



**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., July 11, 2023  
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 – Monday, July 03, 2023

2<sup>nd</sup> Printing – Sunday, July 09, 2023

**III. APPROVAL OF PREVIOUS BOARD MINUTES – June 20, 2023**

	<b>PAGE (S)</b>
<b>IV. NEW BUSINESS</b>	
1. Resolution No. FY2023-017 .....	1
Resolution commending Ms. Betty C. Bamba, Housing Specialist Supervisor for her dedication and contributions to the Guam Housing and Urban Renewal Authority	
2. Resolution No. FY2023-018.....	2 - 19
Resolution to create and approve positions in the Public Housing, Section 8 and Procurement Divisions	
3. Resolution No. FY2023-019 .....	20 - 24
Resolution to approve the amendment of position for the Property Site Manager	
4. Resolution No. FY2023-020 .....	25 - 51
Resolution approving the Annual PHA Plan (FY2024)	
5. Intent to Award .....	52 - 55
IFB#GHURA-23-13-MOD; Renovation of Eight (8) Guma Trankilidat Units	
6. Intent to Award .....	56
RFQ#GHURA-12-14-22; Legal Services	
<b>V. OLD BUSINESS</b>	
1. Intent to Award .....	57 - 61
IFB#GHURA-23-14-MOD7-AMP4; Renovation of Seven (7) AMP4 Units	
2. Change Order #1 .....	62 - 64
IFB#GHURA-08-25-2022-AMP4; Replacement of AMP4 Maintenance Shop Extension	

3. **Change Order #2** .....  
IFB#GHURA-09-26-2019-CDBG; Construction of a Lighthouse Recovery  
Center for Women in Tiyan, Guam

## **VI. EXECUTIVE DIRECTOR'S REPORT**

1. Project Updates
2. Division Updates

## **VII. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. HR Item: Executive Management's Performance Evaluations for: ..... 65 - 77
  - Executive Director, Elizabeth F. Napoli, due on or before  
July 08, 2023 (Annual Evaluation)
  - Deputy Director, Fernando B. Esteves, due on or before  
July 28, 2023 (Annual Evaluation)
2. Next proposed scheduled Board Meeting: Tuesday, July 25, 2023  
@ 12:00 p.m.

## **VIII. ADJOURNMENT**

## MMA

Continued from Page 17

example (competing in other challenging fitness and combative events) and through community involvement (donation of time or resources). In fact, he announced in New Zealand that he will be donating all his fight purse to the recovery efforts of Typhoon Mawar.

GSPN caught up with the 36-year-old to get some of his thoughts fresh off his announcement.

**GSPN:** When did you really know this would be your last fight?

**JJ:** About a month ago, when I was packing up, my daughter Isabella saw my suitcase and said "daddy go airplane?" My heart sank. I had to walk away to hide the tears. I knew this would be my last fight right then and there.

**GSPN:** What would you say is the biggest lesson learned from the sport of MMA?

**JJ:** "This too shall pass". MMA has given me the highest highs and the lowest lows. Nothing beats that feeling right after the sun, surrounded by friends and family, eating a delicious meal. And then the loss, alone in the locker room, no one knowing what to say to you, trying to figure out what went wrong. In the end, the wins and the losses don't matter, it's the life you've lived. I've traveled the world and went further in this game than I ever imagined when I started this journey.

**GSPN:** What, if anything, would you have done differently in your MMA career?

**JJ:** I would have believed

in myself more. There was a lot of self doubt that plagued me in the middle of my career, and I really had to battle the demons so

to speak, to get through it. But it made me who I am today, and I'm happy to have left on a high note.

**GSPN:** Most memorable

or favorite fight and why?

**JJ:** All of the fights have a special place in my heart. I think fighting Dylan Fussel at the UOG Calvo Field House in PXC (55, 2016) would be the most memorable. He dropped me in

the first 30 seconds with a straight left hand, had to dig deep and battle back to edge out the victory.

Congratulations once again, Joseph Junior Ambrose. You've done yourself good.



A screenshot of JJ Ambrose's post fight interview Saturday night when he announced his retirement from MMA.

### Guam Cancer Trust Fund Council Meeting

The Guam Cancer Trust Fund Council will hold its monthly meeting online on

**Thursday, July 06, 2023, at 4:00 p.m.**

If interested in attending the meeting, please register with Remylynn Yamanaka at [gctf@triton.uog.edu](mailto:gctf@triton.uog.edu).

#### AGENDA

- CALL TO ORDER
- REPORT FROM THE CHAIR
- REPORT FROM GCTF PROGRAM MANAGER
- OLD BUSINESS
- NEW BUSINESS
- OPEN DISCUSSION/INFORMATION
- ADJOURNMENT

**The Guam Board of Social Work Regular Virtual Board Meeting,**  
Thursday, July 06, 2023  
at 11:00AM.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/84422665531?pwd=TjFhUUVFMEVqRWwvWHgybWJpQUcxQT09>

Meeting ID: 844 2266 5531  
Passcode: 292892

#### Meeting Agenda:

- I Call to order
  - A. Confirmation of Public Notice
  - Determination of Quorum
- II Adoption of Agenda
- III Review and Approval of Minutes
  - A. May 18, 2023
- V HPLD Administrator's Report
- VI Chairperson's Report
- VII Committee Reports:
  - A. Finance & Budget
  - B. Statutes, Rules and Forms
- VIII Old Business:
  - A. Consideration of Applications for Licensure
  - B. Consideration of Applications for Renewal of Licensure
- IX New Business:
  - A. Consideration of Applications for Licensure
  - B. Consideration of Applications for Renewal of Licensure
- X Announcement(s):
  - A. Next Meeting: The Guam Board of Social Work next regularly scheduled board meeting, August 03, 2023 at 11:00AM.
- XI Adjournment:

To view the names of the applicants being considered go to <https://guamsocialwork.org>

**LIVE Streaming link**  
<http://facebook.com/HPLDGuam>

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For more information, please contact the Board office at 735-7404/10 thru 12. Persons needing telecommunication device for the Hearing/Speech Impaired (TDD) may contact 475-8339

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#### THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY

Board of Commissioners Meeting

Tuesday, July 11, 2023 at 12:00 PM.

This meeting is open to the public via Zoom.

Topic: GHURA BOC Meeting, Tuesday, July 11, 2023  
Time: Jul 11, 2023 12:00 PM Guam, Port Moresby

Join Zoom Meeting

<https://us06web.zoom.us/j/84037623065?pwd=M3VMMVhMeGxjNFZuNU4zbkdnaG82Qk09>

Meeting ID: 840 3762 3065  
Passcode: 028107

Watch YouTube Live Stream

<https://www.youtube.com/channel/UCGqKWU0kOmT0FOLyn48ULag>

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  1. Intent to Award for IFB#GHURA-23-14; MOD; Renovation of Seven (4) AMP 4 Units
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- VIII. 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.

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ERIKKA LLORENTE/PDN

A road to the left of the entrance of The Beach Bar and Restaurant provides public access to Gun Beach at the bottom July 8, 2023.

## Beach

Continued from Page 8

spaces and leave without parking because there is no space left.

In addition, Baldyga noted that his staff have to clean up and dispose of large amounts of trash left behind by beachgoers in-

cluding daily trash removal at a significant cost.

On Saturday, Pacific Daily News visited the private parking lot with Baldyga and found forty cars but only ten customers at the restaurant.

To assist those seeking parking and access to Gun Beach when the gate is closed, Pacific Daily News

discovered a public easement and roadway on the left, just before the Beach Bar gate, between Hotel Nikko and the Beach Bar property. There are eight public parking spaces across from the Beach Bar entrance, which are rarely filled. Residents can then take a short, five-minute walk along a right-side

walkway to reach Gun Beach.

Unfortunately, these access points and parking spaces lack signage, and they are currently blocked by typhoon debris. The office of the Tamuning mayor has been contacted to assist with debris removal and asked to add signage to indicate the public access way and available parking spaces since most people do not realize their presence.

In addition, the Beach Bar also offers 100 free parking spaces for beach-

goers in its upper parking lot, accessed by taking a right turn just before the entrance gate to The Beach Restaurant & Bar. Baldyga said that he greatly appreciates the local support for his various businesses and hopes that everyone will enjoy Gun Beach including scuba divers and beachgoers. He said that everyone is welcome and can even transit through the Beach Bar except with coolers and food. He simply asks that the parking be reserved for customers.

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ERIKKA LLORENTE/PDN

The public walkway heading to Gun Beach near Hotel Nikko Guam.





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REGULAR SCHEDULED MEETING  
12:00 P.M., June 20, 2023  
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 **12:01 P.M., Tuesday, June 20, 2023**, at the GHURA Sinajana Main Office, 1<sup>st</sup> floor Conference room, by Chairman Rivera. He indicated that 4 of 6 members of the Board of Commissioners were present, representing a quorum and that the meeting would proceed as scheduled.

<b>Viewed virtually via</b>	<b>Zoom:</b> <a href="https://us06web.zoom.us/j/85751987803?pwd=aHFwVU4zdWJhdEIMRkFoT2dQOXZrdz09">https://us06web.zoom.us/j/85751987803?pwd=aHFwVU4zdWJhdEIMRkFoT2dQOXZrdz09</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 Vacant, Vice Chairman Frank Ishizaki, Commissioner Anisia Delia, Commissioner Nate Sanchez, Commissioner Emilia Rice, Commissioner Karl Corpus, Resident Commissioner	Virtual <input type="checkbox"/> Virtual <input type="checkbox"/> Virtual <input checked="" type="checkbox"/> Virtual <input type="checkbox"/> Virtual <input type="checkbox"/> Virtual <input type="checkbox"/> Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/> In-Person <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> In-Person <input checked="" type="checkbox"/> In-Person <input checked="" type="checkbox"/> In-Person <input checked="" type="checkbox"/>
	<b>Chairman Rivera affirmed the requests of virtual attendance for the GHURA BOC meeting</b>		
<b>GHURA 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, Procurement SMA <input checked="" type="checkbox"/> Pearly Mendiola, GT Manager <input type="checkbox"/>	Julie Lujan, MIS Administrator <input checked="" type="checkbox"/> Sonny Perez, AE Manager <input checked="" type="checkbox"/> (Ervin Santiago) 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"/>	
<b>Legal Counsel</b>	Eliseo M. Florig, GHURA's Legal Counsel <input checked="" type="checkbox"/>		
<b>Public</b>	None in person None via zoom		

**II. BOARD MEETING PUBLIC ANNOUNCEMENTS**

**1<sup>st</sup> Printing – Tuesday, June 13, 2023**

**2<sup>nd</sup> Printing – Sunday, June 18, 2023**

**ACKNOWLEDGED BY CHAIRMAN RIVERA**

### **III. Approval of Previous Board Minutes: GHURA BOC Mtg. Minutes, April 25, 2023**

**[070/23] Vice Chairman Sanchez motioned to approve the board meeting minutes of April 25, 2023, subject to corrections. Commissioner Delia seconded the motion. There were no objections. Motion passed unanimously.**

### **IV. New Business:**

AGENDA ITEM	DISCUSSION	ACTION
1. Resolution No. FY2023-016-Resolution Commending Ms. Alvina C. Castro, Program Coordinator III, for her dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA)	<p><b>[071/23] Executive Director Napoli stated the following:</b></p> <ul style="list-style-type: none"><li>• June 18, 1990 Ms. Alvina C. Castro began her career in the unclassified service as the Administrative Secretary</li><li>• Sept. 1993, Ms. Castro converted to the classified service as Administrative Secretary</li><li>• July 25, 1994, she was promoted to Wage Compliance Officer</li><li>• March 28, 1996, Ms. Castro was reclassified to a Planner II position and remained in that position until her resignation in April 28, 2000.</li><li>• March 19, 2001, resumed her position at GHURA as Planner II, but with the Modernization/Capital Improvement Program</li><li>• October 1, 2007, her request to transfer to Research, Planning and Evaluation was granted and she was promoted to a Program Coordinator III on August 22, 2016.</li><li>• Ms. Alvina Castro has dedicated over 31 years of service in support of the mission and goals of the Guam Housing and Urban Renewal Authority.</li><li>• Her efforts have had a direct and positive impact on the Guam community</li><li>• The GHURA Board of Commissioners extended its</li></ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>recognition and gratitude to Ms. Alvina C. Castro commending her on her retirement from the authority and best wishes on her future endeavors.</p> <ul style="list-style-type: none"> <li>• The chairman of the BOC shall certify and the Executive Director attest the adoption of Resolution No. FY2023-016 to Ms. Alvina C. Castro.</li> <li>• Copies shall be placed in Ms. Castro's personnel file and provided to the Governor of Guam.</li> </ul> <p>Chairman Rivera thanked Ms. Castro for all her hard work, dedication, and years of service.</p> <p>Ms. Alvina Castro was given the opportunity to thank the staff and management at GHURA.</p> <p>On behalf of GHURA, Ms. Katherine Taitano, Chief Planner, presented Ms. Castro with her retirement plaque.</p> <p>There were no further discussions.</p>	<p><b>[072/23] Commissioner Delia moved to approve Resolution No. FY2023-016, commending Ms. Alvina C. Castro, Program Coordinator III, for her dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA). Vice Chairman Sanchez seconded the motion. There were no objections by the other board members. Motion passed unanimously.</b></p>
<p>2. <b>Intent to Award-</b> IFB#GHURA-23-12-MOD7-AMP1 &amp; 3; Renovation of (7) AMP4 Units</p>	<p><b>[073/23] Executive Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• Bid opening held on May 17, 2023 at 10AM</li> <li>• A total of (5) contractors purchased a set of bid specifications</li> <li>• (2) submitted bids <ul style="list-style-type: none"> <li>○ O.H. Construction submitted a 15% Bid bond and a Base bid #1 at \$229,000.00.</li> <li>○ Genesis-Tech Corp.- submitted a \$32,400 Bid bond and a Base bid #1 at \$216,000.</li> </ul> </li> <li>• The Government estimate was at \$230,417.50</li> </ul>	



AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>• The intent of the project is to modernize the units per scope of work.</li> <li>• Modernization of (7) units: <ul style="list-style-type: none"> <li>○ (2) units in Agana Heights</li> <li>○ (2) units in Asan</li> <li>○ (2) units in Sinajana</li> <li>○ (1) unit in Merizo</li> </ul> </li> <li>• Modernization consists of, but not limited to: <ul style="list-style-type: none"> <li>○ Cleaning building interior and common areas</li> <li>○ Replacing interior and exterior doors</li> <li>○ Carpentry</li> <li>○ Painting</li> <li>○ Plumbing</li> <li>○ Sewer replacement</li> <li>○ Electrical work</li> </ul> </li> <li>• Detailed scope of work included in board packet</li> <li>• AE's review of bid results determined that <b>Genesis-Tech Corporation</b> provided the lowest responsive and responsible bid.</li> <li>• Genesis-Tech Corporation had been cleared by the Dept. of Labor compliance, OSHA, and EPLS Debarred list</li> <li>• GHURA requested for board approval to Genesis-Tech Corporation for the total amount of \$216,000.</li> <li>• Funding available under the Capital Fund Program.</li> </ul> <p>The staff of AE were present via zoom to answer questions from the board.</p> <p>Vice Chairman Sanchez inquired about whether the typhoon had affected the scope of work for this project. Mr. Andrew Manglona, AE Planner, indicated that during an assessment of the various areas, there were no comments or complaints regarding additional work made by theAMP managers. So, there were no</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>changes made the to the scope of work. Vice Chair Sanchez also asked whether GHURA was sacrificing quality for quantity since Genesis-Tech Corporation's bid came in at \$216,000 and the government estimate was at \$230,417.50. Mr. Manglona stated that GHURA will keep the scope of work the same and that all Genesis-Tech Corporation submittals will be the same as their previous submittals and that the quality of work will not be compromised.</p> <p>Chairman Rivera inquired about whether Genesis-Tech Corporation had been providing satisfactory work for GHURA in the past. Mr. Manglona confirmed this.</p> <p>There were no further discussions.</p>	<p><b>[074/23] Commissioner Delia moved to approve the Intent to Award-IFB#GHURA-23-12-MOD7-AMP1 &amp; 3; Renovation of (7) AMP4 Units to Genesis-Tech Corp in the amount of \$216,000.00. Vice Chairman Sanchez seconded the motion. No objections by the other board members. Motion passed.</b></p>
<p>3. <b>Intent to Award-IFB#GHURA-23-14-MOD7-AMP 4; Renovation of seven (7) AMP 4 units</b></p>	<p><b>[075/23]</b> Executive Director Napoli requested to table this item due to a delay in the processing of the documents by the Department of Labor.</p> <p>There were no further discussions.</p>	<p><b>[076/23] Chairman Rivera acknowledged the request to table this item.</b></p>
<p>4. <b>Change Order #1-IFB#GHURA-08-25-2022-AMP4; Replacement of AMP4 Maintenance Shop Extension</b></p>	<p><b>[077/23]</b> Executive Director Napoli requested to table this item due to incomplete document submission.</p>	<p><b>[078/23] Chairman Rivera acknowledged the request to table this item.</b></p>
<p>5. <b>Change Order #2-IFB-GHURA-09-26-2019-CDBG; Construction of the Lighthouse Recovery Center for Women in Tiyan, Guam</b></p>	<p><b>[079/23]</b> Executive Director Napoli requested to table this item due to continued document review.</p>	<p><b>[080/23] Chairman Rivera acknowledged the request to table this item.</b></p>

AGENDA ITEM	DISCUSSION	ACTION
<p><b>6. Resolution No. FY2023-012</b>-Resolution approving the Above-Step Recruitment for the Accountant III Position (FISCAL Division)</p>	<p><b>[081/23] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• Resolution approving the Above-Step Recruitment for the Accountant III position</li> <li>• Under the enabling legislation of the Authority, Title 12 §5103 GCA, “its Board of Commissioners is empowered to employ officers, technical experts, agents and employees, permanent and temporary as it may deem necessary; and shall determine their qualifications, duties, tenure and compensations”</li> <li>• Title 4 of the Guam Code Annotated, “The appointing authority or the head of an agency, department, or public corporation listed in 4 GCA §4105(a) may petition the Director of Administration, the Judicial Council (as to Judicial Branch employment) or the agency, department or public corporation’s governing board or commission (as to an agency, department or public corporation listed in 4GCA §4105(a)), for recruitment at a higher step not to exceed Step 10, because of documented difficulty or exceptional qualifications</li> <li>• In December 2022, the Board has previously approved the above step recruitment for Ms. Reyes as an Accountant II, however, Ms. Reyes was not able to complete her probationary period as this subsequent higher-level vacancy arose with the accountant III position</li> <li>• On 03/28/2023, Ms. Reyes was selected to the accountant III position and submitted her request to Executive Management</li> </ul>	



