

## **NOTICE OF REGULAR BOARD MEETING OF THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

The Guam Housing and Urban Renewal Authority (“GHURA”) will hold its Regular Meeting of the GHURA Board of Commissioners on Friday, July 09, 2021 at 12:00 PM. This meeting is open to the public via Zoom.

Join Zoom Meeting:

<https://us06web.zoom.us/j/84041076062?pwd=QjNna1NWZXlpK21QcTBnUDRQVzdiZz09>

Meeting ID: 840 4107 6062

Passcode: 925411

The agenda 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 Katherine Taitano at 475-1322 or TTY 472-3701.



**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., July 09, 2021  
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 –Thursday, July 01, 2021

2<sup>nd</sup> Printing – Wednesday, July 07, 2021

**III. APPROVAL OF PREVIOUS BOARD MINUTES – June 18, 2021**

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| 3. Resolution No. FY2021-016 .....  | 6 - 28  |
| Resolution to ratify the amendment to the Section 8 Housing Choice<br>Voucher Program Administrative Plan |         |
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**VII. ADJOURNMENT**

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**RENTALS**

**GOOD:** 3 Lines, 3 Consecutive Days.....\$78.00  
**BETTER:** 3 Lines, 7 Consecutive Days.....\$99.00  
**BEST:** 3 Lines, 10 Consecutive Days.....\$115.00

**ROOMMATES**

**Conditions/Restrictions:** \*Roommate a person who shares a room or apartment with another or others.

**GOOD:** 3 Lines, 7 Consecutive Days.....\$57.00  
**BETTER:** 3 Lines, 10 Consecutive Days.....\$73.00

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• Automotive • Trucks • Bikes • Boats • Motorcycles

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**Ad format:** Make, Model, Year.

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**BETTER:** 3 Lines, 10 Consecutive Days.....\$68.50  
**BEST:** 4 Lines, 14 Consecutive Days.....\$79.00

**SUPER DEALS**

**Personal Items below \$500 in total value**

**GOOD:** 3 Lines, 7 Consecutive Days.....\$24.50  
**BETTER:** 3 Lines, 10 Consecutive Days.....\$33.00  
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**\*Price must be included in the ad to qualify.**

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• Fundraising • Rummage • Yard Sale

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**Ad format:** Village, Date, Time  
**Garage Sale:** Private residence  
**Rummage:** School or Non-profit organization

**GOOD:** 3 Lines, 3 Consecutive Days.....\$24.50  
**BETTER:** 3 Lines, 7 Consecutive Days.....\$33.00

**PETS**

**GOOD:** 3 Lines, 3 Consecutive Days.....\$24.50  
**BETTER:** 3 Lines, 10 Consecutive Days.....\$33.00  
**BEST:** 3 Lines, 14 Days.....\$40.00

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All classified ads are subject to the applicable rate card, copies of which are available from our Advertising Dept. All ads are subject to approval before publication. The Pacific Daily News/Pacific Sunday News reserves the right to edit, refuse, reject, classify or cancel any ad at any time. Errors must be reported in the first day of publication. The Pacific Daily News/Pacific Sunday News shall not be liable for any loss or expense that results from an error in or omission of an advertisement. No refunds for early cancellation of order.

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Pacific Daily News



The Hagåtña Restoration & Redevelopment Authority (HRRRA) Board of Commissioners will convene a regular board meeting on Thursday, July 8, 2021 at 4:00pm through Zoom Virtual Meeting. Please call Joseph Meno, Administrative Officer for Zoom Link Information at (671) 922-2525 or email joseph.meno@hrrra.guam.gov.

## Chamoru Land Trust Commission NOTICE OF PUBLIC HEARING

The Designation of Lot 354-7 & Lot 354-R6-R/W in the Municipality of Inalahan for Commercial Use  
 Date: Saturday, July 3, 2021; Time: 1:00 p.m. to 3:00 p.m.  
 Inalahan Mayor's Office:  
 719 San Jose Avenue Inalahan, Guam  
 Written testimonies can be emailed to cltc.admin@cltc.guam.gov

In compliance with ADA requirements, individuals requiring special accommodations, auxiliary aids or services, may contact 649-5263 ext. 815.

This ad is paid by CLTC Operations Fund.

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**Meeting ID: 840 4107 6062**  
**Passcode: 925411**

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The University Of Guam Solicits Applications To Establish A List Of Eligibles For The Following Limited Term Appointment, Full-Time Position (Subject to the availability of funds):

## #063-21 NETWORK PROGRAM ASSOCIATE

Contact the Human Resources Office at (671)735-2350 for additional information regarding requirements, qualifications and application deadline, 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. View the Human Resources Office website at <http://www.uog.edu/hro> for detailed information on the job announcement.

The University of Guam is a U.S. accredited institution and an Equal Opportunity Employer and Provider and complies with the Americans with Disabilities Act. For assistance, please contact the Director, EEO and Title IX/ADA Coordinator at (671)735-2244; (671)735-2243 (TTY).

/s/ JOSEPH B. GUMATAOTAO  
 Acting, Chief Human Resources Officer

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4 Complete the form  
and Make Payment  
Pacific Daily News  
GuamPDN.com



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/s/ JOSEPH B. GUMATAOTAO  
Acting, Chief Human Resources Officer

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**DEPARTMENT OF REVENUE AND TAXATION**  
Government of Guam

P.O. Box 23607  
Barrigada, Guam 96921  
Tel: (671) 635-7699  
Fax: (671) 633-2643

Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lt. Governor

Dafne Mansapit-Shimizu  
Director  
Frank G. Leon Guerrero  
Deputy Director

## ALCOHOL BEVERAGE CONTROL BOARD NOTICE OF REGULAR MEETING

The Alcoholic Beverage Control Board will be meeting on Wednesday, July 14, 2021 at 4:00 p.m. via Zoom Video Conference.

Meeting Link: <https://us06web.zoom.us/j/6982555129>

Meeting ID: 698 255 5129

For any special accommodations, please contact:  
635-1806/02



**JUDICIARY OF GUAM**  
Guam Judicial Center  
120 West O'Brien Drive  
Hagåtña, Guam 96910  
[www.guamcourts.org](http://www.guamcourts.org)

## REQUEST FOR PROPOSALS (RFP) NO. 21-03 EVALUATION SERVICES

The Judiciary of Guam is accepting proposals from qualified firms/individuals for Evaluation Services to evaluate the effectiveness of a variety of court programs implemented at the Judiciary of Guam.

Interested and qualified firms/individuals may request for an electronic copy of the RFP at the Procurement Office located in Guam Judicial Center, 1st Floor, 120 West O'Brien Drive in Hagåtña beginning **Wednesday, July 7, 2021 (Guam Standard Time) from 8:00 am to 5:00 pm, Monday thru Friday, except Government of Guam holidays.**

All Proposals must be submitted to the Procurement Office **no later than 2:00 pm, July 30, 2021 (Guam Standard Time).** Late proposals will not be considered.

For any periodic updates of the RFP please visit the Judiciary's website <http://guamcourts.org>.

For more information, and to request for electronic copy of the RFP, please contact the Procurement Office at (671)475-3175/3393/3141/3290 or email at [mantonio@guamcourts.org](mailto:mantonio@guamcourts.org) and/or [jpcpepeda@guamcourts.org](mailto:jpcpepeda@guamcourts.org).

/s/ KRISTINA L. BAIRD  
Administrator of the Courts

This project is federally funded by FY2018 SAMHSA Family Drug Court Program, FY2020 SAMHSA ADC Enhancement, FY2019 DWITC Enhancement, FY2018 Veterans Treatment Court and FY2018 BJA GARC Enhancement.

"The Judiciary of Guam is an equal opportunity provider and employer."

## IN THE SUPERIOR COURT OF GUAM TERRITORY OF GUAM

IN THE MATTER  
OF THE APPLICATION  
OF THE GOVERNMENT  
OF GUAM OF TITLE TO  
LAND DESIGNATED AS  
LOT NO. 424, MUNICIPALITY  
OF TALOFOFO, TERRITORY  
OF GUAM

LAND REGISTRATION  
CASE NO. LR0001-21

NOTICE OF FILING  
OF PETITION  
FOR REGISTRATION  
OF TITLE TO LAND

TO: ALL INTERESTED  
PERSONS

PLEASE TAKE NOTICE  
that a Petition has been  
filed in this Court by the  
Government of Guam for the  
registrations of the title to  
the real estate described as:

Lot No. 424, Municipality  
of Talofofo, described  
more fully in the Technical  
Description of Lot No. 424,  
Municipality of Talofofo and  
map attached to the Petition  
and recorded as Instrument  
No. 631400.

All interested persons  
may contact the Attorney  
General's Office for further  
particulars and for an  
examination of the notice  
in full.

By: Nicolas E. Toft,  
Assistant Attorney General,  
Office of the Attorney  
General of Guam

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### REPORTERS . . . . .

Pacific Daily News has immediate openings for two full-time Reporters looking to hone their skills, improve their craft and build their writing career.

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**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., July 9, 2021  
GHURA's Main Office (via Zoom)  
1<sup>st</sup> floor, Conference Room, Sinajana  
AGENDA\***

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**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 **12:02 P.M., Friday, July 9, 2021** at the GHURA Sinajana Main Office, 1st floor Conference room, by Chairman Flores. He stated that **6** members of the Board of Commissioners were present, indicating a quorum and that the meeting would proceed as scheduled.

<b>PRESENT: (VIA ZOOM VIDEO CONFERENCE)</b> Sabino Flores, <b>Chairman</b> Monica Guzman, <b>Vice Chairwoman</b> George Pereda, <b>Commissioner</b> Frank Ishizaki, <b>Commissioner</b> Anisia Delia, <b>Commissioner</b> Karl Corpus, <b>Commissioner</b>  <b>ABSENT:</b>  <b>LEGAL COUNSEL:</b> Anthony Perez, Esq.	<b>MANAGEMENT &amp; STAFF:</b> Ray Topasna, <b>Executive Director</b> Elizabeth Napoli, <b>Deputy Director</b> Audrey Aguon, <b>Special Assistant</b> Kimberly Bersamin, <b>HR Administrator</b> Katherine Taitano, <b>CPD/RP&amp;E Manager</b> Sonny Perez, <b>A&amp;E Manager</b> Lucele Leon Guerrero, <b>Controller</b> Camarin Concepcion, <b>A&amp;E Staff</b>  <b>PUBLIC: (VIA ZOOM VIDEO CONFERENCE)</b> Katie Pierce, <b>Portfolio Management Specialist, Honolulu Field Office HUD</b>
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**II. BOARD MEETING PUBLIC ANNOUNCEMENTS**

1<sup>st</sup> Printing – Thursday, July 1, 2021

2<sup>nd</sup> Printing – Wednesday, July 7, 2021

**ACKNOWLEDGED** dates of public announcements in the PDN.

**III. APPROVAL OF PREVIOUS BOARD MINUTES**

[071/21] Vice Chairwoman Guzman made a motion to approve the minutes of the previous board meeting of June 18, 2021, as corrected. Commissioner Delia seconded the motion. With no objections by the other board members, the motion was passed.



#### IV. NEW BUSINESS

<p><b>ITEM #1:</b> <b>[072/21]</b></p>	<p><b>Intent of Award</b> <b>For the Renovation of 10 GHURA Units; IFB#GHURA-04-30-2021 for AMPS 1, 2, and 4</b></p>
<p><b>DISCUSSION:</b></p>	<p><b>Director Topasna stated the following:</b></p> <ul style="list-style-type: none"> <li>• 3 Contractors purchased sets of bid specifications from GHURA.</li> <li>• 2 Contractors submitted bids: Genesis Tech. Corporation and OH Construction.</li> <li>• There were 3 separate bids: Base Bid#1, #2, and #3.             <ol style="list-style-type: none"> <li>1. Base Bid#1- to renovate 2 units. 1 in Asan and 1 in Mongmong at AMP1.</li> <li>2. Base Bid#2- to renovate 3 units at AMP2 in Yona.</li> <li>3. Base Bid#3- to renovate 5 units in Toto Gardens at AMP4.</li> </ol> </li> <li>• The modernization of these units include: the rewiring and upgrade of electrical systems, the removal and retiling of units, kitchen and bathroom upgrades, and the scraping and repainting of the interior.</li> <li>• In review of the bid results, Genesis Tech. Corporation provided the lowest responsive and responsible bids for Base Bid item #1 at \$71,000.00, Base Bid#2, at \$94,000.00 and for Base Bid #3 at \$133,400.00.</li> <li>• Genesis Tech Corporation has completed several major GHURA projects with good standing.</li> <li>• Genesis Tech Corporation has also received clearances for DOL compliance, OSHA, and EPLS Debarred List, which is now known as Systems for Award Management (SAM).</li> <li>• Based on the GHURA Staff's determination, he requested that the board approve the issue of the contract to Genesis Tech Corporation for Base Bids 1, 2, and 3 in the total amount of \$298,400 with funding coming from GHURA's CAP Funds.</li> </ul> <p>Vice Chairwoman Guzman inquired about whether the pricing of items and the price of labor were current due to her concern with the prices increasing. Director Topasna indicated that GHURA does not anticipate change orders with this project because it is a recent one. He stated that most change orders are submitted by the projects that have been long standing because of the COVID pandemic.</p> <p>There were no further discussions.</p>
<p><b>ACTION:</b> <b>[073/21]</b></p>	<p><b>Chairman Flores motioned to approve the issuance of the contract to Genesis Tech Corporation for Base Bids #1, #2, and #3 in the total amount of \$298,400.00 under IFB# GHURA GHURA-04-30-2021 for AMPS 1, 2, and 4. Commissioner Ishizaki seconded the motion. There were no objections by the other board members. The motion was passed.</b></p>



<b>ITEM #2:</b> <b>[074/21]</b>	<b>Resolution No. FY2021-015</b> <b>Resolution approving Above-Step Recruitment for Building Maintenance Leader (AMP4) Position</b>
<b>DISCUSSION:</b>	<p>Director Topasna stated the following:</p> <ul style="list-style-type: none"> <li>• Mr. Josue Morales has exceptional qualifications for Building Maintenance Leader, AMP4 position: <ol style="list-style-type: none"> <li>1. He holds a BS Degree in Maritime Transportation.</li> <li>2. He has 3 ½ years of experience with CORETECH as the Maintenance Worker Leadman.</li> <li>3. He has 10 years of experience at DLR/RCT as Leadman Carpenter.</li> <li>4. He has 7 years of experience at Inland Builders as a Finishing Carpenter/Maintenance worker.</li> </ol> </li> <li>• Mr. Morales passed the UCPS Certification Course with NanMckay.</li> <li>• He passed the Project Based Maintenance Management Course.</li> <li>• Director Topasna stated that because of Mr. Morales's exceptional knowledge and experience, that the board approve the Above-Step Recruitment of JM2-4F at \$47, 802 per annum, which is approximately \$22.98 per hour.</li> <li>• Director Topasna added that due to the military build-up and various other construction activities, filling critical positions has become very competitive.</li> </ul> <p>There were no further discussions.</p>
<b>ACTION:</b> <b>[075/21]</b>	<b>Commissioner Ishizaki moved to approve the approval of Above-Step Recruitment for Mr. Josue Morales. Resolution No. FY2021-015. Commissioner Delia seconded the motion. There were no objections to the motion. The motion was passed.</b>
<b>ITEM #3:</b> <b>[076/21]</b>	<b>Resolution No. FY2021-016</b> <b>Resolution to ratify the amendment to the Section 8 Housing Choice Voucher Program Administrative Plan.</b>
<b>DISCUSSION:</b>	<p>Director Topasna stated the following:</p> <ul style="list-style-type: none"> <li>• GHURA received 87 Emergency Housing Vouchers from HUD.</li> <li>• PH Authorities with a Section 8 Program would need to have written an Administrative Plan that establishes local policies for the administration of the Section 8 Housing Choice Voucher Program.</li> <li>• GHURA has amended the current Section 8 Administrative Plan to include the policies and requirements for the Emergency Housing Voucher (EHV) to be used as tenant-based assistance.</li> <li>• GHURA requests of the board to ratify the amendments made to the Section 8 Administrative Plan.</li> </ul>



- Director Topasna added that at the previous board meeting, GHURA requested that the board approve the amendments made to the ACOP, which is the Policies and Procedures that govern the Public Housing Program. Similarly, GHURA is requesting that the board approve the amendments made to the Section 8 Administrative Plan in connection to the 87 Emergency Housing Vouchers received from HUD.

Commissioner Ishizaki inquired about the Temporary Policy Supplement category of the Section 8 Administrative Plan and asked for clarification about whether it was temporary or permanent. Director Topasna indicated that the Section 8 Administrative Plan is a fluid document that changes as updates come in from HUD. He added that although the EHV is in connection to the COVID pandemic and may be temporary, GHURA is hopeful that the EHV may eventually become permanent vouchers with Section 8. For now, the policy will have to remain temporary.

Deputy Director Napoli added that the Section 8 Policy Supplement was drafted by the Section 8 Administrator, Norma San Nicolas, who received guidance on what should be included in it and drafted the Policy accordingly.

Vice Chairwoman Guzman asked whether GHURA's legal counsel has had a chance to review the policy. Attorney Perez indicated that he did not fully review the Section 8 Policy and normally does not unless requested to.

