



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., March 14, 2023
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

- I. ROLL CALL**

- II. BOARD MEETING PUBLIC ANNOUNCEMENTS**
1st Printing – Tuesday, March 07 2023
2nd Printing – Sunday, March 12, 2023

- III. APPROVAL OF PREVIOUS BOARD MINUTES – February 21, 2023**

	PAGE (S)
IV. NEW BUSINESS	
1. Resolution No. FY2023-009	1
Resolution Commending Ms. Monica O. Guzman, for her dedication and Contributions as the Vice-Chairwoman of the GHURA Board of Commissioners	
2. Resolution No. FY2023-010	2
Resolution Requesting Additional Positions in the Public Housing – AMP1 and AMP3 Divisions	
3. Intent to Award	
IFB#GHURA-23-03-CDBG-5TREN; Talofoto Renaissance Concrete Repair	
4. Resolution No. FY2023-011	3 - 14
Resolution Approving the Write-Off Tenant Accounts Receivable	
V. CORRESPONDENCE AND REPORTS	
1. Travel Reports	
(Travel for NSPIRE Training, Ref: Minute No. 006/23)	
a. Fernando B. Esteves, Deputy Director	15 - 20
b. Stephen C. Baza, S8 PCIII	21 - 22
c. Mike M. Orot, AMP2 Building Maintenance Supervisor	23 - 24
VI. EXECUTIVE DIRECTOR'S REPORT	
1. Project Updates	
2. Division Updates	

VII. GENERAL DISCUSSION / ANNOUNCEMENTS

1. HR Item: Executive Management Performance Evaluations for:
 - Executive Director, Elizabeth F. Napoli due on January 08, 2023
(Initial Evaluation)
 - Deputy Director, Fernando B. Esteves due on February 22, 2023
(Initial Evaluation)
2. Next proposed scheduled Board Meeting: Tuesday, April 11, 2023
@ 12:00 p.m.

VIII. ADJOURNMENT

Core Tech Foundation, Inc.

Statement of Financial Position
As of December 31, 2022

Assets	
Cash	\$ 1,475
Total Assets	<u>1,475</u>
Liabilities & Fund Balance	
Total Net Assets	<u>\$ 1,475</u>
Statement of Revenues / Expenditures and Change in Fund Balance For the year ended December 31, 2022	
Contributions	\$ 48,000
Deductions / Expenditures	48,098
Net change in fund balance	<u>\$ (98)</u>

Submitted by Conchita Bathán, Director
388 South Marine Corps Drive, Ste 400
Tamuning Guam, 96913

Guam CAHA Regular Board of Directors Meeting

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Call to order 2. Attendance 3. Approval of minutes - Nov. Feb 4. Financial Report 5. Executive Director's Report 6. Old business 7. Mariana Islands Int. Folk Festival 8. FY24 Budget 9. Ratify approval of expenditures 10. Percent for the arts update | <ol style="list-style-type: none"> 11. Hilton fundraiser report 12. New Business 13. Board Resolutions 14. Revolving Fund 15. NIPA programing budget 16. MIIDAF, w/NEA, NEH 17. Election of new board officers 18. Annual Gala/ Magahaga Award |
|--|--|

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Lourdes A. Leon Guerrero
Governor of Guam

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



Joshua F. Tenorio
Lieutenant Governor of Guam

Board of Commissioners Meeting
Tuesday, March 14, 2023 at 12:00 PM.
This meeting is open to the public via Zoom.

Topic: GHURA BOC Mtg. Tuesday, 3/14/2023
Time: Mar 14, 2023 12:00 PM Guam, Port Moresby
Join Zoom Meeting:
<https://us06web.zoom.us/j/82972470989?pwd=MIE1ejdNWHPqanJ2WGR5MTRsUTYwdz09>
Meeting ID: 829 7247 0989 • Passcode: 556346
Watch YouTube Live Stream: <https://www.youtube.com/channel/UCGqKWUokOmT0FOLyn48ULag>

AGENDA:

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|--|---|
| <ol style="list-style-type: none"> I. ROLL CALL II. BOARD MEETING PUBLIC ANNOUNCEMENTS III. APPROVAL OF PREVIOUS BOARD MINUTES - February 21, 2023 IV. NEW BUSINESS <ol style="list-style-type: none"> 1. Resolution No. FY2023-009; Resolution Commending Ms. Monica O. Guzman, for her dedication and contributions as the Vice-Chairwoman of the GHURA Board of Commissioners 2. Resolution No. FY2023-010; Resolution Requesting Additional Positions in the Public Housing - AMP1 and AMP3 Divisions 3. Intent to Award for IFB#GHURA-23-03-CDBG-STREN; Talofofo Renaissance Concrete Repair 4. Resolution No. FY2023-011; Resolution Approving the Write-Off Tenant Accounts Receivable | <ol style="list-style-type: none"> V. CORRESPONDENCE AND REPORTS <ol style="list-style-type: none"> 1. Travel Reports (Travel for NSPIRE Training, Ref: Minute No. 006/23) <ol style="list-style-type: none"> a. Fernando B. Esteves, Deputy Director b. Stephen C. Baza, S8 PCIII c. Mike M. Orot, AMP2 Building Maintenance Supervisor VI. EXECUTIVE DIRECTOR'S REPORT <ol style="list-style-type: none"> 1. Project Updates 2. Division Updates VII. GENERAL DISCUSSION / ANNOUNCEMENTS <ol style="list-style-type: none"> 1. HR Item: Executive Management Performance Evaluations for: <ul style="list-style-type: none"> • Executive Director, Elizabeth F. Napoli due on January 08, 2023 (Initial Evaluation) • Deputy Director, Fernando B. Esteves due on February 22, 2023 (Initial Evaluation) 2. Next proposed scheduled Board Meeting - Tuesday, April 11, 2023 @ 12:00 p.m. VIII. ADJOURNMENT |
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The complete Board packet may be viewed on our website at www.ghura.org.
For more information, please contact Audrey Aguon at 475-1378 and for special accommodations, please contact Chief Planner - Designated Section 504 / ADA Coordinator at 475-1322 or TTY 472-3701.
This advertisement was paid for by GHURA.



SPEAKER THERESE M. TERLAJE

Committee on Health, Land, Justice & Culture
I Mina'trentai Siette na Liheslaturan Guahan

NOTICE OF PUBLIC HEARING - THURSDAY, MARCH 9, 2023, 5:30 PM
GUAM CONGRESS BUILDING, PUBLIC HEARING ROOM

AGENDA

- **Bill No. 29-37 (COR) As Substituted - Chris Barnett / Sabina Flores Perez / Therese M. Terlaje / Roy Anthony Benavente Quinata / William A. Parkinson / Christopher M. Dueñas / Telo T. Taitague / Frank Blas, Jr. / Thomas Fisher / Joanne Brown / Jesse A. Lujan / Tina Rose Muña Barnes / Amanda L. Shelton - AN ACT TO RENUMBER § 4721 ENTITLED "VARIANCE" AND TO AMEND §§ 4719 AND 4721 ENTITLED "VARIANCE" ALL OF DIVISION 1, ARTICLE 7, CHAPTER 4, TITLE 26 OF GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO UPDATING SANITATION REGULATIONS TO PROMOTE HEALTH AND SAFETY OF OUR SCHOOLS.**

The public is invited to provide oral testimony at the public hearing. Written testimonies may be submitted via email senatorterlajeguam@gmail.com or hand delivery to the Office of Speaker Therese M. Terlaje at the Guam Congress Building. In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or services should contact the Office of Speaker Therese M. Terlaje at (671) 472-3586 or senatorterlajeguam@gmail.com.