AGENDA ITEM	DISCUSSION	ACTION
	<p>requestion the GHURA Board of Commissioners review and approval of an above the minimum step recruitment for the classified position of Accountant III based on exceptional qualifications.</p> <ul style="list-style-type: none"> <li>• Executive Management now seeks the GHURA BOC's approval for an above the minimum step recruitment for the Accountant III position based on recruitment difficulty and exceptional qualifications of Ms. Reyes.</li> <li>• Ms. Reyes's qualifications include: <ul style="list-style-type: none"> <li>○ 9 years in the private and military sectors</li> <li>○ Internal Audit Assurance practice</li> <li>○ Fraud investigation</li> <li>○ 3-5 years of experience in Budget and Business Plans</li> <li>○ Experience with individual, corporate, and non-profit organization tax</li> <li>○ Contributing towards improving efficiency and effectiveness in GHURA's FISCAL Division</li> </ul> </li> <li>• GHURA Management believes that the compensation package of salary and benefits to Step 10 is fair</li> <li>• GHURA respectfully requested board approval for the above-step recruitment of Ms. Gi Young Kim Reyes to Accountant III NG4-10(B), \$69,610.00 p/a; \$33.47 p/hr.</li> </ul> <p>Dr. Kimberly Bersamin, HR Administrator, stated that her presentations before the board are only for very critical positions such as the engineers and accountants that are difficult to fill. The accountant III level position will give FISCAL the structure for the controller to focus on strategic</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>planning and the accountant III to focus on operations. She added that she hoped to finalize and present the next budget to the board before October and to make the necessary adjustments to stay competitive with the Department of Administration.</p> <p>Chairman Rivera indicated that GHURA should continue to be proactive in sustaining critical operations and remaining compliant with regulations. He added that the board will provide any necessary support needed to</p>	<p><b>[082/23] Vice Chairman Sanchez moved to approve Resolution No. FY2023-012 approving the above-step recruitment for the Account III Position to Ms. Gi Young Kim Reyes, Accountant III NG4-10(B). The motion was seconded by Commissioner Delia. There were no objections. Motion passed.</b></p>
<p><b>7. Resolution No. FY2023-TA-001-</b> Resolution authorizing off-island travel for the Multi-Family Service Coordinator Conference on August 27-30, 2023 in National Harbor, Maryland</p>	<p><b>[083/23] Director Napoli requested to table Resolution No. FY2023-TA-001, due to item still under review.</b></p>	<p><b>[084/23] Chairman Rivera acknowledged the request to table Resolution No. FY2023-TA-001.</b></p>
<p><b>8. Resolution No. FY2023-013-</b> Resolution to adopt the Revision to Part 1: Public Housing Residential Lease Agreement, Section IV- Payment Location</p>	<p><b>[085/23] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• Resolution FY2023 -013 is to adopt the revision to part: Public Housing Residential Lease Agreement Section IV payment location.</li> <li>• The Public Housing (PH) lease is the contractual basis of the legal relationship between GHURA and the tenant.</li> <li>• In accordance with 24 CFR 966.3 and GHURA's Admissions and Continued Occupancy Plan (ACOP), Chapter 8-I.D, "the PHA must give residents at least (30) days advance notice of the</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>proposed changes and an opportunity to comment on the changes. The PHA must also consider any comments before formally adopting a new lease.”</p> <ul style="list-style-type: none"> <li>February 13, 2023, GHURA issued a Notice to Residents of its plans to move from manual rental coupons for rental payments towards electronic on-line rental payments effective April 1, 2023</li> <li>March 3, 2023, GHURA issued a Notice to PH Residents, Revision to Part I: Public Housing Residential Lease Agreement, Terms and Conditions, IV. Payment Location to state,” All payments will be made through GHURA’s on-line portal. Residents will have different payment options with assessed fees. Any payments with non-sufficient funds will be assessed bank charges as applicable.”</li> <li>GHURA received a couple of responses on the notice issued on March 3, 2023 through April 7, 2023 and corrected the revision to state, “All payments must be made through GHURA’s on-line portal. Residents will have different payment options with assessed fees. Any rejected transactions will be assessed at the current fees</li> <li>April 2, 2023, GHURA implemented the Rent Payment portal under the PH Program in which rental payments were mandated to be paid electronically through MRI Software</li> <li>GHURA requests that the BOC adopt the revision to Part I: Public Housing Residential Lease Agreement, Terms and Conditions,</li> </ul>	



AGENDA ITEM	DISCUSSION	ACTION
	<p data-bbox="634 247 1040 489">IV. Payment Location to state, “All payments must be made through GHURA’s on-line portal. Residents will have different payment options with assessed fees. Any; rejected transactions will be assessed at the current fees.</p> <p data-bbox="553 531 1049 699">Chairman Rivera asked that Ms. Philly San Nicolas, AMP4 PSM/CFP Manager, share some of the challenges that the Public Housing program is facing and how the issues have been addressed.</p> <p data-bbox="553 709 1040 1308">Due to connectivity issues at AMP4 preventing Ms. Philly San Nicolas to continue with the discussion, Deputy Director Esteves indicated that the bank had given GHURA a 90-day notice that they would be moving from the voucher payment system to an online payment system. GHURA worked very quickly to get everyone transitioned into the online payment system. Notices were distributed. Those who needed assistance with the transition received help with registration from GHURA AMP staff. GHURA had also waived late fees on a case-by-case basis for those experiencing challenges with working with the online payment system.</p> <p data-bbox="553 1350 1040 1875">Commissioner Corpus requested that GHURA review the online payment processes to confirm that it is running smoothly and receipts are being issued. Deputy Director Esteves stated that payments through the MRI system aren’t paid immediately. He added that payments are scheduled to be one-to-three-day transactions, but the money will still need to be pulled from the bank accounts. Mrs. Frances Danieli, Controller, stated that MIS does the automatic uploads which includes exporting payments from the Rent Payment system and importing payments</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>to the housing systems which credits the tenant's account.</p> <p>Commissioner Corpus added that the online-payment program is a plus for people without transportation and are struggling.</p>	<p><b>[086/23] Commissioner Corpus moved to adopt the revision to Part I: Public Housing Residential Lease Agreement, Section IV-Payment Location. Motion was seconded by Commissioner Sanchez. No objections by the other board members. Motion passed.</b></p>
<p><b>9. Resolution No. FY2023-014-</b> Resolution adopting the 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP)</p>	<p><b>[087/23] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>• 24 CFR 906 requires all Public Housing Agencies with a Public Housing Program (PHP) to adopt a written Admissions and Continued Occupancy Policy (ACOP) that establishes local policies for the administration of the PHP in accordance with requirements prescribed by the U.S. Department of Housing and Urban Development (HUD)</li> <li>• The PH Admissions and Continued Occupancy Policy (ACOP) is the supporting documentation of the PHA Annual Plan in accordance with 24 CFR 903</li> <li>• March 7 and 27, 2023 GHURA issued a Notice of Public Comment and Public Hearing and Notice for Public Comment and Public Hearing Update to the ACOP for 2022 and 2023</li> <li>• May 11, 2023, a Public Hearing was held in which GHURA received a few comments during the public comment period from March 7 through May 10, 2023</li> <li>• GHURA had revised the current PH ACOP to include updated current mandates, regulations and policies that directly impact the current administration of the Public Housing Program</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>The BOC adopt the 2023 Public Housing Admissions and Continued Occupancy (ACOP) for the Public Housing Program.</li> </ul> <p>Ms. Philly San Nicolas, PSM/CFP Manager, stated that the changes made to the revisions included changes to the policy which gave residents and applicants self-certification. However, the authority may still request for specific documents in the event the authority feels that the self-certification is not legitimate. Another change to the policy is the (7) page table of contents provided as part of the resolution.</p> <p>Chairman Rivers requested that Ms. San Nicolas highlight some of the biggest changes. Ms. San Nicolas stated the following:</p> <ul style="list-style-type: none"> <li>Residents/applicants can now provide a self-certification stating homelessness</li> <li>Less paperwork between resident/applicant and GHURA</li> <li>Children turning 18 years old will not be required to obtain GPD clearance until the next annual certification</li> <li>GHURA must give Residents paying flat rate rent, at least (2) years before they are requested to move out. Option to keep the resident will result in the resident paying the market rate and no be given utility allowance.</li> </ul>	<p><b>[088/23] Vice Chairman Sanchez moved to approve Resolution No. FY2023-014 adopting the 2023 Public Housing Admissions and Continued Occupancy Policy (ACOP). Motion was seconded by Commissioner Corpus</b></p>
<p><b>10. Resolution No. FY2023-015-</b> Resolution Approving the Capital Fund Program (CFP) Five-Year Action Plan (CFP) Five-Year Action Plan (2023-2027)</p>	<p><b>[089/23] Director Napoli stated the following:</b></p> <ul style="list-style-type: none"> <li>Resolution approving the Capital Fund Program (CFP) Five-Year Action Plan (2023-2027)</li> <li>Section 9 of the U.S. Housing Act of 1937 is the statutory basis for the CFP as created as part of the</li> </ul>	



AGENDA ITEM	DISCUSSION	ACTION
	<p>Quality Housing and Work Responsibility Act (QHWRA) of 1988</p> <ul style="list-style-type: none"> <li>• The PH CFP provides financial assistance to public housing agencies (PHAs) to make physical improvements to the PH stock.</li> <li>• The CFP Five-Year Action Plan describes the capital improvements to be undertaken within the 5-year period. The capital improvements are necessary activities to ensure long-term physical and social viability of the PHA's PH developments.</li> <li>• The goals and objectives of the CFP 5-Year Action Plan are consistent with Guam's 5-Year Consolidated Plan, which identifies and prioritizes the housing and community development needs of Guam.</li> <li>• This Plan was prepared in accordance with 24 CFR Part 905</li> <li>• The GHURA BOC of GHURA approves the CFP Five-Year Action Plan 2023-2027</li> </ul> <p>Ms. Philly San Nicolas indicated that the highlighted projects such as the replacements of doors, typhoon shutters, unit insulations, and various other projects were a part of a proposed five-year plan with estimated costs. Any project listed in year (5) may be moved to year (1) should there be an urgency for completion.</p> <p>Chairman Rivera asked how much of the highlighted projects are completed within the projected timeline.</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Ms. San Nicolas stated that GHURA tries to obligate as many projects as possible to give the engineering division time to recuperate and work the other projects. She added that they would try to obligate 75% in the first year and 25% in the remaining (2) years.</p>	<p><b>[090/23] Commissioner Delia moved to approve the Resolution Approving the Capital Fund Program (CFP) Five-Year Action Plan (CFP) Five-Year Action Plan (2023-2027). Vice Chairman Sanchez seconded the motion. There were no objections by the other board members. Motion passed.</b></p>
<p><b>V. Executive Director's Report</b></p> <p><b>1. Project Updates</b></p> <p><b>2. Division Updates</b></p>	<p><b>[091/23] Director Napoli stated the following updates:</b></p> <ul style="list-style-type: none"> <li>• the executive report will include updates on GHURA due to Typhoon Mawar</li> <li>• GHURA Operations post Mawar: <ul style="list-style-type: none"> <li>○ Typhoon recovery at GHURA ongoing</li> <li>○ Main office and AMPs have resumed regular hours</li> <li>○ Challenges: rolling power outages, low water pressure, and unstable connectivity</li> <li>○ Despite challenges, all staff continues to provide services</li> <li>○ Communication with Honolulu HUD offices is ongoing</li> <li>○ Long-term and short-term housing needs discussions with Adelup continue</li> <li>○ HUD and GHURA are working together to assist in the disaster recovery efforts</li> <li>○ GHURA will also continue to move forward with current projects</li> </ul> </li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>• GHURA to participate in the Governor's Summer Youth Employment Program</li> <li>• Rebecca Borja, HUD Honolulu Field Office to be on Guam from June 26-30 to conduct the FY2023 Home Program Monitoring.</li> <li>• US Department of Agriculture's West Region Field Operations Division, Multi-Family Housing Rural Development Section is planning to be on Guam in July for a supervisory visit and compliance at Guma Trankilidat.</li> <li>• Deputy Director Esteves added the following data on damage assessment: <ul style="list-style-type: none"> <li>○ Section 8 has reached out to about 900 tenants.</li> <li>○ All 755 PH units were inspected- 481 units sustained no damages; 309 units sustained very minor damages.</li> </ul> </li> </ul>	<p>[092/23] No action taken.</p>
<b>VI. General Discussions/ Announcements</b>	<p>[093/23] Director Napoli stated the following:</p> <ul style="list-style-type: none"> <li>• On May 9, 2023, pursuant to the authority under the Organic Act of Guam and local law, 12 GCA §5103(g), Governor Leon Guerrero appointed Mr. Nathanal P. Sanchez as the Vice Chairperson, Board of Commissioners Guam Housing and Urban Renewal Authority.</li> </ul> <p>Chairman Rivera and members of the BOC congratulated the newly appointed Vice Chairman Sanchez.</p> <p>Vice Chairman Sanchez thanked Governor Leon Guerrero and Lt. Governor Tenorio for the appointment and opportunity to continue to do his best with the board of commissioners and to support the great</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>work of the staff and management of the Guam Housing and Urban Renewal Authority.</p> <p>There were no further discussions.</p>	<p>[094/23] No action taken.</p>
<b>VII. Adjournment</b>	<p>[095/23] Chairman Rivera stated that the next proposed BOC meeting was set for Tuesday, July 11, 2023, at 12PM. He reminded the board that a notification will be forwarded to all members regarding their availability on the proposed date.</p> <p>There were no further discussions.</p>	<p>[096/23] Commissioner Delia moved to adjourn the BOC meeting of June 20, 2023. Vice Chairman Sanchez seconded the motion. Meeting adjourned at 1:40PM.</p>

**SEAL**

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

Date \_\_\_\_\_



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
BOARD OF COMMISSIONERS  
RESOLUTION NO. FY2023-017**

**Moved by:**

**Seconded by:**

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**RESOLUTION COMMENDING MS. BETTY C. BAMBA, HOUSING SPECIALIST SUPERVISOR, FOR HER DEDICATION AND CONTRIBUTIONS TO THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)**

- WHEREAS,** prior to joining the GHURA team, Ms. Betty C. Bamba worked for the Department of Revenue and Taxation as a private secretary in the unclassified service for almost four (4) years, from 1979 thru 1982, and
- WHEREAS,** in January 1987, Ms. Bamba started her employment with GHURA as the private secretary to the Executive Director and later reclassified to an Executive Secretary on November 1987, and
- WHEREAS,** Ms. Bamba converted to the classified service as a Program Coordinator II between the Research, Planning and Evaluation and Community Development Divisions respectively, until her resignation on March 2000; and
- WHEREAS,** a year later in July 2001, Ms. Bamba returned to the GHURA team as a Housing Assistant Program Specialist for the Section 8 division, and was subsequently promoted in June 2006 as a Contract Control Analyst; and
- WHEREAS,** in February 2007, Ms. Bamba was reclassified to the position she holds today, as a Housing Specialist Supervisor; and
- WHEREAS,** in total, Ms. Bamba dedicated over 27 years of service in support of the mission and goals of the Authority; and
- WHEREAS,** her efforts and supervision in the Section 8 division had a direct and positive impact to our island community, housing hundreds of families during her tenure; and
- WHEREAS,** the Board of Commissioners extends its recognition and gratitude to Ms. Betty C. Bamba, commending her on her retirement from the Authority, and extending best wishes on her future endeavors; 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. FY2023-017, and that thereafter shall be presented to Ms. Betty C. Bamba, whereby a copy shall be placed in her official personnel file, and a copy provided to the Governor of Guam.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – JULY 11, 2023  
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 July 11, 2023.**

**(SEAL)**

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

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. FY 2023-018**

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**RESOLUTION TO APPROVE AND CREATE POSITIONS IN THE PUBLIC HOUSING, SECTION 8 AND PROCUREMENT DIVISIONS.**

- WHEREAS,** pursuant to Section 5104, Title 12 of the Guam Code annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (**GHURA**) is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the Agency; and
- WHEREAS,** the **GHURA** Board of Commissioners is empowered to establish a position classification and pay plan for each class of position necessary to carry out the responsibilities of the Authority and is subject to the GHURA Classification and Salary Administration Plan of the Authority; and
- WHEREAS,** the Board of Commissioners recognizes that the Authority has continued with FY2008 U.S. HUD mandate to convert public housing to asset based management and as a result, recognizes these new creation of positions are needed to provide better efficient work processes under the asset management model; and
- WHEREAS,** the Board of Commissioners further recognizes that the creations for the Section 8 and Procurement Divisions are also necessary under the principles of classification of "equal pay for equal work"; and
- WHEREAS,** the Board of Commissioners acknowledges that the HR staff completed the necessary "creation" requirements as set forth in 4GCA, §6303.1(a) for the creations of positions; and
- WHEREAS,** the Board of Commissioners desires to amend **GHURA's** Organization Plan as adopted in the Fiscal Year 2023 budget, by establishing the following creation of positions for the Public Housing, Section 8 and Procurement Divisions:

**Resident Relations Specialist - Pay Grade M**

Hay Evaluation  
Know How: EI2 200  
Problem Solving: D3 (33) 66  
Accountability: D1S 76  
Total Points: 342

**Housing Administrative Officer - Pay Grade L**

Hay Evaluation  
Know How: EI2 175  
Problem Solving: D3 (33) 57  
Accountability: D1S 66  
Total Points: 306

**Housing Facilities Assistant – Pay Grade J**

Hay Evaluation  
Know How: DI2 152  
Problem Solving: C2 (22) 33  
Accountability: C1C 38  
Total Points: 223

**Housing Inspector Supervisor - Pay Grade O**

Hay Evaluation

Know How: EII2 264

Problem Solving: E3 (33) 87

Accountability: E1S 100

Total Points 451

**Housing Procurement Administrator - Pay Grade P**

Hay Evaluation

Know How: EII2 304

Problem Solving: E3 (38) 115

Accountability: E1S 115

Total Points 534

**WHEREAS,** funding for these creation of positions are available under Public Housing, Section 8 and COCC funds, respectively; and now therefore be it

**RESOLVED,** that Pursuant to 4GCA, Section 6303, the Authority now creates and establishes said positions into the classified service.

**IN REGULAR BOARD MEETING, HAGATNA, GUAM - JULY 11, 2023**

**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 July 11, 2023.

**( S E A L )**

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

## **RESIDENT RELATIONS SPECIALIST (PROPOSED) GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

Under the direct supervision of the Property Site Manager, the Resident Relations Specialist assists in ensuring the efficient operations of the Public Housing (PH) Program through briefings, client counselings, performing final eligibility determinations, assisting with resident/problem resolutions, terminations, transfers, investigations, referrals, and performing related functions adhering to all requirements by the Guam Housing and Urban Renewal Authority (GHURA) and the Department of Housing and Urban Development (HUD).

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists the Property Site Manager in monitoring activities of resident families and other staff.

Provides technical guidance and training to subordinate staff.

Assists Property Site Manager in coordinating Town Hall meetings, agendas, and logistics.

Represents the division at community meetings, workshops, trainings, and outreach activities.

