



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., February 13, 2024
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, February 06, 2024

2nd Printing – Sunday, February 11, 2024

III. APPROVAL OF PREVIOUS BOARD MINUTES – January 23, 2024

IV. NEW BUSINESS

	PAGE (S)
1. Intent of Award IFB GHURA-24-001; Section 8 Workstations	1 - 3
2. Change Order #2 IFB GHURA-09-26-2019-CDBG; Construction of the Lighthouse Recovery Center for Women, Tiyan, Guam	4 - 6
3. Resolution No. FY2024-007 Resolution adopting the November 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP)	7 - 8
4. Resolution No. FY2024-008 Resolution amending the Credit Card Policy	9 - 10
5. Resolution No. FY2024-009 Resolution to adopt and enforce the updated Section 3 Policy	11 - 32

V. EXECUTIVE DIRECTOR'S REPORT

1. Project Updates	
2. Division Updates	
a. Public Housing	
b. ROSS	33 - 41

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

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

VII. ADJOURNMENT

Dededo Municipal Planning Council
Regular Monthly Meeting
Tuesday, February 13 2024 @ 6:00 p.m. Dededo Senior Citizen Center
 Live on Dededo Mayor's Office Facebook page

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Forum (3 mins per person)
- IV. Review & Approval of Minutes of January 17, 2024
- V. Review & Approval of Financial Report - January 2024
- VI. Committee Report:
 - a) 734th AMS b) NCTS c) USMC d) Sports
 - e) Dededo Veteran's Organization f) Vice Mayor
- VII. Old Business:
 - a) Lencho Park Upgrades-Ongoing sidewalk resurfacing. Pending Basketball/Tennis Courts & restrooms.
 - b) FEMA Public Assistance projects
 - c) Application for conditional use for Lot 5228-1-1NEW-R1. Applicant JMC Equipment Rental, Inc. to allow for the operation of an extractive industry for site preparation of a single-family dwelling in the Municipality of Dededo, in a "A" (Rural) zone.
- VIII. New Business:
 - a) Zone change application for Lot 7 Block 22, from "R-1" (Single Family Dwelling) to "R-2" (Multi-Family Dwelling) on West San Antonio Ave. across Papa Store in the Municipality of Dededo. Owners Al B. Saiotong & Sonia P. Saiotong. Representative: Harry Gutierrez.
 - b) Request for Support from Guam Elite Basketball (see attached request)
- IX. Members Input
- X. Announcements
- XI. Adjourn

For special accommodations email dededo.astumbo@gmail.com.
 This ad is paid by with DMPC Revolving Fund.



GUAM LAND USE COMMISSION
 Department of Land Management
 ITC Building, Third Floor, Tamuning, GU 96913
 P.O. Box 2950, Hagåtña, Guam 96932
 Tel: 671-649-5263 Ext. 300 • Fax: 671-649-5383



AGENDA

A regular Guam Land Use Commission meeting will be held on **Thursday, February 8, 2024 at 1:30 p.m.**, Department of Land Management Conference Room, 590 S. Marine Corps Dr., 3rd Floor, ITC Building, Tamuning. Livestreamed on YouTube at Guam Department of Land Management Channel.

- I. Notation of Attendance/Roll Call
- II. Approval of Minutes - December 14, 2023
- III. Old Business [None]
- IV. New Business
 - A. Application No. 2018-63, Elizabeth G. Duenas, and Pejman & Jacquelin M. Gounia; Zone Change from "A" to "M-1" zone, for future construction of a warehouse & office building, vehicle parking, equipment storage, materials yard, & other permitted uses within a light industrial zone, Lot 5224-1-6-R1, Tract 308, Barrigada.
 - B. Application No. 2019-42, Johnny Hang Lee; PUD Zone Change from "PUD R-1" to "PUD R-2" zone, for the proposed construction of a four-plex residential apartment building, Lot 16, Block 21, Tract 240, Dededo.
 - C. Application No. 2022-12, The Tent Corporation; Zone Change from "A" to "M-1" zone, for a proposed operation of an auto rental office and terminal with vehicle storage, Lot 2, Block 2, Tract 221, Barrigada.
 - D. Application No. 2020-37, ECD Properties, LLC, and Deepak & Kiran Sadhwani: Zone Variance for Setbacks, Lot 5224-1-20-9NEW-NEW-1, Tract 308 for a 0-right side yard setback, & Lot 5224-1-20-9NEW-NEW-R2, Tract 308 for a 0-left yard setback, Barrigada.
 - E. Application No. 2020-12, Marion S. Lujan; Zone Variance for Setback, for an existing concrete structure with a front yard setback of 6.19 ft, short 8.81ft, from the required 15 ft, Lot 10, Block 3, Tract 19311, Chalan Pago & Ordot.
- V. Administrative & Miscellaneous Matters
 - F. Department of Agriculture and University of Guam; Presentation of the Guam Habitat Conservation Plan.

Funding Source provided by the Applicant.
Person(s) requiring special accommodations, please call Christina Gutierrez 671-649-5263, ext. 375

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Kumision I Tano' Saina-ta'
Guam Ancestral Lands Commission

The Guam Ancestral Lands Commission Board Meeting will be held on **Tuesday, February 13, 2024 at 2:00 pm**. This meeting is open to the public via ZOOM and can be viewed live streamed on YouTube at Guam Ancestral Lands Commission-GALC channel.

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/8706936269?pwd=dVU2MzNWMXgyVVk4RVVyc1Jj0RoUT09>
Meeting ID: 870 693 6269 **Passcode:** 2022

TO VIEW LIVE STREAMING

https://www.youtube.com/channel/UCvimmv3dhTHiG4_wnsSVH03g

AGENDA

- I. Call to Order; II. Roll Call; III. Approval of Minutes: A. January 17, 2024; IV. Executive Director's Report; V. GEDA Progress Report; VI. Old Business: A. Northern Market-Counter Proposal; B. Glenn Nelson-Request for easement on Lot 7166, Marbo Base Command "C"; C. Tiyan Properties-Update; VII. New Business; VIII. Executive Session-Pursuant to 5GCA§8111(a): A. Executive Director's Evaluation; IX. Public Comments; X. Announcements: A. Next GALC Board meeting; XI. Adjournment

Individuals requiring special accommodations, auxiliary aids or services, may contact Guam Ancestral Lands Commission at 671-473-5263 or email admin@galc.guam.gov.

This ad is paid for by GALC Survey, Infrastructure & Development Funds.



GHURA

Guam Housing and Urban Renewal Authority
 Aturidat Ginima' Yan Rimeuban 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



Louderes A. Leon Guerrero
 Governor of Guam

Joshua F. Temorio
 Lieutenant Governor of Guam

Board of Commissioners Meeting
Tuesday, February 13, 2024 at 12:00 PM.
 This meeting is open to the public via Zoom.

Topic: GHURA BOC Meeting, Tuesday, Feb. 13, 2024

Time: Feb 13, 2024 12:00 PM Guam, Port Moresby

Join Zoom Meeting

<https://us06web.zoom.us/j/83885359298?pwd=boa9gzJok3lB04XDbyUcA2wX1RspL2.1>

Meeting ID: 838 8535 9298

Passcode: 698032

Watch YouTube Live Stream

<https://www.youtube.com/channel/UCGqKWU0kOmT0FDLY48ULag>

AGENDA:

- I. ROLL CALL
- II. BOARD MEETING PUBLIC ANNOUNCEMENTS
- III. APPROVAL OF PREVIOUS BOARD MINUTES - January 23, 2024
- IV. NEW BUSINESS
 - 1. Intent of Award; IFB GHURA-24-001; Section 8 Workstations
 - 2. Change Order #2; IFB GHURA-09-26-2019-CDBG; Construction of the Lighthouse Recovery Center for Women, Tiyan, Guam
 - 3. Resolution No. FY2024-007; Resolution Adopting the November 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP)
 - 4. Resolution No. FY2024-008; Resolution Amending the Credit Card Policy
 - 5. Ratification of GHURA Section 3 Policy
- V. EXECUTIVE DIRECTOR'S REPORT
 - 1. Project Updates
 - 2. Division Updates
 - a. Public Housing
 - b. Ross
- VI. GENERAL DISCUSSION / ANNOUNCEMENTS
 - 1. Next proposed scheduled Board Meeting - Tuesday, March 12, 2024 @ 12:00 p.m.
- VII. ADJOURNMENT

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

THE GUAM PRESERVATION TRUST

REGULAR BOARD OF DIRECTORS MEETING

TUESDAY, FEBRUARY 13, 2024 | 3:00 p.m.

