$197,284	\$129,493	\$147,979	\$ 165,788	\$181,057	\$196,087	\$125,713	\$ 145,002	\$ 162,700	\$179,622	\$194,738	\$177,774	\$ 202,461	\$233,956	\$267,300	\$295,415
Ending Rent Receivable (FORMULA)	\$ (1,022)	\$ 397	\$ 1,571	\$ 4,948	\$ 5,578	\$ 28,508	\$ 28,962	\$ 28,943	\$ 31,723	\$ 34,259	\$ 8,925	\$ 7,706	\$ 9,356	\$ 9,937	\$ 11,125	\$ 16,719	\$ 20,164	\$ 29,304	\$ 33,901	\$ 38,762
Collection rate (Percentage %) (FORMULA)	101%	100%	99%	97%	97%	82%	84%	85%	85%	85%	93%	95%	95%	95%	95%	91%	91%	89%	89%	88%



	1	2					3					4									
		Narcissa Ada					Gina Cura					Pearl Mendiola					Philly San Nicolas				
AMPS QUARTERLY BOARD REPORT		AMP 1					AMP 2					AMP 3					AMP4				
2d. AGING REPORT																					
MONTH		APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG	APR	MAY	JUN	JUL	AUG
Number of Outstanding Accounts		20	15	22	22	18	22	25	23	33	36	49	49	62	64	58	60	51	62	60	66
30 days		\$ 1,789	2195.5	\$ 2,634	\$ 2,122	\$ 2,504	\$ 4,223	\$ 1,969	\$ 1,894	\$ 5,526	\$ 3,694	\$ 4,089	\$ 3,735	\$ 5,465	\$ 5,194	\$ 3,803	\$ 3,893	\$ 3,536	\$ 11,162	\$ 3,921	\$ 6,757
60 days		\$ 172	\$ 689	\$ 1,096	\$ 945	\$ 174	\$ 2,038	\$ 1,942	\$ 265	\$ 1,334	\$ 2,514	\$ 8,092	\$ 852	\$ 2,879	\$ 4,002	\$ 3,042	\$ 2,731	\$ 667	\$ 1,285	\$ 2,622	\$ 394
90 days		\$ 168	\$ 60	\$ 540	\$ 30	\$ 112	\$ 1,988	\$ 2,682	\$ 1,673	\$ 45	\$ 956	\$ 867	\$ 6,477	\$ 609	\$ 2,052	\$ 3,475	\$ 1,643	\$ 842	\$ 379	\$ 86	\$ 2,389
over 90 days		\$ 15	\$ 310	\$ 358	\$ 1,144	\$ 121	\$ 7,498	\$ 9,519	\$ 11,919	\$ 13,716	\$ 14,291	\$ 9,682	\$ 10,397	\$ 16,275	\$ 16,481	\$ 19,250	\$ 18,265	\$ 19,248	\$ 20,059	\$ 21,147	\$ 22,213
TOTAL OUTSTANDING ACCOUNTS		\$ 2,144	\$ 3,255	\$ 4,628	\$ 4,241	\$ 2,911	\$ 15,747	\$ 16,112	\$ 15,751	\$ 20,621	\$ 21,455	\$ 22,730	\$ 21,461	\$ 25,228	\$ 27,730	\$ 29,570	\$ 26,532	\$ 24,293	\$ 32,885	\$ 27,776	\$ 31,753

Guam Housing and Urban Renewal Authority

GUMA TRANKILIDAT

April 2017 - June 2017 Quarterly Report

Physical Occupancy		APR	MAY	JUN
Total Units		49	49	49
Occupied Units		48	49	49
Vacant Units		1	0	0
Unit under Reno *		1	0	0
Gross Occupancy (ACTUAL)		98.0%	100.0%	100.0%

Waiting List		APR	MAY	JUN
a.	Applications on Waiting List	36	35	35
b.	In Process	1	0	0

Move-Ins, Move-Outs		APR	MAY	JUN
a.	Move-ins	0	1	0
b.	Move-outs	0	0	0
c.	Evictions	0	0	0
d.	Abandoned Units	0	0	0
e.	ITVs	0	0	0
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		APR	MAY	JUN
	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		APR	MAY	JUN
	Total number of non-emergency work orders.	31	29	29
	Total number of calendar days it took to complete non-emergency work orders.	41	45	76
	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.	1.32	1.55	2.62

Tenant Accounts Receivables (TARs)		APR	MAY	JUN
Beginning Rent Receivable		\$ 6,901	\$ 6,901	\$ 6,901
Rent charged		\$ 8,179	\$ 8,649	\$ 8,546
	MONTH	APR	MAY	JUN
TOTAL RENT: (FORMULA)				
Rent paid		\$ 7,636	\$ 8,560	\$ 8,467
Ending Rent Receivable (FORMULA)		\$ 9,065	\$ 8,670	\$ 7,608
Collection rate (Percentage %) (FORMULA)		93%	99%	99%

Note: Collection Rate is based on the Rent paid/Rent charged.

Statement of Net Position

ASSETS

Current Assets

Cash	\$14,467,455.12
Accounts receivable	\$1,766,812.88
Due To / From Other Funds, net	\$0.00
Consumable Inventory	\$260,912.74
Other current assets	\$2,774,794.00

Total current assets \$19,269,974.74

Investments	\$1,283,373.80
Prepaid expenses	\$471,666.76

Total non-current investments \$0.00

Property, plant & equipment, net \$24,090,400.06

Total non-current assets \$25,845,440.62

Total assets \$45,115,415.36

Statement of Net Position

Liabilities and Net Position	
Liabilities	
Current Liabilities	
Accounts Payable	\$450,292.96
Current portion of Notes Payable	\$62,000.00
Deferred Revenue	\$2,406,043.81
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Other current liabilities	\$1,911,659.44
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Total current liabilities	\$4,829,996.21
Non-Current Accrued Liabilities	
Long-term portion of note payable	\$12,058,399.41
	\$986,476.23
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Total liabilities	\$17,874,871.85
<hr/>	
Net Position	
Net Position	\$27,240,543.51
<hr/>	
Total liabilities and net position	\$45,115,415.36
<hr/> <hr/>	