Researches, compiles, analyzes, and maintains information for compliance with local and federal policies, rules, and regulations.

Participates and provides input on the Admission and Continued Occupancy Policy (ACOP) when requested. Participates in recommending and drafting Standard Office Procedures (SOPs) for Public Housing Program improvements.

Enforces resident dwelling leases for compliance, accurately and timely documentation to support lease compliance actions inclusive of issuing noncompliance citations, subject to review by the Property Site Manager.

Performs timely and accurate annual and interim examinations for factors affecting eligibility, suitability, and rent of each family in occupancy, accurately calculates and establishes annual and interim rent amounts, and notifies families of these changes in accordance with applicable policies.

Conducts reexaminations of participants and completes required processing procedures manually and electronically.

Completes appropriate processing procedures for lease terminations and transfers.

Maintains files, records, and manuals according to federal regulations, Admissions and Continued Occupancy Policy (ACOP), GHURA policy, and other requirements.

Verifies recent housing situation of applicants to determine priority of applicants in accordance with established guidelines.

Participates in the selection of applicants for admission into the Public Housing developments.

Advises residents on new policies as they are updated and implemented.



RESIDENT RELATIONS SPECIALIST - Proposed

Accompanies residents to the properties to view units.

Meets with residents to thoroughly explain the Public Housing Program leasing requirements and rent determination.

Explains resident responsibilities for the unit.

Responds to resident complaints and works to find resolutions.

Investigates allegations of program abuse and fraud pertaining to applicants and residents, accurately documents, follow-up actions, and final resolutions with consultation and direction of the Property Site Manager. Reports information as necessary, to appropriate legal, law enforcement and governmental officials.

Recommends and initiates termination actions for non-compliance of program regulations and policies, providing thorough explanations of hearing procedures pursuant to applicable policies, rules, regulations, and laws.

Executes follow-up actions based on grievance hearing determinations within the time and manner as prescribed.

Works with hearing officer to schedule grievance hearings and explains hearing procedures to residents. Takes appropriate and efficient action based on the final hearing determination. Files appropriate documents in resident's file.

Performs various housing inspections such as move-in, annual housekeeping, and other special inspections to ensure tenants are meeting the lease obligations in keeping the units decent and habitable.

Timely reporting of maintenance repairs that are needed for the unit to remain National Standards for the Physical Inspection of Real Estate (NSPIRE) compliant.

Issues citations to tenants for unit discrepancies that are a result of tenant neglect and provides a reasonable timeframe for the matter to be corrected.

Schedules inspections and/or re-inspections of units and reviews inspection reports.

Assigns residents to the units in accordance with adopted policies and procedures, notifies Building Maintenance Supervisor to prepare units for occupancy, and prepares leasing documents.

Reviews and processes resident damages and vacancy loss claims submitted by the maintenance section against security deposits held under resident's accounts.

Explains the Community Service Program requirements for exempt and non-exempt household members. Collects and tracks the Community Service hours for compliance and leasing renewal. Counsels and negotiates with tenants who fail to comply with the Community Service requirements and provides deadlines in order to recertify the tenant's participation.

Distributes agency and client notices and correspondences through a variety of delivery methods, which takes place in an inside and outside environment.

Works to achieve occupancy levels of 100%.

Provides counseling to program participants on housing program-related matters, including rental delinquencies. Provides mediation when appropriate in the resolution of resident problems.

Performs various project assignments with minimal supervision. May be required to perform any/all duties, including subordinate positions, on occasion, or as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of HUD housing program regulations and eligibility requirements, regulations governing occupancy, rent calculation and administration of public housing and applicable federal and state fair housing requirements.

Knowledge of housing and community development programs for client referrals.

Knowledge of resident rights and local statutes pertaining to rental laws.

Ability to understand technical legal forms and documents.

Ability to enter residences regardless of the state and condition to conduct housing inspections and ensure lease obligations are met.

Ability to interview families, using techniques and procedures, and professional rules of conduct.

Ability to use housing management and office software programs, office equipment, including computer, fax, copier, telephone system.

Ability to plan, organize, manage, and assign routine work and special projects in order to meet organizational goals.

Ability to interpret and apply pertinent laws, regulations, and related program guidelines.

Ability to maintain privacy and confidentiality of client and owner interviews, information, and files.

Ability to work effectively with the employees and the public who have different social, economic, and ethnic backgrounds.

Ability to communicate effectively, orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Three (3) years of experience in housing services, property management, real estate, or human services and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavior or social science or related fields; or
- B. Any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills required of the position.



**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

ESTABLISHED: JUNE 2023

PAY GRADE: M

HAY EVALUATION: KNOW HOW: E112 200  
PROBLEM SOLVING: D3 (33) 66  
ACCOUNTABILITY: D1S 76  
TOTAL POINTS: 342

JOHN J. RIVERA  
CHAIRMAN  
GHURA BOARD OF COMMISSIONERS

PROPOSED

**HOUSING ADMINISTRATIVE OFFICER (PROPOSED)**  
**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

**NATURE OF WORK IN THIS CLASS:**

Involves moderately complex staff administrative work in providing administrative and support services to the Asset Management Property (AMP).

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; accounts receivables and payables, small purchase procurement of supplies, materials, equipment, and other support services. Operates under the direct general supervision of a Property Site Manager.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Performs the full range of routine small purchase procurement activities including procurement of a variety of services, supplies, equipment, and materials required for the Public Housing Asset Management Property.

Assists with other AMP developments, when necessary.

Prepares regular monthly invoices and utility requisitions for approvals and processes.

Submits purchase requisitions, obtains purchase orders, and assists with monitoring workflow.

Expedites requests for purchase requisitions and other administrative transactions.

Responsible for office supplies; places orders for and accounts for supplies received.

Checks for proper coding, classification, mathematical accuracy, and compliance with procedures, entering data on statistical, administrative and fiscal records, perform mathematic calculations.

Coordinates the preparation and administration of the public housing budget; examines overall budget for completeness, accuracy and conformance with established guidelines and requirements; and provides expenditures financial report. Recommends adjustments, as necessary, to the Property Site Manager to meet approved budget ceiling; researches and provides input to department budget or assigned projects.

Reviews and prepares documents for items pertaining to the Asset Management Property's accounts payables and receivables (e.g., invoices and receivables).

Reviews credit listing report for accuracy; verify record and post customer/client transactions.

Maintains aging of accounts receivables and may include hand-delivery of monthly statements to residents.

Manages multiple delinquent accounts for debt collection efforts; tracks accounts to identify outstanding debts; negotiates payoff deadlines or payment plans, as approved by the Property Site Manager. Handles questions, or complaints; investigates and resolves discrepancies with payments or accounts.

Assists with contract monitoring and administration.

## HOUSING ADMINISTRATIVE OFFICER (Proposed)

Processes accounting transactions utilizing an automated accounting system related to accounts payable, accounts receivable, tenant contracts, inventory control, property control, payroll or purchasing; post financial data. Analyze receipts and disbursements by project and on a project-by-project basis.

Reviews and reconciles tenant security deposits.

Reconciles bank statements, conduct bank uploads.

Prepares a variety of management, to include intra, extra, and interagency reports.

Assists with the reconciliation of petty cash fund.

Participates in the internal audit of financial records.

Interprets and explains administrative policies, rules, and procedures to employees and supervisors.

Creates finished documents from notes or outlines, including letters, memos, project summaries, meeting agendas, meeting minutes, spreadsheets, and presentations.

Compiles statistics and other data for the preparation of the annual and other reports.

Performs other related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of procurement policies, procedures, and processes.

Knowledge of management principles, practices and techniques.

Knowledge of accounts payable and account receivables.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to supervise the work of others.

Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to work and communicate effectively with the public and employees.

Ability to maintain records and prepare administrative and financial status reports.

Ability to communicate effectively, orally and in writing.

### **MINIMUM EXPERIENCE AND TRAINING:**

(a) One year of experience in staff administrative work involving procurement, budget and other management and

HOUSING ADMINISTRATIVE OFFICER (Proposed)

graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

ESTABLISHED: JUNE 2023

GRADE PAY/STEP: L

HAY EVALUATION:	KNOW HOW:	EI2	175
	PROBLEM SOLVING: D3 (33)	57	
	ACCOUNTABILITY:	D1S	66
	TOTAL POINTS:		298

JOHN J. RIVERA  
CHAIRMAN  
GHURA BOARD OF COMMISSIONERS



**HOUSING FACILITIES ASSISTANT (PROPOSED)**  
**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

**NATURE OF WORK IN THIS CLASS:**

This is complex work involved in supply management inventory, accountability, and quality control functions of computerized data processing. Employees in this class control and verify a variety of source data and computer-generated reports, generally requiring extensive adjustments and entries for accuracy.

This position performs a variety of day-to-day operational tasks to include, but not limited to, tracking the goods and supplies within the property's store room and warehouse, generating reports to replenish goods and supplies based on demand, keeping accurate record of fixed assets, appliances, equipment, and tools; scheduling deliveries from vendors; receiving items from vendors physically and in the database system; and, fielding calls from residents requesting the need for maintenance to conduct repairs in their units.

**ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).**

Uses database system to prepare, schedule and generate work orders for maintenance repairs.

Communicates with residents to confirm and schedule a date and time of repairs based on priority;

Accounts for the issuance of inventory supplies for each system generated work order.

Adjusts and returns supplies in the database system as needed.

Leads the annual supply and inventory consumable physical count.

Controls and issues property control tags and item locations at least annually.

Conducts physical verification and checks of fixed asset inventory, equipment, and tools daily at units, in the compound, and in common areas. Submits reports to the Property Site Manager to document inventory controls, as required.

Records inventory for accurate stockage and storage; performs quality checks on stored inventory.

Works closely with the Building Maintenance Supervisor and Housing Administrative Officer to identify inventory for transfer or disposal.

Prepares and maintains records for supply and inventory dispositioned for disposal.

Receives inventory from vendor deliveries verifying for accuracy against the Purchase Orders and its descriptions; signs off on deliveries from vendors.

Tracks low minimum stock and reorder points placing orders as required.

Picks up inventory from vendors if they are not able to deliver.

Monitors Purchase Orders for backorders.

Communicates with vendors for estimated delivery.

Advises vendors of Purchase Order delivery expiration and cancellations.

Advises Housing Administrative Officer of status and closes on order requests that have expired.

Prints receiving tickets from the housing authority's software system and submits to the Housing Administrative Officer for processing payments to vendors, noting discrepancies, working with vendors for any credit memos if required.

Verifies data contained in source documents and computer printouts for consistency, validity, accuracy, and completeness; traces sources of error in documents, data, and procedures; obtains corrected/new data and makes appropriate adjustments and entries.

Schedules routine official vehicle maintenance; monitors and tracks vehicle expirations and conducts registration renewals.

Makes runs for maintenance to purchase parts that are not currently in stock for repairs.

Monitors and tracks open work orders weekly. Works closely with the Building Maintenance Supervisor to track workorder delays; closes Work Orders; prints, and delivers billings for any tenant charges as a result of the completed Work Orders; and defers Work Orders that are pending parts availability.

Manages unit and property key controls, documenting the issuance and return of keys to the master box, and updates newly issued keys or locks.

Collects and receives National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections and schedules repairs accordingly and in the time specified or required by the U.S. Department of Housing and Urban Development (HUD).

Performs other related duties as required.

#### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of computer workflow and processing methods, procedures and practices controlling the collection of data; and the distribution and use of documents, reports and related materials produced by computers.

Knowledge of storekeeping/warehousing supplies, equipment, and/or services ordering and inventory control.

Knowledge of standard office practices and procedures.

Ability to reconcile stock counts to report data; ability to receive, stock, and/or deliver goods.

Ability to prepare routine administrative paperwork, clerical, word processing, and/or office skills.

Ability to review and/or edit documents for accuracy and completeness.

Ability to learn, interpret and apply program guidelines.

Ability to operate standard office machines and equipment.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

#### **MINIMUM EXPERIENCE AND TRAINING:**

- A. Three (3) years of general business office experience in processing a variety of data for the housing development to include work order management, various phases of supply, warehousing, issuing and receiving of supplies, inventory control and property recordkeeping; or
- B. Any equivalent combination of training and experience beyond high school which provides the minimum knowledge, abilities, and skills.



**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

Must be able to lift at least 50lbs.

ESTABLISHED: June 2023

PAY GRADE: J

HAY EVALUATION:	KNOW HOW:	D12 152
	PROBLEM SOLVING:	C2 (22) 33
	<u>ACCOUNTABILITY:</u>	CIC 38
	TOTAL POINTS:	223

JOHN J. RIVERA,  
CHAIRMAN  
GUAMA BOARD OF COMMISSIONERS

**HOUSING INSPECTOR SUPERVISOR (Proposed)  
GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

**NATURE OF WORK IN THIS CLASS:**

This position performs moderately complex supervisory work for all aspects of the housing inspection function, by ensuring rental units have quality, safe, and affordable housing for Section 8 Housing Choice Voucher (HCV) participants.

Employees in this class perform the full range of moderately complex supervisory work to include, monitoring all phases of the inspections process, including program compliance, problem resolution, and report preparation and presentation.

All activities shall support the Guam Housing and Urban Renewal's mission, strategic goals and objectives.

**ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).**

Supervises and manages the work of inspectors and support staff including: assigning, planning, and reviewing work, evaluating work performance, inspection processes and procedures to ensure timely scheduling of inspections and adequate documentation of unit and landlord information; completing performance evaluations, coordinating activities, maintaining standards, and providing input in the allocation and training of personnel.

Supervises Housing Inspectors and inspection-support staff and coordinating the housing inspection process to ensure that each Section 8 HCV assisted rental unit is properly inspected in a timely manner and in accordance with all applicable U.S. Housing and Urban Development (HUD) housing quality standards and GHURA policies and procedures.

Tracks policy and procedure changes to ensure quality control inspections are adhered to in accordance with HUD regulations and GHURA policy.

Collects, compiles, and updates Rent Reasonableness information to ensure a sufficient rent reasonableness database of the going market rental rates.

Prepares and presents reports regarding housing inspections, summarizes data from inspection reports and identifies trends of problems.

Develops and implements changes and updates to increase the use of technology solutions to streamline and improve the process for completing inspections and all associated correspondence and reporting.

Implements and monitors appropriate procedures of notifying owners or real estate agencies of repairs needed for program compliance.

Assists in the development and revisions of revised policies relating to inspection standards, rent setting, rent reasonableness, utility allowances and other related program requirements.

Assists, directs and monitors the negotiation of rents with owners or real estate agencies for all Section 8 Programs to ensure compliance.

Responds to inquiries regarding inspection inquiries and the Section 8 Program.

Researches and answers various types of correspondence and telephone inquiries relating to inspection staff, inspection and program policies and the Section 8 HCV Program.

Tracks and inspects Section 8 assigned vehicles to ensure safety, adequate maintenance and use of vehicles.

Investigates or assigns staff to investigate a complaint or complaints of unauthorized tenancy and other tenancy issues that may not be legal, or threatening to other tenants within the premises.

Works with the property owner or landlord to resolve tenancy or HQS deficiencies, tenant disputes, and HQS repair issues in a timely manner.

Acts as a liaison between landlord and tenant disputes relative to HQS repair issues.

Performs other related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of HUD Housing Quality Standards and the principles of leasing housing.

Knowledge of building codes and enforcement.

Ability to conduct a high volume of thorough inspections efficiently and effectively while applying detailed and comprehensive HUD housing quality standards.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to learn, interpret and apply pertinent laws, regulations and other program guidelines.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepares reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Five years of experience, including two years of supervisory experience conducting housing inspections, Housing Choice Voucher Program operations, or building code enforcement; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam driver's license and operation of a motor vehicle is required.



ESTABLISHED: June 2023

PAY GRADE: O

HAY EVALUATION:	KNOW HOW:	EII2	264
	PROBLEM SOLVING:	E3 (33)	87
	<u>ACCOUNTABILITY:</u>	EIS	100
	TOTAL POINTS:	451	

JOHN J. RIVERA,  
CHAIRMAN  
GHURA BOARD OF COMMISSIONERS

**HOUSING PROCUREMENT ADMINISTRATOR (Proposed)**  
**GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)**

**NATURE OF WORK IN THIS CLASS:**

Administers the full programs and activities in administering the purchasing and contracting activities for the Housing Authority.

**ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).**

Performs management level duties.

Serves as the procurement advisor to the Authority's Chief Procurement Officer (Executive Director).

Performs senior procurement work functions to include, but not limited to, purchasing, supply, warehouse inventory and surplus activities for the Authority, in accordance with both federal and local procurement statutes and regulations.

Works closely with legal counsel to ensure all procurement matters are reviewed for transparency and compliance purposes.

Manages the development of, and prepares Requests for Proposals (RFPs), Requests for Qualifications (RFQ), and Invitations for Bid (IFB), for supplies and professional services.

Coordinates review of proposals and qualifications and prepares Board Action.

Coordinates contract administration activities that are related to professional services, construction, and other contract services.

Oversees the soliciting invitations/requests for bids, quotes, independent price and costs analysis, cost comparisons, quality and suitability, evaluations, price tabulations, ordering, and internal budgets.

Researches federal, state, and local government policy and procedures, new products, market conditions, and trends and informs and encourages participation by minority businesses in compliance with applicable U.S. Department of Urban Development (HUD), Government of Guam, and the Guam Housing and Urban Renewal Authority (GHURA) policy and procedures.

Maintains, updates, and ensures compliance with the Authority's Procurement Policy and Procedure Manual.

Implements best practice procurement strategies delivering the best value for money while ensuring regulatory compliance of goods and services supplied.

Researches, qualifies, and expands vendor list, and assists in the administration of Blanket Supply contracts.

Oversees and maintains the Authority's contract register and collaborates with contract administrators for review, renewal, termination, etc., in accordance with GHURA's policy.

Manages the sourcing and establishment of new suppliers and liaising with existing suppliers to ensure that the best value market leading goods and services, commensurate with the needs of the organization, are procured, retained and/or replaced as required.

Tracks requisitions, purchase orders, departmental reports, and vendor documents for accuracy, quality, timeliness, and agency specifications.

Identifies long-lead-time procurement items and prioritizes requisitions to ensure materials and services are obtained timely, emphasizing quality, cost, and availability.

Initiates the sale of obsolete or excess property and equipment. Analyzes storage methods and recommends improvements.

Maintains a system of internal controls, develops, and presents reports, budgets, and other operational data to the Authority's leadership.

Reviews and resolves conflicts involving incorrect invoices or improper shipments.

Leading professional and transparent tender in award processes across the Authority, ensuring all compliance and risk issues are addressed in the process.

Manages regular contract reviews and negotiations with strategic suppliers and leading those with all other key suppliers.

Monitors all costs to ensure focus of Procurement principles on key spend areas to maximize actual saving.

Facilitates and conducts procurement training and professional development for all agency personnel.

Recommends and drafts agency-wide procurement policies and procedures.

Manages and maintains agency-wide procurement records in a manner prescribed by local and federal regulations, policies, and procedures.

