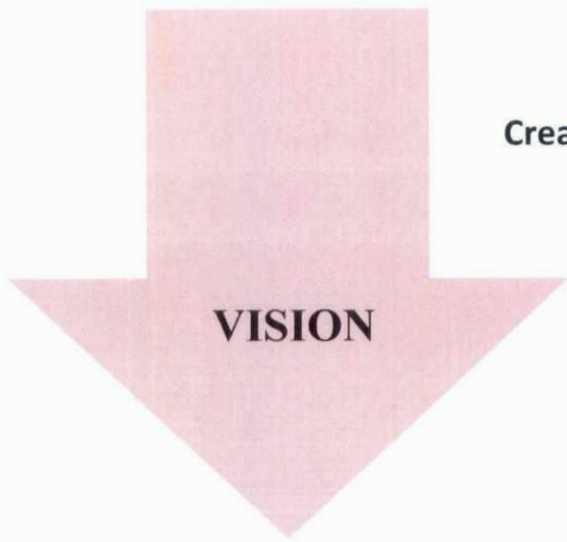


CENTRAL HOUSING AND PLANNING AUTHORITY

ANNUAL REPORT 2017

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Creation of cohesive, empowered and sustainable communities

VISION

To ensure orderly and resilient communities, through the promotion of sound planning, adequate housing, enhanced community participation and quality neighbourhoods.

MISSION

CORE VALUES

- **Transparency and accountability**
- **Integrity**
- **Fairness and equity**
- **Excellence of Service**
(Courtesy, Timeliness, Professionalism)
- **Teamwork**
- **Respect for others**

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LIST OF ABBREVIATIONS AND ACRONYMS

AOP	Annual Operating Plan
ASTF	Anti-Squatting Task Force
BOS	Bureau of Statistics
CHPA	Central Housing and Planning Authority
CDO	Community Development Officer
COWs	Clerks of Works
GIS	Geographical Information Systems
GOG	Government of Guyana
GL&SC	Guyana Lands and Surveys Commission
GPL	Guyana Power and Light
GPS	Global Positioning System
GRA	Guyana Revenue Authority
GWI	Guyana Water Incorporated
IDB	Inter-American Development Bank
IT	Information Technology
LDO	Local Democratic Organ
LMS	Land Management System
MOC	Ministry of Communities
MOF	Ministry of Finance
MOIPA	Ministry of Indigenous People Affairs
MOPI	Ministry of Public Infrastructure
MOU	Memorandum of Understanding
M&E	Monitoring and Evaluation
NDMA	National Data Management Authority
ODK	Open Data Kit
OPP	Outline Planning Permission
PRSP	Poverty Reduction Strategy Paper
P&SDD	Planning and Settlement Development Department
RDS&PWDN	Roads, Drains, Structures & Pure Water Distribution Network
SAR	Semi Annual Report
SPSS	Statistical Package for the Social Sciences
VC	Village Council

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EXECUTIVE SUMMARY

This Annual Report presents the performance of the Central Housing and Planning Authority for the period January to December 2017, in pursuit of the Authority's Work Programme.

The year 2017 was pivotal, as it saw the Authority going in a new direction in its mission to create cohesive and sustainable communities through the provision of a variety of Housing Solutions to the populace. The showcase for this initiative was at the inaugural Housing Exposition, "Housing Solutions 2017 and Beyond" which was held in May 2017. This initiative received favourable feedback from the members of the public and also triggered great interest in the Housing Solutions being offered. To this end the Land Administration department; prior to the exposition and throughout the remainder of the year, registered persons interested in the various Housing Solutions as marketed by the CH&PA. This registration indicated that over six thousand (6,000) applicants were interested in the CH&PA Housing Solutions.

The demand as depicted in the registration was noted, and the CH&PA as such continued in the execution of its work programme activities through infrastructural development projects and the construction of homes. The Authority to this end expended in excess of 1.9 billion dollars on infrastructural development and building projects which included the completion of roll over projects, electrical infrastructure programme, consolidation of existing housing areas and the construction of various housing solutions.

The Authority in fulfilling its mandate to offer various housing solutions also continued with the allocation of house lots in 2017, allocating one thousand one hundred and thirty one (1,131) lots to qualified applicants, which exceeded the target of 1,000 allocations. In addition four hundred and thirty one (431) squatter lots were regularized which exceeded the targeted amount of 400 lots. As such, this brought the total amount of lots allocated in regularized areas and housing schemes to one thousand five hundred and sixty two (1,562).

With respect to the transfer of titles, the Central Authority distributed three thousand four hundred and ninety eight (3,498) land titles, exceeding the targeted amount of 2000 titles. This is crucial in the process toward home ownership as it is a definite indicator of interest in ownership and a means of collateral toward financing and thus improvement of quality of life.

With the renewed focus on the Authority's Planning function, the CH&PA from 2016 began preparation for the National Planning Forum which aimed to bring awareness to and renew interest in planning issues. This Forum was successfully held in March 2017 and the National Planning Forum Report provided a proposed action plan that itemized priority areas for implementation of this reformulated planning structure. With respect to planning control the CH&PA processed 819 planning applications for the reporting period, exceeding the target of 800 applications.

In an effort to provide strategic direction for housing sector, A National Housing Strategy is being developed through and technical cooperation with the Inter-American Development Bank (IDB). In the process the Bank will provide support in the design and implementation of housing and urban policy and related programmes.

In 2017 the Authority was involved in the reformulation of the IDB Road Network Upgrade and Expansion Programme, which saw funds being allocated to the Central Authority to implement the Adequate Housing and Urban Accessibility Programme over five years beginning in 2018. This programme is component one under the loan reformulation and the activities will include and are not limited to the consolidation housing areas and housing area upgrades, the distribution of home improvement subsidies and the construction of core homes for eligible applicants.

Through funding from the IDB the Sustainable Housing for the Hinterland Programme has continued to have an impact on hinterland housing. In the reporting year, the subsidy facilitated the completion of 62 full houses and 28 roof replacements in Regions 1 and 9, with a number of homes and roof replacements in progress at the end of the reporting period.

Further, endeavoring to improve the operational efficiency of the CHPA, the Authority established the Procurement Department, whose mandate is to manage all procurement in relation to CHPA work programme activities. This Department has been functioning within the agency from May 2017 and will continue to expand its functions.

The work programme activities were implemented though the technical and supporting departments in keeping with the strategic objectives of the agency. Within the final quarter of 2017, the Authority began the process toward the development of a medium term Strategic Plan with the aim of having the agency operating in a more focused and efficient manner and align the Authority's direction with the Sustainable Development Goals focusing on Sustainable Cities and Communities and the nation's Green State Development Strategy Framework.

Given the summary as above, the report following will thus contain the details of the work programmes implemented by the Technical and Supporting Departments and Units and other activities undertaken within the Central Authority for the reporting year.

Mr. Lelon Saul
Chief Executive Officer, CHPA

CH&PA 2017 PROGRAMME OBJECTIVES AND HIGHLIGHTS OF ACHIEVEMENTS

1.0 OVERVIEW

This Annual Report reflects the activities that were undertaken by the Central Housing and Planning Authority for the period January – December 2017, in pursuit of the Authority's 2017 Work Programme.

During 2017, the primary focus was the creation of cohesive and sustainable communities and this was conceptualized to be done through the provision of affordable housing solutions to the population in need.

Based on an assessment of the existing housing delivery program, the new model was conceptualized targeting low- income households, state employees, and youths in need. With the new model, various housing solutions were proposed to cater for different needs and preferences of the target groups. It will not only be providing adequate and affordable housing, but also the provision of social facilities and services and ensuring stakeholders consultation and community participation in the development process.

Developing on the model initiated in 2016, the 2017 model continued to model its work programme toward the priority areas and actions:

1. Design and promote and build various housing solutions such as: duplexes, elevated homes and other turnkey housing options
2. Strengthen the CHPA's planning function to give prominence to planning as the precursor and guide for housing and community development
3. Consolidate existing housing areas (Planned and regularized squatting areas) by prioritizing areas for intervention through detailed assessment and feasibility analysis
4. Development and strategy and policy direction for the housing sector

In this regard, Work Programme activities were designed to accomplish the following:

- Develop new housing areas with various housing solutions, inclusive of serviced lots;
- Host the National Planning Forum
- Review existing urban development plans;
- Continue to process planning applications;

- Continue to transfer titles to allottees and regularized squatters;
- Continue the implementation of the GOG/IDB Sustainable Housing in the Hinterland project;
- Continue to facilitate community participation exercises;
- Continue the settlement regularization process;
- Finalize field Audit survey data and ensure the completion of the entry of data collected from Field Audit Survey;
- Continue to upgrade existing housing areas through infrastructure upgrading and installation of electrical distribution networks;
- Commence the development of a National Housing Strategy;

The work programme activities continued to be implemented through the following Departments / Units of the Central Housing and Planning Authority:

1. **Planning and Settlement Development** - responsible for all planning, designs and survey functions in the development of settlements and the regulating of development in all existing settlements through planning control.
2. **Land Administration & Conveyancing** - responsible for the allocation of lands for residential, commercial and industrial purposes, to eligible applicants, in Government Housing Schemes; processing and distribution of Titles and Transports and monitoring housing and urban development policies.
3. **Projects Department** - responsible for the design and implementation of infrastructure development projects. The main functions of the department include engineering designs, procurement, contract administration, project management, and supervision.
4. **Community Development** – responsible for implementing, in collaboration with other CHPA departments and stakeholders, policies, programmes and projects that are designed to organize communities and build leadership capacity to facilitate self-reliance; regularize and upgrade squatting areas; and facilitate the relocation of squatters from high-risk areas, utilizing participatory approaches.
5. **Support Units** – responsible for efficiency in the execution of work programme activities, these Units: **Finance, Information Technology, Human Resources, Monitoring & Evaluation and Procurement**, provide operational support to the other departments in the following areas: matters, finance; staff recruitment and training; computer hardware and software; auditing and controls; data collection, analysis of performance indicators and procurement.

INDICATOR BASED PROGRAMME PERFORMANCE ASSESSMENT

Table 1: Indicator Based Programme Performance Assessment					
Programme Elements/Activities	Results (outputs)	Planned Target	Target Achieved	%	Remarks
Housing Solutions					
▪ Allocations	1. # of interviews completed.	6000	4927	82.1	
	2. # of new lots allocated.	1000	1131	113.1	
▪ Squatter regularization	# of lots regularized.	400	431	107.8	
▪ 1000 homes project	Complete 1 st Phase off 1000 home programme with completion of 200 Units	200	147	73.5	Completion works ongoing on 53 Units
▪ Transfer of titles	1. # of titles processed.	2000	2076	103.8	
	2. # of titles distributed	2000	3498	174.9	
▪ New Infrastructure Works	Areas where new infrastructure works were executed	11	5	45.4	- Works completed in Perseverance Ph. 3, Non Pariel Sec. D, Non Pariel Sec. B, Farm Ph. 2, Zeelugt. - Works Ongoing in 3 Areas and Land Preparation in 3 Areas
▪ Sustainable Housing in the Hinterland housing pilot	# of subsidies disbursed in Regions 1 and 9. 1. # of full house replacements ▪ Areas - Whitewater, Sebai, Kwatamang,	71	62	87.3	49 Houses completed in Region #1 and 13 in Region #9

Table 1: Indicator Based Programme Performance Assessment					
Programme Elements/Activities	Results (outputs)	Planned Target	Target Achieved	%	Remarks
	Katoka, Massara 2. # of roof replacements ▪ Areas -at Kwatamang, Katoka and Massara.	47	28	59.6	13 roof replacements completed in Region #1 and 15 in Region #9
▪ Construction of Duplex and Single Units	Duplex Buildings (86 Units) Constructed Single Units	46 -	13 2	28.3	Remaining 33 buildings in progress Construction of single units in progress in Onderneeming EBE, Onderneeming WBD, Experiment WCB, Perseverance EBD
Housing Exhibition	Hosting of Housing Exhibition: Housing Solutions 2017 and Beyond	1	Completed	100%	Hosted between May 26 th – 29 th 2017
CHPA's Planning Functions					
▪ Housing Strategy			Stakeholder consultation session completed		This project is implemented by IDB consultants through technical cooperation grant.
▪ National Planning Forum	Hosting of National Planning Forum	Host Planning Forum	Completed	100%	National Planning forum was held in March 2017. An Action Plan for improved collaboration among relevant entities involved in land use

Table 1: Indicator Based Programme Performance Assessment

Programme Elements/Activities	Results (outputs)	Planned Target	Target Achieved	%	Remarks
					planning was completed and submitted to consultant
▪ Development Plans	Design of Development plans	3	Expressions of Interest in progress		Preparatory work for expression of interest in progress.
▪ Development of Planning Schemes	Planning Scheme for the Perseverance Housing area	-	Draft Completed		Draft was completed and presented to the CH&PA Board
▪ Processing of Planning applications	# of applications processed.	800	819	102.4	
Consolidation of existing housing areas					
▪ Upgrade Infrastructure on Housing Schemes and regularized squatter settlements	Number of Areas where upgrading works were completed. (Upgrading works include roads to asphaltic surfaces, de-silting and de-weeding of drainage network, etc.)	11	6	54.5	Works completed in Perseverance Ph. 2, No. 76 Village, Parfaite Harmonie, Westminster, Herstelling, Amelia's Ward Ph. 2 Works ongoing at Tuschen, Section EE Non Pariel, Blk D Bath, Ordnance Fortlands, Amelia's Ward 1B
▪ Electrical infrastructure installed in existing areas	# of areas with electrical infrastructure installed: Housing areas	16	6	37.5	Electrical Infrastructure works completed for: • Farm Phase 1

Table 1: Indicator Based Programme Performance Assessment

Programme Elements/Activities	Results (outputs)	Planned Target	Target Achieved	%	Remarks
	<p><u>Reg#3</u> - Lust En Rust; Zeelugt Ph.2 &3. <u>Reg#4</u> - Perseverance Ph3; Peter's Hall; Farm Ph. 1&2; Covent Garden; Paradise; Enmore; Barnwell. <u>Reg#5</u> - Hope-Experiment; Balthyock. <u>Reg#6</u> - Kilcoy-Chesney. <u>Reg#7</u> - Five Miles, Bartica. Commercial/Industrial areas Diamond Com & Ind. sites, Eccles Industrial (Blk EE)</p>				<ul style="list-style-type: none"> • Enmore • Paradise • Balthyock • Hope • Experiment
<ul style="list-style-type: none"> ▪ Upgrading Recreational Facilities 	Upgrade recreational facilities in existing housing areas	-	Upgrades ongoing		<ul style="list-style-type: none"> - Tabatinga Lethem:40% completed - Designs in progress: Five Miles Bartica, Perseverance EBD, Amelia's Ward Linden
Policy Review					
<ul style="list-style-type: none"> ▪ Housing Profile Study 	Finalized Housing Profile Document	-	Completed		Document completed
<ul style="list-style-type: none"> ▪ Information profile of housing areas 	1. Field audit Data entry	-	Ongoing		Continued entry of data from the Field Audit survey into CHPA Database

2.0 PERFORMANCE REVIEW AND ANALYSIS OF DEPARTMENTS/ UNITS

2.1 PLANNING AND SETTLEMENT DEVELOPMENT

The aim of the work of the P&SDD, in keeping with the vision and mission of the CHPA, is to contribute to the creation of sustainable communities, and improve the quality of existing communities through proper planning, design and effective planning control and enforcement.

