



**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., March 12, 2024  
GHURA's Main Office (via Zoom)  
1<sup>st</sup> floor, Conference Room, Sinajana  
AGENDA**

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**I. ROLL CALL**

**II. BOARD MEETING PUBLIC ANNOUNCEMENTS**

1<sup>st</sup> Printing – Tuesday, March 05, 2024

2<sup>nd</sup> Printing – Sunday, March 10, 2024

**III. APPROVAL OF PREVIOUS BOARD MINUTES – February 13, 2024**

**IV. NEW BUSINESS**

**1. Resolution No. FY2024-010 ..... 1**

Resolution commending Mr. Robert B. Darlow, Building Inspector (Housing Inspector) for his dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA)

**2. Intent of Award ..... 2 - 6**

IFB GHURA-24-003; Insurance Coverages for Excess Liability, Automobile, and Workers Compensation

**V. EXECUTIVE DIRECTOR'S REPORT**

1. Project Updates

2. Division Updates

**a. Public Housing ..... 7 - 21**

**VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. Next proposed scheduled Board Meeting: Tuesday, March 26, 2024  
@ 12:00 p.m.

**VII. ADJOURNMENT**

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**Best:** Text with border & image. 8 days in print/14 days online **\$60**

**CATEGORIES**  
**Animals for Sale:** Livestock / Pets • **Automotive:** Cars/Motorcycles/Pickups and SUVs • **Celebrations • Fundraisers**  
**Goods for Sale:** Auto Parts/Baby Items/Computers/Electronics/Exercise Equipment/Furniture/Household Goods/Miscellaneous/Musical Instruments/Sports and Outdoors Equipment/Tool • **Lost and Found • Heavy Equipment • Repairs and Installation:** Air Conditioning/Appliances/Celphones/Computers/Electrical/Electronics/Plumbing/Repair and Installation Services Needed • **Services:** Child and Elderly Care/Educational/Lawn Care or Yardwork/Other Services/Therapeutic Massage/Tutoring/Cleaning Services • **Wanted to Buy**  
 • **Watercraft:** Boats/Personal Water Craft

**EMPLOYMENT CLASSIFIED PACKAGES**  
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**Good:** Text only. 3 days in print and 7 days online **\$99**  
**Better:** Text with border. 5 days in print/10 days online **\$114**  
**Best:** Text with border & image. 8 days in print/14 days online **\$120**

**CATEGORIES**  
 Help Wanted Full Time • Help Wanted Part Time

**REAL ESTATE CLASSIFIED PACKAGES**  
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**Good:** Text only. 3 days in print / 7 days online **\$81**  
**Better:** Text with border. 5 days in print / 10 days online **\$96**  
**Best:** Text with border & image. 8 days in print/14 days online **\$105**

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**THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY**  
 Board of Commissioners Meeting  
 Tuesday, March 12, 2024 at 12:00 PM.  
 This meeting is open to the public via Zoom.

Topic: GHURA BOC Meeting, Tuesday, March 12, 2024 @12PM  
 Time: Mar 12, 2024 12:00 PM Guam, Port Moresby

Join Zoom Meeting  
<https://us06web.zoom.us/j/85292526340?pwd=PLpiuQGRCA-Hervh9YXbjRX85bCWR30.1>

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**AGENDA:**  
 I. ROLL CALL  
 II. BOARD MEETING PUBLIC ANNOUNCEMENTS  
 III. APPROVAL OF PREVIOUS BOARD MINUTES – February 13, 2024  
 IV. NEW BUSINESS  
 1. Resolution No. FY2024-010; Resolution commending Mr. Robert B. Darlow, Building Inspector (Housing Inspector), for his dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA)  
 2. Intent of Award: IFB GHURA-24-003; Insurance coverages for Excess Liability, Automobile, and Workers Compensation  
 V. EXECUTIVE DIRECTOR'S REPORT  
 1. Project Updates  
 2. Division Updates  
 a. Public Housing  
 VI. GENERAL DISCUSSION / ANNOUNCEMENTS  
 1. Next proposed scheduled Board Meeting – Tuesday, March 26, 2024 @ 12:00 p.m.  
 VII. ADJOURNMENT

The complete Board packet may be viewed on our website at [www.ghura.org](http://www.ghura.org).

For more information, please contact Audrey Aguon 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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 Visit [ReportforAmerica.org](http://ReportforAmerica.org)

**CIVIL SERVICE COMMISSION**  
 KUMISION I SETBISION SIBIT  
 Bell Tower Suite 201, 710 W. Marine Corps Drive  
 Hagåtña, Guam 96910  
 Tel: (671) 647-1855 • Fax (671) 647-1867

**NOTICE OF MEETING**  
**IN-PERSON MEETING AT 9:00 A.M. ON TUESDAY, MARCH 12, 2024.**  
 The public can access a live stream of this meeting on the CSC website at: [csc.guam.gov](http://csc.guam.gov) or via zoom at:  
<https://us06web.zoom.us/j/89133762014?pwd=DGpjbJz8bWl7VQ0evOXUg6FUbeN3fg.1>  
 (Meeting ID: 891 3376 2014 / Passcode: 882678)

**AGENDA:**  
 I. CALL TO ORDER.  
 II. APPROVAL OF MINUTES: February 13, 2024.  
 III. NEW BUSINESS: None.  
 IV. OLD BUSINESS:  
 (1) HEARING ON THE MERITS.  
 Mahmoud F.F. El Sayeh vs. Guam Behavioral Health and Wellness Center; CSC Case No.: 23-AA04S.  
 (2) HEARING ON THE MERITS.  
 Rex Cezar Enriquez vs. Guam Behavioral Health and Wellness Center; CSC Case No.: 23-GRE10.  
 V. GENERAL BUSINESS:  
 (1) Bills and Laws affecting CSC: None.  
 (2) Administrative Counsel Litigation Update.  
 (3) Administrative Matters:  
 (a) Board Training: Civil Service Commission Board Members.  
 VI. ADJOURNMENT.

