



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., December 12, 2023
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

- I. ROLL CALL**
- II. BOARD MEETING PUBLIC ANNOUNCEMENTS**
1st Printing – Monday, December 4, 2023
2nd Printing – Sunday, December 10, 2023
- III. APPROVAL OF PREVIOUS BOARD MINUTES – November 21, 2023**
- PAGE (S)**
- IV. NEW BUSINESS**
1. **Resolution No. FY2024-002** 1 - 6
Resolution Approving the Fiscal Year 2024 Section 8 Housing Choice Voucher Program Utility Allowance Schedule and Additional Allowances for Reasonable Accommodations for Persons with Disabilities
2. **Resolution No. FY2024-003** 7 - 9
Resolution Approving Fiscal Year 2024 Section 8 Housing Choice Voucher Program Payment Standards
3. **Change Order #1** 10 - 27
GHURA-23-13; Renovation of Eight (8) Guma Trankilidat Units
4. **Change Order #2** 28 - 30
GHURA-08-25-2022-AMP4; Replacement of AMP4 Maintenance Shop Extension
5. **Change Order #1** 31 - 39
GHURA-23-03-CDBG-5TREN; Talofofu Renaissance Concrete Repair & Renovation
- V. CORRESPONDENCE AND REPORTS**
1. **Travel Reports**
(Travel for attendance in the HUD-Sponsored Section 8 Administrator's Meeting in Honolulu, Hawaii on September 8, 2023)
- a. **Norma San Nicolas, S8 Administrator** 40 - 43
- b. **Nicole Alejandro, Program Coordinator III** 44 - 46

VI. EXECUTIVE DIRECTOR'S REPORT

1. Project Updates

2. Division Updates

- a. A/E Division 47 - 53
- b. Low Income Housing Tax Credit Program 54 - 68
- c. Community Development Block Grant Program

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

- 1. Next proposed scheduled Board Meeting: Tuesday, January 9, 2024
@ 12:00 p.m.

VII. ADJOURNMENT

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Wayson W.S. Wong, Esq.
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Honolulu, Hawaii 96822
Phone (808) 753-4442
Email: WaysonWong@aol.com

IN THE SUPERIOR COURT OF GUAM

IN THE MATTER OF THE ESTATE OF ROSARIO S. BAUTISTA, Decedent.

PROBATE CASE NO. PR0167-23

AMENDED NOTICE OF HEARING

THIS NOTICE IS REQUIRED BY LAW. YOU ARE NOT REQUIRED TO APPEAR IN COURT UNLESS YOU DESIRE.

1. NOTICE IS HEREBY GIVEN that Catherine B. Sholing, filed a Petition for Probate of Will and for Letters of Administration.
2. A hearing on the petition will be heard on **Wednesday, December 13, 2023, at 10:40 a.m.**
3. To attend or to participate in the hearing, you may appear in person at the Guam Judicial Center, appear remotely at <https://guamcourts-org.zoom.us> and enter Meeting ID: **864 4387 2213** and Passcode: **JEMJ**; or call into the courtroom at **671-300-6703** at the designated hearing time. For connectivity issues, you may contact Jannette Samson at (671) 475-0141 or email: jsamson@guamcourts.gov.

DATED: November 17, 2023

SOPHIA SANTOS DIAZ
Clerk of Court, Superior Court of Guam
By: /s/ Flora W. Fagan
Deputy Clerk I

Office of the Attorney General
Douglas B. Moylan
Attorney General of Guam
Family Section, General Crimes Division
590 S. Marine Corps Drive, ITC Bldg., Ste. 706
Tamuning, Guam 96913 • USA
(671) 475-2595 • (671) 475-3343 (fax)
familydivision@oagguam.org
Attorney for the People of Guam

IN THE SUPERIOR COURT OF GUAM

IN THE INTEREST OF

**B.M. (DOB: 01/08/2011),
E.M. (DOB: 08/25/2012),
H.S. (DOB: 03/04/2017), and
L.S. (DOB: 12/15/2018),
Minors.**

JUVENILE CASE NO. JP0134-22

SUMMONS

To: **ERIC FAISAO, Biological father for (B.M. DOB: 01/08/2011 and E.M. DOB: 08/25/2012)**

You are hereby summoned to appear via Zoom, before the **HONORABLE LINDA L. INGLES**, at the Judiciary of Guam, Superior Court of Guam, 120 West O' Brien Drive, Hagåtña, Guam, for a court hearing on:

MONDAY, DECEMBER 11, 2023 AT 2:30 P.M.

Zoom meeting ID: 716-711-9213/ Password: 76504

YOU MAY BE HELD IN CONTEMPT IF YOU FAIL TO APPEAR ON THE DATE SET FORTH IN THIS SUMMONS.

"YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHTS CONCERNING THE CHILDREN WHO ARE THE SUBJECT OF THE ABOVE MAY BE TERMINATED BY AWARD OF PERMANENT CUSTODY IF YOU FAIL TO APPEAR ON THE DATE THAT IS SET FORTH IN THIS SUMMONS."

Dated: October 04, 2023

CLERK, SUPERIOR COURT OF GUAM
By: /s/ Alexis D. Tenorio
DEPUTY CLERK

Office of the Attorney General
Douglas B. Moylan
Attorney General of Guam
Family Section, General Crimes Division
590 S. Marine Corps Drive, ITC Bldg., Ste. 706
Tamuning, Guam 96913 • USA
(671) 475-2595 • (671) 475-3343 (fax)
familydivision@oagguam.org
Attorneys for the People of Guam



IN THE SUPERIOR COURT OF GUAM

IN THE INTEREST OF

**I.J.T. (DOB: 04/30/2007),
J.K.T. (DOB: 09/08/2008),
R.N.T. (DOB: 09/30/2012), and
A.J.T. (DOB: 06/07/2014),
Minors.**

Juvenile Case No. JP226-22 SUMMONS

To: **INEAR NANNED TAITY, Natural Mother**

You are hereby summoned to appear via Zoom, before the **HONORABLE LINDA L. INGLES**, at the Judiciary of Guam, Superior Court of Guam, 120 West O'Brien Drive, Hagåtña, Guam, for a court hearing on:

MONDAY, DECEMBER 11, 2023, AT 9:00 A.M.

Zoom meeting ID: 716-711-9213/ Password: 76504

"YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHTS CONCERNING THE CHILDREN WHO ARE THE SUBJECT OF THE ABOVE MAY BE TERMINATED BY AWARD OF PERMANENT CUSTODY IF YOU FAIL TO APPEAR ON THE DATE THAT IS SET FORTH IN THIS SUMMONS."

YOU MAY BE HELD IN CONTEMPT IF YOU FAIL TO APPEAR ON THE DATE SET FORTH IN THIS SUMMONS.

Dated: NOV 20 2023

CLERK, SUPERIOR COURT OF GUAM
By: /s/ ALEXIS D. TENORIO
Deputy Clerk

Office of the Attorney General
Douglas B. Moylan
Attorney General of Guam
Family Section, General Crimes Division
590 S. Marine Corps Drive, ITC Bldg., Ste. 706
Tamuning, Guam 96913 • USA
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familydivision@oagguam.org
Attorney for the People of Guam

IN THE SUPERIOR COURT OF GUAM

IN THE INTEREST OF

**B.M. (DOB: 01/08/2011),
E.M. (DOB: 08/25/2012),
H.S. (DOB: 03/04/2017), and
L.S. (DOB: 12/15/2018),
Minors.**

JUVENILE CASE NO. JP0134-22

SUMMONS

To: **DAISY MENDIOLA, Natural Mother**

You are hereby summoned to appear via Zoom, before the **HONORABLE LINDA L. INGLES**, at the Judiciary of Guam, Superior Court of Guam, 120 West O' Brien Drive, Hagåtña, Guam, for a court hearing on:

MONDAY, DECEMBER 11, 2023 AT 2:30 P.M.

Zoom meeting ID: 716-711-9213/ Password: 76504

YOU MAY BE HELD IN CONTEMPT IF YOU FAIL TO APPEAR ON THE DATE SET FORTH IN THIS SUMMONS.

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Dated: October 04, 2023

CLERK, SUPERIOR COURT OF GUAM
By: /s/ Alexis D. Tenorio
DEPUTY CLERK

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GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910

Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701
Website: www.ghura.org



Equal Housing Opportunity
Joshua F. Tenorio
Lieutenant Governor of Guam

Board of Commissioners Meeting Tuesday, December 12, 2023 at 12:00 PM. This meeting is open to the public via Zoom.

Topic: GHURA BOC Meeting, Tuesday, December 12, 2023 @12PM

Time: Dec 12, 2023 12:00 PM Guam, Port Moresby

Join Zoom Meeting:

<https://us06web.zoom.us/j/8236614156?pwd=Umd4OXF9cF99UUM8dDlPqgk0Nn.1>

Meeting ID: 823 6614 156 Passcode: 487443

Watch Youtube Live Stream: <https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag>

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 1. Next proposed scheduled Board Meeting – Tuesday, January 09, 2024 @ 12:00 p.m.
- VIII. ADJOURNMENT

The complete Board packet may be viewed on our website at www.ghura.org.

For more information, please contact Audrey Agoun at 475-1378 and for special accommodations, please contact Chief Planner – Designated Section 504 / ADA Coordinator at 475-1322 or TTY 472-3701.

This advertisement was paid for by GHURA.



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Opening for Cement Masons w/JWG Construction, Inc. in Yigo, GU.
Min Reqs: 1 yr exp as a cement mason or mason (any job title). Performs usual cement mason duties for const co engaging in gen const contracting serv. Travels each work day to company's job sites in the MSA of Guam. Send CV to **Post Office Box 11378, Tamuning, Guam 96931** or email to willygozum@jwgconst.com. Verif of qualifs req.

JOB OPENING

Opening for Carpenters w/JWG Construction, Inc. in Yigo, GU.
Min Reqs: 1 yr exp as a carpenter or carpenter (any job title). Performs usual carpentry duties for const co engaging in gen const contracting serv. Travels each work day to company's job sites in the MSA of Guam. Send CV to **Post Office Box 11378, Tamuning, Guam 96931** or email to willygozum@jwgconst.com. Verif of qualifs req.

JOB OPENING

Opening for Painter w/Fargo Pacific, Inc in Tamuning, GU. **Min Req:** 1 yr of exp as a painter & must be able to obtain U.S. military base pass. Performs usual duties as a painter for const company engaging in gen const contracting serv. Performs wk @ co's job sites in the MSA of Guam. Send resume to **P.O. Box 2492, Hagatna, GU 96932** or email to delacruz_feli@fargogu.com. Verif of qualifs req.

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JOB OPENING

Openings for Heavy Equipment Operators w/Fargo Pacific, Inc in Tamuning, GU. **Min Reqs:** 2 yrs of exp as a heavy equipment operator, backhoe operator and/excavator operator & must be able to obtain U.S. military base pass. Performs usual duties as a heavy equipment operator for const company engaging in gen const contracting serv. Travels every work day to the company's job sites in the MSA of Guam. Send resume to **P.O. Box 2492, Hagatna, GU 96932** or email to delacruz_feli@fargogu.com. Verif of qualifs req.

JOB OPENING

Opening for Cement Masons w/Fargo Pacific, Inc in Tamuning, GU. **Min Reqs:** 1 yr of exp as a cement mason or mason (any job title) & must be able to obtain U.S. military base pass. Performs usual duties as a cement mason for const company engaging in gen const contracting serv. Travels each work day to company's job sites in the MSA of Guam. Send resume to **P.O. Box 2492, Hagatna, GU 96932** or email to delacruz_feli@fargogu.com. Verif of qualifs req.

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

LOCAL HOUSING OPPORTUNITY
 Joshua F. Tenorio
 Lieutenant Governor of Guam

Board of Commissioners Meeting
Tuesday, December 12, 2023 at 12:00 PM.
This meeting is open to the public via Zoom.

Topic: GHURA BOC Meeting, Tuesday, December 12, 2023 @12PM
Time: Dec 12, 2023 12:00 PM Guam, Port Moresby

Join Zoom Meeting:
<https://us06web.zoom.us/j/82366141456?pwd=uEmd4QXf9Cff9eU8dDdLQgk0Nn.1>
Meeting ID: 823 6614 1456 **Passcode:** 487443

Watch Youtube Live Stream: <https://www.youtube.com/channel/UCGqKWU0k0mT0F0LYn48ULag>

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 For more information, please contact Audrey Aguan at 475-1378 and for special accommodations, please contact Chief Planner – Designated Section 504 / ADA Coordinator at 475-1322 or TTY 472-3701.
 This advertisement was paid for by GHURA.

JOB OPENING

Opening for Electricians w/Fargo Pacific, Inc in Tamuning, GU. **Min Reqs:** 2 yrs of exp as an electrician, electrician (any job title) or electrical foreman & must be able to obtain U.S. military base pass. Performs usual duties as an electrician for const company engaging in gen const contracting serv. Travels each work day to company's job sites in the MSA of Guam. Send resume to **P.O. Box 2492, Hagatna, GU 96932** or email to delacruz_feli@fargogu.com. Verif of qualifs req.

JOB OPENING

Opening for Carpenters w/Fargo Pacific, Inc in Tamuning, GU. **Min Reqs:** 1 yr of exp as a carpenter or carpenter (any job title) & must be able to obtain U.S. military base pass. Performs usual duties as a carpenter for const company engaging in gen const contracting serv. Travels each work day to company's job sites in the MSA of Guam. Send resume to **P.O. Box 2492, Hagatna, GU 96932** or email to delacruz_feli@fargogu.com. Verif of qualifs req.

JOB OPENING

Opening for A/C Mechanic w/Meilbert De Vera Lopez dba Northern Construction in Yigo, GU. **Min Reqs:** Two (2) yrs of exp as an A/C Mechanic and must be able to obtain a U.S. military base access pass. Performs usual duties as a A/C Mechanic for const company engaging in gen const contracting serv. Travels each work day to company's job sites in MSA of Guam. Send CV to **P.O. Box 11831, Yigo, GU 96929** or email to mlopez.nci@guam.net. Verif of qualifs req.



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., November 21, 2023
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. CALL TO ORDER

After notice was duly given, pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled board meeting was called to order at **12:01 P.M., Tuesday, November 21, 2023**, at the GHURA Sinajana Main Office, 1st floor Conference room, by Vice Chairman Sanches. He indicated that **4 of 6** members of the Board of Commissioners were present, representing a quorum and that the meeting would proceed as scheduled.