Strategic Objectives for 2017

In 2017, the primary focus of the work of the Department was to continue with the strengthening of the CHPA's planning function as part of the CHPA's medium term strategy, by refocusing on long range planning mechanisms to guide settlement growth and development, as well as enhancing the current planning control and permitting system.

The Department's functions are executed through the following Units:

1. **Development Planning Unit:** Preparation of development plans and planning schemes to guide the development of all settlements in Guyana, whether urban or rural, including making provision of the necessary amenities, services and other land use elements required for the emergence of well-functioning communities.
2. **Survey Unit:** Execution of cadastral surveys to facilitate infrastructure development and upgrading; house construction; squatter regularization and manage land disputes for Government housing areas.
3. **GIS & Research Unit:** To support land use monitoring and management activities through spatial data collection, mapping and analysis.
4. **Development Facilitation Unit:** To regulate and facilitate development through the processing of planning applications for decisions with respect to the change of land use, sub-division of land and the establishment of new development activities.

Targets and Achievements

2.1.1 DEVELOPMENT PLANNING UNIT

During 2017, the Development Planning Unit (DPU) focused mainly on:

1. Preparation of planning and housing designs for settlement development

2. Preparation of Spatial Development Plans
3. Hosting of a National Planning Forum
4. National Housing Strategy
5. IDB Reformulated Loan
6. Housing Solutions and Beyond Project

1. Planning Designs

a. Design Layout

The Unit continued to provide planning services with respect to design of housing areas, and for the regularization of squatting areas through the preparation of design layouts. The design layouts served as the basis for subsequent cadastral (subdivision) surveys and engineering designs. For 2017, design layout was completed for the following areas:-

New Communities	Regularization/relocation of squatters
Pln. Providence (Parcel 129), ECD.	Pln. Prosperity (Barnwell), EBD.
Pln. Peter's Hall (Parcel 99) EBD.	Angoy's Avenue, Berbice
Block of land within Pln. Amelia's Ward Ph. 3	Middle Road, La Penitence
Pln. Cummings Lodge, ECD.	
Laurentia, WBD ¹	

Designs were also completed for plots of land within existing housing areas to yield additional residential lots for allocation. Also some existing designs were amended/adjusted to accommodate various housing solutions (single units and duplexes):-

Subdivision of plots within existing areas	Amendments/adjustments of existing designs to accommodate housing solutions:
Block 8 Mon Repos, ECD.	Pln. Perseverance (in relation to Housing Expo 2017)
Section 'D' and 'B' Non-Pariel, ECD	Amelia's Ward (housing solution)
Pln. Providence, EBD	Onderneeming, WCD,
Subdivision for Residential Lots in Pln. Recht-Door-Zee, Phase 2	Subdivision for Duplexes in Pln. No. 16 Experiment, WBB.
Area 'E' Enterprise	
Block 12 Non-Pariel	

¹ This area would no longer be acquired from GUYSUCO to be developed.

b. *Housing Designs*

During 2017, the Unit also completed designs for low cost housing types such as apartments and duplexes. Specifically, the Unit produced:-

- a. Designs and estimates for affordable **Core Houses** and **Single Units**
- b. Extension designs/drawings for the existing Duplexes

2. Preparation of Spatial Development Plans

As part of the Authority's overall medium term strategy to strengthen the planning function, Terms of Reference and the supporting tender documents for the preparation of spatial development plans for three (3) areas were prepared. The areas targeted for development plans included Sophia, East Bank Corridor (Eccles to Great Diamond) and the Malgre Tout/ Meer Zorgen NDC; however, at the end of the reporting period, priority was given to East Bank Corridor area, since this area comprised most of the recently established housing areas and its continued development should be properly guided by a comprehensive spatial development plan.

3. National Planning Forum

The *National Planning Forum* was executed during 28th – 29th March 2017. A Critical output from the two day Forum was the submission of the *National Planning Forum Report* by Christine Toppin Allahar (Facilitator). This report discussed and evaluated Guyana's existing planning system, and highlighted the framework for a reformulated planning structure for implementation. Further, the report provided a proposed action plan that itemized priority areas for implementation (objectives, activities, agency participants) of this reformulated planning structure.

4. National Housing Strategy

The development of the National Housing Strategy is being funded through IDB Technical Cooperation support with a grant of US\$ 517, 250. The Department successfully hosted the initial stakeholders' session to support the initial diagnostics and roadmap for the completion of the study.

The project is being executed by the IDB with support from the CHPA. This was requested by the MOF, due to the Bank HUD division's expertise and experience providing technical assistance to national and subnational entities with the design and implementation of housing and urban policy and programs.

The project comprises the following components:

- *Component 1 - Development of a National Housing Strategy*
- *Component 2 - Strengthening of Data Management and Analytics.* Strengthening the management and analysis of housing and urban development data through the collection, digitalization, and harmonization of existing territorial data, the development of a single geospatial digital platform for CH&PA, and training and capacity-building activities.
- *Component 3 - Coordination and Knowledge-Sharing Support.* This component will finance support activities and individual consulting engagements to support the implementation of the TC.

Under component 1, the development of the Housing Strategy, would be implemented along three phases and would take approximately 14 months:

- Phase 1 - Diagnostics and Prioritization (months 1-5)
- Phase 2 - Preliminary Proposals and Participatory Validation (months 5 -7).
- Phase 3- Drafting and Launch of the National Housing Strategy (months 8- 14).

5. IDB Reformulated Loan

The Planners participated in several IDB mission and assisted in programme conceptualization and design of the component 1 of the '*Adequate housing and urban accessibility*' programme, which was previously the Road network upgrade and expansion programme executed under MOPI. Component 1 of the Programme, which will be executed by the CHPA focuses on infrastructure completion and upgrading; development of community facilities; home improvement subsidies and construction of core houses for eligible beneficiaries; and capacity building of Local Authorities to maintain housing areas to be handed over.

6. Housing Solutions and Beyond

During 2017, the Unit actively participated in the organizing of the Housing Solutions Exhibition that was held in May 2017. Some of the activities executed included the design of the Logo, design of the exhibition site, coordination and operation of the CHPA's booth, planning and execution of model competition, etc.

7. Other Activities completed

The Unit was also involved with the following projects during the reporting year:-

1. Planning Scheme for Pln. Perseverance

Towards strengthening the department's planning and development control functions, a Planning Scheme for the Pln. Perseverance housing area was drafted. This document articulated policies and provisions for the use, future development and protection of lands in Pln. Perseverance.

2. Planning Reports

The department continued to investigate and report on planning and development matters initiated by communities through the preparation of Planning Reports which provided solutions/recommendations on issues affecting the community. The following reports were prepared and presented to CHPA's Board for further intervention:

- a. Planning Report for Mount Sinai, New Amsterdam (Squatting Area).
- b. Planning Report for Lima Dam, Essequibo (Squatting Area).
- c. Planning Report for Enterprise Gardens, ECD.
- d. Planning Report – Rapid Land Use Survey for Pln. Perseverance.

3. Lombard St. Squatter Re-location Consultation Initiative

In support of the comprehensive relocation of Broad Street Squatters, two Officers actively participated in a number of community and stakeholder sensitization exercises. These consultation sessions also supported the Unit's medium term goal of improving the quality of existing communities, through proper planning, design and effective planning control and enforcement.

4. Constituency 5 & 6 Street Signage Project

In support of the creation of quality neighborhoods, the Unit, (alongside the Community Development Department) finalized the design, procurement and planting of street signs and community billboards for the Sophia Community (Constituency 5 & 6 Area).

2.1.2 SURVEY UNIT

During the 2017, no new surveys were executed by the Unit. Most of the work activities of the Unit focused on the identification of Lots to Allottees, replacement of Paals, and resolving of boundary disputes.

IDENTIFICATION OF LOTS							
EAST BANK		EAST COAST		WEST BANK		WEST COAST	
Farm	82	Hope Estate	4	Lust En- Rust	88	Zeelugt	55
Covent Garden	98	Haslington	8	Parfaite Harmonie	30	Tuschen	18
Herstelling	77	Coldigen	11	West Minister	74	Leonora	23
Diamond	11	Enmore	15	Onderneeming	33	De Groot En Klyne	28
Golden Grove	20	Dochfour	10	Schoon Ord	51	Cornelia Ida	6
Eccles	13	Mon Repos	17	Recht- Door- Zee	65	Pln. Best	11
Providence	105	Non Pariel	21				
Peter's Hall	19						
	425		86		141		141

As it regards Lot identification, approximately **Seven Hundred and Ninety-Three (793)** lots were identified to Allottees in various Housing Schemes across the country. This exercise helped to ensure that Allottees occupy and develop their lots in a manner consistent with the recorded survey plan. With respect to the recording of plans, twenty (20) Plans were recorded and submitted to the Guyana Lands and Survey Commission.

2.1.3 GIS AND RESEARCH

During 2017, the work of the GIS-Research Unit focused on the following activities:

1. The creation of GIS databases of housing areas to facilitate the handing over of schemes.
2. The collection, processing, management, analysis and mapping of spatial data to support planning and monitoring activities of the Agency.
3. Coordinate the handing over of Housing schemes and Regularized Squatting Areas to Local Authorities.

1. Creation of geo-databases of housing areas

The Unit's primary focus in 2017 was on mapping areas that were slated to be handed over in 2017. This activity was done to have comprehensive information profile of each housing area to be handed over to the Local Authorities.

For the period under review, GIS datasets of parcels were created for eighteen (18) housing areas, accounting for a total of one hundred and forty two (142) housing areas with GIS datasets.

The Unit also continued to update the road network and the compiled plan of the housing, commercial and industrial areas of the East Bank housing development. Additionally, the Unit also captured the spatial distribution of the Turn Key Houses, contravention and housing solution options for the Perseverance housing Scheme.

Table 2: Housing Areas with Geo-database created in 2017

Reg. #	Name of Area	Plan #
1	Bushlot, Block 1 &2	25138
2	Zorg-En-Hoop, Area A	25468
3	Bath (Referendum City)	18885
4	Ruimveldt Block XXX (Rasville)	39106
5	Ruimveldt River View	39152
6	Bartica (Mongreppo Creek)	12790
7	Four Miles, Bartica	32442
8	West Indian housing scheme	31186
9	Block X Liliendaal (Section A Sophia)	25708
10	Pattensen/Turkeyen (Section B, Sophia)	30626
11	Turkeyen (Section C, Sophia)	26125
12	Turkeyen (Section D, Sophia)	31184
13	Section C, Cummings Lodge (Cummings Park)	33788
14	Block Y Cummings Lodge	32168
15	Block AA Sophia (Plump Park)	29481
16	Sophia Block F	25749
17	Sophia Block R	30843
18	Block E, Sophia (Farmer's Group)	25551

Evaluation of Performance (Comparison with previous periods)

With respect to the creation of GIS datasets of housing areas, there was an increase in output when compared to last year, where fifteen (15) GIS databases were completed.

GIS database completed for GOG housing areas (2016 & 2017)

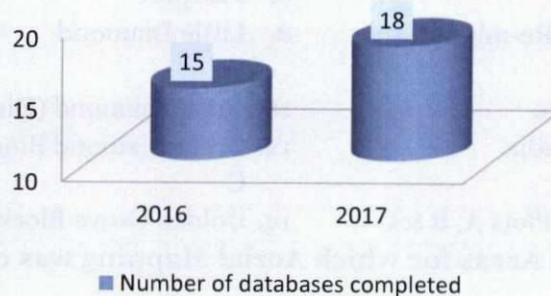


Figure 1: Comparison of work accomplishments in the creation of GIS databases

2. Mapping and spatial analysis

a. Map services

The Unit continued to provide mapping support services by providing GIS generated maps to Ministers' Secretariat, other Departments and Units.

b. Mapping Housing Areas

In 2017, the Unit focused on comprehensive mapping of housing areas in Region 3, 4 and 10. At the end of the reporting period, compiled map of GOG housing areas within Amelia's Ward was completed.

c. Aerial Mapping of East Bank Housing Areas

The massive housing developments along the East Bank Demerara Road corridor required current high resolution imagery to aid in land development and land use monitoring activities to support decision making. Consequently, the Unit prepared the Terms of Reference and Contract to procure aerial mapping services. Aerial mapping was completed for 14 areas along the East Bank from Eccles to Grove.

Areas Mapped

- | | |
|---------------------------------|--|
| 1. Eccles | 2. Farm Phases 1 & 2 |
| 3. Peter's Hall | 4. Covent Garden |
| 5. Providence | 6. Prospect |
| 7. Providence Re-migrant scheme | 8. Little Diamond |
| 9. Perseverance | 10. Great Diamond (Diamond Place) |
| 11. Mocha/Arcadia | 12. Great Diamond Block 1 & 2, Sections A, B & C |
| 13. Herstelling Plots A, B & C | 14. Golden Grove Block Y, Sections A & C |

Table 3: Areas for which Aerial Mapping was completed

d. Mapping support to the IDB Reformulated Loan

The Unit conducted spatial analyses and prepared the relevant maps, identifying potential areas for intervention. Additionally, other relevant data (field audit data) were integrated with the GIS datasets of twenty six (26) GoG schemes to support advanced spatial analyses and the ex-ante economic analysis carried out by IDB's representatives. The Unit's Staff also assisted with the community mapping workshop and validation exercise in Annai, Region 9.

Further, the Unit provided mapping support to IDB consultants for the Sophia Housing Area, since it was selected for detailed analysis in the project conceptualization and design of the loan.

e. Sustainable Hinterland Housing Programme

The Unit mapped the location of potential beneficiaries for 5 villages and their satellites villages in Region 9 and 3 villages in Region 7 under the New Sustainable Hinterland Housing Programme.