Date : June 2017

Combined Statement of Revenues, Expenses, Change in Net Position

 Operating Revenue and Expenditures

Operating Revenue	
HUD PHA GRANTS	\$30,565,555.53
Tenant Revenue	\$477,381.23
Other Government Grants	\$348,433.87
Other Non-Government Contributions	\$0.00
Other Operating Revenue	\$1,446,741.38
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Total Operating Revenues	\$32,838,112.01
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Operating Expenditures	
Personnel Expenditures	\$4,446,517.55
Vendor Expenditures	\$4,741,030.20
Housing Assistance Payments	\$21,607,446.92
Compensated Absences	\$6,687.03
Depreciation	\$0.00
Other Operating Expenses	\$6,867.00
	<hr/>
Total Operating Expense	\$30,808,548.70
Net Profit or Loss from Operations	\$2,029,563.31

Date : June 2017

Combined Statement of Revenues, Expenses, Change in Net Position

Other Non-operating Revenue (Expenses)	
Interest Income	\$59,592.46
Interest Expense	(\$48,264.46)
Other, Net	\$0.00
	<hr/>
Total Non-operating Revenue, Net	\$11,328.00
	<hr/>
Change in Net Position	\$2,040,891.31
Total Net Position - Beginning of Year	\$25,199,652.20
	<hr/>
Total Net Position - End of Period	\$27,240,543.51
	<hr/> <hr/>

GHURA
Statement of Cash Flows
For All Funds
For period of October 2016 through June 2017

Beginning Cash		\$11,685,194.75
Total Income		\$32,897,704.47
Total Expense		\$31,785,227.29
Net Income		\$1,112,477.18
Cash Flows from Operating Activities		
Prepaid Expenses	\$926,532.01	
Due To Other Funds	(\$218,291.21)	
Non-current Accrued Liabilities	\$1,432,695.72	
Deferred Revenue	\$616,912.50	
Due From Other Funds	\$218,291.21	
Cash - Restricted	(\$46,902.30)	
Accounts Payable	(\$127,251.23)	
Short Term Receivables	\$11,996.48	
Other Current Liabilities	(\$205,745.77)	
Subtotal		\$2,608,237.41
Cash Flows from Investing Activities		
Investments	(\$1,143.81)	
Property, Plant, and Equipment	(\$17,000.00)	
Gain (Loss) on Sale of Investments	(\$46,595.54)	
Subtotal		(\$64,739.35)
Cash Flows from Financing Activities		
Operating Transfers In / Out	(\$6,687.03)	
Capital	(\$1,031,984.01)	
Subtotal		(\$1,038,671.04)
Net Adjustments to Cash		\$1,504,827.02
Net Cash Flow		\$2,617,304.20
Change in Cash		\$2,617,304.20
Ending Cash		\$14,302,498.95

**Guam Housing and Urban Renewal
Project List: Jan 2011 - Sept 2017**

Year	Project			Location Built	Cost, Contract, or Award
	Type	Name	Description		
2017	HCV/Section 8 Housing, Rental	GHURA Lottery Program	Online Lottery for the Housing Choice Voucher/Section 8 Program to build a wait list of 1800 individuals or families the opportunity to receive a tenant-based housing voucher.	-	-
2017	Housing, Rental	Villa Del Mar	LIHTC Development adding 50 garden-unit style complex of affordable rental units in central Guam.	Toto	\$ 2,389,241
2017	Housing, Rental	Summer Town Estates III	LIHTC Development. Final Phase of 66 units of affordable rental housing for families looking to rent in northern Guam.	Dededo	\$ 2,177,868
2017	Facilities, Community	Guam Police Department Central Precinct Command	Start of Design and Construction of a 10,000 sq. ft. facility to improve access to public safety services for Guam's central communities.	Sinajana	\$ 3,000,000
2017	Housing, Rental	Rehabilitate five units of rental housing. (Former staff housing.)	Units operated by GHURA under the Renaissance Affordable Rental Housing Program.	Malessso	\$ 95,300
2017	Housing, Rental	Rehabilitate five units of rental housing. (Former staff housing.)	Units operated by WestCare Pacific Islands aiding veterans to obtain affordable housing.	Yigo	\$ 111,800
2017	Housing, Purchase	Design and Construct five homes on scattered sites in the Astumbo Subdivision.	Homes built upon properties owned by GHURA will be sold to five HOME Program qualified first-time homebuyers. Anticipated completion, October 2017.	Dededo	\$ 680,000
2017	Public Housing, Modernization	Renovation of 31 units during calendar year 2017	Rehabilitation of the public housing units island wide in need of renovation above the routine maintenance scope.	Public Housing Wide	\$ 796,893
2017	Public Housing, Modernization	Vegetation Removal	Vegetation removal at Toto Gardens	Toto	\$ 15,900
2017	Program Administration	Quade/NAHRO Training & Certification	The managers and staff of Public Housing, HCV/Section 8, the Capital Fund Program, CPD, and the CoCC participated in training to obtain national certification.	-	-
2016	Housing, Rental	Summer Town Estates II	LIHTC Development adding to Guam's affordable housing stock by 93 rental units, recognizing the needs of larger families.	Dededo	\$ 2,680,000
2016	Facilities, Community	Agafa Gumas Neighborhood Recreational Facilities	Rehabilitation of a neighborhood park to improve access to and support healthy activities for the residents of Agafa Gumas and surrounding neighborhoods. Construct a mini-skatepark and bathrooms, create ADA parking, erect perimeter fencing, and rehabilitate the existing basketball court and mini-pavilion.	Yigo	\$ 470,700
2016	Facilities, Community	Guam Police Department Central Precinct Command	GHURA completes acquisition of 2.8 acres in Sinajana for the construction of the Central Precinct Command Building.	Sinajana	\$ 1,000,000
2016	Facilities, Community	Sinajana Community Recreational Facilities	Rehabilitation of neighborhood recreation facilities (various) to improve access to and support healthy activities for the village residents. Construct a children's park, create new ADA ramp access and additional ADA parking for the complex, erect full perimeter fencing, erect open air roof over basketball court and other court improvements, bathroom improvements, and the installation of efficiency lighting.	Sinajana	\$ 554,429
2016	Facilities, Community	Rehabilitate and Upgrade the Astumbo Gym for use as a Tier 2 Shelter	Improvements will harden the facility and equip it to be used as a Tier 2 Emergency Shelter Anticipated completion, November 2017.	Dededo	\$ 710,000