Viewed virtually via	Zoom: https://us06web.zoom.us/j/86421775904?pwd=MaVOoobokEfbZ97yoxl5GO6B3bjF9d.1		
	YouTube: https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag		
BOC Commissioners Attendance	Dr. John Rivera, Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Nate Sanchez, Vice Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Frank Ishizaki, Commissioner	Virtual <input type="checkbox"/>	In-Person <input type="checkbox"/>
	Anisia Delia, Commissioner	Virtual <input type="checkbox"/>	In-Person <input type="checkbox"/>
	Emilia Rice, Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Karl Corpus, Resident Commissioner	Virtual <input checked="" type="checkbox"/>	In-Person <input type="checkbox"/>
GHURA Staff	Elizabeth F. Napoli, Executive Director <input checked="" type="checkbox"/>	Julie Lujan, MIS Administrator <input type="checkbox"/>	
	Fernando B. Esteves, Deputy Director <input checked="" type="checkbox"/>	Sonny Perez, AE Manager <input checked="" type="checkbox"/>	
	Audrey Aguon, Special Assistant <input checked="" type="checkbox"/>	Norma San Nicolas <input checked="" type="checkbox"/>	
	Frances Danieli, Controller <input checked="" type="checkbox"/>	Narcissa Ada, AMP1 Manager <input type="checkbox"/>	
	Katherine Taitano, RP&E Chief Planner <input checked="" type="checkbox"/>	Gina Cura, AMP2 Manager <input type="checkbox"/>	
	Dr. Kimberly Bersamin, HR Administrator <input checked="" type="checkbox"/>	Patrick Bamba, AMP3 Manager <input type="checkbox"/>	
	Antonio Camacho, Procurement SMA <input checked="" type="checkbox"/>	Philomena San Nicolas, AMP4 Manager <input type="checkbox"/>	
	Pearly Mendiola, GT Manager <input type="checkbox"/>	Jolyn Terlaje <input type="checkbox"/>	
	Nicole Alejandro <input checked="" type="checkbox"/>	Miguel Fernandez <input type="checkbox"/>	
	Michael Ricuyal <input type="checkbox"/>	Nicole Alejandro <input checked="" type="checkbox"/>	
Legal Counsel	Eliseo M. Florig, GHURA's Legal Counsel <input checked="" type="checkbox"/>		
Public	None listed.		

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, November 14, 2023

2nd Printing – Sunday, November 19, 2023

ACKNOWLEDGED BY CHAIRMAN RIVERA.

III. **[173/23] In the interest of time, Chairman Rivera requested that the approval of the board meeting minutes of October 24, 2023 and several items on the agenda be tabled to the next scheduled board meeting. There were no objections.**

IV. NEW BUSINESS:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Resolution No. FY2024-001- Resolution approving the Section 8 Management Assessment Program (SEMAP) Certification (Form HUD-52648) for Fiscal Year Ending 2023</p>	<p>[174/23] Executive Director Napoli deferred to Mrs. Nicole Alejandro, Section 8 Program Coordinator. Mrs. Alejandro stated the following:</p> <ul style="list-style-type: none"> • The certification affirms that GHURA’s annual self-assessment key areas of the Section 8 Housing Choice Voucher Program for fiscal year ending in 2023, per the (15) indicators in accordance with 24 CFR 985. • HUD 52648 Form reflects (15) indicators. Indicators (7) and (15) are not applicable to Guam because they are for metropolitan areas only. • Summaries and self-assessment results are found in the attachments included in the board packet. • The importance of the SEMAP Certification are as follows: <ol style="list-style-type: none"> 1. SEMAP is a HUD tool to evaluate each PHA’s operation and performance of the Section 8 tenant-based program. 2. The FY ending in 2023 Self-Assessment results reflected GHURA’s 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>administration and performance of the Section 8 Tenant - based program and is in compliance with 24 CFR parts 5 982 and 985.</p> <ol style="list-style-type: none"> 3. (15) indicators that HUD uses to confirm each PHA's SEMAP profiles, evaluate the challenges faced by each agency, identify low and high performing agency, and help the housing agency to improve areas of weaknesses. 4. Per regulations, the PHA must Self-Certify their performance 1-9 and validate its process by submitting forms HUD 52648 within (60) days after the end of the PHA's fiscal year and after the board's approval. 5. Indicators 10-15 are validated by HUD through GHURA's monthly submission of forms HUD 50058. <p>Mrs. Alejandro added that GHURA does practice performing the quality control reviews monthly. GHURA does exceed HUD's requirements. She stated that GHURA does this to detect, identify, and document any deficiencies that are found throughout the year.</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Chairman Rivera asked that in a self-certification, what would a score of 140 mean for GHURA. Mrs. Alejandro stated that HUD has a point scale for the (15) indicators. Depending on the rating criteria, how GHURA summarized any quality control (QC) reports and determining whether or not GHURA has met the standards required by HUD, the points allotted may be 15 points or zero points.</p> <p>Commissioner Rice inquired about whether GHURA had found any specific issues in reviewing the QCs. Mrs. Alejandro indicated that HUD provides a sample criterion chart that GHURA follows. She added that the breakdowns are provided to assist in evaluating a percentage that HUD requires. She also indicated that GHURA addresses any issues and makes improvements monthly to stay compliant with HUD requirements.</p> <p>Deputy Director Esteves stated that the SEMAP reflects that all the key points and all the processes are being followed. He added that Mrs. Alejandro's job is to constantly audit the Section 8 program, which assists in the success of the program.</p> <p>Mrs. Norma San Nicolas, Section 8 Administrator, indicated that the monthly QCs are necessary to ensure that deficiencies are addressed. It also provides management with information to determine the types of training needed for staff. She added that it prepares GHURA for auditing.</p>	

AGENDA ITEM	DISCUSSION	ACTION
<p>2. Resolution No. FY2024-002- Resolution Approving the FY2024 Section Housing Choice Voucher Program Utility Allowance Schedule and Additional Allowances for Reasonable Accommodations for Persons with Disabilities.</p> <p>3. Resolution No. FY2024-003- Resolution Approving FY2024 Section 8 Housing Choice Voucher Program Payment Standards</p> <p>4. Resolution No. FY2024-004- Resolution Approving the Write-Off of Tenant Accounts Receivables</p>	<p>Chairman Rivera requested that Executive Director Napoli read Resolution No. FY2024-001 on page 3 of 37 in the BOC packet of the November 21, 2023, board meeting.</p> <p>There were no further discussions.</p> <p>[176/23] Chairman Rivera stated that Resolution No. FY2024-002 and Resolution No. FY2024-003 items will be moved to the next scheduled BOC meeting, due to time constraints.</p> <p>[177/23] Director Napoli stated the following:</p> <ul style="list-style-type: none"> • Read Resolution No. FY2024-004 on page 29 of 37 in the BOC packet of November 21, 2023. • Attachments reflecting the amounts that were not collected for each of the property sites were provided to the board in the board packet. <p>In prior board meetings, it was indicated that write-off amounts are forwarded to the Department of Revenue and Taxation for collection.</p> <p>Deputy Director Esteves added that charges may also include cleaning fees. Additional charges</p>	<p>[175/23] Vice Chairman Sanchez moved to approve Resolution FY 0204-001-Section Eight Management Assessment Program (SEMAP) Certification (Form HUD-52648) for Fiscal Year Ending 2023. Commissioner Rice seconded the motion. There were no objections. Motion passed.</p> <p>Commissioner Corpus inquired about indicating in the resolution that Indicators (7) and (15) are not included. Chairman Rivera deferred to Mr. Eliseo Florig, Legal Counsel for GHURA for clarification. Mr. Florig stated on behalf of Section 8 and Mrs. Norma San Nicolas that with respect to the resolution, it is just about the certification of the report for FY2023 ending and it has been indicated that the two items are not used because it is a metropolitan impact and is not necessarily needed in the resolution.</p>

AGENDA ITEM	DISCUSSION	ACTION
	<p>may also include late charges or utility balances. Charges are oftentimes cumulative of all variables.</p> <p>Commissioner Rice asked about whether the charges are interest bearing. Mrs. Frances Danieli, GHURA Controller, stated that the charges were not interest bearing.</p> <p>Mrs. Norma San Nicolas added that the write-offs will help with GHURA's scoring when the report is submitted at the end of the year.</p> <p>Deputy Director Esteves indicated that as long as balances stay on the books and we do not write-off, it will keep counting against GHURA. GHURA try to collect reasonably.</p> <p>Chairman Rivera asked Mrs. Danieli was the write-off amount was for the previous year. Mrs. Danieli indicated that the information will be provided to the board as soon as possible as she did not have the data available. Chairman Rivera requested that the board be provided with a 3-5-year trending report to show where GHURA stands in comparison to past write-off reports.</p> <p>Mrs. Danieli stated that the board may see more write-offs because policy states that accounts 90 days or older are to be written-off. There have been audit findings because of accounts not written off every 90 days. She added that moving forward, she will provide the board with more reports of write-offs of accounts 90 days or older.</p>	

AGENDA ITEM	DISCUSSION	ACTION
		<p>[178/23] Vice Chairman Sanchez moved to approve Resolution No. 2024-004, Resolution approving Tenant Accounts Receivables in the amount of \$51,167.34. Commissioner Rice seconded the motion. There were no objections. Motion passed unanimously.</p>
<p>V. EXECUTIVE DIRECTOR'S REPORT</p>	<p>[179/23] None reported.</p>	
<p>VI. GENERAL DISCUSSIONS/ ANNOUNCEMENTS</p>	<p>[180/23] Chairman Rivera announced the next proposed scheduled board meeting was for Tuesday, December 12, 2023, at 12PM. Notice will be sent to commissioners to affirm that a quorum is met.</p> <p>Chairman Rivera indicated that before everyone celebrates the</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>holiday seasons, that on behalf of the GHURA Board of Commissioners, he asked that the management extend a heartfelt thank you and congratulation to the teams for their hard work and dedication for all that they do for the communities we serve.</p>	
<p>VII. ADJOURNMENT</p>		<p>[181/23] Commissioner Rice moved to adjourn. Vice Chairman Sanchez seconded the motion. There were no objections. Motion passed. The meeting adjourned at 12:44PM.</p>

SEAL

Elizabeth F. Napoli
Board Secretary/Executive Director

Date _____

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

November 13, 2023

MEMORANDUM

TO: Board of Commissioners
VIA: Elizabeth F. Napoli, Executive Director 
Fernando Esteves, Deputy Director 
FROM: Norma P. San Nicolas, Section 8 Administrator 
SUBJECT: 2024 Utility Allowance Schedule

HUD regulation 24 CFR 982.517 requires housing authorities to establish and maintain a utility allowance for all tenant-paid utilities for the Section 8 HCV Program. The allowance schedule must be annually reviewed and adjusted to determine if there is a rate change of 10 percent or more. Attached with this memorandum for your review and approval is form HUD-52667 with allowances per bedroom size for CY2024. The last review and adjustment were made in November 2022 for FY2023. The Utility Allowance for 2024 was established through the collaboration and assistance of the island's utility companies, such as the Guam Power Authority, Guam Waterworks, Pacific LP Gas, and the Guam Solid Waste Authority.

While the rate for basic power remains the same, GPA increased the Fuel Recovery Charge by approximately 22 percent since the last time the Section 8 Utility Allowance Schedule was revised. The fuel recovery rate increased by 6 cents. The fuel recovery cost GPA charges consumers is for purchasing and transporting fuel needed to produce electricity. The utility allowance for Liquid Petroleum (LP) gas decreased slightly from \$118 to \$110 per 50 lbs, and \$228 to 215 per 100 lbs. tanks. Additionally, the water rates also decreased slightly by less than 2 percent, while rates for sewer and trash pick-up service remained unchanged.

In addition to the standard tenant-paid utility allowance schedule, HUD requires PHAs to establish a higher schedule of allowances to accommodate persons with disabilities. The Fair Housing Act defines "reasonable accommodations" as a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have equal opportunity to use and enjoy a dwelling, including the public and common use of spaces. The Fair Housing Act also states that there must be a reasonable nexus between the individual's disability and the requested accommodation. To ensure persons with disabilities have equal opportunity to enjoy a peaceful dwelling, we have developed and attached an itemized monthly allowance for electricity per medical equipment. The additional cost per equipment will be included in the family's regular monthly utility allowance.

Your review and approval of the Utility Allowance Resolution for CY2024 are essential in ensuring families are adequately assisted under the Section 8 Program. The utility allowance helps families maintain a healthy, sanitary, safe home. Thank you.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2024-002**

Moved by: _____

Seconded by: _____

RESOLUTION APPROVING THE FISCAL YEAR 2024 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM UTILITY ALLOWANCE SCHEDULE AND ADDITIONAL ALLOWANCES FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

WHEREAS, pursuant to 24 CFR 982.517 the Authority is required to maintain a utility allowance schedule for all tenant-paid utilities under the Section 8 Housing Choice Voucher Program;

WHEREAS, the requisite of the regulation is the Utility Allowance Schedule must be reviewed annually and revised to reflect changes of *ten percent* (10%) or more of any utility rate from the last revised schedule;

WHEREAS, pursuant to 24 CFR 982.517(e) the PHA must also approve a utility allowance, which is higher than the amounts for the standard Utility Allowance to accommodate persons with disabilities;

WHEREAS, the Fair Housing Act defines “reasonable Accommodation” as a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have equal opportunity to use and enjoy a dwelling, including public and common use of spaces,

WHEREAS, the adoption of additional amounts is necessary to reasonably accommodate disabled participants who utilizes medical equipment such as a ventilator, respiratory machines, powered wheelchairs or motorized mobility devices, chair lifts, CPAP, etc.

WHEREAS, 24 CFR 982.517 (d) requires the Authority to use the appropriate utility allowance for the actual unit size of each dwelling unit leased by the participant family under the Section 8 Housing Choice Voucher Program;

WHEREAS, The Authority’s timely maintenance and implementation of the Utility Allowance Schedule impacts the Authority’s performance under the Section Eight Management Program (SEMAP) as delineated in 24 CFR 985.3 (d);

WHEREAS, the approved Utility Allowance Schedule shall be applied to HAP Contracts effectuated for calendar year 2024; and therefore, be it;

RESOLVED, that the Board of Commissioners reviewed and approved the FY2024 Section 8 Utility Allowance Schedule and additional allowances for higher rent for reasonable accommodation for persons with disabilities.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – DECEMBER 12, 2023
PASSED BY THE FOLLOWING VOTES:**

AYES:

NAYS:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on December 12, 2023.

