



BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
 12:00 P.M., May 3, 2019
 GHURA's Main Office
 1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – March 28, 2019

III. CORRESPONDENCE AND REPORTS Page(s)

IV. OLD BUSINESS

1. **Board Action Item No. 037/18**
Update on the Construction of the Sinajana Central Precinct
(Ref. Minute Nos: 099/17, 311/17, 330/17, & 006/18)

2. **Board Action Item No. 022/19**
Update on the on-going FOIA request

V. NEW BUSINESS

- | | |
|---|----------------|
| <p>1. Intent of Award</p> <p>IFB#GHURA-3-7-2019-TRAN, Up-grade of Kitchen and bathroom on 8-units at Guma Trankilidat in Tumon, Phase III</p> | <p>1 - 5</p> |
| <p>2. Intent of Award</p> <p>IFB#GHURA-COCC-019-001, Grounds Maintenance for GHURA Properties Island wide</p> | <p>6 - 7</p> |
| <p>3. Intent of Award</p> <p>IFB#GHURA-3-11-2019-AMP1, Up-grade of offices for AMP1 in Toto</p> | <p>8 - 20</p> |
| <p>4. Contract Amendment</p> <p>GHURA-6-25-2018-HOME, Rehabilitation for affordable housing of 14 units, Isla Apartments complex in Mangilao</p> | <p>21 - 77</p> |
| <p>5. Resolution No. FY2019-014</p> <p>Resolution approving the detail extensions for an additional 90 days for calendar year 2019 for Davina O. Quintanilla</p> | <p>78</p> |

6. Memorandum dated April 23, 2019	79 - 164
Upcoming Requirements for Newly Appointed Board of Commissioners	
7. Resolution No. FY2019-TA-001	165 - 166
Resolution to authorize PCIV Dominic Calvo and PCII Brandon Santos to travel off-island to Kapolei, Hawaii to attend a 3-day Environmental Review Process Training and a mandatory CPD Grantees Meeting from May 13-16, 2019.	
8. Resolution No. FY2019-TA-002	167 - 173
Resolution authorizing off-island travel for Executive Director to attend meetings with LT. Governor of Hawaii and the U.S. Housing and Urban Development, Honolulu Field Office officials to discuss similar issues and possible solutions regarding homelessness on both Guam and Hawaii	

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. **Next proposed scheduled Board Meeting:** Friday, May 24th or Friday, May 31st

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., May 3, 2019

GHURA Main Office, 1st floor conference room
Sinajana, Guam

MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled meeting on **Friday, May 3, 2019** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT: Sabino P. Flores, Chairman
Elisa Paulino, Member
Joseph M. Leon Guerrero, Resident Commissioner
Carl V. Dominguez, Member
George F. Pereda, Member
Joseph Cameron, Member

LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Ray S. Topasna, Executive Director
Elizabeth F. Napoli, Deputy Director
Kathleen Taitingfong, Administrative Aide
Albert Santos, A&E Manager
Kimberly Bersamin, HR Administrator
Katherine Taitano, Chief Planner
Norma San Nicolas, S8 Administrator

Meeting was called to order at 12:00p.m., May 3rd, by Chairman Flores who acknowledged all the attendees present. He announced that a quorum was in attendance and the meeting would proceed.

068/19		<p>At the start of the Board meeting, Commissioner Dominguez inquired whether the Chairman was appointed by the Governor, or voted on by the Board of Commissioners. He was informed by the other board members that the Chairman was appointed by the Governor.</p>	
069/19		<p>Mr. Cameron made a motion to reaffirm the Governor's appointment of Mr. Sabino Flores as Chairman of the Board of Commissioners. The motion was seconded by Commissioner Leon Guerrero. There were no objections by the other Board members. Motion was approved.</p>	
070/19		<p>Mr. Tony Perez, legal counsel, inquired about whether the Vice Chairman would be appointed by the governor, as well. He was informed that the Vice Chairman position is not appointed.</p>	
071/19		<p>At which time, Commissioner Paulino moved to nominate Commissioner Dominguez as Vice Chairman. Commissioner Dominguez declined the nomination. He moved to nominate Commissioner Joseph Cameron as Vice Chairman. Commissioner Cameron accepted the nomination. Commissioner Pereda seconded the motion. There were no objections by the other Board members. Motion was granted.</p>	

Minute No.	Ref. No.	Approval of Previous Board Minutes	Action By:
072/19		After review and further discussion by the Board Members, Commissioner Dominguez called for a motion to approve the Minutes of the May 3, 2019, as corrected. The motion was seconded by Vice Chairman Cameron. The Board unanimously approved. Motion was granted.	
073/19		Vice Chairman Cameron made a motion to move New Business to the top of the agenda, in front of Old Business. There were no objections. The motion to push New Business items ahead was approved.	
Minute No.	Ref. No.	NEW BUSINESS	Action By:
074/19		<p>Intent of Award - IFB#GHURA-3-7-2019-TRAN, Upgrade of the kitchen and bathroom of 8 units at Guma Trankilidat in Tumon, Phase III.</p> <p>Mr. Albert Santos explained that the units at Guma Trankilidat were in Phase III of upgrades. Three bid packets were submitted to GHURA. The lowest bid proposal was submitted by Genesis Tech in the amount of \$146,300, to complete the 8 Unit upgrades. Mr. Santos requested that the board approve the contract for Base bid item #1 to Genesis Tech.</p>	Albert Santos

Minute No.	Ref. No.	NEW BUSINESS	Action By:
075/19		<p>A motion was made by Vice Chairman Cameron to approve the amount of \$146,300 and award the contract to Genesis Tech. The motion was seconded by Commissioner Dominguez. There were no objections by the other board members. Motion was granted.</p>	
076/19		<p>Intent of Award- IFB#GHURA-COCC-019-001, Grounds Maintenance for GHURA Properties Islandwide</p> <p>Mr. Albert Santos indicated that 4 bidders submitted proposals. He also indicated that GET LLC was the lowest, most responsive bidder for Base bid#1 and Base bid#2. Flame Tree was the lowest bidder for Base bid#3.</p> <p>Mr. Santos requested that the Board approve GET LLC's proposal in the amount of \$73, 406 for Base Bid#1 only, and to approve Flame Tree's proposal for Base Bid#3 only, in the amount of \$12, 012.</p> <p>Mr. Santos stated that he would have to rescope Base Bid#2 and rebid the contract. He added that bid amounts were over the budget, especially for Base Bid#2. He also added that GHURA owns several lots and homes around the island that it must maintain.</p>	Albert Santos

Minute No.	Ref. No.	NEW BUSINESS	Action By:
077/19		<p>With that, Vice Chairman Cameron made a motion to approve the proposed amounts for Base bids #1 and #3 and award the contracts to GET LLC for the amount of \$73, 406 and to Flame Tree Freedom Center for the amount of \$12, 012. He also moved to approve the rebidding of Base Bid #2. Commissioner Paulino seconded the motion. No objections. Motion was granted.</p>	
078/19		<p>Intent of Award- #IFB#GHURA-3-11-2019-AMP1, Upgrade of offices in AMP1, Toto</p> <p>Mr. Albert Santos explained that the AMP1 staff in Toto desperately needed bigger office space and a conference room. He added that a bid was sent out to renovate an existing building previously used by another government agency, DYA. He further stated that only two of five Bid packets were submitted.</p> <p>After review, he determined that Genesis Tech. Corporation submitted the lowest bids for Base bids #1 and #2. He requested that the Board approve the contracts for Base Bid #1 and #2 and award it to Genesis Tech. Corp. for the amount of \$266,500.</p> <p>Commissioner Dominguez inquired about the details of the renovations. Mr. Santos explained that along with the expansion of the building, foliage on roof will be removed, floor tiles replaced, rest rooms would be ADA compliant, a conference room will be added, split air condition units installed, and a frontage area would be built.</p>	<p>Albert Santos</p>

Minute No.	Ref. No.	NEW BUSINESS	Action By:
<p>078/19 continuation</p> <p>079/19</p>		<p>Commissioner Dominguez and Chairman Flores expressed their concern regarding the proposed bid being too low and inquired whether it would affect the quality of workmanship. Mr. Tony Perez stated that it is important that the contractor understand the scope of work described. He also reassured the Board that he would confirm with the contractor that the scope of work is understood.</p> <p>Vice Chairman Cameron motioned to approve the amount of \$266, 500 and award the contract for Base bids #1 and #2 to Genesis Tech. Corporation. Commissioner Dominguez seconded the motion. With no objections, the motion was granted.</p>	
<p>080/19</p>		<p>Contract Amendment - GHURA-6-25-2018-HOME, Rehabilitation for affordable housing of 14 units, Isla Apartment Complex, Mangilao</p> <p>Mr. Albert Santos stated that this was a partnership project with Catholic Social Services. The building had been abandoned for a while and a squatter began to take up residence there. Catholic Social Services approached GHURA for assistance. Catholic Social Services was awarded a grant to renovate the 14-unit building. According to Mr. Santos, the scope of work for renovating the building was written based on what was obvious and visible: lack of an as built drawing, building littered with years of trash, and foliage overgrowth, to name a few. Added to that, obtaining a building permit took longer than they anticipated.</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
080/19 continuation		<p>Later, the contractor and Mr. Santos discovered various discrepancies between the scope of work agreement and what they were actually seeing. Seventeen items showed up as deficiencies. One of the deficiencies was the clogging of the drainage system. However, the scope of work did include clearing of the piping system.</p> <p>Vice Chairman Cameron inquired whether a Change Order would be difficult to get at this point in the project. Mr. Tony Perez and Albert Santos both reassured Vice Chairman Cameron that it would not as long the scope of work remained the same throughout the project.</p> <p>Mr. Santos did state that there will be another item to add to the scope of work. That item will be deferred from the current list of items to be completed, and will be re-negotiated at a later time.</p>	
081/19		<p>Vice Chairman Cameron made a motion to approve item #1 for the amount of \$73, 722.34 to be awarded to Triple Tech. Inc. Commissioner Paulino seconded the motion. No objections were made. Motion was granted.</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
082/19		<p>Resolution No. FY 2019-014, Resolution approving the detail extensions for an additional 90 days for Calendar Year 2019 for Davina O. Quintanilla</p> <p>Mrs. Kim Bersamin, HR Administrator, requested that the Board extend Davina Quintanilla's detail appointment as a Housing Specialist. She explained that in early January, the position became vacant, in which Ms. Quintanilla was asked to fill temporarily. Ms. Bersamin also stated that HR was actively looking at recruiting to fill the vacancy and that Ms. Quintanilla's detail extension may end sooner than anticipated.</p>	
083/19		<p>Vice Chairman Cameron motioned to accept the Resolution to extend Davina Quintanilla's detail appointment as a Housing Specialist. The motion was seconded by Chairman Flores. There were no objections by the other Board members. Motion was granted.</p>	
084/19		<p>Memorandum dated April 23, 2109-Up-coming requirements for Newly Appointed Board of Commissioners</p> <p>Mrs. Kim Bersamin reminded the Board that there are Local Legislation that GHURA's Board of Commissioners must comply with. With the new Board members present, Mrs. Bersamin highlighted key legislation, such as Conflicts of Interest and the Boards and Commissions Act. She continued to explain that #1 on the Memorandum, Conflict of Interest Issues, COI disclosures were a constant issue with GHURA, but that the staff is working on</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
084/19 continuation		<p>disclosing and managing COIS in a more systematic manner. Mrs. Bersamin also stated that staff members received training in identifying possible conflicts and steps to take in handling Conflicts of Interest.</p> <p>Another public law involving Board members is the Responsible Boards and Commissions Act, #2 on the Memorandum, requiring new board of commissioners to read and certify that they've read the training material provided to them.</p> <p>Item #3, was another public requirement for new Boards and Commissioners and a refresher for existing board members. Through the University of Guam, mandated training courses will be made available to Board of Commissioners. Mrs. Bersamin added that she and the Director's Special Assistant will work in conjunction with the University of Guam to schedule training dates.</p> <p>With respect to #4, Performance Evaluations for the top leadership, Mrs. Bersamin stated that the Board was to decide how they want to evaluate the Executive Director. She offered suggestions and provided a sample evaluation on how the board may choose to evaluate the director. The board may decide which goals and objectives to use as an evaluation tool and reminded the Board that the director's evaluation is due on the 10th of July 2019.</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
084/19 continuation		<p>Director Topasna added, for the record, that a recent FOIA request specifically focused on how the previous board evaluated the previous Executive Director, Mike Duenas, and Deputy Director, Pedro Leon Guerrero. Based on that FOIA, the current GHURA Administration team would like to ensure that, in moving forward, evaluations are a formal process and that the Board is directly involved in evaluations of Executive teams.</p> <p>Vice Chairman Cameron requested that a special meeting be scheduled for a later date to discuss this matter. Mr. Tony Perez suggested that the easiest way to handle the evaluations is to delegate a committee of board members to specifically organize the evaluation criteria. Then the board will meet to vote on it.</p>	
085/19		<p>Vice Chairman Cameron nominated Commissioner Dominguez to be the Chairman of the Sub-committee of Performance Evaluations. There were no objections.</p>	
084/19 continuation		<p>Mrs. Bersamin continued onto #5 of the Memorandum, the Continuation of Delegation of Authority to Executive Director to reprogram positions already in the budget cycle. She stated that this is for operational efficiency. Mrs. Bersamin informed the Board that to formalize this duty, she may return to the Board requesting approval of a Resolution pertaining to this matter.</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
<p>084/19 continuation</p> <p>086/19</p>		<p>Another operational efficiency matter, was item #6, Amending travel policy. In the event travel plans that have already been approved in the budget cycle, but at the last minute are scheduled for emergency purposes or there is a lack of a quorum, Mrs. Bersamin requested that the Board amend travel policy via Board Resolution.</p> <p>Vice Chairman Cameron motioned to authorize the Director to approve travel and to notify the Board of any additional actions or changes made to the approved travel budget. Commissioner Paulino seconded. There were no objections by the other board members. Motion was granted.</p>	
<p>087/19</p>		<p>Resolution No. FY2019-TA-001-Resolution to authorize PCIV Dominic Calvo and PCII Brandon Santos to travel off-island to Kapolei, Hawaii to attend a 3-day Environmental Review Process Training and a mandatory CPD Grantees Meeting from May 13-16, 2019</p> <p>Ms. Katherine Taitano, Chief Planner, stated the importance of the Environmental Review Training that she had requested two individuals attend in Hawaii. The Environmental Review Process Training is required of all projects. According to HUD regulations, it is required to engage in and learn information on Environmental Conduct when involved in projects with Community Planning Development (CPD) and Public Housing (PH).</p>	

Minute No.	Ref. No.	NEW BUSINESS	Action By:
<p>087/19 continuation</p> <p>088/19</p>		<p>She explained that the training would last 3 days and conducted by the Region 9 group. The 4th day would be a mandated Insular Area meeting at the HUD field office.</p> <p>Vice Chairman Cameron made a motion to accept Resolution No. FY2019-TA-001-Resolution to authorize PCIV Dominic Calvo and PCII Brandon Santos to travel off-island to Kapolei, Hawaii to attend a 3-day Environmental Review Process Training and a mandatory CPD Grantees Meeting from May 13-16, 2019. Commissioner Paulino seconded the motion. There were no objections by other board members. Motion was granted.</p>	
<p>089/19</p>		<p>Resolution No. FY2019-TA-002-Resolution authorizing off-island travel for Executive Director to attend meetings with LT. Governor of Hawaii and the U.S. Housing and Urban Development, Honolulu, Hawaii officials to discuss similar issues and possible solutions regarding homelessness on both Guam and Hawaii.</p> <p>Director Topasna stated that the Lt. Governor Joshua Tenorio, was invited by Lt. Governor Green of Hawaii, to meet and tour some of Hawaii's Homeless facilities. He added that Lt. Governor Green is leading a very aggressive plan towards dealing with the Homeless population in Hawaii, which is a very significant number. Director Topasna stated that Lt. Governor Joshua Tenorio scheduled him and the Chief of Staff to accompany the Lt. Governor to Hawaii to discuss</p>	

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18 continuation	<p>appointed Chief of Police and the Mayor of Sinajana. Mr. Santos also invited the members of the board to attend the Ribbon cutting ceremony.</p> <p>He added that reasons for project delays included various incomplete in-process jobs that were discovered upon touring the facility. He requested that the contractor re-do some in-process jobs.</p> <p>He stated that after talking with GPD officials regarding equipment in storage, a date was determined to begin moving in, which was May 20th. Mr. Santos indicated that the tiles and the pouring of the asphalt should be completed by then. GWA had signed off on the occupancy as both water and sewer are connected, but GPA has yet to sign off until they receive the easement. Mr. Santos stated that the cost of the project was over 3 million dollars.</p> <p>Vice Chairman Cameron requested that a written summary of old business items be provided at future meetings.</p> <p>Director Topasna stated that he will speak with the Governor's Chief of Staff about the challenges that GHURA has had with regard to permitting, as it causes major delays in projects. Some Permit delays have come from EPA and GFD.</p> <p>Commissioner Dominguez asked that Mr. Santos update the board on the Umatac Baseball field and all the GHURA projects. Mr. Santos stated that he would prepare that information for the next Board meeting.</p>	

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18 continuation	<p>Ms. Liz Napoli, Deputy Director, stated that she wanted to share with the board the report of the People vs. Roland Selvidge, Superior court case number CMZ0431-17.</p> <p>According to Mr. Tony Perez, GHURA's Legal Counsel, misdemeanor actions were filed against the previous board members. Several GHURA employees had been subpoenaed to testify at trial. Attorney Ecube filed a motion to quash the subpoena, for Tony Perez and Millie Taitano to testify, but it was denied. The motion was based on the fact that the testimony that was being elicited is attorney-client privileged information. Attorney Ecube then called a motion of Reconsideration. The arguments were heard on April 16, 2019 and the court has 90 days to render a decision on that matter.</p> <p>Director Topasna added, for the record, that he is in conflict regarding the case so he has deferred to Deputy Napoli to attend the court proceedings.</p> <p>Commissioner Dominguez inquired about RFP for Legal Services. He was told by some members of the board that it had already been advertised. Vice Chairman Cameron asked that in the future, a copy of publications and notices to the media regarding Board meetings be included in the board meeting minutes packet. Ms. Kathleen Taitingfong stated that she would prepare and include the publications and notices in future packets.</p>	

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18 continuation	<p>Commissioner Dominguez expressed that a written narrative regarding updates on GHURA projects, although important, was not required. He explained that he is aware that preparations of the sort are time consuming. Mr. Albert Santos stated that he will continue to complete project update write-ups.</p> <p>Commissioner Dominguez pointed out that item #3 on the agenda, Correspondence and Reports, was left blank. Suggestions were made to indicate NONE if there was nothing to discuss under that heading.</p>	
Minute No.	Ref. No.	General Discussion / Announcements	Action By:
091/19		<p>Next proposed meeting- Friday, May 31, 2019</p> <p>Chairman Flores inquired whether the board agreed on the date and time of the next board meeting. Vice Chairman Cameron requested that an alternate time for future meetings be considered to accommodate members who may not be able to attend regularly scheduled times.</p> <p>The board agreed to meet at another time to discuss an alternate meeting time.</p>	

092/19 ADJOURNMENT

There being no further business before the Board, a motion was made by **Vice Commissioner Cameron**, Seconded by **Commissioner Paulino**, and unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **1:07 p.m.**



RAY S. TOPASNA
Board Secretary/Executive Director

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

MEMORANDUM:

TO: Board of Commissioners

FROM: Executive Director 

SUBJECT: Intent of Award, IFB # GHURA-3-7-2019-Tran
Up-grade of Kitchen and bathroom on 8-units at Guma
Trankilidat in Tumon, Phase III

Bid opening for the subject project was held on March 28, 2019 at 2:00PM. There were a total of 6 contractors that purchase a set of bid specification of which 3 submitted a bid. Listed below are the results of the bids submitted, which were open and read out aloud.

Contractor	Base Bid #1
1. GensisTech Corp.	\$146,300.00
2. AM Manabat Corp.	\$178,000.00
3. Yun Shing Guam Corp.	\$265,000.00

Government Estimate: \$153,960.00

On April 3, 2019 our staff met with Mr. Kim, owner of Genesis Tech to review their cost proposal and their understanding for the up-grade of the next set of eight (8) units for modernization. In reviewing their cost breakdown, it was clear that they understood the scope, for they have identified a cost for every line item as indicated in the bid specification.

What makes this up-grade different from other bids is that the magnitude of work requires that the unit be vacant, our plan is to temporary relocate the first unit tenant to the manager's unit and upon completion we will move them back into their unit and start the process over again with the second and so on. This approach will save the agency the cost for temporary relocation of tenants. Part of the contractors cost is to provide the effort to move the tenants' personal belongings to and from between moves for all 8 tenants.

Based on the meeting held with Genesis Tech Corp. our staff have determine them to be the lowest responsive responsible bidder for Base Bid item 1 and have been cleared by Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification). Genesis Tech does have a history with GHURA they completed the first set of modernization of units Guma Tran and at the various amp sites.

Based on our staff's review and determination, we are requesting that the Board approves a contract with Genesis Tech Corp. for base bid item no 1 in the amount of \$146,300.00 for the Up-grade of Kitchen and bathroom for 8-units at Guma Trankilidat in Tumon. The award is contingent on the final release of funds from US Rural Development which are staff has requested.

Attachment: Bid Tabulation
Clearance
Gov cost estimate

At the Regular Board Meeting of May 03, 2019, a motion was made by Vice Chairman Cameron and Seconded by Commissioner Dominguez to approve the amount of \$146,300.00 and award the contract to Genesis Tech. 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: Up-grade of Kitchen and Bathroom on 8 units At Guma Tranklidat in Tumon

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	Amnanabat Corp.	Asia Pacific International Inc	Canton Construction Corp	Genesis Tech	JJ Global	Yinshing Guam Corp.
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Department of Labor:

ALPCD	3/19/2019	3/19/2019	3/19/2019	3/19/2019	3/19/2019	3/19/2019
Fair Employment Practice	3/18/2019	3/18/2019	3/18/2019	3/18/2019	3/18/2019	03/18/19
Wage & Hour	Mar-19	3/19/2019	3/19/2019	3/19/2019	3/19/2019	3/19/2019
Workers Compensation	8/2/2019	10/3/2019	6/21/2019	6/30/2019	3/10/2019	11/7/2019

Guam Contractors License Board
 Contractor to obtain clearance from Guam Contractors License Board

U.S. Department of Labor	3/18/2019	3/18/2019	3/18/2019	3/18/2019	3/18/2019	3/18/2019
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Revenue & Tax EIN/SSN
 Contractor to report to Revenue and Tax Office

OSHA	Cleared 3/22/2019	Cleared 3/22/2019	Cleared 3/22/2019	Cleared 3/22/2019	Cleared 3/22/2019	Cleared 3/22/2019
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SAM Debarred List	Cleared 3/25/19	Cleared 3/25/19	Cleared 3/25/19	Cleared 3/25/19	Cleared 3/25/19	Cleared 3/25/19
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the up-grade of Kitchen and bathroom on 8-units at Guma Trankilidat in Tumon, Phase II
 IFB # GHURA -3-7-2019--Tran

Bid submission and opening attendance

Due Date: March 28, 2019
 2:00 PM

	Company Name	Submitted by	Phone
1	Genesis Tech	YOUNG KIM	888-5781
2	ANMAKASAT CORP.	EMER BEARPO	483-5808
3	YUNSHING GREAM CORP	XIUYAN LI	688-5508
4			
5			
6			
7			
8			
9			
10			
11			
12			

ACTIVITY AND LOCATION: Guma Trankilidat reno of 8 units

CONSTRUCTION CONTRACT NO. SHEET 1 OF 1

PHASE III up-grade of 8 units

IDENTIFICATION NO.

ESTIMATED BY
Albert H. Santos, A/E Manager

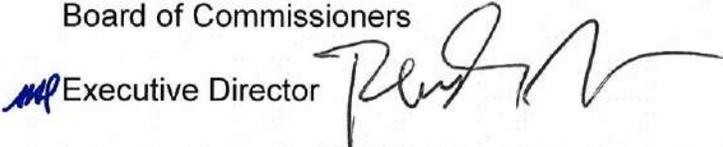
DATE PREPARED
2/21/2019

ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE	
	NUMBER	UNIT	UNIT COST	TOTAL
Demo and disposal	1	ls	\$1,800.00	\$ 1,800.00
New Kitchen up-grade	1	ea	\$2,200.00	\$ 2,200.00
interior painting (ceiling,walls, doors/jams, closets)	950	sf	\$2.25	\$ 2,137.50
Floor tiles removal/new	650	sf	\$2.75	\$ 1,787.50
bathrm up-grade	1	ea	\$3,500.00	\$ 3,500.00
Electrical up-grade	1	ea	\$1,500.00	\$ 1,500.00
New wall between bath and Kitchen	72	sf	\$35.00	\$ 2,520.00
Waste line flushing and water line up-grade	1	ls	\$ 2,500.00	\$ 2,500.00
Tenant relocation	2	ls	\$ 650.00	\$ 1,300.00
per unit				\$ 19,245.00
Total of 8 units	8		\$ 19,245.00	\$ 153,960.00

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

MEMORANDUM:

TO: Board of Commissioners

FROM:  Executive Director

SUBJECT: **Intent of Award, IFB#GHURA-COCC-019-001
GROUNDS MAINTENANCE FOR GHURA PROPERTIES Island
wide**

Bid opening for the subject project was held on March 28, 2019 at 3:00PM. There were a total of 8 VENDORS that purchase a set of bid specification of which 4 submitted a bid. Listed below are the results of the bids submitted, which were open and read out aloud.

Contractor	Base Bid #1	Base Bid #2	Base Bid #3
1. Guam Cleaning Masters	\$109,750.08	\$ 139,851.60	\$ 62,853.12
2. GET LLC	\$73,406.00	\$72,804.00	\$19,707.00
3. Sun Leader	\$128,200.00	No Bid	\$58,800.00
4. Flame Tree Freedom Center	\$102,732.00	\$80,400.00	\$12,012.00

Government Estimate:

Base Bid #1 are for the ground's maintenance at AMP1 and AMP4 sites, Base Bid #2 are for the ground's maintenance at AMP2, AMP3 and Guma Trankilidat sites and for Base Bid #3 are the CPD 13 properties located at various sites.

Based on our staff's review of the bids received and the documents requested they have determined that GET LLC is the lowest responsible responsive for base bid 1 & 2 and Flame Tree Freedom center is the lowest responsible responsive for base bid #3.

Based on our staff's review and determination, we are requesting that the Board approves a contract with GET LLC for base bid items no 1 only in the amount of \$73,406.00 and to Flame Tree Freedom Center for base bid #3 in the amount of \$12,012.00. For base Bid no 2 we are recommending that staff re-pack and re-bid the grounds maintenance required at the various sites at AMP 2 and 3.

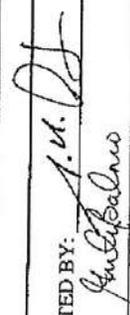
Attachment: Bid Tabulation

At the Regular Board Meeting of May 03, 2019, a motion was made by Vice Chairman Cameron and Seconded by Commissioner Paulino to approve the proposed amounts for Base Bids #1 and #3 and award the contracts to GET LLC for the amount of \$73,406.00. and to Flame Tree Freedom Center for the amount of \$12,012.00 and moved to approve the rebidding of Base Bid #2. Without any further discussion and objection, the Motion was approved.

Ray Topasna Executive Director

GROUND'S MAINTENANCE FOR GHURA PROPERTIES
 IFB#GHURA-COCC-019-001
 Proposal due Date: 3/28/19
 Proposal Due 3pm

No	NAME OF BIDDER	Base Bid item 1	Base Bid item 2	Base Bid item 3	BID	NAME OF BONDING	CO. AND ADDRESS	G9 Form	G10 Form	G12 Form	HUDS 369-A	License	Contract	Work Plan	Addendum 1, 2
	Guam Cleaning Masters	\$ 9,145.84 /mo	\$ 11,654.80 /mo	\$ 5,237.76 /mo	15%		08 Ms. Ltd	✓	✓	✓	✓	✓	✓	✓	1,2
	Get LLC	\$ 73,406.00 /yr	\$ 72,804.00 /yr	\$ 19,707.00 /yr	\$25,000.00		BOG -cashier ck.	✓	✓	✓	✓	✓	✓	✓	1,2
	Sun Leader	\$ 128,200.00 /yr	N/A	\$ 58,800.00 /yr	\$28,170.00		Chungku	✓	✓	✓	✓	✓	✓	✓	1,2
	Flame Tree Freedom Center	\$ 102,332.00 /yr	\$ 80,400.00 /yr	\$ 12,012.00 /yr	N/A		Non Profit employing persons w/ disabilities	✓	✓	✓	✓	✓	✓	✓	1,2

ATTESTED BY:  Date: 3/28/19
 Date: 03/28/2019

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

MEMORANDUM:

TO: Board of Commissioners

FROM: Executive Director 

SUBJECT: Intent of Award, IFB # GHURA -3-11-2019—AMP1
Up-grade of offices for AMP 1 in Toto

Bid opening for the subject project was held on April 8, 2019 at 2:00PM. There were a total of 5 contractors that purchase a set of bid specification of which only 2 submitted a bid. Listed below are the results of the bids submitted, which were open and read out aloud.

Contractor	Base Bid #1	Base Bid #2
1. GensisTech Corp.	\$238,200.00	\$28,300.00
2. JJ Global	\$355,550.00	\$97,760.00
Government Estimate:	\$214,500.00	\$41,300.00

Base Bid item no 1 is for the major up-grade, expansion and addition of a parking lot at the old DYA office which connects to the AMP 1 maintenance shop. The new site office will not only accommodate the needed space staff needs but will also provide a new briefing/meeting room, presently they have been using the maintenance shop area to hold their required meeting with tenants. Our plan is for the contractor to complete the work as specified in our scope before they start work on to Base Bid 2, upon completion of work in this building the staff will immediately occupy their new office so the contractor can proceed with the work as required under base bid #2.

Base bid item no 2 is the existing amp1 office area which will be converted for the use of our GHURA Resident Association, work in this facility includes demolition of walls for and expansion of the current restroom to be in compliance with ADA.

In reviewing the two proposals received our staff have determined that Genesis Tech Corp. is the lowest responsive responsible bidder for Base Bid item 1 and Base Bid 2. Contractor has been cleared by Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification). Genesis Tech does have a long history with GHURA they completed the multiple projects on time and as per the original contract price.

Based on our staff's review and determination, we are requesting that the Board approves a contract with Genesis Tech Corp. for base bid item no 1 and 2 in the amount of \$ 266,500.00 for up-grade of offices at AMP 1. Funding are available under CAP funds and Public housing reserve.

Attachment: Bid Tabulation
Clearance
Gov cost estimate

At the Regular Board Meeting of May 03, 2019, a motion was made by Vice Chairman Cameron and Seconded by Commissioner Dominguez to approve the amount of \$266,500.00 and award the contract for Base Bids #1 and #2 to Genesis Tech Corporation. Without any further discussion and objection, the Motion was approved.