**Guam Housing and Urban Renewal
Project List: Jan 2011 - Sept 2017**

Year	Project			Location Built	Cost, Contract, or Award
	Type	Name	Description		
2016	Public Housing, Modernization	Renovation of 22 units during calendar year 2016	Rehabilitation of the public housing units island wide in need of renovation above the routine maintenance scope.	Public Housing Wide	\$ 492,196
2016	Public Housing, Modernization	Re-route main sewer at Talofofo G28	Re-route new 8" main sewer line 224LF at Talofofo G28, new line to be connected to the existing sewer main to include 2 new manholes	Talofofo	\$ 64,000
2016	Public Housing, Modernization	Removal of Trash Enclosures	Removal of concrete trash enclosures located in the front of each unit	Public Housing Wide	\$ 25,968
2016	Public Housing, Modernization	Up-grade Windows at GHURA Elderly Units	Install energy efficient windows. Reducing heat transfer and improve insulation. Double glazing which allows light to pass through the windows but reduce the amount of heat penetration with a wind pressure resistance of 170 mph.	Public Housing Wide	\$ 336,200
2016	Public Housing, Modernization	Replacement of Lintels	Remove and replace cracked and damaged lintels on top of decorative breezeway blocks	Agana Hts, Mongmong, Sinajana, & Toto	\$ 74,264
2016	Program Administration	NELROD Capital Fund Training and Certification	Capital Fund Program staff attended training to obtain national certification.	-	-
2015	Facilities, Community	Kattan Regional Youth Resource Center	The facility will provide programs and services to low and moderate income families and to promote social development, strong supportive families, and healthy communities	Mangilao	\$ 1,181,000
2015	Facilities, Community	SPC Richard Junior Degracia Naputi Baseball Field	The renovated project will provide access to an improved baseball field and allow users to engage in other sports in the outfield area. Construction included infield improvements, new dugouts, ADA parking stalls, walkway improvements, new fencing and a perimeter walking trail.	Talofofo	\$ 551,646
2014	Housing, Rental	Summer Homes	LIHTC Development adding to Guam's affordable housing stock by 81 rental units. Serving families and individuals looking for a well-planned neighborhood with close-proximity to area schools, regional health facilities, and major shopping centers in northern Guam.	Yigo	\$ 3,057,000
2014	Housing, Rental	Summer Green Residences	LIHTC Development adding to Guam's affordable housing stock by 72 apartment-style rental units in the heart of Guam's business and employment center.	Tamuning	\$ 2,876,622
2014	Housing, Emergency (Elderly/Disabled Adults)	Guma Serenidad	Construction of an Emergency Receiving Home to provide immediate placement of abused elderly persons and adults with disabilities. Operated by Catholic Social Service under contract with DPHSS Division of Senior Citizens.	Agat	\$ 1,264,363
2014	Housing, Rental (Elderly/Disabled Adults)	Guma Trankilidat	Modifications to the existing 49-unit housing development to mitigate health and safety concerns, and to address Section 504 handicap accessibility requirements pursuant to the Americans with Disabilities Act.	Tumon	\$ 98,300
2014	Program Administration	GHURA's HCV/Section 8 Division	Achieved a perfect 100 point score on the Section Eight Management Assessment Program (SEMAP) Certification for fiscal year ending September 30, 2013,	-	-

**Guam Housing and Urban Renewal
Project List: Jan 2011 - Sept 2017**

Year	Project			Location Built	Cost, Contract, or Award
	Type	Name	Description		
2013	Facilities, Community	Kurason Ysengsong	Rehabilitation was conducted on four abandoned structures formerly part of Guam's inventory of teacher staff housing. The renovated units serve as a base of operations for Island Girl Power serving the families of Dededo with a diverse menu of healthy activities.	Dededo	\$ 303,230
2013	Housing, Rental	Summer Town Estates Senior Housing Development	LIHTC Development adding to Guam's affordable housing stock by 240 rental units. Guam's second dedicated senior community for elderly persons. 124 units for households 55 years and older. 112 units for households 62 years and older. The latter units are dedicated project-based units under the HUD HCV/Section 8 Program.	Dededo	\$ 5,952,972
2013	Housing, Purchase	Renewal Affordable Homes Program	Provide qualified prospective homebuyers the opportunity to own their first home, promoting the sustainability of affordable housing for qualified families and ensures safe, decent, and sanitary housing for Guamanian families, first-time homebuyers	-	Ongoing
2013	Facilities, Community	Community Walking Trail Improvements	Addition of solar lighting for the walking trail that are environmentally friendly and a stand alone feature on the property. Benefits families by providing extended usable hours of the walking trail after sunset.	Dededo	\$ 154,548
2013	Housing, Purchase	Renewal Affordable Homes: Machanao and Machananao	Ten homes built for sale to eligible and qualified homebuyers on two sites in Dededo.	Dededo	\$ 1,647,384
2012	Housing, Rental	Ten Sagan Linahyan Homes in Dededo, Renovated for Affordable Rental Housing, Dededo	Ten abandoned structures were rehabilitated and returned to the island's housing stock for use as affordable rental housing for income eligible and qualified families.	Dededo	\$ 546,860
2012	Housing, Rental	Ironwood Heights Phase II	LIHTC Development adding to Guam's affordable housing stock by 60 low-rise condominium-style rental units in the heart of Guam's business and employment center.	Tamuning	\$ 2,860,759
2012	Housing, Emergency (Domestic Violence)	<i>Project name withheld for safety & security reasons.</i>	Design and construct an emergency shelter to house families displaced as a result of domestic violence. Up to ten families of varying sizes are accommodated in this facility.	-	\$ 959,888
2011	Housing, Rental	Ironwood Heights Phase I	LIHTC Development adding to Guam's affordable housing stock by 72 low-rise condominium-style rental units in the heart of Guam's business and employment center.	Tamuning	\$ 3,117,647
2011	Facilities, Community	Macheche Neighborhood Community Center	New construction of a public facility equipped with large community room, smaller meeting/office rooms, storage, parking, perimeter fencing, and a full open-air basketball court. Built in partnership with the Ilocano Association of Guam. The Center is operated by the Office of the Dededo Mayor in 2017.	Dededo	\$ 841,133
2011	Housing, Rental (Elderly Persons)	LIHENG Elderly Rental Housing	Renovations were completed to ten units of dedicated elderly housing operated by Catholic Social Service.	Barrigada	\$ 169,500



