

# BOARD OF COMMISSIONERS REGULAR SCHEDULED MEETING 12:00 P.M., September 26, 2019 GHURA's Main Office 1st floor, Conference Room, Sinajana AGENDA

#### I. ROLL CALL

#### II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1<sup>st</sup> Printing – Thursday, September 19, 2019 2<sup>nd</sup> Printing – Tuesday, September 24, 2019

#### III. APPROVAL OF PREVIOUS BOARD MINUTES - August 26, 2019

IV.		EW BUSINESS	Page(s
	1.	Contract Amendment	1-4
		Construction of the "Central Community Arts Hall within the existing	
		Sinajana Community Center structure".	
	2.	Intent of Award	5-20
		IFB#GHURA-COCC-019-8-INS, Insurance Coverages for Property,	
		Automobile, General Liability, Excess Liability, Crime, Directors and	
		Officers and Workers Compensation	
	3.	Intent of Award	21 - 23
		IFB#GHURA-8-12-2019, IT Equipment –Desktop Computers, Impact	
		Printers, Laptop Computer, Uninterruptible Power Supply (UPS), and	
		Network Equipment (router and switches)	
	4.	Resolution No. FY2019-025	24 - 25
		Resolution authorizing the Board of Commissioners to take the	
		necessary steps to submit an application for Guam Housing and	
		Urban Renewal Authority to become a U.S. Department of Housing	
		and Urban Development – Approved Counseling Agency	

5.	Resolution No. FY2019-026	26
	Resolution approving the Substantial Amendment to the Citizen	
	Participation Plan 2019	
6.	Request for Tenant Account Receivables	27 - 36
	Write-off through July 16, and 31, 2019 and August 31, 2019	

#### V. OLD BUSINESS

- 1. Update on REAC
- 2. Update on the Central Police Precinct

#### VI. CORRESPONDENCE AND REPORTS

#### VII. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Next proposed scheduled Board Meeting: Monday, October 14th @ 12:00 p.m.

#### VIII. ADJOURNMENT

# Migrant mothers, children sue US over asylum ban



**MIGRANTS:** A Central American migrant walks past tents in an encampment at the end of the Gateway International Bridge, where migrants sent back under the Migrant Protection Protocols await their U.S. asylum hearings, in Matamoros, Mexico, Sept. 14. Henry Romero/Reuters

(Reuters) - More than 125 migrant mothers and children have sued the U.S. government, claiming the Trump administration has violated the rights of asylum-seekers through the arbitrary and capricious implementation of a virtual asylum ban at the southern border.

The lawsuit, filed late on Monday, was the first to challenge President Donald Trump over asylum since the U.S. Supreme Court decided last week that an anti-asylum rule will be allowed to take effect while a separate lawsuit on its underlying legality is heard.

Unlike other suits that have targeted the asylum rule itself, the latest filing challenges the Trump administration on procedural grounds, saying the government has enacted changes without warning, resulting in elevated rejection rates for asylum-seekers.

With the administration rolling out a series of anti-immigration regulations in rapid succession, asylum-seekers are not being told which of the shifting standards will apply to their cases, said Hassan Ahmad, the lead attorney on the lawsuit.

"What we're challenging is the haphazard lack of legal procedure. There's no rhyme or reason to it," Ahmad said

The plaintiffs are 126 women and children from 59 families, mostly from the impoverished and violent Central American countries of El Salvador, Honduras and Guatemala, who were rejected in the early stages of the asylum process while staying at the South Texas Family Residential Center in Dilley, Texas.

The suit was filed in U.S. District Court in Washington, D.C.

Trump's virtual asylum ban at the southern border denies migrants if they did not first seek safe haven in another country that they traveled through on the way to the United States, such as Mexico or Guatemala.

Other lawsuits previously filed challenge the rule itself, and lower courts had agreed to block implementation immediately. But in a big victory for Trump, the Supreme Court last Wednesday allowed the rule to take effect immediately while the trial is heard.

As a result, immigration judges can reject asylum claims, regardless of their merits, if the applicant did not first seek asylum in another country.

The Justice Department did not immediately respond to a request for comment.

The Trump administration has called the surge of Central American immigration a crisis and says most migrants falsify asylum claims as a ruse to gain entry to the United States.

#### **US official says** Saudi oil attacks came from southwest Iran

WASHINGTON/DUBAI (Reuters) -The United States believes the attacks that crippled Saudi Arabian oil facilities last weekend originated in southwestern Iran, a U.S. official told Reuters, an assessment that further increases tension in the Middle East.

Three officials, speaking to Reuters on condition of anonymity, said the attacks involved cruise missiles and drones, indicating that they involved a higher degree of complexity and sophistication than initially thought.

The officials did not provide evidence or explain what U.S. intelligence they were using for the evaluations. Such intelligence, if shared publicly, could further pressure Washington, Riyadh and others to respond,

Ending balance (6/30/2019)

perhaps militarily.

Saudi state television said the Saudi Defense Ministry will hold a media conference on Wednesday that will show evidence of Iran's involvement in the Aramco attacks, including the use of Iranian weapons.

Iran denies involvement in the strikes. Iran's allies in Yemen's civil war, the Houthi movement, claimed responsibility, saying they struck the plants with drones including some powered by jet engines.

President Donald Trump on Monday said it looked as if Iran - which has a long history of friction with neighbor Saudi Arabia - was behind the attacks.

But in a sign that U.S. allies remain unconvinced, French Foreign Minister

\$4,060.74

\$7,403.00

-\$7,319.36

\$4.144.38

Jean-Yves Le Drian said he was unsure if anyone had any evidence to say whether drones "came from one place or another."

French President Emmanuel Macron telephoned Saudi Crown Prince Mohammed bin Salman on Tuesday to discuss the attacks, Saudi state news agency SPA reported. Macron said France was willing to help international investigators, it added.

Saudi Arabia sought to reassure markets after the attack on Saturday halved oil output, saying on Tuesday that full production would be restored by month's end.

Iranian Supreme Leader Ayatollah Ali Khamenei ruled out talks with the United States unless the Trump

administration returns to the nuclear accord between Iran and the West that the United States abandoned last year.

"Iranian officials, at any level, will never talk to American officials ... this is part of their policy to put pressure on Iran," Iranian state TV quoted him as saying.

Trump on Tuesday said he is not looking to meet Iranian President Hassan Rouhani during a United Nations event in New York this month.

U.S.-Iran relations deteriorated after Trump guit the nuclear pact and reimposed sanctions over Tehran's nuclear and ballistic programs, severely hurting the Iranian economy. Trump also wants Iran to stop supporting regional proxies, including Yemen's Houthis.

#### **Guam High School Booster Club** Financial Report 1 July 2018-30 June 2019

Beginning Balance (7-01-2018) Income (donations and fundraisers) Expenditures Administrative \$ 325.78 Purchases \$3,792.61 **Donations to GHS** \$3,200.97 Total expenditures

> **Certified true and correct** Helen Middlebrooke, secretary

**Board of Commissioners Meeting** 12:00 P.M., Thursday, September 26, 2019 **GHURA Main Office** 1<sup>st</sup> Floor Conference Room 117 Bien Venida Avenue. Sinajana

For special accommodation, contact Ms. Kathy Taitano Tel No. 475-1322 or TTY #472-3701

#### **Guam High School Booster Club** Financial Report 1 July 2011-30 June 2012

Beginning Balance (7-01-2011) \$4,807.19 Income (donations and fundraisers) \$7,820.27 Expenditures Administrative \$ 102.00 **Purchases** \$5,660.91 \$1,582.87 **Donations to GHS** -\$7,345.78 Total expenditures Ending balance (6/30/2012) \$5,281.68 Certified true and correct

Helen Middlebrooke, secretary

#### **Guam High School Booster Club** Financial Report 1 July 2016-30 June 2017

Beginning Balance (7-01-2016) \$3,016.52 Income (donations and fundraisers) \$13,468.70

Expenditures Administrative \$ 232.68 **Purchases** \$8,864.84 \$4,469.92 **Donations to GHS** 

-\$13,334.76 Total expenditures Ending balance (6/30/2017) \$3,150.46

> Certified true and correct Helen Middlebrooke, secretary

DAILY POST • TUESDAY, SEPTEMBER 24, 2019

# GovGuam workers start enrolling in Aetna health plans

kevin@postguam.com

Government of Guam retirees and active employees filled the conference room in Building B at the Guam Department of Education on Monday for the first in a series of presentations on the health insurance coverage available to them from Aetna International.

"I'm pleased," said attorney John Weisenberger who is retired from the Office of the Attorney General. "They've got thousands, millions, of providers in the U.S."