During the reporting period, co-ordinates of locations of potential beneficiaries in Karasabai (*Karasabai Central, Jovence/Mahoe, Wichabai, Cra Cra Na, Curricock, Airstrip View and Jawari*), Potarinau (*Shiriri, Baitoon and Katu'ur*), Sand Creek, Karaudarnau and Haiwa in Region 9, and Quebanang, Kamarang/Warawatta and Waramadong in Region 7 under the new GOG/IDB Sustainable Hinterland Housing Programme (2016-2019) were captured.

Data captured for Kwatamang and Massara were integrated with the socio-economic information on households within these villages and the relevant thematic maps were produced.

3. Handing Over of Schemes to Local Authorities

During 2017, the Unit adopted a more structured approach toward the Handing Over of housing areas to Local Authorities. A Committee, comprising representatives of the various Departments, was established to plan and execute all activities and work relating to handing over schemes.

During the period under review, an action plan for handing over of Bartica Housing Schemes was completed. A draft Memorandum of Understanding was prepared and disseminated to the Bartica Town Council and Georgetown Town Council for comments. Site visits were conducted in the housing areas within Bartica and also to those areas within Region 5, to facilitate preparation of comprehensive profile of the housing areas. The comprehensive profile reports for the Bartica housing areas were finalized and presented to the Bartica Town Council. Additionally, research commenced on the Sophia Housing Area to compile relevant information on the area to facilitate its handing over to the Georgetown Municipality.

Other work activities completed

The Unit was also involved with the following projects during the reporting year:-

1. Housing Solution 2017 & Beyond/Lethem Town Week

The Unit assisted with the design and décor of the Housing Booth, design and dissemination of all printed media relating to the event, procurement and distribution of tokens.

2. Site Visits/Reports

The Unit conducted site visits in several areas in Essequibo to capture GIS data and address planning issues. Site investigation and reporting was also completed to assess the status of commercial lots within Grove/Diamond housing scheme.

2.3.4 DEVELOPMENT FACILITATION UNIT

During 2017, the work of the Development Facilitation Unit primarily focused on the processing of planning applications. This activity also involved the referral of planning applications to other regulatory agencies and statutory bodies and the convening of meetings with Local Authorities to address matters related to the processing of planning applications.

1. Processing of planning applications

The tables below show a total of 875 building/ planning and land sub-division applications were received for the reporting period. The total number of applications processed was 819. There was a decrease in number of applications received. In 2017, the agency received ninety-two applications less than 2016. There was also a decrease in the number of applications processed, due to the fact that there was no Planning Control Committee meeting for three months.

Total number of Applications received by Type and Region for the Year of 2017

Region	Bldg Works	C. of Use	Land Subs	OPP	Appeals	Total
1	0	0	0	0	0	0
2	77	0	6	1	0	84
3	120	0	11	3	6	140
4	236	90	11	11	6	354
5	83	0	5	0	0	88
6	132	0	8	1	0	141
7	2	0	1	0	0	3
8	0	0	0	0	0	0
9	17	0	0	0	0	17
10	40	6	1	0	1	48
Total	707	96	43	16	13	875

Total number of Planning Applications processed by Type and Region for the Year 2017

Region	Bldg Works	C. of Use	Land Subs.	OPP	RPP	Appeals	Utility	Updates	Deferrals	Total
1	0	0	0	0	0	0	0	0	0	0
2	44	0	5	0	20	0	1	0	0	70
3	77	4	10	3	57	2	0	0	0	153
4	174	79	10	9	34	3	6	1	0	316
5	43	0	8	0	19	0	1	0	0	71
6	98	0	6	1	25	1	1	0	1	133
7	4	0	1	0	0	0	0	0	0	5
8	0	0	0	0	0	0	0	0	0	0
9	21	0	0	0	2	0	0	0	0	23
10	27	0	1	0	17	2	1	0	0	48
Total	488	83	41	13	174	8	10	1	1	819

Total Amount of monies received in 2017 for the processing of applications

No	Month	Planning Permission (\$)	Land Subdivision (\$)	Expected GOG Housing Schemes (\$)	Total (\$)
1	January	1,013,500	17,700	1,442,000	2,473,200
2	February	1,101,065	14,900	0	1,115,965
3	March	1,352,000	28,100	0	1,380,100
4	April	957,500	9,200	0	966,700
5	May	926,000	14,600	1,420,000	2,360,600
6	June	961,000	10,400	1,632,000	2,603,400
7	July	776,000	3,200	1,222,600	2,001,800
8	August	892,500	21,300	508,000	1,421,800
9	September	1,071,979	3,800	3,534,000	4,609,779
10	October	1,017,400	3,800	1,860,000	2,881,200
11	November	1,333,500	14,900	308,000	1,656,400
12	December	623,500	0	666,000	1,289,500
	Total	12,025,944	141,900	12,592,600	24,760,444

Figure 2: Total Number of Applications Processed from 2013-2017

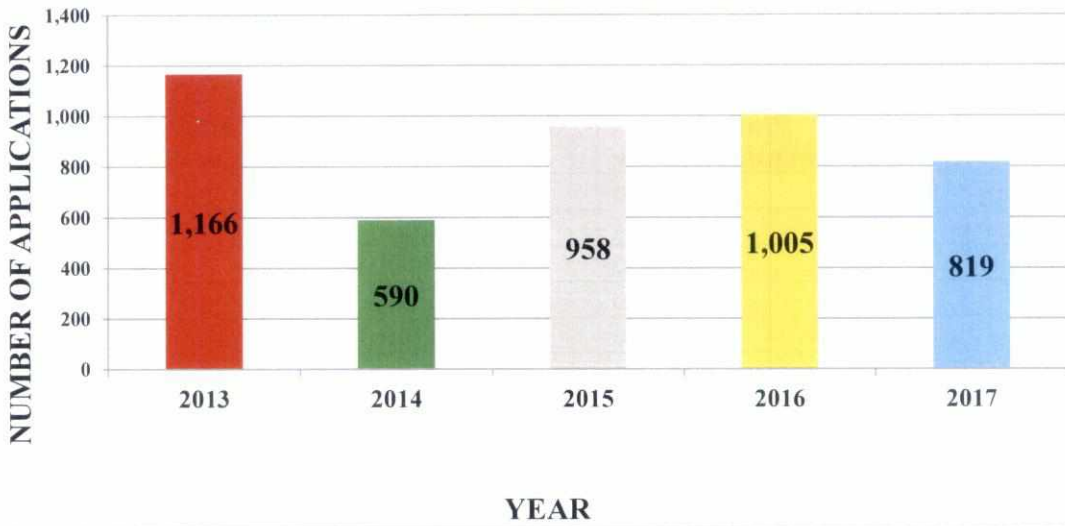
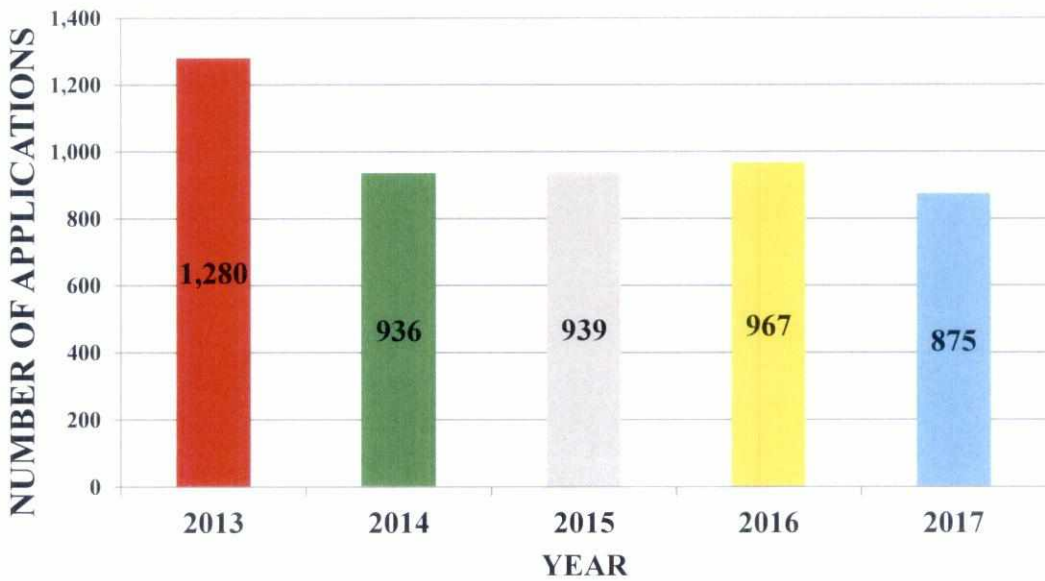


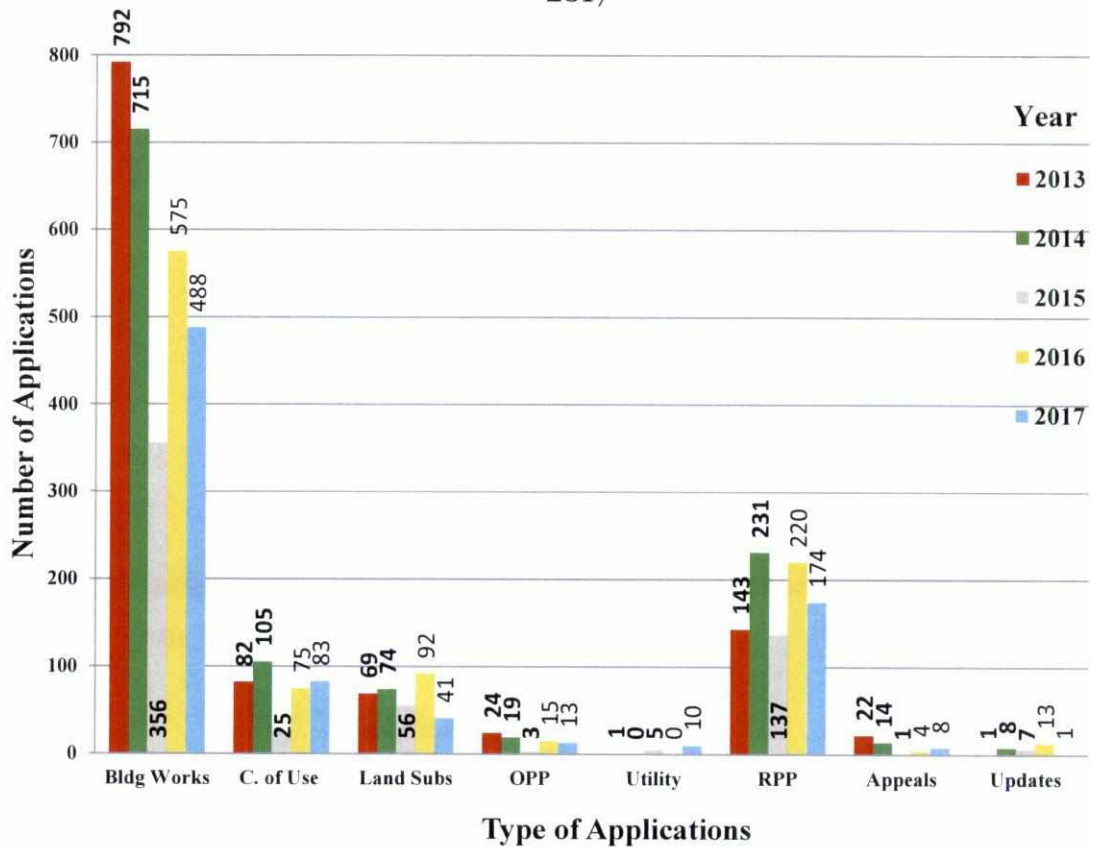
Figure 3 - Total number of applications received 2013 - 2017



A comparative review of applications received for the period of 2013 to 2017

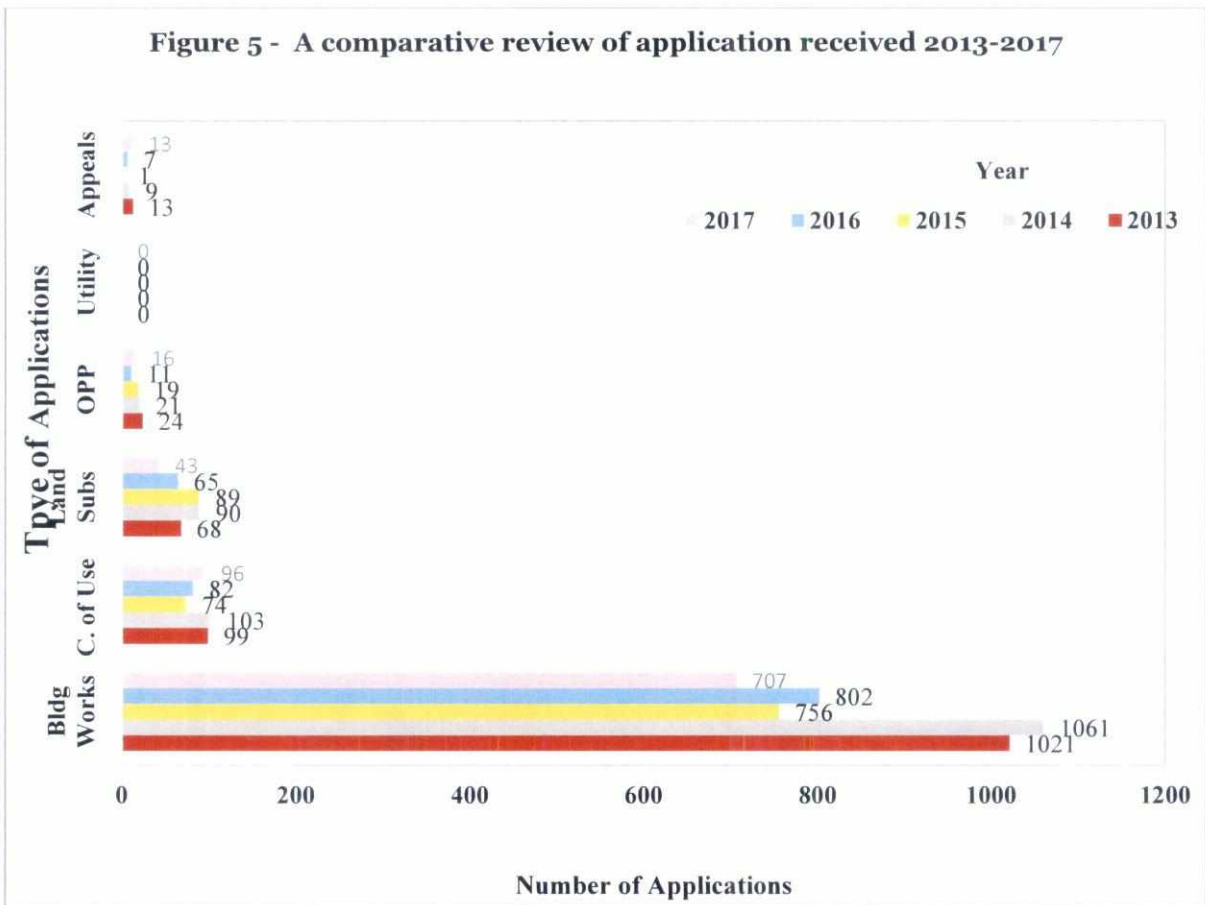
Year	Bldg Works	C. of Use	Land Subs	OPP	Utility	Appeals	Total
2013	1021	99	68	24	0	13	1225
2014	1061	103	90	21	0	9	1284
2015	756	74	89	19	0	1	939
2016	802	82	65	11	0	7	967
2017	707	96	43	16	0	13	875

Figure 4 - A Comparative Review of Applications processed 2013-2017



A comparative review of applications processed for the period of 2013 to 2017

Year	Bldg Works	C. of Use	Land Subs	OPP	Utility	RPP	Appeals	Updates	Deferrals	Total
2013	792	82	69	24	1	143	22	1	0	1134
2014	715	105	74	19	0	231	14	8	0	1166
2015	356	25	56	3	5	137	1	7	0	590
2016	575	75	92	15	0	220	4	13	11	1005
2017	488	83	41	13	10	174	8	1	1	819



Points to note:-

- ✓ Decrease in applications that involved building works and land subdivision
- ✓ Increase in retrospective planning applications
- ✓ Region 4 is still the region with most development

2. Meetings with Local Authorities and Municipalities:

The Development Facilitation Unit (DFU) conducted several meetings with Local Authorities and Municipalities pertaining to matters related to the processing of planning/building applications. Most of these meetings were unplanned and in response to particular situations whereby the CHPA's advice was required.