GHURA

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Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

MEMORANDUM

DATE: September 15, 2017

TO: Board of Commissioners

VIA: Michael J. Duenas
Executive Director

9/18/17 *MD*

FROM: Lucele D. Leon Guerrero
Controller

SUBJECT: Request for Tenant Account Receivables Write-Off through June 30, 2017

The Property Site Managers provided me with memorandums recommending to write-off the attached lists of tenant accounts receivables totaling \$48,450.81:

Property Site	Write-Off Amount
AMP 1	\$ 1,376.91
AMP 2	13,521.86
AMP 3	20,710.33
AMP 4	<u>12,841.71</u>
Total	<u>\$48,450.81</u>

The amounts represent outstanding receivable balances of former tenants. Please note that these former tenants have been informed through certified mail letters. Staff also have made numerous attempts to contact them; however, to no avail.

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

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

Attachments



GHURA

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Commissioner
- Joseph M. Leon Guerrero**
Resident Commissioner
- Michael J. Duenas**
Executive Director
- Pedro A. Leon Guerrero, Jr.**
Deputy Director

September 13, 2017

TO: Lucele Leon Guerrero, Controllor

FROM: Property Site Manager, AMP 1

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$1,376.91

I have reviewed AMP 1's Tenant Account Receivables and listed the accounts that should be written off due to non-activity from former residents. These Accounts were closed through June 30, 2017.

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

<u>Aged-Balance Report</u>	<u>Write-Off Amount</u>	<u>(Variance)</u>
\$1,576.91	\$1,376.91	\$200.00

The reason for the variance is due to Tenant #1 – Security Deposit of \$150.00 and Promissary reverse of \$50.00 transferred to TAR on 7/1/17 after report date of 6/30/17.

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

Thank you

Narcissa P. Ada

Received
Jdlg
09/13/17
RS 9/18/17

Attachment



GHURA

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September 13, 2017

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Deputy Director

TO: Lucele Leon Guerrero, Controller
FROM: Gina M. Cura, Property Site Manager (AMP 2)
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$13,521.86

I have reviewed AMP 2's Tenant Accounts Receivables for the period through June 30, 2017. Attached is a list of accounts to be written off due to non-activity from former residents. The accounts were closed through June 30, 2017.

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

<u>Aged-Balance Report</u>	<u>Write-Off Amount</u>	<u>(Variance)</u>
\$14,409.86	\$13,521.86	\$888.00

The reason for the variance is due to other charges were applied to tenants after June 2017.

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

Attachment

Received
Jdey
09/13/17
PPD
9/18/17

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 2
CLOSED OUT June 30, 2017

Unit #	Move Out Date	Reason for Termination	Last Payment Date	Closed Out Processed Date	(Utility Reimbursement)/Rent After Move Out (a)	Cleaning Charges (b)	Security Deposit (c)	A/R Balance (Closed) as of 09/30/16 (a+b-c)	Comments	
1	129B ATDAO, INARAJAN	04/03/17	MOVE OUT	11/23/2016	4/14/2017	\$ 505.00	\$ 560.00	\$ (150.00)	\$ 915.00	Negative response to date
2	1138 PULAN, INARAJAN	02/08/17	MOVE OUT	11/4/2016	2/24/2017	\$ 864.00	\$ 308.62	\$ (150.00)	\$ 1,022.62	Negative response to date
3	4 FMD, TALOFOFO	12/09/16	MOVE OUT	10/7/2017	1/24/2017	\$ 3,068.00	\$ 289.12	\$ (150.00)	\$ 3,207.12	Negative response to date
5	20 JCR, YONA	01/09/17	MOVE OUT	9/1/2016	1/24/2017	\$ 681.00	\$ 522.12	\$ (150.00)	\$ 1,053.12	Negative response to date
6	4 JCR, YONA	02/10/17	MOVE OUT	1/3/2017	2/24/2017	\$ 1,252.00	\$ 155.00	\$ (150.00)	\$ 1,257.00	Negative response to date
7	74 AAC, YONA	03/13/17	MOVE OUT	12/12/2016	3/31/2017	\$ 454.00	\$ 450.00	\$ (150.00)	\$ 754.00	Negative response to date
10	14 JCR, YONA	03/03/17	MOVE OUT	12/16/2016	3/31/2017	\$ 1,358.00	\$ 470.00	\$ (150.00)	\$ 1,678.00	Negative response to date
11	8 JCR, YONA	04/12/17	MOVE OUT	3/10/2017	4/27/2017	\$ 289.00	\$ 435.00	\$ (150.00)	\$ 574.00	Negative response to date
13	4 JBS, YONA	04/14/17	MOVE OUT	1/12/2016	4/18/2017	\$ (109.00)	\$ 366.00	\$ (150.00)	\$ 107.00	Negative response to date
14	11 JEV, YONA	04/06/17	MOVE OUT	1/22/2013	4/14/2017	\$ (29.00)	\$ 705.00	\$ (150.00)	\$ 526.00	Negative response to date
16	14 JE, YONA	03/16/17	MOVE OUT	1/23/2017	3/31/2017	\$ 2,578.00	\$ -	\$ (150.00)	\$ 2,428.00	Negative response to date
					TOTAL:	\$ 10,911.00	\$ 4,260.86	\$ (1,650.00)	\$ 13,521.86	



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September 12, 2017

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Pedro A. Leon Guerrero, Jr.
Deputy Director

TO: Lucele Leon Guerrero, Controller

FROM: Property Site Manager

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$20,710.33

I have reviewed AMP3's Tenant Accounts Receivables for the period through June 30, 2017. Attached is a list of accounts to be written off due to non-activity from former residents.