Performs other related duties as required.

**MINIMUM KNOWLEDGE ABILITIES AND SKILLS:**

Knowledge of the principles, practices, techniques and procedures in procurement management programs and operations as identified by HUD and other federal guidelines.

Knowledge of HUD, and other federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority regarding procurement.

Knowledge of governmental purchasing and supply methods and procedures, including buying, inspecting, and shipping methods.

Knowledge of contract preparation and specifications.

Knowledge of federal and local procurement laws.

Ability to locate sources of supply and obtain competitive bids, market and price trends.

Ability to understand and follow written and oral instructions and present ideas and information clearly and concisely, orally and in writing.

Ability to award purchase orders for materials, supplies, and equipment on an impartial and objective basis based upon quote information.

Ability to interpret, explain, and ensure compliance with federal and local procurement statutes.

Ability to record data management, storage, and retrieval systems.



Ability to exercise independent judgment within the realm of Agency, state, and federal bid laws and policies, rules, and regulations.

Ability to work effectively with vendors and the public.

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Six (6) years of progressively responsible experience in the various phases of procuring, purchasing, and supply management in a government agency, preferably with a public housing authority; including two (2) years of supervisory experience in a procurement, purchasing, or contracting roles for a public (government) agency or a large corporation, and graduation from a recognized college or university with a bachelor's degree in business or public administration; or
- B) Any equivalent combination of experience and training which provides the minimum, knowledge abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

ESTABLISHED: June 2023

PAY GRADE: P

HAY EVALUATION:	KNOW HOW:	FII2	304
	PROBLEM SOLVING:	E3 (38)	115
	ACCOUNTABILITY:	EIS	115
	TOTAL POINTS:	534	

JOHN J. RIVERA,  
CHAIRMAN  
GHURA BOARD OF COMMISSIONERS

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. FY 2023-019**

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**RESOLUTION TO APPROVE THE AMENDMENT OF THE POSITION FOR THE PROPERTY SITE MANAGER**

- WHEREAS,** pursuant to Section 5104, Title 12 of the Guam Code annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (**GHURA**) is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the Agency; and
- WHEREAS,** the **GHURA** Board of Commissioners is empowered to establish a position classification and pay plan for each class of position necessary to carry out the responsibilities of the Authority and is subject to the GHURA Classification and Salary Administration Plan of the Authority; and
- WHEREAS,** the Board of Commissioners recognizes that the Authority has continued with FY2008 U.S. HUD mandate to convert public housing to asset based management and as a result, recognizes these new creation of positions are needed to provide better efficient work processes under the asset management model; and
- WHEREAS,** the Board of Commissioners further recognizes that the amendment of the Property Site Manager is necessary under the principles of classification of "equal pay for equal work", considering how the job has evolved since its creation in 2007; and
- WHEREAS,** the Board of Commissioners acknowledges that the HR staff completed the necessary "creation" requirements as set forth in 4GCA, §6303(e)1 for the amendment of the position; and
- WHEREAS,** the Board of Commissioners desires to amend **GHURA's** Organization Plan as adopted in the Fiscal Year 2023 budget, by establishing the amendment of the position for the Property Site Manager:

**Property Site Manager - Pay Grade P**  
Hay Evaluation  
Know How: FII3 304  
Problem Solving: E3 (38) 115  
Accountability: EIS 100  
Total Points 519

- WHEREAS,** funding for the amendment of position is available under Public Housing funds; and now therefore be it
- RESOLVED,** that Pursuant to 4GCA, Section 6303, the Authority approves the amendment to the Property Site Manager position in the classified service.

IN REGULAR BOARD MEETING, HAGATNA, GUAM - JULY 11, 2023

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 July 11, 2023.

( S E A L )

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ELIZABETH F. NAPOLI

Board Secretary / Executive Director

**PROPERTY SITE MANAGER (Amendment)**  
**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

**NATURE OF WORK**

Administers all aspects of the Housing Authority's Asset Management Property to include property management, small purchase procurement, consumable inventory management, tenant accounts receivables and payables, and other fiscal and regulatory operations of the development.

**ILLUSTRATIVE EXAMPLES OF WORK** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Performs management level duties. Supervises and manages personnel; responsible for training, staff development, enforcement of personnel policies, rules, and professional standards, asset management productivity, and workplace safety.

Interprets, communicates, and administers U.S. Department of Housing and Urban Development (HUD) programs, policies and procedures and ensures compliance with regulations and policies that are relevant to other Federal, state, local, the Guam Housing and Urban Renewal Authority's administration of programs, and other regulatory requirements, such as Fair Housing, Tenant and Landlord laws.

Ensures procurement policy compliance; reviews past purchases and existing vendor partnerships; solution and product research, inventory management, procurement lifecycle optimization, category management, spend management, Request for Proposal and Request for Quote management, Vendor return on investment analysis, supplier selection, risk and compliance management, supplier relationship management, vendor negotiation, and procurement data analytics.

Oversees the property's fixed assets and consumable inventory from purchasing in a cost-effective and efficient manner compliant with procurement laws, rules and regulations; disposing and transferring of supplies, equipment and materials.

Develops procurement strategies that are inventive and cost-effective; sourcing and engaging reliable suppliers and vendors; negotiating with suppliers and vendors to secure advantageous terms; reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.

Receives, reviews, and approves requisitions and proposed specifications for small purchase procurement of office/building supplies, materials, equipment, and services purchased in a cost-effective manner and aligned with the site based overall capital improvement and maintenance plans.

Approves small purchase orders, organizing and confirming delivery of goods and services.

Plans and executes management initiatives, programs, and projects designed to improve the living conditions at GHURA properties and the physical conditions of the developments; oversees capital improvement and maintenance activities; evaluates contractor's performance and timely completion of capital improvement projects.

Monitors, coordinates, and oversees the physical, fiscal, and regulatory operations of the Housing Authority's housing assets and site properties; areas of responsibility include oversight of management agents and service providers, on-site inspections, negotiating leases, compiling operating budgets, file audits and housing asset development.

Conducts site inspections to determine the physical condition and results of property maintenance activities; reviews property curb appeal; determines quality of rent ready unit and maintenance group or service provider performance to ensure properties are well maintained and meet Housing Authority standards; assess, schedule, and oversees capital improvement and or maintenance requirements.



## **PROPERTY SITE MANAGER (Amendment)**

Oversees property management operations to ensure properties are maintained to regulatory compliance standards to include REAC readiness and other review requirements; tracks maintenance issues to ensure they are resolved in a timely and cost-effective manner; tracks occupancy reports; reviews and approves marketing plans, rental rates and leasing incentives; evaluates property management or service provider performance and recommend corrective action as required; compiles data and presents reports.

Monitors the financial status of assigned properties; compares future unit projects with past performance; determines utility increases; collects, compiles, and presents rent comparability reports; determines market trends on occupancy levels in comparable housing; compiles annual operating budget.

Monitors occupancy levels in Housing Authority housing assets and comparable units to ensure a continued awareness of market trends; provides assistance to other property site managers and managing agents in identifying and resolving occupancy issues.

Reviews monthly reports and financial statements for each property; analyzes performance against annual operating budget; researches variances to determine reasons for discrepancies; recommends and initiates operational changes in order to meet performance projections.

Reviews check requests and expense reports; performs monthly reconciliations; review vendor accounts associated with accounts payables and receivables; Reviews and reconciles invoice discrepancies and address vendor inquiries for the site.

Monitors, collects, and processes rent payments, rent refunds and resident charges; bank deposits; notifies the finance department of account activity and discrepancies; enforces collection policies; compiles reports detailing collection activities and delinquent rent rolls.

Reviews and coordinates proceedings for lease violations and ensures activities are documented; schedules resident conferences and meetings for enforcement; assists legal counsel with case and court processes.

Participates in preparation of housing development feasibility analysis, including: site selection criteria; written project concepts; critical path work programs; project schedules; market analyses; funding strategies and financial feasibility; development and operating budgets; predevelopment, development and operating funding applications; procurement documents; other appropriate and necessary products.

Participates in the preparation of the scope of work and the architectural program.

Participates and reports back to management on design consultant, construction contracts and selection processes.

Contributes in the drafting and review of the Admission and Continued Occupancy Policy for public comments and Board of Commissioners review and approval.

Formulates Standard Operating Procedures for the development; periodically reviews Standard Operating Procedures for usability, viability, and implements updates as necessary.

Performs other related duties as required.

### **MINIMUM KNOWLEDGE ABILITIES AND SKILLS**

Knowledge of the operations, services, and activities of a housing asset, residential/commercial property management program.

Knowledge of small procurement, federal and local procurement law and inventory principles and practices.

## **PROPERTY SITE MANAGER (Amendment)**

Knowledge techniques and practices for efficient and cost-effective management of allocated resources.

Knowledge of general accounting and financial principles and practices.

Knowledge of principles and practices of budget development and administration.

Knowledge of principles and practices of leasing and maintaining housing and rental units.

Knowledge of the principles and practices of assessing market conditions, trends, unit comparability, and rental rate.

Knowledge of human services.

Ability to supervise and coach the work of others to improve staff performance.

Ability to apply, interpret, and make decisions in accordance with federal and local laws, rules and regulations, policies, and other appropriate guidelines.

Ability to gather, analyze, draw valid conclusion and recommends changes in techniques, procedures, and practices to enhance effectiveness.

Ability to accurately perform mathematical computations.

Ability to accomplish multiple assignments simultaneously.

Ability to communicate with clients, landlords, and federal agencies both orally and in writing.

Ability to work independently.

Ability to prepare written and verbal reports.

### **MINIMUM EXPERIENCE AND TRAINING:**

- (A) Six (6) years of progressively responsible experience in housing services, case management, housing counseling, residential/commercial property management and eligibility and/or social work, plus three (3) years of supervisory experience; and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral, social science or related fields; property or real estate management; and
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam driver's license and must operate government official vehicle to conduct site inspections.

ESTABLISHED: MAY 2007

PAY GRADE: P

HAY EVALUATION:	KNOW HOW:	FII3	304
	PROBLEM SOLVING:	E3 (38)	115
	ACCOUNTABILITY:	EJS	100
	TOTAL POINTS:		519

JOHN A. RIVERA  
CHAIRMAN  
GHURA BOARD OF COMMISSIONERS





# 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](http://www.ghura.org)



July 5, 2023

TO: Board of Commissioners

FROM: Executive Director 

SUBJECT: BOC Resolution No. FY2023-020  
Resolution Approving the Annual PHA Plan (FY2024)

Hafa A dai,

Before you is BOC Resolution No. FY2023-020, Resolution Approving the Annual PHA Plan (FY2024).

This PHA Plan is a comprehensive guide to the Authority's policies, programs, operations, and strategies for meeting local housing needs and goals for implementation for the upcoming Fiscal Year.

Here is a summary of what the PHA Plan includes:

A. Information about the Authority and where the document was posted for the public to review.

B. PHA Plan Elements - Divisions provided updates on their accomplishments for the year:

- 1) Operations and Management – Section 8 Housing Choice Voucher and Public Housing
- 2) Homeownership Programs

New Activities – Divisions provided reports on new activities that occurred during the Fiscal Year:

- 1) Updated ACOP by including Occupancy by Over-Income Families
- 2) New Project Activities under Capital Fund Program – Exterior Doors, Design and Build Basketball Courts at AMP1, AMP2, AMP3; Vacant Units Approved for Modernization
- 3) Use of Operating Reserves for Office Expansion

Progress Report – Divisions provided descriptions of the Authority's progress in meeting its Mission and Goals.

- 1) Section 8 Program - Project-Based Elderly Program, HUD-Veterans Affairs Supportive Housing Program (VASH), Mainstream, Non-Elderly Disabled (NED), Family Unification Program (FUP)
- 2) Guam Elderly Program (Guma Trankilidat)
- 3) Affordable Housing and Section 108
- 4) Family Self-Sufficiency - Promoting Self-Sufficiency
- 5) Public Housing - Improving the Quality of Life and Economic Vitality, Outreach Programs
- 6) A/E Division – Educating contractors on the Section 3 regulations
- 7) Reports and Tables - Wait List and Occupancy Levels
- 8) FY2022 Audit Findings and Prior Year Findings

C. Other Document and/or Certification Requirements - RAB Comments (Minutes of Meeting), Form HUD-50077-SL - Certification by State or Local Officials, Form HUD-50077-ST-HDV-HP – PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations



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

**BOARD OF COMMISSIONERS**  
**RESOLUTION NO. FY2023-020**

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Resolution Approving the Annual PHA PLAN (FY2024)**

**WHEREAS,** pursuant to Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998, the Guam Housing and Urban Renewal Authority is mandated to develop and submit a Public Housing Agency (PHA) Annual Plan to the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS,** The PHA Plan (FY2024) is a comprehensive guide to the Authority's policies, programs, operations, and strategies for meeting local housing needs and goals for implementation for the upcoming fiscal year; and

**WHEREAS,** The goals and objectives of the PHA Plan (FY2024) are consistent with Guam's Five-Year Consolidated Plan, which identifies and prioritizes the housing and community development needs of Guam; and

**WHEREAS,** This PHA Plan was prepared in accordance with 24 CFR Part 903; now, therefore, be it

**RESOLVED,** that the Board of Commissioners of the Guam Housing and Urban Renewal Authority hereby approves the Annual PHA Plan for the Fiscal Year 2024, beginning October 1, 2023.

**IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – JULY 11, 2023**

**PASSED BY THE FOLLOWING VOTES:**

**AYES:**

**NAYES:**

**ABSENT:**

**ABSTAINED:**

**I 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 July 11, 2023.**

**(S E A L)**

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

<b>Annual PHA Plan (Standard PHAs and Troubled PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

<b>A. PHA Information.</b>	
	<p>PHA Name: <u>GUAM HOUSING AND URBAN RENEWAL AUTHORITY</u> PHA Code: <u>GQ001</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2023</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>750</u> Number of Housing Choice Vouchers (HCVs) <u>2,718</u> Total Combined Units/Vouchers <u>3,468</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The Annual PHA Plan FY2024 was made available to the public for review and comment via (1) electronically on GHURA's website at <a href="http://www.ghura.org">www.ghura.org</a>, and (2) hard copies located at GHURA's main office lobby, the AMP Site Base offices, and the Guma Trankilidat office. Inquiries were sent to Ms. Philly San Nicolas, Property Site Manager, via her email address, <a href="mailto:phillysn@ghura.org">phillysn@ghura.org</a>; or contacted via phone at (671) 475-1348.</p> <p>Residents were requested to contact their respective Site Base Office for an appointment to review either the PHA Plan or CFP Plan. The contact information is as follows:</p> <ul style="list-style-type: none"> <li>• GHURA Main Office: (671) 475-1330, 117 Bien Venida Avenue, Sinajana, Guam 96910</li> <li>• AMP1: (671) 477-9823, Paquito Street, Toto Gardens, Toto, Guam 96910</li> <li>• AMP2: (671) 789-9062, 10 JC Rojas Street, Yona, Guam 96915</li> <li>• AMP3: (671) 565-9854, Pagachao Drive, Agat, Guam 96915</li> <li>• AMP4: (671) 475-1395, 27 Doni Lane, Toto Gardens, Toto, Guam 96910</li> <li>• Guma Trankilidat: (671) 646-6301, 145 Trankilidat St., Tumon, Guam 96913</li> <li>• Section 8 FSS Coordinators: (671) 475-1333 or (671) 475-1339</li> </ul>

Although Government of Guam has lifted its social distancing requirements for the COVID-19 pandemic, the Resident Advisory Board (RAB) Members requested that their meetings be held via ZOOM.

The first of three meetings with RAB members was held on May 4, 2023, to discuss the (a) 2022-2023 Revisions to Public Housing's Admissions and Continued Occupancy Policy (ACOP), (b) FY2023 Capital Fund Program and Five-Year Action Plan for 2023-2027, and (c) FY2024 PHA Annual Plan. RAB members were provided with an agenda, synopsis of ACOP revisions, list of proposed projects under the new 2023 CFP grant, and highlights of 2024 PHA Plan.

On May 24, 2023, Typhoon Mawar, a Category 4 status, hit the island of Guam. Most of the island had suffered a loss of power, water, and connectivity. The remaining two meetings with RAB members were canceled.

As the island recovered, despite some areas of the island not having power or poor connectivity, the public hearings continued as scheduled for the Capital Fund Program and PHA Annual Plan.

The Public's comments are important to us. GHURA had advertised three public comment periods and public hearings for the items stated, as follows:

- 2022-2023 Revisions to ACOP:  
Public Comment - March 27-May 10, 2023; Public Hearing - May 11, 2023
- FY2023 Capital Fund Program and Five-Year Action Plan:  
Public Comment – April 19-June 2, 2023; Public Hearing – June 2, 2023
- FY2024 PHA Annual Plan:  
Public Comment – May 2-June 15, 2023; Public Hearing – June 16, 2023

All public hearings had no attendees and few comments were received.

☐ **PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					



B.	<b>Plan Elements</b>
B.1	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y    N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. (EXHIBIT B)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Grievance Procedures. (EXHIBIT C)</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification (EXHIBIT A)</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p><b><u>OPERATIONS AND MANAGEMENT</u></b></p> <p><i>Section 8 Housing Choice Voucher Program</i></p> <p>Post-pandemic operations for GHURA's Section 8 Housing Choice Voucher Programs are progressively doing well. Except for the Veteran Affairs Supportive Housing voucher program and the programs for that we have received additional vouchers, leasing for the Housing Choice Vouchers and special purpose vouchers programs for 2022 averaged above 93 percent (baseline) and 100 percent based on utilization of its budget authority. Leasing of Project-based units for elderly families averaged 98 percent for the year. The average Per Unit Cost was \$1,452, and the attrition rate was 11.32 percent. The total number of families who ported out of Guam is 42 households.</p> <p>In 2022, GHURA received 25 Fair Share vouchers, 15 Mainstream vouchers, and 10 for the Veteran Affairs Supportive Housing (VASH) Program. The additional vouchers, including the 87 Emergency Housing Vouchers received in 2021, brought GHURA's total authorized vouchers to 2,718. The Agency is grateful for the additional vouchers permitting GHURA to help more families. For 2023, GHURA aims to maximize its utilization of all its authorized budget to assist families in Guam. GHURA also aims to reach out to more property owners and developers to recruit Section 8 landlords and work with the community to link services for Section 8 families.</p> <p><i>Public Housing Program</i></p> <p>Guam's Public Health emergency ended on January 11, 2023, through Executive Order No. 2022-24, after nearly three years. GHURA, along with other government agencies and private businesses have been operating under normal conditions with continued safe practices and consumer driven conveniences.</p> <p>GHURA continues drop box services for families at each of the site base offices and encourages appointment and phone contacts to minimize traffic in the office. Other safe practices such as mask utilization, temperature checks and sanitation stations are available options.</p> <p>Management meetings and training continue in-person or through on-line platforms such as ZOOM. Both options are available for residents going through grievance hearings as well.</p> <p><i>Grievance Procedures</i></p> <p>GHURA's Grievance Procedures has been updated to reflect the requirements and procedures for handling grievances for public housing residents. It is GHURA's essential responsibility to ensure grievance hearings meet the requirements of due process and comply with HUD regulations. Remote informal hearings are being made available. All GHURA policies and processes for remote informal hearings will be conducted in accordance with due process requirements and in compliance with HUD regulations (see ACOP Chapter 14).</p>



### ***Homeownership Programs***

#### ***HOME Investment Partnerships Program (HOME Program)***

The HOME Program continues to support affordable housing by providing first time homebuyer, rental, and homeowner programs for low to moderate income families as defined by HUD. The programs include:

- ***Homebuyer***

Guam continues to offer a first-time homebuyer's program for eligible applicants. Guam provides subsidies for the construction of newly built single-family units. This program year, Guam has procured a contractor to construct 2 single family units under the Renewal Affordable Homes Program to be sold to eligible first-time homebuyers. The units are scheduled to be completed May 2023. The families have been identified for the purchase and will secure financing with USDA. Guam continues collaborate with local lenders on program designs to assist low to moderate income families in becoming homeowners. Guam continues to maintain a waitlist for eligible applicants.