Aetna account executive Hassen Khraibani said coverage is also available in the Philippines at St. Luke's Medical Center and at The Medical City in Manila, among other foreign locations.

Histeamspentaboutanhourbriefing those in attendance on the highlights of the various plans, providing instructions on how to fill out the enrollment forms, and answering questions.

This year, as required by law, only one carrier was chosen to provide health insurance to government of



Guam employees.

There is no option," said Pete Chamberlin who is retired from the Guam Fire Department. "I have to sign up."

#### Savings? 'Maybe enough to take us to King's'

The government of Guam health insurance negotiating team chose Aetna to replace the current health plans offered by Calvo's SelectCare and TakeCare Insurance.

"It's really the same as SelectCare," said Francis Eustaquio who is retired from the Guam Power Authority. "And I get to take home \$7.98 more in retirePRESENTATION: Government of Guam retirees and active employees filled the conference room in Building B at the Guam **Department of Education** Monday for the first in a series of presentations on the health insurance coverage available to them from Aetna International. Kevin Kerrigan/ The Guam Daily Post

ment check."

The law also required "the most economical and beneficial" plan to be selected.

"We'll save a little bit of money, maybe enough to take us to King's, but not that much," said Mark LaPlante of Yigo. LaPlante works at the Guam Department of Education.

The total cost of the Aetna contract is estimated to be \$108.88 million according to Edward Birn, the director of the Department of Administration. That is about \$10 million more than the current year's cost.

#### Plan is 'pretty much the same'

"Deductible first, then co-pay," Khraibani said during his presentation.

For the PPO 1500 the deductible is \$1,500 for the individual plan and \$3,000 for the family plan.

For the HSP 2000 plan the deductible is \$2,000 for the individual and for a family its \$2,700.

For the Retiree Supplement Plan there is no deductible.

"Compared to Calvo's (Select-Care) it's pretty much the same," said Ed Dezell, a Chalan Pago resident who is retired from the Guam Power

Aetna has established a local office with NetCare at the Julale Plaza in Hagåtña.

That is where the first two Aetna subscribers signed up Monday morning, Joseph Cameron, the retired president of the Department of Chamorro Affairs and his mother Maria Artero Cameron, a retiree from Guam Memorial Hospital.

"Mom's member number is 00001 and mine is 00002," Cameron said in a text message to The Guam Daily Post.

A local Aetna representative will be available weekdays from 8 a.m. to 5 p.m. to answer questions about the health plans.

Theofficephonenumberis 472-3862 or 47Aetna

Aetna has scheduled one or more presentations on each day through Oct. 12 when open enrollment ends.

### Guam Reef offers lunch yakiniku style



YAKINIKU: The Rica & Rico restourant in the Guam Reef Hotel is serving up a lunch promotion starting today and running thoughout October. Grand Master Chef Makoto Fujigaya serves up a variety of meats that are marinated to give it that local twist and then cooked yakiniku, or grilled, the Japanese way. From left, Grand Master Chef Makoto Fujigaya, Sous Chef, Reggie De Mesa and Restaurant Manager Michael Munoz. Dontana Keraskes/The **Guam Daily Post** 

#### **Business groups offer** bankruptcy basics seminar

The Guam Chamber of Commerce and the Guam Women's Chamber of Commerce will offer a Business Bankruptcy Basics seminar scheduled for Thursday.

The event will feature Curtis Ching, assistant U.S. trustee and Neil Verbrugge, partner in a Hono-Iulu business bankruptcy law firm, as guest speakers.

This seminar will provide an overview of different types of bankruptcy filings - Chapter 7, Chapter 13, and Chapter 11 - as well as alternatives to bankruptcy filings. There will be a focus on how bankruptcy reorganizations work both from the

debtor perspective and the creditor perspective.

Speakers will provide examples of actual case filings by various businesses. The presenters will also discuss the newly enacted Small Business Reorganization Act of 2019. The meeting will take place at the Unnai Room, The Westin Resort. Doors open at 8:30 a.m.

RSVPs are required and must be received via email at info@ GuamChamber.com.gu by 12 p.m. by Sept. 25. Cost is \$25 for Chamber members and \$40 for future members. Seating is limited and reservations will be handled on a first-come, first-served basis.

For more information, contact the Guam Women's Chamber of Commerce at 646-3246 or e-mail ed@guamwcc.com. (Daily Post Staff)

#### PUBLICATION

In accordance with the provisions of Guam Code Annotated, Title XI, Chapter III, Section 3315, notice is hereby given that:

#### GIM, HUI DONG dba: TAMUNING SEOUL MART

has applied for a Class: 5 Off Sale Beer/Wine said premises being marked as Lot: 2145 REM-6-NEW-3-1 Unit 107 DNA Plaza Tamuning-Tumon-Harmon.

#### GUAM HOUSING AND URBAN RENEWAL AUTHORIT

**Board of Commissioners Meeting** 12:00 P.M., Thursday, September 26, 2019 **GHURA Main Office** 

1st Floor Conference Room 117 Bien Venida Avenue, Sinajana

For special accommodation, contact Ms. Kathy Taltano Tel No. 475-1322 or TTY #472-3701

#### **BOARD OF COMMISSIONERS**

# REGULAR SCHEDULED MEETING 12:00 p.m., September 26, 2019

GHURA Main Office, 1st floor conference room

# Sinajana, Guam MINUTES

After notice was duly given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled meeting of **Monday**, **September 26, 2019** at 12:00 p.m. at the GHURA Sinajana Main Office, 1<sup>st</sup> Floor Conference Room was conducted.

#### I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT:

Sabino P. Flores, Chairman Carl V. Dominguez, Member George F. Pereda, Member

Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT:

Monica Guzman, Vice Chairwoman (Excused)

LEGAL COUNSEL:

Anthony Perez (Absent, Excused)

**MANAGEMENT & STAFF:** 

Ray S. Topasna, Executive Director Elizabeth F. Napoli, Deputy Director Audrey Aguon, Special Assistant Albert Santos, A&E Manager Katherine Taitano, Chief Planner Lucele Leon Guerrero, Controller Greta Balmeo, Procurement Officer

Norma San Nicolas, Section 8 Administrator

**PUBLIC:** 

John Taitano (Representative from the Office of Senator

Joe S. San Agustin)

Michael Weakly (Governor's Legal Office

Representative) Enrique Torres

At 12:00 p.m., Chairman Flores indicated that 4 members of the Board of Commissioners were present, and called the meeting to order.

199/19		Before the start of the discussions, Chairman Flores stated that due to a prior commitment, Commissioner George Pereda would not be able to attend the entire meeting. He also added that most of the items on the agenda will be deferred to the next scheduled meeting, with the exception of Agenda item #2, on Section IV New Business. All other items: Approval of Board Minutes, New Business items 1, 3, 4, 5, 6, Old Business, Correspondence and Reports, and General Discussions shall be deferred to the next board meeting, which will be tentatively scheduled for October 11, 2019. He also added that the board is planning on moving board meetings back to the previous Friday schedule.	
200/19		Commissioner Dominguez made a motion to table all the items on today's agenda to the next Board meeting, preliminarily scheduled for October 11, 2019, with the exception of Item #2 of New Business. The motion was seconded by resident Commissioner Leon Guerrero. There were no objections by the other board members. Motion was approved.	
Minute No.	Ref.	Approval of Previous Board Meeting	Action By:
		TABLED	
Minute No.	Ref. No.	NEW BUSINESS	Action By:
201/19		INTENT OF AWARD-IFB#GHURA-COCC-019-8-INS, Insurance Coverages for Property, Automobile, General Liability, Excess liability, Crime, Directors and Officers, and Workers Compensation.  Mr. Santos explained that there were five firms that picked up the IFB for insurance coverage, of	Albert Santos

Minute No.	Ref. NEW BUSINESS		Action By:	
201/19 continuation		AM Insurance submitted the lowest bids for the following:		
		Property Insurance \$56,310/yr. General Liability \$5,610 D&O Insurance \$8,425.46/yr. Automobile Insurance \$14,759.72 Crime Insurance \$5130/yr. Workers Compensation \$10,501 TOTAL: \$105,831.08/YR  Based on the Bid Tabulation, the staff's review and determination, GHURA is requesting that the board approve the contract for the various coverage as noted above, effective October 1, 2019. He also requested that the board include a WAIVER OF RECOURSE- which would allow the board the option to reconsider the bid for Directors and Officers Insurance.		
202/19		After further discussion on the matter, a motion was made by Commissioner Dominguez to approve the award of IFB#GHURA-COCC-019-8-INS, Insurance Coverages for Property, Automobile, General Liability, Excess liability, Crime, Directors and Officers, and Workers Compensation to the Insurers listed on pg. 5 for a total of \$105, 831.08 per year, with the option to come back at the next meeting with an addendum to one or more of the coverages. The motion was seconded, first by Chairman Flores then by Commissioner Leon Guerrero. There were no objections to the motion by the other board members. The motion was approved.		