For special accommodations, please contact Maria P. Masnayon, CSC ADA Coordinator at (671) 647-1872 / (671) 647-1855.  
 /s/ Daniel D. Leon Guerrero, Executive Director  
 Paid for by the Civil Service Commission.

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**NOTICE OF MEETING**  
**IN-PERSON MEETING AT 9:00 A.M. ON THURSDAY, MARCH 07, 2024.**  
 The public can access a live stream of this meeting on the CSC website at: [csc.guam.gov](http://csc.guam.gov) or via zoom at:  
<https://us06web.zoom.us/j/89215378219?pwd=9sV5zjULoFbAXRbJm0DnF0mvmSt7m6.1>  
 (Meeting ID: 892 1537 8219 / Passcode: 370206)

**AGENDA:**  
 I. CALL TO ORDER.  
 II. APPROVAL OF MINUTES: January 09, 2024, January 11, 2024 and January 23, 2024.  
 III. NEW BUSINESS: None.  
 IV. OLD BUSINESS:  
 (1) HEARING ON THE MERITS.  
 Rex Cezar Enriquez vs. Guam Behavioral Health and Wellness Center; CSC Case No.: 23-GRE10.  
 V. GENERAL BUSINESS:  
 (1) Bills and Laws affecting CSC: None.  
 (2) Administrative Counsel Litigation Update, focused on SP0083-22.  
 (3) Administrative Matters:  
 (a) Board Training: Civil Service Commission Board Members.  
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 - Choose and select from the drop down menu.

guampdn.com  
 THE PACIFIC DAILY NEWS  
 Sunday, March 10, 2024



**BOARD OF COMMISSIONERS  
REGULARLY SCHEDULED MEETING  
12:00 P.M., February 13, 2024  
GHURA's Main Office (via Zoom)  
1<sup>st</sup> 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 **12:02 P.M., Tuesday, February 13, 2024**, at the GHURA Sinajana Main Office, 1st floor Conference room. Chairman Rivera indicated that **5 of 7** members of the Board of Commissioners were present, representing a quorum and that the meeting would proceed as scheduled.

<b>Viewed virtually via</b>	<b>ZOOM:</b> <a href="https://us06web.zoom.us/j/83885359298?pwd=boa9gzJoK3lBq4XDbyUcA2wX1RspL2.1">https://us06web.zoom.us/j/83885359298?pwd=boa9gzJoK3lBq4XDbyUcA2wX1RspL2.1</a>	
	<b>YouTube:</b> <a href="https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag">https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag</a>	
<b>BOC Commissioners Attendance</b>	Dr. John Rivera, Chairman Nate Sanchez, Vice Chairman Frank Ishizaki, Commissioner Anisia Delia, Commissioner Emilia Rice, Commissioner Victor Torres, Commissioner Karl Corpus, Resident Commissioner	Virtual <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> <i>*Chairman Rivera acknowledged and approved the virtual attendance requests.</i>
<b>GHURA Management/ Staff</b>	Elizabeth F. Napoli, Executive Director <input checked="" type="checkbox"/> Fernando B. Esteves, Deputy Director <input checked="" type="checkbox"/> Audrey Aguon, Special Assistant <input checked="" type="checkbox"/> Frances Danieli, Controller <input checked="" type="checkbox"/> Katherine Taitano, RP&E Chief Planner <input checked="" type="checkbox"/> Dr. Kimberly Bersamin, HR Administrator <input checked="" type="checkbox"/> Antonio Camacho, HPA <input checked="" type="checkbox"/> Pearly Mendiola, GT Manager <input type="checkbox"/> Nicole Alejandro <input type="checkbox"/> Michael Ricuyal <input checked="" type="checkbox"/> Maria Cherry Canete <input checked="" type="checkbox"/>	Julie Lujan, MIS Administrator <input type="checkbox"/> Sonny Perez, AE Manager <input checked="" type="checkbox"/> Norma San Nicolas <input checked="" type="checkbox"/> Narcissa Ada, AMP1 Manager <input type="checkbox"/> Gina Cura, AMP2 Manager <input type="checkbox"/> Patrick Bamba, AMP3 Manager Philomena San Nicolas, AMP4 Manager <input checked="" type="checkbox"/> Jolyn Terlaje <input type="checkbox"/> Miguel Fernandez <input type="checkbox"/> Ervin Santiago <input checked="" type="checkbox"/> Jenna Alano <input checked="" type="checkbox"/>
<b>Legal Counsel</b>	Eliseo M. Florig, GHURA's Legal Counsel <input checked="" type="checkbox"/>	
<b>Public</b>	None indicated	

**II. BOARD MEETING PUBLIC ANNOUNCEMENTS**

**1<sup>st</sup> Printing - Tuesday, February 16, 2024**

**2<sup>nd</sup> Printing - Sunday, February 11, 2024**

**ACKNOWLEDGED BY CHAIRMAN RIVERA.**

**III. APPROVAL OF PREVIOUS BOARD MINUTES:**

**[219/24] Vice Chairman Sanchez moved to approve the board meeting minutes of January 23, 2024 subject to corrections. Commissioner Rice seconded the motion. There were no objections. Motion passed.**

**IV. NEW BUSINESS:**

AGENDA ITEM	DISCUSSION	ACTION
1. Intent of Award- IFB GHURA-24-001; Section 8 Workstations	<p>Before moving on the New Business items, Chairman Rivera welcomed Commissioner Torres to the GHURA Board of Commissioners. Commissioner Torres stated that he was looking forward to working with the board at assisting the people of Guam. Chairman Rivera thanked Commissioner Torres for accepting the charge.</p> <p>[220/24] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none"><li>• Bid opening for the project was held on December 7, 2023 at 2PM.</li><li>• (3) bidders registered for the bid.</li><li>• Only (1) bid was submitted</li><li>• Hanssem Quality Office Furniture submitted a 15% bid bond- DB Insurance Co. LTD</li><li>• It provided the lowest responsive and responsible bid.</li><li>• Committee members determined to proceed with the award.</li><li>• Government Estimate was at \$38,824.28</li></ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>(7) workstations will be installed in the newly renovated office spaces to accommodate new staff.</li> </ul> <p>Deputy Director Esteves added that because there was a sole bidder, GHURA had to submit the procurement record to HUD for approval, which is required when there is a sole bidder.</p> <p>Commissioner Rice stated that for archival purposes, the date of the previous board meeting was held on January 2024 and not 2023.</p> <p>There were no further discussions.</p>	<p>[221/24] Vice Chairman Sanchez moved to approve Intent of Award- IFB GHURA-24-001; Section 8 Workstations to Hanssem Quality Office Furniture in the amount of \$39,976.62, also subject to correction on pg. 41 of the board packet. Commissioner Rice seconded the motion. There were no objections. Motion passed unanimously.</p>