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

To: File
 From: Architect & Engineering Manager
 Subject: Up grade of Offices for AMP1 in Toto

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	Annanabat Corp	Asia Pacific International	Canton Construction Corp.	Genesis Tech	JJ Global
<i>Department of Labor:</i>					
<i>ALPCD</i>	4/3/2019	4/3/2019	4/3/2019	4/3/2019	4/3/2019
<i>Fair Employment Practice</i>	3/27/2019	3/27/2019	3/27/2019	3/27/2019	3/27/2019
<i>Wage & Hour</i>	3/27/2019	3/27/2019	3/27/2019	3/27/2019	3/27/2019
<i>Workers Compensation</i>	8/2/2019	10/3/2019	6/21/2019	6/30/2019	3/10/2020
<i>Guam Contractors License Board</i>	Contractor to obtain clearance from Guam Contractors License Board				
<i>U.S. Department of Labor</i>	3/27/2019	3/27/2019	3/27/2019	3/27/2019	3/27/2019
<i>Revenue & Tax EIN/SSN</i>	Contractor to report to Revenue and Tax Office				
<i>OSHA</i>	Cleared 03/26/2019	Cleared 03/26/2019	Cleared 03/26/2019	Cleared 03/26/2019	Cleared 03/26/2019
<i>SAM Debarred List</i>	Cleared 03/26/2019	Cleared 03/26/2019	Cleared 03/26/2019	Cleared 03/26/2019	Cleared 03/26/2019

up-grade of offices for AMP 1 in Toto

Bid submission and opening attendance

Due Date: April 8, 2019 2:00 PM

	Company Name	Submitted by	Phone
1	Genesis Tech	YOUNG Kim	888-5785
2	AT Global Svcs	LUIS BOUTAUAITE	632-1179
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

BASE BID No. 1 cost estimate

Rehabilitate AMP-1 Office Maintenance shop, Toto, Guam

Renovation of Toto Multi-Purpose Building for New AMP 1 Office

SCOPE OF WORK

CIVIL WORK		REMARKS
C1	Provide new drainage system 110LF. New drainage system shall consist with 6in diameter PVC drain, 3-reinforced catch basin, 1-6in diameter ground clean-out with conc. collar and reinforced concrete catch basin with 12in sq. metal galvanized grating, slope to drain 1.5%, reinforced concrete headwall at pipe end.	4500
C2	Provide new opening on existing fence for new personal gate. New personal gate shall be 5ft. clear opening w/ latch, barra bolt, 3-hinges.	1000
C3	Provide new parking stalls with wheel stops, paint markings (traffic type) and curb. New stalls to include 2-ADA stalls with regulation signs and access aisle and conc. ramp (where occurs). New parking slab on grade shall be 5in. min. thick slab with #4 rebar & 12in o.c. eachway, center of slab and 6in. min. thick compacted basecourse. Construct curb monolithic with slab on grade.	25000
C4	Provide new reinforced concrete walkway 6ft. Wide x 25lf. on 4in. Thick 95% compacted basecourse and sub-base, reinforcing bars 4-#5 long. Bars and #4@12"o.c. transverse bars and control joints @ 5ft. O.C.	3000
C5	Provide new perimeter chainlink 8FT. HIGH ; New Fence Fabric: ASTM A 392, 9 gauge wire plastic coated, 2 in. mesh; zinc coated wire; work to include 3in dia. Posts, 1-1/2in Top Rails, Brace Rails, Post caps, 9ga. bot. tension wire, expansion sleeve couplings (at top rails), Turnbuckles, Tie wire, Post Footings. see Specification, Attached Details	5000
ARCHITECTURAL WORK		

BASE BID No. 1 cost estimate

Rehabilitate AMP-1 Office Maintenance shop, Toto, Guam

A1	<p>NEW COVERED ENTRY STRUCTURE: Provide new Concrete reinforced concrete structure shall consisted with walls and/or columns, reinforced concrete roof with carpet, plaster and paint finish, and AMP-1 office sign, light fixtures and switches, Front entry door; 36in store front GLASS DOOR with frame, hinges and lever type lock set and New Automatic door lock with Intercom Access, see E3.</p>	55000
A2	<p>Exterior & Interior Painting: Existing walls and ceiling complete painting required. All walls and ceiling shall be scraped, pressure wash, cleaned and remove all existing paint at all areas. Repair concrete surfaces (where required), patch uneven surfaces and prep all surfaces for new painting application (as per paint manufacture). New paint shall be semi-gloss. note: paint finish color as per Ghura approval.</p>	8000
A3	<p>Existing Roof: repair roof repair concrete spalls (est. 50sf x 2in deep) & cracks (est. 80lf), see attached conc. Repair details. Ghura inspection prior to concrete repair, map and record all repair work.</p> <p>Note: ROOF SLAB (see STRUCTURAL "S1") repair all existing concrete surfaces (concrete spall surfaces, cracks, and exposed rebar's) Prior to new ELASTOMERIC URETHANE RUBBER MEMBRANE COATING.</p>	2500 5500
A4	<p>Remove existing floor Vinyl tiles and cove base to be remove completely and provide new ceramic tiles (non-slip). Scrap, grind, clean and remove all adhesive. Provide new ceramic tiles at all areas, new ceramic tiles shall consist of 1/2thick minimum mortar and 1/4" gap for grouting (Ghura review & approval required).</p>	8000
A5	<p>Existing all windows at all areas provide new Aluminum storm shutters "accordion type" to withstand 175mph wind.</p>	4500
A8	<p>Existing mech'l exhaust fan to be removed and replaced in-kind. Exhaust fan cap thur roof shall be stainless steel (stainless steel 24ga. Minimum) fasten and seal (watertight) to existing roof. Connect power source to main power panel and ensure operable.</p>	1200
A9	<p>Provide new water closet, lavatory sink, tissue holder, towel bars, medicine cabinets and soap holder to be removed and replaced with new. Work to include complete sewer flush at all wastelines within building to sewer lateral.</p>	3000

BASE BID No. 1 cost estimate

Rehabilitate AMP-1 Office Maintenance shop, Toto, Guam

A10	Existing exterior wood doors and frames (3-each) to be removed and replaced with new aluminum 3'-0" door and frame, provide new lever type lockset and accessories (hinges, doorstopper, threshold . . . etc.)	7500
A11	Existing interior doors and frame to be removed and replaced w/ new solid core doors, doors with handles and catches, door stopper and 3-hinges minimum. (8ea. interior doors).	5600
A12	FILE ROOM: Remove existing door and frame and provide new Sliding solid wood door w/ wood casing and frame, work to include heavy duty metal rollers, tracks (top & bottom) and guide with door lock mechanism. Contractor to provide shop drawings for Ghura's review & approval prior to new door installation.	3500
A13	Provide new reinforcing 4in CMU wall, #4@ 16"o.c. vertical bars w/ #3@ 16"o.c. hor. bars, grout all cells at every CMU layer placement, Epoxy anchor 4in CMU reinf. dowels at existing slab and walls. work to include plaster finish, paint, new 36in. doors w/ frame and 2x3 fixed window glass w/ frame,	8000
A14	PUBLIC REST ROOM #1 ; Demo. Portion of existing wall (8ft. x 7ft. high) or new wall opening entrance to rest room #1, Remove existing wall and floor tiles and provide new floor & wall ceramic tiles (wall tiles 8ft high). Provide new Water closet, new urinal (waterless type) connect to waste line, new wall mounted grab bars, new longated lavatory (ADA) with lever type faucet, tissue holder, angle valves & supply hoses (1/2in diameter), hand dryer, paper towel dispenser, new light fixtures, solid core door with lever type knob and all other required appurtenances.	9000
PLUMBING WORK		
P1	Existing water heater to be removed, disposed and replaced with new. New to match existing in-kind, new work to include all necessary appurtenances.	800

BASE BID No. 1 cost estimate

Rehabilitate AMP-1 Office Maintenance shop, Toto, Guam

P2	Contractor shall field verify all existing waterline, plumbing fixtures and hose bibs to ensure operable and working condition. All fixtures and hose bibs shall be free from leaks or other defects. Provide new fixtures and hose bibs where existing fixtures and hose bibs found defective or missing. Provide new Water shut-off (ball valve) 10'ft after main water meter valve with cover assembly & reinforced concrete collar.	1500
P3	Flush all existing waste lines to include washing machine drain. Scope waste lines to insure no damage exist and for cleanliness	800
FIRE ALARM WORK		
F1	Provide new Fire Alarm control panel, fire alarm manual pull station (at 3-locations), visual and horn alarm wall mounted (3-locations), smoke detectors (AC/DC) all interconnected. with & system at building exterior corridors to be removed and replaced all with New Manual Fire Alarm Boxes and Horn Strobe Lights (exterior type) and all other necessary appurtenances. New Fire Alarm system shall comply with Uniform Fire Code and/or Guam Fire Department requirements. Contractor to verify and coordinate minimal acceptance requirements.	4500
MECHANICAL WORK		
M1	OFFICES & LOBBY ; Provide New Split type AC unit 12,000 BTU 120V/18 SEER Mini Split Inverter Air Conditioner, units shall be wall mounted, work to include supports, electrical disconnect safety switches and all other necessary appurtenances. Contractor to examine Existing main electrical panel and provide dedicated circuits per every AC units.	12000
M2	CONFERENCE RM.; Provide New Split type AC unit 30,000 BTU 240V/18 SEER Mini Split Inverter Air Conditioner, units shall be wall mounted, work to include supports, electrical disconnect safety switches and all other necessary appurtenances. Contractor to examine Existing main electrical panel and provide dedicated circuit.	2500
ELECTRICAL WORK		

BASE BID No. 1 cost estimate

Rehabilitate AMP-1 Office Maintenance shop, Toto, Guam

E1	<p>Complete up-grade of all existing electrical system. Remove and replace all existing light fixtures, switches and outlets with new. Provide new circuit breakers w/ new directory listing, all light fixtures shall be energy efficient type. Provide new smoke detectors (AC/DC type) at all bedrooms and hallway, interconnect all smoke detectors and provide dedicated circuit and panel box. Replace existing mechanical Exhaust fan at bathrooms w/ new, new exhaust size and model to match existing or greater.</p> <p>Note: light fixtures finish material as per Ghura's approval.</p>	6000
E2	<p>Existing panel boxes, disconnect switch, gutter box, meter box to be refurbished, coated with rust inhibitor and painted. All existing metal surfaces shall be clean and remove all grease, oil, dirt, and other contaminants which may affect the bond between the coating and the applied surfaces. Work to include existing water heater disconnect switch. Provide new circuit breakers for all units.</p>	1800
E3	<p>New split type AC units provide dedicated circuits and disconnect switches</p>	7000
E4	<p>Front Door Entry: Provide new automatic door lock with Intercom Access. (1) Remove existing door hardware and supply and install retractable door lock. (2) Supply and install ADA required push button. (3) Supply and install new door lock, system will not unlock in the even of power outage. (4) Supply and install one new door station intercom. (5) Supply and install indoor intercom station with door release button. note: automatic door lock system similar to AMP-1 site base located on Toto.</p>	3800
E5	<p>Provide new communication and data raceway and boxes to all rooms. Work to include raceway brackets, supports, wires and cables.</p>	4500
STRUCTURAL		
ROOF SLAB SPALLS & CRACK REPAIR		
<p>1) Clean and strip all existing elastomeric roof coating from the exterior roof surfaces to bare concrete.</p>		

BASE BID No. 1 cost estimate

Rehabilitate AMP-1 Office Maintenance shop, Toto, Guam

<p>S1</p>	<p>2) Expose all roof cracks, seal and repair roof cracks with pressure epoxy injection. Pressure Grouting of Cracks: Clean each crack of dust, dirt, loose concrete and unsound material. Insert a valve at both ends of each crack, at the junction of two cracks, and along the length of each crack at 16 to 20 inch intervals. Fill crack between valves with crack surface sealer. After crack surface sealer has hardened and cured, pump crack sealer into valve at one end of crack. For vertical surfaces start at lowest valve and work upwards. As crack sealer appears at next valve, pinch closed pumping valve and move to next valve and commence pumping. Continue procedure until other end of crack is reached. Avoid delays in pumping operation. After crack sealer has hardened and cured grind valves off flush with concrete surface. Coat areas of valves with crack surface sealer and allow hardening and curing. Cure epoxy materials in accordance with manufacturer's recommendations.</p> <p>3) Apply an elastomeric roof membrane over the entire roof. The product should be applied by a manufacture authorized contractor and have a 5 years warranty. The CONTRACTOR shall prepare the existing surfaces to be coated as specified. All surfaces shall be prepared in accordance with the manufacturer's instructions for the material to be applied.</p> <p><u>Note:</u> Prior to start of concrete spalls or crack repair Contractor to map area to receive concrete repair work.</p>	<p>7000</p>
<p>S2</p>	<p>Existing wall to be demo. for new door opening (36in wide door panel + door jamb), Contractor to provide existing end wall reinforcing around new door openings.</p>	<p>2500</p>
		<p>214500</p>

Admin Building Renovation (Resident Services)		
Cost estimate		
DEMOLITION WORK		
D1	Existing reinforced 4"cmu wall to be demolished and disposed. Contractor shall obtain Registarid Civil or Structural engineer to field verify and analyzed for building code compliance.	\$6,000
D2	Existing rest room fixtures, lavatory, water closet, wall and floor ceramic tiles and other miscelionus miscellaneous items to be demolished and disposed.	\$5,000
D3	Demolish prtion of existing slab for new water closet and floor drain waste line connection.	\$1,000
NEW ARCHITECTURAL WORK		
A1	Existing Rest room to be converted to new full ADA rest room. New work shall consist of new longated Lavatory with level type faucet, new Water closet & floor drain (connect to waste line), new wall mounted grab bars, tissue holder, angle valves & supply hoses (1/2in diameter), hand dryer, paper towel dispenser, new light fixtures, solid core door (36in wide), door jamb, lever type knob and all other required appurtenances. Wall finish all sides and full height shall be ceramic tile, floor shall be new ceramic tiles (non-slip/skid), contractor to submit material for approval. Existing mechanical exhaust fan to be removed and replaced with new (size & model match existing in-kind, contractor to verify).	\$6,000
A2	Complete Interior Painting: Existing walls complete painting required. All walls shall be scraped, cleaned and remove all existing paint at all areas. Repair concrete surfaces (where required), patch uneven surfaces and prep all surfaces for new painting application (as per paint manufacture). New paint shall be simi-gloss. note: paint finish color as per Ghura approval.	\$2,000
A3	Conference Room entrance door (existing) provide new fixed wood (4in wide x 12in high), new fixed window shall be wood frame & 1/4in thick plexe glass.	\$200

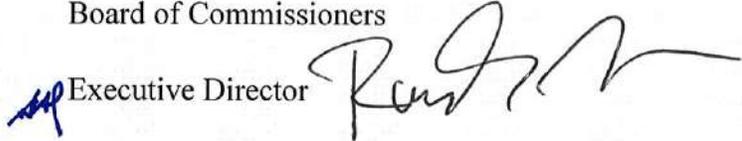
A4	Miscellaneous items of work not indicated but which are necessary to implement the project intent of which are customarily performed shall be provided by the Contract Bidder as if fully and correctly described in the scope of work and/or drawings.	\$3,000
PLUMBING WORK		
P1	New water closet and floor drain to connect to existing waste line below slab on grade, expose waste line and connect, new vent pipe to connect to existing "Vent-thru-roof pipe at wall.	\$2,500
P2	Flush all existing waste lines to include washing machine drain. Scope waste lines to ensure no damage exist and for cleanliness	\$800
ELECTRICAL WORK		
E1	Conference Room: Provide new additional outlets (6-each) with dedicated circuit (20amp/120v). Work include surface mounted EMT electrical raceway with clips fasten @ 4ft O.C., wires. Provide new electrical directory. <u>Note:</u> Contractor shall obtain Certified Master Electrician to verify work compliance, document, record and trace all circuits, raceway connection to all outlets, light fixtures and circuits and submit to Ghura for as-built record.	\$2,000
E2	All Room: Provide new communication and data raceway and boxes (5-terminal connections @ conference rm. and 1 each @ offices). Work include surface mounted EMT raceway brackets, supports, connections and cables. <u>Note:</u> Contractor to coordinate with Ghura "Management Information System" for required raceway layout and location of all boxes or point of connections.	\$2,000
STRUCTURAL		
ROOF SLAB SPALLS & CRACK REPAIR		
	1) Concrete Spalls (5sf x 1" deep) Clean and strip all existing elastomeric roof coating from the exterior roof surfaces to bare concrete.	\$1,000

S1	<p>2) Expose all roof cracks (20LF), seal and repair roof cracks with pressure epoxy injection. Pressure Grouting of Cracks: Clean each crack of dust, dirt, loose concrete and unsound material. Insert a valve at both ends of each crack, at the junction of two cracks, and along the length of each crack at 16 to 20 inch intervals. Fill crack between valves with crack surface sealer. After crack surface sealer has hardened and cured, pump crack sealer into valve at one end of crack. For vertical surfaces start at lowest valve and work upwards. As crack sealer appears at next valve, pinch closed pumping valve and move to next valve and commence pumping. Continue procedure until other end of crack is reached. Avoid delays in pumping operation. After crack sealer has hardened and cured grind valves off flush with concrete surface. Coat areas of valves with crack surface sealer and allow hardening and curing. Cure epoxy materials in accordance with manufacturer's recommendations.</p> <p>3) Apply elastomeric roof membrane over and 16in beyond new concrete repair work edges. The product should be applied by a manufacturer authorized contractor and have a 5 years warranty. The CONTRACTOR shall prepare the existing surfaces to be coated as specified. All surfaces shall be prepared in accordance with the manufacturer's instructions for the material to be applied.</p> <p><u>Note:</u> Prior to start of concrete spalls or crack repair Contractor to map area to receive concrete repair work.</p>	\$1,200
S2	Existing wall to be demo. for new door opening (36in wide door panel + door jamb), Contractor to provide new reinforced end wall frame around new door openings.	\$1,000
S3	Provide new wall infill. New wall infill shall be 8" cmu block w/ #4@16" o.c. vertical bars, #3@16o.c. hor. Bars, typ. All bars shall be Epoxy anchor into existing wall, see attached detail similar.	\$1,000
		\$41,300

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

MEMORANDUM:

TO: Board of Commissioners

FROM:  Executive Director

SUBJECT: **Contract Amendment , GHURA-6-25-2018-HOME
Rehabilitation for Affordable Housing of 14 units, Isla
Apartments complex in Mangilao**

At the Regular Board Meeting of May 03, 2019, a motion was made by Vice Chairman Cameron and Seconded by Commissioner Paulino to approve Item#1 for the amount of \$73,722.34 to be awarded to Triple Tech Inc. Without any further discussion and objection, the Motion was approved.

As reported to the board in our last quarter report that the project is delayed due to the release of the building permit which took over 4 months to release for the renovation of the 14 units. Since the release of the permit the contractor has been pushing hard to move forward with the project. As the project proceeds we had encounter multiple issues that required additional staff time and attention at the site from; squatters refusing to move, over night dumping of trash and white goods, major discrepancies in our detail scope of work due to the nonexistence of as built drawings, and a whole list of items which we didn't expect to encounter, to include over simplifying the scope of work.

Working with the contractor as the various discrepancies are discovered we would document/log the findings work out a plan on how to address and move on to the next task. Listed below are the log of issues that were encountered which we had requested the contractor to submit a cost proposal to address:

1. Requested for contractor to conduct a subterranean investigation of the 4 storm drainage inlets due to our ability to clear the lines leading to a infiltration system, upon completion of the requested exploratory digging we discovered that there were no infiltration system other than piping with an elbow. Which explains CSS concern with the major flooding within the parking area. In our design we had included a small French drain system between the parking rows to include the clearing of the existing infiltration system which we assume would resolve the flooding as noted by CSS. Due to the absence of the infiltration system our 8" French drain will not provide adequate detention volume for typical storm events. Based on the Preliminary TR-55 storm-water calculations (Exhibit A) suggest adding a new infiltrator with sufficient detention volume to alleviate existing flooding conditions, which we requested the contractor to submit a cost proposal. Based on the present proposal we are requesting to spend additional time with both the propose designers and contractor to future discuss.
2. Existing design with 36" swing open closet doors interferes with bedroom space and creates unusable dead space (Exhibit B)
3. Original scope specifies only 1000lf of crack repair. Rooftop vegetation & existing elastomeric coating concealed numerous additional cracks which were only discovered after stripping. (Exhibit C)
4. Up-grade of front entrance property wall to compliment with the new neighboring

development constructed perimeter walls, driveway entry pavement severely damaged & eroded causing undercarriage damage to entering and existing. Existing signage found to be in deteriorated condition upon removal of vegetation. Hardscaping needed to deter illegal parking. (Exhibit D)

5. Original water supply lines buried less than 5" below grade – protective coverage needed (Exhibit E)

6. Door openings not constructed in accordance to minimum required size to fit an 80" high door – expansion needed for installation of ceramic tiles

7. Copper plumbing stub-outs stolen, by existing tenant during move-out, in-wall pipe damaged and needs to be exposed and repaired (Exhibit F)

8. Existing meters are missing parts, leaking, and arranged in random order. Piping is disorganized and buried less than 2" below grade. Additional space between piping is needed to install user side shutoff valve boxes. Valve bank is located near proposed vehicle gate but does not have any bollard to prevent damage from passing vehicles (Exhibit G)

9. Actual room dimension smaller than drawn on contract drawings, sewer pipe located on east wall. Window needs to be sealed to accommodate installation of toilet and vent line. (Exhibit H)

10. Building does not have roof access for maintenance of roof and parking lights. Existing opening in manager's office is less than 16" and unsuitable for personnel access. (Exhibit H)

11. Contract specifies only one utility sink in laundry room which may be insufficient to service the needs of all 14 units. Building has existing stub-outs to accommodate a utility sink in each unit. (Exhibit I)

12. Concrete bases must be demolished to achieve updated ADA compliance & provide level surface for installation of kitchen cabinets & tile. (Exhibit J)

13. Popcorn ceiling compound was not applied in accordance to industry standard practices. Compound was mixed with binding adhesive, gypsum and paint resulting in an extremely difficult removal. Removal is necessary to reveal extent of spalling, cracking, and roof leaks. (Exhibit K)

14. Numerous outlet boxes concealed by wall-plates were found to be too corroded to accommodate new receptacles & must be replaced. Copper wire & panel stolen and needs replacement. (Exhibit G)

15. Existing bathroom walls were poured with poor quality cement which crumbles on contact. Without reinforcement, surface is unsuitable for tiling and any installed tiles may fall and injure residents. (Exhibit G)

16. Tenant/squatter failed to remove a large volume of personal property as promised (CSS had authorized family to live in unit which took CSS several months to get the family out) – an additional dumpster was ordered for disposal of their abandoned property and illegal dumping by others. Tenant claimed ownership of the vehicle parked in front of their unit but failed to remove it in a timely manner. Prior to the tenant finally moving out contractor had started work with the clearing of trash, white goods, abandoned furniture's, debris and junks, contractor had noted that additional debris and white goods were found on the premises weeks later, only to be told by the neighbors that the squatter was charging others to dump within the cleared area. Additional disposal costs were incurred by the contractor to dispose. (Exhibit L)

17. Guam lacks vendors capable of re-keying/servicing master-keyed interchangeable core systems. Additional cores are needed for maintenance and security use.

Based on our request the contractor submitted their cost proposal which our staff had reviewed and negotiated. Listed below is the contractors' proposal for each line item and our counter offer which the contractor has agreed too with the understanding that item no 1 is subject to further discussion and review. As a side note the contractor Triple Tech Inc has been very corporative with us in having to delay their work plan around the many issues until these findings are approved which has resulted in loss of resources spent.

Item No.	Description	Original propose cost	Negotiated
1	Storm drain investigation & expansion of infiltrator	on hold	on hold
2	Alternative design & construction of bedroom closets	\$ 39,869.00	\$ 29,990.93
3	Additional 320ft roof crack repair	\$ 1,440.00	\$ 1,440.00
4	Perimeter wall, hardscaping, signage, driveway paving	\$ 26,350.00	\$ 17,385.00
5	Curb & walkway along south side of building	\$ 19,402.23	\$ 13,990.49
6	Resize door openings	\$ 1,428.00	\$ 1,428.00
7	Repar stolen copper stub-outs & leaks	\$ 4,018.00	\$ 4,018.00
8	New lines for meter box enclosure, construct bollards	\$ 13,102.03	\$ 10,050.00
9	Removal of manager's office window	\$ 313.50	\$ 313.50
10	Expansion of manager's office skylight, new roof hatch	\$ 4,600.00	\$ 2,928.00
11	Addition of utility sinks in each unit	\$ 5,523.82	\$ 4,523.82
12	Leveling of kitchen cabinet concrete bases	\$ 1,615.00	\$ 1,515.00
13	Removal of improperly applied popcorn ceiling	\$ 11,740.00	\$ 8,549.00
14	Replace corroded receptacle boxes	\$ 7,822.20	\$ 4,822.20
15	Cement board wall reinforcement for tiled areas	\$ 1,345.63	\$ 1,145.63
16	Disposal of tenant abandoned belongings	\$ 700.50	\$ 700.50
17	Purchase of additional interchangeable cores	\$ 330.00	\$ 330.00
	Subtotal:	\$ 139,599.91	\$ 103,130.07
DEDUCTIONS:			
Item No.	Description		
1	Construction of French Drain	\$ 12,878.92	\$ 12,878.92
2	Construction of 36" Swing Open Closet Door	\$ 16,528.51	\$ 16,528.51
	Subtotal:	\$ 29,407.43	\$ 29,407.43
	Total additional cost	\$ 110,192.48	\$ 73,722.64

Based on our staff's review and negotiated changes for the above modification required to complete the project we are requesting that the Board approves a contract amendment for the additional work in the amount of \$73,722.64 under Triple Tech Inc contract. Funds are available under the HOME grants. In addition to the added work a contract time extension is in order for an additional 120 calendar days.

Ray S. Topasna

Attachment: Exhibits A thur L
Contractors' Proposals and details of cost

For Group C Soil; 75% Impervious

Post Development CN; Pre Development CN = 79

	Area	CN
pervious	0.25Ac	79
impervious	0.75Ac	98

Composite CN - Post development

$$CN = \frac{0.25 \times 79 + 0.75 \times 98}{1Ac} = 93.25$$

Travel time; $T_c = \frac{0.007(nL)^{0.8}}{(P_2)^{0.5} S^{0.4}}$

$$T_c = 0.105 \text{ hr} \\ = 6.28 \text{ min}$$

where {
 manning's roughness coeff
 $n = 0.011$ (smooth surface)
 flow length
 $L = 600 \text{ ft}$ (minimum allowed T_c)
 2yr 24hr rainfall
 $P_2 = 6.34 \text{ in}$
 Slope of hydraulic grade
 $S = 0.005$

Recharge Volume $Re_v = (1.5)(A)(I)/12$
 $= (1.5)(15Ac)(0.75)/12$
 $= 1.406 \text{ Ac}\cdot\text{ft}$

Water Quality Volume = Recharge Volume Re_v

Channel Protection Volume C_p - Treatment waived for small sites ($\leq 1Ac$ impervious)

Win TR55 Peak Discharge Simulation:

Q_p (cfs)	25yr	1yr	$\frac{Q_{out}}{Q_{in}} = \frac{114.56}{129.19} = 0.887$
pre-development	114.56	29.91	
post-development	129.19	46.23	$\frac{V_s}{V_r} = 0.14$

$R_v = 0.05 + 0.009I$; Runoff Volume

$R_v = 0.725$

$Q_{25} = 0.9PR_v \rightarrow 0.9(12.5 \text{ in})(0.725) = 8.156 \text{ in}$

$V_r = (8.156)(1Ac)/12 = 0.68 \text{ Ac}\cdot\text{ft}$

$V_s = (0.14)(0.68) = 0.0952 \text{ Ac}\cdot\text{ft}$

$= \boxed{4147 \text{ cuft}}$



ADVANCED DRAINAGE SYSTEMS, INC.

Isla Apartments

Exhibit A-2



STORMTECH CHAMBER SPECIFICATIONS

1. CHAMBERS SHALL BE STORMTECH MC-3500 OR APPROVED EQUAL.
2. CHAMBERS SHALL BE MADE FROM VIRGIN, IMPACT-MODIFIED POLYPROPYLENE COPOLYMERS.
3. CHAMBER ROWS SHALL PROVIDE CONTINUOUS, UNOBSTRUCTED INTERNAL SPACE WITH NO INTERNAL SUPPORT PANELS THAT WOULD IMPEDE FLOW OR LIMIT ACCESS FOR INSPECTION.
4. THE STRUCTURAL DESIGN OF THE CHAMBERS, THE STRUCTURAL BACKFILL, AND THE INSTALLATION REQUIREMENTS SHALL ENSURE THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET FOR: 1) LONG-DURATION DEAD LOADS AND 2) SHORT-DURATION LIVE LOADS, BASED ON THE AASHTO DESIGN TRUCK WITH CONSIDERATION FOR IMPACT AND MULTIPLE VEHICLE PRESENCES.
5. CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2419, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
6. CHAMBERS SHALL BE DESIGNED AND ALLOWABLE LOADS DETERMINED IN ACCORDANCE WITH ASTM F2787, "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
7. ONLY CHAMBERS THAT ARE APPROVED BY THE SITE DESIGN ENGINEER WILL BE ALLOWED. THE CHAMBER MANUFACTURER SHALL SUBMIT THE FOLLOWING UPON REQUEST TO THE SITE DESIGN ENGINEER FOR APPROVAL BEFORE DELIVERING CHAMBERS TO THE PROJECT SITE:
 - a. A STRUCTURAL EVALUATION SEALED BY A REGISTERED PROFESSIONAL ENGINEER THAT DEMONSTRATES THAT THE SAFETY FACTORS ARE GREATER THAN OR EQUAL TO 1.85 FOR DEAD LOAD AND 1.75 FOR LIVE LOAD, THE MINIMUM REQUIRED BY ASTM F2787 AND BY AASHTO FOR THERMOPLASTIC PIPE.
 - b. A STRUCTURAL EVALUATION SEALED BY A REGISTERED PROFESSIONAL ENGINEER THAT DEMONSTRATES THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET, THE 50 YEAR CREEP MODULUS DATA SPECIFIED IN ASTM F2419 MUST BE USED AS PART OF THE AASHTO STRUCTURAL EVALUATION TO VERIFY LONG-TERM PERFORMANCE.
 - c. STRUCTURAL CROSS SECTION DETAIL ON WHICH THE STRUCTURAL EVALUATION IS BASED.
8. CHAMBERS AND END CAPS SHALL BE PRODUCED AT AN ISO 9001 CERTIFIED MANUFACTURING FACILITY.

IMPORTANT - NOTES FOR THE BIDDING AND INSTALLATION OF MC-3500 CHAMBER SYSTEM

1. STORMTECH MC-3500 CHAMBERS SHALL NOT BE INSTALLED UNTIL THE MANUFACTURER'S REPRESENTATIVE HAS COMPLETED A PRE-CONSTRUCTION MEETING WITH THE INSTALLERS.
2. STORMTECH MC-3500 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-3500MC-4500 CONSTRUCTION GUIDE".
3. CHAMBERS ARE NOT TO BE BACKFILLED WITH A DOZER OR AN EXCAVATOR SITUATED OVER THE CHAMBERS.
 - STORMTECH RECOMMENDS 3 BACKFILL METHODS:
 - STONESHOOTER LOCATED OFF THE CHAMBER BED.
 - BACKFILL AS ROWS ARE BUILT USING AN EXCAVATOR ON THE FOUNDATION STONE OR SUBGRADE.
 - BACKFILL FROM OUTSIDE THE EXCAVATION USING A LONG BOOM HOE OR EXCAVATOR.
4. THE FOUNDATION STONE SHALL BE LEVELLED AND COMPACTED PRIOR TO PLACING CHAMBERS.
5. JOINTS BETWEEN CHAMBERS SHALL BE PROPERLY SEATED PRIOR TO PLACING STONE.
6. MAINTAIN MINIMUM - 9" (230 mm) SPACING BETWEEN THE CHAMBER ROWS.
7. INLET AND OUTLET MANIFOLDS MUST BE INSERTED A MINIMUM OF 12" (300 mm) INTO CHAMBER END CAPS.
8. EMBEDMENT STONE SURROUNDING CHAMBERS MUST BE A CLEAN, CRUSHED, ANGULAR STONE 3/4"-2" (20-50 mm) MEETING THE AASHTO M43 DESIGNATION OF #3 OR #4.
9. STONE MUST BE PLACED ON THE TOP CENTER OF THE CHAMBER TO ANCHOR THE CHAMBERS IN PLACE AND PRESERVE ROW SPACING.
10. ADS RECOMMENDS THE USE OF "FLEXSTORM CATCH IT" INSERTS DURING CONSTRUCTION FOR ALL INLETS TO PROTECT THE SUBSURFACE STORMWATER MANAGEMENT SYSTEM FROM CONSTRUCTION SITE RUNOFF.

NOTES FOR CONSTRUCTION EQUIPMENT

1. STORMTECH MC-3500 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-3500MC-4500 CONSTRUCTION GUIDE".
2. THE USE OF EQUIPMENT OVER MC-3500 CHAMBERS IS LIMITED:
 - NO EQUIPMENT IS ALLOWED ON BARE CHAMBERS.
 - NO RUBBER Tired LOADER, DUMP TRUCK, OR EXCAVATORS ARE ALLOWED UNTIL PROPER FILL DEPTHS ARE REACHED IN ACCORDANCE WITH THE "STORMTECH MC-3500MC-4500 CONSTRUCTION GUIDE".
 - WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT CAN BE FOUND IN THE "STORMTECH MC-3500MC-4500 CONSTRUCTION GUIDE".
3. FULL 36" (900 mm) OF STABILIZED COVER MATERIALS OVER THE CHAMBERS IS REQUIRED FOR DUMP TRUCK TRAVEL OR DUMPING.
USE OF A DOZER TO PUSH EMBEDMENT STONE BETWEEN THE ROWS OF CHAMBERS MAY CAUSE DAMAGE TO CHAMBERS AND IS NOT AN ACCEPTABLE BACKFILL METHOD. ANY CHAMBERS DAMAGED BY USING THE "DUMP AND PUSH" METHOD ARE NOT COVERED UNDER THE STORMTECH STANDARD WARRANTY.

CONTACT STORMTECH AT 1-888-882-3894 WITH ANY QUESTIONS ON INSTALLATION REQUIREMENTS OR WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT.