Minute No.	Ref. No.	NEW BUSINESS	Action By:
		Chairman Flores reminded the board and all those in attendance, that because Commissioner Pereda must excuse himself from the meeting, a quorum will not be met. Therefore, all other items on the agenda will be deferred to the next board meeting.	
Minute No.	Ref. No.	MANAGEMENT REPORT	Action By:
		TABLED	
Minute No.	Ref. No.	OLD BUSINESS	Action By:
		TABLED	
Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
		TABLED	
Minute No.	Ref. No.	GENERAL DISCUSSIONS /ANNOUNCEMENTS	Action By::
		TABLED	

#### **ADJOURNMENT**

203/19

With no further discussions, Commissioner Leon Guerrero made a motion to adjourn the meeting. The motion was seconded by Commissioner Pereda. There were no objections by the other board members. Meeting was adjourned at 12:15p.m.

(SEAL)

RAY S. TOPASNA

Board Secretary/Executive Director

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

**MEMORANDUM:** 

TO:

**Board of Commissioners** 

FROM:

**Executive Director** 

SUBJECT:

Construction of the "Central Community Arts Hall within the

existing Sinajana Community Center structure".

Our staff had completed their review of E.M. Chen & Associates final design of Central Community Arts Hall within the existing Sinajana Community Center structure. The IFB for the project is presently being advertised with a bid proposal due date of October 18, 2019.

Because of the complexity for both; the demolition work required and the erection of new structures within the Sinajana Community center, we requested E.M. Chen to submit a limited CM services to assist our staff in the construction of this project.

Attach is E.M Chen cost proposal in the amount of \$61,200.0 which was reviewed and negotiated to \$54,000.00 for the nine-month period to construct the facility. The effort is critical due to the timing of 3 major projected projects to be in placed at the same time which will overload our current staff.

Based on the need to address and provide adequate engineering coverage to for the project while maintaining operation at the mayors' office and senior center, we are requesting that the Board approves a contract amendment in the amount of \$54,000.00 with E.M. Chen & Associates to provide the needed Limited CM service for the construction of the Arts Center in Sinajana.

Attachment: Proposal



# E.M. CHEN & ASSOCIATES, INC.

ARCHITECTURE • ENGINEERING • PLANNING • CONSTRUCTION MANAGEMENT
1001 Army Drive, Suite 201, Barrigada, Guam 96913
Tel: (671) 633-2881/2882 Fax: (671) 633-2883 E-mail Address: emchen@emchen.com

September 11, 2019

Mr. Raymond S. Topasna
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue
Sinajan, Guam 96910

Attention: Mr. Albert Santos

Architectural and Engineering Manager

Subject: Construction Management Services of Central Community Arts Hall in Sinajana

#### Dear Mr. Topasna:

As per our meeting with Mr. Albert Santos today 9/11/19, we are submitting herewith our revised fee proposal for the above subject project for your review and approval.

Should you have any questions or comment, please let us know and we will be happy to discuss with you.

Very truly yours,

Alan C. Chen, AIA Vice President

**Encl: Revised Fee CM Services** 

#### CONSTRUCTION MANAGEMENT SERVICES FOR CENTRAL COMMUNITY ARTS HALL IN SINAJANA

#### **SEPTEMBER 11, 2019**

	ITEM	No. Hours	Hourly Rate	irect Cost				Tota	al Direct Cost
1.	Architect/Project Manager								
	-Bi-monthly meetings	4.0	\$200.00	\$ 800.00					
	-Inspection weekly	16.0	\$200.00	\$ 3,200.00					
	-Submittal/RFI Review	4.0	\$200.00	\$ 800.00					
				\$ 4,800.00	х	9	=	\$	43,200.00
2.	Structural Engineer			-					
	-Rebar	16.0	\$200.00	\$ 3,200.00					
	-Concrete	8.0	\$200.00	\$ 1,600.00					
	-Double-Tee	16.0	\$200.00	\$ 3,200.00					
				\$ 8,000.00				\$	8,000.00
3.	Electrical Engineer								
	-Submittal Review	7.0	\$200.00	\$ 1,400.00				\$	1,400.00
4.	Mechanical Engineer			_					017
	-Submittal Review	7.0	\$200.00	\$ 1,400.00				\$	1,400.00
	TOTAL							\$	54,000.00

Total monthly basis services with a fix fee of (54,000 @ 9) = \$6,000.00

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E. M. Chen & Associates, Inc.

Alan C. Chen, AIA

# CONSTRUCTION MANAGEMENT SERVICES FOR DESIGN OF A CENTRAL COMMUNITY ARTS HALL IN SINAJANA

#### SEPTEMBER 5, 2019

	ITEM	(1) HOUR	(2) Rate	(3) Total
1.	Architect/Project Manager			
	-Bi-monthly meetings	4.0	\$ 200.00	\$ 800.00
	-Inspection weekly	16.0	\$ 200.00	\$ 3,200.00
	-Submittal/RFI Review	4.0	\$ 200.00	\$ 800.00
				\$ 4,800.00
2.	Structural Engineer			
	-Rebar	2.0	\$ 200.00	\$ 400.00
	-Concrete	2.0	\$ 200.00	\$ 400.00
	-Double-Tee	2.0	\$ 200.00	\$ 400.00
				\$ 1,200.00
3.	Electrical Engineer			
	-Submittal Review	2.0	\$ 200.00	\$ 400.00
4.	Mechanical Engineer			
	-Submittal Review	2.0	\$ 200.00	\$ 400.00
	TOTAL MONTHLY BASIS		 	\$ 6,800.00

We propose our services on a monthly basis with a fix fee of \$6,800.00.

Total CM services for 9 mos @ \$6,800 = \$61,200.00.

Prepared by:

E. M. Chen & Associates, Inc.

Alan C. Chen, AIA

ate: 9/5/1

#### GUAM HOUSING AND URBAN RENEWAL AUTHORITY

#### MEMORANDUM:

TO:

BOARD OF COMMISSIONERS

FROM:

EXECUTIVE DIRECTOR

SUBJECT: Intend of Award: IFB # GHURA -COCC-019-8-INS, INSURANCE COVERAGES FOR PROPERTY, AUTOMOBILE, GENERAL LIABILITY, EXCESS LIABILITY, CRIME, DIRECTORS AND OFFICERS AND WORKERS COMPENSATION

Bid opening for the subject project was held on September 9,2019 at 2:00PM. There were five firms that picked up the IFB for insurance coverage, of which only two (2) submitted a bid. Attach are the results of the bids submitted, which were opened and read out aloud. Based on the attach bid results we are recommending the following insurance coverage and options to be awarded to:

Property Insurance     AM Insurance Option 1- 5 year term	New Rate \$56,310.00 /yr.	Prior year Rate \$63,270.00/yr
<ol><li>General Liability</li><li>AM Insurance 5 year term at</li></ol>	\$5,094.90 /yr.	\$7267.50
<ol><li>Excess Liability</li><li>AM Insurance 1 year at</li></ol>	\$5,610.00	\$16,957.50
<ol> <li>D&amp; O Insurance</li> <li>AM Insurance 5 year term at</li> </ol>	\$8,425.46 /yr.	\$10,926.00/yr
<ol><li>Automobile Insurance</li><li>AM Insurance 1 year term at</li></ol>	\$14,759.72	\$14,918.27
<ol><li>6) Crime Insurance</li><li>AM Insurance 5 year term at</li></ol>	\$5,130.00 /yr.	\$4,447.00/yr
<ol><li>Workers Compensation Cassidy Insurance 1 year term at</li></ol>	\$10,501.00	\$23,244.88
Total:	\$105,831.08 /yr.	\$141,031.15/yr

Based on our staffs' review and determination, we are requesting that the Board approves a contract for the various coverage and providers as noted above. The above coverage's are required to have an insurance effective date of October 1, 2019.

Attachment: Bid Tabulation

Prior year to current year cost comparison

Insurance coverage limits

At the Regular Board Meeting of September 26, 2019, a motion was made by Commissioner Dominguez and Seconded by Chairman Flores & Commissioner Leon Guerrero to approve the award of IFB#GHURA-COCC-019-8-INS, Insurance Coverages for Property, Automobile, General Liability, Excess Liability Crime, Directors, and Officers, and Workers Compensation to Insurers listed on page 5 for the total of \$105,831.08 per year, with the option to come back at the next meeting with an addendum to one or more of the coverages. Without any further discussion and objection, the motion was approved.