The accounts were closed through June 30, 2017.

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

Please feel free to contact me for any questions or concerns.

PearlyJean J Mendiola

Attachment

PPS 9/18/17

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 3 AS OF JUNE 30, 2017
073-1 AGAT

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(U)R OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 6/30/17)	COMMENTS
1	57MAO	11/14/16	NON-COMPLIANCE 24 HOURS	11/1/16	6/16/17	\$ 99.00	\$ 690.00	\$ 150.00	\$ 639.00	NO RESPONSE
2	61MAO	10/21/16	VOLUNTARY	9/7/16	3/23/17	\$ 74.00	\$ 721.60	\$ 150.00	\$ 645.60	NO RESPONSE
3	A32	10/15/16	LEASE VIOLATIONS	8/2/17	6/30/17	\$ (19.00)	\$ 293.14	\$ 150.00	\$ 54.14	PAYMENT ON 8/2/17 AMT:\$70.00
4	20MAO	3/7/17	VOLUNTARY	2/24/17	6/5/17	\$ 133.00	\$ 131.21	\$ 150.00	\$ 114.21	NO RESPONSE
5	82MAO	11/30/16	VOLUNTARY	9/26/16	7/6/17	\$ (3.00)	\$ 765.90	\$ 150.00	\$ 612.90	NO RESPONSE
6	88MAO	2/21/17	NON-COMPLIANCE 24 HOURS	11/28/16	1/3/17	\$ 108.00	\$ 723.67	\$ 150.00	\$ 681.67	NO RESPONSE
7	52KAL	4/18/17	NON-COMPLIANCE 24 HOURS	4/1/17	6/19/17	\$ 74.00	\$ 692.36	\$ 150.00	\$ 616.36	NO RESPONSE
8	42MAO	1/19/17	LEASE VIOLATIONS	1/1/17	3/10/17	\$ -	\$ 969.67	\$ 150.00	\$ 819.67	NO RESPONSE
9	46KAL	1/1/17	VOLUNTARY	12/1/16	3/24/17	\$ 12.00	\$ 1,090.26	\$ 150.00	\$ 952.26	NO RESPONSE
10	58KAL	1/31/17	VOLUNTARY	11/4/16	3/10/17	\$ 92.00	\$ 263.59	\$ 150.00	\$ 205.59	NO RESPONSE
11	35MAO	5/2/17	NON-COMPLIANCE 24 HOURS	5/1/17	5/17/17	\$ 143.00	\$ 543.71	\$ 150.00	\$ 536.71	NO RESPONSE
12	71MAO	7/1/16	NON-COMPLIANCE 24 HOURS	3/11/16	1/18/17	\$ 1,483.08	\$ 1,159.01	\$ 105.00	\$ 2,537.09	NO RESPONSE
13	41MAO	1/1/2017	LEASE VIOLATIONS	9/1/16	3/24/17	\$ 858.00	\$ 564.28	\$ 150.00	\$ 1,272.28	NO RESPONSE
TOTAL									\$ 9,687.48	

AGAT	\$	9,687.48
UMATAC	\$	4,224.36
MERIZO	\$	6,798.49
GRAND TOTAL	\$	20,710.33

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 WRITE-OFF BALANCES FOR AMP 3 AS OF JUNE 30, 2017
 073-3 UMATAC

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 6/30/17)	COMMENTS
1	236JQQ	11/15/16	VOLUNTARY	11/1/16	6/30/17	\$ -	\$ 705.58	\$ 150.00	\$ 555.58	NO RESPONSE
2	206JQQ	2/13/17	NON-COMPLIANCE 24 HOURS	2/1/17	5/17/17	\$ 77.00	\$ 816.65	\$ 150.00	\$ 743.65	NO RESPONSE
3	176JQQ	7/31/16	NON-COMPLIANCE 24 HOURS	8/1/16	1/18/17	\$ 260.00	\$ 1,589.46	\$ 150.00	\$ 1,699.46	NO RESPONSE
4	116AJQQ	12/6/16	NON-COMPLIANCE 24 HOURS	12/1/16	3/24/17	\$ 181.00	\$ 1,194.67	\$ 150.00	\$ 1,225.67	NO RESPONSE
TOTAL									\$ 4,224.36	

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 WRITE-OFF BALANCES FOR AMP 3 AS OF JUNE 30, 2017
 073-2 MERIZO

UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 6/30/17)	COMMENTS
1 114A SD	9/19/16	VOLUNTARY	9/12/16	3/3/17	\$ (59.00)	\$ 746.28	\$ 150.00	\$ 537.28	NO RESPONSE
2 156 ND	10/1/16	VOLUNTARY	9/1/16	3/3/17	\$ -	\$ 313.87	\$ 150.00	\$ 163.87	NO RESPONSE
3 156A ND	2/28/17	VOLUNTARY	1/20/17	6/5/17	\$ 191.00	\$ 354.40	\$ 150.00	\$ 395.40	NO RESPONSE
4 141 ND	4/30/17	VOLUNTARY	3/3/17	6/5/17	\$ 405.00	\$ 206.21	\$ 150.00	\$ 461.21	NO RESPONSE
5 113B SD	9/1/16	ABANDONMENT OF UNIT	9/1/16	1/12/17	\$ (5.00)	\$ 545.73	\$ 150.00	\$ 390.73	NO RESPONSE
6 1288 SD	9/1/16	VOLUNTARY	8/5/16	11/16/16	\$ 411.00	\$ 98.16	\$ 150.00	\$ 359.16	NO RESPONSE
7 118 ND	10/1/16	VOLUNTARY - RENT TOO HIGH	8/1/16	4/17/17	\$ 447.00	\$ -	\$ 150.00	\$ 297.00	NO RESPONSE
8 133A SD	1/1/17	NON PAYMENT OF RENT	9/1/16	3/10/17	\$ 3,154.00	\$ 1,189.84	\$ 150.00	\$ 4,193.84	NO RESPONSE
TOTAL								\$ 6,798.49	