AGENDA ITEM	DISCUSSION	ACTION
<p><b>2. Change Order #2 IFB GHURA-09-26-2019-CDBG; Construction of the Lighthouse Recovery Center for Women, Tiyan, Guam</b></p>	<p><b>[222/24] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• Inland Builders has an ongoing construction of the Lighthouse Recovery Center for Women.</li> <li>• AE Staff’s assessment of the area was conducted after receiving a Change Order Request from the contractor.</li> <li>• AE’s Staff concluded a need for the additional work.</li> <li>• Original contract was for \$2,350,000.00 and the notice to proceed was on September 13, 2021.</li> <li>• Changes approved:               <ol style="list-style-type: none"> <li>1. Contract duration of 330 calendar days</li> <li>2. Equitable Adjustment-adjusted contract amount approved became \$3,043,268.67 with a completion date set for February 29, 2024.</li> </ol> </li> <li>• The current change order is for \$18,792.66 and the extension is for 31 days.</li> <li>• The adjusted contract amount came to \$3,062,061.33 with a new completion date of March 31, 2024</li> <li>• GHURA requested board approval for a change order/contract modification within the builders’ corporation in the amount of \$18,792,66, as</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>well as a construction extension of 31 days.</p> <ul style="list-style-type: none"> <li>• AE has determined the cost proposals and time extension to be reasonable and acceptable.</li> </ul> <p>Deputy Director Esteves added that there was one change order, which was Change Order #1 and one Equitable Adjustment. Change Order #2 is the third overall adjustment to the price for this project and for the completion date but not for the Equitable Adjustment, making this the second amendment to the contract.</p> <p>Mr. Sonny Perez, AE Manager, presented updates on the construction of the Lighthouse Recovery Center for Women:</p> <ul style="list-style-type: none"> <li>• Contract completion is scheduled for March 31.</li> <li>• Reasons for Change Order #2: <ol style="list-style-type: none"> <li>1. Concrete Encasement was not included in the original specifications.</li> <li>2. Final concrete pour which is scheduled for February 17.</li> </ol> </li> <li>• Inland Builders to be applying for occupancy permit after construction. GFD inspection is scheduled for March 11-13.</li> <li>• Occupancy should be scheduled for March 31, 2024.</li> </ul> <p>There were no further discussions.</p>	<p>[223/24]  <b>Commissioner Torres moved to approve IFB-GHURA-09-26-2019-CDBG; Construction of the Lighthouse Recovery Center for Women, Tiyan, Guam, Change Order #2 in the amount of \$18,792.66 and the extension for 31 days. Motion was seconded by Vice Chairman Sanchez. No objections. Motion passed unanimously.</b></p>



AGENDA ITEM	DISCUSSION	ACTION
<p><b>3. Resolution No. FY2024-007; Resolution adopting the November 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP)</b></p>	<p><b>[224/24] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• Highlighted the REVISIONS of the November 2023 Admissions and Continued Occupancy Policy (ACOP) included in the board packet: <ul style="list-style-type: none"> <li>○ Section 102: Income Reviews</li> <li>○ Section 103: Public Housing Income Limit</li> <li>○ Section 104: Asset Limits</li> <li>○ The Natural Standards for the Physical Inspection of Real Estate (NSPIRE) will be used for public housing inspections and replaces the Uniform Physical Condition Standards (UPCS).</li> </ul> </li> </ul> <p>Chairman Rivera inquired about how often the ACOP is updated. Ms. Philomena San Nicolas, AMP4 Manager, indicated that the ACOP is revised as needed and only when HUD updates its regulations. She added that due to updates also being made to HOTMA, the updates to the ACOP have been happening every six months.</p> <p>Chairman Rivera also inquired about the Section 103 PH Income Limit. Ms. San Nicolas indicated that the over income limit would be a set limit, established by GHURA. Section 103 provides benefits for public housing</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>residents who are eligible. Chairman Rivera asked about how the Section 103 increase had affected GHURA's population. Deputy Director Esteves indicated that the increase basically provided a transition period for over income families. These families are still in the program for a period of time, but must pay the higher rent rate and not receive subsidies. Ms. San Nicolas added that in the ACOP, GHURA did establish the income limit, which gives the residents an opportunity to graduate out of public housing.</p> <p>Director Napoli read Resolution No FY2024-007 on pg. 8 of 41 in the board packet.</p> <p>There were no further discussions.</p>	<p>[225/24] Vice Chairman Sanchez moved to approve Resolution No. FY2024-007, the Resolution adopting the November 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP). Commissioner Torres seconded the motion. There were no objections. Motion passed unanimously.</p>