Executive Director

	CASSIDY INS	1 AM INS. 2	3	4
Bidders Name				
PROPERTY INSURANCE				
OPTION #1	NO BID			
1 year	~	64,080.00		
3 year	~	59, 274.00		
5 year	_	56,310 -80		
OPTION #2	NO BID	-1-		
1 year	( <del>-</del>	60,876.00		1
3 year	-	56, 310.00		
5 year	~	53, 495.00		
GENERAL LIABILITY INSURANCE				
1 year	5,787.00	6, 120.00		
3 year	NO BID	5,508.00		
5 year	NO BID	5,094.90		
EXCESS LIABILITY INSURANCE	11-210	5,014.70		
	7 200 20	E / In An		
1 year	7, 388.00	5,610.00		
3 year	NO BID	NO BID		
5 year	NO BID	NO BID		
D& O Insurance		1		
1 year	NO BID	9,588.00		
3 year	-	8,868.90		
5 year	_	8,425.46		
Optional bid				_
1 year	N 0 B10	11,914.62		
3 year	-	11,021.10		
5 year		10,470.30		
AUTOMOBILE INSURANCE	26, 277.00	14,759.72		
ANNUAL PREMIUM				
CRIME INSURANCE				
1 year	NO BID	6,000.00		
3 year	-	5,400.00		
5 year	_	5,130.00		
WORKERS COMPENSATION				
INSURANCE	10,501.00	14,282.91		
ANNUAL PREMIUM				
Bidder Questionnaire		<b>/</b>		
Certifications and Representation of Offerors hud-5369-b	/	1		
Affidavit Disclosing Ownership and Commissions AG-002	✓	1		
Affidavit re Non-Collusion AG-003	/	1		
Affidavit re No Gratuities or Kickbacks AG-004	1	✓		
Affidavit re Ethical Standards AG-005		1	*	
Affidavit re Contingent Fees AG-007	/	✓ <u> </u>	_	
Disclosure of Confidential or Proprietary		<b>✓</b>		
Disclosure of Organizational Conflict of nterest Affidavit	/	/		
Restriction Against Employing Convicted	,	, -		
Sex Offenders (GH 9)	<b>✓</b>	<b>✓</b>		
Section 3 Certifications and Compliance Agreement (GH (a)	/	1	9	
Bid Bond	<b>✓</b>			
Addendum 1 & 2	1	/		

11.61 - 9/9/10

Insurance	New Rate	Old Rate	Change	% increase/decrease
Property	56,310.00	63,270.00	(6,960.00)	-12.36%
General Liability	5,094.90	7,267.50	(2,172.60)	
Excess Liability	5,610.00	16,957.50	(11,347.50)	-202.27%
Directors' and Officers'	8,425.46	10,926.00	(2,500.54)	-29.68%
Automobile	14,759.72	14,918.27	(158.55)	-1.07%
Crime	5,130.00	4,447.00	683.00	13.31%
Workers' Compensation	10,501.00	23,244.88	(12,743.88)	-121.36%
	105,831.08	141,031.15	(35,200.07)	-33.26%

#### BID RESPONSE FORM-PROPERTY INSURANCE

Required Coverages

Coverage	Limits
Blanket Coverage for all risks of direct physical loss or damage, including Earthquake, Tidal Wave and Flood, to all Real and Personal Property belonging to the Insured or in which the Insured has insurable interest and excluding Wind and Typhoon. Including:  Business Interruption & Extra Expense Extension (72 hour waiting period)  Tidal Wave and Flood, Debris removal Valuable Papers & Records and Computer Media	\$30,000,000 any one occurrence
DECLARED VALUES:	1) AMP1 \$ 21,000,000.00 2) AMP2 \$ 19,000,000.00 3) AMP3 \$ 24,000,000.00 4) AMP4 \$ 27,000,000.00 5) Guma Trankilidat \$ 4,000,000.00 6) Renaissance \$4,000,000.00 7) Main Office \$ 880,000.00 8) BPP (Contents) \$1,500,000.00 TOTAL \$ 101,380,000.00
SUBLIMITS	
Property in Transit	\$25,000
Business Interruption: Loss. of Rents	\$750,000
Deductible- All Perils each and every loss except for Transit, which shall	
Option #1	\$50,000
Option #2	\$100,000

#### Required Conditions (see pages 10- 12)

- Territory-Guam
- Schedules
- Valuation 100% Replacement Value
- Errors or Omissions
- Cancellation Clause
- Automatic Acquisition
- · Waiver of Coinsurance or Average Clause
- Demolition Cost Endorsement
- Special Events Coverage
- Service of Suit

- Increased Cost of Construction
- · Demolition and Increased Time To Rebuild
- · Denial of Access by Civil Authority
- · Business Interruption Extension
- · Extra Expense Extension
- · Earthquake Damage
- Jurisdiction Guam
- Alcoholic Beverages
- Contractual Liability
- · Waiver of Subrogation Tenants

#### Bid

List of all participating carriers and ratings of "A" (Excellent) VII from A.M. Best.

OPTION #1 - \$50,000 DEDUCTIBLE		PREMIUM including all costs and fees		d fees
CARRIER	RATING	1 Year	3 Year	5 Year

OPTION #2 -\$100,000 DEDUCTIBLE		PREMIUM including all costs and fees		d fees
CARRIER	RATING	1 Year	3 Year	5 Year

#### BID RESPONSE FORM- GENERAL LIABILITY INSURANCE

#### Required Coverages

Coverage	Limits
Comprehensive General Liability, combined single limit including:	\$1,000,000.00 each occurrence \$2,000,000.00 General Aggregate
Contractual Liability     Products and Completed Operations Liability     Personal Injury Liability	

#### Required Conditions (see pages 13- 14)

- · Territory-Worldwide for Employees, Officials and Directors
- Cancellation Clause
- · Additional Insureds, Waivers of Subrogation
- · Governing Law and Jurisdiction Guam
- · Service of Suit Clause
- Special Events
- Alcoholic Beverages
- · Waiver of Sovereign Immunity
- Contractual Liability

#### Bid

List of all participating carriers and rating of "B+ (Good) from A.M. Best

		PREMIUM including all costs and fees		
CARRIER	RATING	1 Year	3 Year	5 Year

#### EXCESS LIABILITY SPECIFICATIONS

Required Coverages

Coverage	Limits
Excess Liability	\$5,000,000 each Occurrence
	\$5,000,000 General Aggregate

#### Required Conditions

90 Days' Notice of Cancellation
Additional Insureds & Waiver of Subrogation
Governing Law & Jurisdiction
Service of Suit Clause
Special Events Coverage
Alcoholic Beverages
Service of Suit
Waiver of Sovereign Immunity
Governing Law and Jurisdiction
Contractual Liability

#### Bid List of all participating carriers and rating of "B+ (Good) from A.M. Best

		PREMIUM including all costs and fees		
RATING	1 Year	3 Year	5 Yea	
	RATING	The state of the s	including all costs and	

#### BID RESPONSE FORM- DIRECTORS & OFFICERS LIABILITY INSURANCE

#### Required Coverages

Coverage	Limits
Directors and Officers Liability and Corporate Reimbursement	\$2,000,000 any one claim and in the aggregate
Retention	
Directors and Officers Liability - Each Person	\$5,000
Directors and Officers Liability -Aggregate All Persons/Each Loss	\$5,000
Corporate Reimbursement -Aggregate Each Loss	\$5,000

#### Option

11) Add Waiver of Recourse endorsement

#### Required Conditions (see pages 1S)

- · Territory- Worldwide including USA/Canada
- · Cancellation Clause

#### Bid

List of all participating carriers and rating of B+ (Good) from A.M. Best.