GHURA

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



September 11, 2017

Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

Thomas E. B. Borja
Vice Chairman

Annabelle M. Dancel
Commissioner

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

TO: Lucele Leon Guerrero, Controller

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

PLS 9/18/17

FROM: Property Site Manager, AMP4

SUBJECT: Recommend to Write-Off of Tenant Accounts Receivables
Total: \$12,841.71

I have reviewed AMP4's Tenant Accounts Receivables and listed the accounts that should be written off due to non-activity from former residents. The accounts were closed through January 19, 2017 for a total amount of \$12,841.71.

Letters were mailed via certified mail to former residents regarding their outstanding balances and staff has made numerous attempts to contact these residents, but to no avail.

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

If you have any questions, please let me know.

Philomena San Nicolas

PHILOMENA SAN NICOLAS

Attachment

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 FY2017 WRITE-OFF BALANCES FOR AMP4

AS OF 06/30/17

	UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Security Deposit	A/R BAL ON ACCOUNT (AS OF 7/31/17)	COMMENTS
1	24JPM	07/01/13	ABANDONMENT	07/01/13	08/20/13	\$ 169.00	\$ 957.50	\$ (150.00)	\$ 976.50	NO RESPONSE
2	34WSA	11/08/13	VOLUNTARY	11/01/13	03/24/14	\$ -	\$ 609.05	\$ (150.00)	\$ 459.05	NO RESPONSE
3	32APAQ	11/24/14	VOLUNTARY	11/05/14	02/17/15	\$ 496.00	\$ -	\$ (150.00)	\$ 346.00	NO RESPONSE
4	14BRDB8	02/20/15	NON-PAYMENT OF RENT	11/24/14	09/26/15	\$ 1,057.00	\$ -	\$ (150.00)	\$ 907.00	NO RESPONSE
5	18DRDB8	02/20/15	NONCOMPLIANCE (UTILITY DISCONNECT)	02/01/15	06/25/16	\$ 41.00	\$ 410.00	\$ (150.00)	\$ 301.00	NO RESPONSE
6	1ADUE	08/17/15	EMERGENCY-MEDICAL	06/16/15	06/25/16	\$ 157.00	\$ -	\$ (150.00)	\$ 7.00	NO RESPONSE
7	1ORSSA	09/14/15	NON-PAYMENT OF RENT	04/24/15	06/25/16	\$ 919.00	\$ 1,035.00	\$ (150.00)	\$ 1,804.00	NO RESPONSE
8	4BDAM	12/04/15	LEASE VIOLATION	123/1/15	06/25/16	\$ 204.00	\$ 365.40	\$ (150.00)	\$ 419.40	NO RESPONSE
9	5ADUE	01/04/16	VOLUNTARY (CANNOT KEEP UP W/ RENT PYMTS)	12/10/15	06/25/16	\$ 280.00	\$ 410.00	\$ (150.00)	\$ 540.00	NO RESPONSE
10	21WSA	01/07/16	ABANDONMENT (NON-PYMT OF RENT)	03/01/15	08/05/16	\$ 337.00	\$ 890.00	\$ (150.00)	\$ 1,077.00	NO RESPONSE
11	2ADAM	04/22/16	NON-PAYMENT OF RENT	01/13/16	06/25/16	\$ 1,838.00	\$ 244.12	\$ (150.00)	\$ 1,932.12	NO RESPONSE
12	15ADUE	06/27/16	NONCOMPLIANCE (UTILITY DISCONNECT)	06/01/16	01/19/17	\$ 20.00	\$ 886.55	\$ (150.00)	\$ 756.55	NO RESPONSE
13	24ADAM	07/06/16	VOLUNTARY	08/01/16	08/05/16	\$ (1.00)	\$ 357.07	\$ (150.00)	\$ 206.07	NO RESPONSE
14	3WSA	07/11/16	NON-PAYMENT OF RENT	04/04/16	07/25/16	\$ 482.00	\$ 445.00	\$ (150.00)	\$ 777.00	NO RESPONSE
15	5BDAM	07/22/16	LEASE VIOLATION	07/01/16	12/16/16	\$ -	\$ 928.52	\$ (150.00)	\$ 778.52	NO RESPONSE
16	24BDAM	08/05/16	LEASE VIOLATION	05/03/16	09/15/16	\$ 410.00	\$ 922.58	\$ (150.00)	\$ 1,182.58	NO RESPONSE
17	6RDA8	09/01/16	NONCOMPLIANCE: COMMUNITY SERVICE	07/01/16	12/15/16	\$ (39.00)	\$ 560.92	\$ (150.00)	\$ 371.92	NO RESPONSE
					TOTAL:	\$ 6,370.00	\$ 9,021.71	\$ (2,550.00)	\$ 12,841.71	\$




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September 20, 2017

TO: Board of Commissioners

FROM: Michael J. Duenas, Executive Director 

SUBJECT: Notice of Intent to Award: RFP#GHURA-COCC-017-001

On August 14, 2017, a Request for Proposal for GHURA's Banking Services was made available to the public. On September 12, 2017, GHURA received two proposals: (1) Bank of Guam, and (2) Bank of Hawaii.

The Evaluation Committee reviewed and evaluated the proposals from both banks. The committee has provided their recommendation to award the banking services contract to Bank of Guam for the following justification:

1. Service Enhancements – BOG offers added security services such as Positive Pay and Symantic VIP Credential Activation. BOG also offers a Business Continuity Plan (i.e. Iron-Key) as a contingency mitigate potential service interruption (e.g. internet outage).
2. Contact Personnel – BOG offers up to three (3) relationship officers to handle and oversee GHURA's accounts. BOG also offers the President/CEO and EVP/COO as point of contact in case of emergencies. Up to five (5) BOG staff are available for Systems Support and Training.
3. Charges for Services. Unit pricing for the listed services are reasonable. Fees for some of the services that GHURA normally uses have been waived.