- ***Rental***

#### ***HOME Program and Housing Trust Fund (HTF)***

Guam is currently working on developing plans to address the ongoing affordable rental needs of low- to moderate-income families.

Guam received its first allocation of the HTF award. HTF funds will be leveraged with HOME Program funding to support affordable rental with primary attention to extremely low and very low-income households. Partnerships are typical with non-profit organizations to manage affordable rental programs. HTF funding total is \$373,610.00.

#### ***HOME-American Recue Plan (HOME ARP)***

In 2021 Guam was awarded funding under the HOME ARP program and is currently finalizing an allocation plan. The plan will address homeless needs through the creation of affordable housing or non-congregate shelter units by providing tenant-based rental assistance or supportive services. This is a one-time funding opportunity in the amount of \$3,881,538.00.

***Significant Amendment/Modification*** - See Exhibit A

(c) The PHA must submit its Deconcentration Policy for Field Office review.

The Deconcentration Policy, as noted in GHURA's 2023 ACOP, is included as Exhibit B.

### **B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- ☐ ☒ Hope VI or Choice Neighborhoods.
- ☐ ☒ Mixed Finance Modernization or Development.
- ☐ ☒ Demolition and/or Disposition.
- ☐ ☒ Designated Housing for Elderly and/or Disabled Families.
- ☐ ☒ Conversion of Public Housing to Tenant-Based Assistance.
- ☐ ☒ Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- ☒ ☐ Occupancy by Over-Income Families.
- ☐ ☒ Occupancy by Police Officers.
- ☐ ☒ Non-Smoking Policies.
- ☐ ☒ Project-Based Vouchers.
- ☒ ☐ Units with Approved Vacancies for Modernization.
- ☒ ☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

***Conversion of Public Housing to Project-Based Assistance under RAD***

GHURA is not actively pursuing the conversion of its Public Housing stock to the HUD Rental Assistance Demonstration (RAD) Program currently. However, GHURA continues to review this program to determine its applicability and benefit to the island's inventory of Public Housing.

***Occupancy by Over-Income Families***

GHURA's ACOP is currently under revision and subject to be approved by May 2023. Over-income families will not be terminated from the program and will be charged an alternative non-public housing rent, as noted below:

**"GHURA Policy**

For families whose income exceeds the over-income limit for 24 consecutive months, GHURA will not terminate the family's tenancy and will charge the family the alternative non-public housing rent, as well as require the family to sign a new non-public housing lease in accordance with the continued occupancy policies below."

***Units with Approved Vacancies for Modernization***

GHURA continues to include Unit Modernization in the Annual Statement and Evaluation Report (50075.1) and the Capital Fund Program (CFP). GHURA will continue to request HUD's approval for the modernization of units that need major renovation work. CFP funds are used to address these vacant units under modernization. Units identified for modernization require the units to become or remain vacant to accomplish the necessary improvements; modernization may require up to six (6) months for completion.

Major factors in which GHURA considers placing units under modernization and upgrade: the age of the unit, deterioration of the sewer waste and water lines, and antiquated electrical system, to name a few. Most units are over 40 years old and the sewer lines that were originally installed are galvanized pipes that have since and continue to severely corrode; the electrical systems are obsolete, and some parts that were installed in the unit are no longer being sold to perform the necessary maintenance of the system.

*Relocation Costs* will also be included in the CFP grant to provide residents with relocation assistance, if qualified.

*Abatement of Lead Based Paint (LBP)* - A re-testing for the presence of Lead-Based Paint (LBP) was completed in November 2018 on 145 Public Housing units at AMP 1 (Agana Heights, Mongmong, and Sinajana), AMP 2 (Yona), and AMP 4 (Toto). Out of the 145 units, a total of 67 units tested positive for lead.

GHURA plans to address the abatement of LBP under the FY2022 Capital Fund Program (CFP) grant. GHURA will issue a Request for Proposal (RFP) to obtain services for an LBP Abatement Consultant. This consultant will also be required to prepare the Scope of Work and conduct a quality review of the work performed by the contractor in removing the LBP from designated areas.

GHURA continues to provide notices to the residents at occupancy of the presence of LBP on the affected units. A report of any individuals testing positive for lead poisoning will be provided to HUD.

***Other Capital Grant Programs***

GHURA will consider the possibility and feasibility of applying for the Capital Fund Financing Program (CFFP) and the Emergency Shelter and Security Grants.

GHURA has submitted its application for the Housing Related Hazards Grant and Lead-Based Paint Capital Fund Program grant. Under this grant, GHURA proposes to address two projects: radon and mold and moisture.

GHURA considers the age of the units, updated uniform building codes, and Guam's weather conditions as factors for units requiring to be upgraded and in compliance with industry standards. CFP funds are limited to address the physical needs of the developments, as stated in the 2018 Physical Needs Assessment.

***Use of Operating Reserves***

GHURA will use its operating reserves to address project-specific activities to maintain the efficient management operations of Public Housing units. Projects being considered are:



	<ul style="list-style-type: none"> <li>• Installation of overhead lighting in the elderly unit bedrooms as the unit becomes vacant.</li> <li>• Construction of an open-air canopy above existing basketball courts and/or playground facilities located on the AMP sites.</li> <li>• Removal and repair of existing fence and/or installation of new fencing at the AMPs sites.</li> <li>• Installation of bollards to prevent soil erosion and unauthorized resident parking on grass.</li> <li>• Installation of lighting at fence line for security purposes.</li> <li>• Installation of boundary signage where there are no fences to deter residents from trespassing on private properties that border PHA sites.</li> <li>• Purchase and installation of security cameras with security monitoring services.</li> <li>• Pest control/termite treatment in units.</li> <li>• Expansion of office and parking spaces.</li> <li>• Support of resident programs.</li> <li>• Other project-specific activities include, but are not limited to, improving curb appeal (maintenance costs, non-routine or capital expenses).</li> </ul>
B.3	<p><b>Progress Report.</b> Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p><u><i>Project-Based Elderly Program</i></u> Guam has 112 Project-based Elderly Program vouchers which are 99% leased up. The Section 8 Project-Based Voucher Program is a rental housing assistance program for elderly families. Unlike the Section 8 tenant-based program, the Project-Based subsidy is attached to specific units; the assistance does not move with the family. Under this program, there are 112 units that are subsidized at the Summer Town Estates in Dededo.</p> <p><u><i>HUD-Veterans Affairs Supportive Housing Program (VASH)</i></u> Guam currently receives a total of 66 VASH vouchers with 48 leased up. Guam will continue to apply for additional funding to help our homeless veterans and their families afford decent, safe, and sanitary housing.</p> <p><u><i>Mainstream</i></u> Guam was awarded 11 Mainstream Housing Program vouchers in 2018 and additional 4 in August 2020; 15 vouchers are leased up. These vouchers assist non-elderly persons between the ages of 18-61 with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. Currently 100% leased.</p> <p><u><i>Non-Elderly Disabled (NED)</i></u> Guam currently has 175 NED vouchers with 151 leased. The NED vouchers assist very low-income non-elderly disabled families and individuals with permanent housing. The recipients of NED vouchers are non-elderly head of household, co-head or spouse that is disabled.</p> <p><u><i>Family Unification Program (FUP)</i></u> FUP vouchers are for families for whom the lack of adequate housing is a primary factor in the imminent placement (1) of the family's child or children, in out-of-home care; and (2) of the delay in discharge of child or children, to the family from out-of-home care. This program also includes an 18-month Voucher for youth at least 18 years old and not more than 21 years old who left foster care at age 16 or older and who do not have adequate housing. The FUP program is available only to families who are referred by Department of Health and Social Services (DPHSS), Division of Public Welfare (DPW), and Bureau of Social Services Administration (BOSSA). Guam has 130 FUP vouchers which is currently 100% leased.</p> <p>A big contributing factor to the delay of leasing vouchers is due to COVID-19 restrictions and government shutdown, from March 2020 to May 2020 and August 2020 to September 2020. Although the shutdown has been lifted, Guam is still under restrictive orders, which caused delays in obtaining necessary documents from outside agencies, limited access to utility companies, impeded the ability of families to actively search for a unit, and caused landlords the inability and/or refusal to show units.</p>

### Multi-family Program

GHURA continues to meet its mission and goals by serving the needs of low-income elderly and persons with disabilities at the Guma Trankilidat (GT) Guam Elderly Program Multifamily Housing development. The GT Multifamily program continues to use its reserve funding to renovate and improve the physical conditions of the units to extend the useful life of the unit and the facilities. GT continues to meet the goals stated in the PHA's 5-year plan by ensuring the units are maintained in a decent, safe, and sanitary conditions.

### Increasing Availability of Affordable Housing (Other Programs)

Guam continues to meet the priorities set forth in the 5-Year Consolidated Plan to increase the availability of affordable housing. As of 2023, Guam's participation in the Low-Income Housing Tax Credit (LIHTC) program has completed 1,170 affordable LIHTC rental units.

Summer Breeze I began construction of its 64 LIHTC rental-unit project in Barrigada with an anticipated completion in the latter part of 2023, marking it the second LIHTC project to be located in the central region of Guam. In addition, Summer Vista I, a project by the same developer as Summer Breeze I, has also began construction of 96 LIHTC rental units in Dededo near GRMC. Guam is also looking to continue the LIHTC Qualified Allocation Plan (QAP) process to generate more private development of affordable housing in 2023.

### Section 108

The Government of Guam applied for a Loan Guarantee under Section 108 of the Housing and Community Development Act of 1974. The Section 108 program is a financing tool that allows communities and states to expand the size of their CDBG programs. It allows communities to transform a small portion of their CDBG funds into federally guaranteed loans large enough to pursue physical and economic revitalization projects that can renew entire neighborhoods. Additionally, the program is intended to support projects which principally benefit Low to Moderate Income (LMI) people in Guam.

GHURA, working on behalf of the Government of Guam, is the Designated Public Agency (DPA). The DPA simultaneously acts as borrower of the 108 loan funds from HUD and lender of 108 loan funds in this case lending to an organization (the 'third party borrower') proposing an activity that will fulfill a need within our community and that will serve an eligible LMI population.

For this first Section 108 Loan, Guam disbursed funds to The Learning Institute (TLI) for the construction of a public facility, the iLearn Academy Charter School (IACS) project. Construction of the IACS project began in 2021 and was completed in July of 2022. The gymnasium completed construction in December 2022 and full occupancy will be granted in 2023.

### Promote Self-sufficiency and Asset Development of Families and Individuals

#### Meeting Family Self-Sufficiency Goals

GHURA's Family Self-Sufficiency (FSS) Program Coordinators continue to champion for families by providing them with a wide variety of supportive services to include education, information, assistance, and opportunity. They remain resolute in exploring new and expanded ways to enhance the services they provide. FSS Program Coordinators continue to pursue and implement innovative approaches to ensure continuity of critical services to FSS participants.

FSS Program Coordinators continue to apply best practices for remote service delivery utilizing platforms such as virtual enrollments, virtual one-to-ones, virtual services workshops, virtual group discussions, email and phone banks to maintain contact with participants in order to sustain interest and motivation as they focus on achieving their goals. In line with nurturing interest and motivation, FSS continues to issue quarterly e-newsletters which cover an array of information. Features typically include escrow statistics, calendar of events, maintaining healthy homes, maintaining good tenancy, and preparing for inspections, amongst other topics of interest. The success stories section continues to impart a sense of inspiration to participants to strive for progress and ultimately achieve their goals.

FSS Program Coordinators supported an average of 140 program participants and their families in the past year. This number includes 110 Housing Choice Voucher (HCV) Program participants, and 30 Public Housing Program participants. Of these, 38 have opted for Homeownership/Prepare for Homeownership as



a final goal, and 34 have opted for continuing education. Other goals include obtaining a drivers' license, purchasing a vehicle, small business ownership and employment.

As a HUD approved housing counseling agency, FSS continues to expand and improve upon the services it provides to increase financial awareness and help families improve financial literacy. FSS families are connected to free, self-paced, on-demand financial education resources aimed at supplementing both one-on-one and remote coaching. These financial education resources provide hands-on, easy to understand information utilizing engaging videos, articles, and other resources intended to provide practical money management information on budgeting, saving, and (re)building credit.

FSS Program Coordinators continue to journey onward, ever mindful that FSS families are provided with interesting and innovative resources and service offerings essential to their advancement. They remain committed to supporting the delivery of a wide variety of information, assistance, and opportunity to participating, previous, and potential FSS families, and continue to pursue new approaches and methods of expanding the services they provide.

### ***Improve Community Quality of Life and Economic Vitality***

#### ***Safety***

All four AMP sites continue to work closely with each of its village mayoral offices to actively engage its residents in the participation of the Neighborhood Watch Program (NWP). The NWP helps residents deter crime in the villages but also encourages recruitment and community involvement. Overall, the NWP has led law enforcement to identification and arrests of individuals committing petty thefts, burglary, assault and other more serious crimes.

GHURA and the Guam Police Department (GPD) developed a Memorandum in May 2022 to promote better communication between GPD and AMP's Property Site Managers. The primary objective is to provide various avenues for GPD to work in partnership with GHURA in addressing concerns that occur while patrolling the sites. Some of the concerns include violations involving air rifles, pellet guns, or other deadly weapons; the use of alcohol in GHURA common areas such as parking lots and basketball courts to name a few; curfew violations and repeated calls for intoxicated individuals loitering in the property.

#### ***Outreach Programs***

GHURA continues to partner with various government agencies and on-profit organization to provide access for outreach and educational opportunities for our families including:

- Mañe'lu is a local non-profit organization whose mission is to provide education and empowerment to children and families through mentoring. Opportunities include developing social and emotional resiliency, leadership skills, and community stewardship. Volunteers from Mañe'lu provide weekly site activities at the AMP sites including sponsored author readings and evidence-based curriculum for school aged children focused on improving self-concept, mental health, academic achievement. Students could also participate in weekly sports activities like basketball & pickleball or arts and crafts.

Upcoming events in April and May include Workforce Development for teens and adults; Career Fair and Spring Camp for elementary students in Pagachao, Agat.

In summary, Mañe'lu has continued to provide on-going community outreach and youth activities for our families in public housing. Upcoming activities are forthcoming and planned through the summer. It is hoped that more community partners will begin providing in-person accessibility to our children and families.

Other organizations have provided their outreach to our families within the development. Such programs include, and not limited to:

- Village Play time continues for families with children ages birth-5 years of age with partnering agencies from Guam's Department of Public Health and Social Services, Guam Early intervention services, Mayors' Council of Guam, Guam Preschool Development Grant, Project Bisita I Familia, Guam Early Learning Council etc. The goal is to provide Learning sessions that are fun for families and at the same time promote children's Physical, Social, and Emotional Development through PLAY. The sessions occur within the public housing sites or within closed proximity.



- The Guam Community College (GCC)/Career Pathways conducted a GED Boot Camp from November 2022 through December 2022 at the Resident Services Center in Toto Gardens.
- Guam Head Start Program continues to provide education, health, nutrition and social services to children and their families that support School Readiness and Family Engagement. The program will utilize the GHURA's Resident Services Center in Toto Gardens in May 2023 for the Head Start Program registration.

GHURA will continue to encourage partnerships within the community that promote family engagement, educational and skill-based trainings for all families.

### **Section 3**

GHURA's Staff continues to educate the contractors on the Section 3 regulations and to mandate the compliance of these regulations with each construction contract. The A/E Division continues to work with the Property Site Managers to reach out to residents who are interested in working with contractors for employment under the Section 3 program. Construction contracts under modernization have a short-term contract period for at least four months; most residents are looking for long-term employment.

GHURA's FSS coordinators conduct outreach clinics and contact its Public Housing residents directly to encourage them to become more involved in the Section 3 program. FSS coordinators assist the A/E Division by compiling a list of eligible individuals and obtain resumes that will later assist the A/E staff in selecting participants who may be offered employment whether it be construction, administrative, or clerical work.

### **Wait List**

AMP 1 (Agana Heights, Mongmong, Sinajana, Asan) opened its wait lists for all bedroom sizes on April 3, 2023

AMP 2 (Yona, Talofofo, Inarajan) opened its wait lists for all bedroom sizes on April 3, 2023.

AMP 3 (Agat, Merizo, Umatac) wait lists for all bedroom sizes remain open since April 1, 2022.

AMP 4 (Toto, Dededo) wait lists for all bedroom sizes remain closed since October 28, 2022.

The Section 8 HCV Program wait list was opened for one week only from December 5-12, 2022. Applicants applied online to establish a Section 8 two-year wait list. The Electronic Lottery System randomly selected 1800 applicants out of 3461 applications that were received during that one-week period.

### **Occupancy Levels (HCV/S8, PH, Guma Trankilidat)**

The following tables are intended to provide a snapshot of GHURA's occupancy levels under the Housing Choice Voucher, Public Housing, and Guma Trankilidat programs based on occupancy and wait list status as of April 30, 2023.

### **Wait List (Number of Applicants, by income)**

<b>Program / AMP</b>	<b>Extremely Low (30% AMI)</b>	<b>Very-Low (50% AMI)</b>	<b>Low (80% AMI)</b>	<b>Above 80% AMI</b>	<b>Total</b>
<b>HCV/S8</b>	1750	87	26	0	1863
<b>AMP1</b>	97	16	10	4	127
<b>AMP2</b>	110	22	6	2	140
<b>AMP3</b>	188	30	18	1	237
<b>AMP4</b>	830	116	48	7	1001
<b>GT</b>	17	5	3	0	25

**Occupancy Levels – HCV/S8, PH (by AMP), and Guma Trankilidat**

UNITS	HCV/S8	AMP1	AMP2	AMP3	AMP4	GT
<b>Total</b>	2715	158	163	195	234	49
<b>Available</b>	2703	139	157	159	190	47
<b>Percentage</b>	100%	88%	96%	82%	81%	96%

**B.4 Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.

**Capital Fund Program GQ08P00150122 approved 07/18/2022.**

**Capital Fund Program GQ08P00150123 approved 07/03/2023.**

**B.5 Most Recent Fiscal Year Audit.**

(a) Were there any findings in the most recent FY Audit?