AGENDA ITEM	DISCUSSION	ACTION
<p><b>4. Resolution No. FY2024-008; Resolution amending the Credit Card Policy</b></p>	<p><b>[226/24] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• Read Resolution No. FY2024-008, pg. 9 of 41 in the board packet.</li> <li>• Recommendations from the Office of the Public Accountability (OPA) was to update the credit card policy.</li> </ul> <p>Chairman Rivera asked how the policies of 2015 not served GHURA moving into the present.</p> <p>Deputy Director Esteves stated the following:</p> <ul style="list-style-type: none"> <li>• GHURA’s credit card policy was from 2015. Procurement policy was updated in 2019.</li> <li>• Credit card policy</li> <li>• In the past, GHURA had been mixing policy and procedures in the same document approved by the board, which made it very restrictive to apply necessary updates.</li> <li>• Actions may have been taken, not consistent with outdated policy.</li> <li>• Moving forward, GHURA will be: <ul style="list-style-type: none"> <li>○ separating, based on roles, the general policy guidelines established by the board;</li> <li>○ SOPs providing finer details to implement guidance and enforcement at the operational level.</li> </ul> </li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>○ Updates and the interaction between policy vs. procedure will be monitored periodically.</li> </ul> <p>Chairman Rivera reiterated that based on the findings of the public auditor, the disposition of the credit card issue before GHURA was not fraudulent, but was due to inconsistencies between the updated policy and guidelines and the 2015 policy and guidelines. He added that with the amendments made to the credit card policy he hopes that it would rectify and put GHURA in a better disposition to align financial procedures more appropriately.</p> <p>Mrs. Frances Danieli, GHURA Controller, added that the credit card limit for GHURA has a total of \$40,000. However, the individual cards have a limit of \$10,000.</p> <p>There were no further discussions.</p>	<p><b>[227/24]</b>  <b>Commissioner Torres moved to approve Resolution No. FY2024-008, amending the credit card policy. Vice Chairman Sanchez seconded the motion. There were no objections by the other board members. Motion passed unanimously.</b></p>

AGENDA ITEM	DISCUSSION	ACTION
<p><b>5. Resolution No. FY2024-009; Resolution to adopt and enforce the updated Section 3 Policy</b></p>	<p><b>[228/24] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• Read Resolution No. FY2024-009 on pg. 31 of 41 in the BOC board packet.</li> </ul> <p>Chairman Rivera asked whether this Resolution was an update to the Section 3 Policy. Deputy Director Esteves confirmed that it was the first Section 3 Policy and that the rescind was added for formality.</p> <p>Ervin Santiago, AE PCIII, stated that his team plans to create a presentation for businesses to draw interest to the Section 3 program.</p> <p>There were no further discussions.</p>	<p><b>[229/24] Vice Chairman Sanchez moved to approve Resolution No. FY2024-009 approving to adopt and enforce the updated Section 3 Policy. Commissioner Rice seconded the motion. There were no objections by the other board members. Motion passed unanimously.</b></p>

**V. EXECUTIVE DIRECTOR'S REPORT:**

AGENDA ITEM	DISCUSSION	ACTION
<p><b>1. Division Updates</b></p> <ul style="list-style-type: none"> <li>a. Public Housing (Tabled)</li> <li>b. ROSS</li> </ul>	<p><b>[230/24] Director Napoli deferred to the ROSS Coordinator, Mrs. Jenna Alano.</b></p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p><b>Mrs. Alano presented a ROSS program summary and status on pages 33-41 in the BOC board packet and stated the following:</b></p> <ul style="list-style-type: none"> <li>• <b>ROSS program</b> oversees the GHURA elderly residents, which by HUD definition is age 62+ and persons with disabilities;</li> <li>• <b>The program aims to:</b> <ul style="list-style-type: none"> <li>○ Enhance quality of life by connecting residents to services and activities.</li> <li>○ Enable participants to age and remain in place</li> <li>○ Avoid more costly forms of care such as nursing homes and other institutional facilities.</li> </ul> </li> <li>• <b>ROSS Service Log- July 2023-January 2024:</b> <ul style="list-style-type: none"> <li>○ GHURA ROSS has serviced over 130 residents during this period</li> <li>○ Provided services such as home meal delivery, transportation, and conducting assessments.</li> </ul> </li> <li>• <b>Intergenerational Gifts of the Hand:</b> <ul style="list-style-type: none"> <li>○ Goal is to encourage interaction among all ages during the holiday season.</li> <li>○ ROSS plans to partner with several Department of Education Schools to</li> </ul> </li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>provide gifts to residents and coordinate deliveries.</p> <ul style="list-style-type: none"> <li>○ The intent is to increase self-esteem and life satisfaction while decreasing feelings of loneliness and isolation among the elderly.</li> <li>○ The hope is that the youth partners benefit by gaining a sense of responsibility and empathy towards other, especially towards our community's vulnerable populations.</li> </ul> <ul style="list-style-type: none"> <li>● For FY2023- ROSS has submitted its Annual Report, required by HUD.</li> <li>● For FY2023- ROSS has submitted its application renewals</li> <li>● Training- American Association of Service Coordinators. Most done as online webinars.</li> </ul> <p>Vice Chairman Sanchez asked what were ROSS's biggest challenges. Mrs. Alano indicated that transportation seemed to be her biggest challenge.</p> <p>Dr. Kim Bersamin, HR Administrator, stated that based on Mrs. Alano's number of years, she had submitted an Above-Step recruitment request. The request is currently under review with HR</p>	

AGENDA ITEM	DISCUSSION	ACTION
<p><b>2. Project Updates:</b></p>	<p>and when completed, will be presented before the board.</p> <p>Chairman Rivera indicated that he looks forward to seeing it on the agenda.</p> <p>There were no further discussions.</p> <p><b>[231/24] Director Napoli reported on the following:</b></p> <ul style="list-style-type: none"> <li>• GHURA was successful in purchasing a couple of properties to increase the affordable rental units: <ul style="list-style-type: none"> <li>○ A Duplex in Agana Heights</li> <li>○ A Fourplex in Agana Heights</li> </ul> </li> <li>• An offer was submitted for a 21 unit complex and hope to secure the purchase</li> <li>• GHURA is involved in the Interagency Council for Homelessness. GHURA had acquired a facility in Tamuning that will serve as an overnight shelter for the homeless.</li> <li>• In partnership with the Governor’s office, GHURA is pleased to leverage funding from the ERA programs successful obligating 75% of the total ERA funds allocated to Guam. \$5.8 million in funding can be</li> </ul>	<p><b>No action taken.</b></p>