All hearings broadcast on GTA TV Channel 21, Docomo Channel 117 and livestreamed on the Guam Legislature YouTube: <https://www.youtube.com/c/GuamLegislatureMedia>.

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JOB ANNOUNCEMENT

STORE MANAGER: Bachelor degree in Commerce or Accounting (may be foreign equivalent). 24 months experience in Store Management. Manages and oversees daily store operation and representations, as well as briefing Supervisors and Sales Associates their daily task. Monitor and evaluates employee's performance with appraising, counselling and disciplining if needed.

Send resume to:
THE ATHLETE'S FOOT OF SAIPAN, INC
Attn: Human Resources
P.O. BOX 500137, SAIPAN, MP 96950

JOB ANNOUNCEMENT

INFRASTRUCTURE ENGINEER I: Bachelor degree in Electrical Engineering (may be foreign equivalent). 48 months experience as Telecommunications Engineer. Install, configure, and monitor servers, networking equipment, and storage arrays. Monitor, maintain, and validate backup solutions. Deploy and configure VMWare, Linux, and Windows operating systems.

IP NETWORK ENGINEERS III: Bachelor's degree in Electrical Engineering or Information Technology (may be foreign equivalent). 48 months experience as Telecommunications Engineer. Create new designs for the deployment of new technologies. Solve technical network issues and proactively find network faults. Test, validate, document, and integrate new technologies in a laboratory environment.

Send resume to:
TELEGUAM HOLDINGS, LLC dba GTA
Attn: Human Resources
624 North Marine Corps Drive, Tamuning, Guam 96913

Attorneys for Administrator
Roland Albert C. Baza

IN THE SUPERIOR COURT OF GUAM

Estates of Jesus Cabrera Baza, Antonio Pablo Baza and Carmen P. Baza, (husband and wife) Roke Pablo Baza and Maria Camacho Baza, (husband and wife) and Joim Larry Baza, Decedents.

PROBATE CASE NO. PRO170-22

NOTICE TO CREDITORS

Within sixty (60) calendar days of the first publication of this Notice, creditors of the Decedents above, and all persons having claims against the Estate or against Decedents, must either file their claims with the necessary supporting documents with the Clerk of the Superior Court of Guam, or present their claims to the Administrator or his attorneys, Roberts Fowler & Visosky LLP, 865 South Marine Corps Drive, Suite 201, Tamuning, Guam 96913.

Date: January 26, 2023

ROBERTS FOWLER & VISOSKY LLP
JON A. VISOSKY
Attorneys for Administrator
Roland Albert C. Baza

ANITA P. ARRIOLA, ESQ.
ARRIOLA LAW FIRM
259 MARTYR STREET, SUITE 201
P.O. BOX X, HAGATNA, GUAM 96932
TEL: (671) 477-9730/33
FAX: (671) 477-9734
Email: aarriola@arriolafirm.com

Counsel for Petitioner JOAQUIN C. ARRIOLA, JR.

IN THE SUPERIOR COURT OF GUAM
TERRITORY OF GUAM

IN THE MATTER OF THE ESTATE
OF

CARMELITA A. CHARGUALAF,
Deceased.

PROBATE CASE NO. PR0009-23

NOTICE OF HEARING PETITION FOR
PROBATE OF WILL and LETTERS
TESTAMENTARY

IN PERSON HEARING

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

NOTICE IS HEREBY GIVEN that JOAQUIN C. ARRIOLA, has filed herein his Petition for Probate of Will and Letters Testamentary in the Estate of CARMELITA A. CHARGUALAF, and that on **MARCH 23, 2023, at 9:30 am**, before the Honorable Judge DANA A. GUTIERREZ in the Superior Court of Guam, 120 W. O'Brien Drive, Hagatna, Guam has been set for the hearing of said Petition, and all persons interested are hereby notified to appear at the time and place set for said hearing and show cause if any they have why the Petition should not be granted. Reference is hereby made to said Petition for further particulars.

Dated: February 13, 2023

SOPHIA S. DIAZ,
Clerk of Court
/s/ PAULINE I. UNTALAN,
Chamber/Courtroom Clerk

JOB ANNOUNCEMENT FOR TEMPORARY POSITIONS

Opening for A/C Mechanic w/Meilbert De Vera Lopez dba Northern Construction in Yigo, GU. Min Reqs: Two (2) yrs of exp as an A/C Mechanic. Installs, services, troubleshoots, and repairs air conditioning and refrigeration systems and equipment utilizing knowledge of refrigeration theory, pipe fitting, and structural layout. Performs wk @ co's job sites on GU.
Send CV to P.O. Box 11831, Yigo, GU 96929 or email to mlopez.nci@guam.net. Verif of qualifs req.

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

Board of Commissioners Meeting
Tuesday, March 14, 2023 at 12:00 PM.
This meeting is open to the public via Zoom.

Topic: GHURA BOC Mtg. Tuesday, 3/14/2023
Time: Mar 14, 2023 12:00 PM Guam, Port Moresby
Join Zoom Meeting:
https://us06web.zoom.us/j/82972470989?pwd=MlE1ejdnNWpqanJ2WGR5MTRsUTYwdz09
Meeting ID: 829 7247 0989 • Passcode: 556346
Watch YouTube Live Stream: https://www.youtube.com/channel/UCGqKWU0kOmTOFOLyn48ULag

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For more information, please contact Audrey Aguon at 475-1378 and for special accommodations, please contact Chief Planner - Designated Section 504 / ADA Coordinator at 475-1322 or TTY 472-3701.
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**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., February 21, 2023
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

After notice was duly given, pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled board meeting was called to order at 12:08 P.M., Tuesday, February 21, 2023, at the GHURA Sinajana Main Office, 1st floor Conference room, by Chairman Rivera. He indicated that 5 members of the Board of Commissioners were present, representing a quorum and that the meeting would proceed as scheduled.

<p>PRESENT: Dr. John Rivera, Chairman Anisia Delia, Commissioner (Attended via Zoom) Nate Sanchez, Commissioner Emilia Rice, Commissioner Karl Corpus, Resident Commissioner (Attended via Zoom. Approved by Chairman Rivera via email.)</p> <p>ABSENT: Monica Guzman, Vice Chairwoman Frank Ishizaki, Commissioner</p> <p>LEGAL COUNSEL: None present</p>	<p>MANAGEMENT & STAFF: Elizabeth Napoli, Executive Director Fernando Esteves, Deputy Director Audrey Aguon, Special Assistant Frances Danieli, Fiscal Controller Sonny Perez, AE Manager Dr. Kimberly Bersamin, HR Administrator Katherine Taitano, CDBG Manager Norma San Nicolas, Section 8 Administrator Nicole Alejandro, Section 8 staff</p> <p>PUBLIC: Destiny Cruz</p>
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II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, February 14, 2023
2nd Printing – Sunday, February 19, 2023
ACKNOWLEDGED by Chairman Rivera

III. APPROVAL OF PREVIOUS BOARD MINUTES – January 24, 2023

[016/23] Commissioner Sanchez moved to approve the board meeting minutes of January 24, 2023, subject to corrections. Commissioner Rice seconded the motion. There were no objections by the other board members. Motion passed, subject to any corrections.