			PREMIUM including all costs and fees		
CARRIER	RATING	1 Year	3 Year	5 Year	

#### Optional Bid (Waiver of Recourse)

		PREMIUM including all costs and fees		
RATING	1 Year	3 Year	5 Yea	
	RATING	Company to the company of the compan	including all costs and	

#### BID RESPONSE FORM- AUTOMOBILE INSURANCE

#### **Required Coverages**

Coverage		Limits
Bodily Injury / Prope	erty Damage, each person/each accident	\$2,000,000 Combined Single Limit
Medical Payments	- each person	\$1,000
Comprehensive	-deductible \$1,000 (specified vehicles)	ACV
Collision	-deductible \$1,000 (specified vehicles)	ACV
Uninsured Motorist		Not Covered
Personal Accident		Not Covered
Loss of Use		Not Covered
Typhoon		Not Covered
Passenger Risk		Not Covered

#### Required Endorsements / Conditions (see pages 16-17)

- Hired & Non-Owned Auto Liability
- · Inclusion of Windstorm, Hurricane, Typhoon, Flood or Tidal Wave
- · Valid Drivers' License Waiver
- · Under-Age Driver Waiver
- · Operator Waiver
- · Racing, Peacemaking or Speed Testing Waiver
- · Newly Acquired and Substitute Vehicles
- Jurisdiction Guam
- · Waiver of Sovereign Immunity
- · Cancellation Clause

#### Bid

List of all participating carriers and ratings of B+ (GOOD) from A.M. Best

CARRIER	RATING	ANNUAL PREMIUM including all costs and fees

#### ·BID RESPONSE FORM- CRIME INSURANCE

#### Required Coverages

Coverage	Limits	Deductibles
Aggregate	\$500,000	
Employee Dishonesty	\$500,000	\$10,000
Loss Inside the Premises	\$100,000	\$10,000
Loss Outside the Premises	\$100,000	\$10,000
Money Orders and Counterfeit Paper Currency	\$100,000	\$10,000
Depositors Forgery	\$100,000	\$10,000
Check Forgery	\$100,000	\$10,000
Third Party Computer Fraud	\$100,000	\$10,000
Costs	\$100,000	\$10 000

#### Required Conditions (see page 18)

- · Territory- Guam
- · Jurisdiction- Guam
- Cancellation Clause

#### Bid

List of all participating carriers and ratings of B+ (Good) VII from A.M. Best

	inclu	PREMIUM ding all costs and	d fees
RATING	1 Year	3 Year	5 Year
	RATING		including all costs and

#### BID RESPONSE FORM- WORKERS COMPENSATION INSURANCE

#### Required Coverages

Coverage	Limits	Trigger
Workers' Compensation	Statutory	Guam Law
Employers Liability	\$100,000.00	Accident Disease
	\$100,00.00	Policy Limit
	\$100,000.00	Disease Each Employee

#### Required Conditions (see page 19)

- · Executive Officers included
- Cancellation Clause

#### Bid

List of all participating carriers and ratings of B+(Good) from A.M. Best

CARRIER	RATING	ANNUAL PREMIUM including all costs and fees .

#### PROPERTY INSURANCE REQUIREMENTS

#### Named Insured

Guam Housing and Urban Renewal Authority

#### Effective Date

October 1, 2019 at 12:01AM Local Standard Time

#### Required Coverages

Coverage	Limits
Blanket Coverage for risks of direct physical loss or damage, <u>including</u> Earthquake, Tidal Wave and Flood, to all Real and Personal Property belonging to the Insured or in which the Insured has insurable interest and <u>excluding</u> Wind and Typhoon.	\$30,000,000 any one occurrence
Including:  Business Interruption and Extra Expense Extension (72 hour waiting period)  Valuable Papers & Records and Computer Media  Debris Removal	1
Sublimits	
Property in Transit	\$25,000
Business Interruption: Loss of Rents	\$750,000
Deductible- All Perils each and every loss except for Transit, which shall be \$1,000	
Option #1	\$50,000
Option #2	\$100,000
Declared Value	\$101,380,000.00

#### Required Conditions

#### Territory

Guam

#### Schedules

The schedules of Property included with these Specifications represent, to the best of the Insured's knowledge, a complete listing of the property it wishes to insure and the current replacement values thereof. The schedules are not to be used to establish sub-limits of coverage, nor are they to be considered as any form of valuation. The amount payable under this Policy shall not be limited by individual values shown on the schedules.

#### Valuation

Recovery shall be made on the basis of one hundred percent {100°/o} of the property's current replacement value at the time and place of loss, subject to the limit of coverage provided by the Policy. The Insured shall not be required to rebuild damaged or destroyed structures on the same site nor with like kind and quality.

#### **Errors or Omissions**

The Insured shall not be prejudiced by an unintentional or inadvertent error, omission, incorrect valuation or incorrect description of the interest, risk or property; provided that notice is given to Insurers as soon as practical after discovery of any such error or omission.

#### **Cancellation Clause**

If Insurers desire to cancel this policy other than for non-payment of premium, which shall be ten (10) days, they shall give ninety (90) days prior written notice by email and Certified Mail to:

Ray S. Topasna, Executive Director, <a href="mailto:rtopasna">rtopasna</a> @qhura.org
Lucele Leon Guerrero, Controller, lucelle@ghura.org
Guam Housing & Urban Renewal Authority
117 Bien Venida Avenue
Sinajana, GU 96910-4643

#### **Automatic Acquisition**

The policy is extended to cover additional property which may be acquired during the term of the Policy. Values must be reported to Insurers during the policy period for determination of additional premium. The Insured may add up to 5% of the total schedule without any additional premium.

#### Waiver of Coinsurance or Average Clause

In the event of loss, there shall be no application of a coinsurance or average clause in determining the recovery due the Insured.

#### **Demolition Cost Endorsement**

This policy also covers, within the sum insured, the cost of demolishing any undamaged portion of the building(s) covered under this Policy including the cost of clearing the site caused by loss from any perils insured against under this Policy and resulting from enforcement of any state or municipal law or ordinance regulating the construction or repair of buildings and in force at the time of loss which necessitates such demolition.

#### Increased Cost of Construction

The amount of insurance includes within the sum insured the actual amount of the increased costs of repair, rebuilding or construction resulting from the enforcements of any applicable law or ordinance regulating the construction or repair of buildings.

#### Demolition and Increased Time To Rebuild

Insurers will be liable also for loss to the interest insured by the Policy, occasioned by the enforcement of any state or municipal law or ordinance regulating the construction or repair of buildings and in force at the time such loss occurs, which necessitates the demolition of any portion of the described building(s) not damaged by the peril(s) insured against. Insurers will also be liable for loss due to additional period of time required for repair or reconstruction, in conformity within the minimum standard of such law ordinance, of the buildings(s) described in this Policy damaged by a peril insured against.

#### Denial of Access by Civil Authority

This Policy is extended to cover the actual loss sustained during the period of insurance, against access to real or personal property is impaired in whole or in part due to the necessity to comply with Building and other Regulations under or framed in pursuance of any act in force at time of loss of any Public Authority.

#### Business Interruption Extension

Insurers shall be liable for the Actual Loss sustained by the Insured resulting directly from Interruption of Business for a period not to exceed twenty-four (24) calendar months.

#### Extra Expense Extension

Coverage is extended to include the necessary Extra Expense incurred by the Insured in order to continue as nearly as practicable the normal conduct of the Insured's business following loss or damage to property insured by this Policy.

#### Jurisdiction

This insurance shall be governed by and construed in accordance with the laws of Guam and the exclusive jurisdiction of the USA including Guam courts. The seat of arbitration shall be Guam.

#### Waiver of Subrogation - Tenants

In event of loss, Insurers waive their rights of subrogation against any tenant occupying, renting or leasing property from the Insured.

#### Earthquake Damage

Any endorsement or clause that limits coverage to damage that weakens the structural frame or therefore the stability of the life of the building or structure shall be waived. Any endorsement or clause that excludes loss for plaster cracks between masonry and gypsum board and any other deterioration of cement or plaster, as well as any damage caused by shrinkage, settling, deterioration and/or wear and tear shall be waived.

#### Service of Suit Clause

The name of the firm will be advised once the bid selection process is complete.

#### Special Events

Coverage includes the Insurers liability arising out of any events held throughout the year on the Insured's premises.

#### Alcoholic Beverages

Coverage under Premises Liability is extended to include the liability of the Insured for Bodily Injury and/or Property Damage caused by an occurrence arising out the giving or serving of alcoholic beverages by the Insured at functions incidental to the insureds business, subject to a policy limit of \$1,000,000 any one occurrence. Such limit is included within and not in addition to the Limit of Liability shown in the policy.

#### **Special Note**

Condition surveys of all properties were conducted by HUD and GHURA's Risk Manager in 2019 to assure the buildings were in good condition and not subject to unusual external exposures to loss. The replacement cost of all structures was updated in 2019, using local contractor's cost estimates.

All contractors providing services to GHURA are required to maintain at least \$1,000,000 general liability coverage that name GHURA as an Additional Insured party.