AGENDA ITEM	DISCUSSION	ACTION
	<p>used for eligible affordable rental purposes. It may also be used for the operation of affordable rental housing projects serving very low-income families that were constructed, rehabilitated, or preserved using the ERA funds.</p> <ul style="list-style-type: none"> <li>• Survey efforts Post Marwar- <ul style="list-style-type: none"> <li>○ GHURA had been pushing to avail of potential grant funds under the Community Development Block Grant disaster recovery.</li> <li>○ GHURA needed to develop an action plan by gathering data to determine the unmet needs.</li> <li>○ Only data used is FEMA data</li> <li>○ GHURA coordinated joint surveys sampling areas of particular interest that GHURA wants to help resolve and mitigate and prevent from future disasters- Zero Down, Gil Breeze, and Gil Baza subdivisions.</li> <li>○ Narrative and report summary of the survey efforts is forthcoming.</li> <li>○ FEMA will review GHURA's summary and forward its</li> </ul> </li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>assessment to HUD for further consideration.</p> <ul style="list-style-type: none"> <li>Upcoming Ribbon Cutting events: Summer Villa in Dededo and Women's Treatment Center in Tiyan. More information is forthcoming.</li> </ul>	<p>No action taken.</p>

**VI. GENERAL DISCUSSIONS / ANNOUNCEMENTS:**

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Next proposed scheduled Board meeting: Tuesday, March 12, 2024 @12PM</p>	<p>Chairman Rivera requested that the commissioners mark their calendars.</p>	<p>No Action taken.</p>

**VII. ADJOURNMENT:**

AGENDA ITEM	DISCUSSION	ACTION
		<p>[233/24]  Commissioner Torres moved to adjourn the GHURA BOC meeting of February 13, 2024. Commissioner Rice seconded the motion. Motion passed unanimously. Meeting was adjourned at 1:32PM</p>

SEAL

\_\_\_\_\_  
Elizabeth F. Napoli  
Board Secretary/Executive Director

Date \_\_\_\_\_

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
BOARD OF COMMISSIONERS  
RESOLUTION NO. FY2024-010**

**Moved by:**

**Seconded by:**

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**RESOLUTION COMMENDING MR. ROBERT B. DARLOW , BUILDING INSPECTOR (HOUSING INSPECTOR), FOR HIS DEDICATION AND CONTRIBUTIONS TO THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)**

**WHEREAS,** on December 13, 2011, Mr. Robert B. Darlow began his GHURA career as a temporary Clerk I in the Section 8 Division, and

**WHEREAS,** on March 2012, Mr. Darlow was selected to fill a temporary Building Inspector position with the Section 8 Division; and

**WHEREAS,** Mr. Darlow subsequently competed and was selected for the classified Building Inspector position on October 19, 2015;

**WHEREAS,** in total, Mr. Darlow dedicated over 12 years of service in support of the mission and goals of the Authority; and

**WHEREAS,** his efforts in the Section 8 Division had a direct and positive impact to our Guam community, during his tenure

**WHEREAS,** the Board of Commissioners extends its recognition and gratitude to Mr. Robert B. Darlow, commending him on his retirement from the Authority effective March 22, 2024, and further extends its best wishes on his future endeavors relocating to California; now, therefore, be it

**RESOLVED,** that the Chairman of the Board of Commissioners shall certify, and the Executive Director attest the adoption hereof Resolution No. FY2024-010, and that thereafter shall be presented to Mr. Robert B. Darlow, whereby a copy shall be placed in his official personnel file, and a copy provided to the Governor of Guam.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – MARCH 12, 2024  
PASSED BY THE FOLLOWING VOTES:**

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **March 12, 2024.**

(SEAL)

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

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

**MEMORANDUM:**

**TO:** Board of Commissioners

**FROM:** Elizabeth F. Napoli   
Executive Director

**DATE:** March 7, 2024

**SUBJECT:** Intent of Award  
IFB # GHURA-24-003  
Insurance coverages for Excess Liability, Automobile, and Workers Compensation

Bid opening for the subject project was held on February 6, 2024 at 2:00 p.m. A total of 2 bidders registered for the bid and given bid specifications of which 2 submitted a bid. Listed below are the results of the bid submissions, which were opened and read out aloud publicly.

No:	Vendor:	Bid Bond	1 year
1	<b>A.M Insurance</b> <ul style="list-style-type: none"> <li>• Excessive Liability Insurance Cost: \$11,094.54</li> <li>Automobile Insurance Cost: \$40,724.29</li> <li>Workers Compensation Insurance Cost: \$86,705.85</li> </ul>	[ ] 15% DB Insurance Co. LTD	Total Cost for 1 year  <b>\$138,524.68</b>
2.	<b>Great National Insurance Underwriters, Inc.</b> <ul style="list-style-type: none"> <li>• Excessive Liability Insurance Cost: \$ No Quote</li> <li>Automobile Insurance Cost: \$60,373.10 without typhoon insurance, \$67,607.10 with typhoon insurance</li> <li>Workers Compensation Insurance Cost: \$132,942.00</li> </ul>	[X] 15% Chung Kuo Insurance Co. LTD	Total Cost for 1 year  <b>\$193,942.00</b>  The total cost is based on factoring the lower cost of the automobile insurance without typhoon.

<b>Government Estimate</b>	<b>\$163,152.00</b>
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In review of the bid result: A.M. Insurance provided the lowest responsive and responsible bid. After further clarification, the committee members determined to proceed with the award.

Guam Housing and Urban Renewal Authority has about 121 employees, and in addition to the Worker's Compensation and Automobile Insurance; we are seeking insurance coverages for "Excess Liability". Excess Liability insurance is important in the event the loss of automobile, or worker's compensation exceeds the limits of the primary policy.