IV. NEW BUSINESS

1. Resolution No. FY2023-008

Resolution Approving Above-Step Recruitment for a Program Coordinator III Position (Section 8 Division)

[017/23] Executive Director Napoli read aloud Resolution No. FY2023-08, approving Above-Step Recruitment for the Program Coordinator III position for Ms. Nicole R. Alejandro, at the Section 8 Division. A hard copy of Resolution No. FY2023-08 was included in the board packet, pg. 1 of 24.

Chairman Rivera inquired about the duration of the temporary hire Program Coordinator II position. Dr. Kimberly Bersamin, HR Administrator, indicated that she believed that the duration of the temporary hire was six months. She added that within the six-month period, Ms. Nicole Alejandro was able to obligate funds that were at risk and GHURA would like to keep the talent that Ms. Alejandro has exhibited. She added that Ms. Alejandro also comes at an ideal time as succession planning will be underway. Dr. Bersamin respectfully requested that the board approve the Above-Step recruitment of Ms. Nicole R. Alejandro.

Commissioner Rice inquired about whether GHURA plans on bringing on more positions to assist with the workflow since there are potential retirees. Dr. Bersamin indicated that GHURA does have a succession plan in place to step up the recruitment process, start the cross-training, and grow the talent from within the authority.

Chairman Rivera recommended that GHURA look into its succession planning from a holistic perspective and revisit its wage scale in order to attract talent, keep talent that is here at GHURA, and give HR the room to create a succession pathway sooner than later. Dr. Bersamin indicated that she and the rest of the strategy team will be meeting to brainstorm ideas and then report before the board at a later time. There were no further discussions.

[018/23] Commissioner Rice moved to approve Resolution No. FY2023-008, a resolution approving the Above-Step recruitment for the Program Coordinator III position, Section 8 Division. Commissioner Sanchez seconded the motion. There were no objections by the other board members. The motion passed unanimously.

2. Intent to Award

IFB#GHURA-23-05-MOD7-AMP1; Renovation of Seven (7) Public Housing Units

[019/23] Executive Director Napoli stated the following:

- Bid opening for the subject project was held on January 27, 2023 at 2PM
- A total of (2) contractors purchased a set of bid specifications for which both submitted a bid.

- Results of the bid submissions were opened read aloud:
 1. Genesis Tech Corp., with a bid bond of 15% and Base Bid #1 at \$223,000.
 2. OH Construction, with a bid bond of 15% and Base Bid of \$235,000.
 3. Government estimate was at \$255,350.
- The intent of the project is to modernize units as per scope of work:
 - Base Bid #1- consists of (7) vacant units at the AMP1 side; of the (7) vacant units, (1) unit in Mongmong, (3) units in Sinjana, (2) Asan and (1) in Agana Heights. Detailed scope of work on modernization was included in the bid documents in the BOC packet for board review.
- Genesis Tech Corp. provided the lowest responsive and responsible bid and is in good standing.
- Genesis Tech Corp. had been cleared by the Department of Labor Compliance, OSHA, and EPLS Debarred list. (Verification attached)
- Based on AE staff's review and determination, GHURA requested board approval to issue the contract to Genesis Tech Corp. in the total amount of \$223,000.
- Funding is available under the Capital Funds Program.

Chairman Rivera inquired about the project's completion date. Mr. Sonny Perez, AE Manager, indicated that Mod project completions usually range anywhere from 120-160 days, depending on the number of units and the complexity of the job. He added that he would confirm the information and report back to the board. He also indicated that the challenges that the contractors and GHURA has dealt with in the past 6-8 months have included resource issues and weather delays. Chairman Rivera expressed his concerns with timeliness issues. There were no further discussions.

[020/23] Commissioner Rice moved to approve the Intent of Award, IFB#GHURA-23-05-MOD7-AMP1, Renovation of (7) public housing units. Commissioner Sanchez seconded the motion. The motion passed unanimously.

3. Change Order No. 1 IFB#GHURA-08-26-2021-HOME; Design-Build & Construction of Two New Homes in Agat & Dededo

[021/23] Executive Director Napoli stated the following:

- Design for a Notice to Proceed (NTP) commenced on 2/14/2022
- Construction commenced on June 30, 2022 to completion on February 25, 2023 (240 days)
- Progress percentage- 60%
- Genesis Tech Corp. is currently contracted for the design-build and construction of (2) new homes in Agat and Dededo.
- AE staff and contractor conducted a site inspection at L12 Bb T240 Astumbo, Chalan Panao, Dededo and discovered the actual topographic of

the site differs from the bid documents sketch provided, which shows the new building pad to be 4 ft. above the existing grade.

- The actual survey topographic consisted of a greater slope of (8) feet above the existing grade
- Cost Analysis and Justification: Original contract amount-\$650,000
 - a) Materials Costs: \$25,293.00
 - Compacted backfill interior and exterior of building.....450CY
 - 8x8x16 CMU blocks....827 pcs.
 - CMU Grout (3000psi)6.5 CY
 - #5 Rebars....0.5 ton
 - Form work material....1 Lot
 - Exterior Plaster and 2 coat painting....1 Lot
 - b) Labor Costs: \$10,900
 - c) Time Extension: additional 90 days
 - 1. Time extension based on (2) matters: Additional work to correct the discovered site conditions and;
 - 2. Inclement weather experienced between November 2022 and January 2023. Work involved is 45 days.
- Based on AE staff's review, GHURA is requesting board approval for a change order/contract modification with Genesis Tech. Corp. in the amount of \$36,193.00 for the additional work.
- AE staff has determined that the proposals are reasonable and acceptable.

Chairman Rivera inquired about the conditions that may trigger a professional site inspection. Mr. Sonny Perez, AE manager, indicated that the AE staff had done visual inspections, as they had done in the past, but a professional land surveyor should have been on board. Chairman Rivera inquired about what GHURA is doing to mitigate issues of inclement weather. Mr. Sonny Perez indicated that as part of AE's new policy, more site visits to document site conditions are being conducted. Also in discussions, are more updates to the AE policy such as the addition of allowances for weather delays into contracts. Chairman Rivera thanked Mr. Perez for his proactiveness in correcting policies and ensuring that GHURA mitigate future issues.

Commissioner Rice inquired about the contractor's surveyor's findings and why GHURA was not able to capture the difference in elevation from the surveyor's report. Mr. Sonny Perez indicated that the elevation was covered by shrubbery, trees, and bushes and that GHURA missed the actual elevation due to it being hidden. He added that the contractor had brought in a land surveyor to confirm the difference in elevation of about four feet. He indicated that he was not aware of whether the land surveyor prepared a report as he had not seen a report.

Commissioner Sanchez inquired about the steps that GHURA has take to ensure that contractors are showing up to project sites. Mr. Perez stated that Mr. Miguel Fernandez conducts inspections at the project sites, including MOD sites, documenting the project progress, the number of workers on-site, and also documenting the weather patterns daily.

[022/23] Commissioner Sanchez motioned to approve Change Order No. 1 IFB#GHURA-08-26-2021-HOME; Design-Build & Construction of Two New Homes in Agat & Dededo to Genesis Tech in the amount of \$36, 193.00. Commissioner Rice seconded the motion. There were no objections. The motion passed unanimously.