The Regular Board of Directors meeting will be held utilizing the Zoom virtual meeting platform.
 The meeting may be publicly accessible via live stream at www.facebook.com/guampreservationtrust

AGENDA

- 1.0. CALL TO ORDER / ROLL CALL
- 2.0. APPROVAL OF MINUTES (December 13, 2023 Meeting)
- 3.0. ELECTION OF OFFICERS
 - 3.1. Board Vice-Chair
 - 3.2. Board Treasurer
 - 3.3. Board Secretary
- 4.0. OLD BUSINESS
 - 4.1. Felixberto Flores House Acquisition Report
 - 4.2. GPT & SHPO Collaboration - Ad Hoc Committee Report
- 5.0. NEW BUSINESS
 - 5.1. New Grant Submissions
 - 5.1.a. DNA Study: Decoding Ancient Lifeways and Latte Period Family Trees on Guam - Dr. Rosalind Hunter Anderson
 - 5.1.b. Guam History Day - RFT MARC
 - 5.1.c. Huga 'yan Acho | Blood and Stone - Antonio Azios
 - 5.1.d. Restoration of the Inalalahan Baptist Church A&E
 - 5.2. Third Historic Preservation Summit - ONRA: Oral Narratives Recalled & Appreciated May 29-31, 2024
 - 5.3. Heritage & Indigenous Communities: GPT, Barcelona, Spain - Feb. 17-21, 2024 sponsored by Universitat Pompeu Fabra (UPF) & Universitat de Barcelona
 - 5.4. Restoration of the Archbishop Flores House - A&E
- 6.0. COMMITTEE REPORTS
 - 6.1. Budget & Finance Report - Refer to Report
 - 6.1.a. YTD Balance
 - 6.1.b. Employee Incentives
 - 6.2. Architecture Committee Report - Refer to Report
 - 6.3. Archaeology Committee Report - Refer to Report
 - 6.4. Planning Committee Report - Refer to Report
 - 6.5. Chamorro Culture Committee Report - Refer to Report
 - 6.6. History Committee Report - Refer to Report
- 7.0. OPEN DISCUSSION/ANNOUNCEMENTS
 - 2023 Year in Review
- 8.0. ADJOURNMENT

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JOB ANNOUNCEMENT

Opening for Mechanical Engineer with Tri-Con Corporation in Harmon, GU. Min Reqs: Bach deg in Mechanical Engrg or Mechanical Engrg Technology (may be foreign educ equiv); 1 yr of exp as a Mechanical Engr, Project Mechanical Engr, or Contract Engineer (Mechanical Engr). Analyzes survey reports, blueprints, & specs for projs to assist in planning the most appropriate const methodologies for the projs mechanical works elements. Monitors progress and ensure conformance with the plans, specifications, and gov't regulations. Monitors compliance with critical path scheduling and project budgets. Coordinates with prime contractor in resolving onsite mechanical design conflicts and ensures quality construction is maintained. Performs work at company's job sites on GU. Send CV to Post Office Box 315873, Tamuning, GU 96913 or email to tricon0624@gmail.com Verif of qualifs req.



GHURA
 Guam Housing and Urban Renewal Authority
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 Website: www.ghura.org



Board of Commissioners Meeting
 Tuesday, February 13, 2024 at 12:00 PM.
 This meeting is open to the public via Zoom.

Topic: GHURA BOC Meeting, Tuesday, Feb. 13, 2024
 Time: Feb 13, 2024 12:00 PM Guam, Port Moresby
 Join Zoom Meeting
<https://us06web.zoom.us/j/83885359298?pwd=boa9gzJok3IBq4XDbyUcAZwX1RspL2.1>
 Meeting ID: 838 8535 9298
 Passcode: 698032
 Watch YouTube Live Stream
<https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48UJag>

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 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.
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**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., January 23, 2024
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 **12:08 P.M., Tuesday, January 23, 2023**, at the GHURA Sinajana Main Office, 1st floor Conference room. Chairman Rivera indicated that **5 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/82375389734?pwd=c04ZIGexIOfATTGwZZH5eb3BX3nSg.1	
	YouTube: https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag	
BOC Commissioners Attendance	Dr. John Rivera, Chairman Nate Sanchez, Vice Chairman Frank Ishizaki, Commissioner Anisia Delia, Commissioner Emilia Rice, 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 checked="" type="checkbox"/> Virtual <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual <input checked="" type="checkbox"/> In-Person <input type="checkbox"/>
	<i>*Chairman Rivera acknowledged and approved the virtual attendance requests.</i>	
GHURA Management/ Staff	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 type="checkbox"/> Dr. Kimberly Bersamin, HR Administrator <input checked="" type="checkbox"/> Antonio Camacho, Procurement SMA <input checked="" type="checkbox"/> Pearly Mendiola, GT Manager <input type="checkbox"/> Nicole Alejandro <input type="checkbox"/> Michael Ricuyal <input type="checkbox"/> Maria Cherry Canete <input type="checkbox"/>	Julie Lujan, MIS Administrator <input type="checkbox"/> Sonny Perez, AE Manager <input 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 <input type="checkbox"/> Philomena San Nicolas, AMP4 Manager <input type="checkbox"/> Jolyn Terlaje <input checked="" type="checkbox"/> Miguel Fernandez <input type="checkbox"/>
Legal Counsel	Eliseo M. Florig, GHURA's Legal Counsel <input checked="" type="checkbox"/>	
Public	None indicated	

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, November 14, 2023

2nd Printing – Sunday, November 19, 2023

ACKNOWLEDGED BY CHAIRMAN RIVERA.

III. [216/24] Commissioner Delia moved to approve the board meeting minutes of January 9, 2024, subject to corrections. Vice Chairman Sanchez seconded the motion. There were no objections. Motion passed.

IV. NEW BUSINESS:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Resolution No. FY2024-006 GHURA's Compensation Plan</p>	<p>[216/24] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none">• GHURA's compensation philosophy is based on (3) Rs:<ol style="list-style-type: none">1. Recruit2. Reward3. Retain• GHURA's last Compensation Plan, Resolution No. FY2022-006 was on 12/27/2021.• At the time, the plan was still below the Competitive Wage Act of 2014.• The BOC mandated that the plan be revised sooner than three years from the approval date.• With the passing of the Competitive Wage Act Update of 2023, which gave 22% pay adjustments to government employees under the General Pay Plan, GHURA's Compensation Committee worked diligently to close the gap.• This compensation plan is focused on rank and	

AGENDA ITEM	DISCUSSION	ACTION
	<p>file utilizing comparables against the national average</p> <ul style="list-style-type: none"> • GHURA must ensure that compensation remains competitive to follow the (3) Rs: Recruit, Reward, and Retain the valuable workforce needed to meet GHURA's mission. <p>Chairman Rivera requested that Dr. Kim Bersamin, HR Administrator, provide additional information on the GHURA Compensation Plan.</p> <p>Dr. Kim Bersamin stated:</p> <ul style="list-style-type: none"> • Commissioner Ishizaki and former Vice Chairwoman Okada requested that the Compensation Plan be updated. • The committee used a different set of data than that of DOA • She deferred to Deputy Director Esteves for additional comments. <p>Deputy Director Esteves stated:</p> <ul style="list-style-type: none"> • The main focus of wage consideration using management principles is a focus on the rank and file and understanding where GHURA was falling short. • GHURA needed to make sure that it stayed competitive. • GCP encompassed about (89) positions of the (121) currently hired 	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • (59) out of (89) positions will be within the 15th-45th percentile nationally for their respective occupations. • GHURA wants to encourage upward mobility • This recommended plan will put 16 employees in the 50th percentile, which is at the national average. • Transitional slotting provides: <ol style="list-style-type: none"> 1. An immediate incentive that makes GHURA more competitive. 2. It increases the power of the 2% increase. 3. It moves the starting salary. 4. It accounts for Rank and file and the newly hired employees. <p>Chairman Rivera asked that Deputy Director Esteves touch on instances where employees were unhappy. Deputy Director Esteves indicated that an individual getting a 5% increase versus a 15% increase would initially be shocked. However, the overall cash flow had to be taken into consideration to determine GHURA's sustainability. He added that GHURA had to be reasonable and competitive.</p> <p>Chairman Rivera asked what steps GHURA will take and what the timeline would be moving forward. Deputy Director Esteves stated</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>that a re-evaluation of the plan, especially for those in the mid-level range, Tier-two. He added that because GHURA is continuing to monitor the national averages, it will allow GHURA to keep up to date. There should be a steady increase to pay based on longevity and not to the point that it exceeds the Hay Methodology on what the pay range is going to be. Deputy Director Esteves continued that a calculator was built to measure funds that are eligible and measure funds that can go to salaries by division/grants. He added that GHURA would like the compensation plan to account for far enough into the future of GHURA.</p> <p>Director Napoli added that the new Pay Schedule will help GHURA to sustain the salaries for the different tiers moving forward.</p> <p>Chairman Rivera indicated that after the two-year mark he would like the committee to revisit the pay schedule. At the two-and-a-half-year mark, he requested that the committee compile a report to the board for review. This timeline should give the committee and the board time to consider all variables. He also requested that the committee field any questions that the GHURA staff may have.</p> <p>Director Napoli stated that the committee is scheduling a time to meet with employees to answer any questions or express any concerns.</p> <p>There were no further discussions.</p>	

AGENDA ITEM	DISCUSSION	ACTION
	Director Napoli read aloud Resolution No. FY2024-006.	<p>[217/24] Commissioner Delia motioned to pass Resolution No. FY2024-006 approving the 2024 GHURA Compensation Plan, as amended. Commissioner Corpus seconded the motion. There were no objections. The motion passed unanimously.</p>

V. EXECUTIVE DIRECTOR’S REPORT:

AGENDA ITEM	DISCUSSION	ACTION
<ol style="list-style-type: none"> 1. Project Updates 2. Division Updates 	<p>None reported None reported</p>	<p>No Action taken</p>

VI. GENERAL DISCUSSIONS / ANNOUNCEMENTS:

AGENDA ITEM	DISCUSSION	ACTION
<ol style="list-style-type: none"> 1. Next proposed scheduled Board meeting: Tuesday, February 13, 2024 @12PM 	<p>Chairman Rivera requested that commissioners mark their calendars.</p>	<p>No Action taken</p>

VII. ADJOURNMENT:

AGENDA ITEM	DISCUSSION	ACTION
		<p>[218/24] Vice Chairman Sanchez moved to adjourn the GHURA BOC meeting of January 23, 2024. Commissioner Rice seconded the motion. There were no objections. Meeting was adjourned at 12:51PM.</p>

SEAL


Elizabeth F. Napoli
Board Secretary/Executive Director

Date _____

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

MEMORANDUM:

TO: Board of Commissioners

FROM: Elizabeth F. Napoli 
 Executive Director

DATE: February 5, 2024

SUBJECT: Intent of Award
 IFB # GHURA-24-001
 Section 8 Workstations

Bid opening for the subject project was held on December 7, 2023 at 2:00 p.m. A total of 3 bidders registered for the bid and given bid specifications of which 1 submitted a bid. Listed below are the results of the bid submissions, which were opened and read out aloud publicly.