COMPUTER GENERATED CONCEPTUAL LAYOUT - NOT FOR CONSTRUCTION

CONCEPTUAL LAYOUT

- (14) STORMTECH MC-3500 CHAMBERS
- (6) STORMTECH MC-3500 END CAPS
- INSTALLED WITH 12" COVER STONE, 9" BASE STONE, 40% STONE VOID
- INSTALLED WITH 12" COVER STONE, 9" BASE STONE, 40% STONE VOID
- AREA OF SYSTEM: 975 FT²
- PERIMETER OF SYSTEM: 136 FT



24" CORED END CAP PART# MC3500EPP24BC TYP
OF ALL MC-3500 24" CONNECTIONS AND
ISOLATOR ROWS

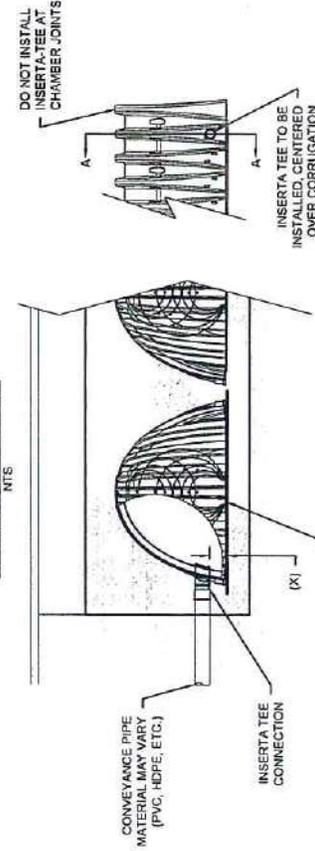
PROPOSED STRUCTURE W/ ELEVATED BYPASS
MANIFOLD (DESIGN BY ENGINEER / PROVIDED BY
OTHERS)

12" x 12" ADS N-12 TOP MANIFOLD, INV. 26.30'
ABOVE CHAMBER BASE (SIZE TBD BY ENGINEER /
SEE TECH. SHEET #7 FOR MANIFOLD SIZING
GUIDANCE)

PLACE MINIMUM 17.5' OF ADS GEOSYNTHETICS
3' SWTK WOVEN GEOTEXTILE OVER BEDDING
STONE AND UNDERNEATH CHAMBER FEET FOR
SCOUR PROTECTION AT ALL CHAMBER INLET
ROWS

<p>THIS DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS (UNLESS OTHERWISE NOTED) AND ALL ASSOCIATED DESIGNERS ACCEPT RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED TO ADS (UNLESS OTHERWISE NOTED). THE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE LATEST REVISIONS OF THE SITE DESIGN ENGINEER'S DESIGN.</p>	
<p>6540 TRUEMAN BLVD HILLIARD, OH 43026 1-800-733-7473 ADVANCED DRAINAGE SYSTEMS, INC.</p>	<p>NOT TO SCALE</p>
<p>StormTech 20 WINDY ROAD, SUITE 3 ROCKY HILL, CT 06067 860-429-1100 860-822-2694 WWW.STORMTECH.COM</p>	<p>PROJECT #: 1001</p>
<p>DATE: 04/08/2019</p>	<p>CHECKED: —</p>
<p>DRAWN: JW</p>	<p>DESCRIPTION</p>
<p>Isia Apartments</p>	<p>REV DRW CHK</p>

INSERTA TEE DETAIL



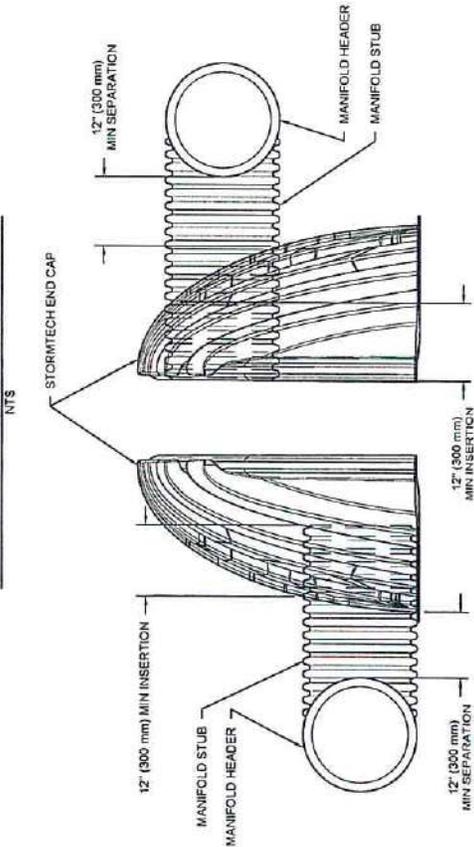
PLACE ADS GEOSYNTHETICS 315 WOVEN GEOTEXTILE (CENTERED ON INSERTA TEE INLET) OVER BEDDING STONE FOR SCOUR PROTECTION AT SIDE INLET CONNECTIONS. GEOTEXTILE MUST EXTEND 6" (150 mm) PAST CHAMBER FOOT.

SECTION A-A

CHAMBER	MAX DIAMETER OF INSERTA TEE	HEIGHT FROM BASE OF CHAMBER (X)
SC-310	6" (150 mm)	4" (100 mm)
SC-740	10" (250 mm)	4" (100 mm)
DC-780	10" (250 mm)	4" (100 mm)
MC-3500	12" (300 mm)	6" (150 mm)
MC-4500	12" (300 mm)	8" (200 mm)

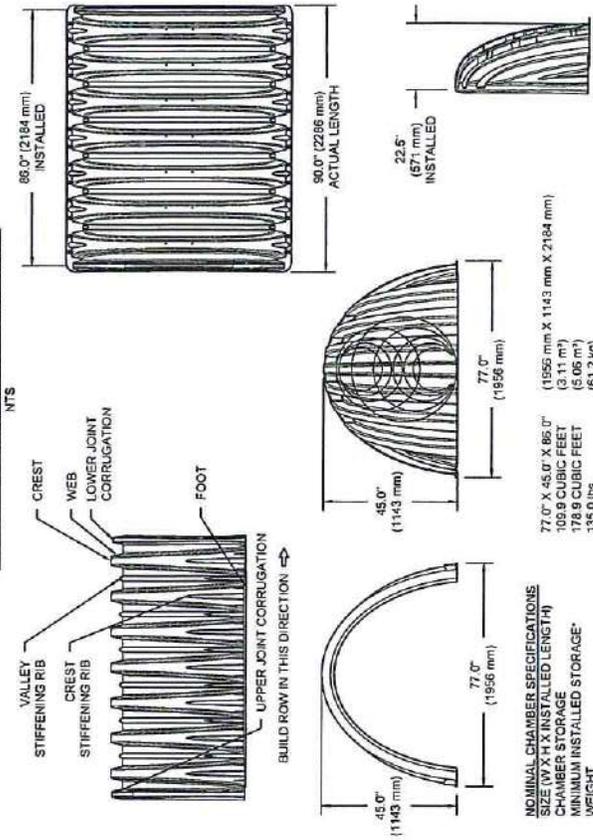
NOTE: PART NUMBERS WILL VARY BASED ON INLET PIPE MATERIALS. CONTACT STORMTECH FOR MORE INFORMATION.

MC-SERIES END CAP INSERTION DETAIL



NOTE: MANIFOLD STUB MUST BE LAID HORIZONTAL FOR A PROPER FIT IN END CAP OPENING.

MC-3500 TECHNICAL SPECIFICATION



NOMINAL CHAMBER SPECIFICATIONS
 SIZE (W X H X INSTALLED LENGTH)
 77.0" X 45.0" X 86.0"
 109.9 CUBIC FEET (3.11 m³)
 178.9 CUBIC FEET (5.05 m³)
 MINIMUM INSTALLED STORAGE WEIGHT
 135.0 lbs.

NOMINAL END CAP SPECIFICATIONS
 SIZE (W X H X INSTALLED LENGTH)
 77.0" X 45.0" X 25.5"
 14.9 CUBIC FEET (0.42 m³)
 48.3 CUBIC FEET (1.30 m³)
 MINIMUM INSTALLED STORAGE WEIGHT
 30.0 lbs.

*ASSUMES 12" (305 mm) STONE ABOVE, 9" (229 mm) STONE FOUNDATION AND BETWEEN CHAMBERS, 12" (305 mm) STONE PERIMETER IN FRONT OF END CAPS AND 40% STONE POROSITY.

STUBS AT BOTTOM OF END CAP FOR PART NUMBERS ENDING WITH "B"
 STUBS AT TOP OF END CAP FOR PART NUMBERS ENDING WITH "T"

PART #	STUB	B	C
MC3500IEPP08T	6" (150 mm)	33.21" (844 mm)	0.65" (17 mm)
MC3500IEPP08B	8" (200 mm)	31.15" (791 mm)	0.81" (21 mm)
MC3500IEPP10T	10" (250 mm)	29.04" (738 mm)	0.93" (24 mm)
MC3500IEPP10B	12" (300 mm)	26.35" (670 mm)	1.35" (34 mm)
MC3500IEPP12T	15" (375 mm)	23.39" (594 mm)	1.50" (38 mm)
MC3500IEPP12B	16" (400 mm)	20.03" (509 mm)	1.77" (45 mm)
MC3500IEPP15T	24" (600 mm)	14.40" (368 mm)	2.05" (52 mm)
MC3500IEPP15B	30" (750 mm)	---	---

NOTE: ALL DIMENSIONS ARE NOMINAL.

CUSTOM PRECURED INVERTS ARE AVAILABLE UPON REQUEST. INVERTED MANIFOLDS INCLUDE 12-24" (300-600 mm) SIZE ON SIZE AND 15-48" (375-1200 mm) ECCENTRIC MANIFOLDS. CUSTOM INVERT LOCATIONS ON THE MC-3500 END CAP CUT IN THE FIELD ARE NOT RECOMMENDED FOR PIPE SIZES GREATER THAN 10" (250 mm). THE INVERT LOCATION IN COLUMN "B" ARE THE HIGHEST POSSIBLE FOR THE PIPE SIZE.

THIS DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS UNDER THE DIRECTION OF THE SITE DESIGN ENGINEER. IT IS THE RESPONSIBILITY OF THE SITE DESIGN ENGINEER TO ENSURE THAT THE PRODUCT(S) SHOWN MEET ALL APPLICABLE LOCAL, STATE, FEDERAL AND ALL ASSOCIATED DETAILS AND ALL ASSOCIATED DETAILS MEET ALL APPLICABLE LOCAL, STATE, FEDERAL AND ALL ASSOCIATED DETAILS. THE SITE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE SITE DESIGN ENGINEER TO ENSURE THAT THE PRODUCT(S) SHOWN MEET ALL APPLICABLE LOCAL, STATE, FEDERAL AND ALL ASSOCIATED DETAILS AND ALL ASSOCIATED DETAILS MEET ALL APPLICABLE LOCAL, STATE, FEDERAL AND ALL ASSOCIATED DETAILS.

StormTech
 1805 4th Street, Suite 101
 Hilliard, OH 43026
 1-800-733-7473

APPROVED PRINTING BY ADS
 HILLIARD, OH 43026
 1-800-733-7473

PROJECT # 101
 DATE 04/08/2019
 DRAWN JW
 CHECKED --

REV DWL
 CHK
 DESCRIPTION

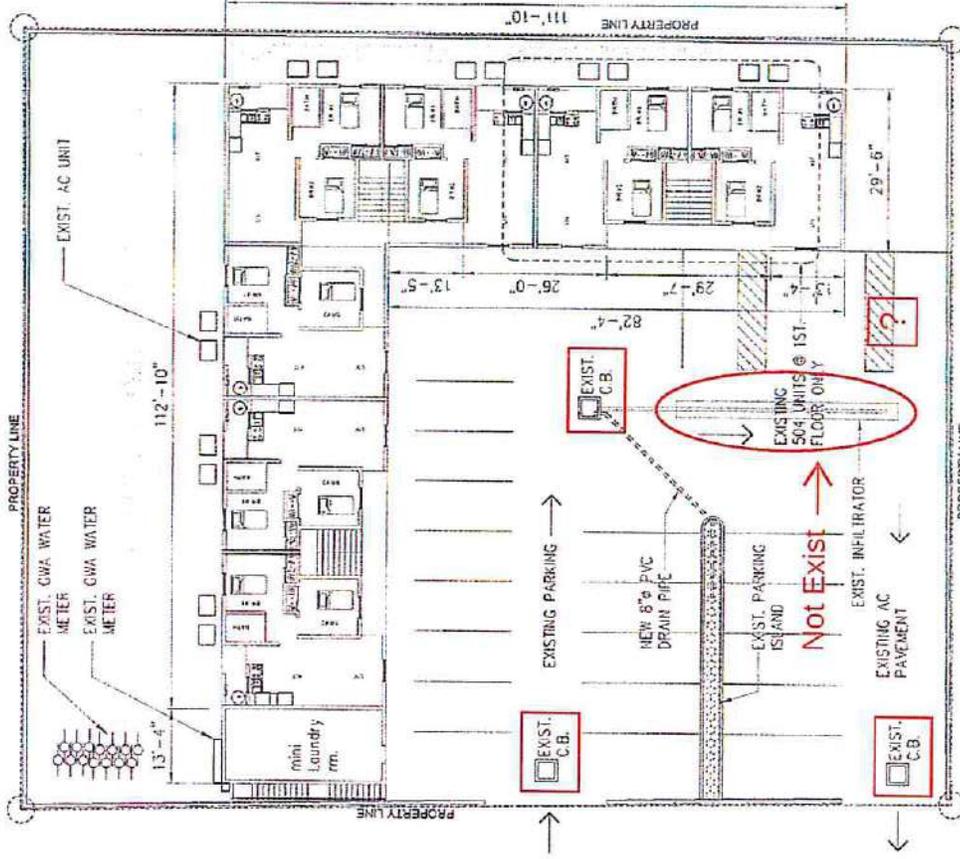
Isla Apartments

TO WOOD ROAD, SUITE 101, HILLIARD, OH 43026
 1-800-733-7473

5 OF 5 SHEET

Exhibit A-3

Addendum #1



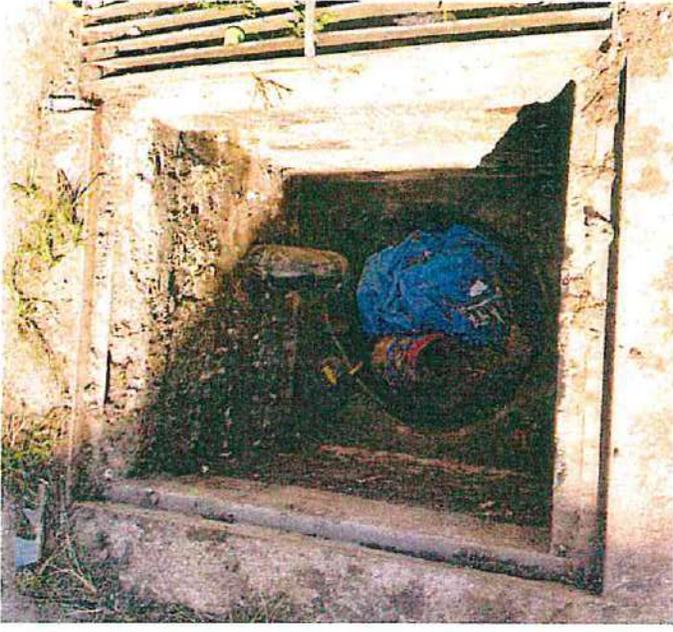
1ST FLOOR PLAN

NOT TO SCALE

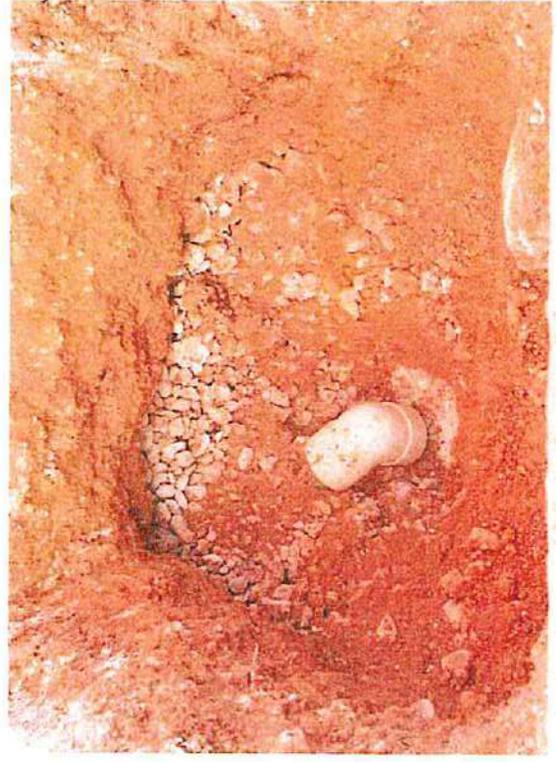
page 12 of 15



Pipe Line Tracing & Exploration Digging

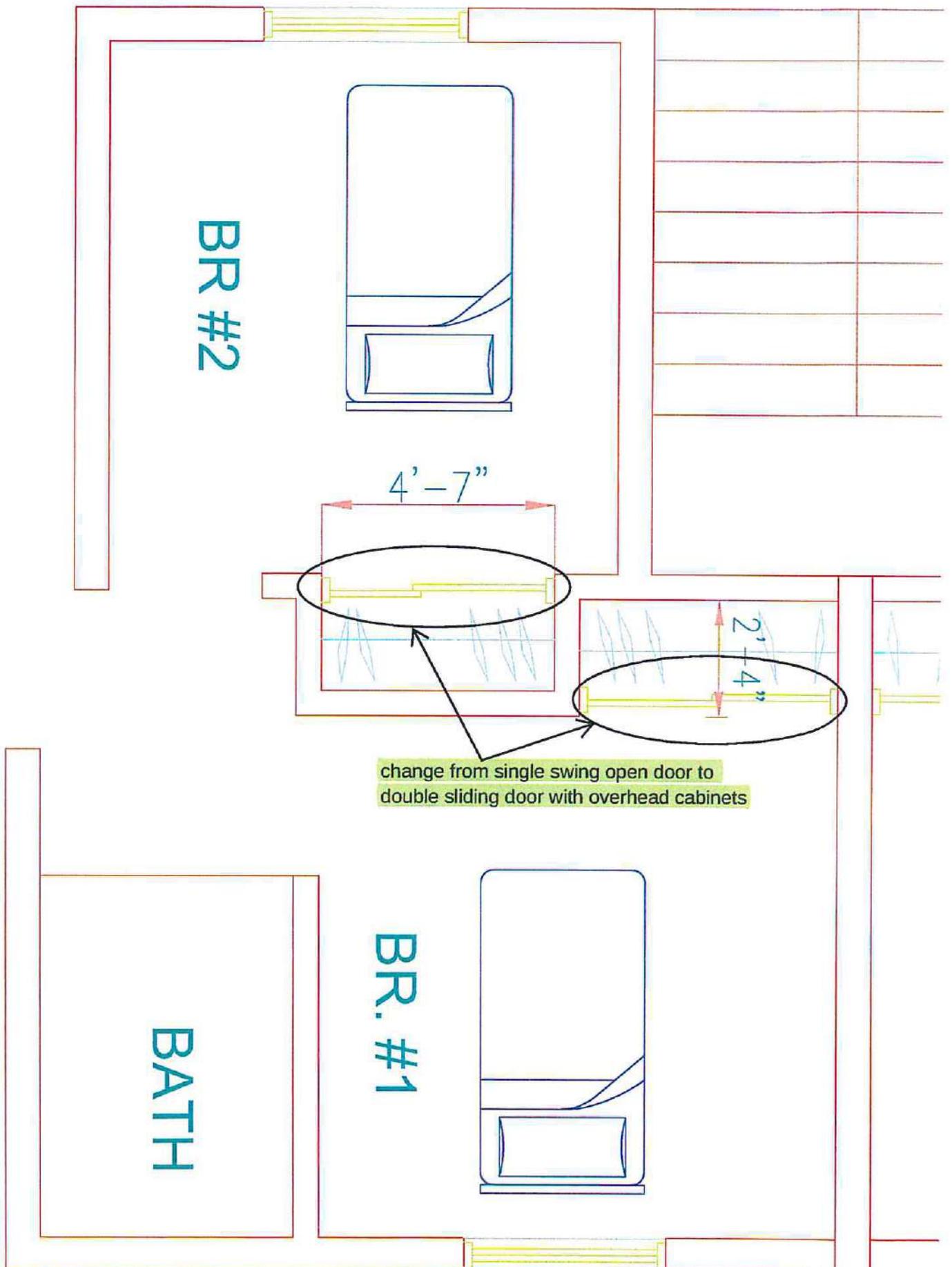


catch basin filled with trash and dirt



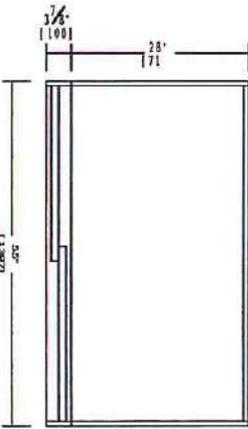
end of storm drain pipe
no existing infiltrator



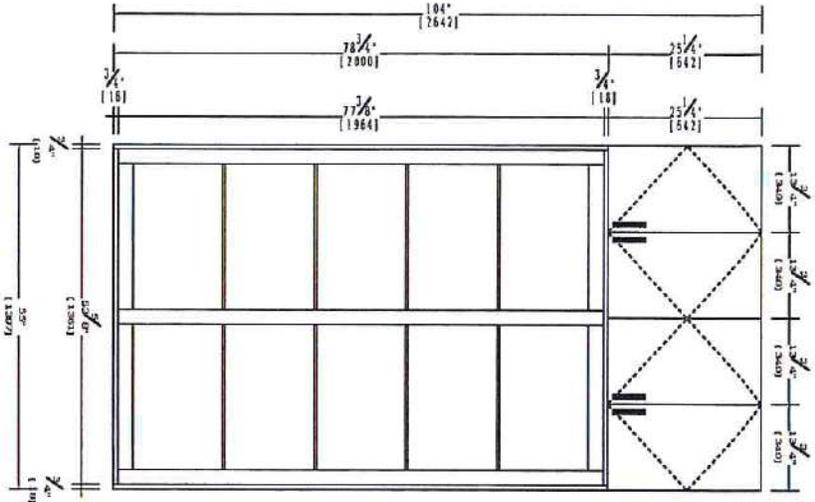




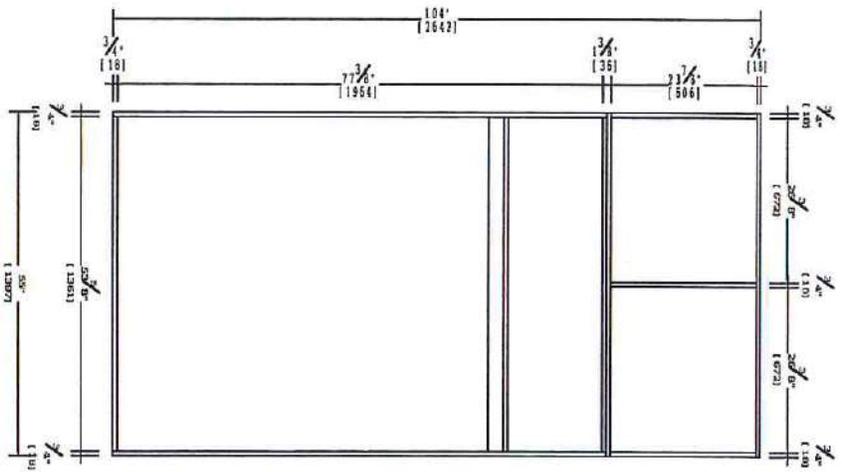
Plan



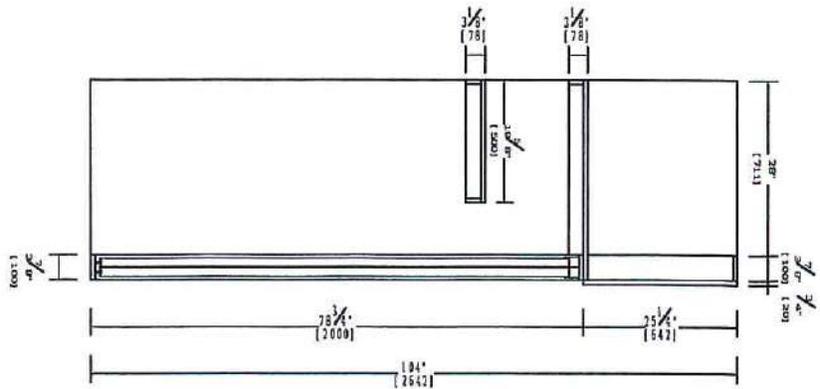
Elevation



Elevation



Section



Sliding Door: M18062

ORDER NO : AC74180158-1	Followed By:	Quantity:
NAME OF THE PROJECT : Isla Apartment	Designer:	01 of 01
TITLE OF DRAWING : Closer Door	Auditors:	
	Version	
	Date:	
	modification version	
	modification date	



Dressing room interior. Create maximum space. Turn unused space into the ultimate walk in wardrobe. Long and short hanging space and lots of shelves. Clever accessories like wire basket, tie and shoe racks. A totally bespoke interior-you choose whatever you want.

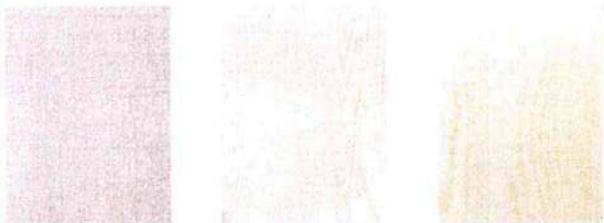


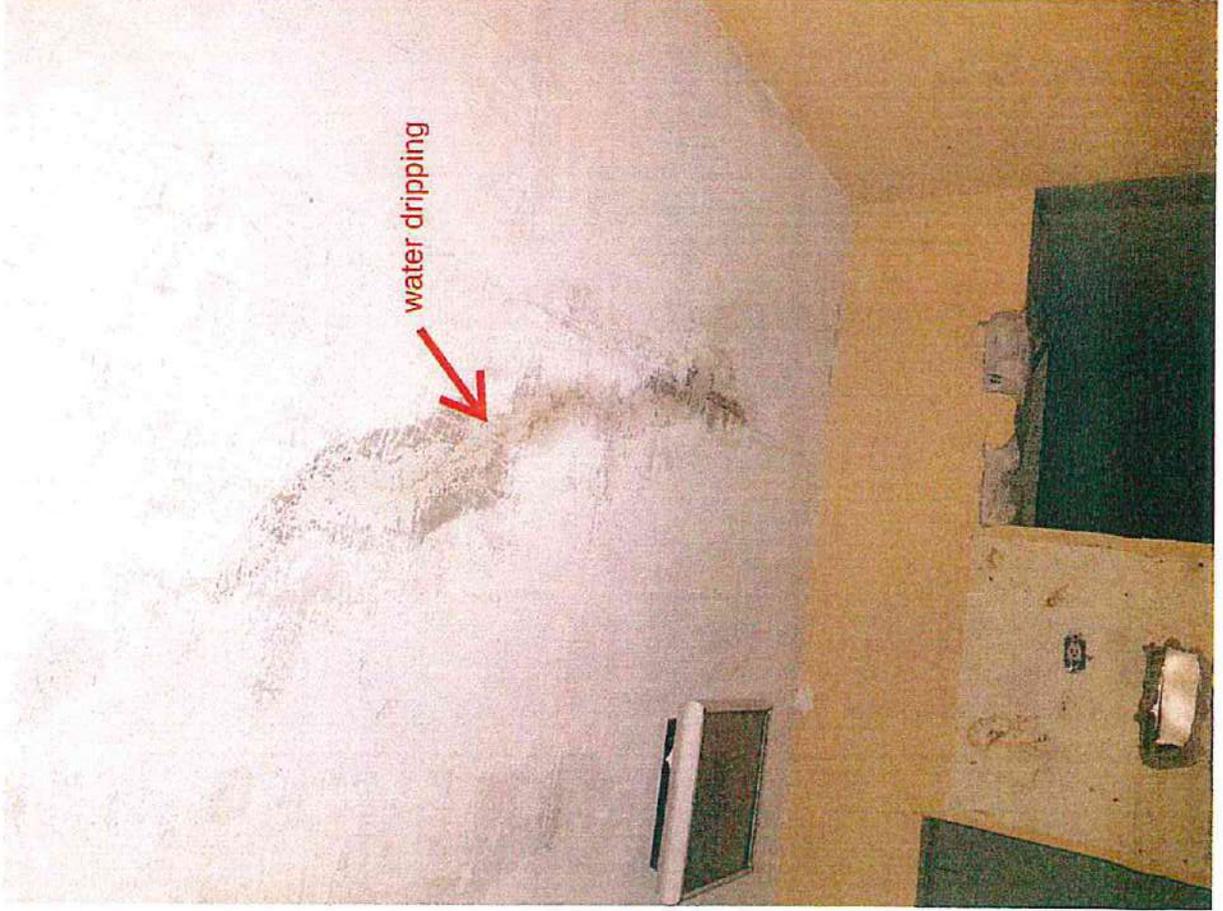
Exhibit C

roof top condition before power washing and grinding



roof top condition after power washing and grinding





water dripping



water dripping



Exhibit D

Improvement to Curbside Appeal

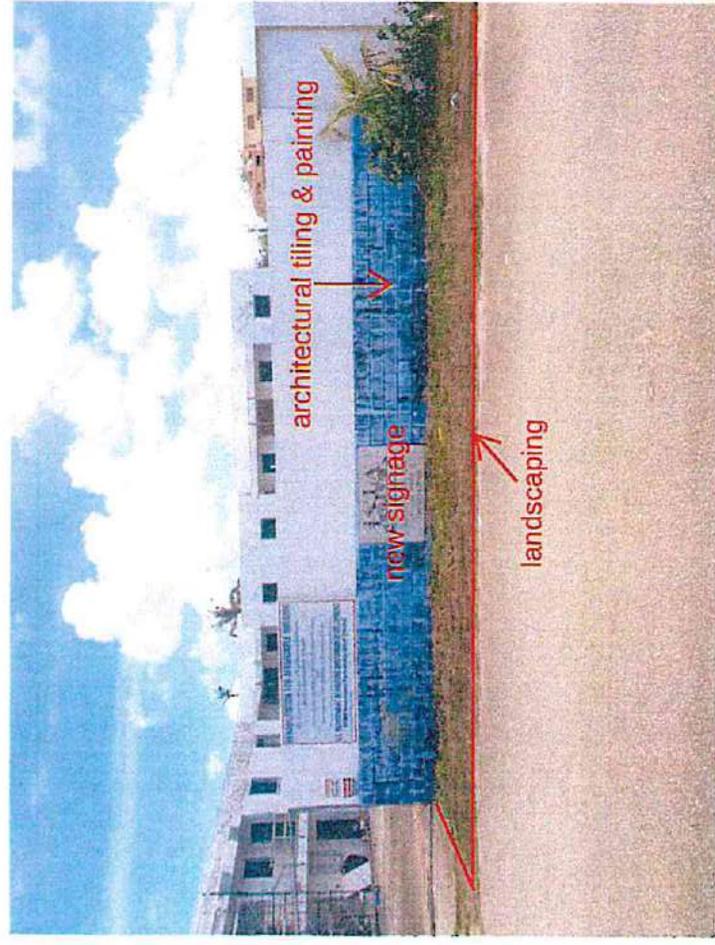
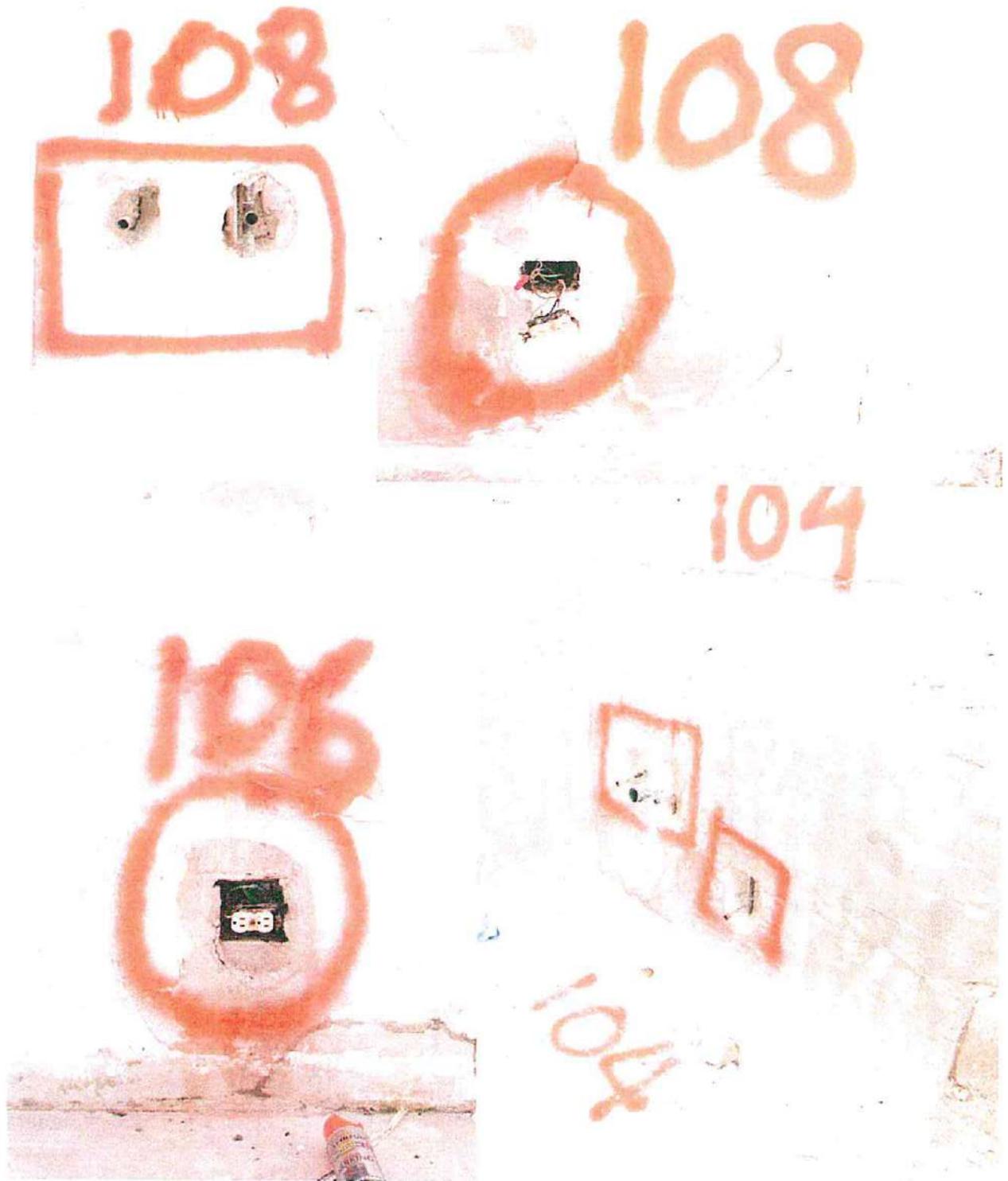
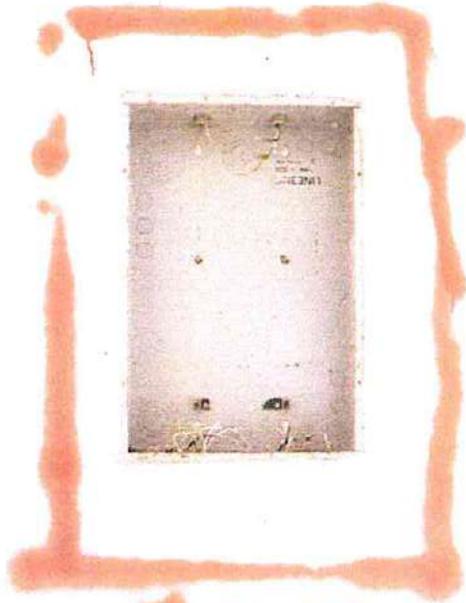


Exhibit E

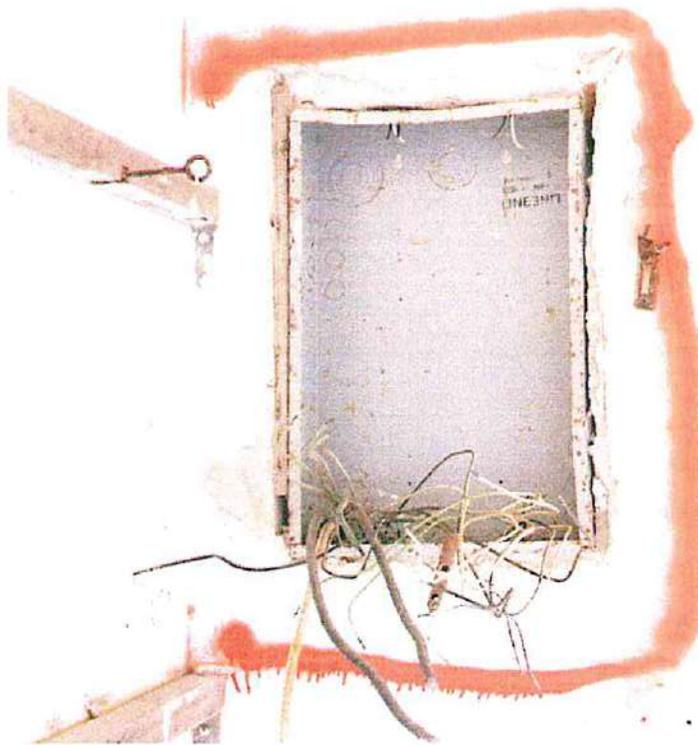


Waterlines are running very close to the surface. Some portions of pipes are exposed.