4. Notice of Award

Small Purchase of Professional Services GH12-14-22

[023/23] Executive Director Napoli stated the following:

- Corrected Item #4 to read Notice of Intent to Award, instead of Notice of Award
- This item was to keep the board apprised of GHURA's efforts at hiring Legal Representation.
- GHURA intends to Award Professional Services Small Purchase GH12-14-44 to McDonald Law Office.
- As previously reported, GHURA has been working to obtain Legal Services
- Draft Professional Services Agreement has undergone review by the OAG
- Final Professional Services Agreement is subject to final review; GHURA anticipates a reasonable turnaround time
- This is intended to bridge GHURA's current needs toward long term solutions.

There were no further discussions.

V. EXECUTIVE DIRECTOR'S REPORT

1. Project Updates

[024/23] Executive Director Napoli stated the following:

- Requested to table the Executive Director's Report to the next scheduled board meeting.
- Informed Commissioners about the upcoming Ground Breaking Ceremony for the Summer Vista I at Dos Amantes, Dededo.
- Deputy Director Esteves will report on the NSPIRE training that he attended with (2) other GHURA staff members at the next scheduled board meeting.

2. **Division Updates- None was reported.**

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. HR Item: Executive Management Performance Evaluations for:

[025/23] Dr. Bersamin stated the following:

- A courtesy reminder that the evaluations are due for the Executive Director on January 8, 2023, and February 22, 2023 for the Deputy Director.
- Only one evaluation was submitted.
- Once all evaluations are submitted, she will report back to the board.

2. Next proposed scheduled Board Meeting: Tuesday, March 14, 2023

@ 12:00 p.m.

[026/23] Chairman Rivera indicated that Ms. Audrey Aguon, Special Assistant, will send out notices to commissioners via email regarding a consensus on the next scheduled board meeting date.

Chairman Rivera asked that in honor of the death anniversary of the late Executive Director, Ray Topasna, that as we remember him may we keep him and his family in our prayers. May we be mindful of the blessings that we have and all the good things that we do for the people in the community.

VII. ADJOURNMENT

[027/23] Commissioner Rice motioned to adjourn. Commissioner Sanchez seconded with no objections by other board members. Motion passed to adjourn the meeting at 1:01PM.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2023-009**

Moved by:

Seconded by:

RESOLUTION COMMENDING MS. MONICA O. GUZMAN, FOR HER DEDICATION AND CONTRIBUTIONS AS THE VICE-CHAIRWOMAN OF THE GHURA BOARD OF COMMISSIONERS

WHEREAS, Ms. Monica O. Guzman was appointed by Governor Lou Leon Guerrero in February 2019 to serve as Vice-Chairwoman of the GHURA Board of Commissioners; and

WHEREAS, throughout her four- year tenure, from February 2019 to February 2023, Ms. Guzman exemplified and maintained a high standard of professionalism and integrity; and

WHEREAS, in executing her official duties and responsibilities as the Board’s Vice-Chairwoman, Ms. Guzman had a direct and positive impact toward ensuring that both programs and projects directly benefited the community of Guam and our GHURA families; and

WHEREAS, Ms. Guzman contributed positively to the lives and successes of thousands upon thousands of island residents under her leadership; and

WHEREAS, in her four-year tenure, Ms. Guzman’s leadership and accomplishments are highlighted below:

- Presided over GHURA’s Board meetings with the utmost professionalism.
- Supported GHURA’s activities such as ground breaking, ribbon cutting, and other GHURA events in her official capacity.

WHEREAS, the Employees, Executive Management, Executive Team and her fellow GHURA Commissioners extend their collective recognition and gratitude to Ms. Monica O. Guzman, commending her for a successful tenure as GHURA Vice Chairwoman of the Board, and bid her best wishes on her future endeavors; and now, therefore, be it

RESOLVED, that the Board of Commissioners unanimously vote to express profound appreciation and gratitude to Ms. Guzman for her public service on the Board of Commissioners of the Guam Housing and Urban Renewal Authority, and whereby, a copy shall be provided to the Governor of Guam, Speaker of the Guam Legislature, and Legislative Committee overseeing the Guam Housing and Urban Renewal Authority.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – MARCH 14, 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 **March 14, 2023**.

(SEAL)

ELIZABETH F. NAPOLI
Secretary / Executive Director

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2023-010**

Moved By:

Seconded By:

RESOLUTION REQUESTING ADDITIONAL POSITIONS IN THE PUBLIC HOUSING – AMP #1 AND AMP#3 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 Board of Commissioners of GHURA is empowered to employ officers, technical experts, agents and employees, permanent and temporary, as it may deem necessary to carry out the responsibilities of the Authority and is subject to the New Uniform Position Classification and Salary Administration Plan of the Authority; and

WHEREAS, Executive management supports Public Housing AMP#1 and Public Housing AMP#3 Division’s requests for additional positions to help bring up their monthly occupancy numbers and to expand workforce capabilities to meet evolving workloads; and

WHEREAS, the Board of Commissioners wishes to follow **GHURA’s** Organization Plan as adopted for fiscal year 2023 and recognizes the need for additional positions in the Public Housing AMP#1 and Public Housing AMP#3 Divisions as follows;

- AMP#1 – Interviewer Clerk– GG4-1(A), \$24,587.00 p/a (1 position);
- AMP#3 - Clerk I -CG4-1(A), \$19,873.00 p/a (1 position);
 - Interviewer Clerk – GG4-1(A), \$24,587.00 p/a (1 position);
 - Maintenance Worker – HM3-1(A), \$33,315,00 p/a (1 position)

WHEREAS, the Board of Commissioners approved all positions under the FY2023 Administrative Operating Budget; and

WHEREAS, the Board of Commissioners wish to approve these additional positions in the Public Housing AMP#1 and AMP#3 Divisions, respectively, to meet their program demands;

WHEREAS, the funding for this position is available under Public Housing – AMP#1 and AMP#3 Funds; and now, therefore, be it

RESOLVED, that the classification rate for said positions is established at their respective pay ranges indicated above, in conformance with GHURA’s wage structure and benefits provided to our employees, which include retirement benefits, group insurance (Health and Life), worker’s compensation, annual leave and sick leave benefits.

IN A SCHEDULED BOARD MEETING, AGANA, GUAM – MARCH 14, 2023

PASSED BY THE FOLLOWING VOTES:

AYES:

NAYES:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Board of Commissioners on **March 14, 2023**.

(S E A L)

ELIZABETH F. NAPOLI
Secretary/Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2023-011

Moved By:

Seconded By:

RESOLUTION APPROVING THE WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE.