No:	Vendor:	Bid Bond	3 years/ Option 2
1	Hanssem Quality Office Furniture	<input checked="" type="checkbox"/> 15% DB Insurance Co. LTD	
Government Estimate			\$38,824.28

In review of the bid result: Hanssem Quality Office Furniture provided the lowest responsive and responsible bid. After further clarification, the committee members determined to proceed with the award.

Currently, there are six Housing Specialists responsible for processing assistance and four inspectors (Including the Inspection Supervisor) to ensure compliance with HQS inspections. Unfortunately, without the additional staff, each Housing Specialist will exceed the maximum capacity of client ratio per specialist by approximately 20 percent. To minimize inaccuracy and maintain timely processing of Section 8 families' housing assistance, it has become necessary to hire additional staff.

To accommodate the hiring of additional staff, renovation of the office commenced in September 2023. The procurement of the seven workstations will be installed in the newly renovated office spaces.

Attachments: Bid Tabulation
 Bid Sign in Sheet



IFB GHURA-24-001

Elizabeth F. Napoli, Executive Director

Workstations Section 8

Proposal due date: December 14, 2023

Proposal due time: 2:00 PM

No	NAME OF BIDDER	Bid Item	Bid Bond	MFG.	MAKE	MODEL	DATE OF DELIVERY	Name of Bonding Co. and name	HUD 5369	HUD 5369A	HUD 5370	HUD 5370C	AG Forms 2, 3, 4, 5, 6, 7	AG Notarized 2, 3, 4, 5, 6, 7	RFI 2	Amendment 1 2
1.	Hanssem	29,976.62 for all (7) Units.	Hanssem (15%)	Omni	Omni	A02	60-90 days	DB Insurance Co. Ltd	✓	✓	✓	✓	✓	✓	✓	✓

ATTESTED BY: *[Signature]* Date: 12/14/23

[Signature] Date: 12/14/2023

Hanssem
 — Copies submitted (original & copies
 [1 Digital submission (CO)]
 — Certificate of Authority
 — Power of Attorney



BID OPENING ATTENDANCE SIGN-IN SHEET
IFB GHURA-24-001
 Section 8 Workstations
 DUE DATE: Thursday, December 14, 2023 2:00 pm

NAME:	ORGANIZATION:	CONTACT NUMBER:	EMAIL:
Geoffrey Wansan	Hanssen	646-8007 / 8	geffwansan@hanssenllc.com
Dennis Chun	hanssen	646-8007	dennisjchun@hanssenllc.com
Norma SN	GHURA	475-1375	[Signature]
KATHLEEN TATTINGFONG	GHURA	(671) 475-1376	kathleen@ghura.org
Eddie Paulino	Ghura	300-8130	epaulino@ghura.org
Julius C. Conrada	Ghura	300-1452	julius@ghura.org



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



January 06, 2024

TO: Board of Commissioners

FROM: Elizabeth F. Napoli 
Executive Director

SUBJECT: **Change Order No. 2**
IFB# GHURA-09-26-2019-CDBG; Construction of Lighthouse Recovery Center for Women, Tiyan, Guam

Inland Builders Corporation has an ongoing contract for Construction of Lighthouse Recovery Center for Women, Tiyan, Guam. A/E Staff conducted a site visit at the Lighthouse Recovery Center in Tiyan 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:	\$2,350,000.00	Contract NTP Date:	September 13, 2021
Changes Approved:	-1-	Contract Duration (original):	330 Calendar Days
Equitable Adjustment Approved	-1-		
Adjusted Contract Amount:	\$3,043,268.67	Contract Completion Date:	February 29, 2024
This Change Order:	\$18,792.66	Extension for This Change Order:	31 Days
Adjusted Contract Amount:	\$3,062,061.33	New Completion Date:	March 31, 2024

Based on A/E staff's review, we are requesting Board approval for a change order/contract modification with Inland Builders Corporation in the amount of \$18,792.66, as well as a construction extension of 31 days. The date of completion will be moved to March 31, 2024. A/E has determined the cost proposals and time extension to be reasonable and acceptable.

Attachment: Contractor cost proposals and request for time extension.



INLAND BUILDERS CORPORATION

P.O. BOX 2767 HAGA TNA, GUAM 96932

PHONE: (671)848-6808/ 6883 * FAX: (671) 648-5929 * email: lbo@inland.com.gu

GENERAL CONTRACTOR

February 6, 2024

Ms. Elizabeth F. Napoli
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue
Sinajana, GU 96926

Re: Request for Time Extension
IFB No. GHURA-09-26-2019-CDBG, Construction Lighthouse Recovery Center for Women, Tiyan, Guam

Dear Ms. Napoli:

Further to our letter dated October 12, 2023 we are resubmitting our Request for Time Extension on the Lighthouse Project referenced above.

As of January 31, 2024 the Project is approximately 95% complete but because of the huge demand and lack of concrete supply on the island we have only recently completed the generator building as well as the concrete encasement of the sewer line (slated for board approval as Change Order # 2). Currently the critical path in obtaining beneficial occupancy of the Lighthouse Recovery Center is providing island power to the facility which again hinges on the availability of concrete, this time for the hardening of the electrical bank & transformer pad.

We have a tentative schedule from Hawaiian Rock to have concrete supplied for the electrical bank and pad on February 17, 2024, and we anticipate the Guam Power Authority (GPA) to be able to power up the building by the end of the month. This will allow us to begin commissioning and certification of the fire alarm and fire suppression system per Guam Fire Department (GFD) requirements, and to be ready for their inspection by the week of March 11-15, 2024.

We are confident this can be achieved as well as obtaining all other required approvals by Government of Guam agencies within the final two weeks of March 2024. We thus request your consideration for time extension to complete beneficial occupancy and fully turn over the Project by March 31, 2024.

Sincerely Yours,



Reynald Del Carmen
Vice President

WOMEN'S LIGHTHOUSE RECOVERY CENTER: Sewer Line encasement										
ITEM / DESCRIPTION	QTY	U/M	MATERIALS		LABOR		EQUIPMENT		TOTAL DIRECT COST	
			unit	total	unit	total	unit	total		
RFI # 27: CONCRETE ENCASEMENT OF SEWER LINE										
1	Excavation of Installed Sewer Line									
	In between 2 buildings	95	LF							
	next to the tree	92	LF							
		187								
	AREA: 2.33 X 1.698	3.96	SF							
	1'-8 3/8									
	VOLUME:	739.84	CF							
		27.40	CY	0.90	24.66	15.00	411.00			435.66
2	Subgrade compaction									
	area: 2.33 x 187	435.71	SF			0.75	326.78	500.00		826.78
3	Re-install 8" sewer line PVC pipes	187	LF			40.10	7,498.70			7,498.70
4	Steel Reinforcement									
	8 ea x # 4 rebars									
	187 x 8 ea = 1496 LF x 0.668 #/LF	999.33	LBS	0.55	549.63	0.75	749.50			1,299.13
5	Concrete, 3000 psi	27.40	CY	152.60	4,181.24	25.00	685.00			4,866.24
	Total				4,755.53		9,670.98	500.00		14,926.51
			overhead					0.08		1,194.12
										16,120.63
			IBC fee					0.08		1,289.65
										17,410.28
			bond					0.028		487.49
										17,897.77
			GRT					0.05		894.89
										\$18,792.66
										1.25901216



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



Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

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Vice Chairman

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Commissioner

Frank T. Ishizaki
Commissioner

Emilia F. Rice
Commissioner


Karl E. Corpus
Resident Commissioner

Elizabeth F. Napoli
Executive Director

Fernando B. Esteves
Deputy Director

February 6, 2024

TO: Board of Commissioners

FROM: Elizabeth F. Napoli 
Executive Director

SUBJECT: November 2023 Admissions and Continued Occupancy Policy (ACOP)
Highlights

Hafa Adai:

Attached is a Board Resolution requesting the adoption of the November 2023 Admissions and Continued Occupancy Policy (ACOP). The revised ACOP consists of over 500 pages and is provided under separate cover.