(S E A L)

**ELIZABETH F. NAPOLI
Secretary / Executive Director**

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and

Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA GUAM HOUSING AND URBAN RENEWAL AUTHORITY			Unit Type ALL TYPES OF UNITS					Date (mm/dd/yyyy) November 8, 2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	
Heating	Natural Gas								
	Bottled Gas								
	Electric								
	Electric – Heat Pump								
	Fuel Oil								
	Other								
	Cooking	Natural Gas							
	Bottled Gas	14	22	22	27	35	41	48	
	Electric	23	32	33	40	51	58	68	
	Other								
Other Electric		73	76	80	94	111	119	136	
Air Conditioning		57	60	67	81	96	102	136	
Water Heating	Natural Gas								
	Bottled Gas	26	48	48	59	75	85	88	
	Electric	42	56	64	73	91	100	107	
	Electric – Heat Pump								
	Fuel Oil								
Water		31	36	42	76	105	115	132	
Sewer		28	28	28	28	28	28	28	
Trash Collection		31	31	31	31	31	31	31	
Other – specify	RA Utility Allowance	See attached							
Range/Microwave									
Refrigerator									
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.						Utility/Service/Appliance		Allowance	
Head of Household Name						Heating			
Unit Address						Cooking			
						Other Electric			
Number of Bedrooms						Air Conditioning			
						Water Heating			
						Water			
						Sewer			
						Trash Collection			
						Other			
						Range/Microwave			
						Refrigerator			
						Total			

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating" and "Water Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDuser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.25 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information collected is required to determine the amount of utility allowance necessary to calculate the family's tenant portion. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information collected specifies which utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

ADDITIONAL ALLOWANCE FOR REASONABLE ACCOMMODATION

MEDICAL EQUIPMENT	AVERAGE COST PER DAY	ADDITIONAL ALLOWANCE
Power wheelchair or mobility devices (battery)	\$1.33 per day	\$ 40.00
Home Ventilator Machine	\$2 per day	\$ 60.00
Oxygen Concentrator	.30 cents per day	\$ 9.00
Infusion or intravenous equipment (tube feeding)	.57 cents per day	\$ 17.00
Chair or stair lifts	.05 cents per day	\$ 5.00
Communication devices (TTY device, computer & internet)	\$2 per day	\$ 60.00
Nebulizer	.12 cents per day	\$ 4.00
CPAP and other sleep apnea devices	.12 cents per day	\$ 4.00
Home Dialysis Machines	.47 cents per day	\$ 14.00
Other (additional use of air conditioning unit)	\$1.50 per day	\$ 45.00

***Note:** The Fair Housing Act states that the request for reasonable accommodation must have a reasonable nexus between the individual's disability and the requested accommodations. The applicable amounts listed above will be added to the family's Utility Allowance.*

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

November 13, 2023

MEMORANDUM

TO: Board of Commissioners
VIA: Elizabeth F. Napoli, Executive Director *EW*
Fernando Esteves, Deputy Director *FE*
FROM: Norma P. San Nicolas, Section 8 Administrator *NSN*
SUBJECT: ~~FY2023~~ Section 8 HCV Payment Standards

Please find the attached resolution for your review and approval of the FY2023 Section 8 Payment Standards. The Section 8 Program utilizes the Payment Standard schedule internally to determine each family's level of assistance. How the Payment Standard is set directly affects the amount of subsidy a family will receive. HUD regulation 24 CFR 982.503 (a)(1) mandates PHAs to establish and adopt a Payment Standard Schedule that sets voucher payment amounts for each Fair Market area in the PHA's jurisdiction. The schedule must list single payment standards for each unit size, and the amounts must be between 90 percent and 110 percent. Considering Guam's housing needs and budget allocations, the Standard Payment amounts for Guam are set between 100 percent to 104 percent of the published FMR. *NSN*

Furthermore, 24 CFR 982.503 (b)(v) states that PHA may establish an exception Payment Standards of not more than 120 percent of the published FMR to assist persons with disabilities. Adopting higher rent Payment Standards is necessary to ensure participants with a disability may find a suitable accessible dwelling. Finding a decent home can be a challenge for renters, but it is an even more significant challenge for someone with a disability. The higher rent payment standards aims to help ease some of the rental difficulties for persons with a disability.

Lastly, GHURA is required to update the Payment Standards annually per the Section 8 Management Assessment Program (SEMAP) under 24 CFR 985. Adopting the attached resolution will help ensure GHURA complies with this requirement. Thank you.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Suidat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2024-003

Moved by: _____

Seconded by _____

RESOLUTION APPROVING FISCAL YEAR 2024 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS

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

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

WHEREAS, 24 CFR 985.3(i) requires Public Housing Agencies to review and adjust its voucher payment standard amounts to ensure it is within the basic range that is not less than 90 percent and not more than 110 of the area's Fair Market Rent. The FY2024 Payment Standards are based on the FY2024 published Fair Market Rent for Guam as illustrated below:

2024 Fair Market Rent

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$1,206	\$1,326	\$1,742	2,455	\$2,956	\$3,399	\$3,841

WHEREAS, in consideration of the FY2024 Section 8 Housing Choice Voucher Program budget, the increased fuel charges added to the cost of utilities and the average going rates for rent in the private rental market, the proposed Payment Standards Schedules are set between 100 to 104 percent; and not more than 120 percent for reasonable accommodation for persons with disabilities in accordance with Section 102 (d) of the Housing Opportunity Through Modernization Act of 2016:

2024 Payment Standards for the HCV and (Special Purpose Voucher Programs)

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$1,206	\$1,353	\$1,794	2,529	3,045	3,501	3,995
100%	102%	103%	103%	103%	103%	104%

2024 Payment Standards for Reasonable Accommodation for persons with disabilities

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
1,447	1,591	2,090	2,946	3,547	4,079	4,610
120%	120%	120%	120%	120%	120%	120%

WHEREAS, the approved Payment Standards Schedule shall be applied to HAP contracts effectuated for calendar year 2024; and therefore, be it;

RESOLVED, that the Guam Housing and Urban Renewal Authority Board of Commissioners approve the Payment Standards for fiscal year 2024.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – DECEMBER 12, 2023

PASSED BY THE FOLLOWING VOTES:

AYES:

NAYS:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is full, true and correct copy of the Resolution duly adopted By the Guam Housing and Urban Renewal Authority Board of Commissioner on December 12, 2023.

(SEAL)

Elizabeth F. Napoli
Secretary / Executive Director



GHURA

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



December 05, 2023

TO: Board of Commissioners
FROM: Executive Director, Elizabeth F. Napoli 
SUBJECT: **Change Order No. 1**
IFB#GHURA-23-13

Genesis-Tech Corporation has an ongoing contract for Renovation of Eight Guma Trankilidat units. A/E Staff conducted a site visit at Guma Trankilidat in Tumon following a change order request from the contractor. Upon assessment of the area, A/E Staff had concluded a need for additional work.

Original Contract:	\$224,450.00	Contract NTP Date:	August 14, 2023
Changes Approved:	-0-	Contract Duration:	160 Calendar Days
Adjusted Contract Amount:	-N/A-	Contract Completion Date:	January 21, 2024
This Change Order:	\$13,610.00	Extension for This Change Order:	21 days
Adjusted Contract Amount:	\$238,060.00	New Completion Date:	February 11, 2024

Cost Analysis and Justification:

- Mobilization and Deposal _____ \$1000.00
- Preparation Existing Roof Surfaces (Unit D-5 and D-4): Existing coating to be removed and cleaned to be suitable for new coating _____ \$1,330.00
- Correct ponding water locations for smooth flow into roof drains. (Use Epoxy/ no shrink grout topping where required to build a slope. _____ \$1330.00
- Deteriorated roof coating and existing roof panel joints exposed _____ \$1000.00
- Provide New Elastomeric Waterproofing Roof Coating 45 Mil Thick minimum. Total Area of Roof to be coated is 1523 sf. (New roof coating color will match existing roof Coating) _____ \$8950.00

Total= \$13,610.00

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



Based on A/E staff's review, we are requesting Board approval for a change order/contract modification with Genesis-Tech Corporation in the amount of \$13,610.00. As well as an extension construction time of 21 days, the date of completion will be moved to February 11, 2024 for the additional work stated above. A/E has determined the cost proposals is reasonable and acceptable.

Attachment: Contractor cost proposals

Genesis-Tech Corporation

P.O. Box 23059 Barrigada, Guam 96921

Tel/Fax: (671)637-3370

genesistechguam@gmail.com

11/09/2023

To: **Ms. Elizabeth F. Napoli**
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida, Sinajana Guam 96910

Attn: **Mr. Sonny Perez**
A/E Manager
Architect and Engineering Division

Reference: **Renovation of Eight (8) Guma Trankilidat Units**
GHURA-23-13

Subject: **A Change Order Request No. 001**(Additional Work)
Guma Trankilidat Modernization – Unit D-5 Roof Leak Repair

Hafa Adai,

This change order requests a cost proposal is contains comprehensive and detailed information about the cost of additional work not included in the original scope of the work.

Cost breakdown for Additional work:

- 1. Mobilization & Disposal-----\$1,000.00
- 2. Preparation Existing Roof Surfaces (Units D-5 & D-4): Existing coating to be Removed, Clean power wash surfaces suitable for new coating-----\$1,330.00
- 3. Correct ponding water locations for smooth flow into roof drains (Use epoxy/non shrink grout topping where required to build up slope-----\$1,330.00
- 4. Deteriorated roof coating & existing roof panel joints exposed (Clouded area) ----\$1,000.00
- 5. Provide New Elastomeric Waterproofing Roof Coating 45MIL.THK.MIN.(New roof coating color to match existing):Total area of roof to be coated = 1523sf)-----\$8,950.00

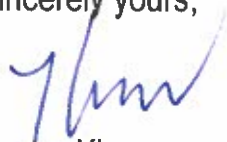
Total Lot, Labor & Materials Quotation-----**\$13,610.00**
(Thirteen Thousand Six Hundred Ten and Zero Cents)

****ALL ITEMS INCLUDE PROFIT AND OVERHEAD****

Therefore, we would like to request an extension of approximately 21 working days to complete this requested work.

Your kind review and acceptance of this proposal would be appreciated.
Please feel free to contact us at (671)637-3370 or (671)888-5785 for any question that you might have.

Sincerely yours,

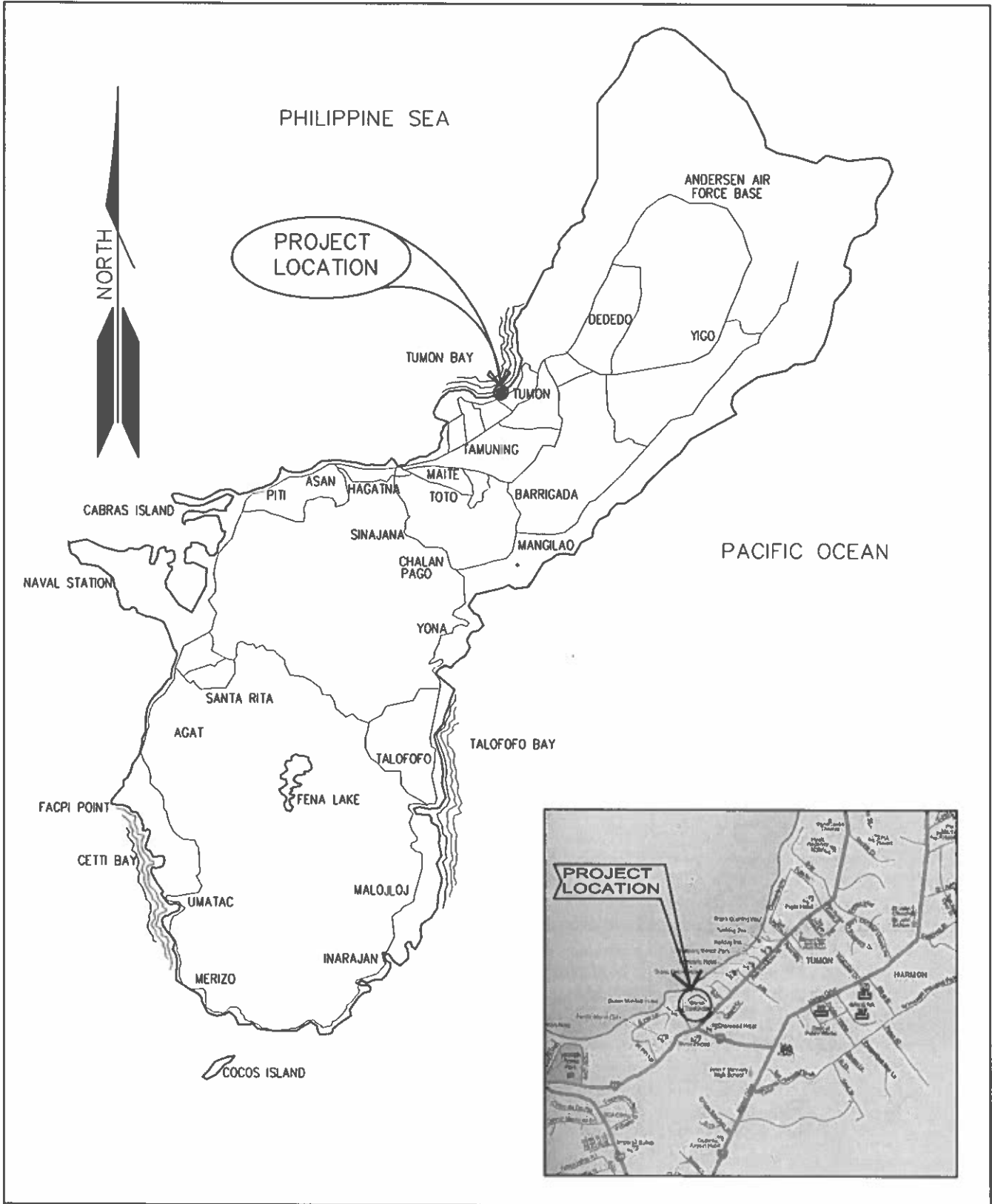


Young Kim
General Manager

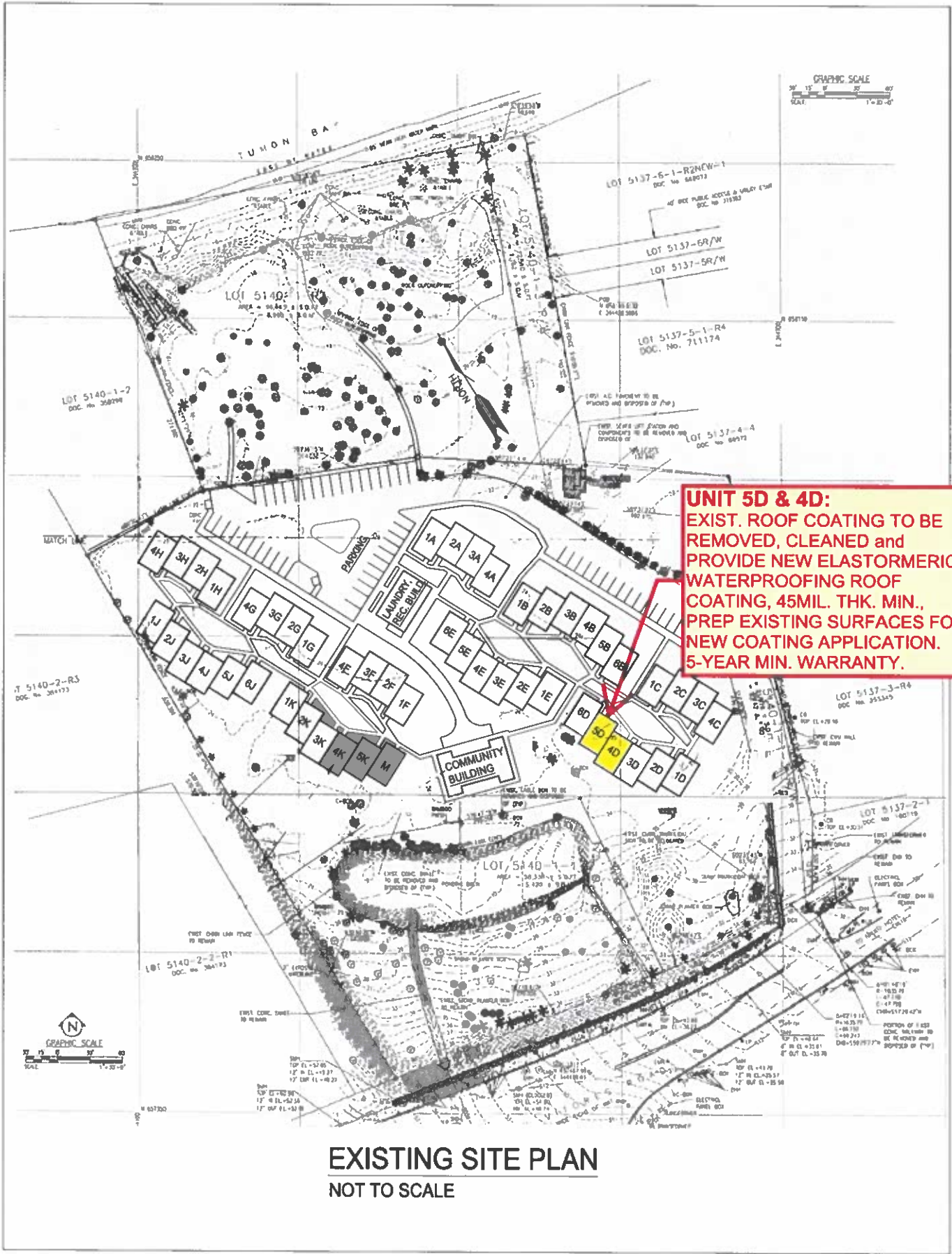
Attachment:

1. Roof Repair Site Plan (Scope of Works)-5 pages
2. Elastomeric Waterproofing Roof Coating (Specifications and Product Data sheet)-9 pages

CC: **Mr. Andrew Manglona**
AE Planner

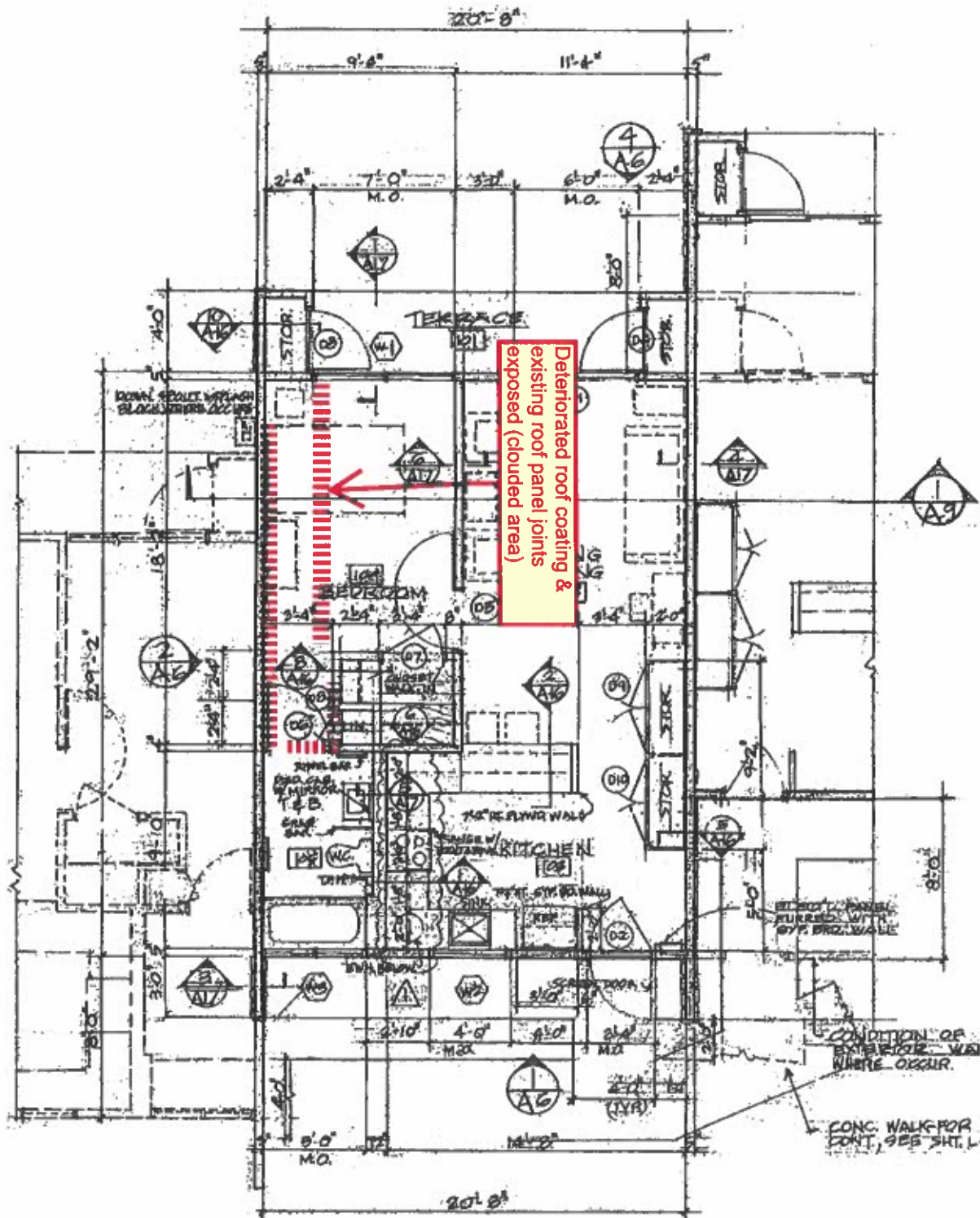


LOCATION MAP



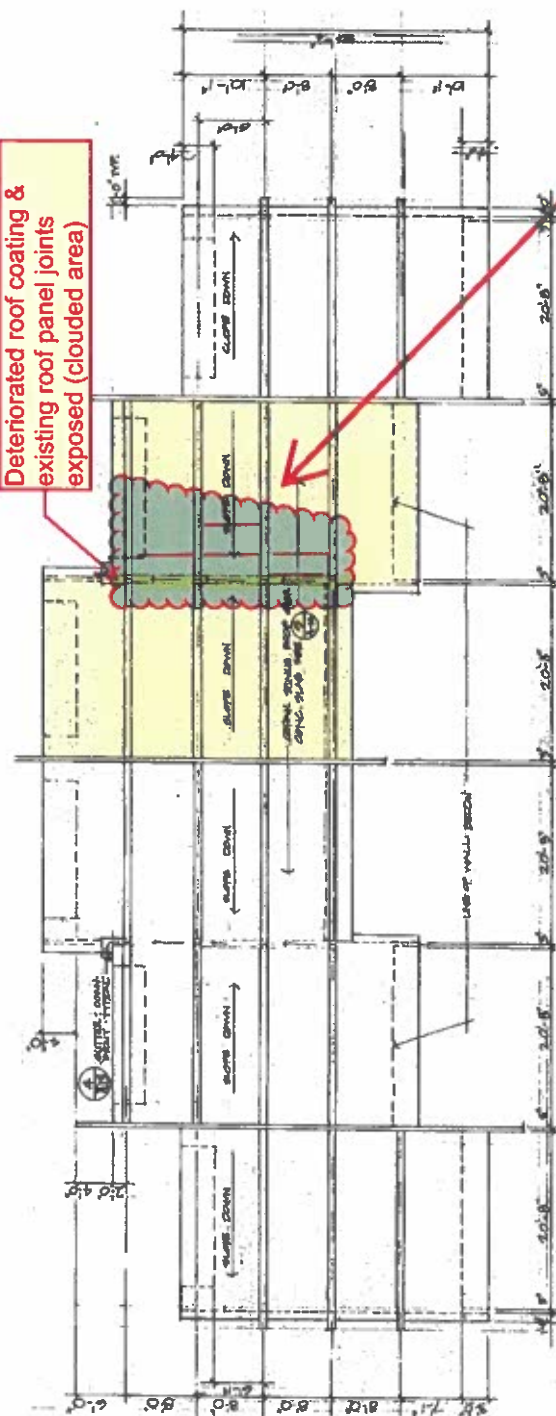
UNIT 5D & 4D:
 EXIST. ROOF COATING TO BE
 REMOVED, CLEANED and
 PROVIDE NEW ELASTOMERIC
 WATERPROOFING ROOF
 COATING, 45MIL. THK. MIN.,
 PREP EXISTING SURFACES FOR
 NEW COATING APPLICATION.
 5-YEAR MIN. WARRANTY.

EXISTING SITE PLAN
 NOT TO SCALE



TYP. UNIT FLOOR PLAN
 NOT TO SCALE FLR. AREA = 611 SF.

Deteriorated roof coating & existing roof panel joints exposed (clouded area)



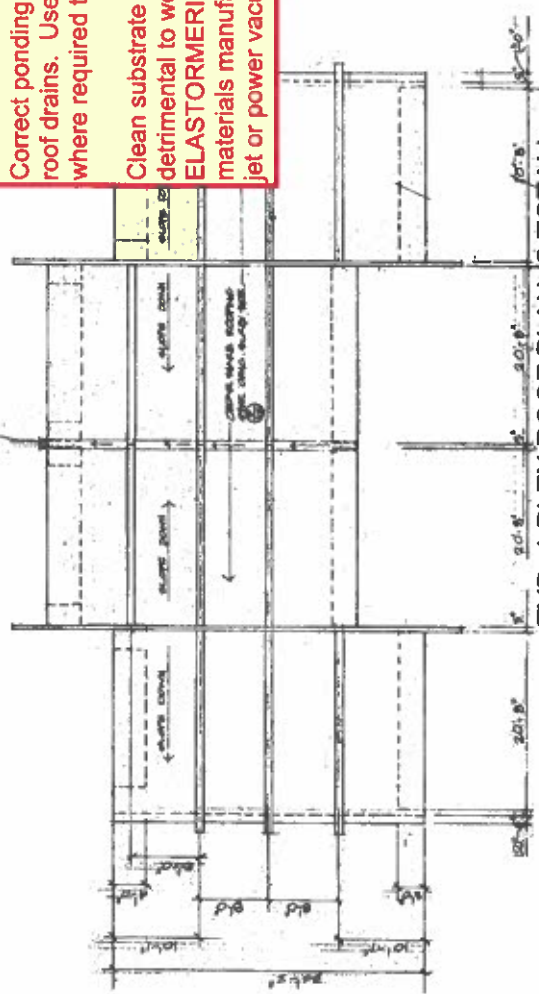
TYP. 6-PLEX ROOF PLAN (5-TOTAL)
NOT TO SCALE

Existing roof coating to be removed, clean surfaces suitable for new roof coating.

Correct ponding water locations for smooth flow into roof drains. Use epoxy / non shrink grout topping where required to build up slope.

Clean substrate of projections and substances detrimental to work; comply with "NEW ELASTOMERIC COATING" instructions of prime materials manufacturer. Clean and power wash, air jet or power vacuum.

CURTAIN WALL BRACK
TYP. WALL BRACK



TYP. 4-PLEX ROOF PLAN (5-TOTAL)
NOT TO SCALE

Concrete Roof Restoration Specifications

I. General

1.01 Summary

1. This document outlines the installation process of Lexis roof coatings on concrete roofs. Actual installation requirements may vary and it is the installer's or specifier's responsibility to determine actual project requirements.
2. This specification may not outline all procedures for preparation and finishing of penetrations, drains, flashings, etc. This work should be outlined separately by the contractor before the work commences and shall be performed observing good trade practices.
3. All technical data and safety data sheets for each product used are considered part of these specifications.

1.02 Quality Assurance

1. Project must be pre-approved by Lexis Coatings to be eligible for any warranty.
2. Installer must be approved by Lexis Coatings and have experience on projects of similar scope and complexity.
3. Obtain written approval from Lexis Coatings for any deviation in this specification.

1.03 Warranty

1. **Manufacturer's Warranty:** Lexis warrants that the supplied material meets or exceeds our published specifications. Manufacturer's standard material warranty document is only issued on pre-approved projects.
2. Comply with manufacturer's warranty application procedures. A Pre-Job Qualification Form should be submitted and approved prior to job commencement.
3. **Installer's Warranty:** All labor warranties should be provided by installer unless additional warranty coverage is requested, approved and purchased for the project.
4. **Warranty Period:** 5, 10 and 15 years.

II. Products

2.01 Lexis Roof Restoration System

EnergyGuard Aromatic Polyurethane

- Clean Up: Xylene
- Elongation: 350% ±50
- Tensile Strength: 1000 psi ±50
- Solids by Volume: 68%

EnergyGuard Silicone Roof Coating

- Clean Up: VM&P Naphtha, Mineral Spirits
- Elongation: 318% initial
- Tensile Strength: 500 psi
- Solids by Volume: 67%

EnergyMax Silicone Roof Coating

- Clean Up: VM&P Naphtha, Mineral Spirits
- Elongation: 249% ± 50
- Tensile Strength: 325 psi ± 50
- Solids by Volume: 96% ±2

SeamStitch Polyurethane Caulk

- Color: Light Gray
- Clean Up: Xylene
- Elongation: 150% ±50
- Tensile Strength: 240 ±25 psi
- Solids by Volume: 96% ±2

2.02 Product Substitutions

2.03 Related Materials

1. Roof accessories, flashing, seam tapes and similar materials shall be approved by the roof system manufacturer. All materials used shall be applied in accordance with its manufacturer's recommendations.

2.04 Delivery, Storage and Handling

1. **Delivery:** Materials should arrive at the site in manufacturer's original, unopened, undamaged containers with identification labels intact.
2. **Storage:** Store all materials at temperatures between 55°F – 90°F (12.7°C – 32.2°C) with careful handling to prevent damage. Do not store at high temperatures in direct sunlight. Protect from exposure to harmful environmental conditions.

3. **Protection:** Protect all materials from freezing and other damage during transit, handling, storage and installation.

2.05 Equipment

1. Read product data sheets for recommended application equipment or consult the equipment manufacturer directly.

III. Execution

3.01 Project and Site Conditions

1. Substrate should be structurally sound.
2. Product coverage rates may vary due to application method, surface texture, substrate absorption, wind conditions while spraying and/or other variables.
3. A moisture survey or other assessments may be needed to determine the presence of wet insulation under existing roofing material.
4. No application of materials are permitted if inclement weather, precipitation, freezing temperatures are expected within 24 hours or if the following conditions are present:

Water-Based	Solvent-Based	
Ambient Air Temperature	<55°F (10°C) or > 100°F (37.8°C)	<45°F (7.2°C) or >95°F (35.0°C)
Substrate Temperature	<45°F (7.2°C) or > 130°F (54.4°C)	<35°F (1.6°C) or > 120°F (48.8°C)
Humidity	>85% (high humidity will extend dry time.)	> 85% (low humidity may retard cure time.)

3.02 Examination

1. Verify conditions are acceptable for application of metal roof restoration system.
2. Inspect none roof to receive roof coating and make sure they are clean, sound, properly prepared and free of moisture, dirt, debris or other contaminants.
3. A comprehensive moisture survey is to be conducted to locate and identify areas of trapped moisture and saturated insulation.
4. Verify that all on-roof items, penetrations, mechanical equipment, HVAC drains are in place and secure. All air conditioning and air intake vents

- should be suitably protected or closed.
5. Verify that areas within the vicinity of the application area as protected from overspray.
 6. Verify that all roof drains, gutters, downspouts, catch basins are clean and in working order.
 7. Verify adhesion over existing substrate by performing a coating adhesion test. Areas with oily or silicone residue must be tested for compatibility.

3.03 Preparation

1. **Cleaning:** The entire none roof surface must be clean, sound, dry and free of any contaminants that would interfere with the proper adhesion of the metal roof coating. This may require pressure washing, scraping, wire brushing or other means necessary while observing responsible trade practices. All loose paint and oxidation should be removed before applying any product.
2. **Ponding Water:** Any ponding areas will be noticeable during the cleaning process. Contractor shall make every effort to mechanically eliminate all ponding water areas on the metal roof prior to application of any roof coating product. All ponds that hold water over 1" for more than 48 hours should be mechanically diverted.
3. **Wet Insulation:** Wet roof insulation must be removed and replaced as necessary to match existing specified material.
4. **Fasteners:** All exposed fasteners must be inspected, tightened or replaced as necessary. All stripped or backed out fasteners must be replaced with oversize fasteners. Seal all screw heads with SeamStitch Caulk.
5. Do not apply coatings until all unsatisfactory conditions have been corrected in a manner acceptable to the original metal roofing manufacturer.