- WHEREAS,** the Guam Housing and Urban Renewal Authority (GHURA) is the Guam public housing authority that provides decent homes and suitable living environments for Guam families of low income to afford to pay for safe, sanitary and decent dwelling accommodations; and
- WHEREAS,** the governance and well-being of GHURA is vested in the Board of Commissioners (BOC) and empowered by 12 Guam Code Annotated, Chapter 5, Section 5104; and
- WHEREAS,** BOC Resolution No. FY2018-002 Resolution Adopting the Write-Off Policy for Uncollectible Accounts for GHURA Rental Properties; and
- WHEREAS,** in the normal course of business, the Authority is involved in transactions that result in monies being owed to GHURA for which they are unable to collect, and as necessary,
- WHEREAS,** the Property Site Managers submit summaries of debts considered for write-off to prevent overstating of assets which are affecting the Authority's financial performance; and
- WHEREAS,** currently, GHURA's receivables include outstanding accounts, which have remained in GHURA's books for over 90 days as of December 31, 2022, as indicated below; and

Property Site	Write-Off Amount
AMP 1	\$ 9,594.63
AMP 2	\$ 951.41
AMP 3	\$ 9,006.85
AMP 4	\$38,051.85
GT	<u>\$ 476.35</u>
	<u>\$58,081.09</u>

- WHEREAS,** GHURA, through the Property Site Managers, exert diligent collection efforts in pursuit of outstanding receivables, and although ongoing collection efforts are abandoned on these accounts, GHURA reserves the right and duty to collect should the opportunity arise; and
- WHEREAS,** it is in accordance with GHURA's procedure and good business practices to write-off accounts receivables after all reasonable collection procedures have been exhausted and there is not a reasonable expectation that the accounts will be collected; now, therefore be it
- RESOLVED,** that the BOC approves writing off \$58,081.09 of GHURA receivables after all reasonable collection procedures have been exhausted and there is not a reasonable expectation that the accounts will be collected.

IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – MARCH 14, 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 **March 14, 2023**.

(S E A L)

ELIZABETH F. NAPOLI
Board Secretary / Executive Director



GHURA

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Website: www.ghura.org



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Commissioner

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Commissioner

Emilia F. Rice
Commissioner

Nathanael P. Sanchez
Commissioner

Karl E. Corpus
Resident Commissioner

Elizabeth F. Napoli
Executive Director

Fernando B. Esteves
Deputy Director

February 23, 2023

TO: Frances Danieli, Controller *FD*

FROM: Property Site Manager, AMP 1

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
As of December 31, 2022

I have reviewed AMP1's Tenant Account Receivables and attached is the listing of accounts recommended for write-off due to no response from former residents. These accounts have been close through December 31, 2022 totaling \$9,594.63 with payment or adjustment applied to include DRT fees.

These inactive account balances are affecting the Authority's financial performance therefore; I recommend that these balances be written off and forwarded to the Department of Revenue and Taxation for collection.

Thank you,

Narcissa P. Ada
Property Site Manager, AMP 1

Attachments



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.



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Nathanael P. Sanchez
Commissioner

Karl E. Corpus
Resident Commissioner

Elizabeth F. Napoli
Executive Director

Fernando B. Esteves
Deputy Director

February 24, 2023

TO: Frances Danieli, Controller *FD*

FROM: Gina M. Cura, Property Site Manager (AMP 2) *Gina Cura*

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$951.41

I have reviewed AMP 2's Tenant Accounts Receivables for the period through December 31, 2022. Attached is a list of accounts to be written off due to non-activity from former residents. The accounts were closed through December 31, 2022.

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

<u>Aged-Balance Report</u>	<u>Write-Off Amount</u>	<u>(Variance)</u>
\$3,001.41	\$951.41	\$2,050.00

The reason for the variance is due to other charges were applied to tenants after December 31, 2022.

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

Attachment



GUAM HOUSING AND URBAN RENEWAL AUTHORITY
 WRITE-OFF BALANCES FOR AMP 2
 CLOSED OUT AS OF DECEMBER 31, 2022

APR 21 2023

Unit #	Move Out Date	Reason for Termination	Last Payment Date	Closed Out Processed Date	(Utility Reimbursement)/ Rent After Move Out (a)	Cleaning Charges (b)	Security Deposit/Payment (c)	A/R Balance (Closed) as of 12/31/2022 (a+b-c)	DRT Fees	A/R Balance (Closed) + DRT Fees	Comments
1 6 FMD, TALOFOFO	1/3/2022	NON-COMPLIANCE: VIOLATION OF LEASE AGREEMENT	8/30/2019	3/11/2022	\$ 132.00	\$ 35.00	\$ (150.00)	\$ 17.00	\$ 15.00	\$ 32.00	Negative response to date
2 3 JAP, YONA	2/2/2022	30 DAY VOLUNTARY	12/30/2021	3/11/2022	\$ 28.00	\$ 131.41	\$ (150.00)	\$ 9.41	\$ 15.00	\$ 24.41	Negative response to date
3 2 JBS, YONA	7/17/2022	NON-COMPLIANCE: VIOLATION OF LEASE AGREEMENT	6/2/2022	7/26/2022	\$ 341.00	\$ 296.00	\$ (150.00)	\$ 487.00	\$ 15.00	\$ 502.00	Negative response to date
4 1 JAP, YONA	2/10/2022	30 DAY VOLUNTARY	1/7/2022	3/11/2022	\$ 528.00	\$ -	\$ (150.00)	\$ 378.00	\$ 15.00	\$ 393.00	Negative response to date
				TOTAL:	\$ 1,029.00	\$ 462.41	\$ (600.00)	\$ 891.41	\$ 60.00	\$ 951.41	



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Nathanael P. Sanchez
Commissioner

Karl E. Corpus
Resident Commissioner

Elizabeth F. Napoli
Executive Director

Fernando B. Esteves
Deputy Director

March 1, 2023

TO: Frances Danieli, Controller *FS*

FROM: Property Site Manager, AMP 3

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
as of December 31, 2022

I have reviewed AMP3's Tenant Account Receivables and attached the listing of accounts recommended for write-off due to no response from former residents. These accounts have been close thru December 31, 2022 totaling \$9,006.85.

These inactive account balances are affecting the Authority's financial performance therefore; I recommend that these balances be written off and forwarded to the Department of Revenue and Taxation for collection.

Thank you.

Patrick R. Bamba

Patrick R. Bamba
Property Site Manager, AMP 3

Attachments

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 3 AS OF DECEMBER 31, 2022
073-1 AGAT**

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	DRT FEE	A/R BAL ON ACCOUNT (AS OF 06/03/22)	COMMENTS
1	A12	10/19/2022	TENANT DECEASED	4/4/2022	11/15/2022	\$ 649.00	\$ 150.00	\$ (150.00)	\$ 15.00	\$ 664.00	TENANT DECEASED
	69MAO	8/31/2022	30 DAY VOLUNTARY	8/4/2022	11/15/2022	\$ -	\$ 557.85	\$ (150.00)	\$ 15.00	\$ 422.85	NO RESPONSE
2	88MAO	10/4/2022	TENANT VOLUNTARILY MOVED OUT TO 14 DAY LETTER	8/18/2022	11/15/2022	\$ 1,098.00	\$ 677.84	\$ (150.00)	\$ 15.00	\$ 1,640.84	NO RESPONSE
3	88MAO	3/31/2022	30 DAY VOLUNTARY	2/7/2022	5/18/2022	\$ 430.00	\$ 130.00	\$ (150.00)	\$ 15.00	\$ 425.00	NO RESPONSE
4	99MAO	4/21/2022	UNIT ABANDONMENT	UR RECIPIENT	4/21/2022	\$ 62.00	\$ 420.94	\$ (150.00)	\$ 15.00	\$ 347.94	NO RESPONSE
TOTAL \$										3,500.63	