Commissioner Corpus indicated a concern that was inaudible. Deputy Director Napoli requested that he repeat his question and the page that he referenced. Commissioner Corpus referenced pg. 15 of 86 that stated that he needed clarification on the parts that read, GHURA may deny admittance to any household member for one or more of the following reasons, and then on the next page it says GHURA will not deny for the following reasons. He asked Deputy Director Napoli to clarify that for him. Deputy Director Napoli stated that the policy on page 15 explains that GHURA will deny admission if any of those 3 reasons apply. She added that on the next page, GHURA will not deny admission if any of the reasons listed, apply to the applicant. She indicated that there are different criteria on what will not be denied and what will be denied. Commissioner Corpus thanked her for the clarification.

There were no further discussions.



<b>ACTION:</b> <b>(077/21)</b>	Vice Chairwoman Guzman motioned to approve Resolution No. FY2021-016, to ratify the amendment to the Section 8 Housing Choice Voucher Program Administrative Plan. Commissioner Delia seconded the motion. There were no objections by the other board members. The motioned was passed.
<b>Item #4:</b> <b>[078/21]</b>	<b>Request for Tenant Accounts Receivables</b> <b>Write-offs through March 31, 2021 for AMPs 1, 2, 3, 4 and Guma Trankilidat (GT)</b>
<b>DISCUSSION:</b>	<p>Director Topasna stated the following:</p> <ul style="list-style-type: none"> <li>• The PSMs have provided GHURA with a list of write-off requests for delinquent tenant accounts.</li> <li>• Delinquent Account Total= \$25,038.43</li> <li>• Breakdown is as follows: <ol style="list-style-type: none"> <li>1. AMP1= \$2,809.40</li> <li>2. AMP2= \$2,190.66</li> <li>3. AMP3= \$9,514.98</li> <li>4. AMP4= \$7,945.39</li> <li>5. GT= \$2,578.00</li> </ol> </li> <li>• The write-off request for delinquent accounts TOTAL= \$25,038.43.</li> <li>• The outstanding balances affect the Authority's financial performance.</li> <li>• GHURA concurs with the PSMs request to write-off the delinquent accounts.</li> <li>• GHURA requests that the board approve the write-off of the account balances.</li> </ul> <p>Commissioner Ishizaki inquired whether the tenants with outstanding balances still reside on the property or not or whether the tenants were experiencing financial hardships that make it difficult for GHURA to collect. Director Topasna confirmed that the tenants with outstanding balances are tenants that are no longer participants of the Public Housing program.</p> <p>Deputy Director Napoli stated the AMPs have made attempts to contact and collect on outstanding balances. However, have not been able to based on the information they have on the tenants.</p> <p>Vice Chairwoman Guzman indicated that most of the dates of the outstanding balances were from 2019, some from 2020, and 1 or 2 from 2021. She inquired whether a timeframe or policy is established on how many attempts need to be made before the balance may be considered a write-off.</p>



	<p>Mrs. Lucele Leon Guerrero, Controller, stated that normally the tenants have 60 days to respond to GHURA's request for payment. If that does not happen, GHURA goes before the board to request for approval for the write-off. Upon approval, the list of individuals is forwarded to Department of Revenue and Taxation for collection. She also added that GHURA does receive some of the collections from DRT.</p> <p>Deputy Director Napoli added that write-offs are sent to DRT, who then garnishes tax refunds for collection on outstanding balances due to the agencies.</p> <p>Commissioner Ishizaki asked whether this process creates an accounting nightmare since collections are made the following year. Ms. Leon Guerrero stated that although the balances are written off, GHURA keeps a log of the balances owed. Should these tenants apply to other programs at a later time, the log will indicate an outstanding balance. These balances must be paid off before being admitted into another program anywhere in the U.S. as other housing authorities are able to view the outstanding balance listing, as well.</p> <p>Chairman Flores indicated a write-off from March 6, 2020. He inquired about why this particular write-off was not included in the prior report. Mrs. Leon Guerrero stated that the write-off was submitted right before the COVID shutdown and was unable to report it then. She added that AMP3 requested that the write-off be included in this board meeting. Mrs. Leon Guerrero also stated that on pg. 46 of 86, was an analysis of the write-offs. The analysis indicated the reasons for terminations. 37.3% fell under the Abandonment of the Unit as the number one reason, while the reason least stated was Accepted by another Program, which was .33%. She discussed cleaning charges of \$14,131.69 by AMPs.</p> <p>Vice Chairwoman Guzman expressed her concerns for the 2021 write-offs due to the year 2020 being an usual year. She wanted to be certain that all attempts were made to work with the residents.</p>
<b>ACTION:</b> (079/21)	<p>Commissioner Pereda motioned to cover the write-off of Tenant Accounts Receivable in the total amount of \$25,038.43 for the 4 AMPs and Guma Trankilidat. Commissioner Ishizaki seconded the motion. There were no objections by the other board members. The motion was passed.</p>

## **V. CORRESPONDENCE AND REPORTS**

### **1. [080/21] A/E Manager's Update Land and Housing Resource Building**

Director Topasna stated the following:

- Director Topasna and Mr. Sonny Perez have been presenting to various agencies: Guam Ancestral Lands Commission, Guam Housing Corp, Hagatna Restoration and Redevelopment Authority,



and also plan to present to the CHamoru Land Trust Commission. The Department of Land Management is also aware of the presentation.

- The proposal is for the Land and Housing Resources Building
- The Department of Land Management initially paid for a 5 story A/E design in Hagatna.
- DoLM requested for GHURA to update the design to reflect the changes in the building codes and to comply with international building codes.
- Mr. Sonny Perez and his team have been reviewing the designs in order to move forward with the plans and move on to the construction of the facility.
- Plans on consolidating all the Land and Housing Agencies in one building is being considered, a Multi-Agency Design Finance Occupied Proposal.

Mr. Sonny Perez stated the following:

1. Location is in Hagatna and near the Julale Shopping Center, West O'Brien Drive.
2. 5 Story concrete facility will include a 3-story parking garage, and mechanical room.
3. Cost estimates:
  - 50,000 sq. ft. for 5 floors at \$20,000,000- updated prices for building only.
  - 136 parking spaces and 19 spaces outside, the estimate is at \$6.2 million.
  - Chiller building estimated cost: \$1.1 million.
4. Program Management Timeline- may take 3 years dependent; material costs and labor costs may increase.
  - Recommended building occupants and contributions:
    - Guam Ancestral Lands Commission to serve as landlord.
    - HRRA to serve as a tenant.
    - DoLM to serve as a tenant.
    - CHamoru Land Trust Commission to serve as tenant and land owners.
    - Guam Housing Corporation to serve as a tenant
    - GHURA COCC to possibly include A/E and CPD to serve a tenant or possibly have a landlord role should GHURA have to contribute to overall building costs. GHURA has offered to assist with the design and manage the Construction site.
  - Agency Distribution Plan and specifications-
    - DoLM has requested space for 85 full time employees, 1<sup>st</sup> and 2<sup>nd</sup> floors.
    - HRRA has 3 full-time employees, including vacancies.
    - GALC has 10 full-time employees, including vacancies.
    - CLTC has 18 full-time employees, including vacancies.
    - GHC has 14 full-time employees, including vacancies
    - GHURA 34 full-time employees, plus the possible over flow from GHC, 4<sup>th</sup> and 5<sup>th</sup> floors.



- This plan is flexible and has room for growth.
- Repayment Strategy-
  - Proposal A is for the GALC to provide the \$15M seed money. It is within their mandate to invest money towards this effort.
    1. GHURA may be able to contribute financially.
    2. The Guam Legislature has committed to contribute to this effort.
    3. GALC, GHURA, CLTC- will enter into a ground lease for the property.
    4. GALC and GHURA- to serve as landlords
    5. Remaining tenants will have to pay rent to GALC.
    6. This proposal A only takes into consideration the main building, the chiller plant, and the mechanical room.
  - Proposal B is for GALC to provide the \$15M seed money.
    1. GHURA to seek money from the American Rescue Plan Act to cover the balance of \$6.1M.
    2. Governor Leon Guerrero committed to assist in this effort. This is a high priority for her.
    3. GALC and CLTC to enter into a ground lease for the property.
    4. GALC to serve as landlord.
    5. Tenants to pay rent to GALC.
    6. CLTC property owners and rent to be negotiated.
    7. Proposal B only takes into consideration the main building, the chiller plant, and the mechanical room.
  - Proposal C is for the Concrete Parking Structure, \$6.2M
    1. May be Optional
    2. Parking fees may be assessed.
    3. May seek ARP Act Funds
    4. 155 Parking stalls with 164 full-time employees.
- Why Build the Land and Housing Resources Building?
  - In 2016, GovGuam was paying \$3.7M in rent to ITC.
  - Currently, the GALC, CLTC, GHC, and DoLM are all tenants at ITC.
  - Construction costs will continue to escalate.
  - Hagatna Master Plan includes the development of affordable housing in Hagatna area. Building the Land and Housing building may be the next step towards redeveloping Hagatna.
  - A modern building with a fire suppression system will preserve all records and ensure the protection of modern e-files.
- Mr. Sonny Perez displayed drone footage of the proposed Land and Housing Resources Building area.



## **2. [081/21] A/E Manager's Update-**

Mr. Sonny Perez stated the following on the Sinajana Arts Center:

- Concrete pouring resumed on July 3, 2021.
- Change orders for discussion and approval are:
  - Project related CHANGE ORDERS-
    1. Storm drain connection- \$25,000
    2. Increase in Materials and labor- \$128,877.13
    3. TOTAL= \$154,877.13
  - Sub-Change Orders-
    1. Connect roof drain to storm drain- was not included in the design. \$25,000.00
    2. Material and labor adjustments- \$129,877.13- Material cost increase at \$91,543.13. Labor cost Increase at \$38,334.00.
- Mr. Perez requested that the board consider the change order request of \$129,877.13

Although Chairman Flores's statements were audible, they were difficult to transcribe.

Vice Chairwoman Guzman stated that the documentation provided was complete and informative with regard to current prices. She asked Mr. Perez to clarify his statement of the request to have the minutes of this meeting suffice for the board. Mr. Perez stated that if the board does approve the Change Order, he would prepare follow-up documentation for the board at a later time.

Attorney Perez stated that if the board approves, a change order can be signed off on by both parties. He added that if the board approves, then the board minutes will be ready with the subsequent document signed by both parties reflecting the Change Order. He also stated that a motion will be made to approve the change order and then it will be reflected in the minutes. He suggested that a separate change order documenting the agreement with the Contractor, signed off by GHURA and the Contractor.

Vice Chairwoman asked if the Change order will delay the project. Mr. Perez stated that the project was originally scheduled for completion in October of this year, but has now been moved to February 2022. Vice Chairwoman rephrased her question and asked if the work was ongoing. Mr. Perez confirmed this.

Commissioner Ishizaki asked about Change Order request 1C and whether there were Change Order Requests for 1A and 1B. Mr. Perez stated that at the beginning of the shutdown, Mega United ran into some utility lines which cost around \$11,000 to repair. A separate contractor was hired for this and could not answer why it was titled Change Order 1C.

**[082/21] Vice Chairwoman Guzman restated her motion for approval of Change Order Request from Mega United Corporation for the amount of \$25,000 for the storm drain connection and materials and labor \$129,877.13 for a total of \$154,877.13 and to approve the time extension to February 15,**



2022. Chairman Flores seconded the motion. There were no objections to the motion. The motion was approved.

**VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

[083/21] Vice Chairwoman Guzman inquired about the Land ownership of GHURA, Agat and Sinajana Mayor's office. Director Topasna stated that it was on the agenda for the last board meeting. Mr. Tony Perez stated that this matter was brought to the AG's Office. He stated that Mayors are not legally authorized to own property. All Mayors' workspaces are provided by the Government of Guam. GHURA has reached out to the Governor's Office regarding possible land transfers so Mayors may use them for work purposes. Ms. Katherine Taitano stated that this has been communicated to the Mayors.

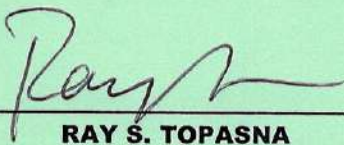
[084/21] Next proposed scheduled Board Meeting: Friday, July 23 @ 12:00 p.m.

No objections by other board members.

**VII. ADJOURNMENT**

[085/21] Commissioner Delia motioned to adjourn the meeting. Chairman Flores seconded the motion. There were no objections by the other board members. The motion was passed and meeting adjourned at 1:44PM.

**SEAL**

  
**RAY S. TOPASNA**  
Board Secretary / Executive Director



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

**MEMORANDUM:**

**TO:** Board of Commissioners

**FROM:** Ray S. Topasna  
Executive Director

**DATE:** June 29, 2021

**SUBJECT:** Intent of Award, Renovation of (10) Ten GHURA Unit's;  
IFB # GHURA 04-30-2021 AMP'S 1, 2 & 4

Bid opening for the subject project was held on June 01, 2021 at 2:00pm. There was a total of 3 contractors that purchase a set of bid specification of which 2 submitted a bid. Listed below are the results of the bids submitted, which were open and read out aloud.

No:	Contractor:	Bid Bond	Base Bid No. 1	Base Bid No. 2	Base Bid No. 3
1	Genesis-Tech Corp.	[x] 5%	\$71,000.00	\$94,000.00	\$133,400.00
2	O.H. Construction	[x] 5%	\$79,000.00	\$108,800.00	\$165,500.00

<b>Government Estimate</b>	<b>\$77,120.00</b>	<b>\$95,197.50</b>	<b>\$123,813.75</b>
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Base Bid item #1 is to renovate two units each 1 in Asan and 1 in Mongmong at AMP 1. Base Bid item # 2 is to renovate 3 unit each in Yona at AMP 2. Base Bid item # 3 is to renovate 5 unit each in Toto Gardens at AMP 4. Modernization of these units include rewiring and up-grade of the electrical system which are over 50 years old, removal and retiling of units which are all original tiles, upgrade of kitchen and bathrooms, scraping and repainting of the interior. 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 for Base Bids 1, 2 & 3. A request was submitted by O.H. Construction to reduce the bid bond requirement from 15 percent to 5 percent. Upon AE Manager's review request was granted. Genesis-Tech Corporation has completed several major GHURA projects over the last 15 years with good standing. Genesis-Tech Corporation has received clearances by Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification).

Based on our staff's review and determination, we are requesting approval to issue a contract to: Genesis-Tech Corporation. for Base Bids 1, 2 & 3 in the amount of \$298,400.00. Funding is available under CAP Funds.

Prepared:   
SPerez, A/E

Reviewed:   
GBalmeo, Procurement

Attachment: Bid Tabulation  
Clearance  
Gov cost estimate

At the Regular Board Meeting of July 09, 2021, a motion was made by Chairman Flores and seconded by Commissioner Ishizaki to approve the issue of a contract to Genesis-Tech Corporation for Base Bids 1, 2 & 3 in the total amount of \$298,400.00 under IFB#GHURA-04-30-2021 for AMPs 1, 2 & 4. Without any further discussion and objection, the motion was approved.



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

To: File  
From: Architect & Engineering Manager  
Subject: Renovation of (10) Ten GHURA Units at AMPs 1, 2 & 4

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	O.H. Construction	Asia-Pacific International		
Department of Labor: ALPCD Fair Employment Practice Wage & Hour Workers Compensation	6/9/2021	6/9/2021	6/9/2021		
	6/4/2021	6/4/2021	6/4/2021		
	6/4/2021	6/4/2021	6/4/2021		
	Exp. 06/30/2021	Exp. 06/08/2021	10/3/2021		
Guam Contractors License Board	Contractor to obtain clearance from Guam Contractors License Board				
U.S. Department of Labor	6/4/2021	6/4/2021	6/4/2021		
Revenue & Tax EIN/SSN	Contractor to report to Revenue and Tax Office				
OSHA	6/23/2021	6/23/2021	6/23/2021		
SAM Debarred List	6/29/2021	6/29/2021	6/29/2021		

  
Donny P. Perez



## GHURA 04-30-2021 MOD 10 UNITS

ESTIMATED BY

Andrew M. Manglona, Planner III

DATE PREPARED

4.15.2021

### BASIC BID #1

LOCATION	Unit Number	Bedrm.	ENGINEERING ESTIMATE
Amp-1, gh-250, Mongmong	4A VDP	3	\$ 40,810.00
Amp-1, Gh-26, Asan	15MJLG	3	\$ 36,310.00
	Total		\$ 77,120.00

### BASIC BID #2

LOCATION	Unit Number	Bedrm.	Estimate Cost
Amp-2, GH-100, YONA	9 JCR	3	\$ 31,732.50
	25 JCR	3	\$ 31,732.50
	17 JAP	3	\$ 31,732.50
	Total		\$ 95,197.50

### BASIC BID #3

LOCATION	Unit Number	Bedrm.	Quantity
Amp-4, GH-250, Toto	19A Duenas	3	\$ 31,732.50
	21A Duenas	3	\$ 42,232.50
	31A Duenas	3	\$ 31,732.50
	4B Damian	4	\$ 40,810.00
	19B Damian	3	\$ 18,116.25
	Total		\$ 123,813.75



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

**RESOLUTION NO. FY2021-015**

**Moved by:** FRANK T. ISHIZAKI

**Seconded by:** ANISIA S. DELIA

**RESOLUTION APPROVING ABOVE-STEP RECRUITMENT FOR THE BUILDING MAINTENANCE LEADER (AMP4) POSITION**

**WHEREAS,** 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 compensation..."; and

**WHEREAS,** 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....."; and

**WHEREAS,** Mr. Josue A. Morales submitted his request to Executive Management and the GHURA Board of Commissioners to be recruited above the minimum step for the position of Building Maintenance Leader (AMP#4), based on exceptional qualifications; and

**WHEREAS,** Mr. Morales' exceptional qualifications for the Building Maintenance Leader-AMP#4 position consist of the following:

- **Education:** BS Degree in Maritime Transportation
- **Guam Work Experience:**
  - Coretech Investment Company (3 ½ years), as their maintenance worker/leadman involved and responsible for multiple trades such as plumbing, masonry, and electrical repairs. Responsible to maintain and repair several housing units under Coretech's care.
  - DLR/RCT Corporation (10 years) as their leadman carpenter. Led and supervised five field carpenters involved in the construction projects. A typical day involved reading blueprints, understanding client requirements, training carpenters, assigning tasks, carving, assembling furniture, and regularly inspecting work done to ensure that it conformed to specifications.
  - Inland Builders (7 years) as a finishing carpenter/maintenance worker. Added the final touches to a carpentry project by trimming, shaping, and installing ornaments and various other



wood finishes that improved the appearance of a wooden structure. Operates manual and power tools to prepare wood or structural finishing by shaping and trimming the fixtures.