The Final Rule implements Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA), delivers important benefits to residents, and reduces the administrative burdens for Public Housing Agencies (PHAs).

Highlights on the revision of this ACOP are:

- Section 102: Income Reviews – Fewer interim reexaminations, streamlined verifications, increased standard deduction for elderly/disabled households, additional income exclusions, threshold for claiming medical/disability expenses increased, higher threshold for imputing asset income, and hardship relief.
- Section 103: Public Housing Income Limit – public housing income limitation
- Section 104: Asset Limits – asset limitation, exclusion of retirement and education savings accounts, and self-certification of assets under \$50,000.
- The National Standards for the Physical Inspection of Real Estate (NSPIRE) are the standards that will be used for public housing inspections. NSPIRE replaces the Uniform Physical Condition Standards (UPCS) inspections.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA' YAN RINUEBAN SUIDAT GUAHAN

BOARD OF COMMISSIONERS
RESOLUTION NO. FY2024-007

Moved by:

Seconded by:

RESOLUTION ADOPTING THE NOVEMBER 2023 PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

WHEREAS, 24 CFR 906 requires all Public Housing Agencies with a Public Housing Program to adopt a written Admissions and Continued Occupancy Policy (ACOP) that establishes local policies for the administration of the Public Housing Program in accordance with requirements prescribed by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Public Housing Admissions and Continued Occupancy Policy (ACOP) is the supporting documentation to the PHA Annual Plan in accordance with 24 CFR 903;

WHEREAS, From December 18, 2023, through February 2, 2024, GHURA issued a Notice for Public Comment and Public Hearing regarding the updates in the November 2023 ACOP; and

WHEREAS, On February 2, 2024, a Public Hearing was held in which GHURA received a couple of comments from the public; and

WHEREAS, GHURA has revised the 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP) to the November 2023 ACOP which includes updated current mandates, regulations and policies that directly impact the current administration of the Public Housing Program; and now, therefore be it

RESOLVED, that the Board of Commissioners hereby adopts the November 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – FEBRUARY 13, 2024
PASSED BY THE FOLLOWING VOTES:

AYES:

NAYES:

ABSENT:

ABSTAINED:

(S E A L)

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **February 13, 2024.**

ELIZABETH F. NAPOLI
Board Secretary / Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima Van Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2024-008

Moved by: _____

Seconded by: _____

RESOLUTION APPROVING the “2024 GHURA CREDIT CARD POLICY”

- WHEREAS,** The Board of Commissioners of the Guam Housing and Urban Renewal Authority (“GHURA”) is granted by 12 Guam Code Annotated §5103 and §5104 the powers, rights, privileges, functions, and duties of the Authority enacted through policies, providing for the internal organization and management of the Authority, and for the administration of its affairs and operations; and
- WHEREAS,** GHURA is considered a Non-Federal Entity (“NFE”) whose operations are funded through Federal grants and programs subject to conditions outlined in Federal law, regulations, and rulings; and
- WHEREAS,** 2 CFR 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards hereafter known as the (“Uniformed Guidance”), provides GHURA the basis for its procurement activities; and
- WHEREAS,** on April 14, 2015, the Board of Commissioners approved Resolution FY2015-014 adopting and approving an amendment to GHURA’s Credit Card Policies and Procedures; and
- WHEREAS,** on April 28, 2015, the Board of Commissioners approved FY2015-014(a) adopting and approving further amendments to GHURA’s Credit Card Policies and Procedures; and
- WHEREAS,** the Board of Commissioners recognize that many monetary transactions have shifted and require the use of a credit card; and
- WHEREAS,** the Board of Commissioners further recognize the necessity to update GHURA’s Credit Card Policy; now, therefore, be it
- RESOLVED,** Authorized Credit Card Use shall be defined as an ordinary, necessary and reasonable expense to properly maintain and operate the Public Housing Authority, which may include, but are not limited to, authorized training, authorized travel expenses, supplies, services, equipment, and the emergency housing of residents; and be it further
- RESOLVED,** Authorized Credit Card Use funded through Federal grants and/or programs shall conform to requirements and cost principles required under 2 CFR 200, GHURA’s Procurement Policy, applicable local laws, and regulations; and that it be further
- RESOLVED,** that an internal audit on GHURA’s credit card utilization shall be conducted on a biennial basis as of the effective date of this policy and a report consisting of findings and recommendations shall be provided to the Board of Commissioners within ninety days of the audit conclusion; and be it further

RESOLVED, that the GHURA Board of Commissioners hereby rescinds Credit Card Policies adopted in Resolution FY2015-014 and amended through Resolution FY2015-014(a) and that any preceding Credit Card Policies, not otherwise rescinded herein, shall be replaced with this policy, hereinafter known as the (“2024 GHURA Credit Card Policy”); and be it further

RESOLVED, that the Board of Commissioners approves the “2024 GHURA Credit Card Policy”; and that it be further

RESOLVED, that the “2024 GHURA Credit Card Policy” shall be effective upon promulgation, approval, and publication of Standard Operating Procedures as defined in Public Law 34-05, by the Executive Director, consistent with the policies set forth herein, that shall be updated periodically to address audit findings, recommendations, and to institute best practices.

IN REGULAR BOARD MEETING, SINAJANA, GUAM -FEBRUARY 13, 2024

PASSED BY THE FOLLOWING VOTES:

AYES:

NAYS:

ABSENT:

ABSTAINED:

(S E A L)

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **February 13, 2024.**

ELIZABETH F. NAPOLI
Board Secretary / Executive Director

Requirements for Compliance with Requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) Provisions of 24CFR 75

Overview of Section 3 Requirements

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low- income persons.

General Policy Statement:

It is the declared policy of GHURA that Equal Employment Opportunities shall be provided for every employee and applicant for employment regardless of race, color, religion, sex, national origin, handicap, or economic status; and, that through the award of contracts to contractors, vendors, and suppliers, that employment and business opportunities be created for residents of GHURA properties and other qualified low- and very low-income persons residing on the island of Guam. This policy does not end with the mere prohibition of discriminatory practices by programs receiving HUD financial assistance or contractors, subcontractors, and vendors contracting with GHURA. GHURA recognizes its obligation as well as the obligation of potential contractors, subcontractors, and vendors, to develop practical steps to achieve the goal of providing meaningful, full-time permanent employment opportunities, as well as business opportunities to GHURA Residents and other Section 3 eligible persons.

Eligibility:

Individuals and businesses that meet Section 3 criteria may seek Section 3 preference from GHURA. Targeted Section 3 worker or a Section 3 business concern, each must self-certify that they meet the applicable criteria.

Businesses who *misrepresent* themselves as Section 3 business concerns and *report false* information to GHURA may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities.

Applicability:

For public housing financial assistance, all funding is covered, regardless of the amount of expenditure or size of a contract. This plan applies to development assistance, operating funds, capital funds, and all mixed-finance development. For housing and community development financial assistance, this plan applies to housing rehabilitation, housing construction, and other public construction projects that exceed \$200,000 or more of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

For projects funded with Lead and Hazard Control and Healthy Homes Programs, this plan applies to projects that exceed \$100,000.

This plan also applies to projects that include multiple funding sources. Multiple funding source projects include projects that include public housing financial assistance, housing and community development financial assistance for single or multiple recipients, and the Lead Hazard Control and Healthy Homes Program.

Section 3 requirements do not apply to: 1) Material Supply Contracts - § 75.3(b), 2) Indian and Tribal Preferences - § 75.3(c), and 3) Other HUD assistance and other Federal assistance not subject to Section 3 §75.3 (d). However, for financial assistance that is not subject to Section 3, recipients are encouraged to consider ways to support the purpose of Section 3.

Purpose of this Policy and Compliance Plan:

The purposes of this Policy are to create sustained employment and other opportunities for Section 3 Beneficiaries and to assist Contractors in understanding their Section 3 obligations so that they can be successful in meeting the responsibilities of the Section 3 requirements. These purposes are accomplished through the guidance provided by GHURA and assistance provided by GHURA’s Section 3 coordinator. This policy shall remain in effect for so long as it remains consistent with federal regulations or amended by GHURA’s Board of Commissioners.

Numerical Goals for Section 3 Compliance:

Recipients and Contractors may demonstrate compliance with the requirement of Section 3 by meeting the numerical goals set forth in this Section 3 Program for providing training, employment, and contracting opportunities to Section 3 Residents and Section Business Concerns. Efforts to employ Section 3 Residents to the greatest extent feasible should be made at all job levels.

GHURA, in its own operations, shall endeavor to achieve the goals of Section 3 and shall provide equal responsibility to its contractors, vendors, and suppliers to implement progressive efforts to also attain compliance. In doing so, GHURA shall evaluate contractors’ compliance towards achieving the goals of Section 3.