073-3 UMATAC

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	DRT FEE	A/R BAL ON ACCOUNT (AS OF 06/03/22)	COMMENTS
1	179JQQ	10/31/2022	NON-COMPLIANCE: VIOLATION OF LEASE AGREEMENT	7/27/2022	11/15/2022	\$ 5,144.00	\$ -	\$ (150.00)	\$ 15.00	\$ 5,009.00	TENANT APPLIED FOR ERA TO CLEAR BALANCE, NO UPDATE YET
2	168AJQQ	10/31/2022	LEAVING OFF ISLAND FOR WORK	10/11/2022	11/14/2022	\$ 528.00	\$ 104.22	\$ (150.00)	\$ 15.00	\$ 497.22	ERA Paid out \$819.00 after tenant moved out (see TAR), already applied to Rent balance
TOTAL \$										5,506.22	

GRAND TOTAL \$	9,006.85
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March 1, 2023

Lourdes A. Leon Guerrero
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Commissioner

Karl E. Corpus
Resident Commissioner

Elizabeth F. Napoli
Executive Director

Fernando B. Esteves
Deputy Director

TO: Frances Danieli *FSD*

VIA: Fernando B. Esteves, Deputy Director *FBE*

FROM: Acting Property Site Manager, AMP4

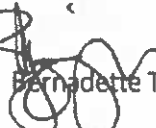
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$38,051.85

I have reviewed AMP4's Tenant Accounts Receivables for the period through December 31, 2022. I am requesting a total of \$38,051.85 to be written off from the GL books.

Attached is a list of accounts to be written off due to non-activity from former residents. Please note that these former tenants have not remit any payments due within the time periods stated in their collection letters. DRT has been collecting a \$15 fee for each account that they have collected; this fee has been applied to these accounts.

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

Please feel free to contact me at (671) 475-1394 for any questions or concerns.


Bernadette Tyquiengco
Attachment

UNIT #	M-O DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE-OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Legal, Court Fees	DRT FEES	Security Deposit	A/R BAL ON ACCOUNT
9BDUE	8/31/2020	GRIEVANCE HEARING TERMINATION	8/1/2021	6/7/2022	-4	1033.57	967.75	15	-150	\$ 1,862.32
4BDUE	10/08/2021	UTILITY DISCONNECTION	10/1/2021	6/4/2022	94	730.55	0	15	-150	\$ 689.55
218DAM	10/29/2021	ABANDONMENT OF UNIT	11/1/2021	4/21/2022	-56	663.39	0	15	-150	\$ 472.39
198DUE	11/13/2021	RELOCATING OFF-ISLAND	11/1/2021	11/1/2021	20	139.42	0	15	-150	\$ 24.42
6ADAM	11/30/2021	GRIEVANCE HEARING TERMINATION	11/1/2021	6/4/2022	0	824.62	0	15	-150	\$ 689.62
37ADAM	12/06/2021	UTILITY DISCONNECTION; NON-PAYMENT OF RENT	4/23/2021	6/4/2022	1590	374.12	0	15	-150	\$ 1,829.12
138DAM	12/22/2021	NON-COMPLIANCE-30 DAYS	7/9/2021	9/16/2022	1227	305.03	0	15	-150	\$ 1,397.03
298DAM	12/31/2021	TENANT OFF-ISLAND; NON-PAYMENT OF RENT; VOLUNTARY	9/23/2020	3/31/2022	3187	1861.9	0	15	-150	\$ 4,913.90
18CRDB8	01/18/2022	RELOCATE OFF-ISLAND; NO 30-DAY ITV NOTICE GIVEN	1/1/2022	11/10/2022	49	922.31	0	15	-150	\$ 836.31
15ADAM	02/28/2022	GRIEVANCE HEARING TERMINATION	8/25/2021	10/8/2022	5097.97	214.48	0	15	-142	\$ 5,185.45
98DAM	4/4/2022	GRIEVANCE HEARING TERMINATION	3/1/2022	9/22/2022	-22	2772.73	0	15	-150	\$ 2,615.73
30JPM	4/15/2022	LEASE VIOLATION: ABUSIVE BEHAVIOR TO STAFF	3/21/2022	9/24/2022	1286.97	581	0	15	-150	\$ 1,732.97
13ARDA8	5/5/2022	LEASE VIOLATIONS: NON-PAYMENT OF RENT	10/22/2021	11/10/2022	6603	879.25	0	15	-150	\$ 7,347.25
3WSA	6/14/2022	NON-COMPLIANCE, NO 30-DAY NOTICE GIVEN	5/3/2022	11/10/2022	113	860.02	0	15	-150	\$ 838.02
9RSSA	6/17/2022	TERMINATION - GRIEVANCE HEARING	6/1/2022	11/10/2022	54	615.04	0	15	-150	\$ 534.04
58DUE	6/30/2022	LEASE VIOLATIONS: NON-PAYMENT OF RENT	3/9/2020	11/10/2022	3270	415	0	15	-150	\$ 3,550.00
24ADAM	7/25/2022	NO APPEAL TO TERMINATION; NON-PAYMENT OF RENT	7/27/2022	8/23/2022	482	680.31	0	15	-150	\$ 1,027.31

UNIT #	M-O DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE-OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Legal, Court Fees	DRT FEES	Security Deposit	A/R BAL ON ACCOUNT
1ORDA8	8/5/2022	VOLUNTARY-30-DAY NOTICE GIVEN	6/30/2022	11/10/2022	479	60	0	15	-150	\$ 404.00
3RDA8	8/29/2022	MEDICAL EMERGENCY	8/5/2022	9/19/2022	-43	647.5	0	15	-150	\$ 469.50
32ADAM	9/9/2022	TERMINATION - GRIEVANCE HEARING	8/1/2022	10/12/2022	658	1014.92	0	15	-150	\$ 1,537.92
2BDUE	9/29/2022	RELOCATE OFF-ISLAND; 30-DAY ITV NOTICE GIVEN	10/14/2022	10/14/2022	5	225	0	15	-150	\$ 95.00

\$ 38,051.85



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MEMORANDUM

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Governor of Guam

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Lt. Governor of Guam

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Commissioner

Karl E. Corpus
Resident Commissioner

Elizabeth F. Napoli
Executive Director

Fernando B. Esteves
Deputy Director

DATE: February 21, 2023
TO: Frances Danieli, Controller *FSD*
VIA: Fernando B. Esteves, Deputy Director *FE*
FROM: Property Site Manager, Guma Trankilidat
SUBJECT: Recommend to Write-Off of Tenant Accounts Receivables
Total: \$476.35

I have reviewed Guma Trankilidat's Tenant Accounts Receivables for the period through December 31, 2022. Attached is a list of accounts to be written off due to no activity from former residents. The accounts were closed through December 31, 2022 totaling \$476.35.

Please note that these former tenants have not remit any payments due within the time periods stated in their collection letters. DRT has been collecting a \$15 fee for each account that they have collected; this fee has been applied to these accounts.