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

#### MEMORANDUM

FROM:

TO: **Board of Commissioners** 

Executive Director

SUBJECT: Intent of Award for IFB#GHURA-8-12-2019

IT EQUIPMENT - Desktop Computers, Impact Printers, Laptop Computer, Uninterruptible Power Supply (UPS), and Network

Equipment (router and switches)

Bid opening for the subject project was held on August 28, 2019 at 10:00 a.m. A total of eight (8) vendors purchased a set of the bid specification packet and five (5) had submitted proposals. Listed below are the results of the bids submitted which were opened and read aloud:

		Sanford						Data		
	T	echnology					M	anagement		
		Group	]	<u>Megabyte</u>	(	ComPacific Property of the Company o	<u>I</u>	Resources	S	BS Guam
Base Bid #1	\$	32,872.00	\$	37,168.32	\$	46,872.00	\$	34,244.00	\$	=
Base Bid #2	\$	531.00	\$	727.44	\$	678.00	\$	=	\$	679.00
Base Bid #3	\$	8,910.00	\$	10,675.32	\$	10,392.00	\$	e <del>n</del> ti	\$	10,869.00
Base Bid #4	\$	558.00	\$	758.44	\$	684.00	\$	=	\$	714.00
Base Bid #5	\$	916.00	\$	829.76	\$	1,096.00	\$	270.00	\$	=>
Base Bid #6	\$	2,929.00	\$	3,608.76	\$	3,306.00	\$		\$	<del>-</del>
Base Bid #7	\$	2,157.00	\$	2,494.44	\$	2,584.00	\$	1,649.00	\$	<b>-</b> 5
Base Bid #8	\$	1,980.00	\$	1,838.76	\$	2,170.00	\$	- <del></del> -	\$	<b>=</b> %
Base Bid #9	\$	1,231.00	\$	484.44	\$	2,284.00	\$	-	\$	_:
Total	\$	52,084.00	\$	58,585.68	\$	70,066.00	\$	36,163.00	\$	12,262.00

Base Bid #1: Computer Desktops

Base Bid #2: Small Impact Printers

Base Bid #3: Large Impact Printers Base Bid #4: Multifunction Printers

Base Bid #5: 24 inch Monitors

Base Bid #6: Uninterruptable Power Supply

Base Bid #7: Laptop Computer Base Bid #8: Network Switches Base Bid #9: Gateway Router

Upon GHURA's MIS staff's review of the submitted bid packets, all vendors were responsive and responsible.

Furthermore, GHURA is requesting that the Board approve the following awards to the specified vendors based on being the lowest, responsive, and responsible bidder:

		i	
Base Bid	<u>Vendor</u>	В	id Amount
#1	Sanford Technology Group	\$	32,872.00
#2	Sanford Technology Group	\$	531.00
#3	Sanford Technology Group	\$	8,910.00
#4	Sanford Technology Group	\$	558.00
#5	Megabyte	\$	829.76
#6	Sanford Technology Group	\$	2,929.00
#7	Data Management Resources	\$	1,649.00
#8	Megabyte	\$	1,838.76
#9	Megabyte	\$	484.44
	Total	\$	50,601.96

Attachment: Bid Tabulation

IFB#GHURA-8-12-2019
IT EQUIPMENT - Desktop Computers, Impact Printers, Laptop Computer, Uninterruptible Power Supply (UPS), and Network Equipment (router and switches)
Proposal due date: August 28, 2019
Proposal due 10:00 a.m.

Addendum no. 1	7	7	7	7	7							
Brochures Auth Retailer Addendum	7	1	7	>	×							613
Brochures Descriptive Ut	7	1	>	7	1					6		Date: 8/28/2019
HUD 5370-C	7.	7	/	7	`							Date: 8
HUD 5369-C	/	7	>	>	/							
HUD 5369-8	1.	1	/	7	7						(	hw
AG Forms 2,3,4,5,6 & 7	7	Ma Ca	7	>	1						9.00	Hullipa
Base Bid item 9	1,231.00	484.44	2,284.00	No Bid	No 13:14							
Base Bid item 8	1,980.00	1838.76	2,170.00	No Bid	No 13:4							
Base Bid item 7	2, 157.03	3,608.76 2,494.44 1,838.76	00. h85'z	1,649.03	No Bid							
Base Bid item 6	10.626'2	31,608.76	3,306.00	Ne Bid	No 13:4							
Base Bid item 5	916.00	16.628	1,096.00	00.012	No Gid			7				
Base Bid item 4	558.40	158.44	09.489	NO Big	714.60							1 1
Base Bid item 3	8,910.00	10,675 SP 182	10,392.00	PIE ON	10,869.00							Date: 8 28/19
Base Bid item 2	531.00	44.12L	00.869	D:0 0W	09. 66.9							
Base Bid item	32,872.00	77,168.32   727.44	46,872.00	34,244.00 No bid	P:D ON							ATTESTED BY: William Eriksen
NAME OF BIDDER	Sanford Tech 900. 32,872.00 531.00	Megabyte	Com Pacific	DMR	SBS Gram							ATTESTED E
Package	-	1	3	ካ	15							,

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

# BOARD OF COMMISSIONERS RESOLUTION NO. FY2020-001

Seconded By:

Moved By:

RESOLUTION	N APPROVING the Substantial Amendment to the Citizen Participation Plan 2019.
WHEREAS,	pursuant to the requirements set forth in 24 CFR Part 91 Subpart B on Citizen Participation and Consultation;
WHEREAS,	the Citizen Participation Plan (CPP) sets forth Guam's policies and procedures for citizen participation throughout the Consolidated Planning process, annual performance report, substantial amendments, and assessments of fair housing;
WHEREAS,	CPP regulations require grantees to actively encourage widespread citizen participation, with a special emphasis on efforts to encourage participation from low- and moderate-income persons, residents of slums, blighted areas, and predominately low- and moderate-income areas; non-English speaking persons; persons with disabilities; and public housing residents and other low-income residents of targeted areas;
WHEREAS,	the planned amendment is considered substantial, as defined by the grantee;
WHEREAS,	the Plan was prepared in accordance with the requirements of 24 CFR Part 91 Subpart B; now, therefore, be it
RESOLVED,	that the Board of Commissioners of the Guam Housing and Urban Renewal Authority hereby approves the Significant Amendment to the Citizen Participation Plan 2019.
	JLED BOARD MEETING, SINAJANA, GUAM – OCTOBER 11, 2019 THE FOLLOWING VOTES:  I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Board of Commissioners on October 11, 2019.
(SEAL)	
	Ray S. Topasna Secretary/Executive Director

## GUAM HOUSING AND URBAN RENEWAL AUTHORITY BOARD OF COMMISSIONERS

#### **RESOLUTION NO. FY2020-002**

MOVED BY: MONICA GUZMAN SECONDED BY: SABINO FLORES

A RESOLUTION AUTHORIZING THE BOARD OF COMMISSIONERS TO TAKE THE NECESSARY STEPS TO SUBMIT AN APPLICATION FOR GUAM HOUSING AND URBAN RENEWAL AUTHORITY TO BECOME A U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT-APPROVED COUNSELING AGENCY.

- 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
- WHEREAS, GHURA has been providing homebuyer and financial counseling to Guam residents and individuals since May 2018, as required by Guam's 2015-2019 Consolidated Plan as well as the Home Investment Partnerships program; and
- WHEREAS, in 2018, GHURA began the process of preparing to become a U.S. Department of Housing and Urban Development (HUD)-Approved Counseling Agency; and
- WHEREAS, GHURA must submit an application detailing the agency's proposed process, compliance with HUD requirements, and the capacity to provide quality housing counseling and education to clients; and
- **WHEREAS**, GHURA is requesting the authorization to prepare and submit an application to become a HUD-Approved Housing Counseling Agency; and
- **WHEREAS,** upon approval, HUD requests the authorization of the Board of Commissioners, to take the necessary steps to submit this application.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF GHURA:

**Section 1.** The above recitals are incorporated into the body of this resolution and are adopted as findings of fact.

- Section 2. The Board of Commissioners authorizes the Community Planning and Development Division to prepare and submit an application to HUD for GHURA to become a HUD-Approved Housing Counseling Agency and to execute all necessary documents which may be required in connection with the responsibilities of submitting the application.
- **Section 3.** If there are typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, then this resolution may be revised without subsequent approval of the Board of Commissioners.
- **Section 4.** This resolution shall be effective upon adoption by the Board of Commissioners.

IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – OCTOBER 11, 2019 PASSED BY THE FOLLOWING VOTES:

AYES: Sabino Flores, Monica Guzman, Carl Dominguez, George Pereda,

Joseph Leon Guerrero

NAYS: NONE ABSENT: NONE ABSTAINED: NONE

> I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on October 11, 2019.