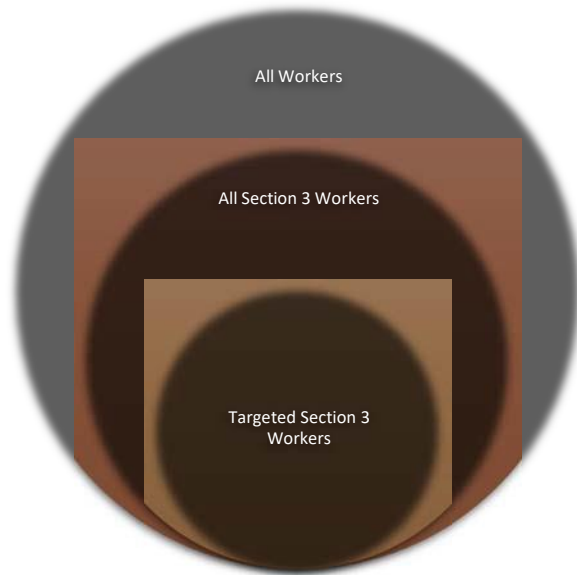
Section 3 Final Rule Benchmark Notice:

- 25% of all labor hours must be performed by a Section 3 worker.
- 5% of all labor hours must be performed by Targeted Section 3 workers

The numerical goals established above represent minimum numerical targets and all prospective contractors shall be advised and encouraged to seek Section 3 participation to the greatest extent feasible. Any contractor that meets the minimum numerical goals set forth above will be considered to have complied with the Section 3 requirements. Any contractor that does not meet the numerical goals set forth above has the burden of demonstrating why it was not feasible to meet the numerical goals. In the event no competing contractors were successful in meeting the minimum goals set forth above, GHURA shall consider documentation provided by the contractor evidencing impediments encountered despite actions taken to comply with the Section 3 Requirements. Such evidence shall be subject to the satisfaction of GHURA. Any contractor found to be in non-compliance with GHURA Section 3 shall be considered ineligible for award

All contractors submitting bids/proposals to the GHURA shall be required to complete certifications, as acknowledgment of the Section 3 contracting and employment provisions as required by this section. Such certifications shall be supported with adequate evidence to support representations made. The certifications required to be submitted with the bid/proposal consist of the following:

- Certification for business concerns seeking Section 3 preference.
- Contractor certification of efforts to fully comply with employment and training provisions of Section 3.



Section 3 Worker and Targeted Section 3 Worker:

A Section 3 worker seeking certification shall submit self-certification documentation to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 worker as defined in 24 CFR Part 75. For the purposes of Section 3 worker eligibility, GHURA will use individual income rather than family/household income to determine eligibility.

Individual Income Limits		
FY2022 Income Limit Area	Income Limit Category	FY 2023 Income Limits
GUAM	Extremely Low-Income Limits 30%	\$17,000
	Very Low-Income Limits 50%	\$28,300
	Low Income Limits 80%	\$45,250

Persons seeking the Section 3 worker preference shall demonstrate that it meets one or more of the following criteria currently or when hired within the past five years, as documented:

- 1) A low or very low-income resident (the worker’s income for the previous or annualized calendar year is below the income limit established by HUD); or
- 2) Employed by a Section 3 business concern; or
- 3) A YouthBuild participant.

Persons seeking the Targeted Section 3 worker preference shall demonstrate that it meets one or more of the following criteria:

(For public housing financial assistance)

- 1) Employed by a Section 3 business concern or
- 2) Currently meets or when hired met at least one of the following categories as documented within the past five years: a) A resident of public housing; or

- b) A resident of other public housing projects or Section 8-assisted housing; or
- c) A YouthBuild participant.

(For housing and community development assistance)

- 1) Employed by a Section 3 business concern or
- 2) Currently meets or when hired met at least one of the following categories as documented within the past five years: a) Living within the service area or the neighborhood of the project, as defined in 24 CFR Part 75.5; or b) A YouthBuild participant.

Section 3 workers and Targeted Section 3 workers who are seeking preference in training and employment must submit the Section 3 Worker and Targeted Section 3 Worker Certification Form from the GHURA office. Example of the Section 3 Worker and Targeted Section Worker form is as follows.

Please check on the link below for each of the Self-Certifications Forms:

- a. [HUD Form 4736 - Section 3 PH Certification Form](#)
- b. [HUD Form 4736A-Section3 Worker Employer Certification Form - HCD](#)
- c. [HUD Form 4736B-Section3 Worker Employer Certification Form- PH](#)
- d. [HUD Form 4736C- Section3 Worker Self-Certification Form - HCD](#)
- e. [HUD Form 4736D-Section3 Worker Self Certification Form - PH](#)

Section 3 Program Participant Certification Procedure:

GHURA will certify Section 3 program participants who reside in GUAM or near the project site and who are seeking preference in training and employment by completing and attaching adequate proof of Section 3 eligibility.

1. All persons living in GUAM or within the required radius of the project site who meet the Section 3 eligibility guidelines.
2. Once this assessment is complete, the Section 3 Coordinator will determine if the individual needs the eligibility requirements and is job ready.
3. If the individual is deemed eligible for Section 3 participation and deemed not ready for employment, a referral will be made to other agencies that are better equipped to address the individual's needs, i.e., substance abuse providers, etc.
4. The Section 3 readiness component is a part of GHURA's commitment to provide economic opportunities and training to residents/eligible participants to become gainfully employed.

Section 3 Business Concern Certification:

Businesses that believe they meet the Section 3 Business requirements can may self-register in the HUD Business registry, here: <http://www.hud.gov/sec3biz>. Businesses may seek Section 3 Business Concern preference by demonstrating that it meets one or more of the following criteria:

- 1) At least 51 percent of the business is owned and controlled by low- or very low-income persons; or
- 2) At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
- 3) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

Businesses that seek Section 3 preference shall certify, or demonstrate to GHURA contractors or subcontractors, that they meet the definitions provided in the above. Businesses may demonstrate eligibility by submitting the Section 3 Business Concern Certification Form, located at the GHURA office.

Section 3 Business Concern Certification Forms must be submitted at the time of bid/proposal. If GHURA previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid, as long as the form is submitted within the prescribed expiration date. The Section 3 Business Concern Certification Form will expire after **12 months**. Establishing a **12-month certification** of eligibility period allows GHURA the ability to assess contractor performance to ensure the business is striving to meet the required goals.

Note: While registering as a Section 3 Business Concern may give a business certain preference, such registration is not a guarantee of such preferences that the business will be awarded any contractors or subcontracts by GHURA or its contractors/vendors.

Example of a Certification for Business Concerns Seeking Section 3 Preference form is located below:

Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability

Business Information	
Name of Business:	
Address of Business:	
Name of Business Owner:	
Phone Number of Business Owner:	
Email Address of Business Owner:	

Preferred Contact Information

Same as above: <input type="checkbox"/>	
Name of Preferred Contact:	
Phone Number of Preferred Contact:	

Type of Business (select from the following options):

Corporation Partnership Sole Proprietorship Joint Venture

Select from ONE of the following three options below that applies:

At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 3)

At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 3).

GHURA SECTION 3 FORM-01B
pg. 1

Business Concern Affirmation

I affirm that the above statements on this form are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to [insert name of recipient/grantee] may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____ **Date:** _____

Signature: _____

*Certification expires within six months of the date of signature. Information regarding Section 3 Business Concerns can be found at 24 CFR 75.3

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?

Yes No

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

GHURA SECTION 3 FORM-01B
pg. 2

Section 3 Recruitment and New hires:

Contractors are expected to make best efforts to achieve the benchmarks and Section 3 Worker priorities outlined in this Policy and at 24 CFR Part 75. This section provides guidance for the recruitment of New Hires who are Section 3 Workers and Targeted Section 3 Workers to assist Contractors in meeting their benchmarks and obligations.

A. Recruitment Efforts:

1. Contractors/Subcontractors are to advertise Job Announcements within the project site area.
2. Independent of GHURA's efforts and referrals, Contractors shall engage in independent employment recruitment efforts and follow the Section 3 Worker and Targeted Section 3 Worker order in of hiring priority as identified in this policy.
5. Contractors shall submit to GHURA the status reports of this Recruitment efforts.

B. Section 3 Worker and Targeted Section 3 Worker New Hires:

1. All Section 3 Worker and Targeted Section 3 Worker New Hires shall be employees of the Contractor and shall have all the protections afforded to employees under state, federal and local laws. Contractors are expected to impose the same hiring requirements and personnel rules and policies upon Section 3 Worker New Hires as are imposed upon their other employment candidates and employees. GHURA expects and requires Contractors to abide by equal pay for equal work principles.
2. Contractors are required to report to GHURA within five (5) business days of hiring Section 3 Workers and Targeted Section 3 Workers and shall provide to GHURA a completed Section 3 Worker and Targeted Section 3 Worker form.

C. Apprenticeship Programs:

1. Contractors who employ apprentices are required to utilize apprenticeship programs approved by the United States Department of Labor.
2. Contractors who employ apprentices on construction projects that are subject to the Davis-Bacon Wage Act are required to adhere to all legal requirements for wage rates and ratios of apprentices to journeymen set forth.

D. Limitations:

Contractors retain the sole discretion and control over any hiring and personnel decisions. GHURA cannot and will not exercise any control over any of the Contractor's employees, including New Hires, regardless of whether they were referred by GHURA or are Section 3 Workers/Targeted Section 3 Workers recruited through other means.

Safe Harbor Compliance: 25% of total hours or 5% of hours contracted to targeted workers:

It is the responsibility of contractors to implement efforts to achieve Section 3 compliance. Any contractor that does not meet the Section 3 benchmarks must demonstrate why meeting the benchmarks were not feasible. All contractors submitting bids or proposals to GHURA are required to certify that they will comply with the requirements of Section 3.