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

Respectfully,


Pearly Jean Mendiola
Property Site Manager

Attachment

Guam Housing & Urban Renewal Authority
 Guma Trankilidat - Write-off through December 31, 2022

UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	LAST PAYMENT DATE	CLOSE OUT PROCESSED DATE	REIMBURSEMENT/ RENT (Balance Amt) AFTER MOVE OUT (a)	CLEANING CHARGES (b)	SECURITY DEPOSIT/PAYMENT (c)	A/R BALANCE (CLOSED) AS OF 07/05/2022	DRT FEES	A/R BALANCE (CLOSED) + DRT FEES	COMMENTS
1	5/6/2022	Lease Violation - Unlawful Activity	3/2/2022	7/5/2022	\$ (79.00)	\$ 565.35	\$ 25.00	\$ 461.35	\$ 15.00	\$ 476.35	NO RESPONSE
2	NOTHING FOLLOWS										
TOTAL										\$ 476.35	



GUAM HOUSING AND URBAN RENEWAL AUTHORITY



EXPENSE REPORT

Traveler: Fernando B. Esteves

BOC Meeting Date: 1/24/2023

Purpose: NSPIRE GET READY SESSION
OAKLAND, CALIFORNIA

BOC Resolution No.: FY2019-016

Authorized Amount: \$2,850.00

Amendment - BOC Resolution No.:

Amended - Authorized Amount:

Travel Destination

From: GUAM

Date of Travel To Destination: 1/29/2023

To: OAKLAND, CALIFORNIA

Date of Return From Destination: 2/2/2023

Table with columns: DATES (29-Jan-23, 30-Jan-23, 31-Jan-23, 1-Feb-23, 2-Feb-23), REQUIRED (Train, Plane or Bus Fare, Registration Fees, Car Rental, Hotel, etc.), and TOTALS.

To be completed by Fiscal Division:

GRAND TOTAL:

Table with columns: PO#, VENDOR, CHECK #, CHECK AMT. Includes entries for Fernando Esteves and United Airlines.

LESS: TOTAL ADVANCES >

BALANCE DUE TRAVELER:

REFUND DUE GHURA:

TOTAL ADVANCES \$2,812.81

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

FUNDING table with columns: Program / Grant, Account No., Cost. Entry for COCC with account 070.4150.00.810.01.1 and cost \$2,812.81.

Traveler's Signature:

Date: 2/16/2023

Reviewed by Division Manager:

Approved by Executive Director:

Verified for Payment by Fiscal Division:

Travel Receivable Clearance:

Balance Due Traveler:

GHURA Check No.:

Reimbursement Received: Date:

Refund Due GHURA:

GHURA Receipt No.:

Refund Received: Date:

NSPIRE Get Ready

31JAN2023



BLUF

Bottom-Line, Up-Front

In-Person conference provided valuable information unavailable via publication

1. HUD's projected implementation timelines
2. In-depth rational for NSPIRE standards
3. Exemptions and exceptions briefing
 - 3a. Advocacy for applicability of standards (e.g. minimum heating standard)
4. Pending HUD decisions on processes (e.g. exemption and exemption processing and scoring)
5. GHURA anticipated PH REAC inspection (UPCS Standard) cancelled
 - 5a. Postponed to July 2023 (NSPIRE Standard)
6. 135-Attendees
 - 6a. HUD attendees
 - Region IX Administrator, Jason Pu
 - Deputy Assistant Secretary, Ashley Sherriff (Head of REAC)
 - 6b. PHA attendees
 - State, county, and municipal
 - 6c. Added benefit of collegial discussion
 - Common challenges
 - Best practices