3. Inter-agency collaboration in the processing of planning/building applications:

The DFU continued to collaborate with several agencies in the processing of planning/building applications. This collaboration took the form of application referrals and joint site visits particularly with respect to the Environmental Protection Agency. In the case of the Guyana Fire Service, one hundred and nineteen (119) planning/building applications were referred for recommendations.

Miscellaneous Matters

a. External Boards

Senior staff members were nominated to sit the following external Boards:

1. The Central Board of Health
2. Guyana National Bureau of Standards
3. National Trust of Guyana Statutory Boards
4. Guyana Fire Advisory Board
5. Sustainable Urban Transportation Study Committee (2 representatives)

Staff also represented the CHPA at various stakeholders' consultation exercises, such as:-

1. (MOPI) Demerara Harbour Bridge Commission- Bridge Relocation Stakeholder Consultation
2. (MOPI) Sustainable Urban Transportation Study (SUTS) – consultation sessions on the priority areas for implementation under the SUTS initiative.
3. National Bureau of Standards – Consultation on World Standards Day.
4. (M&CC) National Planning Commission – consultation on the formalization of a National Planning Commission.

5. Stakeholder consultation meeting on strengthening Institutional Capacity with Ordinance Survey International (component of the Sustainable Land Development and Management Project).

b. Participation in training sessions, conferences, seminars, workshops

The Chief Development Planner was nominated to represent Guyana at two CDB funded Regional Urban Policy Stakeholders Workshop. An outcome of participation at workshop was the selection of Guyana as one of the five nations for in-country research and stakeholders consultations. This was based on the issues highlighted during CDB's first Urban Regional Stakeholders Meeting held in March 2017.

Staff also participated in the following events:-

1. The MINURVI General Assembly of Ministers of Housing and Urban Development of Latin America and the Caribbean in Buenos Aires, Argentina.
2. World Bike Forum – held in Mexico
3. Urban Planning and Transport for Latin American countries held in China.
4. Regional Housing Conference held in Jamaica.
5. Caribbean Development Bank through Ministry of Public Infrastructure - Climate Resiliency Workshop.
6. Technical Working Group for the integration of NDC's rates & taxes record system and the Valuation records system pilot project (Tuschen Uitvlugt NDC and Georgetown Municipality). GIS Analyst provided technical GIS support on database design for the System to Local Government Department
7. Technical Needs Assessment Workshop to assess the measures relevant to mapping and modeling of coastal processes, early warning systems and acquisition and installation of energy efficient mobile pumps.
8. A workshop on planning for the integration of climate resilience in the road transport sector in borrowing member countries of the CDB.
9. Validation Workshop on Land Degradation Neutrality Target Setting Programme of the UNCCC.
10. Technical meeting and provided GIS support for the formulation of the Dakoura Creek Water Management Plan document.

11. Meeting with representatives of GeoTechVision and IDB to discuss CHPA's role in the development of an Environmental Information Monitoring and Management System (EIMMS), and the index of Governance and Public Policies for Disaster Risk Management (iGOPP), respectively.
12. The GIS Unit's staff received training in the following:
 - a. Advanced GIS & Spatial Analysis,
 - b. Introductory level in QGIS
 - c. Occupation Health and Safety

2.2 LAND ADMINISTRATION AND CONVEYANCE DEPARTMENT

The Land Administration & Conveyancing Department is responsible largely for the allocation of both house lots and housing units to eligible applicants in the Government Housing Schemes. The sale of plots for small scale economic activities are managed by the department while, medium to large scale commercial and industrial business initiatives are processed and executed through a collaborative effort with Go-Invest-Ministry of Business and the Central Authority. In addition, and concurrently the processing and distribution of Titles and Transports for lands allocated and monitoring housing construction and related activities within Housing Schemes are under the remit of the department.

The department plays a pivotal role in ensuring that the overarching goal of improving the quality of life of the citizens of the country through increased access and provision of affordable housing is achieved in a timely manner.

Strategic Objectives for 2017

1. Allocate one thousand (1,000) house lots to eligible applicants for the construction of housing units, with the aim of improving their living conditions.
2. Interview six thousand (6,000) applicants and determine their eligibility to acquire land or house from the Government. Moreover, to use the data garnered from the applications and interviews to inform the decision making process on the types of housing initiatives to be provided.
3. Allocate thirty-two (32) turn-key houses and to manage the application and allocation processes.
4. Process two thousand (2,000) Certificates of Title and Transports for allottees within housing schemes and regularized squatting areas.
5. Transfer legal ownership of lands through the distribution of two thousand (2000) Titles and Transports to beneficiaries of the Housing program.
6. Finalise the acquisition of lands for housing development from GUYSUCO or the State by way of the transfer or purchase to CH&PA and process the Block transports to obtain ownership to facilitate the passing of Certificates of Title to beneficiaries.
7. Engage and advise non-occupant allottees to commence construction on house lots and with the aim of increasing occupancy in Housing Schemes.

8. Ensure compliance with the terms and conditions of the allocations in accordance with the Agreements of sale, the Housing Act Chap. 36:20 and the Town and Country Planning Act Chap. 20.01 through the enforcement arm of the agency.

Highlights of Performance

The department achieved 82.1% or four thousand nine hundred and twenty seven (4927) of the 6,000 interviews for house lots targeted for 2017.

The highest demand (3122) for housing came from applicants in Region 4. Applicants in Regions 3 and 10 (458 and 433) respectively, also expressed significant interest in acquiring housing from the CHPA. Moreover, the demand for housing plummeted by 519 applications when compared with the previous year (2016).

One thousand one hundred and thirty-one (1,131) qualified applicants were allocated house lots in new subdivision areas and existing Housing Schemes. They were allocated lots ranging from low to high income in Regions 1, 2, 3, 4, 5, 6, 9 and 10. The majority of the lots was allocated in Region 4, followed by Region 10.

With respect to the processing and distribution of Certificates of Titles and Transports, a total of two thousand and seventy-eight (2,078) transports and titles were processed and this exceeded the target of 2000. In the case of the distribution of titles and transports, three thousand four hundred and ninety eight (3,498) titles and transports were distributed to allottees that would have paid the full cost for house lots allocated.

The sale and purchase of all houses under the 1000 Homes Project at Perseverance, safe and except the house being used as the Project office were sold.

For the period 2013 to the end of 2017, nine thousand, nine hundred and seventy two (9,972) applications were received or on register for the housing units and the Banks prequalified nine hundred and fifty four (954) applicants for mortgages.

In 2017 specifically, a total of one thousand and six hundred and seventy one (1,671) applications were received and sixty five (65) applicants were prequalified by the banks to access financing to purchase the homes.

At the close of 2016, one hundred and sixty eight (168) houses were allocated and for the reporting year thirty three (33) houses were allocated at Perseverance Housing Scheme.

Housing Solutions 2017 and Beyond was held during last year and fourteen (14) units were constructed by CHPA and contractors within the model village. During 2017, eight units were sold in the model Village and six (6) or three (3) duplexes were sold of the 37 duplexes under construction in 2017.

Table 3: Summary of Targets and Achievements

Activities	Target	Achievement	% Achieved
Conduct interviews for house lots	6000	4927	82.1%
Actual Allocations	1000	1131	131.1 (Surplus)
Allocate Turn-Key houses	32	33	103.1
Process Titles/Transports	2000	2076	103.8 (surplus)
Distribute of Titles/Transports	2000	3498	174.9 (Surplus)

NB. Two properties were refunded and returned to the available list

2.2.1 INTERVIEWING UNIT

Application Forms and Interviews Conducted

House lot Application forms Received and Interviews Conducted

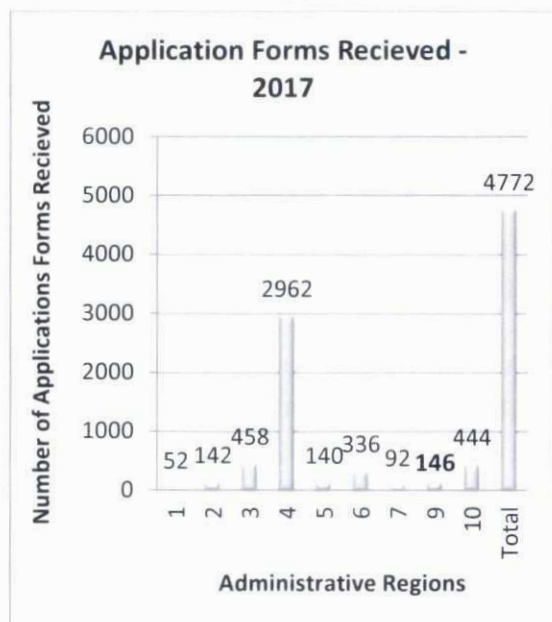


Figure 6

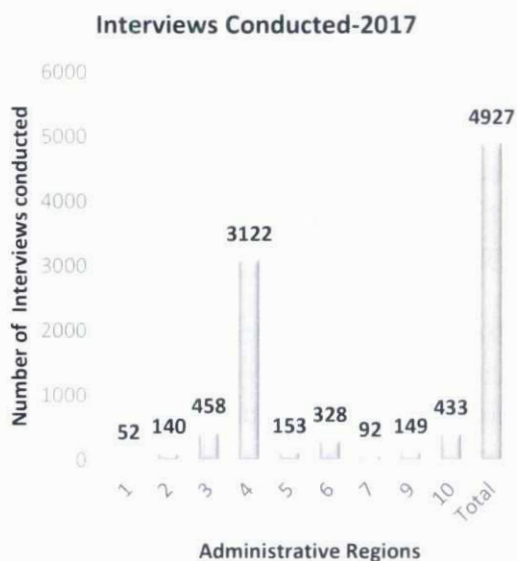


Figure 7

The number of application forms received for house lots were four thousand seven hundred and seventy two (4,772) forms. Figure 6 illustrates that applicants in Region 4 continued to demonstrate a greater demand for house lots, followed by Regions; 3, 10, 6, 9, 2 and 5. Region 4 manifested the similar scenario as in previous years. Last year, in some regions, the demand increased and there was a shift from the usual trend of Region 3 being the Region with the second highest demand for housing with Region 10 moving to number 2 position.

The Figure 7 also shows that four thousand ninety hundred and twenty seven (4,927) applicants were interviewed and prequalified to be allocated house lots and housing units. The department achieved 82.1% of the target of the six thousand (6,000) for interviews.

Table 4: Age range of applicants for housing solutions (land and housing units)

Income Range	Age Range						TOTAL
	18-20	21-29	30-39	40-49	50-59	60+	
<\$75,000	393	1182	379	175	123	65	2318
\$75,000-\$99,999	121	557	181	81	46	19	1005
\$100,000-\$199,999	64	527	263	170	65	29	1119
>\$200,000	10	185	124	84	57	25	485
TOTAL	588	2451	947	510	291	138	4927

With effect from the 3rd of January 2017, the age to apply for a housing solution was reduced from 21 to 18 years. A preliminary assessment of the response of youth to benefit from the opportunity to commence the process of homeownership through the Government housing programme is depicted in Table 4 above. Within the age range 18-20; five hundred and eighty eight (588) or 12% of the applicants were interviewed for housing solutions. The table above also illustrates that 50% of the applicants were within 21 to 29 years. The aggregate of the two ranges revealed that 62 % of all applicants for 2017 were young people.

2.2.2 LAND ALLOCATION UNIT

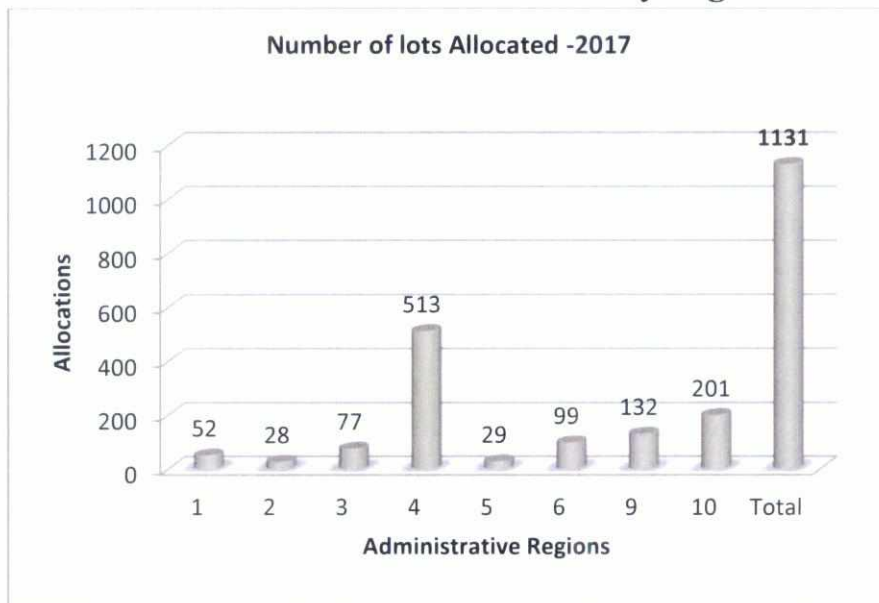
(a) Allocation of House Lots

The proposed target of house lots to be allocated was two thousand (2,000) and this was revised downwards to (1000) due to the availability of lots within existing Housing

Schemes. A few reserve sites in schemes were deemed suitable for subdivision thereby making some additional lots available. Reserves in Housing Schemes such as Recht Door –Zee, West Coast Demerara, Section B Non Pariel and Section D Non, Pariel East Coast Demerara were mutated. Secondly, two new locations where there were portions of land were subdivided at Peters Hall and Providence on the East Bank Demerara and yielded approximately 360 lots.