Good Faith and Qualitative Efforts:

Qualitative efforts to satisfy its benchmark goals, which may include, but are not limited to the following:

1. Engaging in outreach efforts to generate job applicants who are Targeted Section 3 Workers, including notifying GHURA's Section 3 Coordinator, posting job openings at the job site, HUD Opportunity Portal, social media pages, contacting Resident Advisory Councils, and other platforms;
2. Contacting agencies administering Department of Labor YouthBuild Programs, and requesting their assistance in recruiting Department of Labor YouthBuild Program participants for training opportunities and employment positions; *(Not Applicable in Guam at this time)*
3. Consulting with state and local agencies administering training programs, such as those funded through Workforce Investment Act, unemployment compensation programs, community organizations and other officials or organizations to assist with training and recruiting Section 3 Workers and Targeted Section 3 Workers;
4. Holding job fairs;
5. Providing or connecting Section 3 Workers and Targeted Section 3 Workers with assistance in seeking employment, including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services;
6. Providing or referring Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care);
7. Assisting Section 3 Workers to obtain financial literacy training and/or coaching;
8. Engaging in outreach efforts to identify and secure bids from Section 3 Business Concerns.
9. Providing technical assistance to help Section 3 Business Concerns understand and bid on contracts;
10. Dividing contracts into smaller jobs to facilitate participation by Section 3 Business Concerns;
11. Providing bonding assistance, guaranties, or other efforts to support viable bids from Section 3 Business Concerns;
12. Promoting use of Section 3 Business Registries designed to create opportunities for Section 3, disadvantaged and small businesses

Documented Efforts:

Contractors shall document efforts taken to recruit and interview Section 3 Workers/Targeted Section 3 Workers for hire and shall, upon reasonable request, provide GHURA with documentation that demonstrates such efforts, including interview notes, which shall include reasons for denial of employment or other actions as applicable.

Lack of Compliance:

A Contractor's failure to satisfy the requirements of this section may result in GHURA's determination that the Contractor has failed to demonstrate good faith and qualitative efforts to comply with the requirements of Section 3 and this Policy, and may subject Contractor to the penalties for default.

Reporting Requirements:

For Section 3 covered contracts, contractors must submit the Section 3 Performance and Summary Report to GHURA's Section 3 Coordinator on a periodic basis, and the annual reporting requirement set forth in these HUD forms:

- a. HUD form 4737 → [Section 3 Utilization Tracker: Business Labor Hours](#)
- b. HUD Form 4737A → [Section 3 Utilization Tracker: Section 3 Labor Hours](#)

Notes:

- i) Once a project is completed, contractors must submit a final Section 3 cumulative report.
- ii) Upon the completion of a project, GHURA's Section 3 Coordinator will conduct a final review of the project's overall performance and compliance.
- iii) GHURA's Section 3 Coordinator will submit the Section 3 data into required reporting system to HUD at the respective reporting period.

Internal Section 3 Complaint Procedure:

In an effort to resolve complaints generated due to non-compliance through an internal process, GHURA encourages submittal of such complaints to its Section 3 Coordinator as follows:

- 1) Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR Part 75.
- 2) Complaints must be filed within 14 calendar days after the complainant becomes aware of the alleged violation.
- 3) An investigation will be conducted if complaint is found to be valid. GHURA will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
- 4) GHURA will provide written documentation detailing the findings of the investigation. GHURA will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than 30 days after the filing of complaint. If complainants wish to have their concerns considered outside of GHURA a complaint may be filed with:

The HUD program office responsible for the public housing financial assistance or the Section 3 project, or to the local HUD field office. These offices can be found through the HUD website, www.hud.gov/.

Expiration:

GHURA may amend its Section 3 Policies and Procedures document as necessary to ensure continued compliance with HUD's requirements and/or to reflect updated Section 3 guidance and outreach strategies.

This plan expires: December 2025.

Appendices A: Definitions

The terms **HUD, Public housing, and Public Housing Agency (PHA)** are defined in 24 CFR part 5.

The following definitions also apply to 24 CFR Part 75 HUD's Economic Opportunities for Low-and Very Low-Income Persons:

1937 Act means the United States Housing Act of 1937, 42 U.S.C. 1437 et seq. activities related to Public Housing

Contractor means any entity entering into a contract with:

- (1) A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or
- (2) A sub recipient for work in connection with a Section 3 project.

Labor hours means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

Low-income person means a person as defined in Section 3(b)(2) of the 1937 Act, at or below 80% AMI. Note that Section 3 worker eligibility uses individual income rather than family/household income.

Material supply contracts means contracts for the purchase of products and materials, including, but not limited to, lumber, drywall, wiring, concrete, pipes, toilets, sinks, carpets, and office supplies.

Professional services mean non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Public housing financial assistance means assistance as defined in 24 CFR Part 75.3(a)(1).

Public housing project is defined in 24 CFR 905.108.

Recipient means any entity that receives directly from HUD public housing financial assistance or housing and community development assistance that funds Section 3 projects, including, but not limited to, any State, local government, instrumentality, PHA, or other public agency, public or private nonprofit organization.

Section 3 means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).
Section 3 business concern means:

- (1) A business concern meeting at least one of the following criteria, documented within the last six-month period:
 - (i) It is at least 51 percent owned and controlled by low- or very low-income persons;
 - (ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
 - (iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

(2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

(3) Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

Section 8-assisted housing refers to housing receiving project-based rental assistance or tenant-based assistance under Section 8 of the 1937 Act.

Service area or the neighborhood of the project means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

Subcontractor means any entity that has a contract with a contractor to undertake a portion of the contractor's obligation to perform work in connection with the expenditure of public housing financial assistance or for a Section 3 project.

Subrecipient has the meaning provided in the applicable program regulations or in 2 CFR 200.93.

Targeted Section 3 worker has the meanings provided in 24 CFR Part 75.11, 75.21, or 75.29, and does not exclude an individual that has a prior arrest or conviction.

Very low-income person means the definition for this term set forth in section 3(b) (2) of the 1937 Act (at or below 50% AMI)

YouthBuild programs refers to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

Section 3 Housing and Community Development Employer Certification Form	U.S. Department of Housing and Urban Development Office of Field Policy and Management	HUD FORM 4736A OMB Approval Number 2501-0041 (Exp. 04/30/2025)
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(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)

Public reporting for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), and 12 U.S.C. § 1701u ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. The regulations are found at 24 CFR Part 75. This collection of information is required in order to ensure that a worker can be certified as an eligible Section 3 worker as outlined in 24 C.F.R. § 75.31. The information will be used by the Department to ensure compliance with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients to ensure they are complying with their recordkeeping requirements found in the regulation, and as a self-monitoring tool.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to Anna P. Guido, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2501-0041. 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. No assurances of confidentiality are provided for this information collection.

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31. To qualify as a Section 3 worker, the United States legal resident's annual income must not exceed the HUD income limits for the year before the worker was hired, or the individual's current income annualized on a full-time basis for the year must be below the HUD income limit. Additionally, an individual can qualify as a Section 3 worker and Targeted Section 3 worker, if an employee of a Section 3 Business Concern. To qualify as a Targeted Section 3 worker, an employer can confirm that the employee lives within the service area or neighborhood of the project.

Please provide the following information about the business/employer:

Name of Business: _____

Street Address _____ City _____ State _____ Zip _____

Phone #: _____ Email: _____

Please Provide the following information about the worker/employee:

Printed Name of Worker: _____

Street Address (Not a PO Box) Apt# City State Zip

Phone #: _____ Email: _____

Please indicate which of the following is true for the worker listed above: (Select all that apply)

<input type="checkbox"/> Worker's income from your employment is below the income limit based on a calculation of what the worker's wage rate would translate to if annualized on a full-time basis*	Income limit \$XX,XXX
<input type="checkbox"/> Worker is employed by a Section 3 Business Concern (Select if your business qualifies as a Section 3 Business Concern)	
<input type="checkbox"/> Worker's residence is within the service area or neighborhood of the project	

*Currently or at the time of hire if hired within the past 5 years.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Signature

Date

Section 3 Employer Certification Form-Public Housing	U.S. Department of Housing and Urban Development Office of Field Policy and Management	HUD FORM 4736B OMB Approval Number 2501-0041 (Exp. 04/30/2025)
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(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)

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Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), and 12 U.S.C. § 1701u ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. The regulations are found at 24 CFR Part 75. This collection of information is required in order to ensure that a worker can be certified as an eligible Section 3 worker as outlined in 24 C.F.R. § 75.31. The information will be used by the Department to ensure compliance with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients to ensure they are complying with their recordkeeping requirements found in the regulation, and as a self-monitoring tool.

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The purpose of this form is to comply with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31. This form is to be filled out by a representative of an employer of a Section 3 worker.