- **Philippine Work Experience**

Experience gained on a ship, along with his current carpentry skills, required one to be extremely organized, worked independently, and an effective multi-task to ensure all my projects were completed in a timely manner.

- **GHURA Achievements:**

- Passed UPCS Certification Course – 1<sup>st</sup> week on the job
- Passed Project Based Maintenance Management

**WHEREAS,** Mr. Morales possess the additional skills and expertise that supports his above-step recruitment request to

**Building Maintenance Leader - JM2-4(F), \$47,802.00 pa; \$22.98 phr; and**

**WHEREAS,** the GHURA Board recognizes it has the discretionary authority to go below or beyond management's recommendations (i.e., **JM2-2(A)**, \$40,518.00 p/a; \$19.48p/hr through **JM2-10(F)**, \$67,809.00 p/a; \$32.60 p/hr - maximum), but supports management's request for the above-step recruitment; and

**WHEREAS,** Funding for this position is available from Public Housing – AMP#4; and be it further

**RESOLVED,** that in consideration of the applicant's exceptional knowledge and experience, the GHURA Board of Commissioners grants the above-step requirement for:

**Mr. Josue A. Morales, JM2-4(F), \$47,802.00 p/a; \$22.98 p/hr.**

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – JULY 09, 2021**

**PASSED BY THE FOLLOWING VOTES:**

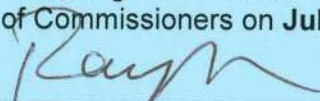
**AYES:** Sabino Flores, Monica Guzman, George Pereda, Frank Ishizaki, Anisia Delia, Karl Corpus

**NAYES:** NONE

**ABSENT:** NONE

**ABSTAINED:** NONE

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 09, 2021**



**RAY S. TOPASNA**  
**Secretary / Executive Director**

SEAL



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

**BOARD OF COMMISSIONERS  
RESOLUTION NO. FY2021-016**

**Moved By: MONICA O. GUZMAN                      Seconded By: ANISIA S. DELIA**

**RESOLUTION TO RATIFY THE AMENDMENT TO THE SECTION 8 HOUSING CHOICE  
VOUCHER PROGRAM ADMINISTRATIVE PLAN**

- WHEREAS,** 24 CFR 982.54 requires all Public Housing Agencies with a Section 8 Program to adopt a written Administrative Plan that establishes local policies for the administration of the Section 8 Housing Choice Voucher (HCV) Program in accordance with requirements prescribed by the U.S. Department of Housing and Urban Development (HUD); and
- WHEREAS,** 24 CFR 982.54 (c) mandates all Housing Authorities to administer the Section 8 Housing Choice Voucher Program in accordance with the Administrative Plan; and
- WHEREAS,** GHURA has amended the current Section 8 Administrative Plan to include the policy and requirements for the Emergency Housing Voucher (EHV) to be used as tenant-based assistance; and
- WHEREAS,** the Section 8 Administrative Plan is the supporting document to the Housing Agency's Annual Plan in accordance with 24 CFR 903; and now, therefore, be it
- RESOLVED,** that the Board of Commissioners hereby adopts the amendment to the Section 8 Administrative Plan for the Housing Choice Voucher Program.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – JULY 09, 2021**

**PASSED BY THE FOLLOWING VOTES:**

**AYES:** Sabino Flores, Monica Guzman, George Pereda, Frank Ishizaki, Anisia Delia  
Karl Corpus

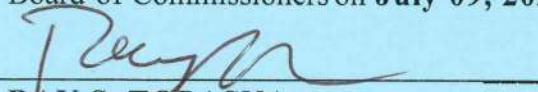
**NAYES:** NONE

**ABSENT:** NONE

**ABSTAINED:** NONE

**(SEAL)**

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **July 09, 2021**.



**RAY S. TOPASNA**

**Board Secretary/Executive Director**



# **CHAPTER 18**

## **Temporary Policy Supplement**

### **EMERGENCY HOUSING VOUCHERS (EHV)**

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#### **INTRODUCTION**

On March 11, 2021, President Joe Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental Emergency Housing Vouchers (EHVs) and other eligible expenses related to the COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 Emergency Housing Vouchers to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program. PHAs are not permitted to project-base emergency housing vouchers, and they must be administered exclusively as tenant-based assistance.

All applicable non-discrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with Limited English Proficiency (LEP).

This chapter describes HUD regulations and GHURA policies for administering the Emergency Housing Vouchers. The policies outlined in this chapter are organized as follows:

- Part I: Funding
- Part II: Partnering Agencies
- Part III: Waiting List Management
- Part IV: Family Eligibility
- Part V: Housing Search and Leasing
- Part VI: Use of Funds, Reporting, and Financial Record

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.



## **PART I: FUNDING**

### **I.A. FUNDING OVERVIEW**

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering Emergency Housing Vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

#### **Housing Assistance Payments (HAP) funding**

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV service fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

#### **Administrative Fee and Funding**

The following four types of fees and funding are allocated as part of the EHV program:

- *Preliminary fees* – support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
  - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
  - This fee may be used for any eligible administrative expenses related to EHV.
  - The fee may also be used to pay eligible activities under EHV service fees (see I.B).
- *Placement fees/expedited issuance reporting fees* – will support initial lease-up costs and the added cost and effort required to expedite leasing of EHVs:
  - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in the Public Housing Information Center -Next Generation (PIC-NG) system within 14 days of voucher issuance of the date the system becomes available for reporting.
  - Placement fees:
    - \$500 for each EHV family placed under HAP contract effective within four months of the effective date of the ACC funding increment; or



- \$250 for each EHV family placed under a HAP contract effective four months, but less than six months after the effective date of the ACC funding increment.
  - HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
- Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- *On-going administrative fees* – which are calculated in the same way as the standard HCV program:
  - PHAs are allocated administrative fees using full column A administrative fee amount for each EHV under contract as of the first day of each month.
  - On-going EHV administrative fees may be subject to proration in the future years based on available EHV funding.
- *Service fees* – which are one-time fees to support PHA’s efforts to implement and operate an effective EHV service program in its jurisdiction (see I.B.):
  - The fee is allocated once the PHA’s CACC is amended to reflect funding.
  - The amount allocated is \$3,500 for each EHV allocated.

## **I.B. SERVICE FEES**

Service fees funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing Search Assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for services fees in the PHA’s administrative plan.

### **GHURA Policy**

GHURA may provide up to \$3,000 in service fees to EHV participant individuals and families to help facilitate leasing of units, which may include all or some of the following expenses:

- **Security deposit-** deposit not to exceed one month’s rent and payable to the owner/landlord.
- **Power Hook up-** fees may be used toward the application fee, power hook up deposit and/or arrears. GHURA will make service fee payments payable to the Guam Power Authority on behalf of the EHV participant.
- **Water Hook up-** fees may be used toward the application fee, power hook up deposit, and/or arrears. GHURA will make service fee payments payable to the Guam Waterworks Authority on behalf of the EHV participant.



- **Liquid Petroleum Gas hook up-** fees may be used toward the purchase and/or hook up of L.P. gas service for cooking, and water heating.
- **Trash pick-up service-** fees may be used toward application fees, deposit and/or first month fee.

If any of the above-mentioned components of services are funded by a CoC partner, GHURA must not provide duplicate service fees for the same component, unless it is to supplement a short fall of funding. For example: if a CoC partner is providing the EHV participant service fees for power hook up (application fee, required deposit and first month service cost), but the client still needs additional funds to pay a past due power bill account arrears, GHURA may provide up to \$3,000 in service fees to cover the shortfall.

## **PART II: PARTNERING AGENCIES**

### **II.A. CONTINUUM OF CARE (CoC)**

PHAs that accept an allocation of the EHV are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of Emergency Housing Vouchers.

#### **GHURA Policy**

GHURA has entered into an MOU with the Guam Homeless Coalition, Guam's Continuum of Care System. (See Exhibit 1: MOU between GHURA and the Guam Homeless Coalition).

### **II.B. OTHER PARTNERING ORGANIZATIONS**

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as Victim Services Providers (VSP) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

#### **GHURA Policy**

GHURA extends its partnership to other members of the community providers listed in *Section VI* of the MOU between GHURA and the Guam Homeless Coalition. These members may refer clients who fall under the four qualifying categories for EHV.



## **II. C. REFERRALS**

### **CoC and Partnering Agency Referrals**

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The CoC must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV. The CoC or other direct referrals partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

#### **GHURA Policy**

The Guam Homeless Coalition, Guam's Continuum of Care system provider, shall identify EHV eligible individuals and families within their caseload and make referrals to GHURA. Referring partners must certify that the referred EHV applicants meet at least one of the four EHV eligibility criteria. The referring partners must complete and submit the certification form with all required documents listed on the checklist provided by GHURA. GHURA must maintain a complete file on each EHV applicant/participant with copies of the certification and required supporting documents.

CoC referring partners and GHURA must work with staff identified as lead liaison(s) in accordance with the MOU for the transmission and acceptance of referrals. The CoC and GHURA shall collaborate to ensure staffing and resources are committed for the timely referral and processing of EHV assistance for all referrals. GHURA's lead liaison shall provide updated numbers of available vouchers at the start of each week and request for referral via email until all EH vouchers are leased.

### **Offers of Assistance with CoC Referral**

The PHA may make an EHV available without a referral from the CoC or other partnering organizations in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan. The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referrals agencies (of PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or



permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV Program in lieu of or in addition to direct referrals in those circumstances.

### **PART III: WAITING LIST MANAGEMENT**

#### **III. A. HCV WAITING LIST**

The regulation that requires the PHA to admit applicants as waiting list admissions or special admission in accordance with admission policies in Chapter 4 does not apply to PHA's operating the EHV Program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of Emergency Housing Vouchers by, at a minimum, either by posting the information on the website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

##### **GHURA Policy**

GHURA will post information about the Emergency Housing Program for families on its website. The notice will include who are eligible to apply for the EHV Program, the availability of the vouchers through a direct referral process, and who the family may contact if they believe they may be eligible for EHV assistance.

GHURA will effectively communicate with persons with disabilities, including those with vision, hearing and other communication-related disabilities in accordance with Chapter 2. GHURA will also take reasonable steps to ensure meaningful access is afforded to those persons with Limited English Proficiency (LEP) in accordance with policies outlined in Chapter 2.

#### **III. B. EHV WAITING LIST**

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to the PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV's available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Furthermore, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

### **III. C. PREFERENCES**

If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

#### **GHURA Policy**

GHURA does offer either a homeless or VAWA preference for the HCV waiting list. However, GHURA must follow P.L. 114-201 of the Housing Opportunity Through Modernization Act (HOTMA) OF 2016, (applicable only to Guam). This law provides that U.S. Citizens and U.S. Nationals have selection priority over non-U.S. and other aliens covered under Article IV, section 141 of the Compact of Free Association Agreement between the United States and the Marshall Islands, the Federated States of Micronesia and Palau.

### **EHV Waiting List**

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may however, choose to not establish any local preferences for the EHV waiting list.

#### **GHURA Policy**

GHURA will maintain a separate waiting list for EHV applicants and will not offer any local preference for the EHV program. However, GHURA will continue to comply with the requirements of P.L. 114-201 of the Housing Opportunity Through Modernization Act (HOTMA) of 2016 of prioritizing U.S. Citizens and U.S. Nationals when selecting families for admission over non- U.S. Citizens and other aliens covered under Article IV, section 141 of the Compact of Free Association Agreement between the United States, and the Marshall Islands, the Federated States of Micronesia and Palau.

## **PART IV: FAMILY ELIGIBILITY**

### **IV. A. OVERVIEW**

The CoC or referring agency determines whether the individual or family meets any of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

### **IV. B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY**

In order to be eligible for assistance under the EHV Program, an individual or family must meet one of the four eligibility criteria:



- Homeless as defined in 24 CFR 578.3;
- At-risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in 22 U.S. C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice 2021-15.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.

## **IV. C. PHA SCREENING**

### **Overview**

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirements for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551 (h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

### **Mandatory Denials**

Under alternative requirements for the EHV Program, mandatory denials for EHV applicants include:

- 24 CFR 982.553 (a)(1)(ii)(C), which prohibits admission if any household members has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553 (a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

### **GHURA Policy**

GHURA will deny admission to any member of a family for the following violations of 24 CFR 982.553(a)(1)(ii)(C) who have ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing; and CFR 982.553 (a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

GHURA will also deny admission to any adult family member who refuses or fails to sign and submit consent forms, permitting GHURA to obtain information as required by 24 CFR 982.552 (b)(3). Any family member denied admission will be notified in writing of their denial and the reasons for their denial.

### **Permissive Denial**

Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to the EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibitions policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibition may have on referrals and must take CoC's recommendations into consideration.

### **GHURA Policy**

GHURA may deny admission to any household member for one or more of the following reasons within the past twelve (12) months:

- If any household member is currently engaged in or has been engaged in violent criminal activity or other criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.
- If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- If the family engaged in or threatened abusive or violent behavior toward PHA personnel.

GHURA will deny admission to any household member who is already receiving assistance from another program in accordance with Section 9.h. of Notice PIH 2021-15.

If an individual is struggling with drug addiction or alcohol addiction and it is determined that this is the root cause of their homelessness, GHURA may consider on a case-by-case basis to whether to deny admission for the otherwise eligible EHV applicant. Prohibition based on criminal activity for the eligible EHV population regarding drug and alcohol



possession shall be considered apart from other criminal activity (i.e., violent criminal activity).

In compliance with Notice PIH 2021-15, GHURA **will not deny** an EHV applicant admission regardless of whether:

- Any member of the family has been evicted from federally assisted housing in the last five years;
- A PHA has ever terminated assistance under the program for any member of the family;
- The family currently owes rent or other amounts to GHURA or to another PHA in connection with the Section 8 or Public Housing assistance under the 1937 Act;
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the leased;
- The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;
- The family would otherwise be prohibited admission under alcohol abuse standards established by GHURA in accordance with 24 CFR 982.553(a)(3);
- The PHA determines that any household member is currently engaged in, or has engaged in, during a reasonable time before admission, drug-related criminal activity.

#### **IV. D. INCOME VERIFICATION AT ADMISSION**

##### **Self-Certification at Admission**

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV Program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuances but is not dated within 60 days of the PHA's request.

##### **GHURA Policy**

All adult applicants and participants must sign form HUD-9886, Authorization for the Release of Information to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. If any family member who is required to sign a consent form fails to do so, GHURA will deny admission to the applicant or terminate assistance of the participant.

Any documents used for verification must be the original (not photocopies) and generally must be dated within the 60-day period. GHURA staff shall review and authenticate the original document and make a photocopy of the document and annotate on the copy that it was authenticated from the original, the name of the person, stamp and date it was received.

Printouts from webpages are considered original documents, provided it lists the source of the printout (i.e., bank or company logo, etc.);

Any family self-certifications must be made in a format acceptable to GHURA and must be signed by the family member whose information or status is being verified. All self-certifications must be signed in the presence of a GHURA representative or notary public.

### **Recently Conducted Income Determinations**

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined in 24 CFR part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

### **GHURA Policy**

GHURA will accept income calculations and verifications from third-party providers only if the calculations meet the criteria outlined above.

The family certification must be made in a format acceptable to GHURA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual re-examination the PHA must conduct the annual reexamination of income as outlined in 24 CFR 982.516 and PHA policies in Chapter 11.

### **EIV Income Validation**

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income and IVT Report dates.



Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

#### **IV. E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION**

For the EHV Program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required document within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate the family from the program.

##### **GHURA Policy**

GHURA will admit EHV applicants who are unable to provide the required Social Security Number or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. The PHA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **IV. F. AGE AND DISABILITY VERIFICATION**

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

### **GHURA Policy**

GHURA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must state the date of birth, place of birth and age of the person; the person must print, sign and date the self-certification. If the self-certification is for a minor child, the parent, or custodial parent must print, sign and date on behalf of the child.

Self-certification declaring a disability must state the person has a disability, if the disability is a permanent condition, and include the impediments they are experiencing as a result of their disabilities. The self-certification must not state a medical diagnosis or include medical records regarding their disability.