Y N  
☒ ☐

(b) If yes, please describe:

**CORRECTIVE ACTION PLAN  
 SEPTEMBER 30, 2021**

**Finding #2021-001 General Ledger and Schedule of Expenditures of Federal Awards**

*Views of Responsible Officials and Planned Corrective Actions:*

The Authority will continue to address reconciliation and preparation of the SEFA according to the Uniform Guidance requirements. Responsible personnel will be trained on updated Uniform Guidance requirements for the SEFA. The SEFA will be reconciled to the General Ledger vial the Trial Balance with appropriate adjustments made so that the SEFA reconciles to the Operating Expenses for the fiscal year. The SEFA footnotes will contain the required information.

*Responsible Party:* Lucele Leon Guerrero, Controller (replaced by Frances Danieli, Controller)

*Anticipated Date of Completion:* Ongoing effort and as training is made available.

**Finding #2021-002 CDBG – Entitlement Grants Cluster Program Income**

*Views of Responsible Officials and Planned Corrective Actions:*

The recording, use, and reconciliation of the CDBG Program Income is complex in nature. The Authority will review its accounting processes to accurately record and provide complete reports as required by the U.S. Housing and Urban Development (HUD), by the recommendations from HUD's technical assistance, and by the updated Uniform Guidance requirements. Responsible accounting and planning personnel will be trained on updated Uniform Guidance and the Integrated Disbursement and Information System (IDIS).

*Responsible Party:* Lucele Leon Guerrero, Controller (replaced by Frances Danieli, Controller) and Katherine Taitano, Chief Planner

*Anticipated Date of Completion:* Ongoing effort and as training is made available.



**Finding #2021-003 CDBG – Entitlement Grants Cluster Program Income Reporting***Views of Responsible Officials and Planned Corrective Actions:*

Responsible accounting and planning personnel will be trained on updated Uniform Guidance requirements as well as training on IDIS reporting.

*Responsible Party:* Lucele Leon Guerrero, Controller (replaced by Frances Danieli, Controller) and Katherine Taitano, Chief Planner

*Anticipated Date of Completion:* Ongoing effort and as training is made available.

**Finding #2021-004 Housing Voucher Cluster Reporting***Views of Responsible Officials and Planned Corrective Actions:*

Responsible accounting personnel will coordinate and prioritize with HUD to resolve the submission of its audited Fiscal Year 2019 and 2020 financial information so that the Authority's Fiscal Year 2021 financial information can be submitted as required in the Financial Assessment Sub-System (FASS-PH).

*Responsible Party:* Lucele Leon Guerrero, Controller (replaced by Frances Danieli, Controller)

*Anticipated Date of Completion:* Ongoing effort with HUD

**Finding #2021-005 CARES Act Funding Reporting***Views of Responsible Officials and Planned Corrective Actions:*

Responsible accounting personnel will coordinate and prioritize with HUD to resolve the submission of its audited Fiscal Year 2019, 2020, and 2021 financial information as required in the Financial Assessment Sub-System (FASS-PH) so that the Authority can meet the reporting requirement for its CARES Act Funding.

*Responsible Party:* Lucele Leon Guerrero, Controller (replaced by Frances Danieli, Controller)

*Anticipated Date of Completion:* Ongoing effort with HUD

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
Summary Schedule of Prior Year Audit Findings  
Year Ended September 30, 2021**

**Audit Finding #**

2020-001	Corrective action has been taken. The SEFA was reconciled to the General Ledger via the Trial Balance. Capital assets were included in the appropriate ALN.
2020-002	Corrective action has been taken. GHURA has not received a response from U.S. HUD if the Supporting Housing for the Elderly is required to submit HUD 60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons. Effective November 30, 2020, HUD 60002, Section 3 is no longer required to be submitted in SPEARS and will need to maintain its records per 24 CFR 25.
2020-003	Corrective action has been taken. At the end of every fiscal year, the Controller will deposit any unobligated balance of funds in a federally insured account 60 days after the fiscal year end.
2020-004	Corrective action has been taken. GHURA has not received a response from U.S. HUD if the Supporting Housing for the Elderly is required to submit HUD 60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-income Persons. Effective November 30, 2020, HUD 60002, Section 3 is no longer required to be submitted in SPEARS and will need to maintain its records per 24 CFR 25.
2020-005	Corrective action has been taken. BOC No. FY2020-21 approved on August 28, 2020, amended GHURA's procurement policy to increase the small purchase limit to the legal limit of \$100,000 and has been adhering to the revised policy.



	2019-001	Corrective action has been taken. In October 25, and November 9, 2020, the Accountant II and Deputy Controller were hired, respectively. For FY 2021 the SEFA was reconciled to the General Ledger accounts via the Trial Balance.
	2019-002	Corrective action has been taken. Program income has been recorded in HUD's Integrated Disbursement and Information System (IDIS) and is being monitored on a quarterly basis. GHURA receives technical assistance from HUD to improve its planning for the use of program income.
	2017-01	This finding is unresolved. The Capital Fund Grant reconciliations are ongoing.
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y    N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>The first of three meetings with RAB members was held on May 4, 2023, to discuss the (a) 2022-2023 Revisions to Public Housing's Admissions and Continued Occupancy Policy (ACOP), (b) FY2023 Capital Fund Program and Five-Year Action Plan for 2023-2027, and (c) FY2024 PHA Annual Plan. RAB members were provided with an agenda, synopsis of ACOP revisions, list of proposed projects under the new 2023 CFP grant, and highlights of 2024 PHA Plan. The Minutes of the Meeting are included as <b>EXHIBIT D</b>.</p> <p>On May 24, 2023, Typhoon Mawar, a Category 4 status, hit the island of Guam. Most of the island had suffered a loss of power, water, and connectivity. The remaining two meetings with RAB members were canceled.</p> <p>As the island recovered, despite some areas of the island not having power or poor connectivity, the public hearings continued as scheduled for the Capital Fund Program and PHA Annual Plan.</p> <p>The Public's comments are important to us. GHURA had advertised three public comment periods and public hearings for the items stated, as follows:</p> <ul style="list-style-type: none"> <li>• <u>2022-2023 Revisions to ACOP:</u> Public Comment - March 27-May 10, 2023; Public Hearing - May 11, 2023</li> <li>• <u>FY2023 Capital Fund Program and Five-Year Action Plan:</u> Public Comment – April 19-June 2, 2023; Public Hearing – June 2, 2023</li> <li>• <u>FY2024 PHA Annual Plan:</u> Public Comment – May 2-June 15, 2023; Public Hearing – June 16, 2023</li> </ul> <p>All public hearings had no attendees and few comments were received.</p>	
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD-50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>EXHIBIT E</b></p>	
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p><u>Form HUD-50077-ST-HCV-HP</u>, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>EXHIBIT F</b></p>	

C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p> <p><b>Challenged Elements.</b> There are no Challenged Elements of the Annual PHA Plan brought to the Authority's attention. The FY2024 PHA Annual Plan for the Public Housing and Section 8 Programs were advertised for public comment from May 2, 2023, through June 15, 2023. The Public Hearing was held on June 16, 2023.</p>
C.5	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y    N    N/A  <input type="checkbox"/>   <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>

D.	<b>Affirmatively Furthering Fair Housing (AFFH).</b>									
D.1	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="207 457 1414 772"> <tr> <td data-bbox="214 466 1408 499"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="214 499 1408 533"><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> <tr> <td data-bbox="214 533 1408 764"> <p><i>Ensure equal opportunity and affirmatively further fair housing.</i></p> <ul style="list-style-type: none"> <li>• Undertake affirmative measures to provide a suitable living environment for families living in public housing, regardless of race, color, religion, national origin, sex, familial status, and disability.</li> </ul> </td> </tr> </table> <table border="1" data-bbox="207 800 1414 1199"> <tr> <td data-bbox="214 808 1408 842"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="214 842 1408 875"><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> <tr> <td data-bbox="214 875 1408 1190"> <p><i>Increase Fair Housing information on GHURA's website and at physical locations.</i></p> <ul style="list-style-type: none"> <li>• Include educational material and resources on our website and promote the use of our website.</li> <li>• Distribute and make available booklets, pamphlets, and other resources to all our physical office locations for our clients.</li> <li>• Design and distribute extensive marking materials for properties, services and programs to potential clients, with information about GHURA's non-discrimination policy and their right to request a reasonable accommodation for fair access to information and services.</li> </ul> </td> </tr> </table> <table border="1" data-bbox="207 1226 1414 1667"> <tr> <td data-bbox="214 1234 1408 1268"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="214 1268 1408 1302"><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> <tr> <td data-bbox="214 1302 1408 1659"> <p><i>Create educational opportunities for the community.</i></p> <ul style="list-style-type: none"> <li>• Partner with other agencies in fair housing to host and provide training to landlords, property managers, the general public, and staff to reduce housing discrimination.</li> <li>• Continue to improve the administration of GHURA's Reasonable Accommodation Policy, providing an opportunity for applicants, residents and program participants with a disability to request an accommodation and/or modification to be able to fully participate in a program, to use and enjoy a dwelling, including public and common use spaces.</li> </ul> </td> </tr> </table>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<p><i>Ensure equal opportunity and affirmatively further fair housing.</i></p> <ul style="list-style-type: none"> <li>• Undertake affirmative measures to provide a suitable living environment for families living in public housing, regardless of race, color, religion, national origin, sex, familial status, and disability.</li> </ul>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<p><i>Increase Fair Housing information on GHURA's website and at physical locations.</i></p> <ul style="list-style-type: none"> <li>• Include educational material and resources on our website and promote the use of our website.</li> <li>• Distribute and make available booklets, pamphlets, and other resources to all our physical office locations for our clients.</li> <li>• Design and distribute extensive marking materials for properties, services and programs to potential clients, with information about GHURA's non-discrimination policy and their right to request a reasonable accommodation for fair access to information and services.</li> </ul>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<p><i>Create educational opportunities for the community.</i></p> <ul style="list-style-type: none"> <li>• Partner with other agencies in fair housing to host and provide training to landlords, property managers, the general public, and staff to reduce housing discrimination.</li> <li>• Continue to improve the administration of GHURA's Reasonable Accommodation Policy, providing an opportunity for applicants, residents and program participants with a disability to request an accommodation and/or modification to be able to fully participate in a program, to use and enjoy a dwelling, including public and common use spaces.</li> </ul>
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# GHURA

Guam Housing and Urban Renewal Authority  
Aturidat Ginima' Yan Rinueban Siudat Guahan  
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## DEFINITION OF SUBSTANTIAL AMENDMENT AND SIGNIFICANT AMENDMENT/MODIFICATION 2024 PHA PLAN and 2023 CAPITAL FUND PROGRAM

GHURA considers a Significant Amendment and Substantial Deviation/Modification to the Plan as a discretionary change in the plan or policy of the Authority that fundamentally alters the mission, goals, objectives or plans of the Authority. Any significant amendment or substantial deviation/modification will require the Authority to submit a revised PHA 5-year plan that has met full hearing process requirements and the formal approval of the GHURA Board of Commissioners. The Authority defines significant amendment and substantial deviation/modification as:

- Any change in the planned or actual use of federal funds for activities that would prohibit or redirect the Authority's mission, goals, and objectives
- A need to respond immediately to Acts of God beyond the control of the Authority, such as earthquakes, civil unrest, or other unforeseen significant events
- A mandate from Guam government officials, specifically the governing Board of Commissioners of the Authority, to modify, revise, or delete the long-range goals and objectives in the program
- A substantial deviation does not include any changes in HUD rules and regulations, which require or prohibit changes to activities listed in the PHA
- A Significant Amendment or Substantial Deviation/Modification to the PHA Five-Year and Annual Plan is defined as: Changes of a significant nature to the rent or admissions policies, or the organization of the waiting list not required by federal regulatory requirements as to effect a change in the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Housing Choice Voucher Program Administrative Plan

### Significant Amendment/Modification to Capital Fund Program

GHURA considers a "significant amendment/modification" to the Capital Fund Program (CFP) 5-Year and Annual Plan as a discretionary change in the plan or policy of the Authority that fundamentally alters the mission, goals, objectives or plans of the Authority. Any significant amendment/modification will require the Authority to submit a revised CFP 5-Year Plan that has met full hearing process requirements and the formal approval of the Board of Commissioners. Specifically, the following will be considered to constitute a significant amendment/modification:

- Any addition or change in the planned or actual use of federal funds for non-emergency work items exceeding 25% of the total grant (items not included in the current CFP Five-Year Action Plan); and
- Any change with regard to demolition or disposition, designation, homeownership programs, Rental Assistance Demonstration (RAD) conversion, Capital Fund Financing Program (CFFP), development or mixed finance or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. HUD will not consider such changes as significant amendment.

Version 4.2023

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



#### **12-IV.E. DECONCENTRATION**

##### **GHURA Policy**

If subject to deconcentration requirements, GHURA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve GHURA's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.

#### **12-IV.F. REEXAMINATION POLICIES FOR TRANSFERS**

##### **GHURA Policy**

The reexamination date will be changed to the first of the month in which the transfer took place.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

**GRIEVANCE PROCEDURES**  
**(updated 9/1/2022)**

**I. Definitions applicable to the grievance procedure [24 CFR 966.53]**

- A. Grievance: Any dispute a tenant may have with respect to GHURA action or failure to act in accordance with the individual tenant's lease or GHURA regulations that adversely affects the individual tenant's rights, duties, welfare, or status.
- B. Complainant: Any tenant (as defined below) whose grievance is presented to GHURA's **Asset Management Property (AMP) Site Base** office in accordance with the requirements presented in this procedure.
- C. Elements of due process: An eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
  - i. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction
  - ii. Right of the tenant to be represented by counsel
  - iii. Opportunity for the tenant to refute the evidence presented by GHURA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense that the tenant may have.
  - iv. A decision on the merits of the case
- D. Hearing officer: An impartial person or persons selected by the GHURA Executive Director other than the person who made or approved the decision under review, or a subordinate of that person. Such individuals do not need legal training.
- E. Tenant: The adult person (or persons other than a live-in aide) who resides in the unit and who executed the lease with GHURA's Property Site Manager (**PSM**) as lessee of the dwelling unit, or if no such person now resides in the unit, who resides in the unit and who is the remaining head of the household of the tenant family residing in the dwelling unit.
- F. Resident organization: An organization of residents, which also may include a resident management corporation.

**II. Applicability of this grievance procedure [24 CFR 966.51]**

In accordance with the applicable federal regulations (24 CFR 966.50), this grievance procedure is applicable to all individual grievances (as defined in Section I above) between the tenant and the Property Site Manager with the following exception of disputes between tenants not involving GHURA or class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and GHURA's Board of Commissioners [24 CFR 966.51(b)].

This grievance procedure is incorporated by reference in all tenant dwelling leases and will be furnished to each tenant and all resident organizations [24 CFR 966.52 (b) and (d)].

Any changes proposed in this grievance procedure must provide for at least 30 days' notice to tenants and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. Comments will be considered by GHURA before any revisions are made to the grievance procedure [24 CFR 966.52(c)].

### **III. Informal settlement of a grievance [24 CFR 966.54]**

Any grievance must be personally presented, either orally or in writing (including email), to GHURA's central office or the AMP Site Base office of the development in which the complainant resides within ten (10) days after the grievable event.

Grievances related to complaints about operations matters that are received by GHURA's central office will be referred to the Property Site Manager (PSM) for the AMP development in which the complainant resides. Grievances involving complaints related to discrimination, harassment, or disability rights will be referred to the Chief Planner, who is designated as the Section 504 Coordinator.

As soon as the grievance is received, the PSM will review to be certain that neither of the exclusions in paragraph 2 above applies to the grievance. Should one of the exclusions apply, the complainant will be notified in writing that the matter raised is not subject to GHURA's grievance procedure with the reason specified.

If neither of the exclusions cited above apply, the complainant will be contacted to arrange a mutually convenient time within ten (10) business days to meet so the grievance may be discussed informally and settled without a hearing. At the informal settlement, the complainant will present the grievance and the PSM will attempt to settle the grievance to the satisfaction of both parties.

Within five (5) business days following the informal discussion, the PSM will prepare and either hand deliver, mail, or email to the tenant a summary of the discussion that must specify the names of the participants, the dates of meeting, the nature of the proposed disposition of the complaint, and the specific reasons therefore, and will specify the procedures by which a formal hearing under this procedure may be obtained if the complainant is not satisfied. A copy of this summary will also be placed in the tenant's file.

### **IV. Formal grievance hearing**

If the complainant is not satisfied with the settlement arrived at in the informal settlement, the complainant must submit a written request for a hearing to the Property Site Manager of the development where the tenant resides no later than five (5) business days after the summary of the informal hearing is received.

The written request must specify:

- The reasons for the grievance; and
- The action of relief sought from GHURA.

Within ten (10) days of receiving the written request for a hearing, the hearing officer will schedule and **send** written notice of hearing to both the complainant and the Property Site Manager.

**V. Selecting the hearing officer**

A grievance hearing will be conducted by a single impartial person appointed by the GHURA's Executive Director, as described below:

- A. The hearing officer will be appointed directly by the Executive Director.
- B. The hearing officer will be a staff member who did not make or approve the decision under review and who is not a subordinate of such persons. If the designated staff member is the Property Site Manager who was involved in the decision or is a subordinate of such person, an alternate hearing officer will be selected.
- C. GHURA may select designated staff members who were not involved in the decision under review in certain circumstances, such as those involving discrimination claims or denials of requests for reasonable accommodations.
- D. GHURA's method for selecting a hearing officer will be inserted into the lease.

**VI. Scheduling hearings [24 CFR 966.56(a)]**

When a complainant submits a timely request for a grievance hearing, GHURA will immediately appoint an impartial hearing officer to schedule the hearing within the following ten (10) business days.

Once the hearing officer has scheduled the hearing, the hearing officer will send written notice of the hearing to both the complainant and the PSM. Notice to the complainant will be in writing, either personally delivered to the complainant, or sent by mail or email, return receipt requested.

The written notice will specify the time, place, and procedures governing the hearing. If the hearing is held remotely, the Hearing Officer will also include information on the remote hearing process.

The tenant may request to reschedule a hearing on a one-time basis. Should the complainant need to reschedule a second time, he or she may do so for good cause, or if needed as a reasonable accommodation for a person with disabilities. *Good cause* is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date.

**VII. Procedures governing the hearing [24 CFR 966.56]**

The hearing will be held before a hearing officer as described above in Section V. The complainant will be afforded a fair hearing, which will include:

- A. The opportunity to examine before the hearing any GHURA-related documents, including records and regulations, that are directly relevant to the hearing.