3.04 Application

1. Inspect modified bitumen roof to receive roof coating. Always perform a coating adhesion test before doing the entire job.
2. **Seams:** All seams, penetrations and parapet walls should be flashed by applying EnergyGuard Aromatic Polyurethane over the seam and rolling out 6" SeamStitch Roofing Fabric on center. Immediately saturate fabric by applying another coat of EnergyGuard Aromatic Polyurethane and feathering it at least 2" to 3" past the edge of the fabric.
3. **Cracks & Splits:** Repair all cracks and splits using the same method as seam preparation above. If cracks and splits are all over the roof, a fully

reinforced system will be required.

4. **Blisters:** All blisters must be cut out and inspected for moisture content. Cut area must be thoroughly dry before applying any roof coating. Use the same repair procedure for seams.
5. **Base Coat:** Apply EnergyGuard Aromatic Polyurethane using the application rates specified below. Allow to dry thoroughly for 8 – 12 hours depending on humidity and temperature.
6. **Top Coat:** Apply EnergyGuard Silicone Coating using the application rates specified below. Allow to dry and cure before exposing to foot traffic.
7. **Parapet Walls:** All seams and joints must be sealed with SeamStitch Polyester Fabric and EnergyGuard Aromatic Polyurethane. Coating may need to be applied in multiple coats to avoid running or sagging.
8. **Controlling Application Rates:** Divide the roof into 100SF sections. Monitor coating usage and adjust application technique to maintain consistency. A coating spreader or airless sprayer with a built in flow meter is recommended. Verify application thickness at 100 – 200SF interval with a wet mil gauge.

3.05 Application Rates

Substrate	Base Coat	Finish Coat
30 dry mils	EnergyGuard Aromatic Polyurethane 1.5g/100SF	EnergyGuard Silicone Coating 1.5g/100SF
30 dry mils	EnergyGuard Aromatic Polyurethane 1.5g/100SF	EnergyMax Silicone Coating 1.0g/100SF

3.06 Care and Maintenance

1. Reflectivity of coatings may be reduced if roof surface is not cleaned regularly.
2. Follow our care and maintenance guidelines.

3.07 Protection

1. Roof coatings are not traffic grade. Areas surrounding roof top equipment may be reinforced by embedding SeamStitch Polyester Roofing Fabric and applying a thicker membrane (40 – 50 mils). Walk pads should be used if frequent maintenance traffic is expected.

2. Control overspray especially during windy conditions. Surfaces not to be coated shall be protected during the application of the system. If protection is not feasible, surfaces shall be restored to their proper condition by cleaning, repairing or replacing.
3. All parking areas adjacent to (within 75 feet) the work area are to be cleared and roped off.
4. Protect work from damage due to subsequent construction activity on the site.

EnergyMax Silicone Coating

Description

EnergyMax Silicone Coating is a solvent-based, single component, moisture cure, high solids, silicone roof coating.

Uses

For restoring and extending the life of built-up, concrete, metal, modified bitumen, single-ply (EPDM, TPO) membranes and polyurethane foam.

Benefits

- Breathable membrane has exceptional weathering characteristics, prevents moisture entrapment and premature roof failure.
- May be used for potable rainwater catchment applications.
- Not affected by ponding water.
- Reflective roof coating reduces cooling costs.
- An excellent top coat for EnergyGuard Aromatic Polyurethane.
- Complies with all of the requirements of ASTM D 6694-08 and -07 Standard Specification Liquid-Applied Silicone Coating and ASTM C1305 Crack Bridging Ability.
- Easy to use, non-toxic and VOC-compliant silicone roof coating.

Application

- Ready to use. Thinning is not necessary. Mix well before using.
- Roof must be clean, dry and free of any oil, grease, dirt or loosely adhered coating.
- Bare surfaces must be prepared and checked for compatibility.
- Follow our roof restoration procedures and always perform an adhesion test.
- Equipment: brush, roller, spreader or 4000psi, 3gpm airless sprayer with a .031 tip.
- Use BUNA-N jacketed hoses for moisture protection. Do not leave coating in spray guns, hoses and pumps for prolonged periods.

Warning: This product contains solvents. Keep away from open flame, heat or sparks. Pumping equipment should be grounded to avoid accidental ignition due to static sparks. Use only in ventilated areas and provide mechanical ventilation in enclosed spaces. Avoid breathing vapor or mist. Approved (MESA/NIOSH) chemical respirator and protective clothing must be used when exposure can exceed recommended PEL. Fresh air hose masks required for interior applications. Care must be taken to prevent rooftop

HVAC from introducing solvent vapor into interior areas. Lexis Coatings must be completely dry before exposing to water or foot traffic. Keep Lexis Coatings containers covered when not in use. Dispose of all containers in accordance with state and local environmental regulations. Keep away from children. If ingested, DO NOT induce vomiting. Call physician immediately.

Product information contained herein are presented in good faith and believed to be reliable. They do not constitute part of our terms and conditions of sale. It is also not a guarantee, either expressed or implied, that the data are correct or that products described are merchantable or fit for a particular purpose as methods of use are beyond our control. Customer should determine the suitability of our materials and installation recommendations before usage. Manufacturer's sole responsibility shall be to replace that portion of any product that proved to be defective.



Technical Data

Property	Value	Test Method
Clean Up	VM&P Naphtha, Mineral Spirits	
Cure Time	2-8 hours Tack Free: 1 hour Skinover: 30 minutes Recoat: 24 hours @ 100°F and 70% RH. Final Cure: 30 days at 100°F and 70% RH.	

Property	Value	Test Method
Elongation	249% ± 50	ASTM D-2370
Emissivity	89%	ASTM C-1371
Density	10.7 lbs/gallon	
Flash Point	>290° F	
Hardness	50±5 (Shore A)	ASTM D-2240
Packaging	5 gallon pail, 55 gallon drum	
Permeability	4.2 perms	ASTM E-96
Reflectivity	87%	ASTM C-1549
Service Temperature	-50° TO 200° F	
Shelf Life	6 months @ 35°- 75° F	
Solids by Volume	96% ±2	ASTM D-2697
Tensile Strength	325 psi ± 50	ASTM D-2370
Viscosity	4800- 9000 cPs	Brookfield RVF
VOC	<100 grams per liter	



GHURA

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Website: www.ghura.org



December 05, 2023

TO: Board of Commissioners
FROM: Executive Director, Elizabeth F. Napoli 
SUBJECT: **Change Order No. 2**
IFB#GHURA-08-25-2022-AMP4

Genesis-Tech Corporation has an ongoing contract for Replacement of AMP 4 Maintenance Shop Extension. A/E Staff conducted a site visit at the AMP4 in Toto following a change order request from the contractor. Upon assessment of the area, A/E Staff had concluded a need for additional work.

Original Contract:	\$108,000.00	Contract NTP Date:	October 09, 2023
Changes Approved:	-1-	Contract Duration:	190 Calendar Days
Adjusted Contract Amount:	\$127,980.00	Contract Completion Date:	April 16, 2024
This Change Order:	\$2,500.00	Extention This Change Order:	Original completion date
Adjusted Contract Amount:	\$130,480.00	New Completion Date:	Original completion date

Cost Analysis and Justification:

1. Retracement survey of site 6 Portion, 2 Corners only Southwest) Request for property marking point from Department of Public Works.

Cost = \$2,500.00

Based on A/E staff's review, we are requesting Board approval for a change order/contract modification with Genesis-Tech Corporation in the amount of \$2,500.00 for the additional work stated above. A/E has determined the cost proposals is reasonable and acceptable.

Attachment: Contractor cost proposals

Genesis-Tech Corporation

P.O. Box 23059 Barrigada, Guam 96921

Tel/Fax: (671)637-3370

genesistechguam@gmail.com

11/16/2023

To: **Ms. Elizabeth F. Napoli**
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida, Sinajana Guam 96910

Attn: **Mr. Sonny Perez**
AE Manager

Reference: **Replacement of AMP4 Maintenance Shop Extension**
GHURA-08-25-2022-AMP4

Subject: **A Change Order Request No. 002(Additional/Change Order)**

Hafa Adai,

This change order requests a cost proposal is contains comprehensive and detailed information about the cost of additional work not included in the original scope of the work.

1. Retracement Survey of Site 6(Portion, 2 Corners only Southwest)
-Request for property marking point from Agency(DPW).

Total Lot, Labor & Materials Quotation -----**\$2,500.00**

(Two Thousand Five Hundred and No/100)

****ALL ITEMS INCLUDE PROFIT AND OVERHEAD****

Your kind review and acceptance of this proposal would be appreciated.
Please feel free to contact us at (671)637-3370 or (671)888-5785 for any question that you might have.

Sincerely yours,


Young Kim
General Manager

Attachment:

1. Property Line Map, Site Map, Surveying Fee Proposal

CC: Mr. Andrew Manglona

AE Planner

Mr. Michael S. Racuyal

GHURA Engineer III



GHURA

Guam Housing and Urban Renewal Authority
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Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



December 05, 2023

TO: Board of Commissioners
FROM: Executive Director, Elizabeth F. Napoli 
SUBJECT: **Change Order No. 1**
IFB#GHURA-23-03-CDBG-5TREN

Genesis-Tech Corporation has an ongoing contract for Talofoto Renaissance Concrete Repair and Renovation. A/E Staff conducted a site visit at Talofoto Renaissance units following a change order request from the contractor. Upon assessment of the area, A/E Staff had concluded a need for additional work.

Original Contract:	\$245,000.00	Contract NTP Date:	May 15, 2023
Changes Approved:	-0-	Contract Duration:	210 Calendar Days
Adjusted Contract Amount:	-N/A-	Contract Completion Date:	December 15
This Change Order:	\$22,800.00	Extension for This Change Order:	-0-
Adjusted Contract Amount:	\$267,800.00	New Completion Date:	-N/A-

Cost Analysis and Justification:

Unit 1 (2 Bedroom)

1. Remove and Rep[place Closet (2 Sets) _____ \$4,800.00
(Closet Partitions, Shelves, Doors, Hardware and wood jams New to Match the Existing in Kind)
2. Remove and Replace Bedroom Doors with Door Jam and Bathroom Door with door Jam (New to Solid Door) _____ \$1,800.00

Unit 3 (3 Bedroom)

1. Remove and Rep[place Closet (2 Sets) _____ \$7,200.00
(Closet Partitions, Shelves, Doors, Hardware and wood jams New to Match the Existing in Kind)
2. Remove and Replace Bedroom Doors with Door Jam and Bathroom Door with door Jam (New to Solid Door) _____ \$2,400.00

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



Unit 5 (2 Bedroom)

1. Remove and Rep[lace Closet (2 Sets) _____ \$4,800.00
(Closet Partitions, Shelves, Doors, Hardware and wood jams New to Match the Existing in Kind)
2. Remove and Replace Bedroom Doors with Door Jam and Bathroom Door with door Jam (New to Solid Door) _____ \$1,800.00

Total = \$22, 800.00

Based on A/E staff's review, we are requesting Board approval for a change order/contract modification with Genesis-Tech Corporation in the amount of \$22,800.00 for the additional work stated above. A/E has determined the cost proposals is reasonable and acceptable.

Attachment: Contractor cost proposals

Genesis-Tech Corporation

P.O. Box 23059 Barrigada, Guam 96921

Tel/Fax: (671)637-3370

genesistechguam@gmail.com

11/16/2023

To: **Ms. Elizabeth F. Napoli**
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida, Sinajana Guam 96910

Attn: **Mr. Sonny Perez**
AE Manager

Reference: **Taloffo Renaissance Concrete Repair & Renovation**
GHURA-23-03-CDBG- 5TREN

Subject: **A Change Order Request No. 001(Additional/Change Order)**

Hafa Adai,

This change order requests a cost proposal is contains comprehensive and detailed information about the cost of additional work not included in the original scope of the work.

Cost breakdown for Additional work:

Unit 1(2 Bedrooms)

- 1. Remove and Replace Closet(2 sets) -----\$4,800.00
(Closet Partitions, Shelves, doors, hardware & wood jambs_ New to match existing in kind)
- 2. Remove and Replace Bedroom Doors with Door-jamb and Bathroom Door with Door-Jamb.(New to Solid Door)-----\$ 1,800.00

Unit 3(3 Bedrooms)

- 3. Remove and Replace Closet.(3 sets)-----\$7,200.00
(Closet Partitions, Shelves, doors, hardware & wood jambs_ New to match existing in kind)
- 4. Remove and Replace Bedroom Doors with Door-jamb and Bathroom Door with Door - Jamb.(New to Solid Door) -----\$2,400.00

Unit 5(2 Bedrooms)

- 5. Remove and Replace Closet.(2 sets)-----\$4,800.00
(Closet Partitions, Shelves, doors, hardware & wood jambs_ New to match existing in kind)
- 6. Remove and Replace Bedroom Doors with Door-jamb and Bathroom Door with Door -
Jamb.(New to Solid Door) -----\$1,800.00

Total Lot, Labor & Materials Quotation -----**\$22,800.00**

(Twenty-Two Thousand Eight Hundred and Zero Cents)

****ALL ITEMS INCLUDE PROFIT AND OVERHEAD****

Your kind review and acceptance of this proposal would be appreciated.
Please feel free to contact us at (671)637-3370 or (671)888-5785 for any question that you
might have.

Sincerely yours,



Young Kim
General Manager

Attachment:

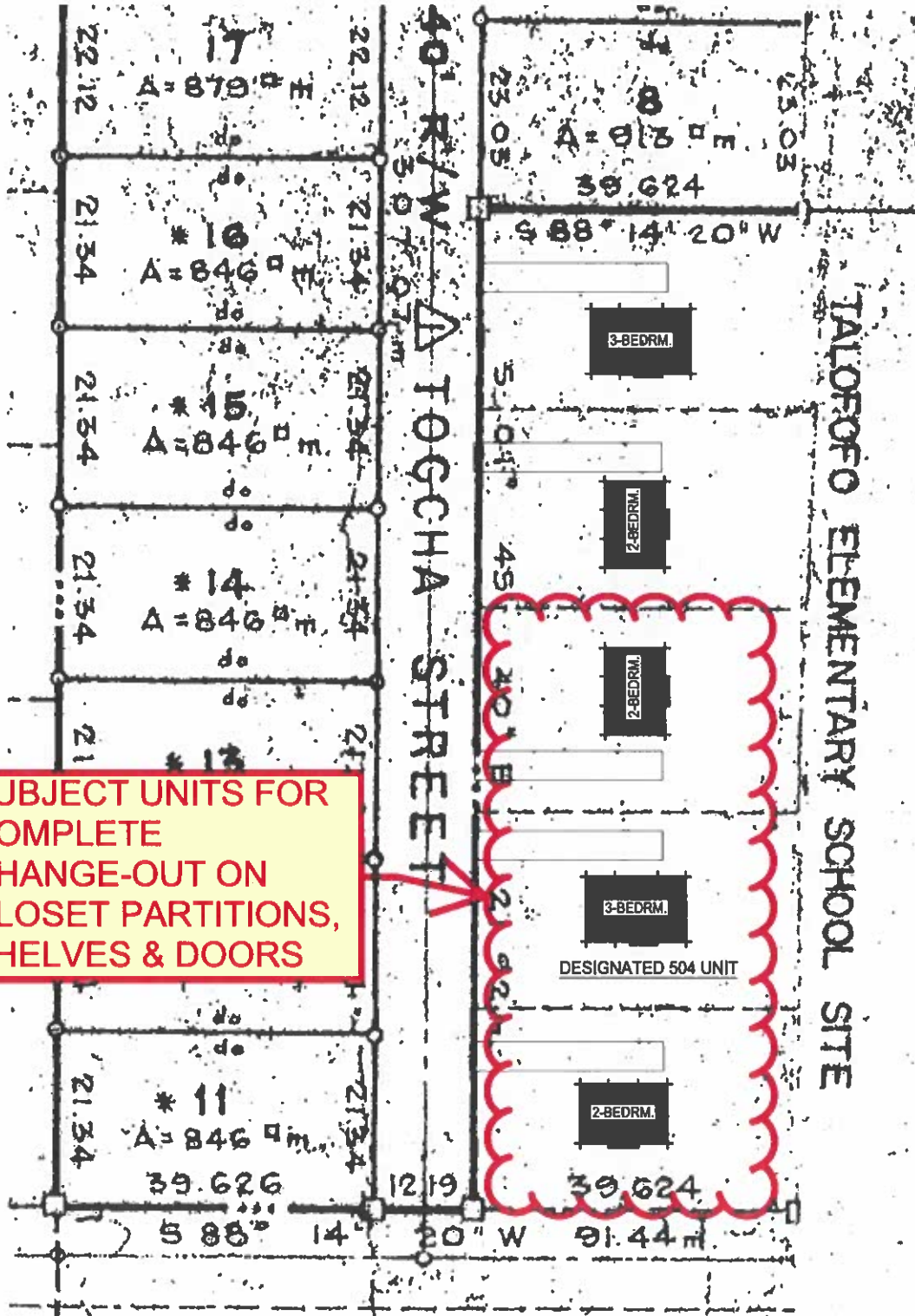
- 1. Unit 1, 3 & 5 site floor plan & photos-5 pages