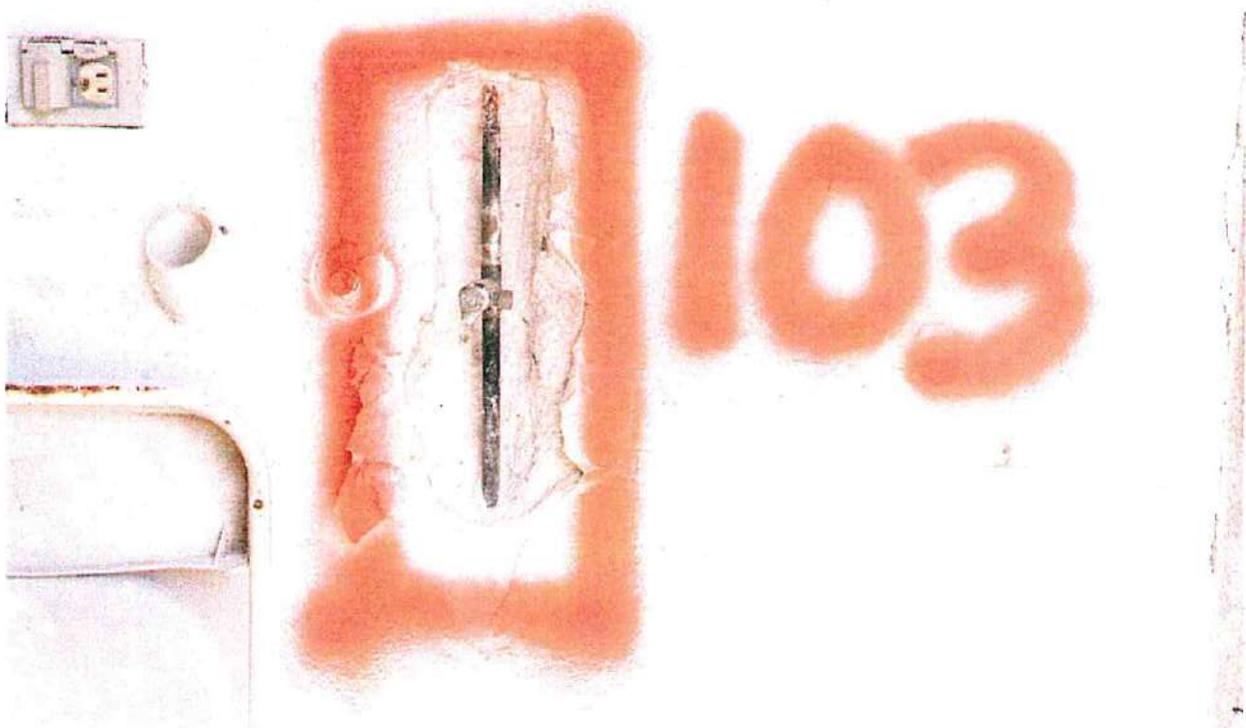


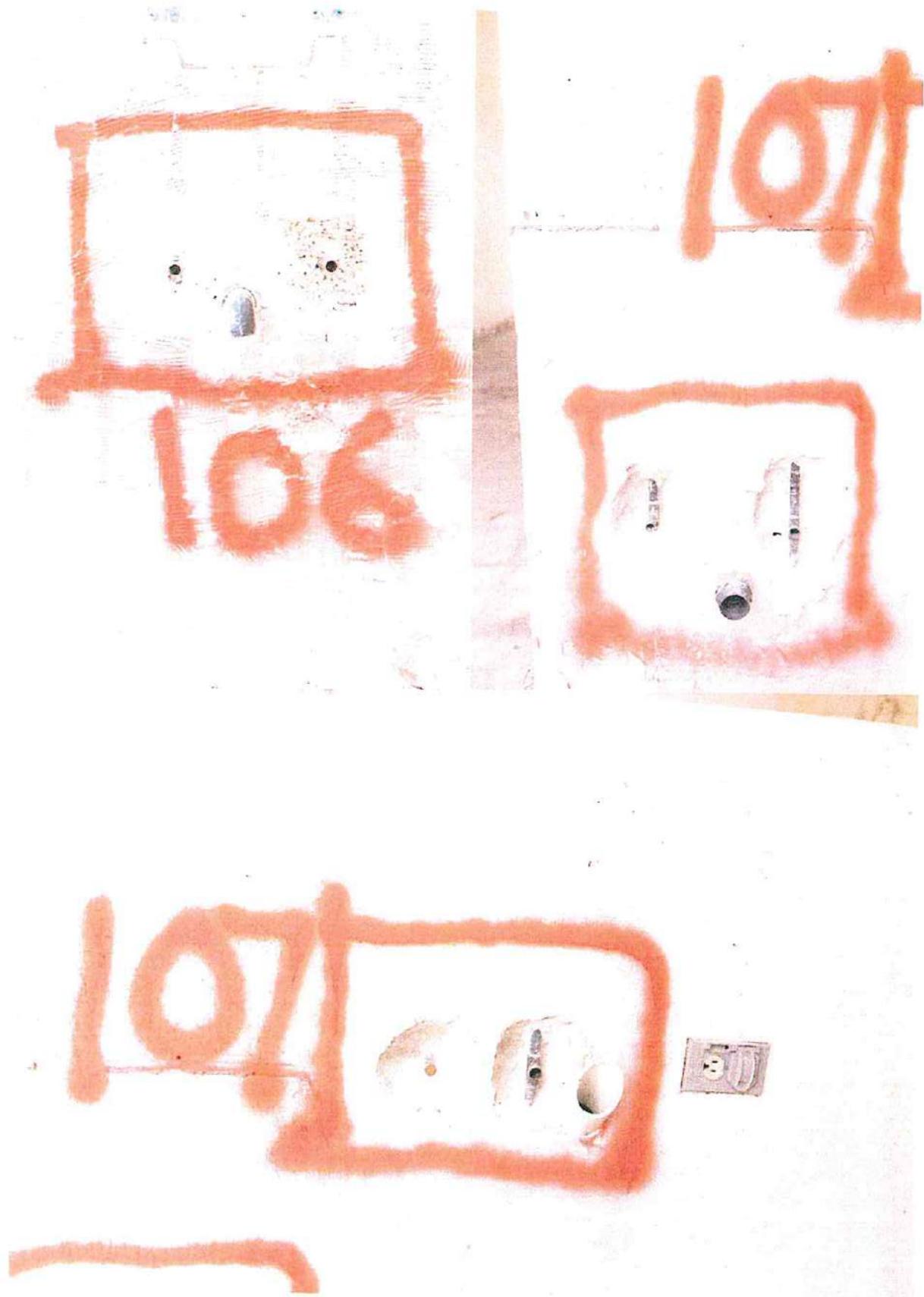


102



207



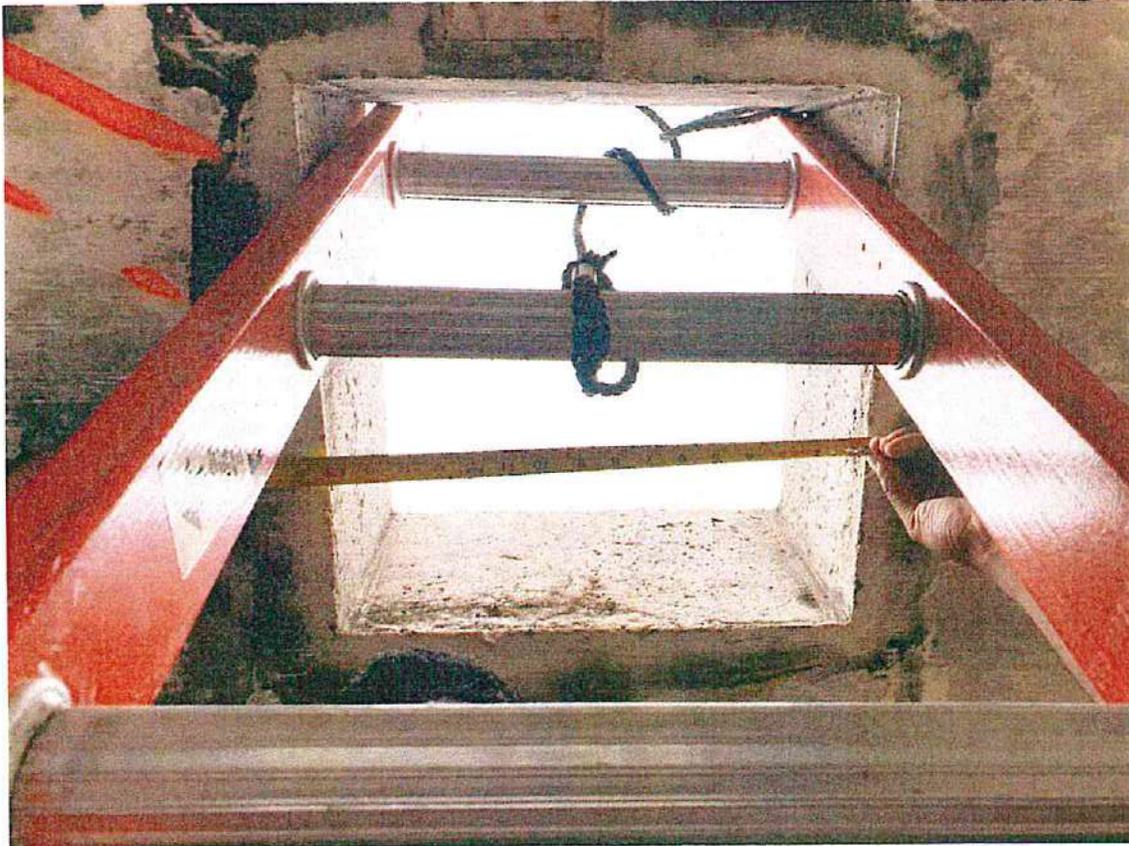


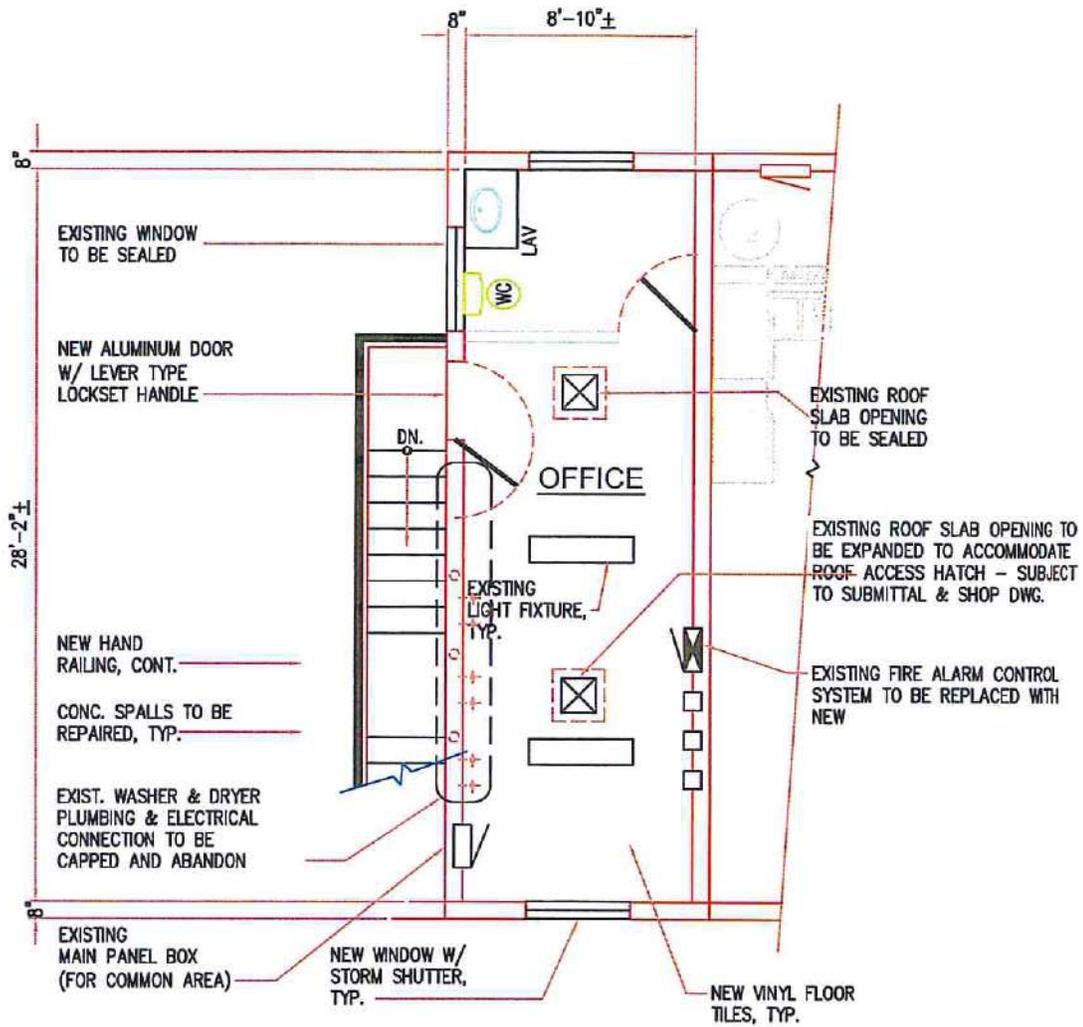
Room No.	Receptacle Replacements	Plumbing Repair	Branch Circuit Reruns	Wall Reinforcement
	Count	Count	Count	Sq.Ft
101	2	0	0	0
102	3	2	11	0
103	1	2	0	0
104	1	9	0	20
105	3	12	0	20
106	3	11	0	0
107	1	11	0	0
108	1	8	0	0
201	0	0	0	0
202	0	0	0	0
203	0	2	0	0
204	1	2	0	0
205	0	0	0	0
206	3	2	0	0
207	1	0	5	0
208	4	1	0	0
Totals	24	62	16	40









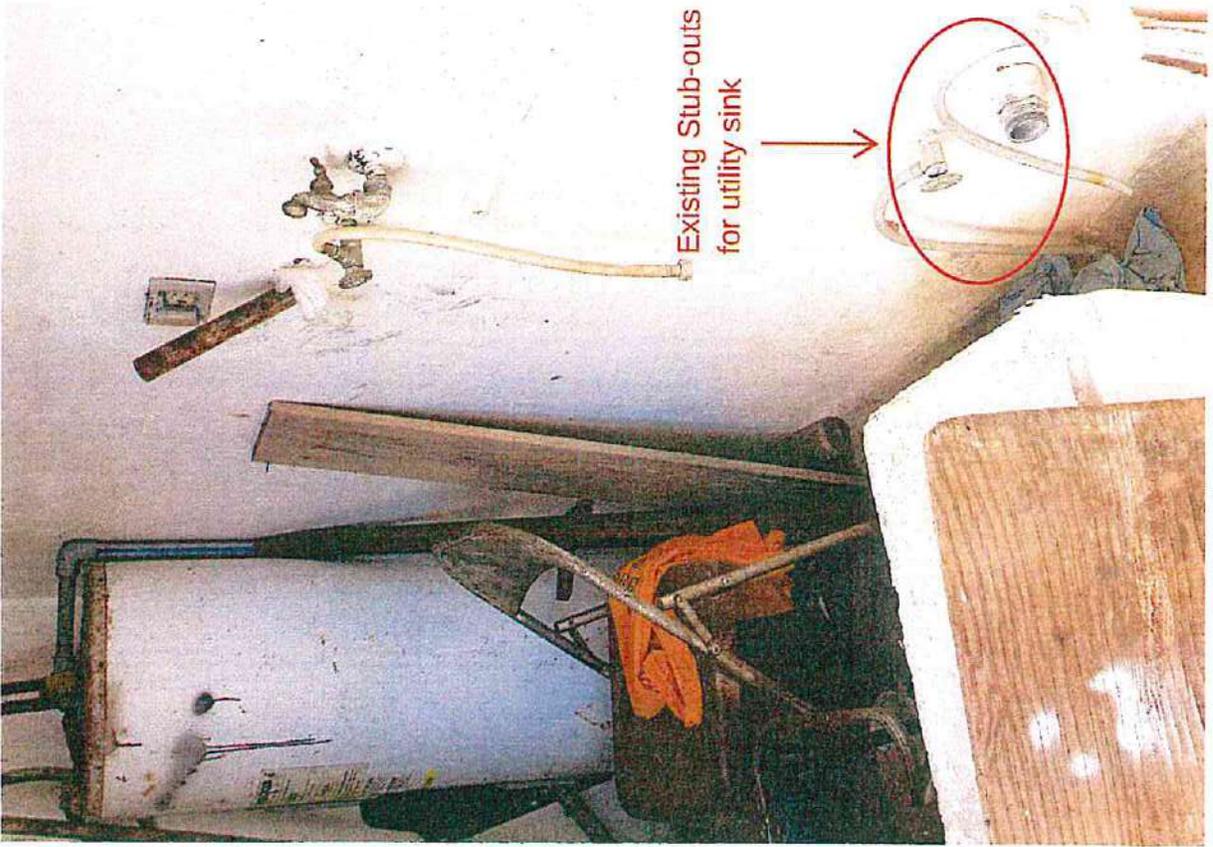
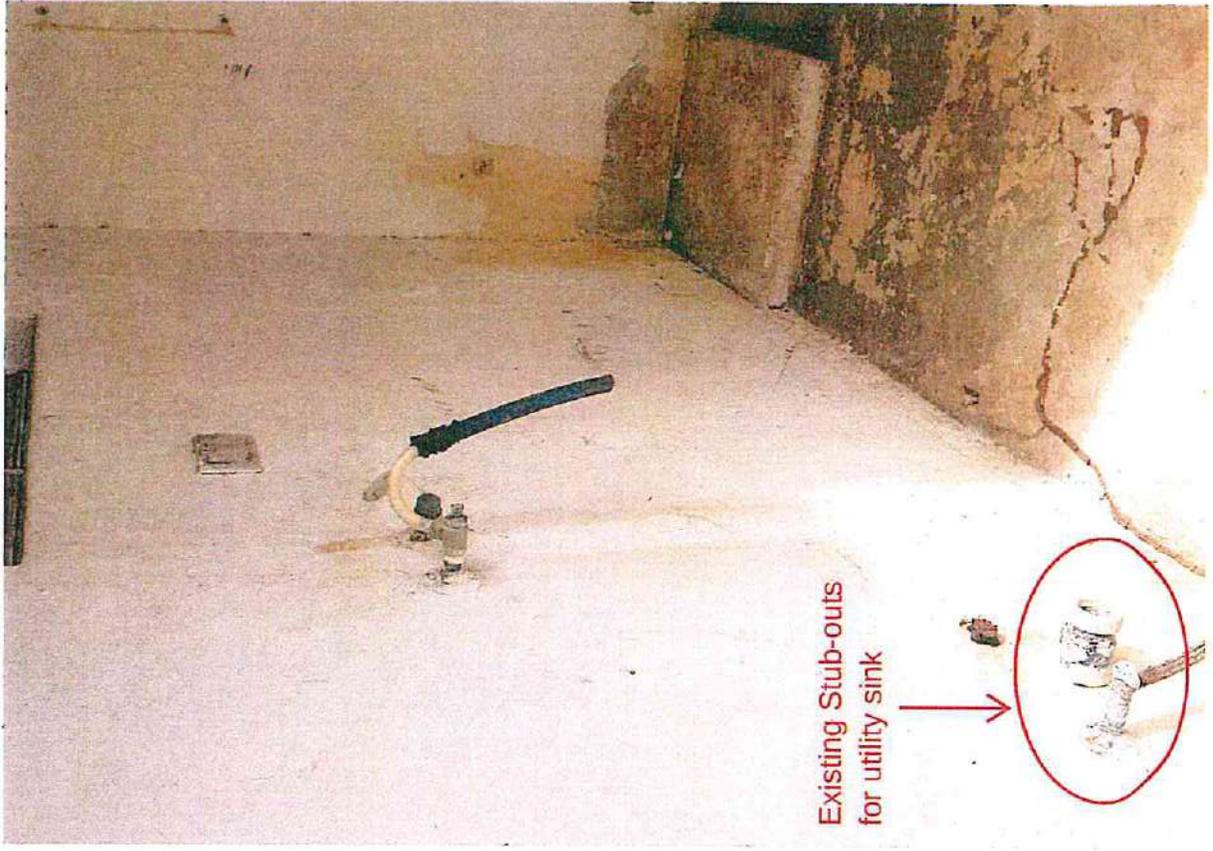


2ND FLOOR PLAN

2ND FLOOR OFFICE NEW WORK SHALL CONSISTED WITH:

1. EXISTING WINDOWS TO BE REMOVE AND REPLACED WITH NEW WINDOW WITH ACCORDION STORM SHUTTERS.
2. EXISTING METAL RAILING REMOVE AND REPLACE WITH NEW GALVANIZED PIPE RAILING (SCHEDULE 40), VERTICAL POST, TOP & BOT. RAIL SHALL BE 1-1/2" DIAMETER, INTERMEDIATED RAILS 1" DIAMETER @ 4" O.C., VERTICAL POST @ 48" O.C. TO BE EMBEDDED OR ANCHORED TO EXISTING CONC. STAIR.
3. EXISTING VINYL FLOOR TILES TO BE REMOVED AND REPLACED WITH NEW 1/8" THICK VINYL TILES.
4. REST ROOM: PROVIDE NEW WATER CLOSET AND LAVATORY. VERIFY WATERLINE & WASTELINE AND PROVIDE NEW (IF REQUIRED), FLUSH AND CLEAN WASTELINE. REPLACE EXISTING STUD WALL WITH NEW METAL FRAME WALL STUD (INSULATED), 1/2" CEMENT BOARD BOTH SIDES FASTEN TO METAL STUD, 4FT. HIGH CERAMIC TILES AND FLOOR FINISH CERAMIC TILES, PAINT FINISH, 36IN WIDE DOOR & FRAME, 2'x3' WALL MOUNTED MIRROR.
5. EXISTING ELECTRICAL & FIRE ALARM SYSTEM & LIGHT FIXTURES NEW WORK (SEE ELECTRICAL DWGS.).

Exhibit I



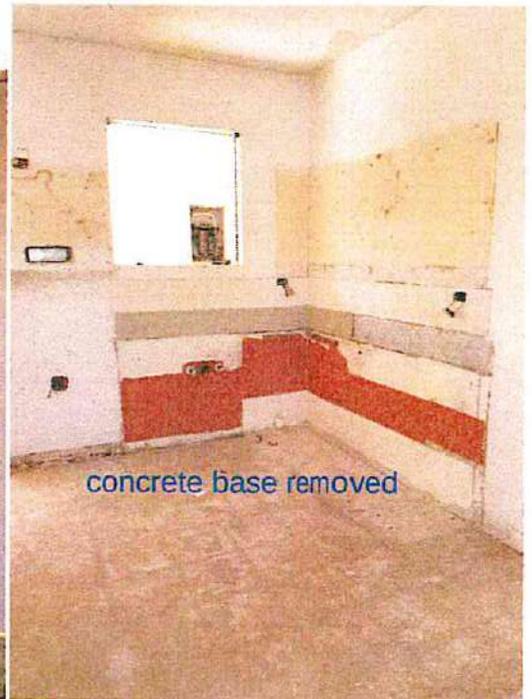
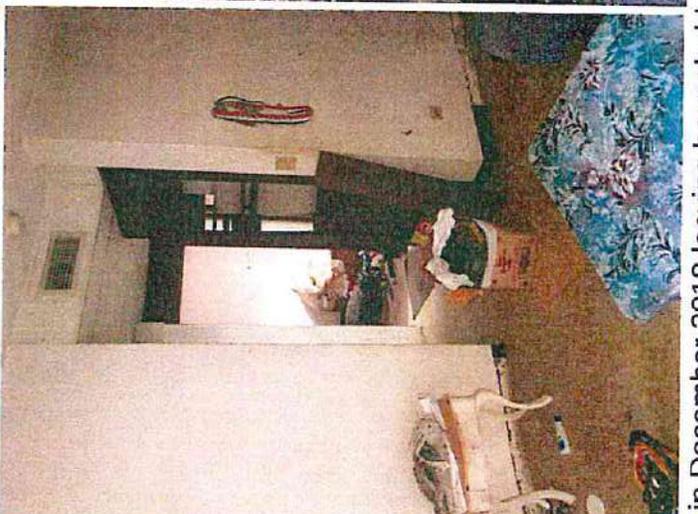


Exhibit K



Exhibit 4



Exit of last tenant in December 2018 leaving household trash behind



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



March 21, 2019

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Thomas E. B. Borja
Chairman (Acting)

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

Mrs. Alice Wu
President
Triple Tech Incorporated
P.O. Box 27117
GMF, Barrigada, Guam 96921

Subject: GHURA-6-25-2018-HOME

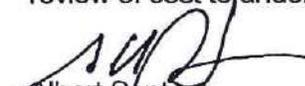
Dear Mrs. Wu:

Pursuant to the terms of our agreement dated September 28, 2018 for the subject project, you are hereby notified to provide a cost proposal for the multiple listed additional work we have been discussing over the last two months at the site.

Proposed Cost for Change:

1. Perform subterranean investigation of storm drainage, exploratory dig, re-engineering and expansion of existing infiltration.
2. Change bedroom closet doors to laminated plywood & aluminum sliding doors with concealed hinge overhead shelving units.
3. Perform repair of additional 320ft of rooftop cracks.
4. Raise front perimeter wall by 24", additional landscaping, replace existing signage, repair damaged pavement.
5. Construct curb & concrete walkway along south wing of building.
6. Resize door rough openings.
7. Repair stolen copper stub-outs & leaks discovered during pressure testing.
8. Organize & repair existing water meter connections, construct concrete parking bollards.
9. Removal of window opening at manager's office to accommodate bathroom.
10. Expand of manager's office skylight for installation of a roof access hatch.
11. Add utility sinks in each unit.
12. Level kitchen cabinet concrete bases.
13. Removal of improperly applied popcorn ceiling compound.
14. Replace corroded outlet boxes concealed by wall-plates, replace stolen electrical wire.
15. Board or reinforce of improperly constructed pour-in-place walls in bathrooms.
16. Dispose of tenant abandoned belongings.
17. Purchase of additional interchangeable cores.

Please submit the above request cost proposal within a week so we could start our review of cost to undertake the additional work being requested.


Albert Santos



TRIPLE TECH INC.

CHANGE ORDER REQUEST (PROPOSAL)

Project: Rehabilitation for Affordable Housing of 14 Units
Isla Apartments
To: A/E Guam Housing & Urban Renewal Authority
Re: Proposal for changes discussed 03/21/2019
Change Order Request Number: 0001
From (Contractor): Triple Tech Incorporated
Date: 04/02/2019
A/E Project Number: GHURA-6-25-2019-HOME
Contract For: GHURA

This Change Order Request (C.O.R.) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the Contract Documents based on Proposal Request No. 0001

Descriptions of Proposed Change:

- 1. Perform subterranean investigation of storm drainage, exploratory dig, re-engineering and expansion of existing infiltration methods (Exhibit A-1, A-2, & A-3)
2. Change bedroom closet doors to laminated plywood & aluminum sliding doors with concealed hinge overhead shelving units (Exhibit B)
3. Perform repair of additional 320ft of rooftop cracks (Exhibit C)
4. Raise front perimeter wall by 24", additional landscaping, replace existing signage, repair damaged pavement (Exhibit D)
5. Construct curb & concrete walkway along south wing of building (Exhibit E)
6. Resize door rough openings
7. Repair stolen copper stub-outs & leaks discovered during pressure testing (Exhibit F)
8. Organize & repair existing water meter connections, construct concrete parking bollards (Exhibit G)
9. Removal of window opening at manager's office to accommodate bathroom (Exhibit H)
10. Expand of manager's office skylight for installation of a roof access hatch (Exhibit H)
11. Add utility sinks in each unit (Exhibit I)
12. Level of kitchen cabinet concrete bases (Exhibit J)
13. Remove of improperly applied popcorn ceiling compound (Exhibit K)
14. Replace corroded outlet boxes concealed by wall-plates, replace stolen electrical wire (Exhibit L)
15. Board or reinforcement of improperly constructed pour-in-place walls in bathrooms (Exhibit M)
16. Dispose tenant abandoned belongings (Exhibit N)
17. Purchase of additional interchangeable cores

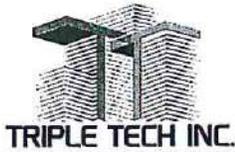
Attached supporting information from: [X] Contractor [] Supplier [X] Exhibits A-N

Does Proposed Change involve a change in Contract Sum? [] No [X] Yes [Increase] [Decrease] \$ 201,537.74
Does Proposed Change involve a change in Contract Time? [] No [X] Yes [Increase] [Decrease] 120 days.