The figures presented in Fig 8 and the tables 5 show the achievements for the year with respect to the allocation of house lots. The department made one thousand one hundred and thirty one (1,131) allocations, of the targeted 1000 allocations, an achievement of 113.1% which exceeded target by 113 allocations. This figure represents the prequalified applicants who selected and paid for house lots and housing units. Of the total lots allocated; 4.6 %or fifty two (52) house lots were allocated in **Region 1**, 2.5% or twenty eight (28) house lots were allocated in **Region 2**, 6.8% or seventy seven (77) allocations done in schemes in **Region 3**. While in **Region 4**, 45.3% or five hundred and thirteen (513) applicants selected house lots and paid for housing units, 2.6% or twenty nine (29) were allocated in **Region 5**, 8.7% or ninety nine (99) lots were allocated in **Region 6**, 11.6% or one hundred and thirty two (132) lots were allocated in **Region 9**, and 17.8 % or two hundred and one (201) allocations were done in Region 10.

Fig 8: Allocations of house lots and houses by Regions



An analysis of the data in Table 5 below illustrates that 65% of the allocations were assigned to applicants from the low income and moderate income groups this is a significant increase when compared 30.9% in 2016, while 27.7 % were allotted to the middle income earners and 1.6% to those persons within the high income group.

Allocations done in 2017 saw a reduction in the backlog of applications by 1131. The data also shows that there was a change in the trend of allocating more middle to high income lots with over 60% given to applicants within the low to moderate income groups. Further, the table below illustrates that of all the high income lots allocated, sixty one (61) lots were allocated in Region 4.

Table 5: Allocations by Region and Income Category

Regions	Low/ Moderate	Middle	High	Commercial/Industrial Plots	Total
	Income	Income	Income		
1	52	0	0		52
2	24	4	0		28
3	47	27	3		77
4	182	252	61	18	513
5	17	12	0		29
6	83	16	0		99
9	131	1	0		132
10	200	1	0		201
Total	736	313	64	18	1131
	65%	27.7 %	5.6%	1.6%	

The majority of the allocations made and the registration for housing solutions so far in last year were done at outreaches held in Regions, 1, 2,5,6,9 and 10. Meetings were held at various locations to facilitate the allocation of the lots and registration for the housing units.

#	Date of Outreach	Venue/Location	Number of house lots distributed
1	23th March,2017	Whim Police Station & Vryman's Erven Secondary School	27
2	24th March,2017	Fort Wellington Police Station	6
3	22 March,2017	Mackenzie Police station and Lichas Hall	201 allocations were made over the days
4	2nd May, 2017	Regional Housing Office-new location- opening, Linden	
5	24th June, 2017	Regional Housing Office, Linden	

#	Date of Outreach	Venue/Location	Number of house lots distributed
6	11th August, 2017	Regional Housing Office, region 10	
7	11th October, 2017	Regional Health Office, Region, 6	50
8	31st August	Region 2	52
9	1st October, 2017	Ituni, Primary School	7
10	2nd October, 2017	Kwakwani Workers Sports Club	Meeting only-Did not allocate house lots
11	26th October, 2017	Belladrum Church Hall & Wellington Secondary School	19
12	20&21 October, 2017	Lethem, Town Week	132
13	5&6 November, 2017	Learning and Resource Centre, Mabaruma	52

(b) Allocation of Turn-key Homes (Two bedroom single flat \$4.9 M)

The 1000 Homes Project at Perseverance, EBD begun in 2013 and at the end of 2015, construction had started for two hundred (200) houses and the buildings were at various stages of completion. At the end of 2016, One hundred and sixty eight (168) houses were allocated. Of the remaining thirty-two (32) houses to be allocated, one (1) was converted as an office space to accommodate the staff working on the Project.

For the reporting year, the department allocated thirty three (33) units; two (2) houses were returned to the pool as a result of refunds made. Fifty five (55) keys were handed over to the purchasers during last year. In addition, one thousand six hundred and seventy one (1671) applicants registered for the project and sixty five (65) applicants were prequalified by the Banks; The New Building Society and Republic Bank Limited to obtain mortgages. For the period June 2013 to December 2017 a total of 9972 applicants were on the register indicating their interest in obtaining those housing units.

Table 6: Activities for the 1000 Homes Project – 2017

No. of Applicants 2017	No. of Applicants' Info sent to Bank	No. of Prequalified Applicants by the Bank	No. of Allocations/Properties Allocated	No. of Keys handed over
1671	138	65	33	55

(c) Housing Solutions 207 and Beyond***Registration for Housing Solutions***

In keeping with the new focus to provide housing units and based on the range of buildings options constructed at Perseverance Housing Development and those to be constructed in Region 3, 5 and 10. The registration process commenced and is on-going for applicants who are desirous of acquiring housing units constructed or to be constructed.

- ✓ A total of six thousand one hundred and fifty (6150) applicants registered at the Head Office in Region 4 the details are presented in Table 7.
- ✓ One thousand five hundred and sixty-four (1564) applicants registered for housing solutions in Regions 2, 3, 5, 6, 9 and 10.
- ✓ Of the total applicants on register, twenty applicants indicated their preference for land only.

Table 7: Registration for Housing Solutions 2017 and Beyond

Region	Number of Interested applicants
2	27
3	200
4	6150
5	162
6	710
9	2
10	463
Total	7714

Of the number of applications on register for housing solutions, the preference of applicants with respect to house type was collected for 6375 registrants. It should be

mentioned that a number of applicants subsequently changed the type of solution initially requested mainly to obtain the single elevated house. The data is disaggregated and illustrated in the table hereunder:

Type of Unit	Number of interested applicants
Elevated Duplex	620
Two storied Duplex	471
Flat Duplex	941
Single elevated house	4213
Town House	42
Single Flat house	76
Three Bedroom house	12
	6375

Allocation of housing units

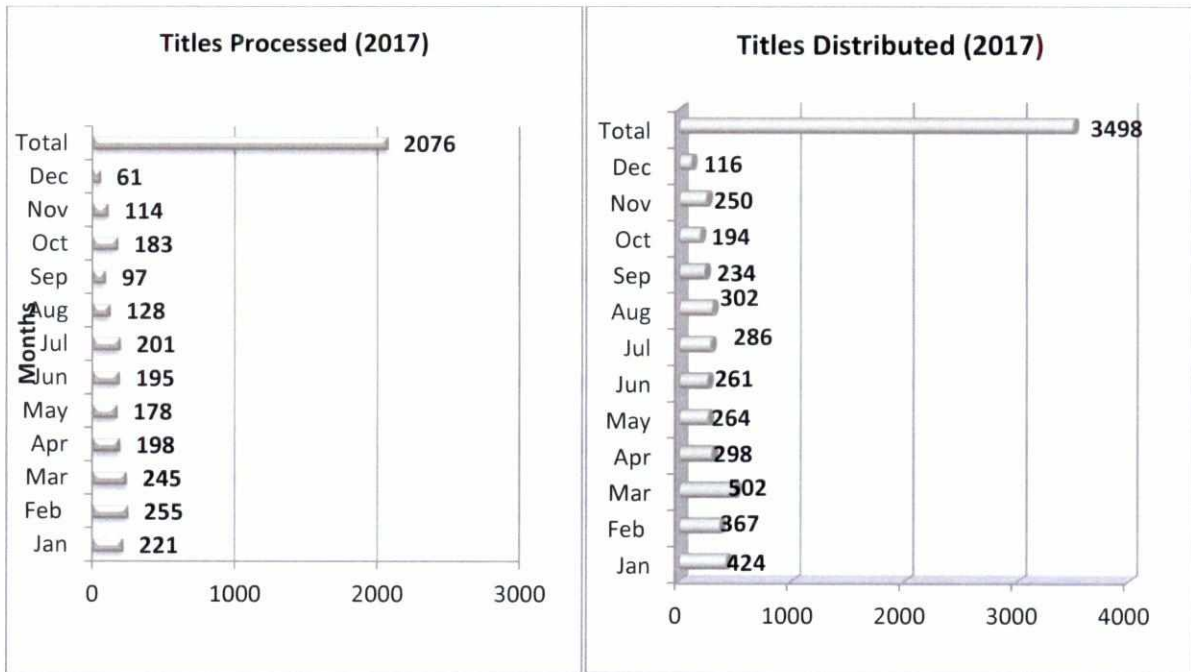
A total of fourteen (14) units were constructed by CHPA in the model village and additionally, units were under construction or completed in 2017. At the end of the year, eight (8) allocations were made in the model village and six (6) outside of that designated area.

Type of House	# of houses constructed	# Allocated
Single Elevated units- Model Village	2	2
Flat Duplex - Model Village	2 blg. (4 units)	2 units
Elevated Duplex -Model Village	2 blg.(4 units)	1 unit
Two- story duplex -Model Village	2 blg. (4 units)	3 units
	8 blgs. 14 units	8 units
Flat duplex	37 blg.(74 Units under construction, three (3) blgs. Were handed over to the department)	6 units

2.2.3 CONVEYANCE UNIT

(a) Processing and Distribution of Transports and Land Titles

The processing target was two thousand (2000) and the distribution target was two thousand (2,000) transports and certificates of title. For the reporting period, 2,076 transports/titles were processed representing 103.8% achievement and 3,498 transports/titles were distributed representing 174.9 % achievement. The figures for processing and distribution have therefore exceeded the annual targets for the conveyance aspect by seven six (76) as processed and one thousand four hundred and ninety eight (1498) as distributed.



The above graphs show the number of Titles and Transports processed and distributed – 2017.

2.2.4 INVESTIGATIONS & ENFORCEMENT UNIT

Activities conducted for the reporting period

The Investigation and Enforcement Unit attended to seven hundred and eighteen matters (718). Four hundred and twenty nine (429) contravention notices were served to persons who violated and breached the terms and conditions of their allocation and related matters, three (3) inventory exercises were conducted and two hundred and

seventy seven (277) matters were investigated. In addition, five (5) structures were demolished as a result of illegal occupation of lands.

Table 8: Summary of Enforcement and Investigation Activities

Description	Total
Contravention Notices served	429
Investigations & Verifications Conducted	277
Court Orders Served	3
Inventories Conducted	3
Demolitions	5
Investigation of Fraud Matters	1

Evaluation of Performance

(a) Application Forms and Interviews conducted

Table 9: Comparative Analysis: Applications and Interviews

Years	Number of Applications Received	Number of Interviews Conducted
2016	5,168	5446
2017	4,772	4927
TOTAL	9,940	10,373

A total of 9,940 application forms were received for house lots for the period 2016 to 2017. Table 9 illustrates that there was a significant decrease in both applications received and the number of interviews done in 2017.

(b) Allocation of House lots

Table 10: Comparative analysis of allocations made during 2016 - 2017

Years	Targets	Allocations	Low/ Moderate Income	Middle/ High Income
2016	1100	2020	625	1395
2017	1000	1131	736	377

NB. The 18 plots were allocated for commercial purposes are not included in this table

An examination of Table 10 shows a decrease in the number of allocations in 2017. It can also be seen that there is an increase in the number of low and moderate income lots that were allocated and a decrease in the middle to high category. There is also a positive shift from allocating more of the higher priced lots to the moderate affordable lots. This scenario and change in trend is directly related to the planning and design of the types of solution to be allocated.

(c) CONVEYANCE

Table 11: Comparative Analysis of Conveyance of Transports and Titles (Processed and Distributed)

Years	Processing of Titles/Transports			Distribution of Titles/Transports		
	Targets	Achievement	% Achieved	Targets	Achievement	% Achieved
2016	1500	2,212	147.4	2000	4,874	244
2017	2000	2076	103.8	2000	3,498	174.9

Table 11 shows a comparison of the targets set and percentage of targets achieved for conveyance (2016-2017).

In 2016 and 2017, the department surpassed its targets for processing and distribution of Transports and Titles. The table shows that less titles and transports were distributed in 2017 as compared to the previous year. Notwithstanding that, it is noted that there is a steady increase in the number of titles and transports being distributed over the years.

Miscellaneous Matters

(a) Letters of Assurance

For the period under review, a total of one hundred and twenty three (123) Letters of Assurance were prepared and dispatched showing an increase by eighteen letters from the previous year to five (5) Banks to commence the processing of loans for house construction. The highest number of letters was issued to the New Building Society.

(d) Backlog/Out of Order of transports/titles

Out of Orders Transports and Certificates of Title

The Unit continued to focus on eliminating the out of orders of Transports and Certificates of Title. It is to be noted that some of the issues that created the out of orders were use of power of attorneys, departments requesting the conveyance to be placed on hold and allottee(s) to re-sign and submit supporting documents and the allottee(s) failure to respond to notices sent and issues with cadastral plans plan. In 2017, approximately 128 out of orders were cleared of the 308 and the remaining matters will be cleared in 2018.

Backlog of Transports and Certificates of Title

At the end of 2017, there was a backlog of transports in Regions 5 and 6 due to the Attorney's failure to deliver in a timely manner. A new Attorney was appointed with the Attorneys and is expected to be resolved during 2018.

(e) Cancellation of Transports and Certificates of Title

The Unit continued to process the cancellation of transports and titles for allottee(s) who have been refunded, reallocated or whose lands were repossessed. In 2017, eighteen (18) were submitted for cancellation and six (6) Orders were received from the Court for cancellation. This process can be delayed especially when the allottee(s) cannot be located or are reluctant to sign the necessary documents to have the transport or certificate of title cancelled. However, in February of 2017, the format for cancellation was changed due to the introduction of New Civil Procedures Rules by the High Court. Additionally, in July, 2017 the Court made an order that no cancellation of Certificates of Title to land will be facilitated. The Attorneys and the Unit employed various strategies to resolve these issue and are exploring reconveyance of the the land to the vendor (CH&PA or GOG).