Attached for your review are the following documents:

1. The Evaluation Committee's tabulation score sheet.
2. The Evaluation Committee's recommendation for award.
3. Bank of Guam proposed fees.
4. Bank of Guam service fees for 2017.

The Procurement Division staff reviewed the documents and submits for your review the proposed charges by Bank of Guam. Based on the evaluation and recommendation by the Evaluation Committee, it is in the best interest of the Authority to issue a Notice of Intent of Award to Bank of Guam for the Banking Services.

The contractual period is for three (3) years with an option to extend for two (2), one (1) year renewal, upon agreement by both parties.

MICHAEL J. DUENAS

Executive Director

Attachments:



GHURA

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September 15, 2017

TO: Priscilla Rideb, Buyer Supervisor II

VIA: Lucele Leon Guerrero, Controller

FROM: BANKING SERVICES EVALUATION COMMITTEE
Philomena San Nicolas, Property Site Manager, AMP4
Julie Lujan, Data Processing Services Administrator
Emiliano Rabino, General Accounting Supervisor
Kimberly Orsini, Accountant III

SUBJECT: Evaluation Committee Review
RFP#GHURA-COCC-017-001 Banking Services

The Evaluation Committee has completed its review on the above referenced RFP to provide GHURA's banking services over a period of three (3) years with an option to extend for two (2) years upon agreement by both parties. The Evaluation Committee reviewed and evaluated two (2) submitted proposals. The Evaluation Committee recommends to award the banking services contract to Bank of Guam for the following justifications:

1. Service Enhancements – BOG offers Positive Pay, Continuity Business Plan (i.e., iron-key), Symantic VIP Credential Activation, and Online Banking.
2. Contact Personnel – BOG offers three (3) relationship officers to handle GHURA's accounts. The President/CEO and EVP/COO may also be contacted for immediate attention and five (5) staff are available for Systems for Support/Training.
3. Charges for Services. Unit pricing for the listed services are reasonable. Fees for some services may be waived.

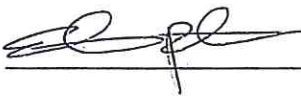
The Evaluation Committee believes that Bank of Guam will be able to provide GHURA with the required banking services in an efficient and cost-effective manner.

Request for Proposal – RFP#GHURA-COCC-017-001

Banking Services

Evaluation Committee Score Tabulation

Name of Bank Institution	Emiliano Rabino	Philly San Nicolas	Kimberly Orsini	Julie Lujan	Score	Rank
Bank of Guam	90	92 <i>pm</i>	99	84 <i>pm</i>	365 370 <i>pm</i>	1
Bank of Hawaii	74	86 <i>pm</i>	96	53	309	2



Emiliano Rabino

9/15/17

Date



Philly San Nicolas

9/15/17

Date



Kimberly Orsini

9/15/17

Date



Julie Lujan

9/15/17

Date

Instructions:

Tabulate scores and rank proposers. Evaluation Committee must provide a statement summary for the selection.

Deadline to submit is COB, September 15, 2017.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

EXHIBIT E
PRO-FORMA PRICING MATRIX
Page 1 of 3

BANK SUBMITTING PROPOSAL: Bank of Guam

Services	Unit Price	Total Direct Fee Price	Compensating Balance
General Account Services:			
• Acct Maint W/ Check Return	\$3 per account		
• Multiple Statement Addresses	Waived	Waived	Waived
• Concentration Account	\$3 per month	**Calculated	
• Zero Balance checking	\$3 per month		
• Checking	\$3 per account		
• Savings	Waived	Waived	Waived
• Checks Posted	\$0.10	**Refer to analysis disclosure	
Depository Services:			
• Branch Processed Deposit	\$0.15	**Refer to analysis disclosure	
• Returned Items	\$10 BOG/ \$15 Other		
• Vault Deposit -Regular Hours	\$0.15	**Refer to analysis disclosure	
• Central/ Vault Currency Deposit	\$1 per \$1000		
• Vault Deposit - Extended Hours	\$0.15	**Refer to analysis disclosure	
• Cks Dep- Fully Encoded On-Us	Waived		
• Cks Dep - fully Enc All Other	Waived		
• Checks Deposited - On-Us	Waived		
• Checks deposited Non On-Us It ems	Waived		
• Deposited Item Returned	\$10 BOG/ \$15 Other		
• Deposited Item Recleared	\$10 BOG/ \$15 Other		
Paper Disbursement Services:			
• Checks Paid Against Account	\$0.10	**Refer to analysis disclosure	
• PC Stop Pay - 12 Month	\$20 per order	\$20 per order	
• PC Stop Pay - Permanent (new }	\$20 per order	\$20 per order	
• PC Stop Pay - Cont Rpt Items	\$20 per order	\$20 per order	
Paper Disb Recon Services:			
• Electronic Reconciliation (Positive Pay)	\$25 per account/ per month	\$150 per account/ one time set up fee	
General ACH Services:			
• Electronic Collection Services	\$0.10		
• Electronic Disbursement Services	\$0.15		
• ACH online - incoming/ outgoing	\$0.15incoming/ \$0.10 outgoing		
• Payroll Direct Deposit	\$0.15 per direct deposit		