Attached pages: [X] Proposal Worksheet Summary:
[] Proposal Worksheet Detail(s):

Signed by: [Signature] Date: 4/2/2019

Copies: [] Owner [] Consultants [] [] [] [] File



PROPOSAL WORKSHEET SUMMARY

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: 0001

To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated

Re: Proposal for changes discussed Date: 04/02/2019

Proposal Request Number: 0001 A/E Project Number: GHURA-6-25-2019-HOME

As requested listed below are our cost proposal in response to your letter dated March 21, 2019 for the identified additional work required to address the various findings discovered at the project site.

ADDITIONS:

Item No.	Ref. No.	Description	Material	Labor	Subtotal
1	001	Storm drain investigation & expansion of infiltrator	\$ 65,489.27	\$ 28,856.00	\$ 94,345.27
2	002	Alternative design & construction of bedroom closets	\$ 21,111.00	\$ 18,758.00	\$ 39,869.00
3	003	Additional 320ft roof crack repair	\$ 600.00	\$ 840.00	\$ 1,440.00
4	004	Perimeter wall, hardscaping, signage, driveway paving	\$ 17,850.00	\$ 8,500.00	\$ 26,350.00
5	005	Curb & walkway along south side of building	\$ 11,857.23	\$ 7,545.00	\$ 19,402.23
6	006	Resize door openings	\$ 546.00	\$ 882.00	\$ 1,428.00
7	007	Repar stolen copper stub-outs & leaks	\$ 1,492.00	\$ 2,526.00	\$ 4,018.00
8	008	New lines for meter box enclosure, construct bollards	\$ 4,504.03	\$ 8,598.00	\$ 13,102.03
9	009	Removal of manager's office window	\$ 97.50	\$ 216.00	\$ 313.50
10	010	Expansion of manager's office skylight, new roof hatch	\$ 3,500.00	\$ 1,100.00	\$ 4,600.00
11	011	Addition of utility sinks in each unit	\$ 3,011.82	\$ 2,512.00	\$ 5,523.82
12	012	Leveling of kitchen cabinet concrete bases	\$ 315.00	\$ 1,300.00	\$ 1,615.00
13	013	Removal of improperly applied popcorn ceiling	\$ 6,850.00	\$ 4,890.00	\$ 11,740.00
14	014	Replace corroded receptacle boxes	\$ 1,500.30	\$ 3,321.90	\$ 4,822.20
15	015	Cement board wall reinforcement for tiled areas	\$ 461.63	\$ 884.00	\$ 1,345.63
16	016	Disposal of tenant abandoned belongings	\$ 562.50	\$ 138.00	\$ 700.50
17	017	Purchase of additional interchangeable cores	\$ 330.00	\$ -	\$ 330.00
Subtotal:			\$ 140,078.27	\$ 90,866.90	\$ 230,945.17

DEDUCTIONS:

Item No.	Ref. No.	Description	Material	Labor	Subtotal
1	001D	Construction of French Drain	\$ 7,720.26	\$ 5,158.66	\$ 12,878.92
2	002D	Construction of 36" Swing Open Closet Door	\$ 8,684.26	\$ 7,844.26	\$ 16,528.51
Subtotal:			\$ 16,404.52	\$ 13,002.91	\$ 29,407.43

WORKSHEET TOTAL: \$ 201,537.74



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



April 8, 2019

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Thomas E. B. Borja
Chairman (Acting)

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

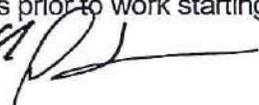
Mrs. Alice Wu
President
Triple Tech Incorporated
P.O. Box 27117
GMF, Barrigada, Guam 96921

Subject: GHURA-6-25-2018-HOME

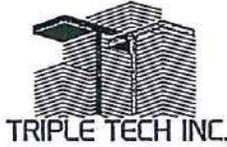
Dear Mrs. Wu:

Based on our review of your propose cost for the additional work dated April 2, 2019 attach is our counter proposal for the additional work for the 17 line items.

Please review and resubmit your revised cost proposal as discussed. Again as mention the propose changes must be approved by the GHURA board of commissioners prior to work starting.

Albert Santos 

Attachment: GHURA's counter proposal for additional work



PROPOSAL WORKSHEET SUMMARY

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: 0001

To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated

Re: Proposal for changes discussed 03/26/2019 Date: 04/02/2019

Proposal Request Number: 0001 A/E Project Number: GHURA-6-25-2019-HOME

Complete and attach Proposal Worksheet Detail for each element of Work. Enter Worksheet Information below.

ADDITIONS:

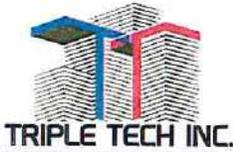
Item No.	Ref. No.	Description	Material	Labor	Subtotal
1	001	Storm drain investigation & expansion of infiltrator	\$ 65,489.27	\$ 28,856.00	\$ 94,345.27 76,780.00
2	002	Alternative design & construction of bedroom closets	\$ 21,111.00	\$ 18,758.00	\$ 39,869.00 29,891.00
3	003	Additional 320lf roof crack repair	\$ 600.00	\$ 840.00	\$ 1,440.00 OK
4	004	Perimeter wall, hardscaping, signage, driveway paving	\$ 17,850.00	\$ 8,500.00	\$ 26,350.00 17,385.00
5	005	Curb & walkway along south side of building	\$ 11,857.23	\$ 7,545.00	\$ 19,402.23 13,990.00
6	006	Resize door openings	\$ 546.00	\$ 882.00	\$ 1,428.00 OK
7	007	Repar stolen copper stub-outs & leaks	\$ 1,492.00	\$ 2,526.00	\$ 4,018.00 OK
8	008	New lines for meter box enclosure, construct bollards	\$ 4,504.03	\$ 8,598.00	\$ 13,102.03 10,050.00
9	009	Removal of manager's office window	\$ 97.50	\$ 216.00	\$ 313.50 OK
10	010	Expansion of manager's office skylight, new roof hatch	\$ 3,500.00	\$ 1,100.00	\$ 4,600.00 2928.00
11	011	Addition of utility sinks in each unit	\$ 3,011.82	\$ 2,512.00	\$ 5,523.82 4,523.00
12	012	Leveling of kitchen cabinet concrete bases	\$ 315.00	\$ 1,300.00	\$ 1,615.00 1,515.00
13	013	Removal of improperly applied popcorn ceiling	\$ 6,850.00	\$ 4,890.00	\$ 11,740.00 8,529.00
14	014	Replace corroded receptacle boxes	\$ 1,500.30	\$ 3,321.90	\$ 4,822.20 OK
15	015	Cement board wall reinforcement for tiled areas	\$ 461.63	\$ 884.00	\$ 1,345.63 1,145.00
16	016	Disposal of tenant abandoned belongings	\$ 562.50	\$ 138.00	\$ 700.50 OK
17	017	Purchase of additional interchangeable cores	\$ 330.00	\$ -	\$ 330.00 OK
Subtotal:			\$ 140,078.27	\$ 90,866.90	\$ 230,945.17

DEDUCTIONS:

Item No.	Ref. No.	Description	Material	Labor	Subtotal
1	001D	Construction of French Drain	\$ 7,720.26	\$ 5,158.66	\$ 12,878.92 OK
2	002D	Construction of 36" Swing Open Closet Door	\$ 8,684.26	\$ 7,844.26	\$ 16,528.51 OK
Subtotal:			\$ 16,404.52	\$ 13,002.91	\$ 29,407.43

WORKSHEET TOTAL: \$ 201,537.74

MJR
4/8/19



PROPOSAL WORKSHEET SUMMARY

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: 0001 Revised

To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated

Re: Proposal for changes discussed on April 8, 2019 Date: 04/19/2019

Proposal Request Number: 0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

As discussed listed below are the negotiated amount for each line item. In addition, we are requesting for an extension due to added work of 120 days.

ADDITIONS:

Item No.	Ref. No.	Description	Material	Labor	Subtotal
1	001	Storm drain investigation & expansion of infiltrator	\$ 53,355.13	\$ 23,425.50	\$ 76,780.63
2	002	Alternative design & construction of bedroom closets	\$ 17,320.93	\$ 12,670.00	\$ 29,990.93
3	003	Additional 320ft roof crack repair	\$ 600.00	\$ 840.00	\$ 1,440.00
4	004	Perimeter wall, hardscaping, signage, driveway paving	\$ 9,103.00	\$ 8,282.00	\$ 17,385.00
5	005	Curb & walkway along south side of building	\$ 6,739.49	\$ 7,251.00	\$ 13,990.49
6	006	Resize door openings	\$ 546.00	\$ 882.00	\$ 1,428.00
7	007	Repar stolen copper stub-outs & leaks	\$ 1,492.00	\$ 2,526.00	\$ 4,018.00
8	008	New lines for meter box enclosure, construct bollards	\$ 3,054.00	\$ 6,996.00	\$ 10,050.00
9	009	Removal of manager's office window	\$ 97.50	\$ 216.00	\$ 313.50
10	010	Expansion of manager's office skylight, new roof hatch	\$ 2,160.00	\$ 768.00	\$ 2,928.00
11	011	Addition of utility sinks in each unit	\$ 3,011.82	\$ 1,512.00	\$ 4,523.82
12	012	Leveling of kitchen cabinet concrete bases	\$ 315.00	\$ 1,200.00	\$ 1,515.00
13	013	Removal of improperly applied popcorn ceiling	\$ 4,704.00	\$ 3,845.00	\$ 8,549.00
14	014	Replace corroded receptacle boxes	\$ 1,500.30	\$ 3,321.90	\$ 4,822.20
15	015	Cement board wall reinforcement for tiled areas	\$ 461.63	\$ 684.00	\$ 1,145.63
16	016	Disposal of tenant abandoned belongings	\$ 562.50	\$ 138.00	\$ 700.50
17	017	Purchase of additional interchangeable cores	\$ 330.00	\$ -	\$ 330.00
Subtotal:			\$ 105,353.29	\$ 74,557.40	\$ 179,910.69

DEDUCTIONS:

Item No.	Ref. No.	Description	Material	Labor	Subtotal
1	001D	Construction of French Drain	\$ 7,720.26	\$ 5,158.66	\$ 12,878.92
2	002D	Construction of 36" Swing Open Closet Door	\$ 8,684.26	\$ 7,844.26	\$ 16,528.51
Subtotal:			\$ 16,404.52	\$ 13,002.91	\$ 29,407.43

WORKSHEET TOTAL: \$ 150,503.26



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units
To: A/E Guam Housing & Urban Renewal Auth.
Re: Storm drain investigation & infiltrator expansion
Change Order Request Number: #0001 Revised
From: Triple Tech Incorporated
Date: 4/19/2019
Contact: Alice Wu
Proposal Request Number: #0001 Negotiated
A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor/Equipment	Labor	Materials	Labor	Labor	
1	001 Exploratory Excavation	1	lot	\$ 65.00	\$ 225.00	\$ 225.00	\$ 65.00	\$ 225.00	\$ 290.00	
2	001 Egr. & Design Development	1	lot	\$ -	\$ 2,760.00	\$ 2,760.00	\$ -	\$ 2,760.00	\$ 2,760.00	
3	001 Asphalt Paving	1250	sqft	\$ 5.25	\$ 7.50	\$ 9,375.00	\$ 6,562.50	\$ 9,375.00	\$ 15,937.50	
4	001 New Infiltrator Manhole Excavate, Fill, Grade, Compact	1	lot	\$ 1,171.88	\$ 1,620.00	\$ 1,620.00	\$ 1,171.88	\$ 1,620.00	\$ 2,791.88	
5	001 Excavate, Fill, Grade, Compact	450	cy	\$ 45.14	\$ 12.99	\$ 5,845.50	\$ 20,310.75	\$ 5,845.50	\$ 26,156.25	
6	001 New underground infiltrator	15	ea	\$ 1,683.00	\$ 240.00	\$ 3,600.00	\$ 25,245.00	\$ 3,600.00	\$ 28,845.00	
Subtotal (Enter this number on Worksheet Summary.)				\$ 2,970.26	\$ 4,865.49	\$ 23,475.50	\$ 53,355.13	\$ 23,475.50	\$ 76,780.63	

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor	Labor	Materials	Labor	Labor	
1	001D Demo & Disp. Parking Island	1	lot	\$ 350.00	\$ 487.50	\$ 487.50	\$ 350.00	\$ 487.50	\$ 837.50	
2	001D Rebuild Parking Island	1	lot	\$ 759.60	\$ 928.40	\$ 928.40	\$ 759.60	\$ 928.40	\$ 1,688.00	
3	001D 8" Perforated Drain Pipe	2	ea	\$ 1,048.58	\$ 1,221.88	\$ 2,443.76	\$ 2,097.16	\$ 2,443.76	\$ 4,540.92	
4	001D Excavate, Fill, Grade, Compact	100	cy	\$ 45.14	\$ 12.99	\$ 1,299.00	\$ 4,513.50	\$ 1,299.00	\$ 5,812.50	
Subtotal (Enter this number on Worksheet Summary.)							\$ 7,720.26	\$ 5,158.66	\$ 12,878.92	



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order: Request Number: #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
Re: Alternative Construction of Bedroom Closets Date: 4/19/2019
Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
1	Lam'd Ply & Aluminum Doors	28	ea	\$ 322.92			\$ 9,041.76			\$ 9,041.76
2	Submittals & Design	1	lot		\$ 2,450.00			\$ 2,450.00		\$ 2,450.00
3	Laminated Plywood Shelving	28	ea	\$ 92.03			\$ 2,576.90			\$ 2,576.90
4	Lam'd Plywood Cabinet Doors	112	ea	\$ 33.00			\$ 3,696.00			\$ 3,696.00
5	Aluminum Tracks & Trolley Sets	28	ea	\$ 26.65			\$ 746.27			\$ 746.27
6	Installation & Consumables	28	ea	\$ 45.00	\$ 365.00		\$ 1,260.00	\$ 10,220.00		\$ 11,480.00
Subtotal (Enter this number on Worksheet Summary.)							\$ 17,320.93	\$ 12,670.00		\$ 29,990.93

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
1	001D 36" Swing Open Door	28	ea	\$ 145.15			\$ 4,064.26			\$ 4,064.26
2	001D Drywall Transom & Fill	28	ea	\$ 87.00			\$ 2,436.00			\$ 2,436.00
3	001D Plywood Shelving	28	ea	\$ 63.00			\$ 1,764.00			\$ 1,764.00
4	001D Installation & Consumables	28	lot	\$ 15.00	\$ 280.15		\$ 420.00	\$ 7,844.26		\$ 8,264.26
Subtotal (Enter this number on Worksheet Summary.)							\$ 8,684.26	\$ 7,844.26		\$ 16,528.51



**PROPOSAL
WORKSHEET DETAIL**

TRIPLE TECH INC.

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
 To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
 Re: Additional roofing crack repair Date: 4/19/2019
 Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	003 Add'n 3200-ft Crack Repair	320	ft	\$ 1.88	\$ 2.63	\$ 600.00	\$ 840.00	\$ 1,440.00
Subtotal (Enter this number on Worksheet Summary.)						\$ 600.00	\$ 840.00	\$ 1,440.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary.)								



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units
To: A/E Guam Housing & Urban Renewal Auth.
Re: Perimeter Wall, Hardscaping, Signage, Driveway Paving
Change Order Request Number: #0001 Revised
From: Triple Tech Incorporated
Contact: Alice Wu
Date: 4/19/2019
Proposal Request Number: #0001 Negotiated
A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	Raise Front Perimeter Wall 24"	60	lft	\$ 40.80	\$ 59.00	\$ 2,448.00	\$ 3,540.00	\$ 5,988.00
2	Front Wall Signage	1	lot	\$ 2,250.00	\$ 432.00	\$ 2,250.00	\$ 432.00	\$ 2,682.00
3	Front Wall Architectural Tiling	250	sqft	\$ 6.75	\$ 4.38	\$ 1,687.50	\$ 1,095.00	\$ 2,782.50
4	Front Wall Painting	600	sqft	\$ 1.88	\$ 3.00	\$ 1,125.00	\$ 1,800.00	\$ 2,925.00
5	Entry/Exit Paving & Curb	1	lot	\$ 1,202.50	\$ 1,200.00	\$ 1,202.50	\$ 1,200.00	\$ 2,402.50
6	Mulch & Landscaping	1	lot	\$ 390.00	\$ 215.00	\$ 390.00	\$ 215.00	\$ 605.00
Subtotal (Enter this number on Worksheet Summary.)						\$ 9,105.00	\$ 8,282.00	\$ 17,385.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary.)								



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
 To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
 Re: Construct concrete curb & walkway along south wing of building Date: 4/19/2019
 Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
1	Precast Concrete Curb	121	lf	\$ 49.19	\$ 58.52		\$ 5,951.99	\$ 7,081.00		\$ 13,032.99
2	Flowerbed Topsoil	10	cy	\$ 78.75	\$ 17.00		\$ 787.50	\$ 170.00		\$ 957.50
Subtotal (Enter this number on Worksheet Summary)							\$ 6,739.49	\$ 7,251.00		\$ 13,990.49

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
Subtotal (Enter this number on Worksheet Summary)										



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units **Change Order Request Number:** #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. **From:** Triple Tech Incorporated **Contact:** Alice Wu
Rc: Resize Door Openings **Date:** 4/19/2019
Proposal Request Number: #0001 Negotiated **A/E Project Number:** GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
1	Demolition & Disposal	14	lot	\$ 12.00	\$ 15.00		\$ 168.00	\$ 210.00		\$ 378.00
2	Structural Cement Repair	14	lot	\$ 27.00	\$ 48.00		\$ 378.00	\$ 672.00		\$ 1,050.00
Subtotal (Enter this number on Worksheet Summary):							\$ 546.00	\$ 882.00		\$ 1,428.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
Subtotal (Enter this number on Worksheet Summary):										



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
Re: Repair Stolen Copper Subouts & Damaged Plumbing Date: 4/19/2019
Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL	
				Materials	Labor	Materials	Labor	Materials	Labor
1	007 Exposition & Disposal	62	lot	\$ 1.00	\$ 15.00	\$ 62.00	\$ 930.00	\$ 992.00	
2	007 Consumable Solder Supplies	1	lot	\$ 186.00	-	\$ 186.00		\$ 186.00	
3	007 Pipe Fittings & Adapters	1	lot	\$ 1,023.00	-	\$ 1,023.00		\$ 1,023.00	
4	007 Plaster & Cement Repair	62	lot	\$ 3.00	\$ 24.00	\$ 186.00	\$ 1,488.00	\$ 1,674.00	
5	007 Unit 103 Supply Line Repair	1	lot	\$ 35.00	\$ 108.00	\$ 35.00	\$ 108.00	\$ 143.00	
Subtotal (Enter this number on Worksheet Summary)						\$ 1,492.00	\$ 2,526.00	\$ 4,018.00	

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL	
				Materials	Labor	Materials	Labor	Materials	Labor
Subtotal (Enter this number on Worksheet Summary)									



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units **Change Order Request Number:** #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. **From:** Triple Tech Incorporated **Contact:** Alice Wu
Re: New lines for meter box enclosure, new concrete bollards **Date:** 4/19/2019
Proposal Request Number: #0001 Negotiated **A/E Project Number:** GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
1	Excavation & Pipe Removal	1	lot	\$ -	\$ 2,880.00					\$ 2,880.00
2	SCH80 Piping & Fittings	15	lot	\$ 82.50	\$ -		\$ 1,237.50			\$ 1,237.50
3	Metallic Piping & Fittings	1	lot	\$ 525.00	\$ -		\$ 525.00			\$ 525.00
4	New Protective Bollards	3	ea	\$ 130.50	\$ 192.00		\$ 391.50	\$ 576.00		\$ 967.50
5	Burial & Final Grading	1	lot	\$ 375.00	\$ 1,920.00		\$ 375.00	\$ 1,920.00		\$ 2,295.00
6	Installation & Testing	15	lot	\$ 35.00	\$ 108.00		\$ 525.00	\$ 1,620.00		\$ 2,145.00
Subtotal (Enter this number on Worksheet Summary.)							\$ 3,054.00	\$ 6,996.00		\$ 10,050.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES			SUBTOTALS			TOTAL
				Materials	Labor		Materials	Labor		
Subtotal (Enter this number on Worksheet Summary.)										



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
 To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
 Re: Removal of Manager's Office Window Date: 4/19/2019
 Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	Pour-in-place window removal	1	lot	\$ 97.50	\$ 216.00	\$ 97.50	\$ 216.00	\$ 313.50
Subtotal (Enter this number on Worksheet Summary.)						\$ 97.50	\$ 216.00	\$ 313.50

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary.)								



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units **Change Order Request Number:** #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. **From:** Triple Tech Incorporated **Contact:** Alice Wu
Re: Expansion of manager's office skylight **Date:** 4/19/2019
Proposal Request Number: #0001 Negotiated **A/E Project Number:** GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	Cutting & Disposal	1 lot		\$ 52.50	\$ 120.00	\$ 52.50	\$ 120.00	\$ 172.50
2	Form & Cement Work	1 lot		\$ 82.50	\$ 432.00	\$ 82.50	\$ 432.00	\$ 514.50
3	New Roof Hatch Installed	1 lot		\$ 2,025.00	\$ 216.00	\$ 2,025.00	\$ 216.00	\$ 2,241.00
Subtotal (Enter this number on Worksheet Summary):						\$ 2,160.00	\$ 768.00	\$ 2,928.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary):								



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
Re: Addition of Utility Sinks in Each Unit Date: 4/19/2019
Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	Thermoplastic Utility Sink	14	lot	\$ 122.13	\$ -	\$ 1,709.82		\$ 1,709.82
2	Fittings, Valves, Fasteners	14	lot	\$ 78.00	\$ -	\$ 1,092.00		\$ 1,092.00
3	Installation & Testing	14	lot	\$ 15.00	\$ 108.00	\$ 210.00	\$ 1,512.00	\$ 1,722.00
Subtotal (Enter this number on Worksheet Summary)						\$ 3,011.82	\$ 1,512.00	\$ 4,523.82

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary)								



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
 To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
 Re: Leveling of Kitchen Cabinet Concrete Bases Date: 4/19/2019
 Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	Demolition, Grinding, Disposal	14	lot	\$ 22.50	\$ 85.71	\$ 315.00	\$ 1,200.00	\$ 1,515.00
Subtotal (Enter this number on Worksheet Summary.)						\$ 315.00	\$ 1,200.00	\$ 1,515.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary.)								



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units **Change Order Request Number:** #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. **From:** Triple Tech Incorporated **Contact:** Alice Wu
Re: Removal of Improperly Applied Popcorn Ceiling Compound **Date:** 4/19/2019
Proposal Request Number: #0001 Negotiated **A/E Project Number:** GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	Ceiling Grinder Rental	84	hrs	\$ 18.00	\$ 18.50	\$ 1,512.00	\$ 1,554.00	\$ 3,066.00
2	Skim Coat Resurfacing	14	loc	\$ 228.00	\$ 163.64	\$ 3,192.00	\$ 2,291.00	\$ 5,483.00
Subtotal (Enter this number on Worksheet Summary)						\$ 4,704.00	\$ 3,845.00	\$ 8,549.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary)								



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
Re: Replace Corroded Receptacle Boxes Date: 4/19/2019
Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL	
				Materials	Labor	Materials	Labor	Materials	Labor
1	Demolition & Disposal	24	lot	\$ 4.88	\$ 30.00	\$ 117.00	\$ 720.00	\$ 837.00	
2	CPVC Conduit & Fittings	24	lot	\$ 7.50	-	\$ 180.00		\$ 180.00	
3	Galvanized Fixture Boxes	24	lot	\$ 3.00	-	\$ 72.00		\$ 72.00	
4	Concrete Repair & Patch	24	ea	\$ 18.00	\$ 48.00	\$ 432.00	\$ 1,152.00	\$ 1,584.00	
5	Wiring & Testing	24	lot	\$ 1.80	\$ 27.00	\$ 43.20	\$ 648.00	\$ 691.20	
6	Branch Circuit Re-wiring	12	ea	\$ 54.68	\$ 66.83	\$ 656.10	\$ 801.90	\$ 1,458.00	
Subtotal (Enter this number on Worksheet Summary):						\$ 1,500.30	\$ 3,321.90	\$ 4,822.20	

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL	
				Materials	Labor	Materials	Labor	Materials	Labor
Subtotal (Enter this number on Worksheet Summary):									



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing, 14 Units Change Order Request Number: #0001 Revised
 To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
 Re: Cement Board Wall Reinforcement Date: 4/19/2019
 Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL	
				Materials	Labor	Materials	Labor	Materials	Labor
1	015 Add'n Demo & Disposal	3	lot	\$ 4.88	\$ 30.00	\$ 14.63	\$ 90.00	\$ 104.63	
2	015 Thinsert Plastering	40	sqft	\$ 1.88	\$ 2.63	\$ 75.00	\$ 105.00	\$ 180.00	
3	015 1/2" Fiber Cement Board	4	ea	\$ 72.00	\$ 96.00	\$ 288.00	\$ 384.00	\$ 672.00	
4	014 3" SSTL Tapcon	40	ea	\$ 0.30	\$ -	\$ 12.00		\$ 12.00	
5	014 Paint & Patch	40	sqft	\$ 1.80	\$ 2.63	\$ 72.00	\$ 105.00	\$ 177.00	
Subtotal (Enter this number on Worksheet Summary):						\$ 461.63	\$ 684.00	\$ 1,145.63	

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL	
				Materials	Labor	Materials	Labor	Materials	Labor
Subtotal (Enter this number on Worksheet Summary):									



PROPOSAL WORKSHEET DETAIL

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
 To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
 Re: Disposal of Tenant Abandoned Belongings Date: 4/19/2019
 Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

				UNIT PRICES			SUBTOTALS			TOTAL
Ref. No.	Item Description	Quantity	Unit	Materials	Labor		Materials	Labor		
1	Dumpster Service Charge	1	lot	\$ 180.00	-		\$ 180.00		\$ 180.00	
2	Mixed Waste Load & Tipping	7	cy	\$ 22.50	6.00		\$ 157.50	\$ 42.00	\$ 199.50	
3	Vehicle Disposal Charge	1	ea	\$ 225.00	96.00		\$ 225.00	\$ 96.00	\$ 321.00	
Subtotal (Enter this number on Worksheet Summary.)							\$ 562.50	\$ 138.00	\$ 700.50	

				UNIT PRICES			SUBTOTALS			TOTAL
Ref. No.	Item Description	Quantity	Unit	Materials	Labor		Materials	Labor		
Subtotal (Enter this number on Worksheet Summary.)										



TRIPLE TECH INC.

**PROPOSAL
WORKSHEET DETAIL**

Project: Rehabilitation for Affordable Housing 14 Units Change Order Request Number: #0001 Revised
 To: A/E Guam Housing & Urban Renewal Auth. From: Triple Tech Incorporated Contact: Alice Wu
 Re: Purchase of Additional Interchangeable Cores Date: 4/19/2019
 Proposal Request Number: #0001 Negotiated A/E Project Number: GHURA-6-25-2019-HOME

SHADED AREAS FOR A/E USE

ADDITIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
1	017 Add'n Interchangeable Cores	6	ea	\$ 55.00	-	\$ 330.00		\$ 330.00
Subtotal (Enter this number on Worksheet Summary.)						\$ 330.00		\$ 330.00

DEDUCTIONS

Ref. No.	Item Description	Quantity	Unit	UNIT PRICES		SUBTOTALS		TOTAL
				Materials	Labor	Materials	Labor	
Subtotal (Enter this number on Worksheet Summary.)								

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

BOARD OF COMMISSIONERS
RESOLUTION NO. FY 2019-014

Moved By: JOSEPH CAMERON Seconded By: GEORGE PEREDA

RESOLUTION APPROVING THE DETAIL APPOINTMENT EXTENSION FOR AN ADDITIONAL 90 DAYS FOR CALENDAR YEAR 2019 FOR DAVINA O. QUINTANILLA

- WHEREAS,** pursuant to Section 5104, Title 12 of the Guam Code Annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA) is given the right and responsibility to govern and control the operations of the Authority, and to establish polices for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the Agency; and
- WHEREAS,** the Board of Commissioners of GHURA is empowered to establish a position classification and pay plan for each class of position necessary to carry out the responsibilities of the Authority and is subject to the New Uniform Position Classification and Salary Administration Plan of the Authority; and
- WHEREAS,** the Board of Commissioners recognizes the need for continuity in the Section 8 Division and needed the detail/temporary assignment to cover the staff vacancy as a result of a personnel matter; and
- WHEREAS,** management appointed Davina O. Quintanilla, Interviewer Clerk to serve in the detail/temporary capacity of a Housing Specialist; and
- WHEREAS,** the staff identified above has met the job's qualification of work experience required for the position; and
- WHEREAS,** in accordance with GHURA Personnel Rules and Regulations, Section 4.806(E), management now requests the Board of Commissioners to approve the detail appointment extension of Ms. Davina O. Quintanilla from 04/08/19 – 07/06/19.
- WHEREAS,** funding for this position is available under Section 8 funds; and now therefore be it
- RESOLVED,** that the detail appointment extension for Davina O. Quintanilla is hereby approved.

**IN A REGULAR BOARD MEETING, SINAJANA, GUAM – MAY 3, 2019
PASSED BY THE FOLLOWING VOTES:**

AYES: Sabino Flores, Joseph Cameron, Carl Dominguez, Eliza Paulino,
George Pereda, Joseph Leon Guerrero

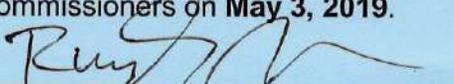
NAYS: NONE

ABSENT: NONE

ABSTAINED: NONE

(SEAL)

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 **May 3, 2019**.


RAY S. TOPASNA
Board Secretary/Executive Director

April 23, 2019

MEMORANDUM

TO: Board of Commissioners
VIA: Executive Director
FROM: Personnel Services Administrator



SUBJECT: Upcoming Requirements for Newly Appointed Board of Commissioners

Hafa Adai and Welcome to our New Board of Commissioners.

Below is a list of upcoming requirements of our newly appointed Board of Commissioners and other HR related matters, which will be covered in more detail during the next board meeting:

1. Conflict of Interest Issues – (Code of Conduct and Ethical Standards Policy - BOC Resolution –FY2018-010). **See Exhibit 1, Pages 1-41**
2. Responsible Boards and Commissioners Education Act (PL 32-031). To be coordinated by Special Assistant and HR. **See Exhibit 2, Pages 42-47**
3. UOG Ethics in Government (PL 28-76). Board Ethical Training conducted by University of Guam. To be coordinated by Special Assistant and HR.
See Exhibit 3, Pages 48-52
4. Performance Evaluations:
 - A. Executive Director – PL.29-61 (5GCA, chapter 43, Section 43202). Performance Evaluation for Executive Director due no later than 7/10/19. Samples from prior administrations/boards are in **Exhibit 4, Pages 53-64**. Need to formalize the process, methodology, etc.
 - B. Deputy Director
5. Continuation of Delegation of Authority to Executive Director – reprogramming positions already approved in the budget. If so need to formalize.
See Exhibit 5, Pages 65-67
6. Amending the travel policy via Board Resolution to allow Executive Director to approve travel (for emergency purposes, or lack of quorum).
See Exhibit 6, Pages 68-85

EXHIBIT "1"

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima Yan Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2018-010

Moved by: CARL DOMINGUEZ

Seconded by: GEORGE PEREDA

RESOLUTION ADOPTING GHURA's CODE OF CONDUCT AND ETHICAL STANDARDS (CoCES) superseding BOC FY90-017 and FY08-063

WHEREAS, pursuant to Section 5104, Title 12 of the Guam Code Annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (**GHURA**) is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the agency; and

WHEREAS, it is the Board of Commissioners intent to promote and foster integrity throughout the organization. Such policy is implemented by prescribing a comprehensive Code of Conduct and Ethical Standards (**CoCES**) for employees, and agents to adhere to; and

WHEREAS, the Board of Commissioners recognizes the need to consolidate and update its Code of Conduct and Ethical Standards for its employees, officials, agents and/or contractors and thus is superseding BOC FY90-17 and FY08-063; and

WHEREAS, this Code of Conduct and Ethical Standard's core principles espouses explicitly that

- 1) Conflict of Interest – Do not exist when you are seeking to be a landlord in the Section 8 Program; and
- 2) No GHURA official or employee shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest; and therefore be it

RESOLVED, the Board of Commissioners hereby adopts the GHURA's Code of Conduct and Ethical Standards Policy.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – March 23, 2018
PASSED BY THE FOLLOWING VOTES:

AYES: George Santos, Thomas Borja, Carl Dominguez, George Pereda
NAYS: NONE
ABSENT: Joseph Leon Guerrero, Eliza Paulino
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 **March 23, 2018**.