When age and disability self-certifications are accepted, GHURA will verify the information within 90 days of the admission through EIV system or through third-party verification if the information is not available through EIV. GHURA will note in the family's file that self-certification was used as initial verification and include the EIV printout or the third-party verification confirming the applicant's date of birth and/or disability status. If through verification it is determined that a family is deemed ineligible to received assistance, GHURA will take the necessary steps to terminate the family from the program in accordance with policies in Chapter 12.

## **IV. G. INCOME TARGETING**

The PHA must determined income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

### **GHURA Policy**

GHURA will not include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

## **PART V: HOUSING SEARCH AND LEASING**

### **V. A. INITIAL VOUCHER TERM**

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II. E. applies.



### **GHURA Policy**

The initial search term for all Emergency Housing Vouchers is 120 calendar days. The family must submit a Request for Tenancy Approval (RFTA) and a proposed lease within the 120-day period unless GHURA grants an extension.

## **V. B. HOUSING SEARCH ASSISTANCE**

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity. At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family.

### **GHURA Policy**

As delineated in the Memorandum of Understanding between GHURA and the Guam Homeless Coalition, EHV families, among other services, will be provided the following assistance during their search for a suitable home:

#### **GHURA will:**

- Provide the family with the necessary guidance and requirements to ensure the family's successful participation under the EHV Program and in their search for a suitable home.
- Encourage EHV families to find suitable homes in good communities that can enhance their quality of life, offer employment opportunities, and to avoid slum, blight and drug-infested neighborhoods.
- Inspect the home selected by the EHV family prior to moving in and periodically to ensure it meets Housing Quality Standards (HQS) and the requirement for a safe, decent, sanitary and in good repair.
- Work with the CoC case managers to resolve any fair housing issues that may deprive or hinder the EHV family from receiving equal access to safe and decent housing opportunities, including offering reasonable accommodations to person or persons with disabilities; providing an interpreter to individuals with limited ability to speak or understand English; and to maintain the confidentiality of each EHV participant's private information.

- Facilitate communication efforts to help families improve tenant-landlord relations, including communicating housing discrepancies that need immediate repair.
- Offer each EHV family the opportunity to participate in the FSS Renter's 101 program to learn how to become good renters.

**The CoC Partners will:**

- Assist eligible individuals and families with housing search.
- Provide counseling and support as it pertains to compliance with the EHV rental lease requirements.
- Assess the needs of eligible individuals and families who may require referrals for assistance with security deposits, utility hook-up fees, and utility deposits;
- Work with GHURA to address any issues that may impact the individual or family's EHV housing assistance.

## **V. C. HQS PRE-INSPECTIONS**

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

### **GHURA Policy**

GHURA may pre-inspect available units that the EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family selects a unit that passed HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval (RFTA), the unit may be approved provided that it meets all other conditions under 24 CFR 982.305. The EHV family shall be free to select a unit of their choice and will not be coerced into accepting pre-inspected units.

When a pre-inspected unit is not selected, the PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required re-inspection.

## **V. D. INITIAL LEASE TERM**

Unlike in the standard HCV Program, Emergency Housing Vouchers holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

## **V. E. PORTABILITY**

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to the EHV's. Exceptions are addressed below.



## **Non-resident Applicants**

Under the EHV program, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

## **Billing and Absorption**

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV's under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV's under its own ACC:
  - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has EHV voucher available to do so).
  - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with Emergency Housing Voucher assistance and may not absorb the family with a regular Housing Choice Voucher when the family leases the unit.
  - Regardless of whether the receiving PHA absorbs or bills the initial PHA the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

## **Family Briefing**

In addition to the applicable family briefing requirements of 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family of how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with Limited English Proficiency (LEP).

### **GHURA Policy**

GHURA will implement a briefing policy in accordance with Chapter 5 of the Administrative Plan, and as part of the briefing packet for EHV families, GHURA will include a written notice that the PHA will assist the family with moves under portability. For Limited English Proficiency (LEP) applicants, the PHA will provide interpretation services in accordance with the PHA's LEP plan (Chapter 2).

## **Coordination of Services**

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

### **GHURA Policy**

For EHV families who are choosing to exercise the portability option, when the PHA contacts the receiving PHA in accordance with Section 10-II.B. Pre-approval Contact and Receiving PHA, the PHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

## **Service Fee**

The standard portability billing arrangements apply for HAP and on-going administrative fees for EHV families. For service fee funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV, the receiving PHA may use its own service fee and may be reimbursed by the initial PHA, or the initial PHA may provide the service funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

## **Placement Fee/Issuance Reporting Fee**

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuing reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuing reporting fee, as applicable.



## **V. F. PAYMENT STANDARDS**

### **Payment Standard Schedule**

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish a separate higher payment Standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payment standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards set between 90 to 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) or has not opted to voluntarily implement SAFMR to establish exception payment standards for the ZIP Code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
  - The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

### **GHURA Policy**

GHURA will apply the same higher payment standards amount for EHV as those approved for reasonable accommodations for persons with a disability.

### **Rent Reasonableness**

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

### **Increase in Payment Standards**

The requirement that the PHA apply increased payment standards at the family’s first regular recertification on or after the effective date of the increase does not apply to the EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family’s first regular reexamination following the change.

## **GHURA Policy**

GHURA will apply the same current HCV policy in Section 11-III.B. which governs increase in payment standards to EHV program.

### **V. G. TERMINATION OF VOUCHERS**

After September 30, 2023, a PHA may not reissue EHV's when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under the HAP contract) leaves the program for any reason, the PHA may not re-issue that Emergency Housing Voucher to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be re-issued to another family.

All EHV's under lease on or after October 1, 2023, may not under any circumstances be re-issued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to the EHV's that are being re-issued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV's to cease leasing any unleased EHV's if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover HAP needs of currently assisted EHV families.

## **PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS**

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV's are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for the EHV eligible purposes. EHV HAP funds may not roll into the regular HCV Restricted Net Position (RNP) and must be tracked and accounted for separately as EHV RNP, EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used for the repayment of debts or any amounts owed to HUD by the HUD program participants including, but not limited to, those resulting from the Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.



The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV's in accordance with the HCV program requirements at 24 CFR 982.158.

## ACRONYMS

---

<b>ARP</b>	American Rescue Plan Act of 2021 (P.L. 117-2)
<b>ACC</b>	Annual Contributions Contract
<b>CACC</b>	Consolidated Annual Contributions Contract
<b>CFR</b>	Code of Federal Regulation
<b>CoC</b>	Continuum of Care
<b>CY</b>	Calendar year
<b>EHV</b>	Emergency Housing Voucher
<b>EIV</b>	Enterprise Income Verification
<b>FDS</b>	Financial Data Schedule
<b>FSS</b>	Family Self-sufficiency (Program)
<b>GHURA</b>	Guam Housing and Urban Renewal Authority
<b>HAP</b>	Housing Assistance Payment
<b>HOTMA</b>	Housing Opportunity Through Modernization Act of 2016
<b>HCV</b>	Housing Choice Voucher
<b>HQS</b>	Housing Quality Standards
<b>HUD</b>	Department of Housing and Urban Development
<b>IVT</b>	Income Validation Tool
<b>LEP</b>	Limited English Proficiency
<b>MOU</b>	Memorandum of Understanding
<b>OIG</b>	Office of Inspector General
<b>PHA</b>	Public Housing Agency
<b>PIC-NG</b>	Public Housing Information Center – Next Generation
<b>PIH</b>	Public and Indian Housing
<b>QAD</b>	Quality Assurance Division
<b>RFTA</b>	Request for Tenancy Approval
<b>RNP</b>	Restricted Net Position



<b>SAFMR</b>	Small Area Fair Market Rent
<b>SSN</b>	Social Security Number
<b>VAWA</b>	Violence Against Women's Act 2012
<b>VMS</b>	Voucher Management System
<b>VSP</b>	Victims Services Provider
<b>ZIP</b>	Zone Improvement Plan (postal zip code)



# GHURA

Guam Housing and Urban Renewal Authority  
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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)



**Lourdes A. Leon Guerrero**  
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**Joshua F. Tenorio**  
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**Sabino P. Flores**  
Chairman

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Commissioner

**Frank T. Ishizaki**  
Commissioner

**George F. Pereda**  
Commissioner

**Karl E. Corpus**  
Resident Commissioner

**Ray S. Topasna**  
Executive Director

**Elizabeth F. Napoli**  
Deputy Director

## MEMORANDUM

Date: June 24, 2021

To: Board of Commissioners

Via: Mr. Ray S. Topasna  
Executive Director

From: Lucele D. Leon Guerrero  
Controller

Subject: Request for Write-Off of Tenant Accounts Receivables

At the Regular Board Meeting of July 09, 2021, a motion was made by Commissioner Pereda and seconded by Commissioner Ishizaki to approve the request for write-offs in the total amount of \$25,038.43 for AMPs 1, 2, 3, 4 and Guma Trankilidat. Without any further discussion and objection, the motion was approved.

The Property Site Managers provided us with a memorandum recommending to write-off the attached list of tenant accounts receivables totaling \$25,038.43.

<u>AMP</u>	<u>Write-Off Amount</u>
1	\$ 2,809.40
2	2,190.66
3	9,514.98
4	7,945.39
GT	<u>2,578.00</u>
Total	<u>\$25,038.43</u>

The listing has been verified and the amounts represent outstanding receivable balances of former tenants as of March 31, 2021.

Since these outstanding balances are affecting the Authority's financial performance, we concur with the Property Site Managers to write-off these delinquent accounts. Based on the recommendations and our concurrence, we are requesting your approval to write-off these account balances.

Your favorable response to this request is greatly appreciated. Please let me know if you have any questions.

Attachments





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**George F. Pereda**  
Commissioner

**Joseph M. Leon Guerrero**  
Resident Commissioner

**Ray S. Topasna**  
Executive Director

**Elizabeth F. Napoli**  
Deputy Director

June 11, 2021

TO: Lucele Leon Guerrero, Controller

FROM: Property Site Manager, AMP 1

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables  
As of March 31, 2021

I have reviewed AMP1'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 through March 31, 2021 totaling \$2,809.40.

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

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

## WRITE-OFF BALANCES FOR AMP 1

**CLOSED OUT** **March 31, 2021**

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 ( c )	A/R Balance (Closed) as of 03/31/21 (a+b-c)	Comments
1	20B VDP 7/1/2020	Utility Disconnection; Grievance Hearing	10/10/2019	7/29/2020	\$ (5.00)	\$ 1,412.24	\$ 150.00	\$ 1,257.24	Negative response to date
2	4B VDP 12/16/2020	30 Day Notice - Relocating Off-Island	12/4/2020	12/23/2020	\$ (202.00)	\$ 440.00	\$ 150.00	\$ 88.00	Negative response to date
3	17A VDP 8/3/2020	30 Day Notice - Relocating Off-Island	7/29/2019	8/12/2020	\$ (17.00)	\$ 568.52	\$ 150.00	\$ 401.52	Negative response to date
4	7A ERON 10/1/2020	Abandoment of Unit	5/19/2020	11/25/2020	\$ (108.00)	\$ 1,003.59	\$ 150.00	\$ 745.59	Negative response to date
5	1A KINDO 3/6/2020	30 Day Notice - Relocating Off-Island	6/4/2019	5/11/2020	\$ 14.50	\$ 452.55	\$ 150.00	\$ 317.05	Negative response to date
	*NOTHING FOLLOWS *								
				TOTAL:	\$ (317.50)	\$ 3,876.90	\$ 750.00	\$ 2,809.40	



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June 8, 2021

**Lourdes A. Leon Guerrero**  
Governor of Guam

**Joshua F. Tenorio**  
Lt. Governor of Guam

**Sabino P. Flores**  
Chairman

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**Joseph M. Leon Guerrero**  
Resident Commissioner

**Ray S. Topasna**  
Executive Director

**Elizabeth F. Napoli**  
Deputy Director

TO: Lucele Leon Guerrero, Controller

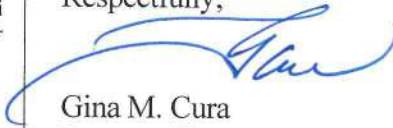
FROM: Gina M. Cura, Property Site Manager (AMP 2)

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables  
Total: \$ 2,190.66

I have reviewed AMP 2's Tenant Accounts Receivables for the period through June 8, 2021. Attached is a list of accounts to be written off due to non-activity from former residents. The accounts were closed through March 31, 2021 totaling \$2,190.66.

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.

Respectfully,

  
Gina M. Cura  
Property Site Manager

Attachment



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY**  
**WRITE-OFF BALANCES FOR AMP 2**  
**CLOSED OUT AS OF MARCH 31, 2021**



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 03/31/2021 (a+b-c)	Comments
1 9 FMD, TALOFOFO	9/14/2020	30 DAY VOLUNTARY	8/5/2020	10/1/2020	\$ 771.00	\$ -	\$ (150.00)	\$ 621.00	Negative response to date
2 17 JEV, YONA	6/30/2020	NON -COMPLIANCE: VIOLATION OF LEASE AGREEMENT	10/24/2019	8/20/2020	\$ -	\$ 165.00	\$ (150.00)	\$ 15.00	Negative response to date
3 38 SME, YONA	6/30/2020	NON -COMPLIANCE: VIOLATION OF LEASE AGREEMENT	6/14/2018	8/20/2020	\$ -	\$ 198.25	\$ (150.00)	\$ 48.25	Negative response to date
4 15 JAP, YONA	12/1/2020	30 DAY VOLUNTARY	10/1/2020	1/12/2021	\$ 230.00	\$ 131.41	\$ (150.00)	\$ 211.41	Negative response to date
5 19 JAP, YONA	12/1/2020	NON -COMPLIANCE: VIOLATION OF LEASE AGREEMENT	6/2/2020	1/12/2021	\$ 1,103.00	\$ -	\$ (150.00)	\$ 953.00	Negative response to date
6 14 JAP, YONA	12/21/2020	NON -COMPLIANCE: VIOLATION OF LEASE AGREEMENT	11/3/2020	1/12/2021	\$ 492.00	\$ -	\$ (150.00)	\$ 342.00	Negative response to date
				<b>TOTAL:</b>	\$ 2,596.00	\$ 494.66	\$ (900.00)	\$ 2,190.66	



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## COPY

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Governor of Guam

Joshua F. Tenorio  
Lt. Governor of Guam

Sabino P. Flores  
Chairman

Monica O. Guzman  
Vice Chairwoman

Carl V. Dominguez  
Commissioner

George F. Pereda  
Commissioner

Frank T. Ishizaki  
Commissioner

Joseph M. Leon Guerrero  
Resident Commissioner

Ray S. Topasna  
Executive Director

Elizabeth F. Napoli  
Deputy Director

March 6, 2020

TO: Lucele Leon Guerrero, Controller

FROM: Property Site Manager

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables  
Total: \$5,197.09

I have reviewed AMP 3's Tenant Accounts Receivables for the period through December 31, 2019. Attached is a list of accounts to be written off due to non-activity from former residents.

The accounts were closed through December 31, 2019.

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 for any questions or concerns.

  
Patrick R. Bamba

Attachment

209 1807  
1:54  
AM.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
WRITE-OFF BALANCES FOR AMP 3 AS OF DECEMBER 31, 2019  
073-1 AGAT

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(J/R) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 07/16/2019)	COMMENTS
1	28MAO	08/26/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	08/01/2019	10/21/2019	\$ 18.00	\$ 239.25	\$ (190.00)	\$ 67.25	NO RESPONSE
2	33MAO	08/29/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	08/01/2019	11/20/2019	\$ 169.00	\$ 317.50	\$ (150.00)	\$ 336.50	NO RESPONSE
3	30MAO	08/30/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	09/01/2019	11/21/2019	\$ 155.00	\$ 272.50	\$ (150.00)	\$ 277.50	NO RESPONSE
4	32MAO	08/30/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	09/01/2019	11/20/2019	\$ 93.00	\$ 264.75	\$ (150.00)	\$ 207.75	NO RESPONSE
5	37MAO ✓	10/9/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	10/1/2019	11/8/2019	\$ 96.00	\$ 593.61	\$ (150.00)	\$ 539.61	NO RESPONSE
6	40MAO ✓	10/15/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	10/1/2019	11/8/2019	\$ 69.00	\$ 392.50	\$ (150.00)	\$ 311.50	NO RESPONSE
7	38MAO ✓	10/15/2019	NON-COMPLIANCE: UTILITY DISCONNECTION	7/3/2019	11/8/2019	\$ 1,763.00	\$ 981.72	\$ (150.00)	\$ 2,594.72	NO RESPONSE
8	55MAO ✓	10/28/2019	ACCEPTED UNDER ANOTHER PROGRAM	10/18/2019	12/31/2019	\$ (6.00)	\$ 238.71	\$ (150.00)	\$ 82.71	NO RESPONSE
*****NOTHING FOLLOWS*****										
<b>TOTAL</b>									<b>\$ 4,417.54</b>	



COPY

NOTHING FOLLOWS

COPY

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	A/R BAL ON ACCOUNT (AS OF 07/16/2019)	COMMENTS
*****NOTHING FOLLOWS*****										
TOTAL									\$	



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**George F. Pereda**  
Commissioner

**Karl E. Corpus**  
Resident Commissioner

**Ray S. Topasna**  
Executive Director

**Elizabeth F. Napoli**  
Deputy Director

June 3, 2021

TO: Lucele Leon Guerrero, Controller

FROM: Property Site Manager

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables  
Total: \$4,317.89

I have reviewed AMP 3's Tenant Accounts Receivables for the period through March 31, 2021. Attached is a list of accounts to be written off due to non-activity from former residents.