The tenant is allowed to copy any such document at the tenant's expense. If the PSM does not make the document available for examination upon request by the complainant, the Hearing Officer may not rely on such document at the grievance hearing.



- B. The right to be represented by counsel or other person chosen as the tenant's representative and to have such person make statements on the tenant's behalf.
- C. The right to a private hearing unless the complainant requests a public hearing.
- D. The right to present evidence and arguments in support of the tenant's complaint, to refute evidence relied on by the PSM, and to confront and cross-examine all witnesses upon whose testimony or information the PSM relies.
- E. A decision based solely and exclusively upon the fact presented at the hearing [24 CFR 966.56(b)].

The hearing is conducted informally by the hearing officer. The PSM and the tenant must be given the opportunity to present oral or documentary evidence pertinent to the facts and issues raised by the complaint, and to question any witnesses.

The complainant or the PSM may arrange in advance for a transcript of the hearing at the expense of the party making the arrangement. Any interested party may purchase a copy of the transcript [24 CFR 966.56(e)].

GHURA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the tenant is visually impaired, any notice to the tenant that is required under this procedure must be in an accessible format [24 CFR 966.56(f)].

GHURA must comply with HUD's requirements regarding limited English proficiency as specified in "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons," issued January 22, 2007, and available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/promotingfh/lep-faq](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq).

#### **VIII. Remote Hearings**

GHURA has the authority to require that hearings be conducted remotely in certain situations.

#### **IX. Failure to appear at the hearing**

If the complainant or PSM fails to appear at the hearing, the hearing officer may **decide** to postpone the hearing or **decide** that the complainant has waived their right to a hearing.

Both the complainant and the PSM must be notified of the determination by the hearing officer. A determination that the complainant has waived their right to a hearing will not constitute a waiver of any right the complainant may have to contest the Hearing Officer's disposition of the grievance in an appropriate judicial setting [24 CFR 966.56(c)].

#### **X. Decision of the hearing officer [24 CFR 966.57]**

The hearing officer will prepare a written decision together with the reasons for the decision within ten (10) business days after the hearing. A copy of the decision will be sent to the complainant and the PSM.

The PHA will retain a copy of the decision in the tenant's file.

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date before reaching a decision. If the family misses a deadline ordered by the hearing officer, the hearing officer will make a decision based on the evidence presented.

The decision of the hearing officer will be binding on GHURA unless the GHURA's Board of Commissioners determines within a reasonable time and notifies the complainant of its determination that:

- A. The grievance does not concern GHURA's action or failure to act in accordance with or involving the complainant's lease or GHURA regulations, which adversely affect the complainant's rights, duties, welfare, or status; or
- B. The decision of the hearing officer is contrary to applicable federal, state, or local law, HUD regulations, or requirements of the annual contributions contract (ACC) between HUD and GHURA.

When the PSM considers the decision of the hearing officer to be invalid due to either of the reasons stated above, it will present the matter to the GHURA Board of Commissioners within ten (10) business days of the date of the hearing officer's decision. The Board has 30 calendar days to consider the decision. If the Board decides to reverse the hearing officer's decision, it must notify the complainant within ten (10) business days of this decision.

A decision by the hearing officer or Board of Commissioners in favor of GHURA or which denies the relief requested by the complainant in whole or in part will not constitute a waiver of nor affect in any way the rights of the complainant to a trial or judicial review in any court proceedings, which may be brought in the matter later [24 CFR 966.57].



# 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](http://www.ghura.org)



RESIDENT ADVISORY BOARD  
Via ZOOM  
MINUTES OF MEETING  
MAY 4, 2023; 6:00 p.m.

I. Meeting start: 18:00

II. Introductions:

- Cathy Taitano, Chief Planner
- Patrick Bamba, Property Site Manager, AMP3
- Rocco Samuel, Program Coordinator II, AMP4
- Breanne Bliss, Program Coordinator II, MOD
- Gina Cura, Property Site Manager, AMP2
- Elvina Solden, RAB Member, AMP2
- Serena Raed, RAB Member, AMP3
- Philly SanNicolas (host), Property Site Manager, AMP4/MOD

III. Discussion

Ms. San Nicolas stated that this one of more upcoming RAB meetings to discuss a number of items relating to GHURA, such as revisions to ACOP and lease, PHA Plan, and Capital Fund Program.

Ms. San Nicolas indicated that the members in this board are the spokespersons for the residents in relaying to the residents about GHURA's projects, programs, and other matters relating to the residents. The RAB members will also relay comments from the residents to the Property Site Managers or GHURA representative.

A. ACOP

Ms. San Nicolas indicated that the ACOP has been updated to reflect changes to policy. There was a delay in sending out the 2022 revisions; and when it was advertised, the 2023 revisions were issued. Both revision years were combined. Residents and the public can view the 2022/2023 ACOP revisions on GHURA's website since the ACOP has over 400+ pages. Some highlights consist of:

1. Self-Certification - Ms. San Nicolas pointed out that residents can self-certify on documents they are submitting. However, she also stressed that the Property Site Manager can request for additional documentation, if required.
2. HUD regulations require families who have selected the Flat Rent option to be terminated from the public housing program. However, GHURA has stated in its policy to keep the families within the development, but these families would be under a separate contract and pay the fair market rent without any utility allowance.
3. Comments submitted requested if appointments can be done via on-line versus person-to-person. Ms. San Nicolas stated that there are mixed comments about this; it





will be commented that GHURA has the option to do either to conduct annual recertifications.

4. Public Hearing is scheduled for May 11, 2023, 10 am. The public is welcomed to attend and/or submit comments to Ms. San Nicolas' email address.

There being no further discussion, Ms. San Nicolas moved on to the next item.

#### B. 2023 Capital Fund Program

Ms. San Nicolas informed those in attendance that the 2023 CFP grant is at \$3,205,620. She apologized for the late email to members regarding the proposed projects covered under this grant. Because of the upcoming new HUD inspection, NSPIRE, projects were "rearranged" as requested by the Property Site Managers, who wanted projects to focus on the units.

A list of projects was proposed under the Five-Year (2023-2027) Annual Plan for each AMP. These projects could be moved between years, but the first year is the most important.

Public Hearing is scheduled for June 2, 2023. Detailed reports were provided to the PSMs to post at the AMP's lobby for public review and comment. The public is welcomed to attend and/or submit comments to Ms. San Nicolas' email address. The grant projects will start upon HUD's approval.

There being no further discussion, Ms. San Nicolas moved on to the next item.

#### C. PHA Plan (FY2024)

Ms. San Nicolas informed those in attendance that the PHA Plan is a 57-page document and can be viewed at either GHURA's website or at the AMP's office lobby. This document provides information as to what GHURA has completed in the past year and what GHURA proposes for the next year. Revisions to the ACOP along with the 2023 Capital Fund Program will be incorporated into this PHA Plan.

One of GHURA's goals is to house as many families that are homeless.

Fair Housing has become a topic of discussion and Ms. San Nicolas requested Ms. Kathy Taitano to further discuss on the topic.

After Ms. Taitano's explanation she emphasized about how she is looking at the program to provide materials and opportunities for the public and training the GHURA staff.

There being no further discussion, Ms. San Nicolas moved on to the next item.



D. Open Discussion:

Ms. San Nicolas opened the table for general discussion.

Ms. Gina Cura, Property Site Manager, AMP2 Site Base, inquired about the public comment regarding residents coming into sign documents for their Annual Recertification. She stated that should would like to maintain this policy and have residents come in for their interviews.

Ms. San Nicolas stated that the comment requested if it could be an option for families to come in for their interviews or submit the required documents via drop box. Ms. San Nicolas further elaborated that there would be only three documents for the residents to come in and sign: Notice of Rent Adjustment, Summary Worksheet, and Family Choice Rent. The Part II lease does not need to be signed since the original Part II lease is already in file. The new Part II lease would only be printed if head of household is adding new family members.

Ms. Cura stated that the Part 2 lease has to be done at least annually; adding and removing family members happens between one annual to the next annual. Each member affects the rent (age, income, etc.). Ms. Cura stated she will further review the comment and note the pros and cons of the process.

Ms. San Nicolas stated that the ACOP does not require a Part II lease to be printed unless the new member is an adult and is required to sign the lease. The ACOP states that the person's name and birthdate will be added to the lease and the head of household and GHURA will initial and date the change on the lease.

Ms. Taitano inquired if there are available resources for residents on fair housing. Ms. Cura stated that her AMP has fair housing pamphlets as part of the move-in packet. She suggested having a slide show or calendar for residents; also suggested a YouTube video that can be posted on our website and have people enroll to attend.

Ms. San Nicolas informed those present for the ZOOM meeting that she has started a pilot project in which she has hired a Program Coordinator II to work on projects for the families in AMP4. When the Pilot project kicks off and running well, she will then introduce the Program Coordinator to the other AMPs. She introduced Mr. Rocco Samuel as the Program Coordinator for AMP4 and Ms. Breanne Bliss as the Program Coordinator for the MOD division. Ms. San Nicolas stated that Ms. Brea has applied for a Housing Related Hazards grant to address mold and moisture and radon for public housing. She indicated that both Brea and Rocco are now working on another grant, Emergency Safety and Security Grant (ESSG); this grant is due June 28, 2023.



#### IV. Closing

Ms. San Nicolas closed the meeting with final comments:

- RAB members to review the documents located at their AMP Site Base office.
- Inform the PSMs if they would like to include in the list (a need versus a want)
- HUD visit from May 8-12, 2023.
- Public Hearing for ACOP – May 11
- Public Hearing for Capital Fund Program – June 2
- Public Hearing for PHA Annual Plan – June 16
- All public hearings are in person attendance
- Email comments to [phillysn@ghura.org](mailto:phillysn@ghura.org)

ZOOM meeting ended at 18:50



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

**MEMORANDUM:**

**TO:** Board of Commissioners

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

**DATE:** June 28, 2023

**SUBJECT:** Intent of Award  
IFB # GHURA-23-13  
MOD-Renovation of Eight (8) Guma Trankilidat Units

Bid opening for the subject project was held on June 21, 2023 at 2:00 p.m. A total of 7 contractors registered to bid on Project GHURA-23-13; MOD-Renovation of Eight (8) Guma Trankilidat Units of which all submitted a bid. Listed below are the results of the bid submissions, which were opened and read out aloud publicly.

No:	Contractor:	Bid Bond	Base Bid No. 1
1	Ian Corporation	[x] 15%	\$303,400.00
2	Genesis-Tech Corporation	Cashier Check \$35,500.00	\$224,450.00
3	Guam Evergreen Corporation	[x] 15%	\$253,000.00
4	Surface Solution	[x] 15%	\$263,516.00
5	O.H. Construction	[x] 15%	\$227,000.00

<b>Government Estimate</b>	<b>\$224,450.00</b>
----------------------------	---------------------

The intent of the project is to modernize units as per scope of work. Base Bid 1 consists of 8 units at Guma Trankilidat. All 8 units are located in Tumon. Modernization includes, but is not limited to, cleaning building interiors and common areas, replacing exterior and interior doors, carpentry, painting, plumbing, sewer replacement, and electrical work. A detailed scope of work is included in the bid documents for review.

In review of the bid results: Genesis-Tech Corporation provided the lowest responsive and responsible bid. Genesis-Tech Corporation has completed several major GHURA projects over the last 12 years with good standing. They also have been cleared by Department of Labor compliance, OSHA and EPLS Debarred list. (See attached verification).

Based on A/E staff's review and determination, we are requesting approval to issue the contract to Genesis-Tech Corporation for the total amount of \$224,450.00. Funding is available under the Capital Fund Program.

Attachments: Bid Tabulation  
Clearance  
Gov cost estimate



IFB-GHURA-23-13

Elizabeth F. Napoli, Executive Director

Renovation of Eight Guma Tranklidat Units

Proposal due date: Wednesday, June 21, 2023

Proposal due time: 2:00 pm

No	NAME OF BIDDER	Base Bid item 1	Bid Bond	Name of Bonding Co. and name	HUD 5389-A	AG Forms 2 3 4 5 7	AG Notarized 2 3 4 5 7	GHURA FRM 09	GHURA FRM 010	GHURA FRM 013	GHURA Form 01B	Contractor License	Addendum 1	Addendum 2	Addendum 3	Amendment 1 2 3 4	RFI #1
1	O.H. Construction	227,000.00	1500	First Net Insurance Co.	✓	✓✓✓✓✓	✓✓✓✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Genesis Corporation	224,450.00	35,500.00	Bank of Guam	✓	✓✓✓✓✓	✓✓✓✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Guam Evergreen Corp	253,000.00	1500	First Net Insurance Co.	✓	✓✓✓✓✓	✓✓✓✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	IAN Corporation	303,400.00	1500	Safe Co Insurance Co of America	✓	✓✓✓✓✓	✓✓✓✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Surface Solutions	263,516.00	1500	First Net Insurance Co	✓	✓✓✓✓✓	✓✓✓✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

ATTESTED BY: Eddie Paul Date: 6/21/23

CEB Date: 6/21/23

[Signature] Date: 6/21/2023




**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**  
**ATURIDAT GINIMA'YAN RINUEBAN SIUDAT GUAHAN**  
**Verification of Status for Contractors**

To: File  
 From: Architect & Engineering Manager  
 Subject: GHURA-23-13; Renovation of Eight Guma Tranklidat Units

In Order to ensure that the contractor awarded does not have any outstanding claims against them, we requested that the listed government Agencies provide us with a current standing or any information which may be pertinent to the above contract. The following outlines the contractor's standings with the listed agencies.

Company Name	Genesis-Tech Corporation	OH Construction	IAN Corporation	Guam Evergreen Corporation	Surface Solution
<b>Department of Labor:</b> ALPCD Fair Employment Practice Wage & Hour Workers Compensation	6/26/2023	6/26/2023	6/26/2023	6/26/2023	6/26/2023
	6/26/2023	6/26/2023	6/26/2023	6/26/2023	6/26/2023
	6/26/2023	6/26/2023	not cleared 06/26/2023	6/26/2023	6/26/2023
	exp. 6/30/2023	exp. 6/8/2024	exp. 12/31/2023	exp. 06/10/2024	exp. 09/08/2023
<b>Guam Contractors License Board</b>	Contractor to obtain clearance from Guam Contractors License Board				
<b>U.S. Department of Labor</b>	6/26/2023	6/26/2023	6/26/2023	6/26/2023	6/26/2023
<b>Revenue &amp; Tax EIN/ASN</b>	Contractor to report to Revenue and Tax Office				
<b>OSHA</b>	6/28/2023	6/28/2023	6/28/2023	6/28/2023	6/28/2023
<b>SAM Debarred List</b>	Cleared 6/28/2023	Cleared 6/28/2023	Cleared 6/28/2023	Cleared 6/28/2023	Cleared 6/28/2023

  
 Sonny P. Perez, PE



COST ESTIMATE				
ACTIVITY AND LOCATION: Tumon		CONSTRUCTION CONTRACT NO.		
PROJECT TITLE: Guma Trankilidat 8-units renovations		SHEET 1 OF 1		
		IDENTIFICATION NO.		
		ESTIMATED BY		
		DATE PREPARED		
		Andrew M. Manglona, Planner III		
		1/31/2023		
ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE	
	NUMBER	UNIT	LABOR & UNIT COST	TOTAL
Interior Painting	300	sf	\$ 2.25	\$ 675.00
Shut off valves	1	ea	\$ 300.00	\$ 300.00
New cement board overlay	1	ls	\$ 1,600.00	\$ 1,600.00
Up-grade kitchen Base Cabinets	1	LS	\$ 4,800.00	\$ 4,800.00
Upper cabinet refurbish	1	LS	\$ 575.00	\$ 575.00
Removal & New installation VCT	560	sf	\$ 3.50	\$ 1,960.00
Complete Bathroom up-grade	1	ls	\$ 8,500.00	\$ 8,500.00
lighting fixtures	3	ea	\$ 155.00	\$ 465.00
New range hood & duct system	1	ea	\$ 985.00	\$ 985.00
smoke detector	2	ea	\$ 220.00	\$ 440.00
replace light switch & outlets	6	ea	\$ 45.00	\$ 270.00
			Total Cost per Unit	\$ 20,570.00

Renovation of	8	ea.	\$ 20,570.00	\$ 164,560.00
New range hood & duct system	17	ea	\$ 985.00	\$ 16,745.00
Estimate Construction Cost			\$	181,305.00

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

**MEMORANDUM:**

**TO:** Board of Commissioners

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

**DATE:** July 11, 2023

**SUBJECT:** Intent of Award  
GHURA 23-0094 agency -RFQ # GH-12-14-22,  
Legal Counsel Services

The opening for the subject services was held on December 19, 2022 at 5:00 p.m. A total of 4 Legal Services submitted a bid. Listed below is the result of the bid submissions, which was opened and evaluated.

No:	Legal Services:
1	McDonald Law Offices
1	Brooks Concepcion Law, P.C
1	Law Office of Anthony Perez
1	Law Offices of Vanessa L. Williams, P.C

The intent of the service is based on the following evaluation factors criteria.

EVALUATION FACTORS	SCORE
The proposer's demonstrated experience providing General Counsel,	10 Points
The proposer's demonstrated Experience in Litigation resulting from government programs and administration.	8 Points
The proposer's demonstrated experience in solicitation using local, federal, or other similar rules of procurement.	0 Points
The proposer's demonstrated experience with administrative proceedings serving as counsel or as the presiding officer.	15 Points
The proposer's demonstrated ability and capability to develop and maintain practical knowledge of HUD rules, regulations, requirements, laws, and related procedures; general knowledge of various programs of HUD or similar federal programs.	20 Points

In review of the bid results, GHURA had recommended to proceed with the issuing of the award to McDonald Law Office.

Sincerely  
  
Elizabeth F. Napoli  
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:** June 26, 2023

**SUBJECT:** Intent of Award  
IFB # GHURA-23-14  
MOD-Renovation of Seven (7) AMP4 Units

Bid opening for the subject project was held on April 06, 2023 at 2:00 p.m. A total of 4 contractors purchased a set of bid specifications of which all submitted a bid. Listed below are the results of the bid submissions, which were opened and read out aloud publicly.

No.	Contractor:	Bid Bond	Base Bid No. 1
1	Ian Corporation	[x] 15%	\$364,771.00
2	Genesis-Tech Corporation	[x] 15%	\$225,000.00
3	Guam Evergreen Corporation	[x] 15%	\$212,600.00
4	O.H. Construction	[x] 15%	<b>\$188,500.00</b>
<b>Government Estimate</b>			<b>\$222,740.00</b>

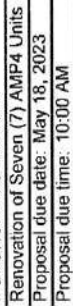
The intent of the project is to modernize units as per scope of work. Base Bid 1 consists of 7 vacant units at the AMP 4 sites. Of these 7 vacant units, 5 units are located in Dededo, and 2 in Toto. Modernization includes, but is not limited to, cleaning building interiors and common areas, replacing exterior and interior doors, carpentry, painting, plumbing, sewer replacement, and electrical work. A detailed scope of work is included in the bid documents for review.