Please provide the following information about the business/employer:

Name of Business: _____

Street Address _____ City _____ State _____ Zip _____

Phone #: _____ Email: _____

Please provide the following information about the worker/employee:

Printed Name of Worker: _____

Street Address (Not a PO Box) Apt# City State Zip

Phone #: _____ Email: _____

Please indicate which of the following is true for the worker listed above: (Select all that apply)

<input type="checkbox"/> Worker's income from your employment is below the income limit based on a calculation of what the worker's wage rate would translate to if annualized on a full-time basis*	Income limit \$XX,XXX
<input type="checkbox"/> Worker is employed by a Section 3 Business Concern (Select if your business qualifies as a Section 3 Business Concern)	

*Currently or at the time of hire if hired within the past 5 years

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Signature

Date

Section 3 Worker Self-Certification-Housing and Community Development	U.S. Department of Housing and Urban Development Office of Field Policy and Management	HUD FORM 4736C OMB Approval Number 2501-0041 (Exp. 04/30/2025)
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(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)

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The purpose of this form is to comply with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31. To qualify as a Section 3 worker, any United States legal resident's annual income must not exceed the HUD income limits for the year before the worker was hired, or the individual's current income annualized on a full-time basis for the year must be below the HUD income limit. Additionally, an individual can qualify as a Section 3 worker if they are a YouthBuild participant or employee of a Section 3 Business concern.

Printed Name: _____

Street Address (Not a PO Box) Apt# City State Zip

Phone #: _____ Email: _____

To qualify as a Section 3 Worker, you must meet **one** of the following requirements **OR** have your employer certify that you are employed by a Section 3 Business concern:

<ul style="list-style-type: none"> • Income for the previous calendar year is below the income limit* • A participant in a means-tested program such as public housing or Section 8-assisted housing • A YouthBuild Participant* 	<p>Income limit</p> <p>\$XX,XXX</p>
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*Currently or at the time of hire if hired within the past 5 years

I meet at least one of the requirements in the box above and therefore qualify to be counted as a Section 3 Worker under 24 CFR § 75.

If applicable, please indicate which requirement you meet to be considered a Targeted Section 3 worker in the box below. If you select “Living within the service area or neighborhood of the project,” that selection will have to be confirmed by your employer. If you do not meet any of these requirements or do not know if you meet any of the requirements listed below, you may leave this section blank.

<p>___ Living within the service area or neighborhood of the project (requires employer confirmation)*</p> <p>___ YouthBuild participant*</p>

*Currently or at the time of hire if hired within the past 5 years

In addition to qualifying as a Section 3 Worker, I meet at least **one** of the requirements in the box above and therefore qualify to be counted as a Targeted Section 3 Worker under 75 CFR § 75.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Signature

Date

Section 3 Worker Self-Certification Form- Public Housing	U.S. Department of Housing and Urban Development Office of Field Policy and Management	HUD FORM 4736D OMB Approval Number 2501-0041 (Exp. 04/30/2025)
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(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)

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The purpose of this form is to comply with Section 3 of the HUD Act of 1968 self-certification requirements. To qualify as a Section 3 worker, the United States legal resident's annual income must not exceed the HUD income limits for the year before the worker was hired, or, the individual's current income annualized on a full-time basis for the year must be below the HUD income limit. Additionally, an individual can qualify as a Section 3 worker if they are a YouthBuild participant or employee of a Section 3 Business concern.

Printed Name: _____

Street Address (Not a PO Box) Apt# City State Zip

To qualify as a Section 3 Worker, you must self-certify that you meet **one** of the following requirements **OR** have your employer certify that you are employed by a Section 3 Business concern:

<ul style="list-style-type: none">• Income for the previous calendar year is below the income limit*• A participant in a means-tested program such as public housing or Section 8-assisted housing• A YouthBuild Participant*	Income limit \$XX,XXX
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*Currently or at the time of hire if hired within the past 5 years

I meet at least one of the requirements in the box above and therefore qualify to be counted as a Section 3 Worker under 24 CFR § 75.

If applicable, please indicate which requirement listed below you meet to be considered a Targeted Section 3 worker in the box below. If you do not meet any of these requirements or do not know if you meet any of the requirements listed below, you may leave this section blank.

____ A participant in a means-tested program such as public housing or Section 8-assisted housing ____ A YouthBuild participant*

*Currently or at the time of hire if hired within the past 5 years

In addition to qualifying as a Section 3 Worker, I meet at least **one** of the requirements in the box above and therefore qualify to be counted as a Targeted Section 3 Worker under 75 CFR § 75.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Signature

Date

Section 3 Utilization Tracker: Business Labor Hours

U.S. Department of Housing and Urban Development
Office of Field Policy and Management

OMB 2501-0040
Expiration 04-30-2025 HUD
Form 4737

Public reporting for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), and 12 U.S.C. § 1701u ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. The regulations are found at 24 CFR Part 75. This collection of information is required to ensure that Section 3 workers and Section 3 Business concerns participating in Housing and Community Development Projects and Public Housing Assistance Projects with HUD funding are documenting Section 3 labor hours to meet the requirements of Section 3 found in 24 CFR part 75. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to Anna P. Guido, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2501-0040. 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. No assurances of confidentiality are provided for this information collection.

FORM A: Business Labor Hours Tracking

Tracking of labor hours occurs throughout the project and is reported no later than the conclusion of the work for the identified business. This form is completed in conjunction with Form B for Section 3 Workers and Section 3 Targeted Workers labor hours. An alternative to this use of this form can be from a business or employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting.

EXAMPLE	Business Name	Non-Section 3 Business	Section 3 Business (must be verified by recipient/subrecipient before contract is executed)	Total number of Section 3 worker or Section 3 business labor hours worked	Total targeted Section 3 worker labor hours. (Of the total Section 3 worker labor hours reported list total labor hours from Targeted Section 3 workers)	Total number of labor hours worked from non-Section 3 and Section 3 workers/Section 3 businesses	Section 3 Benchmark non-Section 3 businesses calculate column E divided by column G
A. Construction (HCD programs) or Capital Expenses (PHAs) <i>(Enter labor hours for all construction contracts or subcontracts in the project. Note Section 3 requirements do not apply to material supply contracts.)</i>						All Section 3 businesses report total in column E	All Section 3 business shall record 100% of total labor hours
	Optimus General Contractor	x		50	25	500	10.0%
	123 Excavation	x		19		40	47.5%
	XYZ Concrete		x	120	20	120	100.0%
	76 Framers		x	80		80	100.0%
B. Construction subtotal (Add all amounts in column E to display a subtotal for column E; Add all amounts in column G to display subtotal of all labor hours in column G)				269		740	36.4%
C. Professional Services/Recipients Professional Service/recipients Section 3 worker labor hours are only added to the total in column E (Optional reporting, but is encouraged if it is Section 3 Business or Section 3 worker)							
	Vision Land Surveying		x	10			100.0%
	1+2 Engineering	x					
	Accrued Accountants	x		20			100.0%
	City of Entitlement CDBG	x					
	Helpful NGO Subrecipients LLC	x		10			100.0%
D. Professional Services/Recipient Subtotal (Add all professional service/recipient hours reported in column E to display a subtotal for column E. This subtotal amount is added to the cumulative hours total in column E)				40			
E. Cumulative Project Labor Hours				309		740	41.8%
F. Benchmark met.							

**Section 3
Utilization
Tracker: Section 3
Labor Hours**

U.S. Department of Housing and
Urban Development
Office of Field Policy and
Management

Expiration 04-30-2025

OMB 2501-0040
HUD
Form 4737A

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FORM B: Section 3 Labor Hours Tracking

(Reporting for each Section 3 worker can occur throughout the project and as directed by the HUD recipient for the identified business(es). An alternative to this use of this form can be from a business or employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting.

Name of Business contracted on (Name of Project)	Identification of Section 3 Worker	Identification of Targeted Section 3 Worker	Date of hire or first reporting period	Total labor hours worked on a project per Section 3 Worker (Tracking of hours can be completed in a separate wage reporting system)
EXAMPLE				
	<i>List or identify all Section 3 Workers for each contracted business. Documentation of a Section 3 Worker is completed outside of this form.</i>	<i>Indicate, by marking with an "X" if the worker has been identified as a Targeted Section 3 Worker. Documentation of a Targeted Section 3 Worker is completed outside of this form.</i>	<i>Enter either the date of hire or the date of the first reporting period after hire for each worker.</i>	<i>Enter number of hours worked by the individual employee over the duration of project.</i>
Business Name	Section 3 Worker Name			
Optimus General Contractor	Employee name 1	x	5/16/2021	10
	Employee name 2			
	Employee name 3			
123 Excavation	Employee name 4			
XYZ Concrete	Employee name 5	x		
76 Framers	Employee name 6			
	Employee name 7	x		
AB Drywall				
Cumulative Project Labor Hours				

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima Van Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2024-009