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

EXHIBIT E
PRO-FORMA PRICING MATRIX
Page 2 of 3

BANK SUBMITTING PROPOSAL: Bank of Guam

Services	Unit Price	Total Direct Fee Price	Compensating Balance
• Other Direct Deposit- incoming	\$0.15 per direct deposit		
• PC Tax Payment	\$0.10	**Refer to analysis disclosure	
• EPS Debits Received On-U's	N/A	N/A	N/A
• EPS Credits Received On-U's	N/A	N/A	N/A
• EPS Credits Received From ACH	N/A	N/A	N/A
Wire, ACH & Other Funds Transfer Services:			
• Outgoing Fed wire-Authorized	\$25 per item		
• Telephone Transfers	N/A	N/A	N/A
• Incoming Wire Transfer	\$5 per item		
• Funds Transfer Advice Mail	Waived	Waived	Waived
• Wire Transfer Repetitive Storage	Waived	Waived	Waived
• Wire Transfer System Maintenance	\$10 per account		
Information Services:			
• PC Prev Day Balance Rpt	Waived	Waived	Waived
• PC Prev Day Detail Rpt	Waived	Waived	Waived
• Wire Transfer System Maintenance	\$10 per account		
Other Miscellaneous Fees:			
• Check Printing	\$0.30 per check	***	
• Deposit Slip		***\$275.85 per 1000 count	
• Statements	\$3 p/stmt		
• Night Depository	Waived	Waived	Waived
• Utility Coupon	\$2 per coupon		
• Sweep	\$2.50 per account		
• Account Analysis			
• Online Banking	\$10 per account/ per month		
• Corporate MC-Annual Fee (Control Acct)	\$75		
• Corporate MC-Annual Fee (Add'l Acct)	\$25		
• Corporate MC-Annual Percentage Rate		Variable/2.5% spread above BOG Reference Rate	

EXHIBIT E
 PRO-FORMA PRICING MATRIX
 Page 3 of 3

BANK SUBMITTING PROPOSAL: Bank of Guam

Services	Unit Price	Total Direct Fee Price	Compensating Balance
• Cashier's Check Fee	\$12.50 per check		
• Audit Confirmation/Bank Certification	\$20 per request		
• Overdraft Protection	\$2.50 per sweep or ready reserve account	Ready Reserve Account- 1 year term/no fee/rate negotiable	
• Merchant Service		Convenience fee pricing -\$0 cost to GHURA	
• Tenant Fee			
o Checking	\$6 msf		
o Saving	\$3 msf		
o Paper statement	\$3 per month		

**Refer to account analysis disclosure
 ***Prices Subject to change based on current vendor fees

Amount Type	FundDescription	FiscalYear				Grand Total
		2013	2014	2016	2017	
Bank credit card fees	AMP - 1			75.00		75.00
	AMP - 2			75.00		75.00
	AMP - 3			75.00		75.00
	AMP - 4			75.00	75.00	150.00
	Central Office Cost Center		75.00	150.00	150.00	375.00
	GUMA TRANKILIDAT			75.00		75.00
Bank credit card fees Total			75.00	525.00	225.00	825.00
Bank service fees	CDBG NSP B-08-SN-66-0001				0.00	0.00
	DOWN PAYMENT CLOSING COST	368.00	373.00	349.50	325.00	1,690.00
	ASSISTANCE	289.50	318.50	312.50	317.50	1,493.00
	GUMA TRANKILIDAT	657.50	691.50	662.00	642.50	3,183.00
Bank service fees Total		657.50	691.50	737.00	1,167.50	4,008.00
Grand Total						

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

September 19, 2017

TO: Board of Commissioners

FROM: Executive Director

SUBJECT: Write-off Policy on Uncollectible Accounts

GHURA is required to have a Write-Off Policy. The Write-Off Policy addresses how and when accounts receivables are to be written off (dismissed) and how physical assets are to be accounted for.

On February 4, 1988, the Board of Commissioners approved BOC Resolution No. 88-006: Resolution Adopting the Write-Off Policy for Uncollectible Accounts for GHURA Rental Properties. The GHURA Management has been adamant about writing off its uncollectible accounts from its Tenants Accounts Receivables (TAR).

However, there are times in which the length of time stated in the policy may have caused a burden on the Authority and that write-offs were not conducted in a timely manner. The Board of Commissioners have requested that Executive Management looked into the policy and recommend any revisions that would improve the write-off policy.

The attached proposed policy updates the policy in place in the following areas:

1. Updates the review of accounts from quarterly to monthly.
2. Updates the establishment of a list of uncollectible account receivables from 90 days old to **60 days old**. The timeline is established at least 15 days from the date the resident has been informed via letter of any outstanding charges and that no agreement for payment has been reached or payment has not been made.
3. Flexibility for the Authority to conduct write-offs every two months.

Request for the Board of Commissioners to approve the attached Proposed Policy.


MICHAEL J. DUENAS

Attachment

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION No. FY17-016**

Moved By:

Seconded By:

**RESOLUTION SUPERCEDING GHURA's BOC RESOLUTION NO. FY88-006,
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, Board wishes to replace BOC Resolution No. FY88-006, Resolution adopting the Write-Off Policy for Uncollectible Accounts for GHURA Rental Properties, as adopted on February 4, 1998; and

WHEREAS, The GHURA has determined that it shall be the policy, pursuant to Generally Accepted Accounting Principles (GAAP) and the Public Housing Assessment System (PHAS) to write off delinquent vacated Tenant Accounts Receivables (TAR) deemed by the GHURA Management to be uncollectible;

WHEREAS, The GHURA Management and Staff must make every effort to collect unpaid rent, damages and late fees owed by former residents of GHURA; and

WHEREAS, Justifications for the write-off of a delinquent account are as follows: (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; and

WHEREAS, The Property Site Managers will review the TAR report on a monthly basis and maintain a list of residents who have vacated and have an outstanding balance. This information will be entered into the U.S. Department of Housing and Urban Development's (HUD) Enterprise Income Verification (EIV) system and a copy to the Asset Manager; and

WHEREAS, Uncollected TARs will be presented to the Board of Commissioners to be written off every two months. The Asset Manager will review all outstanding accounts.

WHEREAS, this proposed Policy will supersede any previous or existing GHURA Policy related to uncollectible tenant accounts; now, therefore, be it

RESOLVED, that the GHURA Board of Commissioners hereby approve BOC Resolution No. FY17-016, AS THE WRITE-OFF POLICY FOR UNCOLLECTIBLE ACCOUNTS FOR GHURA RENTAL PROPERTIES.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – September 22, 2017
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **September 22, 2017**

(S E A L)

MICHAEL J. DUENAS
Secretary/ Executive Director