Attachments: Bid Tabulation  
Bid Sign in Sheet



BID OPENING ATTENDANCE SIGN-IN SHEET

IFB GHURA-24-003

Insurance Coverages for Excess Liability, Automobile and Workers Compensation

DUE DATE: February 6, 2024, Tuesday, 2:00 pm

NAME:	ORGANIZATION:	CONTACT NUMBER:	EMAIL:
Almina Bustos Alexio Cadiz	Great National Ins	644-5736	acadiz@greatnationalinsurance.com
TRICIA SERRILLO	AM INSURANCE	807-3575	tgserrillo@amibo.com
KATHLEEN TAITINGFONG	GHURA	475-1376	kathleen@ghura.org
Eddie Paulino	GHURA	300-8430	epaulino@ghura.org
Conjani C. Canmed	Ghura	475-1376	aceanmed@ghura.org



IFB GHURA-24-003

Elizabeth F. Napoli, Executive Director

INSURANCE COVERAGE FOR EXCESS LIABILITY, AUTOMOBILE AND WORKERS COMPENSATION

Bid Opening due date and time

2/6/2024, 2:00pm

No.	NAME OF BIDDER	Bid Item 1 Excess Liability Insurance - Carrier - Rating - 1 Year / 3 Years / 5 Years			Bid Item 2 Automobile Insurance Carrier - Rating - Annual Premium			Bid Item 3 Workers Compensation - Carrier - Rating - Annual Premium			HUD 5369B	HUD 5370C	AG Forms 2, 3, 4, 5, 7	AG Notarized 2, 3, 4, 5, 7	GHURA FORM 09 LAW TO BE OBSERVED	GHURA FORM 14 Bid Form	GHURA FORM 13 Section 3	
		Carrier	Rating	1 Year	3 Years	5 Years	Carrier	Rating	Annual Premium	Carrier								Rating
1	Great National Insurance.	No Quoting			Carrier: Chungko Ins Co. Rating: SMP A- Annual Premium: 60,373.10 w/ Typhoon	Carrier: Chungko Ins. Co LTD Rating: SMP A- Annual Premium: 132,942.00												
					67,607.10 w-Typhoon													
2	AM Insurance	DB Insurance Co LTD	AT	11,094.54	Carrier: DB Insurance Co LTD Rating: AT Annual Premium: 40,724.79	Carrier: DB Insurance Co LTD Rating: AT Annual Premium: 86,705.85												
				No Quote														
				No Quote														

ATTESTED BY: Date: 2/6/2024

Date: 2/6/24  
Date: 02/06/2024

Name of Bonding Company, Check or Percentage Amount, and Banking Institution	Contractor License	Bid Amendment No. 1	RFI No. 1	RFI No. 2
Great National Insurance 15%	✓	✓	✓	✓
DB Insurance Co. 15%	✓	✓	✓	✓



January 25, 2024

# PUBLIC HOUSING DIVISION REPORT

# FUNDAMENTALS OF GUAM'S PUBLIC HOUSING PROGRAM

- ▶ 100% FEDERALLY FUNDED THROUGH U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
- ▶ ADMINISTERED LOCALLY BY GHURA, THE LANDLORD, RESPECTIVELY
- ▶ 750 PUBLIC HOUSING UNITS IN THE INVENTORY
- ▶ DEVELOPMENTS ARE MANAGED AND OPERATED AT FOUR (4) ASSET MANAGEMENT PROPERTIES (AMPs)
- ▶ OBJECTIVE IS TO ASSIST LOW - INCOME FAMILIES THAT ARE BELOW 80% OF THE AREA MEDIAN INCOME (AMI) GUIDELINES
- ▶ TENANT FAMILIES PAY A PORTION OF THEIR RENT BASED ON THEIR INCOME WHILE HUD SUBSIDIZES THE DIFFERENCE
- ▶ ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) IS PUBLIC HOUSING'S WRITTEN STATEMENT OF POLICIES USED TO CARRY OUT THE HOUSING PROGRAM IN ACCORDANCE WITH FEDERAL LAWS AND REGULATIONS, AND HUD REQUIREMENTS.

# OBJECTIVE OF THE PUBLIC HOUSING PROGRAM

- **Provide housing that is safe, habitable, functionally adequate, operable, and free of health and safety hazards—in compliance with the National Standards for the Physical Inspection of Real Estate: Inspection Standards (NSPIRE)—for very low- and low-income families.**

# PUBLIC HOUSING LOCATIONS

AMP 1	AMP 2	AMP 3	AMP 4
Office located in Toto	Office located in Yo'ña	Office located in Hågat	Office located in Toto
<b>SITE LOCATIONS</b>			
AGANA HEIGHTS	INALÅHAN	HÅGAT	DEDEDO
ASAN	TALO'FO'FO	MALESSO'	TOTO
MONGMONG	YO'ÑA	HUMÅTAK	
SINAJANA			

# GUAM'S PUBLIC HOUSING COMPOSITION BY BEDROOMS

BEDROOMS	AMP 1	AMP 2	AMP 3	AMP 4
1	14	8 (Elderly)	41 (Elderly)	39 (33 - Elderly)
2	46	38	42	24
3	72	80	47	103
4	24	27	31	50
5	2	9	34	18
6	0	1	0	0
<b>TOTAL UNITS</b>	<b>158</b>	<b>163</b>	<b>195</b>	<b>234</b>

# COMPOSITION BY PROJECT NAME

	AMP 1	AMP 2	AMP 3	AMP 4
GHURA 26	26 - Asan			
GHURA 28		28 - Talo'fo'fo		
GHURA 35				35 - Dededo
GHURA 48				48 - Dededo
GHURA 82		8 - Talo'fo'fo	32 - Hågat 9 - Malesso'	33 - Dededo
GHURA 83		28 - Inalåhan	28 - Malesso' 27 - Humåtak	
GHURA 99			99 - Hågat	
GHURA 100*		99 - Yo'ña (*1 unit converted to AMP Office)		
GHURA 250	38 - Agana Heights 48 - Mongmong 46 - Sinajana			118 - Toto
<b>750 Units</b>	<b>158 Units</b>	<b>163 Units</b>	<b>195 Units</b>	<b>234 Units</b>