(S E A L)

RAY S. TOPASNA
Secretary/Executive



# **GHURA**

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



Lourdes A. Leon Guerrero Governor of Guam

> Joshua F. Tenorio Lt. Governor of Guam

> > Sabino P. Flores Chairman

Monica O. Guzman Vice Chairwoman

Carl V. Dominguez Commissioner

> George F. Pereda Commissioner

Joseph A. Cameron Commissioner

Joseph M. Leon Guerrero Resident Commissioner

> Ray S. Topasna Executive Director

Elizabeth F. Napoli Deputy Director

#### **MEMORANDUM**

DATE:

September 20, 2019

TO:

Board of Commissioners

VIA:

Ray S. Topasna

Executive Director

Elizabeth F. Napoli Deputy Director

FROM:

Lucele D. Leon Guerrero

Controller

SUBJECT:

Request for Tenant Account Receivables Write-Off through

July 16, and 31, 2019 and August 31, 2019

The Property Site Managers provided me with memorandums recommending to write-off the attached lists of tenant accounts receivables totaling \$29,662.89:

Property Site	Write-Off Amount
AMP 1	\$ 6,904.63
AMP 2	- 0 -
AMP 3	7,030.23
AMP 4	15,728.03
GT	0 -
Total	\$29,662.89

The amounts represent outstanding receivable balances of former tenants. They had been informed through certified mail letters. Staff also have attempted to contact them; however, to no avail.

These balances are affecting the Authority's financial performance. Therefore, I concur with the Property Site Managers to write-off these delinquent balances. Based on the recommendations and concurrences, I am requesting your approval to write-off these balances and forward them to the Department of Revenue & Taxation for Collection.

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

Attachments



# **GHURA**

Guam Housing and Urban Renewal Authority Aturidat Ginima' Yan Rinueban Siudat Guahan 117 Bien Venida Avenue, Sinajana, GU 96910

117 Bien Venida Avenue, Sinajana, GU 96910 Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701 Website: <a href="www.ghura.org">www.ghura.org</a>



Lourdes A. Leon Guerrero Governor of Guam

> Joshua F. Tenorio Lt. Governor of Guam

> > Sabino P. Flores Chairman

Monica O. Guzman Vice Chairwoman

Carl V. Dominguez Commissioner

George F. Pereda Commissioner

Joseph A. Cameron Commissioner

Joseph M. Leon Guerrero Resident Commissioner

> Ray S. Topasna Executive Director

Elizabeth F. Napoli Deputy Director September 10, 2019

TO:

Lucele Leon Guerrero, Controller

FROM:

Property Site Manager, AMP 1

SUBJECT:

Recommend to Write-Off Tenant Accounts Receivables

As of July 31, 2019

I have reviewed AMP1's Tenant Account Receivables and attached the listing of accounts Recommended for write-off due to no response from former residents. These accounts have Been close through July 31, 2019 totaling \$6,904.63.

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

Thank you,

Narcissa P. Ada

Property Site Manager, AMP 1

Attachments



Negative response to date 1,165.12 | Negative response to date 782.00 Negative response to date 818.83 Negative response to date Negative response to date 764.58 Negative response to date Comments 872.07 (Closed) as of 09/30/16 (a+b-c) 2,502.03 6,904.63 A/R Balance S S S S 5 S 150.00 900.00 150.00 150.00 150.00 150.00 150.00 Security Deposit ( c ) s \$ 1,975.50 \$ 5,829.13 Cleaning Charges (b) 872.00 973.83 532.07 615.08 1,321.12 1,515.03 s s S (00.9) (2.00) 60.00 490.00 299.50 (Utility Reimbursement)/Rent
After Move Out (a) 1,137.00 s 5 \$ S S 5 Closed Out Processed Date 5/15/2019 7/24/2019 5/15/2019 5/30/2019 7/19/2019 7/19/2019 TOTAL: Last Payment Date 12/28/2019 5/21/2019 5/24/2019 4/1/2019 5/1/2019 4/1/2019 Reason for Termination 30 Day term-criminal Non-payment Disconnection Disconnection Disconnection Non-payment 24 Hr. Utility 24 Hr Utility 24 Hr Utility activity Move Out Date 5/1/2019 7/11/2019 05/01/19 05/01/19 07/01/19 7/1/2019 \*NOTHING FOLLOWS \* 2A Camia 17B VDP 22A VDP 3A VDP 4A Atis 6 MJLG Unit# 7 e 4 2 9

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

WRITE-OFF BALANCES FOR AMP 1

July 31, 2019

CLOSED OUT



# **GHURA**

Guam Housing and Urban Renewal Authority Aturidat Ginima' Yan Rinueban Siudat Guahan 117 Bien Venida Avenue, Sinajana, GU 96910

Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701 Website: <u>www.ghura.org</u>



September 19, 2019

Lourdes A. Leon Guerrero Governor of Guam

> Joshua F. Tenorio Lt. Governor of Guam

> > Sabino P. Flores Chairman

Carl V. Dominguez Commissioner

> George F. Pereda Commissioner

Eliza U. Paulino Commissioner

Joseph A. Cameron Commissioner

Monica O. Guzman Commissioner

Joseph M. Leon Guerrero Resident Commissioner

> Ray S. Topasna Executive Director

Elizabeth F. Napoli Deputy Director TO:

Lucele Leon Guerrero, Controller

FROM:

**Property Site Manager** 

SUBJECT:

Recommend to Write-Off Tenant Accounts Receivables

Total: \$7,030.23

I have reviewed AMP3's Tenant Accounts Receivables for the period through July 16, 2019. Attached is a list of accounts to be written off due to non-activity from former residents.

The accounts were closed through July 16, 2019.

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

Please feel free to contact me for any questions or concerns.

Patrick R. Bamba

Attachment

SEP 20 2019
Time 2:27

GUAM HOUSING AND URBAN RENEWAL AUTHORITY WRITE-OFF BALANCES FOR AMP 3 AS OF JULY 16, 2019 073-1 AGAT

	CM FINIT	Σ		DATE OF LAST	DATE CLOSE OUT	(UR) OR RENT BALANCE AFTER	CLEANING		SECURITY	A/R BAL ON ACCOUNT	
2	ON LIND	22.0	REASON FOR TERMINATION	PAYMENT	PROCESSED	MOVE-OUT	CHARGES		DEPOSIT	(AS OF (07/16/2019)	COMMENTS
1	31MAO	05/10/2019	31MAO 05/10/2019 VOLUNTARY NO 30 DAYS NOTICE GIVEN: FAMILY EMERGENCY	03/29/2019	06/14/2019	\$ 78.00	\$ 1,752	32 5	78.00 \$ 1,752.32 \$ (150.00) \$		1,680.32 NO RESPONSE
2	8MA0	05/10/2019	05/10/2019 NON-COMPLIANCE: UTILITY DISCONNECTION	03/11/2019	06/10/2019	\$ 887.00	887.00 \$ 1,298.61 \$	19	(150.00) \$		2,035.61 NO RESPONSE
m	54KAL	05/16/2019	05/16/2019 NON-COMPLIANCE: UTILITY DISCONNECTION	05/01/2019	05/29/2019	\$ 64.00	45	00	340.00 \$ (150.00) \$		254.00 NO RESPONSE
4	84MAO		05/20/2019 VOLUNTARY 30 DAYS NOTICE GIVEN	04/09/2019	06/14/2019	\$ 105.00 \$		38	208.38 \$ (150.00) \$		163.38 NO RESPONSE
			**************************************	HING FOLLOWS**	***********	****					
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4,133.31

TOTAL

GUAM HOUSING AND URBAN RENEWAL AUTHORITY WRITE-OFF BALANCES FOR AMP 3 AS OF JULY 16, 2019 073-2 MERIZO

N N	NO UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST	DATE CLOSE OUT PROCESSED	DATE CLOSE OUT (UR) OR RENT BALANCE PROCESSED AFTER MOVE-OUT	CLEANING CHARGES	A/R BAL ON ACCOUNT SECURITY DEPOSIT (AS OF (02/16/2019)	A/R BAL ON ACCOUNT (AS OF (07/16/2019)	COMMENTS
н	M3	04/22/2019	04/22/2019 NON-COMPLIANCE: NON-PAYMENT OF RENT	01/18/2019	06/10/2019	\$ 1.113.00	\$ 497.68	\$ (150,001)	44568	1 455 68 NO RECDONCE
7.	M8	05/24/2019	05/24/2019   NON-COMPLIANCE: NON-PAYMENT OF RENT	_	06/25/2019	\$ 281.00		1,		548 15 NO PESDONSE
3				_				,		NO DEST ORSE
4			****	ON********	THING FOLLOW	**************************************	<b>卷骨挂骨费</b> 3			
5										
9										
7										