(SEAL)


MICHAEL J. DUENAS
Secretary / Executive Director



Guam Housing and Urban Renewal Authority

Aturidat Ginima' Yan Rinueban Siudat Guahan

CODE of CONDUCT

And

ETHICAL STANDARDS

(CoCES)



***GHURA Board of
Commissioners
Resolution No. FY2018-10
approved March 23, 2018)***

- Grantee Legal Name: Guam Housing and Urban Renewal Authority
- DUNS#: 885031519
- Address: 117 Bien Venida Avenue, Sinajana, GU 96910
- Phone #: (671) 475-1378
- Email address: mjduenas@ghura.org
- Authorized Official: Mr. Michael J. Duenas
- Official's Title: Executive Director

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PREFACE

In accordance with the U.S. Department of Housing and Urban Development (HUD) Standards of Conduct as set forth in 2 CFR part 200, Section 19 “Conflict of Interest” in the Annual Contributions Contract executed between HUD and the Guam Housing and Urban Renewal Authority (“GHURA” or “the Authority”), and under the mandate of HUD Procurement Handbook No. 7460.8, Chapter 4, it is required that non-Federal entities receiving Federal assistance awards, excluding States, to develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, or administration of contracts. The GHURA Board of Commissioners hereby resolve to enact this Code of Conduct and Ethical Standards (“Code”) that shall apply to all its employees, Commissioners, and agents.

PURPOSE

The purpose of this Code shall be to ensure the highest standards of behavior concerning the conduct of GHURA employees, who as members of a public body corporate and politic, hold positions of public trust. Employee shall mean any nominated, appointed, or elected officer or individual employed at GHURA, whether full or part-time. This Code is created to covers employees, Board Members and agents of GHURA with guidelines concerning the ethical requirements and codes of conduct related to the conduct of business at GHURA by:

1. ensuring accountability to the people they serve, and maintain public confidence in the integrity of the employees of the Authority;
2. ensuring that each are provided with guidelines to assist them with the assessment of potential ethics issues before they may develop;
3. avoiding potential conflict of interest situations;
4. to recognize and change behaviors not compatible with their position of public trust; and
5. providing a system for the fair and effective enforcement of this Code, to include mechanisms for sanctions and other disciplinary actions against employees who violate the standards set forth herein.

I. Annual Contributions Contract with HUD

A. Conflicts of Interest – Section 19 of the Annual Contributions Contract (the “ACC”) with HUD provides the following:

1. In addition to any other applicable conflict of interest requirements, neither the Authority nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people has an interest, direct, or indirect, during his or her tenure or for one year thereafter:
 - a. Any present or former member or officer of the governing body of the Authority or any member of the officer’s immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, the Authority or a business entity.
 - b. Any employee of the Authority who formulates policy or who influences decisions with the respect to the project(s), or any member of the employee’s immediate family or the employee’s partner.
 - c. Any public official, member of local governing body, or State or Local legislator, or any member of such individual’s immediate family, who exercises functions or responsibilities with respect to the project(s) or the Authority.
2. Any member of these classes of persons must disclose the member’s interest or prospective interest to the Authority and HUD.
3. The requirements of the subsection (A) (1) may be waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

4. The provisions of this subsection (A) (1) shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency or to utility service for which the rates are fixed or controlled by a State or local agency.
5. Nothing in this section shall prohibit a tenant of the Authority from serving on the governing body of the Authority.

B. Nepotism

1. The Authority may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of any person belonging to one of the following classes:
 - a. Any person or former member or officer of the governing body of the Authority. There shall be excepted from this prohibition any former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the Authority.
 - b. Any employee of the Authority who formulates policy or who influences decision with respect to the project(s).
 - c. Any public official, member of the local governing body, or State or local legislator, who exercises functions or responsibilities with respect to the project(s) or the Authority.
2. The prohibition referred to in Subsection (B) (1) shall remain in effect throughout the class member's tenure and for one year thereafter.
3. The class member shall disclose to the Authority and HUD the member's familial relationship to the prospective employee.
4. The requirements of this subsection (B) may be waived by the Authority's Board of Commissioners for good cause, provided that such waiver is permitted by State and local law.
5. The requirements of subsections (A) and (B) of this section do not apply to contracts entered into by an Indian Housing Authority, or its contractors or subcontractors, although such contracts remain

subject to other applicable conflict of interest requirements.

6. For the purposes of this section, the term “immediate family member” means the spouse, mother, father, brother, sister, or child of a covered class member (whether related as a full blood relative, or as “half” or “step” relative, e.g. a half-brother or stepchild).

II. Section 8 Conflicts of Interest

24 CFR § 982.161 Conflict of interest:

- (a) Neither the PHA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:
 - (1) Any present or former member or officer of the PHA (except a participant commissioner);
 - (2) Any employee of the PHA, or any contractor, subcontractor or agent of the PHA, who formulates policy or who influences decisions with respect to the programs;
 - (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
 - (4) Any member of the Congress of the United States.
- (b) Any member of the classes described in paragraph (a) of this section must disclose their interest or prospective interest to the PHA and HUD.
- (c) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

HOUSING ASSISTANCE PROGRAM CONTRACT

The Housing Assistance Payments Contract (HAP Contract) for the Section 8

Program, between the PHA and the owner of a unit occupied by an assisted family, details the types of interest that are prohibited under the HAP Contract. The HAP contract at Section 13, which is the operative document for Section 8 leases, describes those persons identified in 24 CFR § 982.161 (a) as “covered individuals” and further provides:

13. **Conflict of Interest**

- a. “Covered individual” means a person or entity who is a member of any of the following classes:
 - (1) Any present or former member or officer of the PHA (except a PHA commissioner who is a participant in the program);
 - (2) Any employee of the PHA, or any contractor, sub-contractor or agent of the PHA, who formulates policy or who influences decisions with respect to the program;
 - (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the program; or
 - (4) Any member of the Congress of the United States.
- b. A covered individual may not have any direct or indirect interest in the HAP contract or in any benefits or payments under the contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or during one year thereafter.
- c. “Immediate family member” means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.

- d. The owner certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of the HAP contract, or at any time during the HAP contract term.
- e. If a prohibited interest occurs, the owner shall promptly and fully disclose such interest to the PHA and HUD.
- f. The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.
- g. No member of or delegate to the Congress of the United States or resident commissioner shall be admitted to any share or part of the HAP contract or to any benefits which may arise from it.

III. Mini Hatch Act

Title 4 Guam Code Annotated § 5103. Prohibited Activity.

- (a) An employee shall not use his official authority or influence for the purpose of interfering with or affecting the result of an election.
- (b) Specific activities in which employees are prohibited from participating include, but are not limited to:
 - (1) soliciting, collecting, handling, disbursing or accounting for assessments, contributions or other funds for a political party, partisan political organization or candidate;
 - (2) organizing, selling tickets to, seeking support for or actively participating in a fund-raising activity of a political party, partisan political organization or candidate;
 - (3) taking an active part in managing the political campaign of a candidate;
 - (4) being a candidate;

- (5) discharging, promoting, demoting or changing the compensation of any other employee or promising or threatening to do so, because said other employee advocates or fails to advocate through contribution, voting or otherwise, a candidate; and
- (6) using government travel allowances, government transportation, government supplies or government facilities for the benefit of any political party, partisan political organization or candidate.

Title 4 Guam Code Annotated § 5106. Other Restrictions: Penalty.

No person, whether or not an employee, shall solicit or receive a contribution or distribute literature for any political purpose in any room or building occupied in the discharge of official duties by any person employed by the Executive, Legislative or Judicial Branches of the government of Guam. For purposes of this Section, soliciting a contribution includes solicitation by letter or circular addressed to and delivered to any employee in said room or building. Any person who violated this Section is guilty of a misdemeanor.

IV. Federal Procurement Law Conflicts of Interest

2 CFR § 200.318(c)(1) provides for conflicts of interest in Federal procurements and provides in relevant part as follows:

The non-Federal entity must maintain written standards of conduct governing conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

V. Guam Procurement Law Conflicts of Interest

5 Guam Code Annotated § 5625. Statement of Policy.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the territorial procurement organization.

5 Guam Code Annotated § 5626. General Standards of Ethical Conduct.

- (a) General Ethical Standards for Employees. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of a public trust.

In order to fulfill this general prescribed standard, employees must also meet the specific standards set forth in §§ 5628 through 5633 of this Chapter.

- (b) General Ethical Standards for Non-Employees. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this Section and §§ 5628 through 5633 of this Chapter is also a breach of ethical standards.

5 Guam Code Annotated § 5628. Employee Conflict of Interest.

- (a) Conflict of Interest. It shall be a breach of ethical standards for any employee to participate directly or indirectly in a procurement when the employee knows that:

- (1) the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - (2) a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - (3) any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
- (b) Financial Interest in a Blind Trust. Where an employee or any member of the employee's immediate family holds a financial interest in a blind trust, the employee shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest, provided that disclosure of the existence of the blind trust has been made to the Civil Service Commission.
- (c) Discovery of Actual or Potential Conflict of Interest, Disqualification, and Waiver. Upon discovery of an actual or potential conflict of interest, an employee shall promptly file a written statement of disqualification and shall withdraw from further participation in the transaction involved. The employee may, at the same time, apply to the Civil Service Commission in accordance with § 5676(c) of this Chapter for an advisory opinion as to what further participation, if any, the employee may have in the transaction.
- (d) Notice. Notice of this prohibition shall be provided in accordance with regulations promulgated by the Civil Service Commission.

5 Guam Code Annotated § 5629. Employee Disclosure Requirements.

- (a) Disclosure of Benefit Received from Contract. Any employee who has, or obtains any benefit from, any territorial contract with a business in which the employee has a financial interest shall report such benefit to the Civil Service Commission; provided, however, that this Section shall not apply to a contract with a business where the employee's interest in the business has been placed in a disclosed blind trust.
- (b) Failure to Disclose Benefit Received. Any employee who knows or should have known of such benefit, and fails to report such benefit to the Civil Service Commission is in breach of the ethical standards of this Section.
- (c) Notice. Notice of this requirement shall be provided in accordance with

regulations promulgated by the Civil Service Commission.

VI. Gratuities and Kickbacks

5 Guam Code Annotated § 5630. Gratuities and Kickbacks.

- (a) **Gratuities.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract; or to any solicitation or proposal therefor.
- (b) **Kickbacks.** It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- (c) **Contract Clause.** The prohibition against gratuities, kickbacks and favors to the Territory prescribed in this Section shall be conspicuously set forth in every contract and solicitation therefor.
- (d) **Favors to the Territory.** For purposes of this Section, a favor is anything, including raffle tickets, of more than de minimus value and whether intended for the personal enjoyment of the receiver or for the department or organization in which they are employed or for any person, association, club or organization associated therewith or sponsored thereby. It shall be a breach of ethical standards for any person who is or may become a contractor, a subcontractor under a contract to the prime contractor or higher tier contractor, or any person associated therewith, to offer, give or agree to give any employee or agent of the Territory or for any employee or agent of the Territory to solicit or accept from any such person or entity or agent thereof, a favor or gratuity on behalf of the Territory whether or not such favor or gratuity may be considered a reimbursable expense of the

Territory, during the pendency of any matter related to procurement, including contract performance warranty periods.

VII. Restrictions on Employment of Present and Former Employees.

5 Guam Code Annotated § 5632.

- (a) Contemporaneous Employment Prohibited. Except as may be permitted by regulations pursuant to this Chapter or pursuant to Title 4 GCA, or rulings of the Civil Service Commission pursuant to this Chapter, it shall be a breach of ethical standards for any employee who is participating directly or indirectly in the procurement process to become or be, while such an employee, the employee of any person contracting with the governmental body by whom the employee is employed. Notice of this provision shall be provided in accordance with regulations promulgated by the Civil Service Commission.

- (b) Restrictions on Former Employees in Matters Connected with Their Former Duties.
 - (1) Permanent Disqualification of Former Employee Personally Involved in a Particular Matter. It shall be a breach of ethical standards for any former employee knowingly to act as a principal, or as an agent for anyone other than the Territory, in connection with any:
 - (A) judicial or other proceeding, application, request for a ruling, or other determination;

 - (B) contract;

 - (C) claim; or

 - (D) charge or controversy;

in which the employee participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while an employee, where the Territory is a party or has a direct and substantial interest.

- (2) One Year Representation Restriction Regarding Matters for Which a Former Employee Was Officially Responsible. It shall be a breach of ethical standards for any former employee, within one (1) year after cessation of the former employee's official responsibility, knowingly to act as a principal, or as an agent for anyone other than the Territory, in connection with any:

- (A) judicial or other proceeding, application, request for a ruling or other determination;

- (B) contract;

- (C) claim; or

- (D) charge or controversy; in matters which were within the former employee's official responsibility, where the Territory is a party or has a direct or substantial interest.

- (c) Disqualification of Business When an Employee Has a Financial Interest. It shall be a breach of ethical standards for a business in which an employee has a financial interest knowingly to act as a principal, or as an agent for anyone other than the Territory, in connection with any:

- (1) judicial or other proceeding, application, request for a ruling or other determination;

- (2) contract;

- (2) claim; or

(4) charge or controversy;

in which the employee either participates personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise, or which is the subject of the employee's official responsibility, where the Territory is a party or has a direct and substantial interest.

- (d) Selling to the Territory After Termination of Employment is Prohibited. It shall be a breach of ethical standards for any former employee, unless the former employee's last annual salary did not exceed Twelve Thousand Dollars (\$12,000.00), to engage in selling or attempting to sell supplies, services other than personal services, or construction to the Territory for ninety (90) days following the date employment ceased. The term sell as used herein means signing a bid, proposal, or contract; negotiating a contract, contracting any employee for the purpose of obtaining, negotiating or discussing changes in specifications, price, cost allowances or other terms of a contract; settling disputes concerning performance of a contract; or any other liaison activity with a view toward the ultimate consummation of a sale although the actual contract therefor is subsequently negotiated by another person; provided, however, that this Section is not intended to preclude a former employee from accepting employment with private industry solely because the former employee's employer is a contractor with this Territory, nor shall a former employee be precluded from serving as a consultant to this Territory.

VIII. Gifts and Reporting of Gifts

4 Guam Code Annotated § 15201. Gifts.

No employee shall solicit, accept, or receive, directly or indirectly, any gift valued singly or in the aggregate from a single source in excess of \$200, whether in the form of money, prize, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, when a reasonable person would infer that the gift

is intended to influence the employee in the performance of that individual's official duties or is intended as a reward for any official action on that individual's part.

4 Guam Code Annotated § 15202. Reporting of Gifts

- (a) Every employee shall file a gifts disclosure statement with the Guam Ethics Commission on June 30 of each year if all the following conditions are met
 - (1) The employee, or spouse or dependent child of an employee, received directly or indirectly from any source any gift or gifts valued singly or in the aggregate from a single source in excess of \$200, whether the gift is in the form of money, services, goods, or in any other form;
 - (2) The source of the gift or gifts have interests that may be affected by the official action or lack of action by the employee; and
 - (3) The gift is not exempted by subsection (d) from reporting requirements under this section.
- (b) The report shall cover the period from January 1 of the preceding calendar year through December 31 of the year of the report.
- (c) The gifts disclosure statement shall contain the following information:
 - (1) A description of the gift;
 - (2) A good faith estimate of the value of the gift;
 - (3) The date the gift was received; and
 - (4) The name of the person, business entity, or organization from whom, or on behalf of whom, the gift was received.

- (d) Excluded from the reporting requirements of this section are the following:
- (1) Gifts received by will or intestate succession;
 - (2) Gifts received by way of distribution of any inter vivos or testamentary trust established by a spouse or ancestor;
 - (3) Gifts from a spouse, fiancé, fiancée, any relative within three degrees of consanguinity or the spouse, fiancé, or fiancée of such a relative. A gift from any such person is a reportable gift if the person is acting as an agent or intermediary for any person not covered by this paragraph;
 - (4) Political campaign contributions that comply with territorial law. This section shall not exempt the recipient of campaign contributions from the reporting requirements of the Election Code.
 - (5) Anything available to or distributed to the public generally without regard to the official status of the recipient;
 - (6) Gifts that within thirty days after receipt, are returned to the giver or delivered to a public body or to a bona fide educational or charitable organization without the donation being claimed as a charitable contribution for tax purposes; and
 - (7) Exchange of approximately equal value on holidays, birthday, or special occasions.
- (e) Failure of an employee to file a gifts disclosure statement as required by this section shall be a violation of this chapter.

IX. Fair Treatment

4 Guam Code Annotated § 15204.

No employee shall use or attempt to use an official position to secure or grant unwarranted privileges, exemptions, advantages, contracts, or treatment, for himself or herself, a spouse, children, or others, including but not limited to the following:

- (a) seeking other employment or contract for services by the use or attempted use of the individual's office or position;
- (b) accepting, receiving, or soliciting compensation for the performance of official duties or responsibilities except as provided by law;
- (c) using government time, equipment, or other facilities for private business purposes;
- (d) soliciting, selling, or otherwise engaging in a financial transaction with a subordinate or a person or business whom the employee inspects or supervises in official capacity.
- (e) Nothing herein shall be construed to prohibit a legislator from introducing bills and resolutions, serving on committees or making statements or taking action in the exercise of legislative functions. Every legislator shall file with the Guam Ethics Commission a full and complete public disclosure of the nature and extent of the legislator's interest on any legislative transaction which primarily affects only the legislator or legislators involved or their spouses and not the community as a whole or a segment thereof. Disclosure must be made at time of introduction of such legislation, or when the legislator shall first have knowledge of such legislation.

X. Public Officers and Employees: Conflicts of Interest

4 Guam Code Annotated § 15205. Conflicts of Interest.

- a. No employee shall take any official action directly affecting:
 - (1) business or other undertaking in which the employee has a financial interest; or
 - (2) private undertaking in which the employee is engaged as legal counsel, advisor, consultant, representative, or other agency capacity.

A department head who is unable to be disqualified on any matter described in item (1) or (2) of this Subsection may be in violation of this Subsection even if the individual has complied with the disclosure requirements of § 15208; and a person whose position on a board, commission or committee is mandated by statute, resolution or executive order to have particular qualifications shall only be prohibited from taking official action that directly and specifically affects a business or undertaking in which such person has a financial interest; provided that the financial interest is related to the member's particular qualifications.

- (b) No employee shall acquire financial interests in any business or other undertaking which the employee has reason to believe may be directly involved in official action to be taken by the employee.
- (c) No employee shall assist any person or business or act in a representative capacity before any territorial agency for any compensation in any transaction involving the Territory.
- (d) No employee shall assist any person or business or act in a representative capacity for a fee or other compensation to secure passage of a bill or to obtain a contract, claim, or other transaction or proposal in which the employee has participated or will participate as an employee, nor shall the

employee assist any person, or business, or act in a representative capacity for a fee or other compensation on such bill, contract, claim, or other transaction or proposal before the Legislature or territorial agency of which the individual is an employee.

- (e) No employee shall assist any person or business or act in a representative capacity before a territorial agency for a fee or other compensation, on any bill, contract, claim, or other transaction or proposal involving official action by the agency if the employee has official authority over that agency unless such employee has complied with the disclosure requirements of § 15208.
- (f) Nothing herein shall preclude an employee from having outside business interests or employment so long as such interests or employment do not interfere with performance of official duties and is not otherwise in direct conflict with this Chapter.
- (g) All employees, as defined in this Section, who know, or with reasonable investigation should know, that the employee has a financial interest in any decision pending before that employee or the agency of which the employee is a member shall not vote for or against, discuss, decide, in any way participate in considering the matter, or seek to influence the votes or decisions of others on such matter.

Prior to any determination of the matter, the employee shall verbally disclose at the meeting, if any, the nature of such interest, and shall have such disclosure placed in the official records of the agency. Should an employee be absent from that meeting or a portion of that meeting, the employee is required to verbally disclose the nature of the conflict at the next attended meeting and said disclosure shall be placed in the official records of the agency. Further, the employee must complete a Disclosure of Conflicts of Interest form with the Guam Election Commission within three (3) working days upon the employee's recognition of said conflict.

- (g) A legislator who casts a vote with respect to any bill on the floor of the Guam Legislature in which the legislator has a financial interest shall prepare a

- (h) written statement that identifies the bill, the legislator's vote and the nature of the legislator's financial interest. The legislator shall file the statement with the Office of the Speaker and a copy immediately provided to the Clerk of I Liheslaturan Guåhan prior to voting. The statement shall be posted on I Liheslaturan Guåhan's website.

- (i) The Guam Election Commission shall be the main repository for the Disclosure of Conflicts of Interest forms and shall create such form to be distributed to all departments, agencies, boards and commissions. Such form shall include, but not be limited to, the name of the employee, the entity represented, and a statement of disclosure describing the matter or decision pending before the employee, and the nature and description of the conflict.

XI. Contracts

4 Guam Code Annotated § 15206. Contracts.

- (a) A territorial agency shall not enter into any contract with an employee with a business in which an employee has a controlling interest, unless the contract has been awarded through an open, public process. A territorial agency may, however, enter into such contract without resort to competitive bidding process when, in the opinion of the General Services Agency or the procurement officer of that branch of government, the property or services does not fall within the purview of competitive bidding; provided that written justification for the non-competitive award of such contract be made a matter of public record and shall be filed with the Guam Ethics Commission at least ten (10) days before such contract is entered into.

With regards to members of boards, commissions, and committees, this Subsection shall apply only to contracts entered into between a business in which a member has a controlling interest and a territorial agency in which the board, commission, or committee to which the individual is appointed has jurisdiction.

- (b) A territorial agency shall not enter into a contract with any person or business which is represented or assisted in a material manner in the matter by a person who has been an employee of that agency within the preceding twelve (12) months and who participated while in territorial office or employment in a material manner in the matter with which the contract is directly concerned.

4 Guam Code Annotated § 15207. Contracts Voidable.

In addition to any other penalty provide by law, any contract entered into by the Territory in violation of this Chapter, is voidable by the Territory; provided that in any act to void pursuant to this Section, the interests of third parties who may be damaged thereby, shall be taken into account, and the action to void the transaction is initiated within ninety (90) days after the determination of a violation under this Chapter. The Attorney General shall have the authority to enforce this provision.

XII. Post Employment

4 Guam Code Annotated § 15210. Restrictions on Post Employment

- (a) No former employee shall disclose any information which by law is not available to the public and which the employee acquired in the course of official duties or use the information for personal gain or the benefit of anyone.
- (b) No former employee shall, within twelve (12) months after termination from employment, assist any person or business, or act in a representative capacity for a fee or other consideration, on matters involving official action by the particular territorial agency with which the employee had actually served.

- (b) This Section shall prohibit any agency from contracting with a former employee

to act on a matter on behalf of the Territory within the period of limitations stated herein, unless exempted by law.

4 Guam Code Annotated § 2104. Conflict of Interest

- (a) No person who has served as a director, administrator, manager or who has had authority to approve, disapprove or direct territorial action of any department, agency, public corporation or instrumentality of the government of Guam may be appointed to any position, be employed in any capacity whatsoever, or enter into any contract in an individual capacity or as a partner or as a director or shareholder of a corporation with any department, agency, public corporation or other instrumentality of the government of Guam in which such person had previously served in such capacity until after the expiration of one hundred eighty (180) days from termination of said service.

- (b) No person who has served as a Director, Administrator, Manager, or has held authority to approve, disapprove or direct territorial action of any department, agency, public corporation or instrumentality of the government of Guam may be appointed to any position, be employed in any capacity whatsoever, or may contract in an individual capacity or as a partner or as a director or shareholder of a corporation with any department, agency, public corporation or other instrumentality of the government of Guam in which he had previously served in such capacity until after the expiration of one (1) year from the termination of said service.

XIII. GHURA Projects: Conflict of Interest

12 Guam Code Annotated § 5107: Interest in Projects

During his tenure and for one (1) year thereafter, no Commissioner, officer or employee of the Authority shall voluntarily acquire any personal interest, direct or indirect, in any project or in any property included or planned to be included in any

project, or in any contract or proposed contract relating to any project. If any such Commissioner, officer or employee involuntarily acquires any such interest or voluntarily or involuntarily acquired any such interest prior to appointment or employment as a Commissioner, officer or employee, or thereafter, then in any such event, the Commissioner, officer or employee, shall immediately disclose his interest, in writing, to the Authority and such disclosure shall be entered upon the minutes of the Authority, and the Commissioner, officer or employee shall not participate in any action by the Authority relating to the property or contract in which he has any such interest. Any violation of the foregoing provisions of this Subsection shall constitute misconduct in office. These provisions shall not be applicable to the acquisition of any interest in notes or bonds of the Authority issued in connection with any project, or to the execution of agreements by banking institutions for the deposit or handling of funds in connection with a project or to act as trustee under any trust indenture or agreement, or to utility services the rates for which are fixed or controlled by a governmental agency.

XIV. Miscellaneous Prohibitions

4 Guam Code Annotated § 4205:

- (a) Preferences, conditions and prohibitions concerning employment in the Government shall conform with the provisions of the Organic Act of Guam. No person shall be discriminated against in connection with any of the processes provided for by this Chapter or in the rules adopted thereunder because of race, color, political opinions or religious opinions or affiliations.
- (b) Any person who uses or attempts to use political influence or promises any advantage in connection with the selection or promotion of any employee in the classified services, solicits contributions for political purposes or solicits during office hours or at any time makes demands upon employees in the classified services for such contribution shall be guilty of a petty misdemeanor.
- (b) Any person who willfully makes a false or misleading statement in order to secure employment, advancement or other benefits under this Chapter or

under the rules adopted thereunder shall be guilty of a petty misdemeanor and, in addition, shall forfeit the position, employment, benefit or advancement sought through the false or misleading statement or statements.

- (d) No person who advocates, or who aids or belongs to any party, organization or association which advocates the overthrow by force or violence of the government of Guam or of the United States shall be qualified to hold a Government position.
- (e) No officer or employee of the Government shall conduct or engage in any business or trade outside the government service without the prior approval of his department head as provided in § 4105 of this Chapter. In addition to the limitations contained in § 4105(d) of this Chapter:

- (1) No approval shall be granted if such business or trade may be prejudicial to the best interests of the people or if there may be a conflict of interest between the officer's or employee's government position and the outside trade or business;

- (2) Every officer or employee who has a direct or indirect interest in any firm, partnership, business or corporation which contracts with the Government, at the time of submission of bids or commencement of negotiations as the case may be, shall file a statement under oath with the Director of Administration for Executive Branch employees, and the Court Administrator for Judiciary employees describing such interest. Any such statement shall also be given to the department head of such employee and shall also be a public record for all purposes. As used in this Section, 'interest' includes ownership of not less than five percent (5%) of the firm, corporation or partnership or the employee having a position with the said firm, corporation or partnership equivalent to that of officer, manager or other decision-making position.

- (f) Failure by an officer or employee to comply with any of the provisions of Subsection (e) of this Section shall be grounds for dismissal from government

service and the Director of Administration or Court Administrator, as the case may be, shall order the compensation stopped of any officer or employee found to be in violation.

- (g) Any contract entered into involving a violation of Subsection (e) of this Section may be declared null and void at the discretion of the Government.
- (h) No contract may be entered into whereby any officer or employee shall have any administrative, supervisory or directory power over the execution thereof if such officer or employee has any direct or indirect interest in the contractor or in the contract. All contracts entered into in violation of this Subsection are void.

XV. Confidential Information

5 Guam Code Annotated § 5633: Use of Confidential Information (Procurement)

It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

4 Guam Code Annotated § 15203: Confidential Information

No employee shall disclose information which is considered a private document by existing law, and which the employee acquires in the course of official duties, or use the information for personal gain or for the benefit of someone else.

XVI. Grant Conflicts of Interest

Community Development Block Grant-24 CFR § 570.611

- (a) Applicability

- (1) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 2 CFR 200.317 and 200.318 shall apply.
 - (2) In all cases not governed by 2 CFR 200.317 and 200.318, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to § 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to § 570.203, 570.204, 570.455, or 570.703(i)).
- (b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.
- (c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
- (d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
- (1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
 - (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- (2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:
 - (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
 - (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
 - (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
 - (v) Whether the interest or benefit was present before the affected in a position as described in paragraph (b) of this section;
 - (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
 - (vii) Any other relevant considerations.

HOME Grant-24 CFR § 92.356

- (a) Applicability. In the procurement of property and services by participating jurisdictions, State recipients, and subrecipients, the conflict of interest provisions in 2 CFR 200.317 and 2 CFR 200.318, apply. In all cases not

governed by 2 CFR 200.317 and 2 CFR 200.318, the provisions of this section apply.

- (b) Conflicts prohibited. No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.
- (c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.
- (d) Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. An exception may be considered only after the participating jurisdiction has provided the following:
 - (1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
 - (2) An opinion of the participating jurisdiction's or State recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- (e) Factors to be considered for exceptions. In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements of paragraph (d) of this section, HUD will consider the cumulative effect of the following factors, where applicable:
 - (1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

- (2) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (3) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
- (4) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;
- (5) Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (6) Any other relevant considerations.

(g) Owners and developers.

- (1) No owner, developer, or sponsor of a project assisted with HOME funds (or officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor or immediate family member or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor) whether private, for-profit or nonprofit (including a community housing development organization (CHDO) when acting as an owner, developer, or sponsor) may occupy a HOME-assisted affordable housing unit in a project during the required period of affordability specified in § 92.252(e) or § 92.254(a)(4). This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.
- (2) Exceptions. Upon written request of a housing owner or developer, the participating jurisdiction (or State recipient, if authorized by the State participating jurisdiction) may grant an exception to the provisions of paragraph (f)(1) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME program and the effective and efficient administration of the owner's or developer's HOME-assisted project. In determining whether to grant a requested exception, the participating jurisdiction shall consider the following factors:
 - (i) Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interests or

- benefits as are being made available or provided to the group or class;
- (ii) Whether the person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted housing in question;
 - (iii) Whether the tenant protection requirements of § 92.253 are being observed;
 - (iv) Whether the affirmative marketing requirements of § 92.351 are being observed and followed; and
 - (v) Any other factor relevant to the participating jurisdiction's determination, including the timing of the requested exception.

Emergency Shelter Grant- 24 CFR § 576.404

- (a) Organizational conflicts of interest. The provision of any type or amount of ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the subrecipient, or a parent or subsidiary of the subrecipient. No subrecipient may, with respect to individuals or families occupying housing owned by the subrecipient, or any parent or subsidiary of the subrecipient, carry out the initial evaluation required under § 576.401 or administer homelessness prevention assistance under § 576.103. Recipients and sub recipients must also maintain written standards of conduct covering organizational conflicts of interest required under 2 CFR 200.318.
- (b) Individual conflicts of interest. For the procurement of goods and services, the recipient and its subrecipients must comply with 2 CFR 200.317 and 200.318. For all other transactions and activities, the following restrictions apply:
 - (1) Conflicts prohibited. No person described in paragraph (b)(2) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure.
 - (2) Persons covered. The conflict-of-interest provisions of paragraph (b)(1) of this section apply to any person who is an employee, agent,

consultant, officer, or elected or appointed official of the recipient or its subrecipients.

(3) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this subsection on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (b)(3)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (b)(3)(i) of this section.

(i) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

(A) If the recipient or subrecipient is a government, disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(B) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.

(ii) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (b)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the ESG program and the effective and efficient administration of the recipient's or subrecipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(A) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(B) Whether an opportunity was provided for open competitive bidding or negotiation;

(C) Whether the affected person has withdrawn from his or her functions, responsibilities or the decision-making process with respect to the specific activity in question;

(D) Whether the interest or benefit was present before the affected person was in the position described in paragraph (b)(1) of this section;

(E) Whether undue hardship results to the recipient, the subrecipient, or the person affected, when weighed

against the public interest served by avoiding the prohibited conflict; and

(F) Any other relevant considerations.

(c) Contractors. All contractors of the recipient or subrecipient must comply with the same requirements that apply to subrecipients under this section.

Continuum of Care Grant-24 CFR § 578.95

(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the standards of conduct and conflict-of-interest requirements under 2 CFR 200.317 and 200.318.

(b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

(c) Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

(j) Other conflicts. For all other transactions and activities, the following restrictions apply:

(1) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the [recipient](#) or its [subrecipients](#) and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or

agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

(2) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.

(i) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

(A) Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and

(B) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.

(ii) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (c)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:

(A) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(B) Whether an opportunity was provided for open competitive bidding or negotiation;

- (C) Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;
- (D) Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;
- (E) Whether undue hardship will result to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;
- (F) Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; and
- (G) Any other relevant considerations.

Other Grants

Each employee, Board Member, and agent of GHURA shall further comply with the conflicts of interest provision for other grants, including but not limited to, the Family Self Sufficiency Grant, Resident Opportunities and Self Sufficiency, Shelter Plus Care, and the Supportive Housing Program.

XVII. Compliance with Code

It is the responsibility of each employee, Board Member, and agent of GHURA to comply with all provisions of this Code. In the event there is confusion or a question concerning the content or application of this Code, guidance may be sought from a Supervisor, Program Manager, Office of Human Resources, or the Executive Director. This Code is created to ensure that each employee, Board member and agent maintains the highest standards of integrity in conducting the business and functions of the Authority. It is expected that each employee will “do the right thing” to ensure the highest standards of integrity is practiced. (See **Appendix A-1** – HOTLINE Contact Information.)

XVIII. Applicability of Law

This Code shall be in full compliance with all applicable Federal and Guam laws, rules and regulations. In the event there is a contradiction or inconsistency between Federal and/or Guam laws, rules and regulations, and this Code, then Federal and/or Guam laws, rules and regulations shall control. In the event Federal and/or Guam laws, rules and regulations are modified or eliminated, or a new law, rule or regulation is enacted, then to the extent the new law, rule or regulation is inconsistent with the provisions of this Code, it shall automatically supersede the applicable provision of this Code.