2.3 COMMUNITY DEVELOPMENT DEPARTMENT

As part of the strategy for improving living standards of the people of Guyana, the Central Housing and Planning Authority (CH&PA), through its Community Development Department, implements Government's policy to regularize squatting areas that are not in zero tolerance zones, assist in the relocation and integration of persons squatting in areas that are not suitable for housing development, enhance community participation in programme design and implementation, and develop beneficiary profiles, selection criteria and disbursement of subsidies to persons of very low affordability who require housing subsidies.

During the year of 2017, the department's work was particularly focused on the following:

1. Settlement Regularisation
2. Squatter Relocation
3. Disbursement of Housing subsidies *through the completion of the Jubilee Year Home Improvement Subsidy Project, the Hinterland Housing Subsidy Programmes in regions 1, 7 and 9*
4. Community Participation
5. Staff Capacity Building.

Table 12: 2017 Targets and Achievements

COMPONENT	WORK PROGRAMME ELEMENT OR ACTIVITY	2017 TARGET	2017 ACHIEVEMENT	PERCENTAGE	COMMENTS
Settlement Regularization	Allocation of regularized squatter lots	400	431	108%	Target Exceeded
	Processing of titles for regularized squatter lots	350	222	65%	Allottees failed to make at least 50% of payment for their house lots.
	Distribution of Titles for regularized Squatter Lots	500	324	63%	Allottees failed to complete payments for their house lots.
Sustainable Housing for Hinterland	# of full house subsidies built	71	62	87%	Challenges with inclement weather conditions in region 1 hindered extraction of wooden materials and to some extent, construction. Also, delays in delivery of hardware in region 9 affected the achievement of targets.
	# of roof replacement subsidies distributed	47	28	60%	Materials were distributed to beneficiaries at Whitewater and Sebai for roof replacements. However, none of the beneficiaries completed the replacement of their roofs. Some beneficiaries were involved in supplying local materials, etc. for the full house subsidies under the project. The replacement of roofs is expected to be completed by the end of the 1 st quarter of 2018
Expanding Hinterland Housing to Region 7	Construction of Houses in Upper Mazaruni communities	1	0	0%	Extraction of wooden materials in progress for construction of house.
	Roof Replacement /Home Improvement Subsidies	85	0	0%	A total of 126 house to house Interviews were conducted across 5 Middle Mazaruni communities (27 at Kako, 31 at Kamarang/Warawatta, 28 at Quebenang, 39 at Waramadong, and 1 at Jawalla). Information obtained revealed that 97% of the building structures cannot accommodate a roof Preparation of proposal in progress to revise intervention based on results of house to house interviews.

Community Engagement	Community Wide meetings	Conduct Community Meetings with Average Attendance of 20 persons per meeting	94 Persons per meeting	470%	Targets for Average meeting attendance exceeded.
	Community Groups Formed	0	2	200%	Elections held for community groups in Block F Sophia and Barnwell North
	Community Leaders Trained	7	7	100	39 residents of Broad and Lombard streets including 7 community leaders participated in sensitization session on appreciating diversity. This session was facilitated by the Ministry of Social Cohesion
	Implementation of Community Projects	1	1	100%	Constituency 5 and 6 rebranding project implemented

2.3.1 Settlement Regularization

During the period January 1 to December 31, 2017, 431 regularized squatter lots were allocated. This exceeded the department's annual target by 8 per cent; 222 persons paid at least 50% of the cost of their lots and signed to commence processing for their titles, while 324 titles were issued to persons in areas under regularization.

In addition to allocation of lots and supporting the processing and distribution of titles in regularized squatting areas, the department also spearheaded the regularization of Crane Best, Timheri North, Angoy's Avenue and East La Penitence.

Regularization of Crane/Best, Region 3

Verification of occupancy/ownership was completed at this site with 83 house lots verified, and 77 house lots approved and allocated, during the period under review.

Regularization of Timheri North, Region 4

Verification of occupancy/ownership was completed at Timheri North with 379 buildings being numbered. Subsequently, 269 residents visited the CHPA office and were interviewed for formal allocation of house lots.

By the end of the reporting period, Guyana Lands & Surveys Commission (GL&SC) was in the process of executing a Block & Occupation survey.

Regularization of Middle Road La Penitence, Region 4

As part of the regularization process at this site a household inventory was conducted, during the period under review, which resulted in a total of 309 buildings being numbered. Subsequent to this, 104 residents visited the CHPA office and were interviewed for formal allocation of house lots.

Further the Block and occupation survey completed, plan was submitted to GL&SC for recording and a design of the area was also finalised.

Regularization Mount Sinai (Angoy's Avenue), Region 6

During the reporting period; interviews, issuing of allocation offers and field verification were conducted as part of the continuation of the verification process for Plantation Mount Sinai (Angoy's Avenue). By the end of 2017: 685 interviews were completed, 526 allocation offers issued, 246 lots verified during the field exercises (after first exercise), 624 persons made payments.

As at December 31, 2017 the Cadastral Plan was being finalised for submission by GL&SC for recording.

Squatter Relocation and Resettlement

The Department assumed a lead role in activities related to the relocation of squatter households from Lots 18 and 19 Broad and Lombard Streets, as well as from the Zero Tolerance reserves in Constituency 5 and 6, commonly referred to as Sophia.

Lot 17 & 18 Broad and Lombard Streets Relocation

During the period under review, the CH&PA partnered with Food for the Poor (Guyana) Inc. to provide 72 individual house lots and build houses for households of Lots 17 and 18 Broad and Lombard Streets who are required to remove from that location. An area has been identified in Barnwell, within the Mocha/Arcadia Neighbourhood Democratic Council (NDC) boundary, for the development of 184 house lots, of which 72 will be used to construct houses to accommodate the relocated families and other households of very low affordability. The intention was for CHPA to provide infrastructure development, support the development of community facilities and provide 50% of the financing to construct the houses.

An Engagement Schedule for the relocation of the residents was developed and implemented by the department. In accordance with the Engagement Schedule, the department consulted with and involved residents of Lots 17 and 18 Broad and Lombard Streets, Mocha/Arcadia NDC, The Mayor & City Council of Georgetown, residents of Mocha/Arcadia community, Ministry of Education, Ministry of Social Cohesion, Ministry of Social Protection and Ministry of Public Security. Civil Society Organizations (CSOs), including: Child Link, Youth Challenge Guyana, Help & Shelter and Guyana Responsible Parenthood Association were also engaged. The purpose of these engagements was to sensitize these stakeholders on the intended relocation and to discuss collaboration. All of the above stakeholders responded favorably and were eager to partner with CHPA to help integrate the relocating families into their new community and to help in improving their quality of life in a sustainable manner.

Additionally, a workshop session, facilitated by the Ministry of Social Cohesion, was held with the relocated households of Broad & Lombard Street in order to promote appreciation for diversity and encourage networking for building a cohesive community. A total of 52 residents (32 females and 20 males) participated in the session. The session was well accepted by the participants of Broad & Lombard Street who expressed appreciation to both agencies.

By the end of the reporting period, infrastructure works had commenced at the site at Barnwell, East Bank Demerara, with the intention that the commencement of house construction would soon follow.

Photographs from the workshop session on Appreciating Diversity which was held with the relocating households of Broad & Lombard Streets



Constituency 5 and 6 (“Sophia”) Reserves Squatter Relocation

Several complaints have been made by residents of Constituency 5 and 6 via telephone calls, visits to the CHPA head office, and during public meeting, including the September Consultations regarding squatting on the reserves in Constituency 5 and 6. Community leaders have initiated the formation of an Anti-Squatting Task Force (ASTF) to address the containment of squatters on the reserves. The ASTF comprises community leaders from Constituency 5 and 6 and several other government Agencies, including CHPA.

During the reporting period the following activities were undertaken:

1. An action plan was developed by the ASTF to firmly convey that ‘squatting will not be condoned’. However, it was agreed that this must be done in a manner that does not displace vulnerable households who had no place to go.
2. An Inventory of 5 out of 10 reserves (Block X Liliendaal, Pattensen, and Section C Turkeyen, ‘AA’ and ‘BB’ Sophia and Dennis Street) was conducted. Data collected revealed a total of 348 structures on the 5 reserves. Of these, 307 are determined occupied, and 41 unoccupied or incomplete.
3. Contravention notices were served to persons who were allocated house lots in the above mentioned 5 reserves.

4. 21 structures were demolished in Block 'X' Liliendaal by the ASTF: 20 of these were unoccupied or incomplete buildings, and 1 was occupied by a household who had been allocated a lot within close proximity to where they were squatting. That household has since occupied their allocated lot, before the end of the reporting period.
5. 59 persons have since visited CH&PA to follow up on their applications. These persons have all indicated a willingness to remove from the reserves, providing house lots are made available to them.

At the end of the reporting period, discussions were in progress regarding the development of approximately 1,148 lots at Plantations Cummings Lodge and Industry for the possible relocation of squatters from Constituency 5 and 6 reserves, as well as, from other zero tolerance areas in Georgetown and its environs. This intervention requires an investment of G\$2.65 billion for infrastructure development.

Jubilee Year Home Improvement Subsidy Programme

The Jubilee Year Home Improvement Subsidy Programme which commenced in the year 2016 was concluded during the reporting period.

A total of 257 Home Improvement Subsidy Vouchers, valued at fifty thousand dollars (\$50,000) each, were distributed in 2016 under this programme to eligible low income allottees in CHPA developed housing areas.

At the end of December 31st, 2016, 115 vouchers out of 257 were redeemed at the establishments that the beneficiaries had selected from the pre-approved list of suppliers. The remaining 142 beneficiaries were given an extension to January 31st, 2017 to redeem their vouchers.

During the period January 2nd to 31st, 2017 a total of 141 persons had redeemed their vouchers, bringing the total number of vouchers redeemed under this project to 256. One (1) beneficiary in region 6 did not redeem their voucher. Efforts by the department to contact the beneficiary proved futile.

Table 13: Distribution of the number of voucher distributed and redeemed by region under the Jubilee Year Home Improvement Subsidy Project .

Region	No. of Vouchers Distributed	No. of Vouchers Redeemed by January 31, 2017
1	13	13
2	12	12
3	109	109
4	22	22
6	50	49
7	12	12
9	8	8
10	31	31
Total	257	256

Rural Hinterland Housing Programme - Regions 1, 7 and 9

Sustainable Housing for the Hinterland Programme

The sustainable housing for the Hinterland Programme, which is funded by through a Loan from the Inter-American Development Bank (IDB) aimed to complete beneficiary identification in participating communities, construct 71 full houses and replace 47 roofs in regions 1 and 9 from January 1 to December 31, 2017.

Beneficiary identification

A total of 317 beneficiaries have been identified for full house subsidies (93 in Region 1 and 224 in region 9), and 86 for Roof replacements (33 in region 1 and 53 in Region 9) across the 12 communities in regions 1 and 9. The communities in region 1 include: Sebai, Kamwatta, Whitewater, and Hymakabra; while the region 9 communities are Kwatamang, Massarra, Katoka, Haiawa, and Karasabai, Sand Creek, Potarinau and Karaudarnau.

The community level beneficiary selection process was completed for all communities under the project, with the exception of the three (3) satellite villages to Potarinau: Baitoon, Katu'ur and Shiriri. The process was impeded in these communities since it was pointed out, towards the end of the reporting period, that these specific communities, while under the administration of the Potarinau Village council, was not part of the titled area, but part of a proposed extension. The input of the Ministry of Indigenous Peoples' Affairs and the IDB is required in order determine the way forward regarding these satellite communities. Steps have been taken to secure approval for the

proposed extension. However, the process is not yet completed and could be a lengthy one.



Village Council deliberating proposed Beneficiary List submitted by CHPA



Residents indicating their vote on beneficiaries proposed by the Council

Design Workshop

During the period under review, a 3 day design workshop was held with 16 participants from the region 9 communities of Sand Creek, Karaudarnau, Potarinau and its satellite villages of Shiriri, Baitoon and Katu'ur, all in South Rupununi.

The objective of the workshop was to design a culturally specific house for the Wapishiana communities under the project.

The workshops were led by Inter-American Development Bank (IDB) Consultant, Mr. Gabriel Arboleda. He was supported by 1 Community Development Facilitator (CDF) and the Project Engineer, from the CHPA. Respective Community Development Officers (CDOs) from the Ministry of Indigenous Peoples' Affairs also participated in these design workshops.

The consultant's report was received for the Wapishiana House Designs towards the end of the reporting period. As such, the community level beneficiary selection process was completed for the central Wapishiana villages of Potarinau, Sand Creek and Karaudarnau in the South Rupununi.

Construction of Houses and Replacement of Roofs

During the reporting period, 62 full house were constructed and 28 roofs replacement subsidies were disbursed in regions 1 and 9.

The intense rainfall and floods and equipment breakdown (tractor) have delayed the works in region 9 especially in sourcing the locally sourced materials for the project. In Region 1, the sinking of a boat taking hardware materials for one supplier and the robbery of another, has also delayed the progress of works. Generally the increase in prices for some hardware items (plywood, steel, etc.) also impacted the progress of works.



Full House Subsidy Region 1



Region 9 Full house Subsidy

The programme schedule catered to commence the construction of houses under the 2017 programme in the 4th quarter of the year. As at the end of the reporting period, construction is in progress for 82 houses in Regions 1 and 9.

Housing for the Hinterland Programme – Region 7

Based on the lessons learnt from the IDB funded rural hinterland housing programme in regions 1 and 9, an intervention was designed for rural hinterland housing in region 7. The Ministry of Communities identified the Upper Mazaruni communities of Kamarang/Warawatta, Kako, Quebenang, and Waramadong to benefit from a housing subsidy programme during the reporting period

Sensitization

Sensitization activities at the level of the Ministry of Indigenous People's Affairs (MOIPA), Regional Democratic Council (RDC) Region 7, and Village Councils of Beneficiary Communities.

A meeting was held with the 4th Vice President and Minister of Indigenous People's Affairs, Hon. Sydney Allicock, Ministerial Advisor, Mr. Mervin Williams, and Permanent Secretary, Mr. Alfred King at the MOIPA Board room. The Minister and team welcomed

the initiative of the Hinterland Housing Program expanding to Region 7 and committed to support the initiative.