# PERFORMANCE

- ▶ HUD uses the Public Housing Assessment System (PHAS) to measure the performance of the Public Housing Authority (PHA) and Public Housing (PH) Program
- ▶ PHAS is developed by HUD to evaluate the physical condition of the units/development, financial operations, management operations, and capital fund program, such as occupancy, receivables, and payables.
- ▶ HUD assigns a PHA designation based upon the overall PHAS Score (High Performer, Standard, Substandard, Troubled)

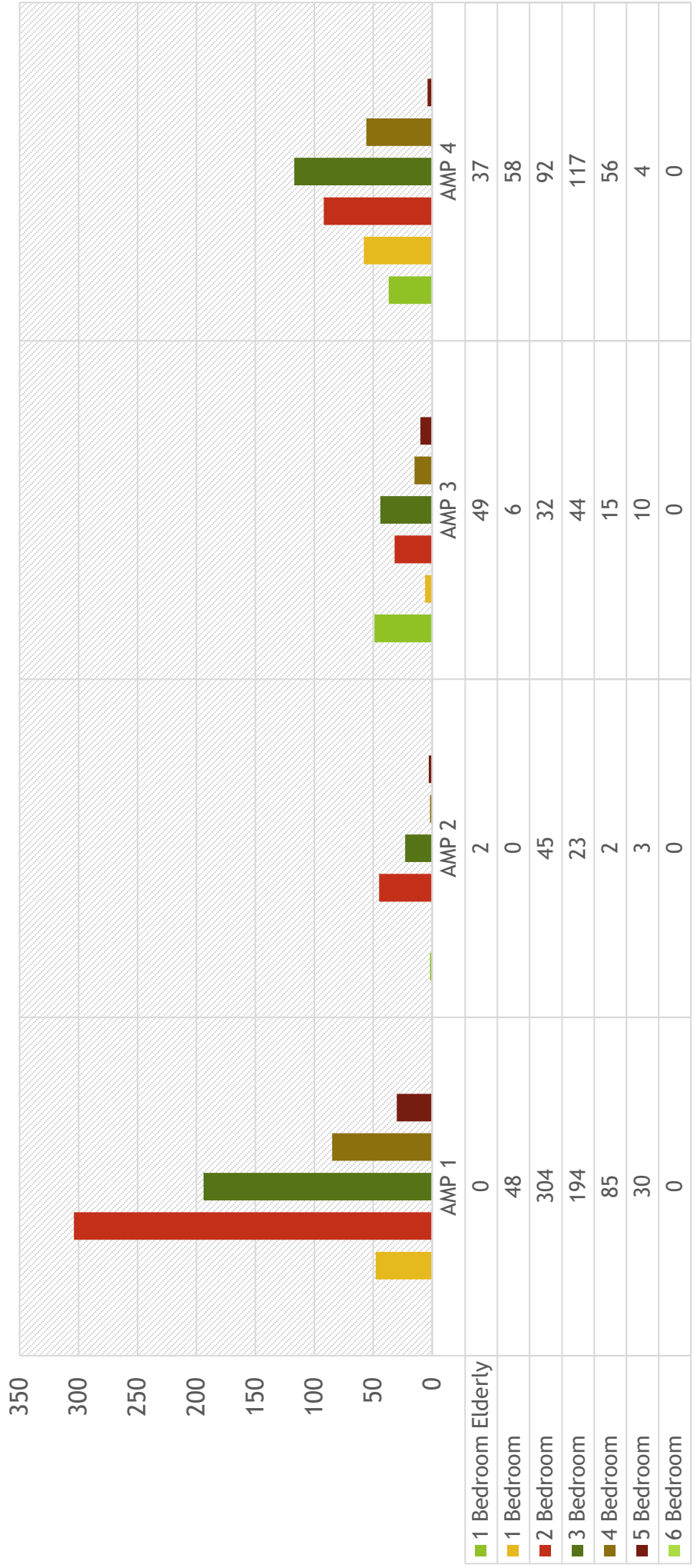
# PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) SCORING

<b>OVERALL PHAS SCORE</b>	<b>100 POINTS</b>
PHYSICAL CONDITION (PASS)	40 POINTS
FINANCIAL CONDITION (FASS)	25 POINTS
MANAGEMENT OPERATIONS (MASS)	25 POINTS
CAPITAL FUND PROGRAM (CFP / CapFund)	10 POINTS