XIX. Administration-Reporting Suspected Violations

GHURA employees, Commissioners, and agents are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. This applies to any fraud, theft, waste or abuse, or suspected fraud, theft, waste, or abuse involving any Commissioner, employee, consultant, vendor, contractor, or governmental agency with which they do business.

Specifics relating to fraud, theft, waste or abuse are supported and supplemented by a variety of existing policies and various accounting and reporting procedures. These codes further provide a framework to support compliance with this policy. GHURA does not tolerate any type of fraud, waste or abuse. The agency's policy is to promote consistent, legal and ethical organizational behavior.

- A. GHURA employees, Commissioners, and agents are required to report any suspected fraud, theft, waste or abuse, or other dishonest conduct to their supervisor, manager or Executive Director. The Executive Director has the authority to determine the merits of a report of suspected fraud including obtaining, if necessary, the assistance of its Legal Counsel. Any employee, Commissioner, or agent who suspects dishonest or fraudulent activity will notify the Executive Director or their immediate Manager or Supervisor immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.
- B. There shall be no retaliation against any party who makes a good faith complaint concerning violations of this Code of Conduct and Ethical Standards regardless of whether it is ultimately determined that such

violation has in fact not occurred. In addition, there will not be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct and Ethical Standards.

- C. All supervisors have a responsibility to be sensitive when dealing with violations of this Code of Conduct and Ethical Standards. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor or the Executive Director if it is reasonably believed that a violation of the Code of Conduct and Ethical Standards has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

XX. Discipline

GHURA employees, Commissioners, and agents who are deemed to have committed a violation of this Code, or who have failed to comply with any part thereof, shall be subject to disciplinary action, up to and including immediate termination, and if warranted, legal proceedings or criminal sanctions.

- A. The Authority will pursue prosecution if results of any investigation indicate the possibility of criminal activity. Examples include, but are not limited to; (1) engaging in any form of fraud, theft, waste or abuse, (2) failing to report a discovery of fraudulent activity, or failing to report his/her suspicions as required by these codes, or (3) intentionally reporting/submitting false or misleading information.
- B. In addition to existing remedies for breach of this Code of Conduct and Ethical Standards, herein, GHURA may issue one or more of the following:
 - 1. oral or written warnings or reprimands;
 - 2. suspension with or without pay for specified periods of time;
 - 3. termination of employment;
 - 4. in the case of a board member, a written recommendation to the appointing authority for removal of such official; and
 - 5. in the case of a contractor or agent, suspension or debarment.

XXII. Dissemination

GHURA employees, Commissioners, and agents shall be provided and acknowledge receipt of this Code upon adoption and implementation, and shall abide by its mandates. Any and all changes to this Code will further be provided upon adoption and implementation.

APPENDIX A-11

HOTLINE CONTACT INFORMATION

Contact any of the following entities to share concerns or report improper activities:

- 1) GHURA Hotline **(671) 477-9851 – Select Option “5”**
- 2) HUD Office of the Inspector General Hotline **(800) 347-3735**
- 3) Office of Public Accountability Hotline **(671) 472-8348**
- 4) Office of the Governor **(671) 475-9350/53**
- 5) Office of the Attorney General **(671) 475-3324**

ACKNOWLEDGED: _____ Date: _____
(Signature)

(Print Name)

CONFLICT OF INTEREST (COI) DISCLOSURE FORM

Federal Regulations issued by the U.S. Department of Housing and Urban Development apply to the Section 8 tenant-based rental assistance program (the Housing Choice Voucher Program) to prohibit certain types of contracts or other arrangements that would create a conflict of interest.

24 CFR § 982.161

Conflict of Interest

(a) Neither the PHA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of person has any interest, direct or indirect, during tenure or for one year thereafter:

- (1) Any present or former member or officer of the PHA (except a participant commissioner);
- (2) Any employee of the PHA, or any contractor, subcontractor or agent of the PHA who formulates policy or who influences decisions with respect to the programs;
- (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
- (4) Any member of the Congress of the United States.

(b) Any member of the classes described in paragraph (a) of this section must disclose their interest or prospective interest to the PHA and HUD.

(c) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

The Section 8 HAP Contract at Section 13, describes those persons identified in 24 CFR § 982.161(a) as “covered individuals” (see Item (a) above) and further provides:

(b) A covered individual may not have any direct or indirect interest in the HAP contract or in any benefits or payments under the contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or during one year thereafter.

(c) “Immediate family member” means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.

(d) The owner certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of the HAP contract, or at any time during the HAP contract term.

(e) If such a prohibited interest occurs, the owner shall promptly and fully disclose such interest to the PHA and HUD.

(f) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

_____(initials) I certify that I have read this Conflict of Interest (COI) Disclosure Form and neither I nor any member of my immediate family has a conflict of interest within the Section 8 Program.

_____(initials) I certify that I have read this Conflict of Interest (COI) Disclosure Form and disclose that I or a member of my immediate family has or may have a conflict of interest within the Section 8 Program. *(Please provide additional details by separate letter identifying nature of conflict).*

Print Name

Signature

Date

EXHIBIT "2"

EDDIE BAZA CALVO
Governor



RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

MAY 10 2013

Honorable Judith T. Won Pat, Ed.D.
Speaker
I Mina'trentai Dos na Liheslaturan Guåhan
155 Hesler Street
Hagåtña, Guam 96910

32-13-401
Office of the Speaker
Judith T. Won Pat, Ed.D.
Date 5/10/13
Time 4:24 PM
Received by [Signature]

Dear Madame Speaker:

Transmitted herewith is Bill No. 65-32 (COR) "AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS" which I signed into law on May 10, 2013 as **Public Law 32-031**.

Senseramente,

EDDIE BAZA CALVO

Attachment: copy of Bill

2013 MAY 13 AM 8:10

401

Ricardo J. Bordallo Governor's Complex • Adelup, Guam 96910
Tel: (671) 472-8931 • Fax: (671) 477-4826 • www.governor.guam.gov • calendar.guam.gov

Eddie Baza Calvo

I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN
2013 (FIRST) Regular Session

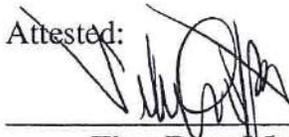
CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LAHEN GUÅHAN

This is to certify that **Bill No. 65-32 (COR)**, "AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS", was on the 30th day of April, 2013, duly and regularly passed.



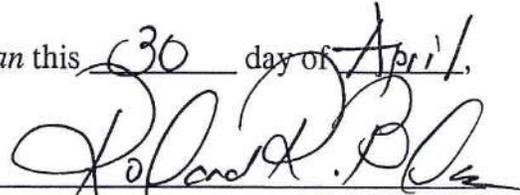
Judith T. Won Pat, Ed.D.
Speaker

Attested:



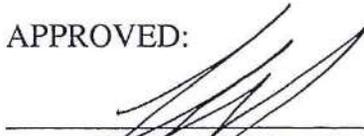
Tina Rose Muña Barnes
Legislative Secretary

This Act was received by *I Maga'lahaen Guåhan* this 30 day of April, 2013, at 2:00 o'clock P.M.



Assistant Staff Officer
Maga'lahaen's Office

APPROVED:



EDWARD J.B. CALVO
I Maga'lahaen Guåhan

Date: MAY 10 2013

Public Law No. 32-031

I MINA 'TRENTAI DOS NA LIHESLATURAN GUÅHAN
2013 (FIRST) Regular Session

Bill No. 65-32 (COR)

As amended by the Committee
on General Government Operations and
Cultural Affairs.

Introduced by:

Michael F. Q. San Nicolas
T. C. Ada
V. Anthony Ada
Frank B. Aguon, Jr.
B. J.F. Cruz
Chris M. Dueñas
Michael T. Limtiaco
Brant T. McCreadie
Tommy Morrison
T. R. Muña Barnes
Vicente (ben) C. Pangelinan
R. J. Respicio
Dennis G. Rodriguez, Jr.
Aline A. Yamashita, Ph.D.
Judith T. Won Pat, Ed.D.

**AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF
CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE
ANNOTATED, RELATIVE TO PROVIDING FOR
EDUCATIONAL PROGRAMS FOR MEMBERS OF
BOARDS AND COMMISSIONS.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1. Short Title.** This Act *shall* be cited as the “Responsible Boards
3 and Commissions Education Act.”

4 **Section 2. Legislative Findings and Intent.** *I Liheslaturan Guåhan* finds
5 that Public Law 24-191 established a single educational program at the University

1

1 of Guam to train members of boards and commissions. This educational program
2 was repealed by Public Law 28-76.

3 *I Liheslaturan Guåhan* further finds that, although the existence of training
4 for board members is beneficial to the operations of boards and commissions, each
5 board and commission generally has its own specific statutes and rules and
6 regulations which it must follow. Such a program should be optimized to deal with
7 matters most relevant for each board and commission.

8 Additionally, *I Liheslatura* finds that errors by the members of boards and
9 commissions can result in procurement delays, as well as litigations, which have
10 historically cost the government significant sums.

11 Therefore, it is the intent of *I Liheslaturan Guåhan* to establish training and
12 curriculum to educate members of boards and commissions on the various statutes,
13 rules and regulations which they must follow, and of which they must be aware to
14 accomplish the purposes for which each board or commission is established, by
15 adding a new §43116 to Title 5 GCA.

16 **Section 3. Boards and Commissions Educational Programs.** A new
17 §43116 is hereby *added* to Article 1 of Chapter 43, Division 4 of Title 5, Guam
18 Code Annotated, to read:

19 **“§ 43116. Boards and Commissions Educational Programs.**

20 (a) Development of Training and Curriculum. Each board or
21 commission *shall* have an educational program established to prepare
22 its members for the duties of the board or commission to which they
23 are appointed. Such educational program *shall* cover procurement
24 laws, as applicable, applicable statutes, executive orders, and rules
25 and regulations which govern the board or commission and their
26 respective areas of purview. Each educational program *shall* be
27 established, within ninety (90) days of the enactment of this Section,

1 by the Director of the agency with which the board or commission is
2 associated, or his designee; or, if there is no such agency, then *I*
3 *Maga'lahi* (the Governor), or his designee. Each educational program
4 *shall* be updated, as needed, *no less than* annually, to reflect any
5 changes to procurement laws, applicable statutes, and rules and
6 regulations. The Director of each agency *shall* report to *I Maga'lahi*
7 (the Governor) within thirty (30) days when member(s) of an
8 associated board or commission complete the applicable educational
9 program. The Director, or his designee, *shall* conduct the training
10 sessions at a time and location to be determined by the Director, in
11 compliance with the Americans with Disabilities Act and other
12 relevant statutes.

13 (b) Education of Current Board and Commission Members.
14 Each current member of a board or commission *shall* complete the
15 applicable educational program within thirty (30) days of the
16 establishment of the program.

17 (c) Education of New Board and Commission Members.
18 Each new member of a board or commission *shall* complete the
19 applicable educational program within thirty (30) days of his election
20 and qualification, or his confirmation by *I Liheslatura* to the board or
21 commission.

22 (d) Continuing Education for Board and Commission
23 Members. Each year, the members of each board and commission
24 *shall*, as a form of continuing education, complete the applicable
25 educational program for the board or commission on which they
26 serve.

EXHIBIT "3"



Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mail.gov.gu

Felix Perez Camacho
Governor

Kaleo Scott Moylan
Lieutenant Governor

The Honorable Mark Forbes
Speaker
Mina' Bente Ocho Na Liheslaturan Guåhan
155 Hessler Street
Hagåtña, Guam 96910

Office of the Speaker
MARK FORBES
Date: 11/28/05
Time: 9:30
Rec'd by: [Signature]
Print Name: R12
28-05-0462

Dear Mr. Speaker:

Transmitted herewith is Bill No. 96 (EC), "AN ACT TO REPEAL AND REENACT SECTIONS 15409, 15410 AND 15411 OF ARTICLE 4, CHAPTER 15, OF TITLE 4, GUAM CODE ANNOTATED, TO ADD NEW SECTIONS 15412 AND 15413 OF ARTICLE 4, CHAPTER 15 OF TITLE 4, GUAM CODE ANNOTATED AND TO REPEAL SECTIONS 43116 AND 43117 OF ARTICLE 1, CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO ESTABLISHING AN ETHICS IN GOVERNMENT PROGRAM FOR ELECTED OFFICIALS AND ANY PERSON WHO IS APPOINTED TO A POSITION AS BOARD OR COMMISSION MEMBER, DIRECTOR, DEPUTY DIRECTOR, OR BY WHATEVER TITLE DENOTES THE HEAD AND FIRST ASSISTANT OF A GOVERNMENT OF GUAM AGENCY, DEPARTMENT, PUBLIC CORPORATION, AUTHORITY, OR ANY OTHER ENTITY OF THE EXECUTIVE BRANCH" which I signed into law on November 25, 2005, as Public Law 28-76.

Singeru yan Magåhet,

[Handwritten signature of Felix P. Camacho]

FELIX P. CAMACHO
I Maga'låhen Guåhan
Governor of Guam

Attachment: copy attached of signed bill

cc: The Honorable Eddie Baza Calvo
Senator and Legislative Secretary

MINA'BENTE OCHO NA LIHESLATURAN GUÅHAN
2005 (FIRST) Regular Session

Bill No. 96 (EC)

As amended on the Floor.

Introduced by:

J. T. Won Pat

B. J.F. Cruz

F. B. Aguon, Jr.

J. M.S. Brown

Edward J.B. Calvo

Mike Cruz

Mark Forbes

L. F. Kasperbauer

R. Klitzkie

L. A. Leon Guerrero

J. A. Lujan

A. B. Palacios

R. J. Respicio

Ray Tenorio

A. R. Unpingco

AN ACT TO *REPEAL* AND *REENACT* SECTIONS 15409, 15410 AND 15411 OF ARTICLE 4, CHAPTER 15, OF TITLE 4, GUAM CODE ANNOTATED, TO *ADD* NEW SECTIONS 15412 AND 15413 OF ARTICLE 4, CHAPTER 15 OF TITLE 4, GUAM CODE ANNOTATED AND TO *REPEAL* SECTIONS 43116 AND 43117 OF ARTICLE 1, CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO ESTABLISHING AN ETHICS IN GOVERNMENT PROGRAM FOR ELECTED OFFICIALS AND ANY PERSON WHO IS APPOINTED TO A POSITION AS BOARD OR COMMISSION MEMBER, DIRECTOR, DEPUTY DIRECTOR, OR BY WHATEVER TITLE DENOTES THE HEAD AND FIRST ASSISTANT OF A GOVERNMENT OF GUAM AGENCY, DEPARTMENT, PUBLIC CORPORATION, AUTHORITY, OR ANY OTHER ENTITY OF THE EXECUTIVE BRANCH.

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1. Legislative Findings and Intent.** *I Liheslaturan Guåhan* finds that
3 elected officials, executive department heads and deputies, and members of
4 government boards and commissions are entrusted with great responsibility to run the
5 affairs of our government with honesty and integrity, and must ensure that decisions
6 be made for the greater good of the community rather than self interest. *I Liheslaturan*
7 *Guåhan* also finds that elected officials, executive department heads and deputies, and
8 members of government, including autonomous agencies, boards and commissions
9 may need training to ensure conscientious decisions that, when absent, result in
10 unconscionable acts against the government, the negligent abuse of power and
11 authority, and ultimately, the loss of trust and confidence of the community.

12 It is the intent of *I Liheslaturan Guåhan* for elected officials, executive
13 department heads and deputies, and members of government boards and commissions
14 to attend ethics training to raise the official’s awareness of the greater scope of
15 responsibilities his or her position holds. It is also the intent of *I Liheslaturan Guåhan*,
16 that the ethics training for elected officials, executive department heads and deputies
17 and members of government boards and commissions should encourage greater
18 accountability and the judicious use of authority for the greater good of the
19 community.

20 **Section 2.** §15409 of Article 4, Chapter 15 of Title 4, Guam Code Annotated,
21 is hereby *repealed* and *reenacted* to read:

22 **“§15409. Applicability of Ethics in Government Program.**

23 (a) Any person who is an elected official of the government of Guam shall
24 attend an ethics in government program within ninety (90) days of taking office.
25 Additionally, elected officials shall undergo refresher ethics in government program at
26 least once every four (4) years. The Guam Ethics Commission (“Commission”) may
27 grant permission for an elected official to attend a later program for good cause

1 shown. The Commission shall award a certificate of completion to those completing
2 the program.

3 (b) Any person who is appointed to a position as board or commission member,
4 including autonomous agencies, director, deputy director, or by whatever title denotes
5 the head and first assistant of a government of Guam agency, department, public
6 corporation, authority, or any other entity of the executive branch, shall attend an
7 ethics in government program within the first six (6) months of his or her
8 appointment. Additionally, appointed officials shall undergo refresher ethics in
9 government program at least once every four (4) years. The Commission may grant
10 permission for an appointed official to attend a later program for good cause shown.
11 The Commission shall award a certificate of completion to those completing the
12 program.”

13 **Section 3.** §15410 of Article 4, Chapter 15 of Title 4, Guam Code Annotated,
14 is hereby *repealed* and *reenacted* to read:

15 “§15410. **Ethics in Government Program Guidelines.** The ethics in
16 government program shall be provided by the University of Guam (“UOG”) or other
17 providers. The Public Auditor shall develop standards for the ethics program until the
18 Guam Ethics Commission is appointed and functioning, at which time the
19 Commission shall assume authority to develop the standards. The providers shall
20 repeat the course as necessary to accommodate those who are required to attend. The
21 course shall not exceed four (4) hours and shall be available in a single day and its
22 scheduling shall accommodate the different work schedules of the persons affected by
23 this Act.

24 (a) The program topics shall include, but not be limited to:

- 25 (1) Guam statutes concerning ethics;
26 (2) Guam statutes concerning lobbying;

EXHIBIT "4"



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

Employee Name RAY S. TOPASNA	Position Classification / Title Executive Director (Unclassified)	Employee ID No. 617
Period of Report From: 01/11/2019 To: 07/10/2019	Reason for Report <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	

PART I - SELF-ASSESSMENT (Completed by Executive)

A. Mission (Position Mission Statement)

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

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

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

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

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

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

DRAFT



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

Employee Name RAY S. TOPASNA	Position Classification / Title Executive Director (Unclassified)	Employee ID No. 617			
		Outstanding	Highly Satisfactory	Satisfactory	Un-satisfactory
PART II - EXPECTATIONS OF EXECUTIVES: Completed by Supervisor (Check the rating that applies to each)					
<i>1. Leadership</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>2. Strategic Planning</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>3. Communicates Vision and Direction</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>4. Champions Innovation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>5. Promotes Ethics</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>6. Builds Relationships</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>7. Decision Making</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>8. Leads Change</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>9. Inspires and Directs Action</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>10. Promotes Diversity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>11. Accountability / Fiscal / Fiduciary Responsibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>12. Business Acumen</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>13. Effective Operation & Maintenance of HUD Plans and Projects</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

Employee Name RAY S. TOPASNA	Position Classification / Title Executive Director (Unclassified)			Employee ID No. 617	
PART III - STANDARDS <i>(Completed by Supervisor)</i>	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-Satisfactory
Performance Standard: <i>(Customer Focus)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Justification:					
Performance Standard: <i>(Adherence to Policy and Federal HUD Regs)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Justification:					

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

OUTSTANDING

SATISFACTORY

MARGINAL

HIGHLY SATISFACTORY

UNSATISFACTORY

NAME
Supervisor's Signature

Date

CHAIRMAN, GHURA BOARD OF COMMISSIONERS
Title



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

Employee Name

RAY S. TOPASN

Position Classification / Title

Executive Director (Unclassified)

Employee ID No.

617

COMPLETE BY EMPLOYEE:

Concur

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

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

Employee Signature

Date



Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mail.gov.gu

Felix P. Camacho
Governor

Michael W. Cruz, M.D.
Lieutenant Governor

2008 APR 10 AM 10:54

09 APR 2008

fr

The Honorable Judith T. Won Pat
Speaker
Mina' Bente Nuebi Na Liheslaturan Guåhan
155 Hessler Street
Hagåtña, Guam 96910

Dear Speaker Won Pat:

Transmitted herewith is Bill No. 164(LS), "AN ACT TO AMEND §§43201, 43202 AND 43203 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PERFORMANCE REVIEWS OF AGENCY HEADS" which I signed into law on April 4, 2008 as **Public Law 29-61**.

Sinseru yan Magåhet,

FELIX P. CAMACHO
I Maga'låhen Guåhan
Governor of Guam

Attachment: copy of Bill

cc: The Honorable Tina Rose Muña Barnes,
Senator and Legislative Secretary

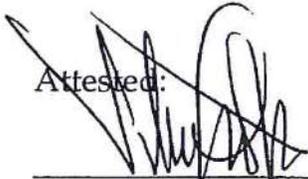
09-08-0263
Office of the Speaker
Judith T. Won Pat, Ed. D.
Date 4/09/08
Time 4:47
Received by [Signature]

1441

I MINA'BENTE NUEBI NA LIHESLATURAN GUÅHAN
2008 (SECOND) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LAHEN GUÅHAN

This is to certify that Bill No. 164 (LS), "AN ACT TO AMEND §§43201, 43202 AND 43203 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PERFORMANCE REVIEWS OF AGENCY HEADS," was on the 21st day of March, 2008, duly and regularly passed.

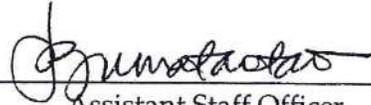
Attested: 

TINA ROSE MUÑA BARNES
Senator and Secretary of the Legislature



JUDITH T. WON PAT, Ed.D
Speaker

This Act was received by *I Maga'lahaen Guåhan* this 21 day of March, 2008, at 10:50 o'clock A.M.



Assistant Staff Officer
Maga'lahi's Office

APPROVED:



FELIX P. CAMACHO
I Maga'lahaen Guåhan

Date: 4 APRIL 2008

Public Law No. 29-61

I MINA'BENTE NUEBI NA LIHESLATURAN GUÁHAN
2007 (FIRST) Regular Session

Bill No. 164 (LS)
As amended.

Introduced by:

J. T. Won Pat, Ed.D
R. J. Respicio
Mark Forbes
Frank F. Blas, Jr.
James V. Espaldon
Edward J.B. Calvo
B. J.F. Cruz
Judith Paulette Guthertz
Frank T. Ishizaki
J. A. Lujan
Tina Rose Muña Barnes
A. B. Palacios, Sr.
v. c. pangelinan
David L.G. Shimizu
Ray Tenorio

**AN ACT TO AMEND §§43201, 43202 AND 43203 OF TITLE 5,
GUAM CODE ANNOTATED, RELATIVE TO
PERFORMANCE REVIEWS OF AGENCY HEADS.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1.** §43201 of Article 2 of Chapter 43 of Title 5, Guam Code
3 Annotated, is hereby *amended* to read as follows:

4 “§43201. **Definitions.** For purposes of this Article only:

5 *Agency, instrumentality, or entity shall* mean the Guam Public School
6 System, the Guam Power Authority, the Guam Waterworks Authority, the
7 Guam Housing Corporation, the Guam Housing and Urban Renewal

1 Authority, the Public Defender Service Corporation, the Jose D. Leon
2 Guerrero Commercial Port, the A. B. Won Pat International Airport
3 Authority, Guam, the Guam Economic Development and Commerce
4 Authority, the Civil Service Commission, the Department of *Chamorro*
5 Affairs, the *Chamorro* Land Trust Commission, the Ancestral Lands
6 Commission, the Guam Memorial Hospital Authority, the Guam
7 Educational Telecommunications Corporation, the Guam Council on the
8 Arts and Humanities, the Guam Visitors Bureau, the Guam Environmental
9 Protection Agency, the Guam Election Commission, and the Government of
10 Guam Retirement Fund.

11 Governing Board *shall* mean the Guam Education Policy Board, the
12 Consolidated Commission on Utilities, the Board of Directors, the Council,
13 the Commission, *or* the Board with the statutory authority to select the Chief
14 Executive of the agency, instrumentality, *or* entity for which it determines
15 policy. Chief Executive *shall* mean the Senior Manager who heads an
16 agency, including, but *not limited to*, the Superintendent of Education,
17 Director, Executive Director, General Manager, President, Hospital
18 Administrator, *or* Administrator.”

19 **Section 2.** §43202 of Article 2 of Chapter 43 of Title 5, Guam Code
20 Annotated, is hereby *amended* to read as follows:

21 **“§43202. Performance Reviews of Agency Heads.** The governing
22 Boards for all agencies, instrumentalities, *or* entities *shall* issue performance
23 reviews of the Chief Executive selected for that agency six (6) months after
24 appointment of the said Chief Executive and every twelve (12) months
25 thereafter that the Chief Executive is retained by the Governing Board. Each
26 performance review *shall* document the Chief Executive’s performance,

1 accomplishments, and the respective Governing Board's reasons for
2 retaining the said Chief Executive."

3 **Section 3.** §43203 of Article 2 of Chapter 43 of Title 5, Guam Code
4 Annotated, is hereby *amended* to read as follows:

5 "§43203. **Publication of Performance Reviews.** The performance
6 reviews required under this Act *shall* be made public and the availability of
7 these reviews *shall* be published by the respective Governing Boards issuing
8 the aforementioned reviews by newspaper of general circulation *or* by radio
9 *or* television which is reasonably calculated to provide notice of the facts it
10 announces to the public at large and posted on the agency, instrumentality *or*
11 entity's website."

EXHIBIT "5"

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
021/17		The Chairman called for a Motion to be made on the approval of the Minutes of October 28, 2016, of the previous Board meeting.	
022/17		After review and discussion by the Board Members, a Motion was made by Commissioner Dancel and Seconded by Vice Chairman Borja to approve the Board Minutes of October 28, 2016 as corrected.	
Minute No.	Ref. No.	NEW BUSINESS	Action By
023/17		<p>RESOLUTION NO. FY2017-002 approving amendments to the 2017 Staffing Pattern (Guam Trankilidat and Section 8 Divisions)</p> <p>Director Duenas stated the request is to address staffing needs in Guma Trankilidat and Section 8 divisions. Within Guma Trankilidat, we are requesting the Board to change the designation of Program Coordinator III from a temporary position to a permanent classified limited term position funded by the Multifamily Service Coordinator Grant. Within the S8 Program, we are requesting to upgrade the position from Administrative Aide to an Interviewer Clerk. The change with the Program Coordinator III will not have any impact on the budget but the upgrade of the Administrative Aide to an Interviewer Clerk will result in a slight increase in salary but will be absorbed with lapses from the vacancies we have.</p> <p>Referring to the next budget cycle, Chairman Santos stated any staffing changes in the</p>	

EXHIBIT "6"

RECEIVED
08/15/07 #159
[Signature]

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

BOARD OF COMMISSIONERS
RESOLUTION NO. FY 07-055

Moved by: _____ Seconded by: _____

RESOLUTION AMENDING GHURA'S TRAVEL POLICY (AP-009)

WHEREAS, The Board of Commissioners of the Guam Housing and Urban Renewal Authority (**GHURA**) is empowered by 12 Guam Code Annotated, Section 5104(5) to adopt rules and regulations providing for the internal organization and management of the Authority, and for the administration of its affairs and operations; and

WHEREAS, The Board of Commissioners amended its Travel Policy in FY2004 as a response to HUD's May 2002 monitoring of the HOME and the Continuum of Care Programs; and

WHEREAS, On September 13, 2006, the Board of Commissioners revised the existing Travel Policy recognizing it was overly regulated; and

WHEREAS, In consultation with GHURA's Independent Public Auditor, a rest period in excess of 14 hours includes the traveler's origin or destination from the continental United States (**CONUS**); and

WHEREAS, Since all travel to the CONUS is in excess of 14 hours, management hereby seeks the approval of the Board to consider amending the travel days; and

WHEREAS, The Board of Commissioners recognizes the need to now amend the policy to address the travel time on the return segments of travel from the Continental United States (CONUS) exceeding 14 hours; and

WHEREAS, The Board of Commissioners wishes to now have the travel policy Section V.E. 2 – Authority to Travel to read:

2. On direct flights to the Continental United States (**CONUS**), the traveler may be allowed to leave one (1) additional day **to and from the location** to become acclimated. For example, if a traveler's training begins on Wednesday, then the traveler may depart on the preceding Monday. Per diem will be allocated accordingly.

And now therefore be it:

**BOARD OF COMMISSIONERS
RESOLUTION NO. FY 07-055
Page 2 of 2**

RESOLVED, That the Board of Commissioners hereby amends the Authority's Travel Policy (AP-009) effective July 27, 2007.

IN REGULAR BOARD MEETING, HAGATNA, GUAM – JULY 27, 2007

PASSED BY THE FOLLOWING VOTES:

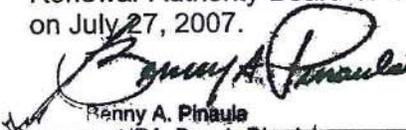
AYES:

NAYS:

ABSENT:

ABSTAINED:

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on July 27, 2007.



Benny A. Pinaula

~~Benny A. Pinaula~~

RONALD S. DE GUZMAN

Secretary / Executive Director

(SEAL)

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY 06-055**

Moved by: Annie L. Paulino

Seconded by: Lolita C. Meno

RESOLUTION AMENDING GHURA'S TRAVEL POLICY (AP-009)

WHEREAS, The Board of Commissioners of the Guam Housing and Urban Renewal Authority (**GHURA**) is empowered by 12 Guam Code Annotated, Section 5104(5) to adopt rules and regulations providing for the internal organization and management of the Authority, and for the administration of its affairs and operations; and

WHEREAS, The Board of Commissioners amended its Travel Policy in FY2004 as a response to HUD's May 2002 monitoring of the HOME and the Continuum of Care programs, and

WHEREAS, The Board of Commissioners now wishes to revise the existing Travel Policy; and

WHEREAS, The Board of Commissioners recognizes that the FY2004 travel policy was overly regulated in that it required travelers to:

- 1) provide receipts for meals and incidentals within the per diem rate; and
- 2) return any unused per diem (meals and incidentals)

WHEREAS, The Board of Commissioners wishes to rectify these provisions in the FY2004 travel policy by removing the requirement for receipts for meals and incidentals within the per diem rate and now therefore be it

RESOLVED, That the Board of Commissioners hereby amends the Authority's Travel Policy (AP-009) effective September 13, 2006.

IN REGULAR BOARD MEETING, HAGATNA, GUAM – September 13, 2006

PASSED BY THE FOLLOWING VOTES:

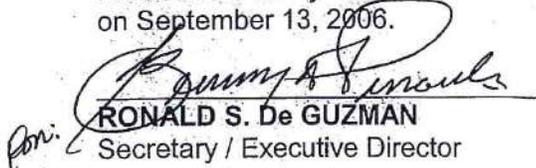
AYES: Ricardo Calvo, Annie Paulino, Francesca Tydingco, Lolita Meno, Alfredo Carmona

NAYS: None.

ABSENT: Eduardo S. Bernal and Renee A. Lujan

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 September 13, 2006.


RONALD S. De GUZMAN
Secretary / Executive Director

(SEAL)

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

Aturidat Ginima Yan Rmuebun Suidat Guahan

RESOLUTION NO. FY06-049

Moved By: **ANNIE PAULINO**

Seconded By: **EDUARDO BERNAL**

RESOLUTION TO ADOPT POLICY AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE ADDITIONAL TRAVEL COST INCURRED FOR TRAVELERS TRAVELING ON OFFICIAL BUSINESS ON BEHALF OF GHURA WITHOUT FURTHER BOARD APPROVAL

WHEREAS, The Authority's Travel Policy requires specific advance authorization by the GHURA Board of Commissioners for off-island travel on official Authority Business; and

WHEREAS, after travel has been approved by the Board of Commissioners' and additional cost is incurred prior to the traveler's departure for travel, the Executive Director shall have the authorization to approve these additional cost(s) without requiring further approval from the Board of Commissioners;

WHEREAS, All cost approved by the BOC and the Executive Director must be reported in the Traveler's Expense and Travel Report in accordance with the Authority's Travel Policy; and therefore be it

RESOLVED: The GHURA Board of Commissioners adopts the policy authorizing the Executive Director to approve any additional cost incurred for staff travel prior to departure.