The SCDO, CDF and Project Engineer met with the RDC, Region 7 at their statutory meeting on July 14, 2017 in Kamarang and made a presentation on the project and the proposed intervention for 2017. This was well received by the RDC, which also committed to supporting the project.

Meetings were held with the village councils, as well as two hundred and ten (210) residents of Kako, Quebenang, Waramadong and Kamarang/Warawatta in the respective villages, during October, 2017. The team discussed the project and the proposed approach with each council and community. The initiative was welcomed by all.

Community Mapping and Design Workshop

A design and mapping workshop was held with residents of the 4 Upper Mazaruni Communities: Kako, Waramadong, Quebenang, and Kamarang/Warawatta. The results of the workshop revealed a great need for full house replacements and interventions that address improved access to safer water and sanitation. As such, in September, 2017, the CHPA board approved G\$95,670,359 for the disbursement of 85 roof replacement subsidies in the 4 above mentioned upper Mazaruni communities for 2017, based on the findings of the community mapping exercise.

House Design and Estimate

The house that was designed by the community essentially was a three bedroom structure with asymmetrical zinc roof, measuring 20' x 25". The building is complemented with wooden walls and windows, covered back and front stairs, wooden flooring, rain water harvesting system and a toilet. The proposed building will be elevated 7ft. from ground level and the foundation will be done on isolated concrete pads. In addition, the roof will be bolted to the perimeter beam of the house.

According to the Engineers' estimate, **the cost of constructing the house, as designed by the communities in the upper Mazaruni District is G\$4,317,214** due to the high cost of transporting building materialo to the Upper Mazaruni area.

House to House Interviews

A total of 137 interviews were conducted. 29 in Kako, 37 in Kamarang/Warawatta, 29 in Quebanang and 42 in Waramadong.



External view of House modeled by community



Internal view of House modeled by community

Further, at the President's instruction 1 house is being constructed for a household at Jawalla whose home was destroyed by high winds, resulting in the death of the one of the household heads, (pregnant female).

As at the end of the reporting period, works were in progress for the house for at Jawalla and a proposal was being drafted to better address the housing needs of the populace in the 4 targeted Upper Mazaruni Communities.

Community Participation

Community Engagement Activities during the reporting period mainly took the form of meetings with Local Democratic Organs (LDOs), CSOs, government agencies and community wide meetings, as well as design and mapping workshops.

The primary intention of the meetings was to inform organizations and residents of Agency's programmes for their locale, obtain feedback regarding these planned interventions, and to explore opportunities for collaboration to enable successful programme implementation. At the mapping and design workshops, community level information was obtained to help guide project planning and implementation.

Engaging Local Democratic Organs

A total of 26 LDOs were engaged from regions 1, 2, 3, 4, 5, 6, 7, 9 and 10. These included the Amerindian Village Councils of Whitewater, Kamwatta, Sebai and Hymakabra in region 1; Kako, Waramadong, Kamarang/Warawatta, and Waramadong in region 7; and Kwatamang, Katoka, Massarra, Haiawa, and Karasabai, Sand Creek, Potarinau and Karaudarnau in Region 9; Municipal Councils of Georgetown and Linden; Regional Democratic Council, Regions 7 and 9; NDCs of Annandale Riverstown

in Region 2; Malgre Tout/Meer-zorgen in Region 3, Eccles/Ramsburg NDC and Mocha/Arcadia NDC in Region 4, and Hope Experiment in Region 5.

Engaging Residents

The department engaged approximately 1950 residents of across 26 communities in regions 1, 4, 7 and 9. The average for meeting attendance obtained during the reporting period was 94. This exceeded the targeted average meeting attendance of 20 persons per meeting.

Formation of Community Groups

The department facilitated the election of office bearers in Block F Sophia and in Barnwell North. These activities were done with the full participation of residents in the respective communities.

Since Barnwell North is a registered community group under the Friendly Society's Act, the Group's constitution guided the election process; while the guidelines provided in Community Leaders Training Manual (CLTM) guided the execution of the Block F Sophia elections. It must be noted that the guidelines outlined in the CLTM was based on the stipulations of Ministry of Labour Co-operatives Department, which facilitates group registration under the Friendly Society's Act.

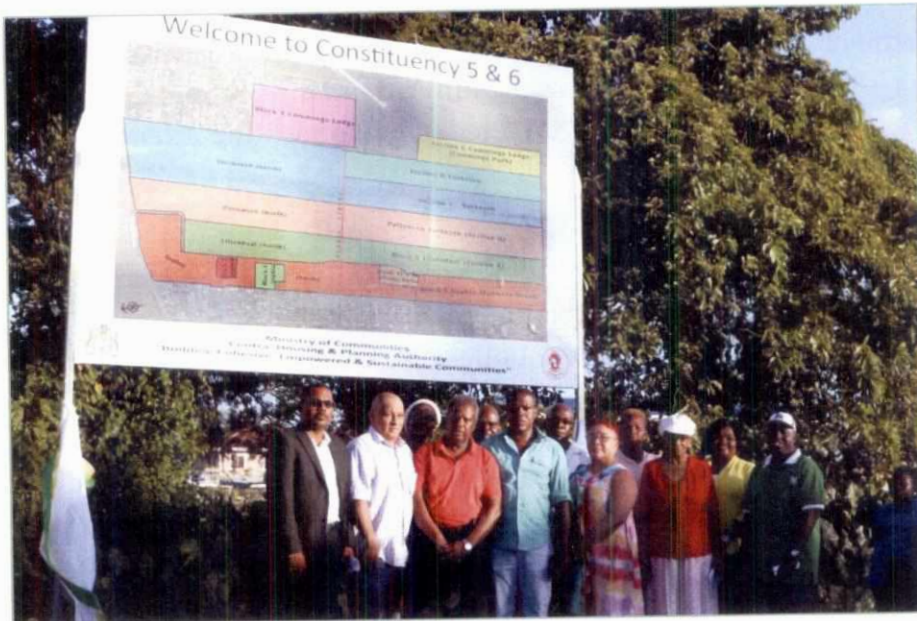
Community Projects

'Sophia Rebranding Project'

Consultations were with 831 residents of Constituency 5 and 6, commonly referred to as 'Sophia' regarding the IDB Reformulation Loan - The Adequate Housing and Urban Accessibility Programme. Residents expressed, among other issues, strong distaste about their communities being all 'lumped' together and referred to as 'Sophia'. The residents stated that the estates where they live have specific names, which are essential to their community identity and this is lost when their communities are not referred to by its correct name. Moreover, some stated that there is a stigma attached to the name, 'Sophia'.

As a result, CHPA partnered with community groups within Constituency 5 and 6 as well as with the constituency representatives from the municipality and designed, with the groups' participation, bill boards for the main entrance and exit to and from the area, and individual sign boards for each of the 9 plantations.

On December 17, 2017 an unveiling ceremony was held at Section D Turkeyen and the entire area was re-branded with the erecting of billboard signs at the main entrance of each plantation reflecting the correct names.



Photograph of Billboard Unveiled as part of Rebranding Project

Staff Capacity Building

A total of 12 staff members participated in the "Train the Trainers" refresher training programme, including staff members from the Planning and Settlement, Public Relations Department and Community Development Departments. These sessions were facilitated by the Senior Community Development Officer with support from the Director, Community Development Department. Staff was exposed to the following training modules: Communication and Conflict Management, Leadership Styles, Networking, Community Advocacy, Seed-Scale Model of Community Participation, Photography and Community Development Work, Understanding Community Participation and Engagement and, preparing a Community Engagement Strategy.



Photographs of In House Staff Capacity Building Session Facilitated by Department

During the reporting year of 2017, the department has achieved 73% of its overall annual target. In particular, the department exceeded its target for allocations of squatter lots, attendance at community meetings, and formation of community groups. The targets for training community leaders and implementation of community projects were fully met (100%). However, the department encountered challenges in order to achieve other targets. This was particularly because allottees failed to make at least 50% of payment for their house lots and in the case of the Sustainable Housing for Hinterland component, the external circumstances, beyond the control of the department resulted in under achievement of targets.

By and large, compared to the previous year, the department has seen improvements in achieving its overall targets.

2.4 PROJECTS DEPARTMENT

The Projects Department oversees the engineering designs, implementation, management and monitoring of all infrastructure and building projects undertaken by CHPA as it seeks to improve the quality of life in housing schemes and regularized settlements. In addition, the department also design, implement, manage and monitor infrastructure development in commercial and industrial areas whereby engineering designs are done in accordance with International Engineering Design Manuals and standards.

In June 2017, the Central Housing and Planning Authority Board, approved a budget of GYD \$7.701 billion in an effort to execute the Agency's portfolio of projects which is further depicted in the table #14 below: -

Table #14

MINISTRY OF COMMUNITIES					
CENTRAL HOUSING AND PLANNING AUTHORITY					
2017 Budget Summary					
Component #	Component Description	Regions #	Description of Works/Activities	Approved Budget (GYD)	Revised Budget (GYD)
1	2016 Roll-Over Projects (Ongoing Infrastructure Works)	3,4,5,6	Infrastructure Works, Procurement and Installation of Electrical Network.	1,584,111,795	745,086,885
2	Electrical Programme (Existing Schemes requiring electricity)	2,3,4,5,6,7	Procurement and Installation of Electrical Network	914,718,685	914,718,685
3	Consolidating of Existing Housing Schemes	1,3,4,5,6,7,10	To conduct feasibility study of existing housing scheme as requested by CHPA Board prior to intervention, and the upgrading of Roads, drains and structures in Low income, regularised squatting areas and other planned housing areas.	2,450,000,000	1,017,033,760
4	Housing Solutions	2,3,4,5,6,7,8 and 10	Infrastructural development, construction of duplexes and housing	1,540,700,000	4,000,000,000
5	Turn Key Project	4	1000 Homes Projects, Construction of SFH and Construction of and Model Houses for Housing Expo.	327,000,000	327,000,000
6	Housing Exhibition	4	Public participation in the building process	13,000,000	13,000,000
7	Strengthening of CHPA Planning Function		Public awareness session of Planning and Stakeholder coordination through National Planning Forum, Formulation of Development Plans, Community Development Projects, and Contractors Training Forum.	31,000,000	5,000,000
8	Installation/Construction of Social Facilities in Planned Housing Areas.	TBD	Community/Recreational Facilities to be installed/upgraded	120,000,000	0
9	Policy Review and Action	All	Develop a computerized beneficiary selection criteria/model, Housing Policy Document, Squatter Regularisation and Relocation Plan.	30,000,000	5,000,000
10	Institutional Strengthening and operations	NA	Professional Development, In-House training, Professional Exchange	85,000,000	5,000,000
11	Re-current Expenditure		Administrative, Salaries, Fuel, MIS Upgrade, Etc.	669,504,000	669,504,000
12	New Hinterland Programme	1 and 9	Construction of full houses and roof replacements	100,000,000	0
Grand Total				7,865,034,480	7,701,343,330

This projected sum depicted above also includes the externally funded programme, i.e. GOG/IDB Sustainable Housing in the Hinterland programme.

It is important to note that since the primary function of the Projects Department is to design, implement, manage and monitor infrastructure development in residential, commercial and industrial areas, only **components 1, 2, 3, 4, 5, 6, 8 and 12** as depicted in table 14 above would be updated in this section while the other departments such as Finance, Community Development, MIS and Planning would update the remaining components.

Component 1 – 2016 Roll-Over Projects (Ongoing Infrastructure Works)

Target - this component entails the financial commitments for projects that rolled over from 2016 that were in defects liability period, upgrading and new development works at Perseverance, EBD, upgrading of roads in Amelia’s Ward, Linden and several terminated projects. Please refer to table below for further details;

<i>Component #</i>	<i>Component Description</i>	<i>Regions #</i>	<i>Description of Works/Activities</i>
1	2016 Roll-Over Projects (Ongoing Infrastructure Works)	3,4,5,6	Infrastructure Works, Procurement and Installation of Electrical Network.
			Upgrading of Roads at Perseverance, Phase I, EBD, Region #4 - Lot #1
			Upgrading of Roads at Perseverance, Phase I, EBD, Region #4 - Lot #2
			Upgrading of Roads at No. 76 Village, Corentyne Berbice
			Infrastructure Works at Perseverance Ph3 - Lot 1
			Infrastructure Works at Perseverance Ph3 - Lot 2
			Upgrading of Roads at Amelia’s Ward Phase 2, Linden, Region #10
			Infrastructure Works at Farm, Phase II, EBD, Region No. 4 - Lot #1
			Infrastructure Works at Coven Garden, EBD, Region No. 4 - Lot #2
			Infrastructure Works at Lust En Rust, WBD, Region, #3
			Infrastructure Works at Zeelugt, EBE, Region #3
			Infrastructure Works at Farm, Phase II, EBD, Region #4
			Infrastructure Works at Zeeburg, WCD, Region #4
			Infrastructure Works at Little and Great Diamond, EBD, Region #4
			Infrastructure Works at Zeelugt, EBE, Region #3

Achievements

A total of twenty eight (28) payments were made for projects that were in defects liability period. Infrastructure upgrade were completed at Perseverance Phase II, EBD, No. 76 Village, Corentyne, Berbice, Amelia’s Ward, Phase II, Linden while new

infrastructure development were completed at Perseverance, Phase III, EBD, Farm, Phase II, EBD and Zeelugt, EBE. In addition, infrastructure development for the following terminated projects was on-going: -

- a) Farm, Phase II, EBD - approximately 50% completed
- b) Coven Garden, EBD - approximately 50% completed
- c) Lust En Rust, WBD - approximately 50% completed
- d) Zeeburg, WCD - approximately 50% completed
- e) Little and Great Diamond, EBD - approximately 40% completed

NB: - it is important to note that there were significant delays on behalf of the National Procurement and Tender Administration Board (NPTAB) as it relates to the awarding of projects/contracts for project 'a to e' above which resulted in the non-completion of these projects.