# PUBLIC HOUSING WAITING LISTS

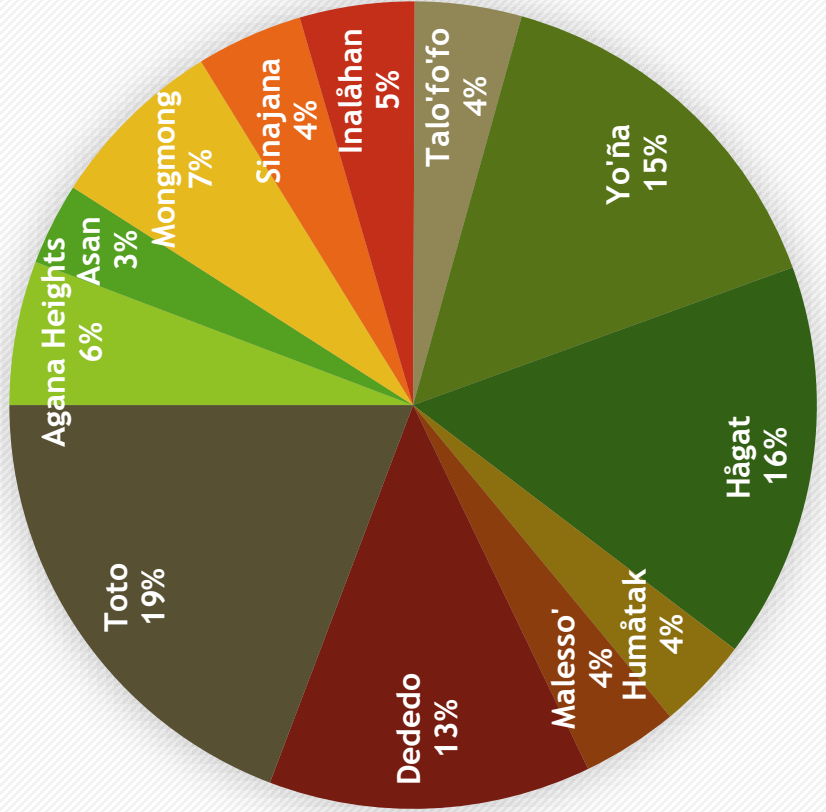
1,256 Applicants as of 1/9/2024



# RESIDENT DEMOGRAPHICS

3,068 Total assisted household members as of 1/25/2024 by

Village location



Northern	13%
Central	39%
Southern	48%

# What can we learn from the current statistics?

## Applicants

- ▶ 1,256 Families are on the waiting list for housing assistance
- ▶ With only 750 housing stock available, families will be left on the waiting list for some time before they are called for an available unit

## Tenants

- ▶ GHURA is currently assisting 3,068 individual members with Public Housing assistance
- ▶ 3,068 represent less than 1% of Guam's total population of 172,243
- ▶ There is a need to increase the Public Housing stock availability
- ▶ There is a need to increase affordable housing opportunities

# Guam Housing and Urban Renewal Authority

FY2024	1		2		3		4			
	Narcissa Ada		Gina Cura		Patrick Bamba		Philly San Nicolas			
AMPS QUARTERLY BOARD REPORT	AMP 1	AMP 2	AMP 3	AMP 4	AMP 1	AMP 2	AMP 3	AMP 4		
	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	
<b>1. PHYSICAL ASSESSMENT SUBSYSTEM (PASS) - 40 points</b>										
MARCH 7, 2022										
MARCH 10, 2022										
MARCH 9, 2022										
MARCH 8, 2022										
<b>Last Inspection Date:</b>										
<b>Final PASS Score:</b>	66c		68c		74c*		74c			
<b>Points received:</b>										
<b>2. MANAGEMENT ASSESSMENT SUBSYSTEM (MASS) - 25 points</b>										
<b>2a. Unit Turnaround Time</b>										
FY2024	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	
Total turnaround days.	0	12	62	48	30	74	1539	1317	636	
Total vacancy days exempted for Capital Fund.	0	0	0	0	0	0	652	976	303	
Total vacancy days exempted for other reasons.	0	0	0	0	0	0	0	0	0	
Total vacant units leased in MONTH.	0	1	2	2	1	2	5	7	4	
Average calendar days units were in down time.	0	4	7	11	7	24	66	70	32	
Average calendar days units were in make ready time.	0	3	8	8	15	6	21	6	17	
Average calendar days units were in lease up time.	0	5	17	6	8	7	90	34	35	
<b>Average unit turnaround days. (FORMULA)</b>	<b>0</b>	<b>12</b>	<b>31</b>	<b>24</b>	<b>30</b>	<b>37</b>	<b>177</b>	<b>110</b>	<b>83</b>	
<b>2b. Physical Occupancy</b>										
FY2024	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	
AMPS QUARTERLY BOARD REPORT	1		2		3		4			
	Narcissa Ada		Gina Cura		Patrick Bamba		Philly San Nicolas			
	AMP 1		AMP 2		AMP 3		AMP 4			
	OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC	
Total Units	158	158	158	163	163	163	195	195	195	
Occupied Units (FORMULA)	150	149	150	155	155	155	171	172	173	
Vacant Units	8	9	8	8	8	8	24	23	22	
Units under Maintenance Renovation (Make-Ready)	0	0	0	3	3	2	13	16	18	
Units for Ready to Lease	0	1	0	0	0	1	10	6	4	
<b>Units Under MOD (FORMULA)</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>Gross Occupancy (ACTUAL) (FORMULA)</b>	<b>95%</b>	<b>94%</b>	<b>95%</b>	<b>95.1%</b>	<b>95.1%</b>	<b>95%</b>	<b>87.7%</b>	<b>88.2%</b>	<b>89%</b>	
<b>Gross Occupancy (ADJUSTED) (FORMULA)</b>	<b>100%</b>	<b>99%</b>	<b>100%</b>	<b>98.1%</b>	<b>98%</b>	<b>98%</b>	<b>88.1%</b>	<b>88.7%</b>	<b>89%</b>	
							234	234	234	
							210	211	212	
							24	23	22	
							5	6	6	
							3	1	9	
							16	16	7	
							90%	90%	91%	
							96%	97%	93%	



# CONTACT INFORMATION

- ▶ **AMP#1 – Public Housing Site Based Office**  
Property Site Manager: Narcissa P. Ada  
Unit Locations: Agana Heights, Asan, Mongmong, Sinajana  
Address: AMP #1 Central Site Base #23 Paquito Street, Toto Gardens  
Phone: [\(671\) 475-1365](tel:6714751365)  
Fax: (671) 472-1565
- ▶ **AMP#2 – Public Housing Site Based Office**  
Property Site Manager: Gina M. Cura  
Unit Locations: Inalāhan, Talo'fofo, Yo'ña  
Address: AMP #2 Southeast Site Base #10 J.C. Rojas Circle, Yo'ña  
Phone: [\(671\) 789-9062](tel:6717899062)  
Fax: (671) 789-9063
- ▶ **AMP#3 – Public Housing Site Based Office**  
Property Site Manager: Patrick Bamba  
Unit Locations: Hågat, Malesso', Humåtak  
Address: AMP #3 Southwest Site Base, Pagachao Drive, Agat  
Phone: [\(671\) 475-1362](tel:6714751362)  
Fax: (671) 565-5515
- ▶ **AMP#4 – Public Housing Site Based Office**  
Property Site Manager: Philly San Nicolas  
Unit Locations: Dededo, Toto  
Address: AMP #4 Northern Site Base #27 Doni Lane, Toto Gardens  
Phone: [\(671\) 475-1326](tel:6714751326)  
Fax: (671) 477-1841

# Questions?