The accounts were closed through March 31, 2021.

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 for any questions or concerns.



Patrick R. Bamba

Attachment



## 073-1 AGAT

**\*NOTHING FOLLOWS\***

[illegible]







# GHURA

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June 14, 2021

**Lourdes A. Leon Guerrero**  
Governor of Guam

**Joshua F. Tenorio**  
Lt. Governor of Guam

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Chairman

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Vice Chairwoman

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Commissioner

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Commissioner

**George F. Pereda**  
Commissioner

**Joseph M. Leon Guerrero**  
Resident Commissioner

**Ray S. Topasna**  
Executive Director

**Elizabeth F. Napoli**  
Deputy Director

TO: Lucele Leon Guerrero, Controller

VIA: Norma San Nicolas, Deputy Director (Acting)

FROM: Property Site Manager, AMP4

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables  
Total: \$7,945.39

I have reviewed AMP4's Tenant Accounts Receivables for the period through March 31, 2021. A total of \$7,945.39 is being requested 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 residents have not remit any payments due within the time periods stated in their collection letters.

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

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

*Philomena San Nicolas*

Philomena San Nicolas

Attachment

WRITE OFF THROUGH MARCH 31, 2021

**\$ 7,945.39**



# GHURA

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Commissioner

**Karl E. Corpus**  
Resident Commissioner

**Ray S. Topasna**  
Executive Director

**Elizabeth F. Napoli**  
Deputy Director

## MEMORANDUM

DATE: June 7, 2021

TO: Lucele Leon Guerrero, Controller

VIA: Elizabeth F. Napoli, Deputy Director

FROM: Property Site Manager, Guma Trankilidat

SUBJECT: Recommend to Write-Off of Tenant Accounts Receivables  
Total: \$2,578.00

I have reviewed Guma Trankilidat's Tenant Accounts Receivables for the period through March 31, 2021. Attached is a list of accounts to be written off due to no activity from former residents. The accounts were closed through March 31, 2021 totaling \$2,578.00

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 March 31, 2021

NO.	UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	LAST PAYMENT DATE	RENT CHARGES AFTER MOVE OUT	SECURITY DEPOSIT	A/R BALANCE (CLOSED) AS OF 09/30/2020	COMMENTS
1	J-4	12/31/2019	VOLUNTARY 30 DAYS (relocated off-island)	11/13/2019	\$ 89.00	\$ 79.00	\$ 10.00	NO RESPONSE
2	F-2	7/31/2020	VOLUNTARY 30 DAYS (rent too high-found lower rent privately)	7/2/2020	\$ 2,817.00	\$ 249.00	\$ 2,568.00	NO RESPONSE
3								
4								
5								
6								
7								
8								
9								
10								

\$ 2,578.00

Analysis of Write-Off of TAR  
as of March 31, 2021

Reasons for Termination	AMPs					Total	% to Total
	1	2	3	4	GT		
1 Non-Compliance: Utility Disconnection	1,257.24	-	5,114.38	-	-	6,371.62	25.45%
2 30-Day Notice - Relocating Off-Island	806.57	-	649.67	288.58	10.00	1,754.82	7.01%
3 Abandonment of Unit	745.59	-	2,565.42	6,059.68	-	9,370.69	37.43%
4 30-Day Notice - Voluntary	-	832.41	714.23	895.00	2,568.00	5,009.64	20.01%
5 Non-Compliance: Violation of Lease Agreement	-	1,358.25	-	-	-	1,358.25	5.42%
6 Accepted by another program	-	-	82.71	-	-	82.71	0.33%
7 Criminal Activity - Violent	-	-	158.86	-	-	158.86	0.63%
8 Non-Compliance: No 30-Day Notice	-	-	229.71	-	-	229.71	0.92%
9 Non-Compliance: No community service	-	-	-	702.13	-	702.13	2.80%
Total Write-Offs	2,809.40	2,190.66	9,514.98	7,945.39	2,578.00	25,038.43	100.0%
% of Write-Offs to Total Write-Offs	11.22%	8.75%	38.00%	31.73%	10.30%	100.0%	
Cleaning Charges	3,876.90	494.66	7,195.98	2,564.15	-	14,131.69	
Highest	1,412.24	198.25	981.72	1,261.84	-		
Lowest	440.00	131.41	185.00	30.00	-		

## Mega United Corp.

Ixo Industrial Park, 215 Rojas St. Suite 208, Harmon Guam 96913

ph/fx: 671-649-0397

### CHANGE-ORDER REQUEST #1C

TO:	SUBMITTED BY:	DATE:
Sonny Perez	Mega United Corporation	FEB 17/2021
COMPANY:	WE ARE TRANSMITTING	
Ghura	<input type="checkbox"/> ATTACHED <input type="checkbox"/> SEPARATELY VIA	
PROJECT:		
Ghura Community Art Center		

Change Order Requested:

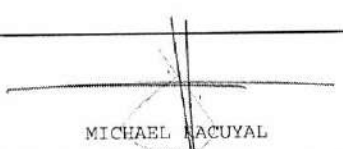
Description:

Proposed change order based on the revised drawing A4-1 as attached. Which is not included on our contract.

Item	Description	Unit cost	Total Cost
1.	Supply of Labor and Materials for storm drainage systems <ul style="list-style-type: none"><li>Demolition and concrete pouring</li><li>4" dia PVC pipe and fittings</li><li>6" dia PVC pipe and fittings</li><li>2'-4" x 2'-4" x 2'-0" catch basin</li><li>Cover of 2 units of concrete column with gypsum board to cover the existing drainage and water line pipe</li></ul>	\$12,000.00 \$3,500.00 \$2,000.00 \$6,000.00 \$1,500.00	\$ 25,000.00
TOTAL ADDITIONAL COST:			\$ 25,000.00

Your prompt review and approval will be greatly appreciated!

Response to CO #1C:

 MICHAEL MACUYAL Received By (Print Name & Sign)	02.17.21 Date/Time:
---	------------------------

At the Regular Board Meeting of July 09, 2021, a motion was made by Vice Chairwoman Guzman and seconded by Chairman Flores to approve the Change Order Request to Mega United Corporation for the amount of \$25,000.00 for the Storm Drain Connections and for the materials and labors for \$129,877.13 for the total of \$154,877.13 and to also improve the time extension to February 15, 2022. Without any further discussion and objection, the motion was approved.



# Mega United Corp.

**Ixo Industrial Park, 215 Rojas St. Suite 208, Harmon Guam 96913  
ph/fx: 671-649-0397**

To: Guam Housing and Urban Renewal Authority  
117 Bien Venida Avenue, Sinajana, GU 96910

Subject: Change Order # 2

Attention: Mr. Sonny Perez

This to confirm that the price of rebar from Benson is the same as that of Tsang Brother. Both vendors are our long time suppliers of rebar. You may inquire with them regarding the price. We bought rebar based on the availability of the required quantity and size, either through Benson or Tsang Brother.

With regards to the concrete, Perez Brother Company is no longer operating and was bought by Smithbridge.

Prepared by:



Garie L. Garcia  
Project Engineer  
Mega United Corporation

# Mega United Corp.

Ixo Industrial Park, 215 Rojas St. Suite 208, Harmon Guam 96913  
ph/fx: 671-649-0397

## CHANGE-ORDER REQUEST #2

TO:	SUBMITTED BY:	DATE:
Mr. Sonny Perez	David Zhang/Mega United Corporation	5/11/2021
COMPANY:	WE ARE TRANSMITTING	
Ghura	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> SEPARATELY VIA
PROJECT:		
Ghura Community Art Center in Sinajana		

### Change Order Requested:

Description: We requested for a change order based on attached letter "Request for Price Adjustment and Time Extension". Due to Covid-19 outbreak and subsequent lockdowns This project was severely delayed and held back for more than one year; Subsequently this project was met with massive material and labor inflations beyond reasonable scales when the contractor resumed the project after such prolonged delay. Cost Base of Bid time were overturned by huge inflations of post-Covid market conditions; Labor hard-to-find-workers situation was compounded by local heavy military projects.


In order to complete the project in good faith We are seeking price adjustment in the amount of total \$ 129,877.13 and Time extension to February 15, 2021 by fully considering those hard conditions. The attached letter has fully explained all adjustable items with supporting documents for your inspection.

Your immediate approval of this change order is crucial to properly compensate the contractor and fairly catty out the contract The Lump sum price below include all material, labor and equipment costs.

Item	Description	Quantity	Total Cost	
1.	Materials Adjustment Amount Subtotal	1 Lot	\$ 91,543.13	
2.	Labor Adjustment Amount Subtotal	1 Lot	\$38,334.00	
	<b>TOTAL ADJUSTMENT COST:</b>		<b>\$ 129,877.13</b>	
3.	Time Extension		February 15, 2022	

Your prompt review and approval will be greatly appreciated!

Response to CO #2:

	
Submitted By: David Zhang	05-11-21 Date
Approved By (Print Name & Sign)	Date/Time:

## Mega United Corp.

Ixo Industrial Park, 215 Rojas St. Suite 208, Harmon Guam 96913

ph/fx: 671-649-0397

### REQUEST FOR PRICE ADJUSTMENT AND TIME EXTENSION

MAY 11, 2021

Ray S. Topasna/Executive Director  
117 Bien Venida Avenue  
Sinajana Guam 96910  
Tel: 477-9851; Fax: 300-7565

CC: Ghura Board of Commissioners

Dear Mr. Topasna,

The Project "Construction of an Community Art Center within the Sinajana Community Center Under Ghura-09-02-2019-CDBG" had been severely delayed due to Covid-19 and subsequent lockdowns. Here is the project timeline of events:

October 30, 2019 Bid Date --- December 11, 2019 NTP Date --- March 04, 2020 Building Permit Date

**March to May 2020, 1st lockdown**

June 27, 2020 Demolition Start --- July 23, 2020 exposed underground electrical, water/sewer, storm lines reported/notified to Ghura pending Ghura's resolution for correction and rectification.

**August to October 2020, 2nd lockdown**

October 25, 2020: Remobilized and Resumed demolition & other subsequent works

Jan. 26, 2021: Footing done with Concrete Pour

Feb. 08, 2021: Found out Storm Drains issue and Proposed New Storm Drain Network with Cost-proposal submitted pending Ghura's approval (CO#01)

Feb. 25, 2021: Resumed work after CO#01 approval assurance was secured from Ghura.

Feb. 26, 2021 to Present: Project normalized and kept smooth progression.

Unfortunately market conditions had changed tremendously and inflationary factors had risen at very deep rate never seen before; for example steel rebar cost in Guam had increased from \$695/ton to \$830/ton (20%), 2"x4"x20' lumber from \$12.5 to \$25 per piece (100%), 4'x8'x5/8" plyform from \$21.12 to \$65.31 per piece (209%), and so were aluminum and copper materials etc. As a result the cost base at the time of our bid were fundamentally distorted to the extent that the contractor will definitely head into substantial red loss by the completion. Due to the severity of our project budget deficit We hereby request that project price shall be adjusted to reflect current market conditions and help the contractor finish the project in decency; In case Ghura has hard time to make price adjustment We prefer that the project be placed in liquidation as soon as possible in order for Ghura to re-program/re-bid the remainder of the project and allow the contractor to exit without ever-expanding loss in the same time.

We have hereby listed major items which need price adjustments after making efforts of absorbing many other inflationary items and entreat that Ghura inspect and verify our list and grant approval accordingly. In the mean time We will faithfully carry out the project and settle any issues with



## Mega United Corp.

Ixo Industrial Park, 215 Rojas St. Suite 208, Harmon Guam 96913

ph/fx: 671-649-0397

Ghura amicably. We will very much appreciate your sincere assistance during this hard time of our budget dilemma.

Materials to be adjusted	Unit Price Difference	Quantity	Net cost increase
1. Structure Steel Rebar	\$830-\$695=\$135/ton	30 tons	\$4,050
2. Structure Concrete			
3000psi p/m Footing & Slab	\$190.13-\$123.13=\$67/cy	130 cy	\$8,710
4000psi sp/m CMU Grout	\$204.81-\$139.16=\$65.65/cy	45 cy	\$2,954.25
4000psi p/m Others	\$190.13-\$131.37=\$58.76/cy	216 cy	\$12,692.16
Pump Rental	\$180-\$120=\$60/hr.	30 hr.	\$1,800
3. CMU Blocks 8x8x16	\$1.95-\$1.85=\$0.10/ea	4360 ea	\$436
4. Formwork 4'x8'x5/8" Plyform	\$65.31-\$21.12=\$44.19/ea	300 ea	\$13,257
5. 2"x4"x20' Lumber	\$24.99-\$12.50=\$12.49/ea	600 ea	\$7,494
6. Aluminum Doors & Windows	(\$32,238-\$20,011)=	1 Lot	\$12,227
7. Electrical Copper Wires	(\$12,613.58-\$7,590.47)=	1 Lot	\$5,023.11
8. Electrical Panels	(\$5,453.53-\$4,718.01)=	1 Lot	\$735.52
9. Acoustical Wall Panels	(\$4605.81-\$3,567.06)=	1 Lot	\$1,038.75
Subtotal			\$70,417.79

Supporting Documents are attached for reference:

1. Rebar Invoices of May/2019 vs. April/2021 showing Rebar price difference. **(Exhibit 1)**
2. Concrete Quote of October/2019 vs. Concrete Invoices of March/2021. **(Exhibit 2)**
3. CMU Blocks 8x8x16 Quote of Feb. 2019 vs. CMU Invoice of April/2021. **(Exhibit 3)**
4. Plyform Invoices of May/2019 vs. May/2021 showing Plyform price difference. **(Exhibit 4)**
5. 2"x4"x20' Lumber Invoices of May/2019 vs. April/2021 showing price difference. **(Exhibit 5)**
6. Subcontractor Pameco Quote of December/2019 vs. updated quote of April/2021 for Alum. Doors and Windows Package. **(Exhibit 6)**
7. Supplier Dateline Exports Quote of November/2019 vs. updated quote of May/2021 for Electrical Copper Wires. **(Exhibit 7)**
8. Supplier Source Lighting & Electric Quote of October/2019 vs. updated quote of May/2021 for Electrical panels. **(Exhibit 8)**
9. Supplier China Iking Industrial Group Quote of October/2019 vs. updated quote of March/2021 for Acoustical Wall Panels. **(Exhibit 9)**

Therefore **Total Material Cost escalation** should be adjusted as:

**\$70,417.79 x 1.3 = 91,543.13** (30% Markup to consider tax, overhead and profit margin etc.)

In the mean time Our Labor Cost had also risen sharply, We had very hard time to retain and recruit qualified workers during and after the Covid-19 pandemic; the only way to do so is to raise up our workers rate, as a result Skilled workers rate went up from \$17.5/hr. pre-pandemic to \$18.50 post-pandemic and scheduled another raise to \$19/hr. in the coming July. We hereby attached pay-stubs of 9 core workers in October 2019 and March 2021 **(Exhibit 10)** for your reference and comparison.

## Mega United Corp.

Ixo Industrial Park, 215 Rojas St. Suite 208, Harmon Guam 96913

ph/fx: 671-649-0397

Aggregate Core Workers Rate in October 2019 was  $(21.5+17.5 \times 3+15.5+17.5+13.5+19.33 \times 2)=\$159.16/\text{hr}$ .

Aggregate Core Workers Rate in March 2021 was  $(27+18.5 \times 3+16+20+15.5+20.33 \times 2)=\$174.66/\text{hr}$ .

Projected Core workers Rate in July 2021 and thereafter on was  $(174.66+0.5 \times 9)=\$179.16/\text{hr}$ .

There was an initial increase of  $(174.66-159.16)/159.16=9.74\%$  on labor cost and will rise to  $(179.16-159.16)/159.16=12.56\%$  on July 2021 and moving forward. Therefore the **total labor cost adjustment should be:  $\$319,450 \times 12\% = \$38,334$** ; Noted \$319,450 was originally bid labor cost (Taken from Schedule of Values initially submitted to Ghura). Pls. see attached **Exhibit 10** showing our core workers Rates October/2019 vs. March/2021.

As a result **Total price adjustment request should be:  $(\$91,543.13 + \$38,334) = \$129,877.13$  inclusive of all materials, labor and equipment.**

We currently have very hard time to recruit qualified workers after the pandemic with added difficulty to compete with military contractors for limited pool of local construction workforce; Due to those apparent obstacles We also request that project completion time to be extended to at least February 15, 2022 and we are now under urgent processing of H2 imports from Philippines.

We sincerely hope that Ghura will take speedy action to review and approve our price adjustment and time extension request so that the contractor will regain financial viability to complete the project in good faith and avoid possible fallout caused by un-sustained deficit conditions. We will very much appreciate your assistance on these critical issues.

Sincerely,



David Zhang/President

Mega United Corp.