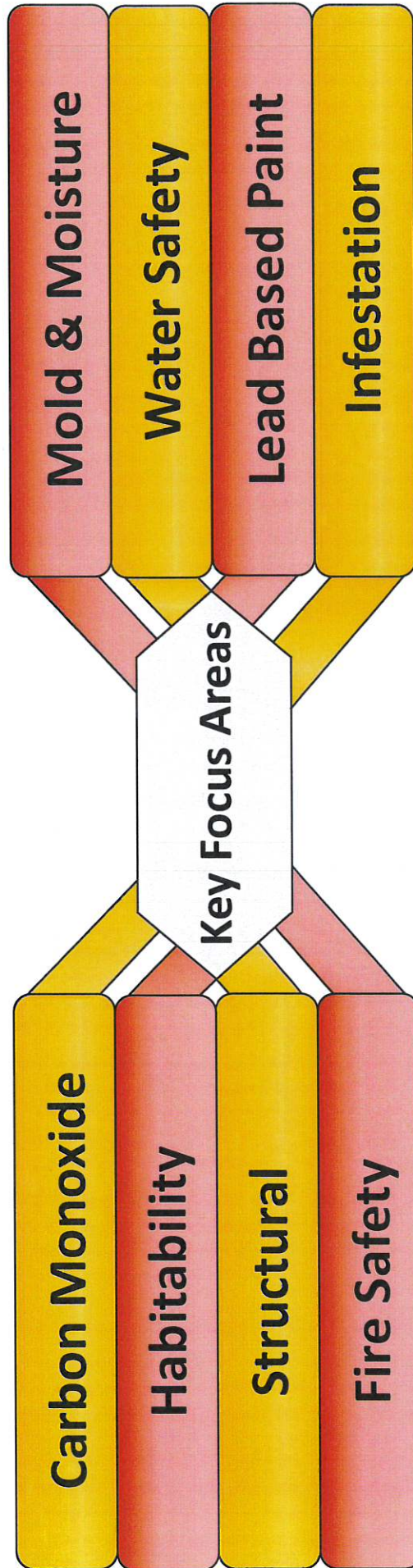
NSPIRE

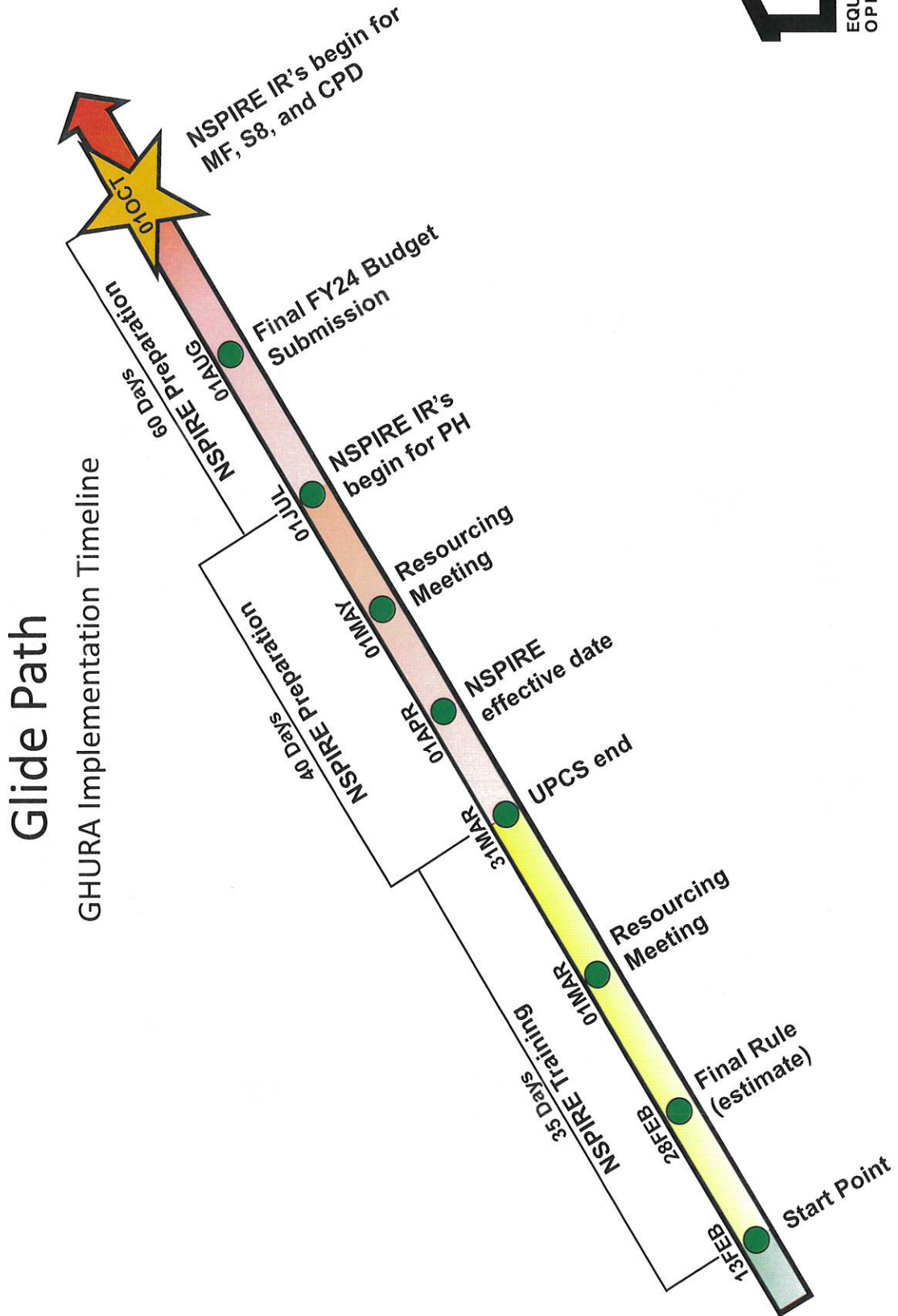
- Applies to Public Housing (PH), Housing Choice Vouchers (Sect8), Community Planning and Development (CPD), and Multi-Family (MF)
- Standards will be published in 24 CFR Part 5 Subpart G
- NSPIRE merges UPCS (PH&MF) and HQS (Sect8) into a single uniform standard
- NSPIRE focuses on Health and Safety, weighted heavily on unit interiors
 - Common Areas and Exterior are secondary (NSPIRE)
 - Less emphasis on cosmetics and curb appeal (UPCS)
- NSPIRE scoring will consider Resident/Tenant feedback
 - Details forthcoming, projected implementation by FY23 4th QTR
- NSPIRE built on the Sales Force digital platform
 - Coordination for inspections (e.g. HUD and GHURA)
 - Appeals
 - Tracking deficiencies



NSPIRE

Health and Safety Focus







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



February 15, 2023

A training for the new procedures that was conducted by Ashley Sheriff Deputy Assistant Secretary of REAC. The training was for HUD's new inspection procedure that will be launched later this year. It was the National Standards for the Physical Inspection of Real Estate (NSPIRE) at Oakland California, at the Hilton Oakland Airport on January 31st of this year. In attendance was Michael Orot from AMP 2 Maintenance Supervisor, Deputy Director Fernando Esteves, and myself. The intent was to strengthen and replace the Uniform Physical Condition Standard (UPCS) in the Public Housing and the Housing Quality Standards (HQS) for the HCV program.

The ultimate goals for NSPIRE are to focus on (3) three main areas to include: 1) people 2) priorities and 3) programs. When we talk about people we are looking at the residents to ensure they are living safe and prioritizing them over properties. Properties focus on the health and safety standards as well as increase inspection consistency. The program aspect looks at modernizing HUD's inspection process. What I learned from the seminar is this going to happen faster than we expected. The Public Housing it is planned to launch in April 2023 and for the HCV on October 2023. One of the issues that they still need to iron out is the methodology in scoring from UPCS/HQS to NSPIRE.

Most of the training centered around Public Housing since the launch for this happening in a couple of months. They recommended that for the HQS we do the HUD exchange NSPIRE program which is a 6.5 hours and complete the course session and get a certificate upon completion. This will allow us a jump start and become more familiar with this new inspection protocol/procedure. The inspection department from Section 8 will work on completing this as soon as possible.

The representees from HUD will communicate for any updates and changes. Again, this is the early stages and HUD is still trying to iron out all the issues presented and will update and inform all the housing changes of this.

Some of the things we need to prepare for is ensuring we have the software and tools and adopted in the public agencies Admin plan. We will also need to update our checklist for inspection housing so it conforms to these new guidelines


Stephen C. Baza
PC III/Inspector Supervisor S8



GUAM HOUSING AND URBAN RENEWAL AUTHORITY



EXPENSE REPORT

Traveler: Michael M. Orot

BOC Meeting Date: 1/24/2023

Purpose: NSPIRE GET READY SESSION
OAKLAND, CALIFORNIA

BOC Resolution No.: FY2019-016

Authorized Amount: \$2,850.00

Amendment - BOC Resolution No.:

Amended - Authorized Amount:

Travel Destination

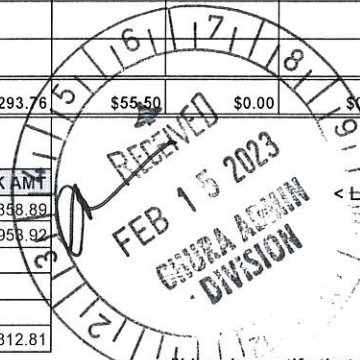
From: GUAM

Date of Travel To Destination: 1/29/2023

To: OAKLAND, CALIFORNIA

Date of Return From Destination: 2/2/2023

Table with columns: DATES (29-Jan-23, 30-Jan-23, 31-Jan-23, 1-Feb-23, 2-Feb-23), REQUIRED (Train, Plane or Bus Fare, Registration Fees, Car Rental, Hotel, etc.), and TOTALS.



To be completed by Fiscal Division:

Table with columns: PO#, VENDOR, CHECK #, CHECK AMT. Includes entries for Michael Orot and United Airlines.

GRAND TOTAL: \$2,812.40

< LESS: TOTAL ADVANCES >: \$2,812.81

BALANCE DUE TRAVELER:

REFUND DUE GHURA: -\$0.41

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

FUNDING table with columns: Program / Grant, Account No., Cost. Includes entry for AMP 2.

Traveler's Signature:

Date: 2/15/2023

Reviewed by Division Manager:

Approved by Executive Director: [Signature]

Verified for Payment by Fiscal Division:

Travel Receivable Clearance:

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

March 6, 2023

To whom it may concern:

The NSPIRE GET READY SESSION that I attended on January 31, 2023 in Oakland, California was an educational experience about upcoming changes for public housing effective April 1, 2023. Though there are similarities to the current REAC UPCS model, there are many drastic changes to current standards and procedures during preparation and inspections.

The NSPIRE model narrows down the five current inspectable areas, consisting of the site, all building exteriors, all building systems, all common areas, and all units under the current REAC UPCS model to three: inside, outside and common areas. This shifts the focus to the wellbeing and exigent health and safety of the residents.

The adoption of the new model will bring challenges, and adequate training will be necessary to facilitate a smooth transition and prepare all GHURA personnel for NSPIRE inspections.

This was a great learning experience, and I strongly hope that future opportunities for our employees to be trained off-island will be made available, as such experiences are enriching because they are extremely educational and provide networking opportunities with both peers and superiors from mainland HUD divisions. Such experiences can only be beneficial in the short and long term for both employees and the entirety of GHURA.

Si Yu'os Ma'ase,

Michael M. Orot
AMP2 Building Maintenance Supervisor