GUAM HOUSING AND URBAN RENEWAL AUTHORITY WRITE-OFF BALANCES FOR AMP 3 AS OF JULY 16, 2019 073-3 UMATAC

-	*	DATE OF LAST	DATECIOSECIIT	OATECIOSE OUT BALANCE ACTED MONE			A/R BAL ON	
DAIE	REASON FOR TERMINATION	PAYMENT	PROCESSED	OUT	CLEANING CHARGES SECURITY DEPOSIT	SECURITY DEPOSIT	(07/16/2019)	COMMENTS
4/2019	05/24/2019 NON-COMPLIANCE: NON PAYMENT OF RENT	02/12/2019	06/25/2019	\$ 517.00	381.09	(150.00)		748 OG NO BECDONEC
0,000			١	20:140	201100	>	1	NO NESTONSE
9/2019	UB/19/2019 VOLUNTARY 30 DAYS NOTICE GIVEN	05/20/2019	07/16/2019	140.00	v		145.00	145 OO NO DECEDANCE
			1	00:0:=	*	•	T43.00	NO NEST CIVE
	**************************************	*****	NOTHING FOLLO	· · · · · · · · · · · · · · · · · · ·	****			
7	CTOT		77/S0	77/S0	77/S0	%*************************************	77/S0	**************************************

893.09 TOTAL



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



Lourdes A. Leon Guerrero

Governor of Guam

Joshua F. Tenorio Lt. Governor of Guam

TO:

September 5, 2019

Lucele Leon Guerrero, Controller

Sabino P. Flores Chairman

VIA:

Elizabeth F. Napoli, Deputy Director

Monica O. Guzman Vice Chairwoman

FROM:

Property Site Manager, AMP4

Carl V. Dominguez

Commissioner

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables

Total: \$15,728.03

George F. Pereda Commissioner

Joseph A. Cameron Commissioner

Joseph M. Leon Guerrero Resident Commissioner

> Ray S. Topasna Executive Director

Elizabeth F. Napoli Deputy Director

I have reviewed AMP4's Tenant Accounts Receivables for the period through August 31, 2019. A total of \$15,728.03 is being requested to be written off from the GL books.

Attached is a list of accounts to be written off due to non-activity from former residents. Please note that these former tenants have not remit any payments due to GHURA within the time periods stated in their collection letters.

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

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

#### Philomena San Nicolas Philomena San Nicolas

Attachment

# GUAM HOUSING & URBAN RENEWAL AUTHORITY FY2019 WRITE-OFF BALANCES FOR AMP4 CLOSED OUT IN SYSTEM THROUGH

31-Aug-19

ī	r						I				· · · · ·	ľ			
COMMENTS	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER	NO RESPONSE TO LETTER
A/R BAL ON ACCOUNT (AS OF 8/31/19)	\$ 21.00	\$ 2,728.80	\$ 133.00	\$ 257.25	\$ 430.00	\$ 459.50	\$ 617.50	\$ 640.98	\$ 589.75	\$ 285.70	\$ 1,389.69	\$ 922.74	\$ 520.00	\$ 864.80	\$ 90.00
Security Deposit	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)
Cleaning	- \$	\$ 606.80	\$ 255.00	\$ 107.25	\$ 110.00	\$ 427.50	\$ 491.50	\$ 495.98	\$ 709.75	\$ 655.70	\$ 111.69	\$ 979.30	\$ 514.63	\$ 637.80	\$ 240.00
(UR) or Rent Balance after move-	\$ 171.00	\$ 2,272.00	\$ 28.00	\$ 300.00	\$ 470.00	\$ 182.00	\$ 276.00	\$ 295.00	\$ 30.00	\$ (220.00)	\$ 1,428.00	\$ 93.44	\$ 155.37	\$ 377.00	٠.
DATE CLOSE-OUT PROCESSED	6/17/2019	5/22/2019	5/23/2019	6/28/2019	5/21/2019	5/23/2019	6/28/2019	6/24/2019	7/11/2019	7/11/2019	7/12/2019	7/15/2019	7/15/2019	7/25/2019	7/25/2019
DATE OF LAST PAYMENT	11/5/2018	8/1/2018	1/1/2019	1/14/2019	12/5/2018	1/11/2019	3/15/2019	10/1/2018	1/1/2019	4/1/2019	9/7/2018	3/1/2019	3/19/2019	3/13/2019	1/3/2019
REASON FOR TERMINATION	DECEASED	UTILITY DISCONNECTION; OUTSTANDING RENT	01/25/2019 UTILITY DISCONNECTION	UTILITY DISCONNECTION	LEASE VIOLATIONS	UTILITY DISCONNECTION	NO 30-DAY ITV NOTICE: LEASE END	4/8/2019 UTILITY DISCONNECTION	01/25/2019 UTILITY DISCONNECTION	4/2/2019 UTILITY DISCONNECTION	VOLUNTARY: 30 DAYS ITV 11/05/2018 NOTICE: OUTSTANDING RENT	03/18/2019 UTILITY DISCONNECTION	4/29/2019 NON-PAYMENT OF RENT	UNAUTHORIZED; NON- 4/29/2019 PAYMENT OF RENT	VOLUNTARY - 30 DAYS NOTICE GIVEN
МО ВАТЕ	12/31/2018	11/15/2018	01/25/2019	03/11/2019	02/28/2019	03/11/2019	NO 3 4/30/2019 END	4/8/2019	01/25/2019	4/2/2019	11/05/2018	03/18/2019	4/29/2019	4/29/2019	VOLUN 01/19/2019 GIVEN
Unit #	D13	13ADUE	8APAQ	11DRDC8	13CRDA8	26BPAQ	11BDAM	3BDUE	15BDAM	28BPAQ	SBDAM	23ADAM	19BRDB8	33ADAM	зоарад
# BR	1	2	က	4	2	9	7	3	8	6	10	11	12	13	14

						(UR) or				447		
# 88		MO DATE	REASON FOR TERMINATION	DATE OF LAST	DATE OF LAST DATE CLOSE-OUT	Rent	U	Cleaning	Sec	Security	A/R BAL ON	COMMENTS
Í				PAYMENT	PROCESSED	after move-	U	Charges	Deg	Deposit	OF 8/31/19)	
						out						
			NO APPEAL TO TERMINATION									NO RESPONSE TO
15	15BDUE	12/21/2018	12/21/2018 (CRIMINAL ACTIVITY)	11/2/2018		7/25/2019 \$ 443.40 \$ 123.38 \$ (150.00) \$	\$	123.38	\$ (1	(20.00)		416.78 LETTER
			TERMINATION - GRIEVANCE									NO RESPONSE TO
16	2BDAM	03/22/2019 HEARING	HEARING	3/1/2019	8/13/2019 \$	\$ 44.00	s	44.00 \$ 427.75 \$ (150.00) \$	\$ (1	(20.00)		321.75 LETTER
												NO RESPONSE TO
17	17 17ARDC8	7/3/2019	7/3/2019 NON-PAYMENT OF RENT	4/10/2019		\$ 1,536.00	٠	400.00	\$ (1	(20.00)	8/14/2019 \$ 1,536.00 \$ 400.00 \$ (150.00) \$ 1,786.00 LETTER	LETTER
		ie.	TERMINATION - GRIEVANCE					*)				NO RESPONSE TO
18	<b>2ADAM</b>	6/30/2019 HEARING	HEARING	6/1/2019		8/14/2019 \$ 159.00 \$ 662.16 \$ (150.00) \$	δ.	662.16	\$ (1	(20.00)		<b>671.16</b> LETTER
			30-DAY NOTICE GIVEN:									NO RESPONSE TO
19	<b>7ADAM</b>	7/31/2019	7/31/2019 RELOCATING OFF-ISLAND	6/5/2019	_	\$ 199.52	ş	2,190.57	\$ (1	(20.00)	8/14/2019 \$ 199.52   \$ 2,190.57   \$ (150.00) <b>\$ 2,240.09</b>   LETTER	LETTER
												NO RESPONSE TO
20	20 1ADUE	6/10/2019	6/10/2019 UTILITY DISCONNECTION	6/1/2019	8/14/2019 \$	\$ 00.96 \$	<b>ئ</b>	395.54 \$ (150.00) \$	\$ (1	(20.00)		341.54 LETTER

\$ 8,335.73 \$ 10,542.30 \$ (3,150.00) \$ 15,728.03