In review of the bid results: O.H. Construction provided the lowest responsive and responsible bid. O.H. Construction has completed several GHURA projects over the last 3 years with good standing. They also have been cleared by Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification).

Based on A/E staff's review and determination, we are requesting approval to issue the contract to O.H. Construction for the total amount of \$188,500.00. Funding is available under the Capital Fund Program.

Attachments: Bid Tabulation  
Clearance  
Gov cost estimate





**PAGE 58 of 77**

ATTESTED BY: Caddie Louisa Date: 5/18/23

[Signature] Date: 05-18-23

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**  
**ATURIDAT GINIMA'YAN RINUEBAN SIUDAT GUAHAN**  
**Verification of Status for Contractors**

To: File  
 From: Architect & Engineering Manager  
 Subject: GHURA-23-14; Renovation of Seven (7) AMP4 Units

In Order to ensure that the contractor awarded does not have any outstanding claims against them, we requested that the listed government Agencies provide us with a current standing or any information which may be pertinent to the above contract. The following outlines the contractor's standings with the listed agencies.

Company Name	Genesis-Tech Corporation	OH Construction	IAN Corporation	Guam Evergreen Corporation
<b>Department of Labor:</b>				
ALPCD	6/20/2023	6/20/2023	6/20/2023	6/20/2023
Fair Employment Practice	5/19/2023	5/19/2023	5/19/2023	5/19/2023
Wage & Hour	5/19/2023	5/19/2023	5/19/2023	5/19/2023
Workers Compensation	exp. 6/30/2023	exp. 6/8/2023	exp. 12/31/2023	exp. 06/10/2023
<b>Guam Contractors License Board</b>				
Contractor to obtain clearance from Guam Contractors License Board				
U.S. Department of Labor	5/19/2023	5/19/2023	5/19/2023	5/19/2023
<b>Revenue &amp; Tax</b>				
EIN/SSN	Contractor to report to Revenue and Tax Office			
OSHA	6/22/2023	6/22/2023	6/22/2023	6/22/2023
<b>SAM Debarred List</b>				
	Cleared 6/22/2023	Cleared 6/22/2023	Cleared 6/22/2023	Cleared 6/22/2023

Sonny P. Perez, PE

## CFP Amp-4, 7units MOD

ESTIMATED BY

Andrew M. Manglona, Planner III

DATE PREPARED

3/21/2023

### BASIC BID

LOCATION	Unit Number	Bedrm.	Estimate Cost
Amp-4, GH-250, Toto	9A Calle Duenas	3	\$ 37,832.50
Amp-4, GH-250, Toto	34A Calle Damain	3	\$ 37,832.50
Amp-4, GH-35, Dededo	15 JP Mali	3	\$ 37,832.50
Amp-4, GH-35, Dededo	17 JP Mali	3	\$ 37,832.50
Amp-4, GH-35, Dededo	28 JP Mali	3	\$ 37,832.50
Amp-4, GH-48, Dededo	16 ADRC	3	\$ 13,800.00
Amp-4, GH-82, Dededo	D26	1	\$ 19,777.50
	Total		\$ 222,740.00



COST ESTIMATE					
ACTIVITY AND LOCATION: 4 bedroom Ghura-250			CONSTRUCTION CONTRACT NO.		SHEET 1 OF 1
PROJECT TITLE:reno-4bdrm			IDENTIFICATION NO.		
			ESTIMATED BY Andrew M. Manglona, Planner III		DATE PREPARED 1/31/2023
ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE		
	NUMBER	UNIT	UNIT COST	TOTAL	
Termite treatment	1200	sf	\$0.60	\$ 720.00	UNIT COST BASED ON PREVIOUS MOD PROJECTS
Interior Painting	2400	sf	\$ 1.50	\$ 3,600.00	
exterior entry & exit doors	2	ea	\$ 1,700.00	\$ 3,400.00	
exterior storge & WH doors	3	ea	\$ 1,200.00	\$ 3,600.00	
interior bedroom doors	4	ea	\$ 750.00	\$ 3,000.00	
interior bathroom & hallway doors	3	ea	\$ 550.00	\$ 1,650.00	
screen panels (repair)	4	ea	\$ 150.00	\$ 600.00	
Kitchen up-grade	1	ea	\$ 4,200.00	\$ 4,200.00	
remove old tiles & dispose	1200	sf	\$ 1.20	\$ 1,440.00	
install vinyl floor tiles	1200	sf	\$ 2.75	\$ 3,300.00	
bathroom up-grade	1	ls	\$ 1,600.00	\$ 1,600.00	
lighting fixtures	12	ea	\$ 125.00	\$ 1,500.00	
Change out medicine cabinet	2	ea	\$ 125.00	\$ 250.00	
New range hood	1	ea	\$ 120.00	\$ 120.00	
smoke detector	5	ea	\$ 220.00	\$ 1,100.00	
replace light switch & outlets	12	ea	\$ 65.00	\$ 780.00	
exterior works	1	ls	\$ 1,200.00	\$ 1,200.00	
General cleaning-in & out	1	LS	\$ 650.00	\$ 650.00	Estimate cost per Bedroom Size
total			\$ -	\$ 32,710.00	\$ 8,177.50
Up-grade electrical panel box	1	LS	\$ 7,500.00	\$ 7,500.00	2bdrm 3bdrm 4bdrm 5bdrm 1bdrm
Sewer replacement	1	LS	\$ 8,000.00	\$ 8,000.00	
Sewer replacement	1	LS	\$ 8,000.00	\$ 8,000.00	
Sewer replacement	1	LS	\$ 12,000.00	\$ 12,000.00	
Sewer replacement	1	LS	\$ 12,000.00	\$ 12,000.00	
Up-grade kitchen cabint replacement	1	LS	\$ 5,800.00	\$ 5,800.00	
PARTITION HARDING CEMET BD (GH-82)	1	LS	\$ 5,800.00	\$ 5,800.00	



# 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](http://www.ghura.org)



June 29, 2023

TO: Board of Commissioners

FROM: Executive Director, Elizabeth F. Napoli 

SUBJECT: **Change Order No. 1**  
IFB#GHURA-08-25-2022-AMP4

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

Original Contract Amount \$108,000.00

Cost Analysis and Justification:

1. Replacement of existing corroded panel box in Maintenance shop ----- \$3,000.00
2. Install grounding rod on existing office ----- \$700.00
3. Upgrade/Replace wire from existing office panel box to subpanel in maintenance shop approximately = 140 ft ---- \$4,750.00
4. Infill portion of existing decorative blocks to avoid the existing panel box from getting wet (3 X \$) ---- \$1,000.00
5. Provide drainage pipe or weep hole to avoid ponding on existing maintenance shop towards concrete sidewalk ---- \$3,000.00
6. Demolition of existing wall on preparation for new door opening and installation of metal double door ---- \$3,530.00
7. Removal/Disposal of two (2) 40 ft containers ---- \$4,000.00

Based on A/E staff's review, we are requesting Board approval for a change order/contract modification with Genesis-Tech Corporation in the amount of \$19,980.00 for the additional work stated above. A/E has determined the cost proposals are reasonable and acceptable.

Attachment: Contractor cost proposals

***Genesis-Tech Corporation***

P.O. Box 23059 Barrigada, Guam 96921

Tel/Fax: (671) 637-3370

genesistechguam@gmail.com

05/09/2023

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

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

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

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

Hafa Adai,

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

Cost breakdown for Additional work:

1. Replacement of Existing corroded Panel Box in maintenance shop. -----\$3,000.00
2. Install Grounding Rod on existing Office. -----\$700.00
3. Upgrade/Replace wire from existing office panel box to sub-panel on maintenance shop approximately L=140 ft±. -----\$4,750.00
4. Infill portions of existing decorative blocks to avoid the existing panel box getting wet. (3'x 4') -----\$1,000.00
5. Provide drainage pipe or weep hole to avoid ponding on existing maintenance Shop towards concrete sidewalk. -----\$3,000.00
6. Demolition of existing wall on preparation for new door opening and installation of metal double door. Contractor shall submit shop drawings for approval. -----\$3,530.00
7. Removal/Disposal of two (2) 40 ft containers. -----\$4,000.00



Total Lot, Labor & Materials Quotation -----\$19,980.00  
(Nineteen Thousand Nine Hundred Thirty and No/100)  
\*\*ALL ITEMS INCLUDE PROFIT AND OVERHEAD\*\*

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

Sincerely yours,

  
Young Kim  
General Manager

CC: **Mr. Michael S. Racuyal**  
GHURA Engineer III

June 23, 2023

Memorandum

To: Board of Commissioners

From: Personnel Services Administrator

Subject: Executive Managements Performance Evaluations – Annual Review

Hafa Adai Commissioners,

As mentioned in the April 2023 board meeting, please see the attached Annual Executive Performance Evaluations that are due for both the Executive Director and Deputy Director, respectively.

As voted by the former Board back on July 8, 2019 each Commissioner is to individually rate both the Executive Director and Deputy Director and to submit them directly to HR for compilation and reporting.

**EXECUTIVE MANAGEMENTS PERFORMANCE EVALUATION SCHEDULE**

<b><u>NAME/TITLE</u></b>	<b><u>EVALUATION PERIOD (Anniversary)</u></b>	<b><u>DUE TO HR</u></b>
ELIZABETH F. NAPOLI, EXECUTIVE DIRECTOR	7/8/2022 – 7/7/2023 (Annual Evaluation- 12 months)	On or before Friday, 07/07/2023
FERNANDO B. ESTEVES, DEPUTY DIRECTOR	8/22/2022 – 8/21/2023 (Annual Evaluation – 12 months)	On or before Wednesday, 07/31/2023

Should you have any questions, please let me know.

Kimberly Kowalski Bersamin, DBA, SPHR, SHRM-SCP



# GUAM HOUSING AND URBAN RENEWAL AUTHORITY EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name <b>ELIZABETH F. NAPOLI</b>	Position Classification / Title <b>Executive Director (Unclassified)</b>	Employee ID No. <b>728</b>
Period of Report From: <b>07/08/2022</b> To: <b>07/07/2023</b>	Reason for Report <input type="checkbox"/> Semi-Annual (initial) <input checked="" type="checkbox"/> Annual	

**PART I - SELF-ASSESSMENT** (Completed by Executive) NAME OF RATER: \_\_\_\_\_

## **A. Mission** (Position Mission Statement)

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent, and sanitary dwelling for low income families, through all available federal and local governmental programs and through encouragement of private enterprise to participate in the common task of community improvement.

## **B. Strategic Plan Objectives** (Address each program area of responsibility)

- To provide decent, safe and sanitary homes for GHURA clients.
- To enhance and strengthen our relationships with non-profit and government organizations in assessing the needs of our communities.
- To provide responsive and quality client services.
- To enhance employee technical and skill level competencies.
- To provide the agency the tools and facilities needed to meet the Authority's goal and objectives.

## **C. Activity(s)** (Related to the Strategic Objectives)

- Maintain a diligent maintenance program of public housing units. On-going modernization of GHURA units to include upgrade of infrastructure, and renovations of units.
- Identifying community needs with our partners and constructing buildings and supporting programs to meet these objectives. These projects include head start classrooms, fire stations, safety equipment acquisition, senior citizens centers, food banks, adult elderly emergency facilities, youth transitional living facility and special education classrooms.
- Provide on-going customer service training, upgrade of our facilities and increase use of modern technology to enhance services.
- To provide staff with training opportunities both on and off island to increase knowledge and skill level competencies.
- Construction of new housing Authority headquarters complete with modern amenities and functionality.



D. Summary of Performance (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)



# **GUAM HOUSING AND URBAN RENEWAL AUTHORITY** **EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)**

Employee Name	Position Classification / Title Executive Director (Unclassified)	Employee ID No. 728		
		Outstanding	Highly Satisfactory	Satisfactory
<b>PART II - EXPECTATIONS OF EXECUTIVES: Completed by Supervisor</b> (Check the rating that applies to each)				
1. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
2. Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicates Vision and Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Champions Innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Promotes Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Builds Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Leads Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Inspires and Directs Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Promotes Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Accountability / Fiscal / Fiduciary Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Business Acumen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Effective Operation & Maintenance of HUD Plans and Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# GUAM HOUSING AND URBAN RENEWAL AUTHORITY **EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)**

Employee Name <b>ELIZABETH F. NAPOLI</b>	Position Classification / Title <b>Executive Director (Unclassified)</b>			Employee ID No. <b>728</b>	
<b>PART III - STANDARDS</b> <i>(Completed by Supervisor)</i>	<b>Outstanding</b>	<b>Highly Satisfactory</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Un-Satisfactory</b>
Performance Standard: <i>(Customer Focus)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Justification:

Performance Standard: *(Adherence to Policy and Federal HUD Regs)*

Comments/Justification:



PART V -- OVERALL RATING: *(Overall rating based on Parts I, II, III, IV)*

☐ OUTSTANDING      ☐ SATISFACTORY      ☐ MARGINAL  
☐ HIGHLY SATISFACTORY      ☐ UNSATISFACTORY

☐ RETAIN      ☐ NOT RETAIN

John J. Rivera, Chairman, GHURA BOARD OF COMMISSIONERS      Date: \_\_\_\_\_

Vacant, Vice Chairwoman, GHURA BOARD OF COMMISSIONERS      Date: \_\_\_\_\_

Anisia S. Delia, Member, GHURA BOARD OF COMMISSIONERS      Date: \_\_\_\_\_

Frank T. Ishizaki, Member, GHURA BOARD OF COMMISSIONERS      Date: \_\_\_\_\_

Emilia F. Rice, Member, GHURA BOARD OF COMMISSIONERS      Date: \_\_\_\_\_

Nathanael P. Sanchez, Member, GHURA BOARD OF COMMISSIONERS      Date: \_\_\_\_\_

Karl E. Corpus, Resident COMMISSIONER      Date: \_\_\_\_\_



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**  
**EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)**

Employee Name	ELIZABETH F. NAPOLI	Position Classification / Title	Executive Director (Unclassified)	Employee ID No.	728
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**COMPLETE BY EMPLOYEE:**

☐ Concur

☐ Do not Concur (Employee comments are mandatory, if this option is selected.)

Employee Comments: (May include any reactions, concerns, agreements or disagreements regarding performance evaluation / development plan.)

Employee Signature

Date



# GUAM HOUSING AND URBAN RENEWAL AUTHORITY

## EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name <b>FERNANDO B. ESTEVES</b>	Position Classification / Title <b>Deputy Director (Unclassified)</b>	Employee ID No. <b>780</b>
Period of Report From: <b>08/22/2022</b> To: <b>08/21/2023</b>	Reason for Report <input type="checkbox"/> Semi-Annual (Initial) <input checked="" type="checkbox"/> Annual	

### PART I - SELF-ASSESSMENT (Completed by Executive)

NAME OF RATER: \_\_\_\_\_

#### A. Mission (Position Mission Statement)

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent, and sanitary dwelling for low income families, through all available federal and local governmental programs and through encouragement of private enterprise to participate in the common task of community improvement.

#### B. Strategic Plan Objectives (Address each program area of responsibility)

- To provide decent, safe and sanitary homes for GHURA clients.
- To enhance and strengthen our relationships with non-profit and government organizations in assessing the needs of our communities.
- To provide responsive and quality client services.
- To enhance employee technical and skill level competencies.
- To provide the agency the tools and facilities needed to meet the Authority's goal and objectives.

#### C. Activity(s) (Related to the Strategic Objectives)

- Maintain a diligent maintenance program of public housing units. On-going modernization of GHURA units to include upgrade of infrastructure, and renovations of units.
- Identifying community needs with our partners and constructing buildings and supporting programs to meet these objectives. These projects include head start classrooms, fire stations, safety equipment acquisition, senior citizens centers, food banks, adult elderly emergency facilities, youth transitional living facility and special education classrooms.
- Provide on-going customer service training, upgrade of our facilities and increase use of modern technology to enhance services.
- To provide staff with training opportunities both on and off island to increase knowledge and skill level competencies.
- Construction of new housing Authority headquarters complete with modern amenities and functionality.



D. Summary of Performance (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)



# GUAM HOUSING AND URBAN RENEWAL AUTHORITY

## EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name	Position Classification / Title Deputy Director (Unclassified)				Employee ID No. 780	
<b>FERNANDO B. ESTEVES</b>						
<b>PART II - EXPECTATIONS OF EXECUTIVES: Completed by Supervisor</b> <i>(Check the rating that applies to each)</i>						
1. <i>Leadership</i>	Outstanding <input type="checkbox"/>	Highly Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>	
2. <i>Strategic Planning</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. <i>Communicates Vision and Direction</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. <i>Champions Innovation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. <i>Promotes Ethics</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. <i>Builds Relationships</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. <i>Decision Making</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. <i>Leads Change</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. <i>Inspires and Directs Action</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. <i>Promotes Diversity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. <i>Accountability / Fiscal / Fiduciary Responsibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. <i>Business Acumen</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. <i>Effective Operation &amp; Maintenance of Section 8 and AMP's</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**  
**EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)**

<b>Employee Name</b> FERNANDO B. ESTEVES	<b>Position Classification / Title</b> Deputy Director (Unclassified)			<b>Employee ID No.</b> 780	
<b>PART III - STANDARDS</b> <i>(Completed by Supervisor)</i>	<b>Outstanding</b>	<b>Highly Satisfactory</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Un-Satisfactory</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance Standard:</b> <i>(Customer Focus)</i>					
<b>Comments/Justification:</b>					
<b>Performance Standard:</b> <i>(Adherence to Policy and Federal HUD Regs)</i>					
<b>Comments/Justification:</b>					



**PART V -- OVERALL RATING:** *(Overall rating based on Parts I, II, III, IV)*

☐ OUTSTANDING                      ☐ SATISFACTORY                      ☐ MARGINAL  
☐ HIGHLY SATISFACTORY                      ☐ UNSATISFACTORY

☐ RETAIN                      ☐ NOT RETAIN

John J. Rivera, Chairman, GHURA BOARD OF COMMISSIONERS                      Date:

Nathanael P. Sanchez, Vice Chairman, GHURA BOARD OF COMMISSIONERS                      Date:

Anisia S. Delia, Member, GHURA BOARD OF COMMISSIONERS                      Date:

Frank T. Ishizaki, Member, GHURA BOARD OF COMMISSIONERS                      Date:

Emilia F. Rice, Member, GHURA BOARD OF COMMISSIONERS                      Date:

Vacant, Member, GHURA BOARD OF COMMISSIONERS                      Date:

Karl E. Corpus, Resident COMMISSIONER                      Date:



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)**

Employee Name	FERNANDO B. ESTEVES	Position Classification / Title	Deputy Director (Unclassified)	Employee ID No.	780
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**COMPLETE BY EMPLOYEE:**

☐ Concur

☐ Do not Concur *(Employee comments are mandatory, if this option is selected.)*

**Employee Comments:** *(May include any reactions, concerns, agreements or disagreements regarding performance evaluation / development plan.)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date