**EXHIBIT 1**  
**(MEGA UNITED CORP.)**

**Structure Steel Rebar Price Comparison**  
**May 2019 vs. April 2021**



# Benson

P.O. Box 6157, Tamuning, GU 96931-6157  
 779 Route 8, Hagatna, GU 96910  
 Tel: 671-477-7562 Fax: 671-477-3736  
 email: benson@bensonguam.com www.bensonguam.com

PAGE NO 1

# Do it Best

A LATE PAYMENT CHARGE OF 1-1/2% / MONTH  
 WILL BE CHARGED AGAINST PAST DUE BALANCE

Customer No.	Job No.	Purchase Order No.	Reference	Terms	Clerk	Date	Time
13046		DENGQIAO ZHA	PO # DENGQIAO ZHANG	NET, 30 DAYS	LS	5/ 5/19	10:48

Sold To  
 MEGA UNITED CORP, LTD.  
 P. O. BOX 8620  
 TAMUNING GU 96931  
 ( ) 689-3293

Ship To

DUE DATE: 6/30/19  
 TERM# 564  
 DOC# 621531  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*  
 TAX : 006 CONTRACTORS (1116/406)

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
8		SH	7RBT40	#7 7/8"x20' REBAR ASIM40,46/TN		8	695.000/SH	5,560.00 *N
1		SH	5RBT40	#5 5/8"x20' REBAR ASMT40,96/TN		1	695.000/SH	695.00 *N
10		SH	4RBT40	#4 1/2"x20' REBAR ASIM40,144/TN		10	695.000/SH	6,950.00 *N
** AMOUNT CHARGED TO STORE ACCOUNT **								
							TAXABLE	0.00
							NON-TAXABLE	13205.00
							SUBTOTAL	13205.00
							TAX AMOUNT	0.00
							TOTAL AMOUNT	13205.00

(DENGQIAO ZHANG )

X

Received By

NO RETURNS / NO EXCHANGE AFTER (7) DAYS  
 ALL SALES FINAL / 20% RESTOCKING FEE

X

# Tsang Brothers Corporation

Steel & Building Material Specialist

P.O. Box 7917 Tamuning, GU 96931

Tel: (671) 638-8133 / 638-1113 / 1115

Fax: (671) 638-1117

WHITE-Customer PINK-Original YELLOW-Warehouse

## SALES RECEIPT

Date	4/15/2021
Sale No.	200794994
Check No.	
Pmnt Method	MASTERCARD
Sales Rep	GEMMA
Ship Date	4/15/2021
Phone	
Alt. Phone	

Ship To	
deliver to: MAIN SINAJANA PICK UP: ZHANG TEL: 688-6868/6787034	

Sold To	
MEGA UNITED CORPORATION ZUMIN ZHANG Minhui Wang Tel#689-3293 N20	

Item	Description	Site	Quantity	Unit Price	Unit	HL Location	Amount
8883131755	GI TIE WIRE STRAIGHT CUTTING G18 X 14" (FOR REBAR) (4BDLE/BOX) NET	A HL	30	7.00	BUNDLE	A1A1	210.00
8887276238	REBAR #7 X 20' G60 PER TON NET(48 EA/TON)	B HIP	4	830.00	TON	R7	3,320.00
8881416154	REBAR #3 X 20' G60 PER TON NET (266EA/TON)	B HIP	1	830.00	TON	R3	830.00
price as per boss kevin							

TERMS & CONDITION: Returned items must be accompanied by this bill. Returned merchandise is subject to a 10% handling charge after 3 days and will not be accepted after 10 days from the above date of purchase. Purchaser agrees to pay interest at the rate of 1.5% per month on all overdue invoices. If said accounts are place in the hands of an attorney for collection or suit is brought on same. Purchaser agrees to pay an additional amount of 33 1/2% of the amount found due (including interest as aforesaid) as attorney fees, plus any costs

RECEIVED BY:

Total	\$4,360.00
-------	------------

CONFIRMED ABOVE ITEM(S) IN GOOD CONDITION

**EXHIBIT 2**  
**(MEGA UNITED CORP.)**

**Structure Concrete Price Comparison**  
**October 2019 vs. March 2021**



136 Adrian Sanchez  
Tamuning GU 96913  
Phone: (671) 647-1731  
Fax: (671) 649-2972  
www.perezconcreteguam.com

GCA-GTA/Ghura Art Center  
Price Quotes

**PEREZ BROTHERS**

October 3<sup>rd</sup>, 2019  
QUO9886R

Mega United  
P.O. Box 8620  
Tamuning, Guam 96913

**Project:** *Guam Reginal Workforce Training And Development Center Construction, Tiyan*

THIS QUOTATION EXPIRES THIRTY (30) DAYS FROM QUOTATION DATE UNLESS SIGNED AND RETURNED TO PEREZ BROTHERS.

Hafa Adai, Mr. Zhang,

We are pleased to submit the following pricing for product and services delivered to the above referenced project:

PRODUCT (cy)	2019 Pricing
2500psi 1/2" Regular Mix, w/c 0.75, 2"-4" Slump	\$113.21
2500psi 1/2" Pump Mix, w/c 0.75, 3"-4" Slump	\$118.69
3000psi 1/4" Regular Mix, w/c 0.60, 2"-4" Slump	\$121.89
✓ 3000psi 1/4" Pump Mix, w/c 0.60, 3"-4" Slump	\$123.13
4000psi 1/4" Regular Mix, w/c 0.47, 2"-4" Slump	\$125.88
✓ 4000psi 1/4" Pump Mix, w/c 0.47, 3"-4" Slump	\$131.37
3000 3/8" Special Mix, w/c 0.70, 6"-8" Slump	\$126.37
✓ 4000 3/8" Special Mix, w/c 0.54, 6"-8" Slump	\$139.16
Pennsand (Pick Up Price Only)	\$40.25
2" Drain Rock (Pick Up Price Only)	\$40.25
3/8" Bedding Sand (Pick Up Price Only)	\$40.25
HammerMill (Pick Up Price Only)	\$57.60
Washed Manufactured Sand (Pick Up Price Only)	\$51.75
3/4 Gravel (Pick Up Price only)	\$40.25
2" Base coarse (Pick Up Price Only)	\$33.90
✓ PUMP RENTAL Industry-standard concrete pump: 3-hr minimum;	\$120.00

*Handwritten notes in table:*  
- Boxed: Y202/New Price  
- Next to 3000psi 1/4" Pump Mix: \$190.13 Feeding & slab  
- Next to 4000psi 1/4" Pump Mix: \$190.13 others  
- Next to 4000 3/8" Special Mix: \$204.81 CMU Grout  
- Next to PUMP RENTAL: 7180

Upon acceptance, these quoted prices shall remain valid until the end of the year. Please sign and return to Perez Brothers within thirty (30) days from the quotation date indicated above. By signing you also agree to the terms and conditions stated on page 2 of this quotation.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

PA REV Ch.20130101

# SMITHBRIDGE GUAM

Harmon Industrial Park  
136 Adrian C. Sanchez St.  
Barrigada Guam 96913-4456  
Office: (671) 647-1730/34

Bill To
Mega United
Customer Phone

## INVOICE

SBC-5289

Job Code	97000
Date	3/16/2021
P.O. No.	
Due Date	3/16/2021
Terms	

Rep	Ship Date	Project
TLG	3/16/2021	W-Sinajana SR-Tony LG

Item	Description	Quantity	U/M	Rate	Amount
RM402PA 4219	3000P-5-3/4 Pouring Floor Slab (Tier:2) Large Pump	72 3.75	CY hr	190.13 180.00	13,689.36 675.00

Acknowledged By:	<b>Total</b>	\$14,364.36
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$14,364.36

Customer is responsible for providing a delivery site that is free and clear of obstacles and is fully accessible by commercial carrier. Smithbridge Guam Inc., is not responsible for damages resulting from an unsuitable delivery site. Drop shipments are not permitted. Customer must designate an on-site location for ready mix concrete wash out.



# SMITHBRIDGE GUAM

Harmon Industrial Park  
136 Adrian C. Sanchez St.  
Barrigada Guam 96913-4456  
Office: (671) 647-1730/34

**PAST DUE**

## INVOICE

SBC-4815

Bill To
Mega United
Customer Phone

Job Code	97000
Date	1/26/2021
P.O. No.	
Due Date	1/27/2021
Terms	

Rep	Ship Date	Project
TLG	1/26/2021	W-Sinajana SR-Tony LG

Item	Description	Quantity	U/M	Rate	Amount
Concrete 4209	4000PSI (RM402PA) Pouring Footing Smithbridge Pump	56 5		190.13 180.00	10,647.28 900.00

Acknowledged By:	<b>Total</b>	\$11,547.28
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$11,547.28

Customer is responsible for providing a delivery site that is free and clear of obstacles and is fully accessible by commercial carrier. Smithbridge Guam Inc., is not responsible for damages resulting from an unsuitable delivery site. Drop shipments are not permitted. Customer must designate an on-site location for ready mix concrete wash out.



# SMITHBRIDGE GUAM

Harmon Industrial Park  
136 Adrian C. Sanchez St.  
Barrigada Guam 96913-4456  
Office: (671) 647-1730/34

## INVOICE

SBC-5529

Bill To
Mega United
Customer Phone

Job Code	97000
Date	4/6/2021
P.O. No.	
Due Date	4/6/2021
Terms	

Rep	Ship Date	Project
TLG	4/6/2021	W-Sinajana

Item	Description	Quantity	U/M	Rate	Amount
SP401P	4000PSI (SP401P) Pouring CMU (Tier:1)	11	CY	204.81	2,252.91

Acknowledged By:	<b>Total</b>	\$2,252.91
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$2,252.91

Customer is responsible for providing a delivery site that is free and clear of obstacles and is fully accessible by commercial carrier. Smithbridge Guam Inc., is not responsible for damages resulting from an unsuitable delivery site. Drop shipments are not permitted. Customer must designate an on-site location for ready mix concrete wash out.

**EXHIBIT 3**  
**(MEGA UNITED CORP.)**

**CMU Blocks 8x8x16 Price Comparison**  
**February 2019 vs. April 2021**



## Hawaiian Rock Products

February 5, 2019  
HRPG #2019-034

Mega United Corporation  
P.O. Box 8620  
Tamuning, Guam 96931

Attention: Mr. Zumin Zhang

Reference: **40-Unit Subdivision, Yigo**

Gentlemen:

We are pleased to quote the following discounted prices for the above referenced project, subject to the enclosed Standard Terms and Conditions:

1. Rock Products delivered to the jobsite, per ton (minimum of 17-tons):

2" Minus Base Course	\$	27.36
3/4" Coarse Aggregate	\$	35.37
3/8" Minus Bedding Sand	\$	32.31
Pennsylvania Sand	\$	34.83
Washed Manufactured Sand	\$	45.63
Hammermill Sand	\$	56.20

2. Concrete Masonry Units delivered to the jobsite (*minimum 6-pallets*), per piece.

6" x 8" x 8" (1-cell standard)	*216 PCS/Pallet	\$	1.00
6" x 8" x 16" (2-cell standard)	*126 PCS/Pallet	\$	1.48
8" x 8" x 8" (1-cell standard)	*144 PCS/Pallet	\$	1.30
8" x 8" x 16" (2-cell standard)	* 90 PCS/Pallet	\$	1.85

3. Reinforced Concrete Manhole Sections, conforming to ASTM C478: 48" inside diameter x 5" thick, F.O.B. our Mangilao plant, per piece.

1' High Riser	\$	284.00
2' High Riser	\$	522.00
3' High Concentric Cone (24"/30" top opening)	\$	744.00
4' High Riser	\$	1,010.00
Top Slab	\$	543.00
Bottom Slab	\$	741.00
Monolithic 2' High Riser w/Base	\$	1,817.45

READY MIX CONCRETE • ASPHALTIC CONCRETE • CONCRETE BLOCKS • CONCRETE PIPES AGGREGATES • PAVING CONTRACTOR

1402 Rt. 15, Mangilao, Guam 96913

Telephone: (671) 734-2971~6 • FAX-Dispatch: (671) 734-5030

FAX-Engineering: (671) 734-0990 • FAX-Accounting: (671) 734-6374 • FAX-Executive: (671) 734-3744

Website Address: [www.hawaiianrock.com](http://www.hawaiianrock.com)



TELEPHONE  
734-2971-76  
FAX  
734-6374



**HAWAIIAN ROCK PRODUCTS CORP.**  
1402 ROUTE 15, MANGILAO, GUAM 96913  
Web: hawaiianrock.com

MEGA UNITED CORPORATION  
P.O. BOX 8620

TAMUNING GUAM 96931

DATE 4/3/2021 INVOICE NO. 335882  
ACCOUNT NO. 80460 JOB NO. 66  
PAGE NO. Page 1 of 1 ORDER NO. 17

DELIVERY ADDRESS	LOT / BLOCK	PURCHASE ORDER NUMBER	TERMS
------------------	-------------	-----------------------	-------

Ghura Office Sinajana

DATE SHIPPED	QUANTITY	MATERIAL	PLANT	TICKET	UNIT PRICE		AMOUNT
4/3/2021	990.00	8816 8x8x16 Blocks	700	30002627	1.95	Each	1,930.50
4/3/2021	150.00	888 8x8x8	700	30002627	1.35	Each	202.50

I CERTIFY THAT THE ABOVE BILL IS CORRECT AND JUST THAT PAYMENT THEREFORE HAS NOT BEEN RECEIVED

By: Melasmone Long  
SENIOR ACCOUNTANT

TOTAL QUANTITY	INVOICE TOTAL
	\$2,133.00

FOR OFFICE USE ONLY											
SEQ. NO.	DATE			AMOUNT	TAX	JOB NUMBER	SYMBOLIC CODE				DESCRIPTION
	MONTH	DAY	YEAR				AR	CS	OP	DT	
											Exempt Sale \$2,133.00 GRT \$0.00

THIS ACCOUNT IS DUE WITHIN 30 DAYS OF INVOICE DATE. IF NOT PAID IN FULL WITHIN 30 DAYS OF SAID DUE DATE, PURCHASER EXPRESSLY AGREES THAT A (1-1/2%) PERCENT PER MONTH SERVICE CHARGE SHALL BE ADDED TO THIS ACCOUNT COMPUTED BASED ON THE UNPAID BALANCE UNTIL THE ACCOUNT IS PAID IN FULL. PURCHASER AGREES TO PAY REASONABLE ATTORNEY'S FEES IF REFERRED FOR LEGAL ACTION AND OTHER COSTS INCURRED FOR COLLECTION.

**EXHIBIT 4**  
**(MEGA UNITED CORP.)**

**Plyform 4'x8'x5/8" Price Comparison**  
**May 2019 vs. May 2021**



# SPECIAL SERVICES CUSTOMER INVOICE

Store 1710 GUAM - TAMUNING  
295 CHALAN PASAHERU  
TAMUNING, GU 96913

Phone: (671) 648-0440  
Salesperson: JLV2XNR  
Reviewer: JLV2XNR

This is only a QUOTE for the merchandise and services printed below. This becomes an Agreement upon payment and an endorsement by a Home Depot register validation.

<b>MEGA UNITED CORP.</b>		Name		Phone 1	
Address 265 IUN EMEHITAN CAMACHO STREET		City TAMUNING		(671) 689-3293	
State GU		Zip 96931		Company Name MEGA UNITED CORP.	
County GUAM		Job Description mangilao			

## CUSTOMER PICKUP #1

## MERCHANDISE AND SERVICE SUMMARY

REF # W02 SKU # 0000-515-664 Customer Pickup / Will Call

STOCK MERCHANDISE TO BE PICKED UP:

REF #	SKU	QTY	UM	DESCRIPTION
R01	0000-439-606	55.00	EA	Sheathing Plywood (C /

SCHEDULED PICKUP DATE: 05/05/2019

## TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

Policy Id (PI):  
A: 90 DAYS DEFAULT POLICY;

The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.

END OF ORDER No. H1710-230309

WILL-CALL MERCHANDISE PICKUP  
Will-Call items will be held in the store for 7 days only.

Check your current order status online at  
[www.homedepot.com/orderstatus](http://www.homedepot.com/orderstatus)

Page 1 of 2 No. H1710-230309

Page 1 of 2

No. H1710-230309

### VALIDATION AREA

SALE

72 JLV2XNR 08:59 AM

ORDER ID: H1710-330309

RECALL AMOUNT

ADDL MDSE SUBTOTAL

SUBTOTAL

SALES TAX

TOTAL

XXXXXXXXXXXX6660 MASTERCARD

USD\$ 1,161.60

AUTH CODE 0768479174883

AID A0000000041010

MasterCard

QUOTE is valid for this date: 05/04/2019

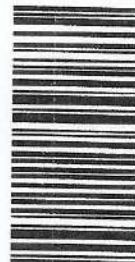
We reserve the right to limit the quantities of merchandise sold to customers

PI	TAX	PRICE EACH	EXTENSION
0.00	0.00	\$21.12	\$1,161.60*
MERCHANDISE TOTAL:			\$1,161.60

END OF CUSTOMER PICKUP - REF #W02

ORDER TOTAL	\$1,161.60
SALES TAX	\$0.00
TOTAL	\$1,161.60
BALANCE DUE	\$1,161.60

FOR WILL CALL  
MERCHANDISE PICK-UP  
PROCEED TO WILL CALL OR  
SERVICE DESK AREA  
(Pro Customers, Proceed To The Pro Desk)  
\* Indicates item markdown  
Customer Copy



(9801) 0100938428





# SPECIAL SERVICES CUSTOMER INVOICE

Store 1710 GUAM - TAMUNING  
295 CHALAN PASAHERU  
TAMUNING, GU 96913  
Phone: (671) 648-0440  
Salesperson: AXS6CV6  
Reviewer:

VALIDATION AREA

This is only a QUOTE for the merchandise and services printed below. This becomes an Agreement upon payment and an endorsement by a Home Depot register validation.