CC: **Mr. Andrew Manglona**

AE Planner

Mr. Michael S. Racuyal

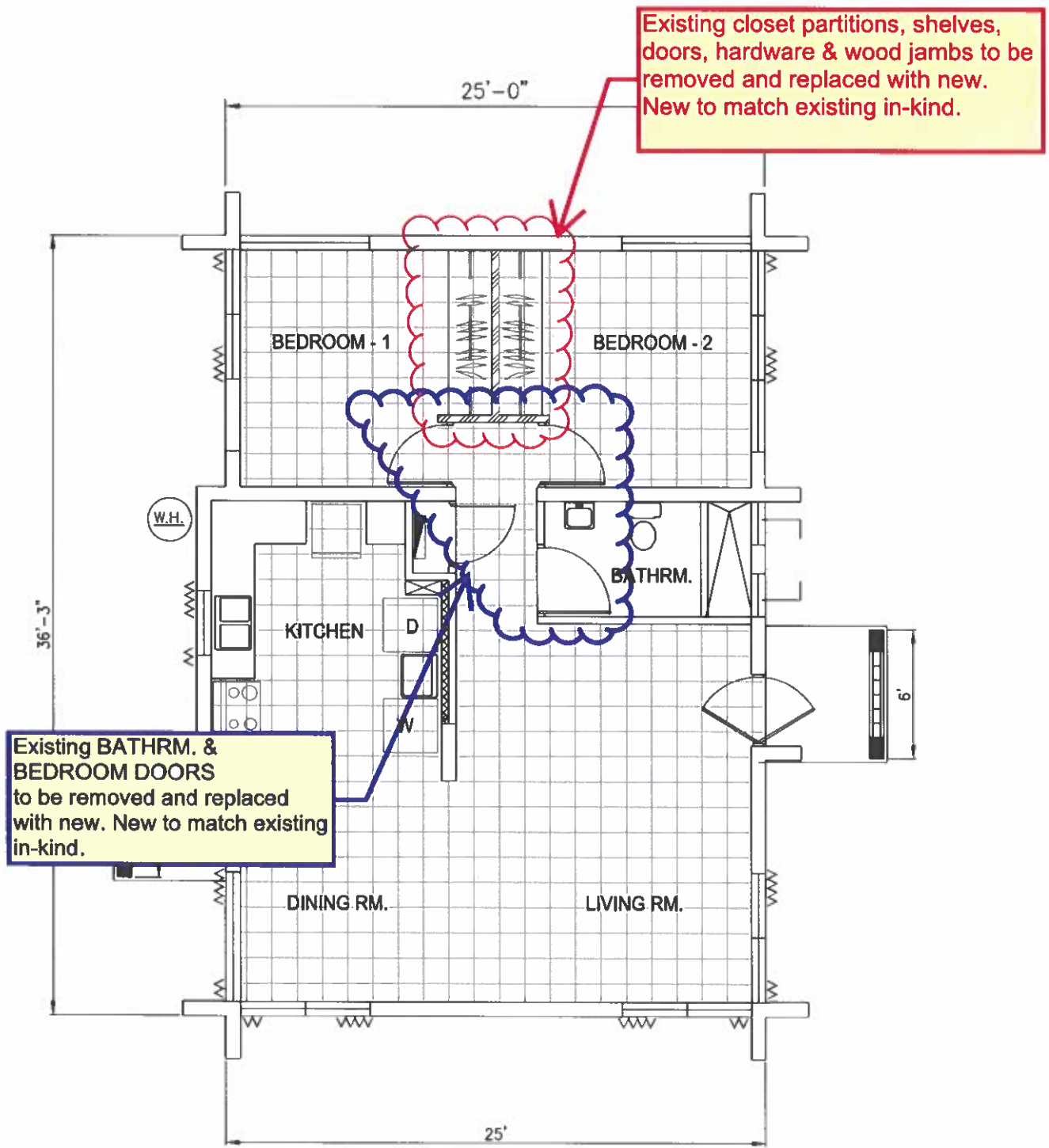
GHURA Engineer III



SUBJECT UNITS FOR COMPLETE CHANGE-OUT ON CLOSET PARTITIONS, SHELVES & DOORS

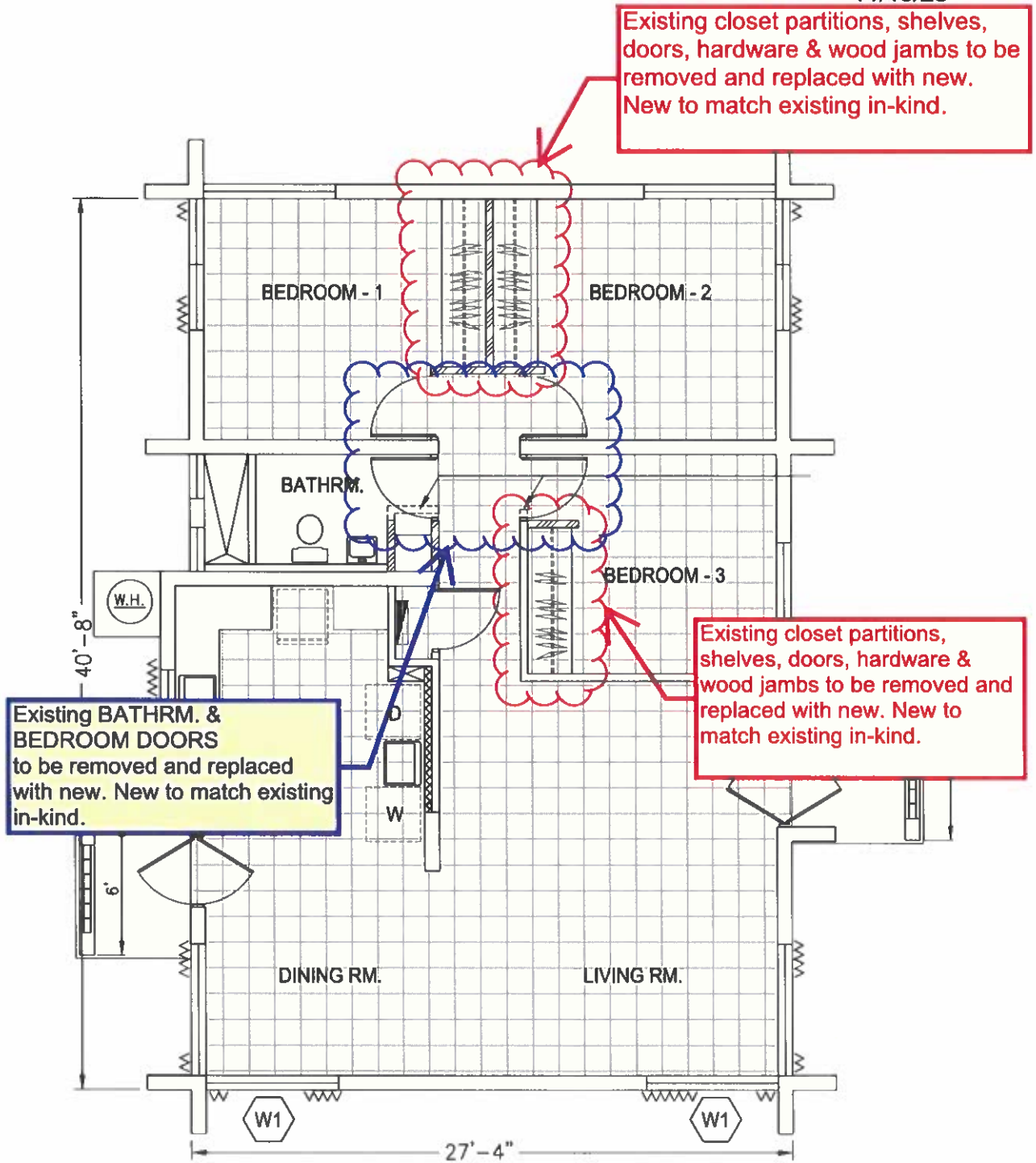
SITE KEY PLAN - (TALOFOFO)

NOT TO SCALE



**UNIT #5 &
UNIT #1 - FLOOR PLAN**
2-BEDROOM

11/15/23



UNIT #3 - FLOOR PLAN

3-BEDROOM (504 UNIT)

11/15/23



Typical existing closet partitions, shelves, doors, hardware & wood jambs damaged, mold & mildew



Typical interior door damaged



Typical existing closet partitions, shelves, doors, hardware & wood jambs damaged, mold & mildew



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Travel Date:	September 8-9, 2023
Attendee Name:	Norma P. San Nicolas
Attendee Title	Section 8 Administrator

Submitted Date:	October 25, 2023
Location:	Honolulu, Hawaii (HUD Office)
Reason:	HUD Meeting

Purpose of Visit:

The original purpose of the trip was to attend the Annual Section 8 Administrators Meeting, which was hosted by the U.S. Department of Housing and Urban Development (HUD). Unfortunately, the annual meeting was cancelled due to the recent Maui disaster. However, because airfare tickets were already purchased and were not refundable, HUD invited GHURA to meet to discuss the following issues: (1) FY2023 *Comprehensive Compliance Monitoring Review* (CCMR) findings, (2) GHURA's performance in leasing and funding utilization; (3) NSPIRE; (4) Special Voucher Program updates.

Personnel in Attendance:

Jesse Wu, Director of Public Housing, U.S. Department of Housing and Urban Development
Desiree Moore, Portfolio Management Specialist, U.S. Department of Housing and Urban Development
Mrika, Bertram, Data Analyst, U.S. Department of Housing and Urban Development
Rachelle Russo, HUD VASH Coordinator (Region 9), Department of Veteran Affairs
Nicole Alejandro, Program Coordinator III, Guam Housing and Urban Renewal Authority
Norma San Nicolas, Section 8 Administrator, Guam Housing and Urban Renewal Authority

Travel Itinerary:

September 8, 2023 – Departed from Guam
September 7, 2023- Arrived in Honolulu, Hawaii
September 8, 2023 – Meeting with HUD at 9 am at 2100 Bishop Street, Honolulu, Hawaii
September 10, 2023- Personal leave
October 13, 2023 – Returned to Work

Discussion:

The meeting with HUD was quite productive and although it was a one-day event, we managed to gain some insights into important issues affecting the Section 8 Program and the agency. Discussions were primarily focused on the following:

1. **FY2023 CCMR Findings:** HUD performed a monitoring review of GHURA's housing program on May 8-12, 2023. The result of their review was summarized in a CCMR report. HUD noted four findings for the Section 8 program: (a) Violence Against Women Act (VAWA) – HUD recommended making the VAWA protection plans easily accessible online for all housing programs at its website; (b) Mandatory slots for the FSS Program do not match between data collected by HUD and GHURA's reporting in SEMAP; (c) The Project-based Voucher (PBV) Program does not have documentation referencing the LIHTC Program on file; and (d) GHURA's Project-based Program's redetermination of rent to owner was incorrectly stated in the Administrative Plan. A summary of each finding and solutions are as follows:
 - *For the Section 8 program, VAWA protection policies and transfer plans* are outlined in the Section 8 Administrative Plan and the Applicant and Participant Handbook, which are both available on GHURA's website. However, HUD recommended that the VAWA be made easily accessible on its website under each covered housing program. To ensure accessibility for all programs, a link was established on GHURA's website that leads the user to the HUD website which outlines the protection plans for all programs. The link leads the reader to a complete Frequently Asked Questions (FAQ) site that covers all housing programs under HUD.

GHURA does not discriminate against persons with disabilities.

The Chief Planner has been designated as Section 504 Coordinator.

The Coordinator can be contacted at the above address and telephone numbers.



- *Family Self-sufficiency Program* – GHURA is required to maintain and fill 167 mandatory participant slots under the Section 8 FSS Program. As participants of the program meet their goals and successfully graduate from the program, the number of mandatory slots decreases. HUD cited that there is a discrepancy between the current data collected by HUD and the PHA reporting in SEMAP. HUD's records show 114 mandatory slots, while GHURA is showing 89. While trying to reconcile the numbers, the FSS Program was only able to support 43 FSS graduates based on available records and what is reflected in the system. Unfortunately, the inability to accurately reconcile the number of graduates is due to the disposal of files due to expired retention dates and electronic files lost during the systems upgrade in 2016. Hard-copy files dating back to the early periods of 1998 to 2017 no longer exist. The MIS has worked with its systems' vendor to determine if records may still exist in archives but to no avail. The FSS Program supervisor has reported approximately 20 of the files archived in the system did not adequately indicate whether the participants graduated. The lack of adequate documentation may be a setback for the FSS program's mandatory slots. The number of mandatory slots may revert to 124.
- *Project-based lacked the original documentation referencing the Low-Income Housing Tax Credit Program* and HUD recommended for GHURA to recreate the documents. The original LIHTC documents were seized during the FBI investigation in 2019 and were never returned. Although HUD recommended that GHURA recreate documentation, we believe it is not prudent to recreate documents that are no longer available or do not have the authority to recreate IRS documents.
- *HUD pointed out that the Project-based redetermination of rent was incorrectly stated in the Administrative Plan.* We agree with HUD's findings that redetermination should be performed if there is a ten percent decrease or increase, rather than a five percent. Rent redetermination will be updated in the Administrative Policy.

2. GHURA's performance and funding utilization: Marika Bertram used the Section 8 Housing Choice Voucher Program Dashboard to show GHURA's performance in leasing and funding utilization. The dashboard was developed by HUD as a tool used to track each housing authority's performance. The tool tracks the leasing and funding utilization for each voucher program as well as compares it to national averages and other housing authorities. The dashboard may be accessed through https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/dashboard. The dashboard reflected monthly data submitted by each PHA through the PIC system. The dashboard displays each housing authority's performance in areas such as per unit cost (PUC); leasing, leasing changes, special voucher leasing, leasing potential, and budget versus reserve comparisons. The dashboard is an effective tool to track performance. The only disadvantage of the dashboard is that the data is lagging two months behind.