IN REGULAR BOARD MEETING, Sinajana, Guam – JULY 27, 2006

PASSED BY THE FOLLOWING VOTES:

AYES: Ricardo Calvo, Eduardo Bernal, Annie Paulino, Francesca Tydingco

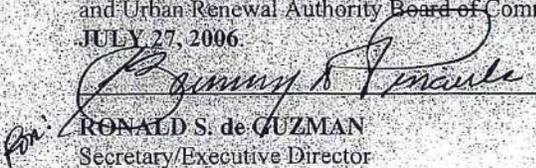
NAYS: NONE

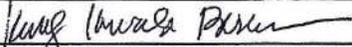
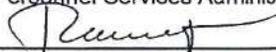
ABSENT: Renee Lujan, Lolita C. Meno

ABSTAINED:

(SEAL)

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 27, 2006.**


RONALD S. de GUZMAN
Secretary/Executive Director

 <p style="text-align: center;">GUAM HOUSING AND URBAN RENEWAL AUTHORITY</p> <p style="text-align: center;">AUTHORITY POLICY</p>	No. AP – 009	Issued: September 13, 2006
	Prepared by:  KIMBERLY K. BERSAMIN, DBA, SPHR Personnel Services Administrator	Approved by:  RONALD S. DE GUZMAN Executive Director
Title: TRAVEL POLICY	Adopted by: BOARD OF COMMISSIONERS	
Effective Date: 09/13/06 adopted under BOC Resolution No. FY06-055. (Supersedes Travel Policy issued 11/09/03, adopted under BOC Resolution No. FY03-067, and amended by BOC Resolution No. FY04-001.)		

I. PURPOSE

- A. To set forth guidelines for the Guam Housing and Urban Renewal Authority (GHURA) Board of Commissioner members, employees, legal counsel, consultants, and GHURA residents who travel on behalf of the Authority. Travel shall be in the best interests of GHURA. Best interests include, but are not limited to, travel for training purposes, to attend off-island meetings, courses, and conferences, to make presentations on behalf of the Authority, to review housing-related programs, and travel incidental to being elected or appointed as an officer in a professional corporation. All travel must be related to and on behalf of GHURA.
- B. To prescribe GHURA's payment policy for travel advances or reimbursements for reasonable and necessary expenses that are incurred in the course of authorized travel by the GHURA Board of Commissioner members, employees, legal counsel, consultants, and GHURA residents. Every effort shall be made to minimize travel costs. All travel will be subject to the availability of funds in approved budgets.

II. STATEMENT OF POLICY

- A. It is the policy of GHURA to authorize only that travel necessary to effectively accomplish the mission of the Authority at a reasonable cost.
- B. No GHURA Board of Commissioner member, employee, legal counsel, consultant, or GHURA resident shall be required to personally assume business expenses during authorized travel under existing laws and regulations. Travel expenses may be reimbursed in accordance with **Section V.F. - Allowable Incidental Expenses**.
- C. All GHURA Board of Commissioner members, employees, legal counsel, consultants, or GHURA residents are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Travel Policy	No. AP-009	Issued: September 13, 2006	Page 2 of 8
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III. DEFINITIONS

As used in this Policy, the following definitions will apply:

A. Baggage

Baggage is the number of allowable luggage as set forth by the airlines, in addition to GHURA property necessary for the purposes of the official traveler.

B. Per Diem shall consist of two components:

A specified amount of money which is authorized on a per day basis to cover personal expenditures of travel in accordance with the U.S. General Services Administration (GSA) regulations (See **Appendix A** - *as updated*). Per diem shall consist of two components, which includes:

1. Lodging (receipts required)
2. Meals / Incidentals

C. Per Diem Allowance

Per diem allowance shall not exceed the allowable federal per diem rates as established by the U.S. General Services Administration (GSA). Refer to **Appendix A** to determine the respective per diem allowances per state and market destination. *Upon determining the authorized per diem allowance rate from the GSA website, the page should be printed and included as an attachment to the travel request.*

IV. TRAINING COMMITTEE and DIVISION HEAD'S RESPONSIBILITIES

A. Training Committee Responsibilities

1. The Training Committee shall review a traveler's request for off-island travel to determine if:
 - a. documents are complete, to include documentation review of the traveler's current per diem allowance, air fare quote, per diem allowance rate computation, and justification for other expense(s);
 - b. appropriateness and eligibility of request in relation to traveler's position title and/or job duties;
 - c. direct benefit to agency; and
 - d. make recommendations to Board of Commissioners/Executive Director for approval or disapproval.

Travel Policy	No. AP-009	Issued: September 13, 2006	Page 3 of 8
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2. Establishment of Training Committee

The Training Committee shall be comprised of the Deputy Director and two (2) division heads (i.e., manager/administrator), and one (1) alternate member appointed by the Executive Director.

3. Rotation of Committee Members

The Training Committee shall be rotated on a fiscal year basis (October through September). The Human Resources Division will work with the Executive Director to effectuate the necessary committee appointments.

4. In the event a Training Committee member is absent or needs to recuse him or herself, the alternate member shall participate in the travel reviews. The Training Committee shall then rate and evaluate each request on the following four (4) dimensions (See **Appendix B** – Request for Travel-Rating Sheet):

- ▶ **Identification of Training** (*Who, What, Where, When, Why*)
- ▶ **Cost-Benefit Analysis** (*Cost impact to GHURA; Expected Return to GHURA*)
- ▶ **Implementation** (*Explain the detailed plan on how GHURA will receive the expected returns*)
- ▶ **Results/Evaluation** (*Explain how and what were used to measure the cost impact or expected returns*)

The results of the rating will be computed on a weighted-average basis. A demarcation score of seventy-percent (70%) is needed in order for the Training Committee to recommend approval to the Executive Director for the off-island travel. Should the seventy-percent (70%) demarcation score not be met, the Committee must forward a written narrative justifying its ratings to the Executive Director.

B. Division Head's Responsibilities

1. Each division head (i.e., manager or administrator) shall ensure that all training requests have cleared budget/funding availability and incorporates the four (4) justification dimensions:

- ▶ **Identification of Training** (*Who, What, Where, When, Why*)

Travel Policy	No. AP-009	Issued: September 13, 2006	Page 4 of 8
----------------------	-------------------	-----------------------------------	--------------------

- ▶ **Cost-Benefit Analysis** (*Cost impact to GHURA; Expected Return to GHURA*)
 - ▶ **Implementation** (*Explain the detailed plan on how GHURA will receive the expected returns*)
 - ▶ **Results/Evaluation** (*Explain how and what were used to measure the cost impact or expected returns*)
2. Each division head shall be held responsible to ensure that all travel requests, Board Resolutions, implementation plans, and trip and travel expense reports are completed and submitted in a timely basis.
 3. The division head shall ensure that the employee's travel accommodations are arranged. This is inclusive of hotel reservations, training reservations, confirmation of training, etc.

V. AUTHORITY TO TRAVEL

- A. Prior approval is an integral part of this travel procedure and shall be in compliance with the federal *Fair Labor Standards Act (FLSA)* requirements.
- B. Authorization
 1. Each off-island trip requires detailed justification by the division head, approval by the Training Committee, and final concurrence by the Executive Director. The Board of Commissioners shall approve or disapprove the travel request taking into account the best interests of the Authority. Any approval for travel must be effectuated through Board Resolution. Each level of action shall include a justification that the expense is **reasonable, ordinary** and **necessary**.
 2. The Board of Commissioners, through **BOC Resolution No. FY06-049**, authorizes the Executive Director to approve additional costs that may have been incurred (e.g., airline ticket costs, etc.)
- C. Transportation
 1. Economy/coach-class travel is required for all travelers. Business/First-class accommodations are allowable only when economy/coach-class accommodations are not available based on flight availability, or as recommended by the traveler's physician noting the medical need for a business/first-class seat. The Supply Management Administrator, or a designated Procurement Division representative, shall obtain at least three

Travel Policy	No. AP-009	Issued: September 13, 2006	Page 5 of 8
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(3) quotations from airlines and/or vendors, and will select the most direct route of travel available. The Supply Management Administrator, or a designated Procurement Division representative, will then be responsible to procure the acquisition of the airline ticket.

2. The traveler may pay the airline ticket directly, and seek reimbursement from GHURA provided that:
 - a. the training event and travel budget has been authorized by the Board of Commissioners;
 - b. written approval is granted by the Executive Director for the traveler to use his or her personal funds and seek reimbursement from GHURA;
 - c. the reimbursement to the traveler does not exceed the quotation for the most direct route, as determined by the Supply Management Administrator; and
 - d. adequate documentation of the expense is submitted by the traveler in accordance with OMB Circular A-87.

D. Per-Diem Allowance and Travel Days

Prior to departure, any GHURA Board of Commissioner member, employee, legal counsel, consultant, or GHURA resident traveling on official business on behalf of the Authority shall receive an advance per diem equal to the Lodging and Meal/Incidental expense rates established by the Federal government (See **Appendix A**), multiplied by the number of days authorized for official travel.

E. Computation of Allowable Travel Time

1. On direct flights to the Hawaiian Islands, the traveler shall be allowed one (1) day each of travel time to and from the location. For example, if the traveler's training begins on Thursday, then the traveler may depart on the preceding Wednesday. Per diem will be allocated accordingly.
2. On direct flights to the continental United States (CONUS), the traveler may be allowed to leave one (1) additional day to become acclimated. For example, if a traveler's training begins on Wednesday, then the traveler may depart on the preceding Monday. Per diem will be allocated accordingly.
3. Rest Period
 - a. The BOC may authorize a rest period not in excess of 24 hours at either an intermediate point or at the traveler's destination if:

Travel Policy	No. AP-009	Issued: September 13, 2006	Page 6 of 8
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- 1) either the traveler's origin or destination point is CONUS;
- 2) the traveler's scheduled flight time, including stopovers, exceeds 14 hours;
- 3) travel is by a direct or usually traveled route; and
- 4) travel is by economy/coach-class service.

b. When a rest period is authorized, the applicable per diem rate is the rate for the rest stop location.

4. All other allowable travel time to other destinations shall be determined on a case-by-case basis.
5. On flights that require overnight layovers, travelers will be permitted the full per diem of lodging, meals, and incidentals.

F. Allowable Incidental Expenses

1. Reasonable incidental expenses for official GHURA business may include taxi or transportation fares, tolls, parking and other miscellaneous expenses necessary to the performance of official business. The traveler may request for an advance of \$50.00 to cover incidental expenses for transportation, or may be reimbursed for transportation costs.
2. Car rental expenses may also be an allowable incidental travel expense provided that the request is submitted within the original travel request and exhibits that the car request for official GHURA business is reasonable, necessary and advantageous to the Authority. A traveler may be reimbursed for car rental expenses based upon a determination by the Executive Director that the car rental was reasonable, necessary and advantageous to the Authority, and the Board Resolution is amended accordingly.
3. Official excess baggage may also be reimbursed based on approved receipts. The official excess baggage must be related to GHURA property (i.e. books, manuals, etc.) and may be sent at the traveler's discretion.

G. Official Travel

Attendance by GHURA Board of Commissioner members, employees, legal counsel, consultants and GHURA residents at off-island conferences, courses, conventions, training, meetings and other official business related to, and directly beneficial to the Authority, may be authorized. The Training Committee will closely scrutinize the travel request prior to travel. Travel will be limited to the number of travelers necessary to adequately serve GHURA's best interest.

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VI. REPORTING REQUIREMENTS:

A. Written **TRIP REPORT**

All GHURA staff who travel on official business off-island must submit a detailed written trip report within ten (10) working days from the day he or she returns to work to the Special Assistant/Executive Secretary, with a copy to the Controller. The Trip Report must include:

1. the purpose of the travel and what was learned and discussed, including a copy of certificate of completion, if applicable;
2. the benefits to GHURA arising out of the travel; and
3. a plan, timeline of implementation, and presentation of the subject of the travel to GHURA personnel and representatives, when appropriate (i.e., turn-around training).

B. Financial Reporting and Reimbursement for Actual Expenses and Excess Allowances – **TRAVEL EXPENSE REPORT**

1. All travelers within ten (10) working days from the day he or she returns to work, must submit an itemized statement of account, using the prescribed **Travel Expense Report** form, supported by original receipts of actual expenses for lodging, airfare, transportation, and registration that were incurred while on official business during the period of authorized travel. The travel expense report and supporting receipts must be submitted to the Controller, with a copy to the Special Assistant/Executive Secretary. The Fiscal Division shall review the travel expense report for final disposition and clearance of receivables by traveler.
2. If the advances of the per diem allowance and miscellaneous expense allowance are less than the traveler's actual authorized expenses, then he or she may be reimbursed the amount of his or her actual expenses that exceeded the per diem allowance provided the expenses are reasonable, ordinary and necessary, and in accordance with OMB Circular A-87. Prior to reimbursement, the Board of Commissioners upon reviewing and accepting the Travel Expense Report must approve the report, which shall then be clearly indicated and annotated in the BOC minutes.
3. Conversely, if documented expenses are less than the per diem allowance (for lodging and transportation only), *the traveler must return the difference to GHURA*. Receipts for meal and incidental expenses are not required, unless reimbursement is requested.

Travel Policy	No. AP-009	Issued: September 13, 2006	Page 8 of 8
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C. Failure to Submit Required Reports

Failure to submit a written Trip Report and Travel Expense Report within ten (10) working days from the date of return to work, may result in disciplinary measures and/or actions against the traveler, and the traveler's division head. The Special Assistant/Executive Secretary shall be responsible for monitoring the submittal of both the written trip and travel expense reports. The Special Assistant/Executive Secretary shall provide a written report to the Human Resources Division on any employee returning from official travel who is in non-compliance with the reporting deadlines. The report should also include the name of the traveler's division head. Letters of reprimand shall be prepared and issued to both the traveler, and the traveler's division head (See **Appendix C** and **Appendix D**).

VII. REPORTING TO BOARD OF COMMISSIONERS

- A. GHURA staff may be required to attend a Board of Commissioners regular scheduled meeting to orally present their trip and travel expense reports.
- B. Board members who travel may submit a written Trip Report to the GHURA Board of Commissioners. However, a verbal report is required to be presented at the next regularly scheduled board meeting. The Travel Expense Report must still be submitted within ten (10) working days after returning from official travel.
- C. The Board of Commissioners must either accept or reject the Travel Expense Report; this must be clearly indicated and annotated in the BOC minutes.

APPENDIX A

For current per diem rates,
please visit website:

www.gsa.gov

or contact
the Human Resources Division
for assistance.

(NOTE: The per diem allowance rate **MUST** be printed
AND attached to the travel request.)

REQUEST FOR TRAVEL - Rating Sheet

APPENDIX B

(Reference: GHURA Authority Policy No. AP-009)

TRAVELER'S NAME: _____

COMMITTEE MEMBER (print name & sign): _____

DATE OF RATING: _____

SCALE						
1	2	3	4	5	6	7
EXTREMELY POOR	POOR	SLIGHTLY POOR	MARGINALLY GOOD	GOOD	SLIGHTLY BETTER	CONSIDERABLY BETTER

OFF-ISLAND TRAVEL FOR TRAINING, MEETING, COURSE, CONFERENCE, etc.

I. IDENTIFICATION OF TRAINING

When rating this dimension, consider the following:

- What is the nature of this training?
- How important is this training to GHURA?
- Has the supervisor identified the employee's training plan, including any skills gap, and now this training will improve the employee's skills in the job?
- Has the request identified justification? (Who, What, When, Where and Why)

Comments: _____

RATING

II. COST-BENEFIT ANALYSIS

When rating this dimension, consider the following:

- How cost-effective is this training to the success of the org.?
- Will this training help reduce errors and improve efficiency?
- Does the training benefits outweigh the costs?
- Will this training help improve productivity?
- To what extent can this be attended at a closer proximity?

Comments: _____

III. IMPLEMENTATION

When rating this dimension, consider the following:

- How tangible / realistic is the travel request's implementation plan of how the new knowledge, ideas, concepts, and programs will be realized?
- How will this plan be executed, and when can GHURA receive the expected returns?

Comments: _____

IV. RESULTS / EVALUATION

When rating this dimension, consider the following:

- What is the expected impact to GHURA in monetary or non-monetary terms?
- What is the expected results or outcomes for the traveler's use of new skills, knowledge, or attitudes?

Comments: _____

(09/13/06-EJR)

APPENDIX C

(GHURA LETTERHEAD)

(Date)

MEMORANDUM

TO: (Employee's Name, Position Title)

FROM: Executive Director

SUBJECT: LETTER OF REPRIMAND

REF: *Failure to Submit Travel Report Documentation*

In accordance with GHURA Authority Policy No. AP-009, Section VI, you are given this Letter of Reprimand for failing to submit the required travel documents within the prescribed ten (10) working day period upon returning to work.

Your (Trip Report / Travel Expense Report) should have been submitted before close of business on _____. This is ten (10) working days from _____, which is the date you returned to work.

You are directed to complete and submit all required travel reports to my office before close of business on _____. Be advised that failure to comply with these instructions may result in further disciplinary action against you.

In the future, you must be mindful of your responsibility regarding the submitting of reports in a timely manner. I look forward to your cooperation and compliance.

A copy of this letter shall be placed in your official personnel jacket.

(Executive Director)

ACKNOWLEDGEMENT RECEIPT:

(Employee's Name)

Date

cf: Personnel Jacket
Special Assistant/Executive Secretary
file

(Rev. 09/13/06)

APPENDIX D

(GHURA LETTERHEAD)

(Date)

MEMORANDUM

TO: (Division Head's Name, Position Title)

FROM: Executive Director

SUBJECT: LETTER OF REPRIMAND

REF: *Failure to Follow-Up on Submittal of Employee's Travel Report Documentation*

In accordance with GHURA Authority Policy No. AP-009, Section VI, you are given this Letter of Reprimand for failing to follow-up with your employee, and take the necessary actions to ensure the timely submittal of the required travel documents.

The (Trip Report / Travel Expense Report) from Mr./Ms. _____ should have been submitted to the Special Assistant/Executive Secretary and Controller before close of business on _____. This is ten (10) working days from _____, which is the date of your employee's return to work. To date, the (Trip Report / Travel Expense Report) has not been filed with the Special Assistant/Executive Secretary and Controller.

Accordingly, you are directed to turn-in all required travel document reports to my office before close of business on _____. Be advised that failure to comply with these instructions may result in further disciplinary action against you.

In the future, you must be cognizant of your responsibilities as the requesting official for off-island travel involving your employee. You are further advised to familiarize yourself with the contents of GHURA's Travel Policy, and remain abreast of any changes that are made.

I look forward to your compliance and cooperation regarding this matter. A copy of this letter shall be placed in your official personnel jacket.

(Executive Director)

ACKNOWLEDGEMENT RECEIPT:

(Division Head's Name)

Date

cf: Personnel Jacket
file

(Rev. 09/13/06)



GUAM HOUSING AND URBAN RENEWAL AUTHORITY



TRAVEL EXPENSE REPORT

Traveler: _____
 Purpose: _____

BOC Meeting Date: _____
 BOC Resolution No.: _____
 Authorized Amount: _____
 Amendment - BOC Resolution No.: _____
 Amended - Authorized Amount: _____

Travel Destination
 From: _____
 To: _____

Date of Travel To Destination: _____
 Date of Return From Destination: _____

DATES:										TOTALS
REQUIRED:										
* Train, Plane or Bus Fare										
* Registration Fees										
* Car Rental										
* Hotel (Lodging)										
* Transportation (Taxi, Shuttle)										
* Miscellaneous (Detail)										
[GHURA Credit Card charges must be annotated.]										
Per Diem (Meals/Incidentals)										
* Receipts or supporting documents must be attached.										
TOTALS:										

To be completed by Fiscal Division:

PO#	VENDOR	CHECK #	CHECK AMT
TOTAL ADVANCES			

GRAND TOTAL: _____
 < LESS: TOTAL ADVANCES >: _____
 BALANCE DUE TRAVELER: _____
 REFUND DUE GHURA: _____

FUNDING		
Program / Grant	Account No.	Cost
TOTALS		

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

Traveler's Signature: _____
 Date: _____

Reviewed by Division Manager: _____
 Approved by Executive Director: _____

Verified for Payment by Fiscal Division: _____
 Travel Receivable Clearance: _____

Balance Due Traveler: _____
 GHURA Check No.: _____
 Reimbursement Received: _____ Date: _____

Refund Due GHURA: _____
 GHURA Receipt No.: _____
 Refund Received: _____ Date: _____

(Rev: 08/12/06-HRD)

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

RESOLUTION NO. FY2019-TA-001

Moved By: JOSEPH CAMERON Seconded By: ELIZA PAULINO
RESOLUTION TO AUTHORIZE PCIV DOMINIC CALVO AND PCII BRANDON SANTOS TO TRAVEL OFF-ISLAND TO KAPOLEI, HAWAII TO ATTEND A 3-DAY ENVIRONMENTAL REVIEW PROCESS TRAINING AND A MANDATORY CPD GRANTEES MEETING FROM MAY 13-16, 2019.

WHEREAS, the Authority's Travel Policy requires advance authorization by the GHURA Board of Commissioners for off-island travel on official Authority business; and

WHEREAS, the Board of Commissioners has deemed attendance at the 3-day training and CPD grantees meeting to be relevant to the execution and administration of grants received by GHURA, in particular, the HOME Investment Partnerships Grants, the Community Development Block Grant, the Emergency Solutions Grant, the grants of the Continuum of Care homeless program and the US IRS Section 42 Low Income Housing Tax Credit (LIHTC) Program; now therefore be it;

RESOLVED, that the Guam Housing and Urban Renewal Authority Board of Commissioners authorizes the use of Community Planning and Development Funds and LIHTC funds funding to finance the costs associated with the travel and training expenses for two persons, inclusive of airfare, lodging, meals and incidentals per diem, and ground transportation, as indicated below:

Airfare	Round Trip	\$1,600.00
Lodging	4 Nights	850.00
Meals & Incidental Expenses	3 full days/2 travel days	620.00
Transportation		50.00
		*\$3,120.00
		X
		2 travelers
TOTAL		\$6,240.00

IN THE REGULAR BOARD MEETING, SINAJANA, GUAM – MAY 03, 2019

PASSED BY THE FOLLOWING VOTES:

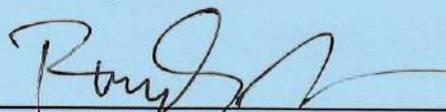
**AYES: Sabino Flores, Joseph Cameron, Carl Dominguez, Eliza Paulino,
 George Pereda, Joseph Leon Guerrero**

NAYS: NONE

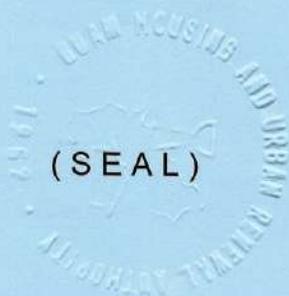
ABSENT: NONE

ABSTAINED: NONE

I hereby certify 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, this **MAY 03, 2019.**



RAY S. TOPASNA
Board Secretary/Executive Director





GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



DATE: May 01, 2019
TO: Ray S. Topasna, Executive Director
FROM: Training Committee
Elizabeth F. Napoli, Deputy Director
Gina M. Cura, AMP2 Property Site Manager
Jildo J. DeNorcey, Deputy Controller
SUBJECT: Off-Island Training Request
Environmental Training and Insular Areas Meeting
Honolulu, Hawaii

The Committee has reviewed Katherine Taitano's request to send Dominic Calvo and Brandon Santos to attend this off-island training for the Environmental Training and Insular Areas Meeting on May 13-16, 2019 in Honolulu, Hawaii.

Total estimated cost for this training is \$3,120.00 per traveler

The Committee has evaluated the cost-benefit of this request and has thoroughly reviewed the justification and supporting documents provided by the Chief Planner. This training will provide Mr. Calvo and Mr. Santos with a better understanding of federal requirements and procedures that will assist GHURA to remain in compliance when administering Grant programs.

Funding source for this training has been identified: 131.1410.00.0.810.06.1 on

Certifying Officer's Signature: Lucele D. Leon Guerrero
Lucele Leon Guerrero, Controller

Training Committee's Recommended Action: Approval [] Disapproval

The Training Committee believes that the attendance of Dominic Calvo and Brandon Santos at this training will benefit the authority and recommends the approval of this travel/training request.

E. F. Napoli
Elizabeth F. Napoli, Deputy Director

Gina M. Cura
Gina M. Cura, Property Site Manager

Jildo J. DeNorcey
Jildo J. DeNorcey, Deputy Controller

Concurrence/non-concurrence:

- I concur with the Committee's Recommendation
 I do not concur with the Committee's recommendation and approve the subject request.

Ray S. Topasna
Ray S. Topasna, Executive Director

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

April 17, 2019

Ray Topasna
Executive Director
GUAM HOUSING AND URBAN
RENEWAL AUTHORITY
117 Bien Venida Avenue
Sinajana, GU 96910

Dear Ray:

I will be traveling to Hawaii to meet with their Lieutenant Governor, Joshua Green, from May 19th to May 21st. I met him while attending the National Lieutenant Governors Association Federal-State Relations Meeting in Washington D.C. earlier this month. He invited me to join him in Hawaii to discuss solutions to many issues both our islands face. One of the issues we will be discussing is that of homelessness. He will show me first hand Hawaii's chronic homeless problem.

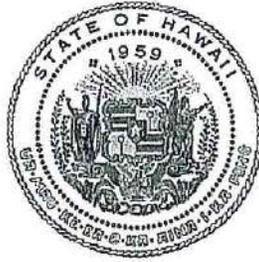
In light of our island's chronic homeless problem and GHURA's involvement with helping to find solutions to it, I would like you to accompany me to this meeting. This is an opportunity for us to exchange ideas on the challenges faced with the problems of homelessness, and how to best address managing this crisis.

Please make travel arrangements to attend this very important meeting with Lieutenant Governor Green. While there, it will be a good opportunity to see if meetings with Hawaii HUD officials is also possible.

Thank you in advance for your cooperation and assistance. I will await confirmation from you regarding this matter.

Joshua F. Tenorio
Lieutenant Governor Of Guam

*Needs Governor LH
+ signature
(off-island)*



OFFICE OF THE LIEUTENANT GOVERNOR
STATE OF HAWAII
STATE CAPITOL
HONOLULU, HI 96813

April 12th, 2019

Aloha Lieutenant Governor Tenorio,

It was wonderful meeting you in Washington D.C. this month at the National Lieutenant Governor's Association Federal-State Relations Meeting.

As per our conversation in D.C., I would like to invite you to join me in Hawaii from May 19th- May 21st, 2019 so that we can discuss solutions to the multitude of similar issues faced by our island homes.

We know that homelessness and addiction are grievances that both Hawaii and Guam are suffering greatly from, and I believe that we can work with each other and exchange ideas on how best so address these problems in our respective homes, especially given the cultural and demographic similarities between Hawaii and Guam that factor into these problems and require unique solutions.

Our island homes are also under immediate threat from global climate change and how we prepare for the inevitable challenges this will bring in the near future is of great importance. I'd like to get your input on how Guam is preparing and share ideas on how to protect our major assets and coast lines.

Additionally, during your visit I'd like to show you first hand the complexity of Hawaii's chronic homeless problem by going directly to the source.

We'll visit Pu'uhonua o Waianae, a homeless community on Oahu's westside with over 200 individuals living on state land at a boat harbor. We'll also meet a community of homeless living in Waimanalo on the Windward side of Oahu and walk through Honolulu's urban core homeless communities. The best way to truly comprehend the magnitude and intricacies of the homeless crisis Hawaii is facing is to see it in person.

I'm very much looking forward to hosting you in Hawaii. I know we have a lot we can learn from and share with each other to tackle the similar challenges we face from our respective islands in the Pacific.

Mahalo nui loa and a hui hou nō,

A handwritten signature in black ink, appearing to read "Josh Green".

Joshua B. Green
Lieutenant Governor, State of Hawaii

Kathleen J. Taitingfong

From: Travel Bag, Inc.
Sent: Friday, April 26, 2019 6:35 PM
To: 'Kathleen J. Taitingfong'
Subject: TOPASNA/RAY S 19MAY2019 GUM HNL

Your trip Booking ref: **KKVLUG** [CheckMyTrip](#)
 Document Issue Date: **26 April 2019** [Baggage Info](#)

Traveler	Ray S Topasna	Agency	TRAVEL BAG, INC. 215 E Chalan Santo Papa Ste 107d Suite 107d HAGATNA 96910-5202 671 472-2653 671 472-2735 travelbag@guam.net 12559747 JM
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Date	City	Service	From/To	Class
Sun 19 May	Guam - Honolulu	UA 200	07:10 AM - 06:10 PM	Economy
Sat 25 May	Honolulu - Guam	UA 201	02:15 PM - 06:00 PM	Economy

Airline Booking Reference(s)
 UA (United Airlines): EN5PV9



Sunday 19 May 2019



United Airlines UA 200



Departure	19 May 07:10 AM	Guam, (A.B Won Pat Intl) (+)	
Arrival	18 May 06:10 PM	Honolulu, (Daniel K Inouye Intl) (+)	Terminal: 2
Duration		07:00 (Non stop)	
Distance		3,795 Miles	
Booking status		Confirmed	
Class		Economy (W)	
Boarding Time		19 May 08:40 AM (Subject to change)	
Equipment		BOEING 777-200/300	
Flight meal		Food for purchase	

[Check-in](#)

Saturday 25 May 2019



United Airlines UA 201



Departure	25 May 02:15 PM	Honolulu, (Daniel K Inouye Intl) (+)	Terminal: 2
Arrival	26 May 06:00 PM	Guam, (A.B Won Pat Intl) (+)	
Duration		07:45 (Non stop)	
Distance		3,795 Miles	
Booking status		Confirmed	
Class		Economy (W)	
Boarding Time		25 May 01:45 PM (Subject to change)	
Equipment		BOEING 777-200/300	
Flight meal		Food for purchase	

[Check-in](#)

General Information
 AIRFARE INCL. AGENCY FEE \$1486.25
 LAST TICKET DATE MAY 03
 THIS BOOKING CAN ONLY BE HELD FOR 7DAYS AFTER RES. IS MADE
 NONREFUNDABLE FARE/\$250 CHANGE PENALTY ONCE TICKETED

Ecological information
 Calculated average CO2 emission is 808.00 kg/person
 Source: ICAO Carbon Emissions Calculator
<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

Budget Rental car
Lodgers - 5/18 - 5/25
7 nights
292-05

Hawaii State Capitol, Honolulu, Hawaii, United States of America

Sat 18 - Sat 25 May 2019, 7 nights, 1 room, 1 adult

Change search Show recent searches

Destination, property or landmark

Honolulu, Hawaii, United States of America

Check in

18-05-2019

Saturday

Check out

25-05-2019

Saturday

7 nights

Rooms

1

Adults

1

Aged 18+

Children

0

0-17

Room 1:

Search

Filter 1

Sort

View on map



Aston at the Executive Centre Hotel

3-star

Downtown Honolulu

- 0.4 km to Hawaii State Capitol

Very Good 8.0 210 reviews

309 reviews

** Request to exceed Fed price rate*

Save 37% Special Deal

USD315 **USD198**

nightly price per room

✓ free cancellation

✓ pay now or at hotel

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES TRAVEL PER DIEM ALLOWANCES

COUNTRY/STATE: **HAWAII**

PUBLICATION DATE (MM DD YY): **040119**

NOTES

1. Use the **OTHER** rate if neither the **CITY, PLACE, ISLAND**, nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., **TLE, TLA, TQSE, TQSA**), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE** is **\$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental Rate (Local or OnBase)

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
CAMP H M SMITH	01/01-12/31	177	111	63	27			315	08/01/2017
EASTPAC NAVAL COMP TELE AREA	01/01-12/31	177	111	63	27			315	08/01/2017
FT. DERUSSEY	01/01-12/31	177	111	63	27			315	08/01/2017
FT. SHAFTER	01/01-12/31	177	111	63	27			315	08/01/2017
HICKAM AFB	01/01-12/31	177	111	63	27			315	08/01/2017
HILO	01/01-12/31	199	94	54	23			316	08/01/2017
HONOLULU	01/01-12/31	177	111	63	27			315	08/01/2017
ISLE OF HAWAII: HILO	01/01-12/31	199	94	54	23			316	08/01/2017
ISLE OF HAWAII: OTHER	03/26-12/17	189	129	72	32			350	08/01/2017
ISLE OF HAWAII: OTHER	12/18-03/25	239	129	72	32			400	08/01/2017
ISLE OF	01/01-	325	108	61	27			460	04/01/2016

Audrey Aguon

From: Miriam Capistrano
Sent: Monday, April 29, 2019 12:27 PM
To: 'Audrey Aguon'
Subject: RE: GHURA Travel Quotation

Ms. Audrey.

Lowest airfare found is 1511.25, taxes and service fee included
As for **car rental**: budget rental is pricing for **292.05** (some taxes included) for economy size car
As for the hotel, I was going to recommend Ala Moana Hotel.. but it is already full.
Pagoda hotel is available, 3 star rate at \$150.00 per night...

miriam

From: Audrey Aguon <aaaguon@ghura.org>
Sent: Monday, April 29, 2019 11:08 AM
To: miriamfc@teleguam.net
Subject: GHURA Travel Quotation

Hafa Adai, Miriam-
Thank you for your time. Here are the details:

FOR: Executive Director of GHURA-Single quote
Preferences: Direct Flight
Travel dates: Depart Guam May 19, 2019 (preferred 10am flight)
Depart Honolulu: May 25, 2019 (preferred 2pm flight)
Arrive Guam: May 25, 2019

Lodging: Near State Capital
Transportation: Rental (Single person)

Please include a Government discount whenever it may be applicable. 😊

Respectfully,
Audrey Aguon
Special Assistant
117 Bien Venida Avenue
Sinajana, Guam 96910
(671) 475-1378 ext. 378
aaaguon@ghura.org