Name		Phone 1	
ZHANG DAVID		(671) 689-3293	
Address		Phone 2	
265 TUN EMERITAN CAMACHO ST			
Company Name			
Job Description		GHURA Project	
City	TAMUNING	County	GUAM
State	GU	Zip	96931

1710 00017 71021 05/07/21  
72 AXS6CV6 08:50 AM

SALE

QUOTE is valid for this date: 05/07/2021

RECALL AMOUNT 10776.15  
ADD. DESK SUBTOTAL 8.00

SUBTOTAL 10,776.15  
TOTAL 10,776.15  
TOTAL 10,776.15

## MERCHANDISE AND SERVICE SUMMARY

REF # W03 SKU # 0000-515-664 The items listed in this section will be carried out of the store by the customer at time of sale.

## CARRY OUT MERCHANDISE

STOCK MERCHANDISE CARRIED OUT:

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R01	0000-439-606	28.00	EA	19/32 4X8 CDX PLYWOOD	A	Y	\$65.31	\$1,828.68*
MERCHANDISE TOTAL:					\$1,828.68			
END OF CARRY OUT MERCHANDISE - REF #W03								

## CUSTOMER PICKUP #1

REF # W04 SKU # 0000-515-664 Customer Pickup / Will Call

STOCK MERCHANDISE TO BE PICKED UP:

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R02	0000-439-606	137.00	EA	19/32 4X8 CDX PLYWOOD	A	Y	\$65.31	\$8,947.47*
MERCHANDISE TOTAL:					\$8,947.47			
END OF CUSTOMER PICKUP - REF #W04								

SCHEDULED PICKUP DATE: 05/07/2021

WILL-CALL MERCHANDISE PICK-UP

Will-Call items will be held in the store for 7 days only.

Check your current order status online at

www.homedepot.com/orderstatus

FOR WILL CALL  
MERCHANDISE PICK-UP  
PROCEED TO WILL CALL OR  
SERVICE DESK AREA

(Pro Customers, Proceed To The Pro Desk)

\* Indicates item markdown



(9801) 0101129213

**EXHIBIT 5**  
**(MEGA UNITED CORP.)**

**Lumber 2"x4"x20' Price Comparison**  
**May 2019 vs. April 2021**



# Tsang Brothers Corporation

Steel & Building Material Specialist

P.O. Box 7917 Tamuning, GU 96931

Tel: (671) 638-8133 / 638-1113 / 1115

Fax: (671) 638-1117

WHITE-Customer PINK-Original YELLOW-Warehouse

## SALES RECEIPT

Sold To	MEGA UNITED CORPORATION
	ZUMIN ZHANG
	Minhui Wang
	Tel#689-3293
	N20

Ship To	pick up
	POC: MR. ZHANG
	688-6868

Date	5/4/2019
Sale No.	200750387
Check No.	
Pmnt Method	MASTERCARD
Sales Rep	BEAU
Ship Date	5/4/2019

Item	Description	Site	Quantity	Unit Price	Unit	Amount
RLUMBER5	U.S. Regular Lumber 2 x 4 x 20' KD hem fir(CHRG) (294ea/bdl) NET#	A HL	100	12.50	Each	1,250.00
RLUMBER3	U.S. Regular Lumber 2 x 4 x 16' KD hem fir(CHRG) (294ea/bdl) NET#	A HL	60	9.50	Each	570.00

Total	\$1,820.00
-------	------------

TERMS & CONDITION: Returned items must be accompanied by this bill. Returned merchandise is subject to a 10% handling charge after 3 days and will not be accepted after 10 days from the above date of purchase. Purchaser agrees to pay interest at the rate of 1.5% per month on all overdue invoices. If said accounts are placed in the hands of an attorney for collection or suit is brought on same, Purchaser agrees to pay an additional amount of 33 1/3% of the amount found due (including interest as foreseen) as attorney fees, plus any costs of suit.

RECEIVED BY: \_\_\_\_\_

CONFIRMED ABOVE MATERIAL(S) IN GOOD COND



# Benson

P.O. Box 6157, Tamuning, GU 96931-6157  
779 Route 8, Hagatna, GU 96910  
Tel: 671-477-7562 Fax: 671-477-3736  
email: benson@bensonguam.com www.bensonguam.com

PAGE NO 1

# Doit Best

A LATE PAYMENT CHARGE OF 1-1/2% / MONTH  
WILL BE CHARGED AGAINST PAST DUE BALANCE

Customer No. <b>*6843</b>	Job No.	Purchase Order No.	Reference	Terms	Clerk	Date	Time
			NET, 30 DAYS	SM		4/25/21	9:26

Sold To  
ZHANG, DENG QIAO

Ship To  
ZHANG, DENG QIAO  
MEGA UNITED CORP.  
P.O. BOX 2398  
HAGATNA GU 96932

(671) 688-6868

DUE DATE: 5/31/21

TERM#567

DOC# F06740  
\*\*\*\*\*  
\* INVOICE \*  
\*\*\*\*\*

TAX : 1A CASH-CONTRACTORS

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
15	PC	2420DF		2x4x20 NCM SIZE U.S. LUMBER		15	24.99 /PC	374.85 N
5	BG	CM		CEMENT TYPE 2, 88LB BAG		5	10.10 /BG	50.50 *N

MID: \*\*\*\*\*0860

APP:04228Z XR:50674001

\*\* PAYMENT RECEIVED \*\*  
\*\* PAID IN FULL \*\*  
CLUB#2516004926

BANKCARD PAYMENT  
BKCRD#XXXXXXXXXXXX6660

425.35	TAXABLE	0.00
	NON-TAXABLE	425.35
	SUBTOTAL	425.35
425.35	TAX AMOUNT	0.00
	TOTAL AMOUNT	425.35

X  
X  
Print Name  
Received By

NO RETURNS / NO EXCHANGE AFTER (7) DAYS  
ALL SALES FINAL / 20% RESTOCKING FEE

**EXHIBIT 6**  
**(MEGA UNITED CORP.)**

**Aluminum Doors & Windows Price Comparison**  
**December 2019 vs. April 2021**

P.O. BOX 10195, Tampa, FL 33601

Phone: 671-648-0050 Fax: 671-648-0001

Email: [jimpr164@gmail.com](mailto:jimpr164@gmail.com)

NO:	193112
-----	--------

### SCOPE OF WORK

TO SUPPLY MATERIAL & LABOR

GRAND TOTAL	\$ 20,011.00
-------------	--------------

**This Proposal is valid for 30 days from the Proposal Date.**

Delivery: Approx. 8 to 10 weeks after receipts of order with deposit and approval of shop drawing.

**Payment:** 50% deposit, balance due prior to delivery.

Submitted by:

by: Owner/ date:

**Jung Moon Park/ President**



**PACIFIC METALWORKS CORPORATION**

 P.O. BOX 10195, Tamuning, GU 96931  
 Phone: 671-648-0050 Fax: 671-648-0001  
 Email: jjmpt64@gmail.com

REVISION 1

NO: 193112

ATTENTION: GARIE GARCIA	TO: MEGA UNITED CORPORATION	DATE: 04/27/21
E-MAIL:	PROJECT: GHURA HOUSING PROJECT	TEL:
	LOCATION:	FAX:

SCOPE OF WORK:

**TO SUPPLY MATERIAL & LABOR**

NO.	DESCRIPTION	SIZE	QTY/UNIT	MATERIAL		LABOR		TOTAL
				U/COST	AMOUNT	U/COST	AMOUNT	
A	ALUMINUM DOORS, CLEAR ANODIZED FINISH, 175 MPH WINDLOAD, 1/2" THK. LAMINATED GLASS							
	1. ALUMINUM PANEL DOUBLE DOOR							
	WITH VISION, TYPE A	6'-0" X 6'-8"	5 SETS	\$ 3,400.00	\$ 17,000.00	\$ 850.00	\$ 4,250.00	\$ 21,250.00
	2. ALUMINUM SINGLE PANEL DOOR, TYP	3'-4" X 6'-10"	4 SETS	\$ 1,450.00	\$ 5,800.00	\$ 363.00	\$ 1,452.00	\$ 7,252.00
B	ALUMINUM GLASS WINDOWS, CLEAR ANODIZED FINISH, 175 MPH WINDLOAD, 1/2" THK. LAMINATED GLASS							
	1. W1-SLIDING WINDOW, TYPE D	4'-0" X 4'-0"	3 SETS	\$ 530.00	\$ 1,590.00	\$ 132.00	\$ 396.00	\$ 1,986.00
	2. W2-FIXED WINDOW, TYPE E	10'-0" X 4'-0"	1 SET	\$ 1,400.00	\$ 1,400.00	\$ 350.00	\$ 350.00	\$ 1,750.00
				GRAND TOTAL		\$ 32,238.00		

- NOTE: 1. IF REQUIRED, ADDITIONAL COST OF \$3,000.00 FOR STRUCTURAL CALCULATION SIGNED AND SEALED BY LOCAL P.E.  
 2. ONLY ITEM QUANTITIES REFLECTED ABOVE IS COVERED BY THE ABOVE TOTAL COST.  
 3. LEAD TIME : 2 WEEKS FOR SUBMITTAL AND SHOP DRAWINGS.  
 6 TO 8 WEEKS DELIVERY AFTER APPROVAL OF THE SHOP DRAWING

**NOTE: ONLY ITEM QUANTITIES REFLECTED ABOVE IS COVERED BY THE ABOVE TOTAL COST.**  
 This Proposal is valid for 30 days from the Proposal Date.

**Terms & Condition:**

Delivery: Approx. 8 to 10 weeks after receipts of order with deposit and approval of shop drawing.  
 Payment: 50% deposit, balance due prior to delivery.

I / We hereby accept this proposal described above

by: Owner/ date:

Submitted by:

Jung Moon Park/ President

**EXHIBIT 7**  
**(MEGA UNITED CORP.)**

**Electrical Copper Wires Price Comparison**  
**November 2019 vs. May 2021**

## QUOTATION

8600 SW SALISH LANE SUITE #1, WILSONVILLE, OR 97070

**Phone: 503-826-5722 Fax: 971-224-4604**

**E-mail: [laurienopper@datelineexports.com](mailto:laurienopper@datelineexports.com)**

GUAM REP: CRW TRADING TEL:(671) 649-1245 FAX:(671) 649-1246 MOBILE:(671) 688-1320

DATE: 11/13/2019

QUOTE NO: 9687LN.R1

<b>CUSTOMER</b>	<b>SHIP TO</b>				
MEGA UNITED  GUAM	GUAM JOBSITE				
<b>CUSTOMER JOB REF:</b>	<b>SHIP VIA:</b>	<b>TERMS OF PAYMENT:</b>			
THHN WIRES	OCEAN FREIGHT	AS AGREED			
<b>LEAD TIME:</b>	<b>VALIDITY:</b>				
CURRENTLY IN STOCK AT FACTORY SUBJECT TO PRIOR SALE	30 DAYS				
Item No.	Qty:	Unit:	Description	Unit Price:	Ext. Amount:
1	2,500	FT	4/0-19 SD CU SIMPULL™ THHN-THWN-2 MTW BLACK 500 FT REELS	2.72 \$	6,800.00
2	500	FT	6-19 SD CU SIMPULL™ THHN-THWN-2 MTW BLACK 500 FT REELS	0.36 \$	177.52
			TOTAL FOB FACTORY	\$	6,977.52
			INLAND FREIGHT	\$	260.01
			LOADING	INCLUDED	
			OCEAN FREIGHT	\$	300.18
			INSURANCE	\$	52.76
<b>CIF GUAM JOBSITE</b>					<b>\$ 7,590.47</b>
<b>PRICES GOOD FOR QUANTITIES QUOTED ONLY</b>					

## THANK YOU, LAURIE NOPPER

**\*\*NOTE: SELL PRICES ON COMMODITY BASED MATERIAL MAY FLUCTUATE RELATIVE TO MARKET LEVELS AT TIME OF ORDER PLACEMENT - IN ADDITION THIS QUOTATION IS SUBJECT TO STOCK ON HAND AT TIME OF QUOTE AND IS BASED ON THE QUANTITY SHOWN ABOVE. ANY CHANGES TO QUANTITY MAY EFFECT PRICE AND LEAD TIME.**



## DATELINEEXPORTS

## QUOTATION

8600 SW SALISH LANE SUITE #1, WILSONVILLE, OR 97070

Phone: 503-826-5722 Fax: 971-224-4604

**E-mail:** [laurienopper@datelineexports.com](mailto:laurienopper@datelineexports.com)

GUAM REP: CRW TRADING TEL:(671) 649-1245 FAX:(671) 649-1246 MOBILE:(671) 688-1320

DATE: 5/5/2021

QUOTE NO: 15507LN

<b>CUSTOMER</b> MEGA UNITED GUAM	<b>SHIP TO</b> GUAM JOBSITE
--	--------------------------------

<b>CUSTOMER JOB REF:</b>	<b>SHIP VIA:</b>	<b>TERMS OF PAYMENT:</b>
GHURA PROJECT THHN WIRES	OCEAN FREIGHT	AS AGREED

<b>LEAD TIME:</b> CURRENTLY IN STOCK AT FACTORY SUBJECT TO PRIOR SALE	<b>VALIDITY:</b> EXPIRES 5/7/2021
--	--------------------------------------

[illegible]

## THANK YOU, LAURIE NOPPER

\*\*\*NOTE: SELL PRICES ON COMMODITY BASED MATERIAL MAY FLUCTUATE RELATIVE TO MARKET LEVELS AT TIME OF ORDER PLACEMENT - IN ADDITION THIS QUOTATION IS SUBJECT TO STOCK ON HAND AT TIME OF QUOTE AND IS BASED ON THE QUANTITY SHOWN ABOVE. ANY CHANGES TO QUANTITY MAY EFFECT PRICE AND LEAD TIME.

**EXHIBIT 8**  
**(MEGA UNITED CORP.)**

**Electrical Panels Price Comparison**  
**October 2019 vs. May 2021**

**PROPOSAL**

DATE 10/15/2019

P.O. Box 4467  
Hagatna, Guam 96932  
Tel: 671.646.2856

PROJECT GHURA Art Center

[dominic@sourcelightingandelectric.com](mailto:dominic@sourcelightingandelectric.com)  
Contact: Dominic Crisostomo / Sales & Specifications

ATTN Garie Garcia  
Mega United

SOURCE LIGHTING & ELECTRIC APPRECIATES THE OPPORTUNITY TO SUBMIT A PROPOSAL FOR THE FOLLOWING:

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	Panel DP 120/208 volts, 3 phase, 4 wsn 3p/200amp Main Breaker, Surface Mounted 10,000 kaic, Nema 1 enclosure	1,041.55	1,041.55
2	1	7-jaw kwhr meter socket 208/120v 3 phase, 4 wsn, Nema 3R enclosure pn# UTH7213BGE	216.96	216.96
3	1	Manual Transfer Switch 3p/200amp, 208Y/120v, Nema 3R enclosure pn# TC35364R	1,538.57	1,538.57
4	1	Neutral Kit pn#TNK200	76.50	76.50
5	1	Equipment Ground Kit pn#TNG3	17.85	17.85
6	3	Disconnect Switch 2P/60A, 240v, Nema 3R, Pull-Out Type	23.08	69.24
7	5	Disconnect Switch 2P/30A, 240v, , Nema 3R, Pull-Out Type	17.00	85.00
8	1	Generator Receptacle 4P/200amp, 208Y/120v, 3 phase, 4 wsn Appleton Powertite Series	1,122.34	1,122.34
9	1	Ocean freight to Guam	550.00	550.00
Total Price Guam				\$4,718.01





P.O. Box 4467  
Hagatna, Guam 96932  
Tel: 671.646.2856

[dominic@sourcelightingandelectric.com](mailto:dominic@sourcelightingandelectric.com)  
Contact: Dominic Crisostomo / Sales & Specifications

## PROPOSAL

DATE 5/3/2021

PROJECT GHURA Art Center

ATTN Garie Garcia  
Mega United

SOURCE LIGHTING & ELECTRIC APPRECIATES THE OPPORTUNITY TO SUBMIT A PROPOSAL FOR THE FOLLOWING:

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	Panel DP 120/208 volts, 3 phase, 4 wsn 3p/200amp Main Breaker, Surface Mounted 10,000 kaic, Nema 1 enclosure	1,225.35	1,225.35
2	1	7-jaw kwhr meter socket 208/120v 3 phase, 4 wsn, Nema 3R enclosure pn# UTH7213BGE	255.25	255.25
3	1	Manual Transfer Switch 3p/200amp, 208Y/120v, Nema 3R enclosure pn# TC35364R	1,810.08	1,810.08
4	1	Neutral Kit pn#TNK200	90.00	90.00
5	1	Equipment Ground Kit pn#TNG3	21.00	21.00
6	3	Disconnect Switch 2P/60A, 240v, Nema 3R, Pull-Out Type	27.15	81.45
7	5	Disconnect Switch 2P/30A, 240v, , Nema 3R, Pull-Out Type	20.00	100.00
8	1	Generator Receptacle 4P/200amp, 208Y/120v, 3 phase, 4 wsn Appleton Powertite Series	1,320.40	1,320.40
9	1	Ocean freight to Guam	550.00	550.00
Total Price Guam				\$5,453.53

**EXHIBIT 9**  
**(MEGA UNITED CORP.)**

**Acoustical Wall Panels Price Comparison**  
**October 2019 vs. March 2021**



INSULATION AND ACOUSTIC  
SOLUTION FOCUS !