Discussions with HUD also covered how program funding allocations will be determined by switching to information on the PIC system. Currently, HUD relies on PHA monthly submissions through the Voucher Management Systems (VMS). Ms. Bertram stated that information from the PIC system is more reliable. The only thing that all PHA must do is resolve all fatal errors. GHURA's fatal error is currently at 0.35 percent. According to Joyce Aguon at the MIS Division, at least two of the error is linked to the system, and is working with the vendor (MRI) to resolve them. The PIC dashboard may be accessed at https://www.hud.gov/program_offices/public_indian_housing/systems/pic/dashboard. The PIC dashboard reflects discrepancies between the PIC system compared to each PHA's VMS reporting.

3. Special Voucher Program Updates – Desiree mentioned that the EHV Program's statutory prohibition to reissue turnover vouchers is September 30, 2023. That means GHURA cannot re-issue vouchers when a family chooses to end their participation after September 30. HUD will be assessing how many unused Emergency Housing Vouchers and may be reallocating them to other housing authorities that can effectively utilize them.

The other special voucher programs were also discussed, including the VASH vouchers. Ms. Russo discussed the voucher program how other housing authorities are utilizing them and what their agency's goals will be for the upcoming fiscal year. The primary goal is to try and lease at least 100 percent of authorized vouchers. She mentioned that how PHAs consider their vouchers leased is different from how the VA counts them. Ms. Russo



indicated that once a family is identified and deemed qualified for VASH, they count them as leased. Whereas, the housing authority counts a voucher leased upon the execution of a HAP contract.

4. NSPIRE – The implementation of the NSPIRE, which was initially scheduled for July 2023 was moved to October of 2024. We asked if the implementation date for October has been confirmed. Desiree Moore was uncertain and advised to continue looking out for updates.

Conclusion:

The meeting with HUD provided helpful insights into important issues regarding the Section 8 Housing Choice Voucher Program. Despite the meeting being only a one-day event, Ms. Alejandro and I have gained a better understanding of HUD priorities, as well as resolved program discrepancies. The meeting resulted in:

- Having a better perspective, the cause and effect of each audit finding, how and why it must be resolved; and what to do to accurately track FSS program graduates;
- Learning about HUD's dashboards and how GHURA can use them to track monthly performance in the leasing of vouchers, where GHURA's Section 8 Program stands compared to the national averages and other housing authorities;
- Becoming aware of HUD's plans to switch from utilizing the VMS monthly reporting to using the monthly PIC submission data to determine funding allocations;
- Gaining awareness regarding what is happening with the Emergency Housing Voucher Program as we move to the next phase of the program;
- Having a better understanding of how the Veteran Affairs' VASH Program works with their clients and what they consider as a voucher that is successfully leased and
- To continue looking out for NSPIRE announcements and updates to learn of the confirmed implementation date and what housing authorities must do to prepare for it.

Although the original purpose for the travel to Hawaii was for the annual Section 8 Administrators' meeting, the meeting with HUD was quite beneficial. Understanding HUD's goals and priorities, provides GHURA with a better opportunity to improve services for the families it serves, as well as to how to ensure program requirements are being met.

Submitted By:

Signature:

Print Name:

Norma P. San Nicolas

Title/Department:

Section 8 Administrator

Date:

October 25, 2023



GUAM HOUSING AND URBAN RENEWAL AUTHORITY



EXPENSE REPORT

Traveler: NICOLE ALEJANDRO

BOC Meeting Date: _____

Purpose: 2023 HUD-Section 8 Administrators Meeting
U. S. HOUSING & URBAN DEVELOPMENT OFFICE
HONOLULU, HAWAII (SEPTEMBER 8, 2023)

BOC Resolution No.: _____

Authorized Amount: _____

Amendment - BOC Resolution No.: _____

Amended - Authorized Amount: _____

Travel Destination

From: GUAM

Date of Travel To Destination: 9/8/2023

To: HONOLULU, HAWAII

Date of Return From Destination: 9/10/2023

Table with columns: DATES (7-Sep-23, 8-Sep-23, 9-Sep-23, 10-Sep-23), REQUIRED (Train, Plane or Bus Fare, Registration Fees, Car Rental, Hotel, Transportation, Miscellaneous, etc.), and TOTALS. Includes handwritten yellow highlights on certain rows.

To be completed by Fiscal Division:

GRAND TOTAL:

Table with columns: PO#, VENDOR, CHECK #, CHECK AMT. Includes handwritten entries: PO 231382, PO 23437, and TOTAL ADVANCES \$0.00.

< LESS: TOTAL ADVANCES >

BALANCE DUE TRAVELER:

REFUND DUE GHURA:

FUNDING table with columns: Program / Grant, Account No., Cost. Includes entry: HCV/S8V, 006.4150.00.0.810.10.1, \$0.00.

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

Traveler's Signature: [Signature]

Date: 9/7/2023

Reviewed by Division Manager: [Signature]

Approved by Executive Director: [Signature]

Verified for Payment by Fiscal Division: [Signature]

Travel Receivable Clearance: _____

Balance Due Traveler:
GHURA Check No.:
Reimbursement Received: Date:
Refund Due GHURA:
GHURA Receipt No.:
Refund Received: Date:



GHURA

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



EMPLOYEE TRIP REPORT

Travel Date:	September 8-10, 2023	Submitted Date:	September 21, 2023
Attendee Name:	Nicole Alejandro	Location:	Honolulu, HI (HUD Office)
Attendee Title:	Program Coordinator III	Reason:	HUD Meeting/Presentation

Purpose of Visit:

The original purpose of this trip was to attend the Section 8 Administrators' meeting at the HUD office in Honolulu, HI, however, due to the disaster in Maui, HUD Officials decided to postpone this meeting until end of year. HUD Officials changed the agenda to meet with the GHURA Section-8 to discuss the (1) CCMR findings that was provided in July 31, 2023, (2) provide a tutorial of the HUD dashboard and the usage of the tool, (3) the upcoming implementation of NSPIRE, and (4) updates regarding the VASH program and the EHV program.

Personnel in Attendance:

Jesse Wu, Director – HUD Honolulu Office
Desiree Moore, Portfolio Management Specialist – HUD Honolulu Office
Marika Bertram, Data Analytics, HUD Honolulu Office
Rachelle Russo, HUD VASH Coordinator, HUD Honolulu Office
Norma San Nicolas, S8 Administrator, GHURA office
Nicole Alejandro, PC III, GHURA Office

Travel Itinerary:

Sept 8 (ChST) – Depart from Guam
Sept 7 (HST) – Arrive in Oahu
Sept 8 – Meeting with HUD at the HUD Public Housing Field Office
Sept 9 (HST) – Depart from Oahu
Sept 10 (ChST) – Arrive in Guam

Discussion:

- FSS CCMR Finding: GHURA has 167 mandatory slots that S8 has committed to when the FSS program was first initiated; GHURA is now at 93 in meeting the requirement. Documentation was provided in the meeting that addressed the finding of reconciling FSS participants. Norma explained that in the switch to a new system, information was lost, however, we recovered documentation based off of historical data that was manual tracked. Desiree also mentioned to reference PIH 2016-08, PIC FSS Reconciliation Notice on how we can improve the FSS reconcile process. Desiree currently has the documents in hand and will need some time to review the information and compare it with her system.
- HUD Dashboard: Advance dashboard tutorial included the data input view and public view. GHURA only has access to the public view. Merika demonstrated the use of the dashboard to include HCV, EHV, PIC errors, VASH, special programs, and budget and reserves reports. Merika was very happy to see that our PIC errors were less than 1% and we were informed that it's important because being paid off of PIC data is coming. In addition, offset letter was sent to GHURA to address budget and reserves data. Currently, GHURA's Fiscal Department is working on this.

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



(Discussion Continued)

- NSPIRE: Continue to review the NSPIRE website. Technical news are posted and though October 1, 2023 is the rollout date for Section-8, Desiree mentioned that it might be pushed out.
- VASH Program: GHURA has 55 VASH housed or 73% leased as of July 2023. This is a big increase to where we were last year. Rachelle will be visiting Guam in November 2023.
- EHV Program: The program can issue EHV's until September 30, 2023. After that, if we are over leased there is possibility that it can be funded, but HUD Officials will need to evaluate it.

Conclusion:

This trip gave me the opportunity to meet our HUD Officials and understand the tools they use to evaluate GHURA's performance. In addition, the topics that were discussed provided insight into other issues/programs to be aware of in the coming months. In summary, here are the key takeaways from the meeting:

1. Follow-up with FSS reconciliation process.
2. Utilize HUD Dashboard reports for performance indicators and integrate into SEMAP indicators as needed.
3. GHURA MIS does an outstanding job at keeping our errors low.
4. PIC data is moving in the direction to derive PHA payments.
5. Focus on NSPIRE website to find technical recommendations to implement new regulations.
6. EHV program ending on Sept 30, 2023.

Submitted By:

Signature:

Nicole Alejandro

Print Name:

Nicole Alejandro

Title/Department:

PC III, SE

Date:

9/21/23



GHURA Architectural / Engineering Division

November 21, 2023



GHURA: Architect and Engineering Division

FOCUS

GHURA's A/E aims at honing our priorities so we can deliver our committed projects with the highest levels of quality, best costs, and realistic schedules.

SERVICES

Provide divisional leadership and subject matter expert services:

- managing building construction,
- building maintenance and renovation scoping and inspection,
- architectural - engineering design,
- DOL Wage Compliance matters involving Davis Bacon, Fair Labor Standards Act and HUD Section 3 Requirements.

CORE VALUES

- A. **Community.** • Mirroring GHURA's core values on Strengthening Communities... One FAMILY at a time, One HOME at a time, One STREET at a time, One NEIGHBORHOOD at a time, One VILLAGE at a time.
- B. **Discover, Develop, Drive.** Discover growth, develop templates, Drive for excellence.
- C. **Teamwork.** We powerfully work together as a team as we can achieve better results through unity. Relentless growth but not alone.
- D. **GTD: Getting Things Done** with utmost integrity, customer service and professionalism.

November 2019 to November 2023: CDBG

- Umatac Baseball Field
- Inarajan Basketball Court
- Sinajana Arts Center
- Women's Treatment Center (CCD: 02/24)
- Sinajana Fire Station (Design)

November 2019 to November 2023: CFP and HOMES

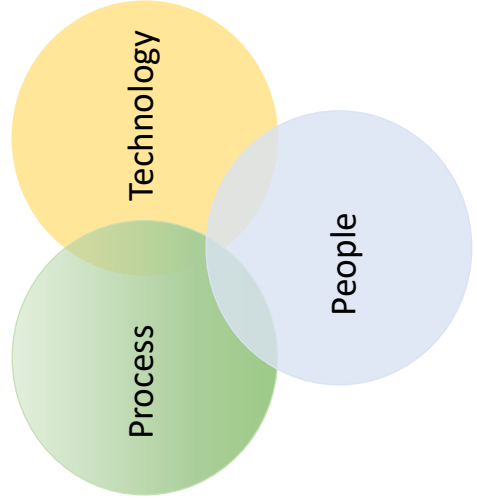
MODS and Renovations:

- 2019-2021: 7 Projects (total amount of \$1,172,722.00)
 - 2021-2022: 6 Projects (total amount of \$1,483,220.00)
 - 2022-2023: 6 Projects (total amount of \$1,838,187.00)
- HOMES and Section 8:
- 2022-2023: 3 Projects (total amount of \$1,318,893.00)



Introduction to GHURA's Architectural and Engineering Division

The A/E division offers these services and is single-stop shop spanning process, technical and policy needs over the project lifecycle:



Project Management

- Focus:
- ✓ Conceptualize, design, model, procure, assist with project construction management
 - ✓ Overseeing construction projects from inception to completion.



TECHNOLOGY & ENGINEERING

- Focus:
- ✓ Prepare engineered drawings and specifications compliant to Guam's building codes; ACI, IBC, ASCE, NEC & NFPE
 - ✓ Local Building Codes
 - ✓ Provide building inspection services in civil, structural, mechanical, and electrical
 - ✓ UPCS, HQS, and REAC inspection services



REGULATORY COMPLIANCE

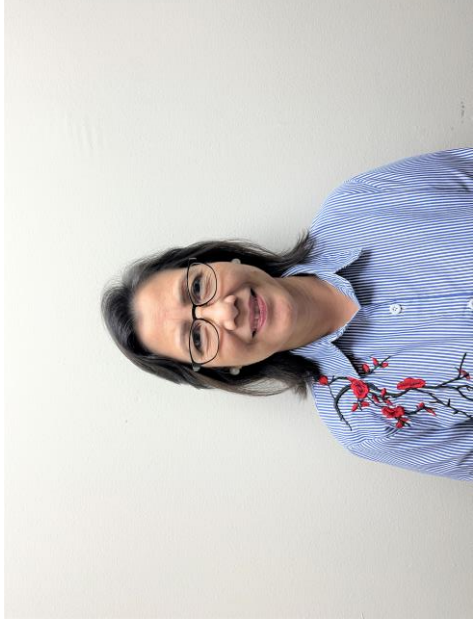
- Focus:
- ✓ Environmental Reviews (including Historical Lands)
 - ✓ OHSA Regulations
 - ✓ Wage and Compliance
 - ✓ Davis Bacon
 - ✓ Fair Labor Standards
 - ✓ HUD Section 3

Administration



A/E Manager

- 10 years Guam Power Authority: power plant management and operation, including divisional management
 - 16 years University of Guam: Divisional Manager: CIPs, Facility Maintenance, CM, HVAC Design, Administration
 - 4 years GHURA: A/E Manager, Divisional Leadership Direction
- Certs:
- Registered Mechanical Engineer (ME-1074)
 - HVAC CxA: ASHRAE and BCCB
 - Professional Masters In Business Administration (2012)



Program Coordinator I

Cherry has joined GHURA in May 2023 and brings with her over 40 years of experience, specializing in Office Management, Strategic Planning and Development and maintenance of programs & projects. Her expertise extends to team coordination and collaboration, making her well-suited for her role as Project Coordinator. Before joining GHURA, Cherry worked in the private sector, contributing to various projects, both local and government-related. This experience exposed her to a multitude of government and federal laws, particularly in the realm of labor compliance, which makes her an ideal fit for the position of Wage Compliance Officer.



Program Coordinator III

Ervin joined GHURA in February 2019 as a Wage Compliance Officer in the A&E division. Since then, he has taken on various roles within GHURA, often holding multiple positions simultaneously. These roles include Service Coordinator GUMA Tranklidat, Resident Opportunities Self Sufficiency Coordinator, and A&E Program Coordinator III. In his current capacity as Program Coordinator III, Ervin focuses on overseeing construction projects from inception to completion. He collaborates with various divisions, including Procurement, CPD, RP&E, Public Housing and Section 8 to name a few. Ervin also collaborates in managing HUD Section 3, Wage Compliance, and contracts for ongoing construction projects.