Moved by: _____

Seconded by: _____

RESOLUTION TO ADOPT AND ENFORCE THE UPDATED SECTION 3 POLICY

- WHEREAS,** the Board of Commissioners of the Guam Housing and Urban Renewal Authority ("GHURA") is authorized under 12 Guam Code Annotated §5104(e) to establish policies for the effective governance, administration, and operational management of the Authority;
- WHEREAS,** GHURA acknowledges the critical importance of ensuring that economic opportunities generated by HUD-funded projects are made accessible to low-income individuals and businesses within the community, in alignment with the objectives of the Section 3 Policy;
- WHEREAS,** Section 3 is specifically designed to help residents of public housing and low-income people living in the areas where HUD funds are spent. It targets those who are most likely to need these job opportunities and economic boosts. The initiative requires that businesses and contractors working on HUD-funded projects make a real effort to hire local low-income individuals and to subcontract to businesses that are owned by low-income individuals, or employ them in significant numbers.
- WHEREAS,** the main goals of the Section 3 initiative are to provide jobs, training, and contracting opportunities to low-income individuals and businesses in the communities where HUD money is being spent. In this way, the investments not only improve the physical community through construction and revitalization projects, but also helps the people living in those communities by offering them direct economic opportunities.
- WHEREAS,** Section 3 helps to ensure that the investment of federal funds into housing and urban development also includes investing in the people who live in those communities, giving them a chance to work on projects in their area, improve their skills, and support their local economy.
- WHEREAS,** the updated Section 3 Policy dated January 26, 2024, outlines comprehensive measures to enhance employment, training, and contracting opportunities for low-income residents and Section 3 businesses in projects receiving HUD funding;
- WHEREAS,** GHURA recognizes the need to align its policies with federal regulations, ensuring compliance with HUD requirements and fostering economic growth within its communities; now, therefore, be it

- RESOLVED,** that the GHURA Board of Commissioners hereby rescinds any previous Section 3 policies and fully adopts the updated Section 3 Policy as presented on January 26, 2024; and be it further
- RESOLVED,** that GHURA shall enforce the Section 3 Policy rigorously, ensuring that all HUD-funded projects promote local economic development by prioritizing the hiring and contracting of eligible low-income individuals and Section 3 businesses; and be it further
- RESOLVED,** that GHURA commits to monitoring, reporting, and evaluating the effectiveness of the Section 3 Policy implementation, ensuring transparency, accountability, and continuous improvement in meeting the policy's objectives; and be it further
- RESOLVED,** that the Executive Director of GHURA is tasked with the operationalization of the Section 3 Policy, including the development of Standard Operating Procedures, training programs, and compliance monitoring mechanisms; and that it be further
- RESOLVED,** The Section 3 Policy, as adopted, shall be effective immediately and remain in force until further revised or repealed by the Board of Commissioners.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM - FEBRUARY 13, 2024
PASSED BY THE FOLLOWING VOTES:**

**AYES:
NAYS:
ABSENT:
ABSTAINED:**

(S E A L)

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **February 13, 2024.**

ELIZABETH F. NAPOLI
Board Secretary / Executive Director

Resident Opportunity and Self-Sufficiency (ROSS) Program

PROGRAM SUMMARY AND
STATUS REPORT
JULY 2023 – JANUARY 2024
(SIX MONTH REPORT)

What is the ROSS Program?

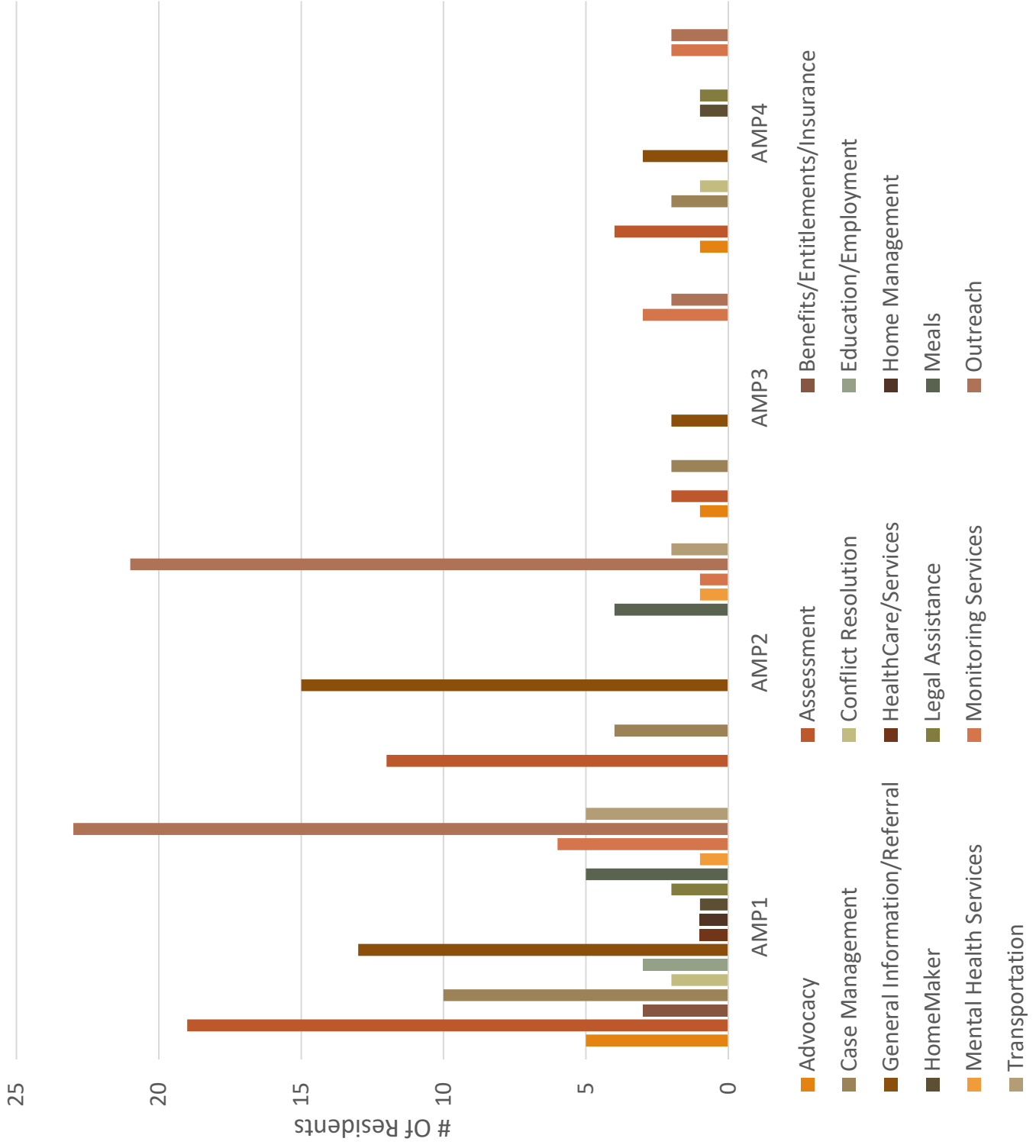
For elderly (age 62+) residents and persons with disabilities residing in GHURA's Public Housing, the ROSS Program aims to:

- Enhance quality of life by connecting residents to services and activities
- Enable participants to age/remain in place
- Avoid more costly forms of care, such as nursing homes or other institutional facilities



ROSS Service Log July 2023 – January 2024

ROSS-SC served a total of 130 residents during this period



Intergenerational Gifts of the Hand

2023

Board Meeting of February 19, 2023

● **Goal:** To encourage interaction among all ages during the holidays, ROSS plans to partner with several Department of Education schools close by public housing areas. The intent is to increase self-esteem and life satisfaction while decreasing feelings of loneliness and isolation among the elderly. In addition, the hope is that the youth also benefit as they gain a sense of responsibility and empathy towards others, especially our most vulnerable populations.

● **Objective:** ROSS plans to partner with several Department of Education schools. Determine art project for students to gift to residents, compile list of elderly residents, and coordinate deliveries and greeting cards.

● **Outcome:** 103 Elderly Public housing residents (85 from Elderly Sites; 18 AMP1&2) received homemade cards, as well as gifts from different school communities



● PAGE 6 OF 11

Intergenerational Gift of the Hand (2023)



Gifts and Donations were given by M.U. Lujan Elementary students and Tamuning Elementary

Giving to those in need



Tiyan High School

- Donated variety of household goods for those residents in need
 - Adult Diapers
 - Towels
 - Detergent
 - Baby Wipes
 - Toothpaste & Toothbrush
 - Soap / Shampoo
- Thus far, ROSS was able to give out needed items to 18 residents
 - 2 Residents had recently moved in from being homeless.



Administrative Tasks

Grants Management

- FY2023
- Reporting
 - Submitted FY2019 Year 4 Annual Report (Oct 2023)
- Application Renewal
 - Submitted FY2023 Application for Renewal (Dec 2023)

Training

- American Association of Service Coordinators
- Guam Behavioral Health and Wellness Center

Community Outreaches

- Guam Behavioral Health and Wellness Center (GBHWC)
- Health Services of the Pacific (HSP)
- University of Guam: Geriatrics Workforce Enhancement Program (GWEP)
- DPHSS: Conference of Aging
- Guam Legal Services: DisABILITY at Work
- Door-to-Door Visits at AMP Housing Sites
 - FSS also accompanied visits for their program

To be Continued

Administrative Tasks

- Continue to assess residents for their needs, goals, interests/hobbies
- Conduct Needs Assessment across the AMPs
- Submit Final Report (08/29/2024)

Outreaches

- Local Events
- Visit AMPs and continue door-to-door visits
- Work with AMPs with concerns with residents

Trainings

- Local trainings
- American Association of Service Coordinators (AASC) Webinars

Events

- University of Guam: Geriatrics Workforce Enhancement Program (GWEP)
- Safe Exercise and Stretching Demonstrations
- Elder Justice Center
- More information on legal services available

Thank you!