TO: Mega United Corp.  
Address: Ixora Industrial park, 215 Rojas St. Suite 208,  
Harmon Guam 96913  
Contact: David Zhang

PI NO: WD-C11021  
DATE: 15th. Oct., 2019

## PROFORMA INVOICE

装船口岸  
FROM: CHINA  
装船日期  
SHIPMENT: Around 7-15 days after getting your payemnt  
付款方式  
PAYMENT: TT 100% in advance,

目的地  
TO: USA  
保险条款  
INSURANCE: BY BUYER

ITEM	货物品名及规格 COMMODITIES & SPECIFICATIONS	数量 QUANTITY	单价 UNIT PRICE	总价 AMOUNT
1	<u>Fabric acoustic panel</u> 2400mm*1200mm*50mm with solidified frame-right angle	<u>M2</u> 92.16	<u>PER M2</u> USD 20.38	<u>To Foshan</u> USD 1878.6
2	Galvalnized Clip	576	USD 0.41	USD 238.46
3	Total FOB price			USD 2117.06
4	Shipping&Handling	1	Lot	USD 1450
	<b>Total CIF PRICE</b>			<b><u>USD 3567.06</u></b>

1. VALID DATE: 30th Oct, 2019
2. TOTAL QUANTITY: 32 pieces
3. Remittance Purposes Mark: PI number and Goods Payment (important)
4. China Iking is charge of FOB part.
5. PACKAGE: Standard Export Package.

**BENEFICIARY'S NAME: CHINA IKING INDUSTRIAL GROUP CO., LTD**  
**BANK: The Hongkong and Shanghai Banking Corporation Limited (HSBC Hong Kong)**  
**A/C NO.: 801402652838**  
**BANK ADD.: Head Office, 1 Queen's Road Central, Hong Kong**  
**SWIFT CODE: HSBCHKHHHKH**  
**Bank Number: 004**

For and on behalf of  
CHINA IKING INDUSTRIAL GROUP CO., LIMITED  
中國艾科實業有限公司  
  
Authorized Signature(s)

CHINA IKING INDUSTRIAL GROUP CO., LTD.  
Room 801-822, Hongxing Building No.3, Linke West Road, Hedong District, Tianjin City, China  
Tel: 0086-22-60767280 Fax: 0086-22-58823477  
www.iking-glasswool.com





INSULATION AND ACOUSTIC  
SOLUTION FOCUS!



TO: Mega United Corp.  
Address: Ixora Industrial park, 215 Rojas St. Suite 208,  
Harmon Guam 96913  
Contact: David Zhang

PI NO: WD-C11021  
DATE: 29th. Mar., 2021

## PROFORMA INVOICE

装船口岸  
FROM: CHINA  
装船日期  
SHIPMENT: Around 7-15 days after getting your payemnt  
付款方式  
PAYMENT: TT 100% in advance,

目的地  
TO: USA  
保险条款  
INSURANCE: BY BUYER

ITEM	货物品名及规格 COMMODITIES & SPECIFICATIONS	数量 QUANTITY	单价 UNIT PRICE	总价 AMOUNT
	<b>Fabric acoustic panel</b>	<b>M2</b>	<b>PER M2</b>	<b>To Foshan</b>
1	2400mm*1200mm*50mm with solidified frame-right angle	92.16	USD 27.57	USD 2540.85
2	Galvalnized Clip	576	USD 0.46	USD 264.96
3	Total FOB price			USD 2805.81
4	Shipping&Handling	1	Lot	USD 1800
	<b>Total CIF PRICE</b>			<b>USD 4605.81</b>

1. VALID DATE: 15th Apr, 2021
2. TOTAL QUANTITY: 32 pieces
3. Remittance Purposes Mark: PI number and Goods Payment (important)
4. China Iking is charge of FOB part.
5. PACKAGE: Standard Export Package.

BENEFICIARY'S NAME: CHINA IKING INDUSTRIAL GROUP CO., LTD  
BANK: The Hongkong and Shanghai Banking Corporation Limited (HSBC Hong Kong)  
A/C NO.: 801402652838  
BANK ADD.: Head Office, 1 Queen's Road Central, Hong Kong  
SWIFT CODE: HSBCHKHKKH  
Bank Number: 004

For and on behalf of  
CHINA IKING INDUSTRIAL GROUP CO., LIMITED  
中國艾科工業有限公司

  
Authorized Signature(s)

CHINA IKING INDUSTRIAL GROUP CO., LTD.  
Room 801-822, Hongxing Building No.3, Linke West Road, Hedong District, Tianjin City, China  
Tel: 0086-22-60767280 Fax: 0086-22-58823477  
www.iking-glasswool.com

**EXHIBIT 10**  
**(MEGA UNITED CORP.)**

**Core Workers Rate Price Comparison**  
**October 2019 vs. March 2021**

Employee Garie L Garcia, P.O. Box 8620, Tamuning, GU 96931					SSN ***-**-0387	Status (Fed/State) Married	Allowances/Extra Fed-1/0 Pay Date: 10/04/2019
Pay Period: 09/16/2019 - 09/29/2019							
Earnings and Hours	Hours	Rate	Current	YTD Amount			
Hourly wage	40.00	21.50	860.00	16,598.00			
Taxes					Current	YTD Amount	
Medicare Employee Addl Tax					0.00		
Federal Withholding					-24.00	-391.00	
Social Security Employee					-53.32	-1,029.08	
Medicare Employee					-12.47	-240.67	
					-89.79	-1,660.75	

## MEGA UNITED CORP, LTD.

15289

Employee Damasino P. Bellen, 161 Taitano St., Tamuning, GU 96913					SSN ***-**-2048	Status (Fed/State) Married	Allowances/Extra Fed-1/0 Pay Date: 10/04/2019
Pay Period: 09/16/2019 - 09/29/2019							
Earnings and Hours	Hours	Rate	Current	YTD Amount			
Hourly wage	52.00	17.50	910.00	19,810.00			
Taxes					Current	YTD Amount	
Medicare Employee Addl Tax					0.00		
Federal Withholding					-29.00	-786.00	
Social Security Employee					-56.42	-1,228.22	
Medicare Employee					-13.20	-287.25	
					-98.62	-2,281.47	

## MEGA UNITED CORP, LTD.

15291

Employee Johnny G. Jimenez, Unit 119-A1 Jed Apt. Magsaysay St. NCS, Dededo, GU 96929					SSN ***-**-9013	Status (Fed/State) Married	Allowances/Extra Fed-6/0 Pay Date: 10/04/2019
Pay Period: 09/16/2019 - 09/29/2019							
Earnings and Hours	Hours	Rate	Current	YTD Amount			
Hourly wage	72.00	17.50	1,260.00	21,455.00			
Taxes					Current	YTD Amount	
Medicare Employee Addl Tax					0.00		
Federal Withholding					0.00		
Social Security Employee					-78.12	-1,330.21	
Medicare Employee					-18.27	-311.10	
					-98.89	-1,641.31	

## MEGA UNITED CORP, LTD.

15292

Employee Jimmy Y. Lulu, 161 Taitano St., Tamuning, GU 96931					SSN ***-**-9649	Status (Fed/State) Married	Allowances/Extra Fed-3/0 Pay Date: 10/04/2019
Pay Period: 09/16/2019 - 09/29/2019							
Earnings and Hours	Hours	Rate	Current	YTD Amount			
Hourly wage	32.00	17.50	560.00	15,102.50			
Taxes					Current	YTD Amount	
Medicare Employee Addl Tax					0.00		
Federal Withholding					0.00		
Social Security Employee					-34.72	-936.36	
Medicare Employee					-8.12	-218.99	
					-42.84	-1,155.35	

## MEGA UNITED CORP, LTD.

15293

Employee Jessie Boy G. Musngi, PMB 135 130 W Marine Corps Dr., Dededo, GU 96929					SSN ***-**-3404	Status (Fed/State) Married	Allowances/Extra Fed-1/0 Pay Date: 10/04/2019
Pay Period: 09/16/2019 - 09/29/2019							
Earnings and Hours	Hours	Rate	Current	YTD Amount			
Hourly wage	64.00	15.50	992.00	20,878.50			
Taxes					Current	YTD Amount	
Medicare Employee Addl Tax					0.00		
Federal Withholding					-38.00	-938.00	
Social Security Employee					-81.51	-1,294.47	
Medicare Employee					-14.39	-302.74	
					-113.90	-2,535.21	
Adjustments to Net Pay					Current	YTD Amount	
ACC					-25.82	-409.92	
SPEVNT					-7.14	-114.24	
					-32.76	-524.16	
Net Pay			845.34	17,819.13			

Core Workers Rate (1)  
10/04/2019



Employee Jesus A. Musngi, 119C-1 Magsaysay St., Dededo, GU 96929					SSN ***-**-7729	Status (Fed/State) Married	Allowances/Extra Fed-4/0 Pay Date: 10/04/2019
Earnings and Hours					Pay Period: 09/16/2019 - 09/29/2019		
Hourly wage	Hours 60.00	Rate 17.50	Current 1,050.00	YTD Amount 18,340.00			
Taxes							
Medicare Employee Addl Tax			Current 0.00	YTD Amount 0.00			
Federal Withholding			0.00	-158.00			
Social Security Employee			-65.10	-1,137.08			
Medicare Employee			-15.22	-265.93			
			-80.32	-1,561.01			
Net Pay			969.68	16,778.99			

## MEGA UNITED CORP, LTD.

15296

Employee Blane N. Ongill, 128 Binakley St., Maina, GU 96910					SSN ***-**-5235	Status (Fed/State) Single	Allowances/Extra Fed-2/0 Pay Date: 10/04/2019
Earnings and Hours					Pay Period: 09/16/2019 - 09/29/2019		
Hourly wage	Hours 80.00	Rate 13.50	Current 1,080.00	YTD Amount 15,005.25			
Taxes							
Medicare Employee Addl Tax			Current 0.00	YTD Amount 0.00			
Federal Withholding			-66.00	-701.00			
Social Security Employee			-66.96	-930.33			
Medicare Employee			-15.66	-217.58			
			-148.62	-1,848.91			
Net Pay			931.38	13,156.34			

## MEGA UNITED CORP, LTD.

15297

Employee Jianzhong Wang, P.O. Box 26524, Barrigada, GU 96921					SSN ***-**-5335	Status (Fed/State) Married	Allowances/Extra Fed-3/0 Pay Date: 10/04/2019
Earnings and Hours					Pay Period: 09/16/2019 - 09/29/2019		
Hourly wage	Hours 80.00	Rate 19.33	Current 1,546.40	YTD Amount 30,618.72			
Taxes							
Medicare Employee Addl Tax			Current 0.00	YTD Amount 0.00			
Federal Withholding			-61.00	-1,189.00			
Social Security Employee			-95.88	-1,898.36			
Medicare Employee			-22.42	-443.97			
			-179.30	-3,531.33			
Net Pay			1,367.10	27,087.39			

## MEGA UNITED CORP, LTD.

15299

Employee Deng Qiao Zhang, P.O. Box 8620, Tamuning, GU 96931					SSN ***-**-6730	Status (Fed/State) Married	Allowances/Extra Fed-2/0 Pay Date: 10/04/2019
Earnings and Hours					Pay Period: 09/16/2019 - 09/29/2019		
Hourly wage	Hours 80.00	Rate 19.33	Current 1,546.40	YTD Amount 28,763.04			
Taxes							
Medicare Employee Addl Tax			Current 0.00	YTD Amount 0.00			
Federal Withholding			-77.00	-1,355.00			
Social Security Employee			-95.88	-1,783.31			
Medicare Employee			-22.42	-417.06			
			-195.30	-3,555.37			
Net Pay			1,351.10	25,207.67			

Core Workers Rate (2)

10/04/2019  
 Aggregate Core Workers Rate:  
 $(21.5 + 17.5 \times 3 + 15.5 + 17.5 + 13.5 + 19.33 \times 2)$   
 $= \$159.16/\text{hr.}$

Employee  
Garie L. Garcia, 119B-2 Magsaysay St., Dededo, GU 96929

SSN

\*\*\*-\*\*-0387

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	40.00	27.00	1,080.00	6,480.00
Taxes			Current	YTD Amount
Medicare Employee Addl Tax			0.00	
Federal Withholding			-103.00	-520.00
Social Security Employee			-66.96	-401.76
Medicare Employee			-15.66	-93.96
			-185.62	-1,015.72

## MEGA UNITED CORP, LTD.

16303

Employee  
Damasino P. Bellen, 161 Taitano St., Tamuning, GU 96913

SSN

\*\*\*-\*\*-2048

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	40.00	18.50	740.00	1,998.00
Taxes			Current	YTD Amount
Medicare Employee Addl Tax			0.00	
Federal Withholding			-56.00	-85.00
Social Security Employee			-45.88	-123.88
Medicare Employee			-10.73	-28.97
			-112.61	-237.85

## MEGA UNITED CORP, LTD.

16305

Employee  
Johnny G. Jimenez, Unit 119-A1 Jed Apt. Magsaysay St. NCS, Dededo, GU 96929

SSN

\*\*\*-\*\*-9013

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	40.00	18.50	740.00	6,956.00
Taxes			Current	YTD Amount
Medicare Employee Addl Tax			0.00	
Federal Withholding			-56.00	-472.00
Social Security Employee			-45.88	-431.27
Medicare Employee			-10.73	-100.86
			-112.61	-1,004.13

## MEGA UNITED CORP, LTD.

16308

Employee  
Jimmy Y. Lulu, 119B-1 Magsaysay St., Former 5 Jed, Dededo, GU 96929

SSN

\*\*\*-\*\*-9649

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	40.00	18.50	740.00	7,548.00
Taxes			Current	YTD Amount
Medicare Employee Addl Tax			0.00	
Federal Withholding			-26.00	-234.00
Social Security Employee			-45.88	-467.98
Medicare Employee			-10.73	-109.45
			-82.61	-811.43

## MEGA UNITED CORP, LTD.

16309

Employee  
Jessie Boy G. Musngi, 119-C1 Magsaysay St., Dededo, GU 96929

SSN

\*\*\*-\*\*-3404

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	8.00	16.00	128.00	4,408.00
Taxes			Current	YTD Amount
Medicare Employee Addl Tax			0.00	
Federal Withholding			0.00	-22.00
Social Security Employee			-7.94	-273.30
Medicare Employee			-1.86	-63.92
			-9.80	-359.22
Adjustments to Net Pay			Current	YTD Amount
ACC			-12.81	-140.91
SPEVNT			-3.57	-39.27
Medical Insurance			-65.14	-130.28
			-81.52	-310.46
Net Pay			38.68	3,738.32
Non-taxable Company Items			Current	YTD Amount
Company Paid Insurance			21.83	43.68

Core Workers Rate (1)  
03/12/2021



## Employee

Jesus A. Musngi, PMB 130-135 West Marine Drive, Dededo, GU 96929

SSN

\*\*\*-\*\*-7729

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	8.00	20.00	160.00	7,680.00

Taxes	Current	YTD Amount
Medicare Employee Addl Tax	0.00	
Federal Withholding	0.00	-272.00
Social Security Employee	-9.92	-476.16
Medicare Employee	-2.32	-111.36
	-12.24	-859.52

Adjustments to Net Pay	Current	YTD Amount
ACC	-14.73	-162.03
CANCER	-13.72	-150.92
SPEVNT	-12.12	-133.32
Medical Insurance	-65.14	-130.28
	-105.71	-576.55
Net Pay	42.05	6,243.93

MEGA UNITED CORP, LTD.

16311

## Employee

Blane N. Ongiil, P.O. Box 8620, Tamuning, GU 96931

SSN

\*\*\*-\*\*-5235

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	39.00	15.50	604.50	5,363.00

Taxes	Current	YTD Amount
Medicare Employee Addl Tax	0.00	
Federal Withholding	-40.00	-289.00
Social Security Employee	-37.48	-332.51
Medicare Employee	-8.76	-77.76
	-86.24	-699.27

Net Pay	518.26	4,663.73
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MEGA UNITED CORP, LTD.

16315

## Employee

Jianzhong Wang, P.O. Box 26524, Barrigada, GU 96921

SSN

\*\*\*-\*\*-5335

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	40.00	20.33	813.20	8,619.92

Taxes	Current	YTD Amount
Medicare Employee Addl Tax	0.00	
Federal Withholding	-33.00	-331.00
Social Security Employee	-50.42	-534.44
Medicare Employee	-11.79	-124.99
	-95.21	-990.43

Net Pay	717.99	7,629.49
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MEGA UNITED CORP, LTD.

16316

## Employee

Deng Qiao Zhang, P.O. Box 8620, Tamuning, GU 96931

SSN

\*\*\*-\*\*-6730

Pay Period: 03/01/2021 - 03/07/2021

Pay Date: 03/12/2021

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly wage	40.00	20.33	813.20	8,945.20

Taxes	Current	YTD Amount
Medicare Employee Addl Tax	0.00	
Federal Withholding	-65.00	-715.00
Social Security Employee	-50.42	-554.60
Medicare Employee	-11.80	-129.71
	-127.22	-1,399.31

Net Pay	685.98	7,545.89
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Core Workers Rate (2)

03/12/2021  
 Aggregate Core Workers Rate:  
 $(27 + 18.5 \times 3 + 16 + 20 + 15.5 + 20.33 \times 2)$   
 $= \$174.66/hr.$