Project Management and Inspection

Michael S. Racuyal Engineer 3 – Civil / Structural

Certs: CAD, E-Tabs, STAAD-Pro, 40hr-OSHA, Professional Engineer Registration-Philippines

- Past Performance: (Design and CM)
- Nanbo Building, Micronesia Mall Extension, Guam Plaza Hotel Parking Structure
 - F15 Eagle Hangars, AAFB, \$100M
 - Maint Facility and Coastline Dredging, Apra Harbor, NBG, \$100M



Andrew Manglona Planner 3

Certs: CAD operator
Past Performance: (Civil / Structural Inspector)

- 20+ years GHURA involved with construction specification and design of MODS, HOMES, and CDBG projects
- Tsubaki Hotel Design and Construction and PIC Hotel Expansion



Miguel Fernandez Engineer 2 - Civil

- Certs: CQM, 40hr-OSHA
Past Performance: (CM)
- Admin Bldg, Camp Blaz, \$54M
 - Storage Facility, AAFB, \$14M
 - P600 Control Center, AAFB, \$20M
 - P3010 Fuel Hangar, AAFB, \$90M
 - P3027 Maint. Hangar, AAFB, \$100M
 - Village of DONKI, Tamuning, \$50M



Robert Hess Planner 3

Certs: Uniform Physical Condition Standards (UPCS) and Housing Quality Standards (HQS)
Past Performance (Maint and Bldg Inspector)

- 36+ years at GHURA
- Modernizations at Public Housing
- REAC inspections Section 8 Quality Control
- LIHTC inspections





I-Learn Charter School



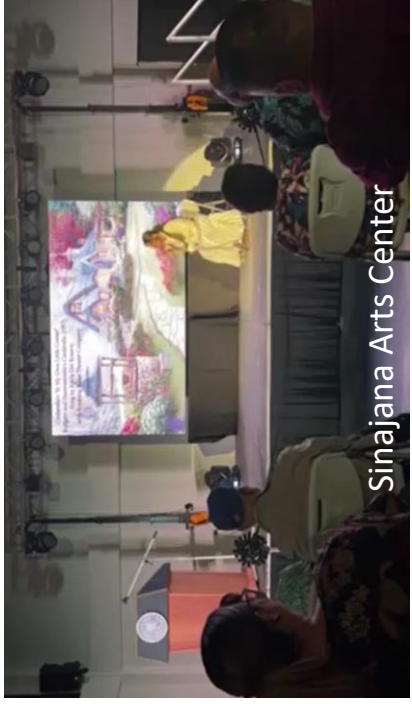
Sinajana Baseball Field



LIGHTHOUSE RECOVERY CENTER FOR WOMEN
GUMA' FAMALAO'AN
TIYAN, GUAM



Inarajan Basketball Court



Sinajana Arts Center



Umatac Baseball Field



Homes: Panao and Agat



GFD Fire Station Design



Sinajana GPD Central Precinct

Past Projects
2019 to 2023



THANK YOU!

Low Income Housing Tax Credit

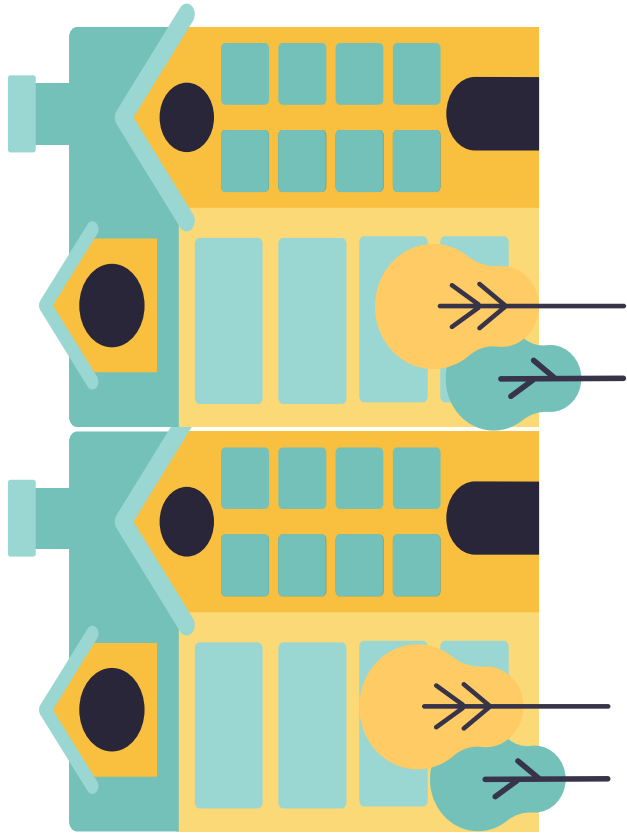
Presentation for the GHURA BoC
Date: December 12, 2023



LIHTC OVERVIEW

The Low-Income Housing Tax Credit (LIHTC - often pronounced "lie-tech", Housing Credit) is a dollar-for-dollar tax credit in the United States for affordable housing investments. It was created under the Tax Reform Act of 1986 (TRA86) and gives incentives for the utilization of private equity in the development of affordable housing aimed at low-income Americans. Housing Finance Agencies (HFAs).

GHURA is Guam's designated Housing Finance Agency (HFA).



WHAT'S THE BIG DEAL ABOUT LIHTC?

DEVELOPERS

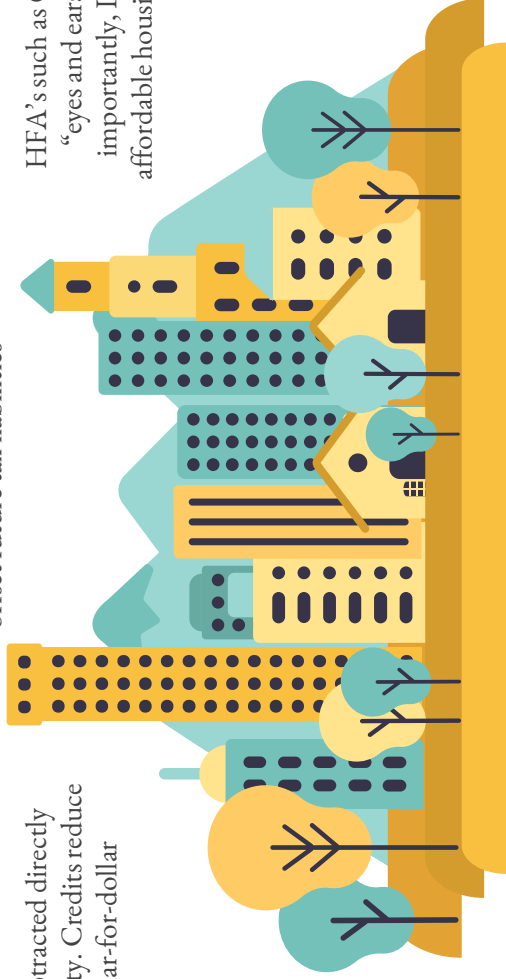
Many communities need to increase affordable housing stock in communities. LIHTC allows developers to increase that stock and to retain credits and utilize them to offset future tax liabilities

TAX CREDITS

Tax credits are subtracted directly from one's tax liability. Credits reduce tax liability dollar-for-dollar

HOUSING FINANCE AGENCIES

HFA's such as GHURA become the "eyes and ears" of the IRS. More importantly, LIHTC increases the affordable housing stock on the island.



WHAT IS THE LIHTC APPLICATION PROCESS?

STEP 1

GHURA develops Qualified Allocation Plan/
LIHTC Application and BoC approves



STEP 2

Developers submit applications for
LIHTC project



STEP 3

GHURA evaluates projects
and BoC awards allocation



STEP 4

Developer sells tax credits to syndicators,
obtains financing and begins construction



STEP 5

GHURA conducts compliance monitoring annually



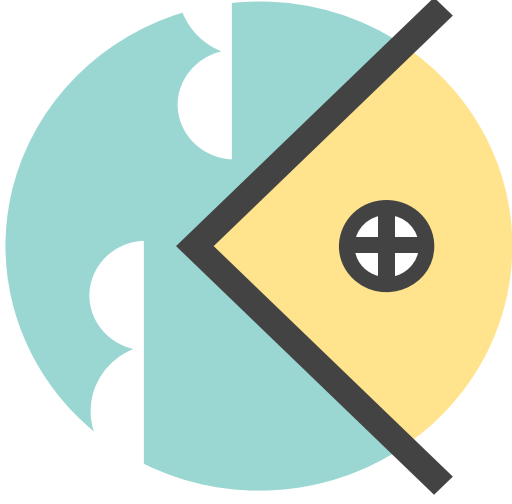


Qualified Allocation Plan

The Qualified Allocation Plan (QAP) works as a guide for the LIHTC program as well as establishes the election criteria for project selection.

Section 42 requires that state agencies develop QAPs that prioritize projects that serve the lowest-income tenants and ensures affordability for the longest periods.

Additionally, the QAP establishes the compliance monitoring requirements for the project to ensure it is in line with IRS guidance.

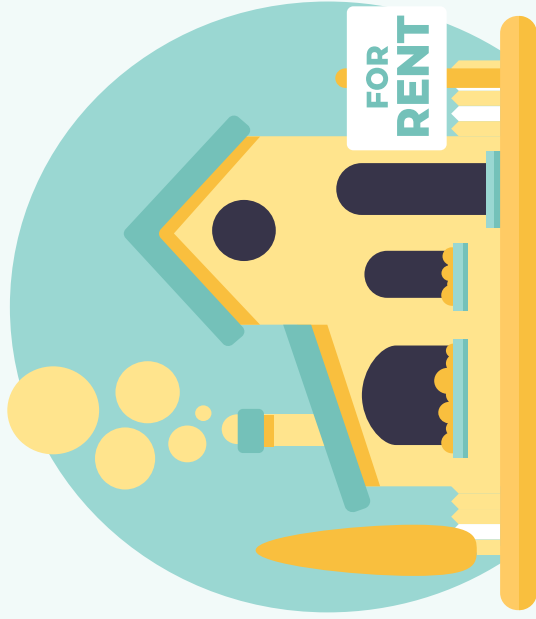


QAP Selection Criteria

QAP selection criteria must include the following considerations:

- Project Location
- Housing needs characteristics
- Project characteristics, including whether the project includes the use of existing housing as part of a community revitalization plan
- Sponsor characteristics
- Tenant populations with special housing needs
- Public Housing waiting lists
- Tenant populations of individuals with children
- Projects intended for eventual tenant ownership
- Energy efficiency of the project
- Historic nature of the project

IRC 42(m)(1)(c)



Threshold Criteria

State HFA's may also establish threshold criteria for developments. Such criteria may include:

- The availability of development amenities (community rooms, laundry facilities, etc.)
- Any unit amenities provided
- *Visitability* (housing that is “visitable” has a very basic level of accessibility that enables persons with disabilities to visit friends, relatives, and neighbors in their homes within a community)
- Any energy conservation measures

GHURA BoC may even establish size of units, projects strictly for elderly, or having a minimum number of units per project (has been done in past projects).



Syndication & Equity Investment

In order to actually build the housing development, the owner/developer generally needs money up-front to pay for the costs of the development. Accordingly, the owner/developer syndicates—sell the rights to the future credits in exchange for money that can be used for up-front costs.

The basics on how syndication works:

The owner/developer can sell the tax credits:

- Directly to an investor; OR
- To a syndicator, who assembles a group of investors and acts as their representative



Syndication

IRS

IRS

Tax Credits



State HFA

Owner/Developer

Application



Tax Credits



Family

Rent



Syndicator



Money



Tax Credits

Loan



Loan payment



Lender

GHURA LIHTC EVOLUTION

2005

Ironwood Estates



Award: \$2,125,000
No. of Units: 108

2006

Ironwood Manor



Award: \$2,190,000
No. of Units: 100

2007

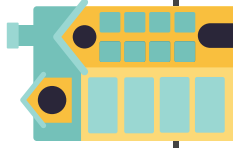
Ironwood Glen



Award: \$2,275,000
No. of Units: 93

2008/2009

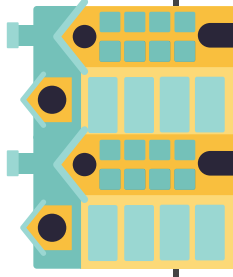
Ironwood Heights I



Award: \$3,117,647
No. of Units: 72

2010

Ironwood Heights II



Award: \$2,860,759
No. of Units: 60

GHURA LIHTC EVOLUTION

2011/2012

Summer Green
Summer Homes



SH Award: \$3,057,000
No. of Units: 81

SG Award: \$2,876,622
No. of Units: 72

2013/2014

Summer
Town Estates I



Award: \$5,917,972
No. of Units: 240

2015

Summer
Town Estates II



Award: \$2,680,000
No. of Units: 93

2016

Summer
Town Estates III



Award: \$2,177,868
No. of Units: 66

2017

Ironwood
Villa Del Mar I

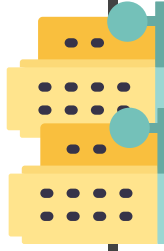


Award: \$2,064,241
No. of Units: 50

GHURA LIHTC EVOLUTION

2018

Ironwood
Villa Del Mar II



Award: \$2,988,316
No. of Units: 88

2019

Summer
Town Estates IV



Award: \$3,383,891
No. of Units: 64

2021

Summer
Breeze I



Award: \$3,663,526
No. of Units: 64

2022

Summer
Vista I



Award: \$5,438,399
No. of Units: 96

**And still
going
strong!**

GHURA's BOC RESPONSIBILITIES & ROLE IN LIHTC PROCESS



PRE-QAP

Review prior QAP & assess housing needs/ trends for the agency and island



QAP Public Comment

Assess Public input for new LIHTC process and accept/deny changes



QAP Approval

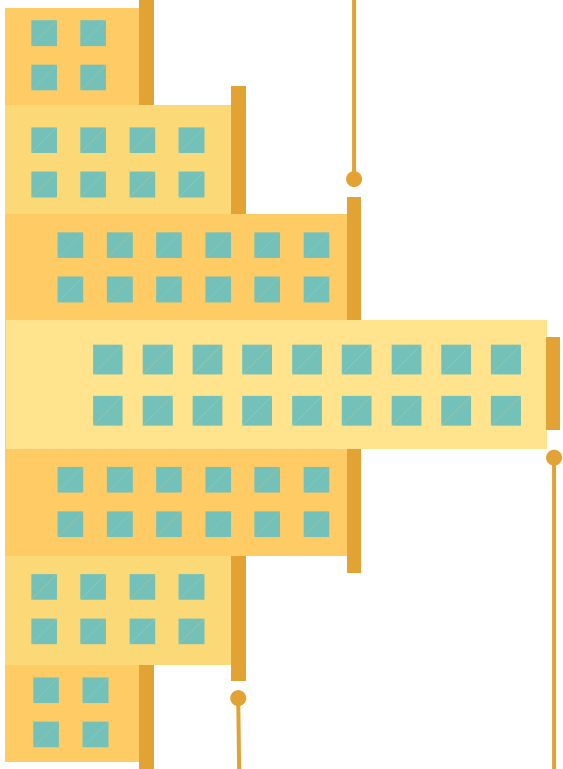
Final Draft QAP is made and BoC approves the QAP for Applications to published



LIHTC Application Submission

Review Evaluation Panel Scoring /Recommendation Award Project

LIHTC AWARD TIMELINE



APPLICATIONS RECEIVED

1-2 week cure period to validate all documents submitted

EVALUATION PANEL

2-3 week period for evaluation panel to score each application based on the selection criteria points

BOC AWARD

BOC awards LIHTC project that best serves the interest of the communities no later than the end of the year December 31.

BOC RECOMMENDATION

Once Evaluation Panel has scored all applications, their ranking is presented to the Board of Commissioners

- EXAMPLE 24-2nd Qtr**
- 03/04 – Applications received
 - 03/11-03/22 – Cure Period
 - 03/25-04/12 – Evaluations conclude
 - 04/24 – BoC Recommendation
 - 05/15 – BoCAwards LIHTC project

THANKS

Does anyone have any questions?

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