Component 2 – Electrical Programme (Existing Schemes requiring electricity)

Target - this component entails the financial commitments in an effort to provide electricity to sixteen (16) housing areas and commercial and residential areas whereby these areas includes; Onderneeming, Phase 3, Essequibo, Zeelugt Ph. 2 & 3, EBE, Lust-En-Rust, WBD, Covent Garden, EBD, Farm Phase 1 & 2, EBD, Diamond Industrial, EBD, Peters Hall, EBD, Barnwell, EBD, Paradise, ECD, Enmore, ECD, Eccles Industrial, EBD, Baltyock, WCB, Hope / Experiment, WCB, Kilcoy / Chesney, Berbice and Bartica 5 Miles. Please refer to table #15 for further details;

Table #15

2	Electrical Programme (Existing Schemes requiring electricity)	2,3,4,5,6,7	Procurement and Installation of Electrical Network
			Procurement of Electrical Line Hardware Lot # 1
			Procurement of Electrical Line Hardware Lot # 2
			Procurement of Single Phase Transformer Lot # 1
			Procurement of Single Phase Transformer Lot # 2
			Procurement of Conductors Lot # 1
			Procurement of Conductors Lot # 2
			Procurement of Poles and Timber products Lot 1
			Procurement of Poles and Timber products Lot 2
			Procurement of Poles and Timber products Lot 3
			Procurement of Poles and Timber products Lot 4
			Procurement of Poles and Timber products Lot 5
			Procurement of Poles and Timber products Lot 6
			Procurement of Poles and Timber products Lot 7
			Procurement of Poles and Timber products Lot 8
			Procurement of Poles and Timber products Lot 9
			Procurement of Poles and Timber products Lot 10
			Procurement of Poles and Timber products Lot 11
			Procurement of Poles and Timber products Lot 12
			Procurement of Poles and Timber products Lot 13
			Procurement of Poles and Timber products Lot 14
			Procurement of Poles and Timber products Lot 15
			Procurement of Works - Lot 1 to Lot 5

Achievements

Under the electrical installation programme, the following were the achievements: -

- a) International procurement for the supplying of electrical line hardware were successfully completed where six (6) contracts were awarded by NPTAB and are at various level of completion. Approximately 90% of the electrical line hardware materials have been supplied.
- b) Procurement for the supplying of wallaba poles were successfully completed where fifteen (15) contracts were awarded by NPTAB and are at various level of completion. Approximately 90% of the wallaba poles have been supplied.
- c) Procurement for works contracts were successfully completed and five (5) contracts were awarded by NPTAB. Farm, Phase I, Balthyock, Enmore and Paradise are completed while pole planting are ongoing at; Coven Garden, Hope, Experiment, Barnwell and Peter's Hall.

Component 3 – Consolidating of Existing Housing Schemes

Target - this component entails the financial commitments for infrastructure upgrade in Low income, regularized squatting areas and other planned housing areas. Please refer to table #16 for further details;

Table #16

Consolidating of Existing Housing Schemes	1,3,4,5,6,7,10	To conduct feasibility study of existing housing scheme as requested by CHPA Board prior to intervention, and the upgrading of Roads, drains and structures in Low income, regularised squatting areas and other planned housing areas.
		Upgrading of Roads at Tuschen, Phase II, EBE, Region #3 - Lot #1
		Upgrading of Roads at Section EE Non Pariel, ECD, Region #4 - Lot #2
		Upgrading of Roads at Bk. D Bath, WCB, Region #5 - Lot #3
		Upgrading of Roads at Ordnance Fortlands, Canjie, Region #6 - Lot #4
		Upgrading of Roads at Amelias Ward, Linden, Region #10 - Lot #5
		Upgrading of roads at Parfait Harmonie, WBD
		Upgrading of roads at Westminster, WBD - Lots #1
		Upgrading of roads at Westminster, WBD - Lots #2
		Infrastructural Development Works at Recth Door Zee, WBD
		Upgrading of roads at Herstelling, EBD - Lots #1
		Upgrading of roads at Herstelling, EBD - Lots #2
		Infrastructural Development Works at Prosperity/Barnwell, EBD
		Installation of pure water distribution network at Prosperity/Barnwell, EBD
		Construction of an Arch at Providence, EBD
		Infrastructural Development Works at Mon Repos, ECD
		Infrastructural Development Works at Section B, Non Pariel, ECD
		Infrastructural Development Works at Section D, Non Pariel, ECD
		Infrastructural Development Works at Recth Door Zee, WBD
		Land Clearing and Levelling at, LOT 1 - Providence EBD, Region #4
		Land Clearing and Levelling at, LOT 2 - Peters Hall, EBD, Region #4
		Land Clearing and Levelling at, LOT 3 - Peters Hall, EBD, Region #5
		Procurement of one (1) Mini Excavator
		Procurement of one (1) Skid Steer
		Procurement of one (1) Trailer
		Upgrading of Playground at Tabatinga
		Installation of Pipes at Perseverance Expo Area, EBD
		Transferring of funds to GWI for the rectification of pure water distribution network at Farm, Coven Garden and Providence, Phase III
		Payment of VAT to GRA

Achievements

Under the consolidating of existing housing schemes programme, infrastructure upgrade was completed at; Parfait Harmonie, WBD, Westminster, WBD, Herstelling, EBD while the following were in progress: -

- a) Tuschen, Phase II, EBE - approximately 15% completed

- b) Section EE Non Pariel, ECD - approximately 15% completed
- c) Bk. D Bath, WCB - approximately 15% completed
- d) Ordnance Fortlands, Canjie - approximately 15% completed
- e) Amelia's Ward, Phase IB, Linden - approximately 15% completed

***NB:** - it is important to note that there were significant delays on behalf of the National Procurement and Tender Administration Board (NPTAB) as it relates to the awarding of projects/contracts for project 'a to e' above which resulted in the non-completion of these projects.*

Component 4 – Housing Solutions

Target - this component entails the financial commitments for the construction of various housing units and other associated infrastructure development works at EBD, Onderneeming, Essequibo, Onderneeming, WBD, Hope/Experiment, WCB, New Amsterdam, Wisroc, Phase IB and Amelia's Ward, Linden. Please refer to table #17 for further details;

Table #17

4	Housing Solutions	2,3,4,5,6,7,8 and 10	Infrastructural development, construction of duplexes and housing
			Construction of 40# Duplexes at Perseverance, EBD, Region #4
			Land Clearing and Levelling at Amelia's Ward, Linden, Region #10
			Construction of 40# elevated single storey houses on stilts at Onderneeming, Essequibo, Region #2
			Construction of 24# elevated single storey houses (MI) on stilts at Onderneeming, WBD, Region #3
			Construction of 50# elevated single storey houses on stilts at Perseverance, EBD, Region #4
			Construction of 40# elevated single storey houses on stilts at Hope/Experiment, WCB, Region #5
			Construction of 80# elevated single storey houses on stilts at New Amsterdam, Canjie, Region #6
			Construction of 30# elevated single storey houses on stilts and 30# SFH at Amelia's Ward, Linden, Region #10
			Construction of 30# elevated single storey houses on stilts and 30# SFH at Wisroc, Linden, Region #10
			Upgrading of existing infrastructure at Onderneeming, Essequibo, Region #2
			Upgrading of existing infrastructure at Onderneeming, WBD, Region #3
			Upgrading of existing infrastructure at Perseverance, Phase II, EBD, Region #4
			Upgrading of infrastructure at Perseverance, Phase III, EBD, Region #4
			Infrastructural development works at Providence, EBD, Region #4
			Infrastructural development works at Peters Hall, EBD, Region #4
			Infrastructural development works at Prospect, EBD, Region #4
			Upgrading of existing infrastructure at Experiment, WCB, Region #5
			Infrastructural development at Forthwillington, WCB, Region #5
			Infrastructural development at New Amsterdam, Canjie, Region #6
			Infrastructural development at Ordnance Fortlands, Canjie, Region #6
			Infrastructural development at Amelias Ward, Linden, Region #10
			Infrastructural development at Wisroc, Linden, Region #10

Achievements

Under housing solutions programme, the following were the achievements: -

- a) Construction of six (6) duplexes and two (2) elevated units completed at Perseverance, EBD
- b) Construction of eighteen (18) bungalow 2 bedroom units at Perseverance, EBD – 70% completed
- c) Construction of 33# flat concrete duplexes at Perseverance, EBD – 10# completed while remaining were in progress
- d) Construction of 10# elevated concrete 2 bedroom units at Onderneeming, Essequibo – Halted until further notice
- e) Construction of 10# elevated concrete 2 bedroom units at Onderneeming, WBD – in progress
- f) Construction of 50# elevated concrete 2 bedroom units at Perseverance, EBD - in progress
- g) Construction of 15# flat concrete 2 bedroom units at Perseverance, EBD - in progress
- h) Construction of 15# flat concrete 3 bedroom units at Perseverance, EBD - in progress
- i) Construction of 10# elevated concrete 2 bedroom units at Hope/experiment, WCB – in progress
- j) Construction of 5# flat concrete 2 bedroom units at Hope/experiment, WCB – in progress
- k) Construction of 5# flat concrete 3 bedroom units at Hope/experiment, WCB – in progress

***Nb:** - it is important to note that while six (6) duplexes and two (2) elevated units have been completed, forty (33) flat concrete duplexes, eighty (80) elevated concrete 2 bedroom units, twenty (20) 2 bedroom units, twenty (20) 3 bedroom units and (18) bungalow 2 bedroom units are at various levels of completion and as a result no infrastructure upgrade, i.e. upgrading of roads to asphaltic concrete surfaces were done.*

Also, no infrastructure development works were done at Forthwillington, WCB, Ordnance Fortlands, Canjie, New Amsterdam and Wisroc, Linden since the Agency was unsuccessful in acquiring the lands from Guyana Lands and Surveys Commission, Coop Societies etc. and due to other plans no infrastructure development works was done at Prospect, EBD.

Finally, under the housing solutions component, infrastructure development works were in progress at Amelia's Ward, Linden and the successful completion of tendering for infrastructural development works were done for Providence, EBD and Peter's Hall, EBD.

Component 5 – Turnkey Project

Target - this component entails the financial commitments for the completion of turnkey houses that were at various levels of completion which rolled over from 2016 at Perseverance, EBD and a few defective units at Providence, EBD. Please refer to table #19 for further details;

Table #18

5	Turn Key Project	4	1000 Homes Projects, Construction of SFH and Construction of and Model Houses for Housing Expo.
			Completion of 144 houses at various levels of completion at Perseverance, EBD, Region #4
			Construction of 20# three bedroom houses at Perseverance, EBD, Region #4
			Corrective works at Providence, EBD, Region #4
			Construction of Duplexes and elevated houses for Housing Exposition at Perseverance, EBD, Region #4

Achievements

Under turnkey programme, the following were the achievements: -

- a) Completion of 144 turnkey units at Perseverance, EBD – 80% completed
- b) Construction of 20# three bedroom units at Perseverance, EBD – project was reviewed to two bedroom bungalow units and 18# were approximately 60% completed
- c) Corrective works at Providence, EBD – 70% completed

Component 6 – Housing Exhibition

Target - this component entails the financial commitments for the completion of housing exhibition at Perseverance, EBD. Please refer to table #19 for further details;

Table #19

6	Housing Exhibition	4	Public participation in the building process
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Achievements

The first ever housing exhibition was successfully completed at Perseverance, EBD where the Projects Department was responsible for implementing and managing infrastructure upgrading works, installation of water and electrical distribution networks and responsible for all logistics relating to the exposition.

Component 8 – Installation/Construction of Social Facilities in Planned Housing Areas.

Target - this component entails the financial commitments for the installation of social facilities in CHPA planned housing areas. Please refer to table #20 for further details;

Table #20

8	Installation/Construction of Social Facilities in Planned Housing Areas.	TBD	Community/Recreational Facilities to be installed/upgraded
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Achievements

Under installation/construction of social facilities in planned housing areas programme, the following were the achievements: -

- a) Tabatinga, Lethem - approximately 40% completed
- b) Five Miles Bartica – design submitted by Town Council and is currently being reviewed
- c) Perseverance, EBD – design in progress
- d) Amelia’s ward, Linden – design completed

NB: - it is important to note that there were significant delays as it relates to project ‘a to d’ above due to the revision of the budget in June 2017 will resulted in the omission of 75% of the projects.

Component 12 – New Hinterland Programme

Target - this component entails the financial commitments for the full house construction and roofing subsidies in Region 1 and Region 9. Please refer to table #21 for further details;

Table #21

12	New Hinterland Programme	1 and 9	Construction of full houses and roof replacements
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Achievements

Under new Hinterland programme, the following were the achievements: -

- a) Region #1 – completed the construction of forty nine (49) full houses and thirteen (13) roof replacement subsidies in areas such as; Whitewater, Sebai, Kamwatta (Mabaruma) and Hymacabra.
- b) Region #9 – completed the construction of thirteen (13) full houses and fifteen (15) roof replacements subsidies in areas such as; Kwatamang, Massara and Katoka.

- c) Region #7 – construction of one (1) full house in Jawalla in progress while beneficiary selection were ongoing for Quebanang, Kako, Kamarang / Waratta and Waramadong.

Other critical and important achievements by the department: -

Procurement of equipment

Under procurement of equipment, the Agency purchased several equipment such as; mini excavator, trailer and skid steer in an effort to conduct drainage works and other small routine maintenance works in CHPA housing areas. At the time of reporting, rehabilitation and drainage works were completed at Plot C, Herstelling, EBD, Block EE, Eccles, EBD and is currently in Perseverance, EBD and Plot B Herstelling, EBD.

Engagement in Public Private Partnerships

The department had successfully completed an expression of interest (EOI) where contractors, consortiums and housing developers were pre-qualified in various categories such as; civil infrastructural development, social infrastructural development and building works in an effort to execute infrastructural and building related works.

At the time of reporting, the department was in the process of evaluating various proposals submitted by contractors, consortiums and housing developers who are now expressing an interest to design, build and finance housing projects (inclusive of both infrastructural development and construction of housing units). Under review were the following: -

- a) NAMALCO - (Trinidadian)
- b) Mootilal Ramhit and Sons Contracting Limited - (Trinidadian)
- c) China Dalian International Cooperation (Group) Holdings Ltd – (Chinese)
- d) Eco Energy Guyana Ltd. – (Malaysian)
- e) Reno Vess Technical Services – (South African)
- f) Greenheart Tree Energy Guyana Inc. – (Canadian and Polish)
- g) Total Management Solutions & Real Estate Development Inc. in accociation with FTM Investment Inc. – (Barbadian)

New Reformulation Loan (IDB, USD 30Mil)

The department played a major role in the designing and estimating of infrastructural upgrading works and social facilities in various CHPA housing areas as required by the Ministry of Finance and Inter-American Development Bank (IADB) for a potential USD 30Mil loan.

The proposed infrastructure works include; asphaltic concrete roads, construction of concrete drains, concrete walkways, construction of earthen drains and shoulders, installation of solar street lightings, construction of core houses and distribution of

subsidies in areas such as; Sophia Housing Area, Diamond/Grove Housing Area and Parfait Harmonie Housing Area.

The department was also involved in several stakeholders' engagement which contributed to the successful scoping and designing of the programme.

Financial performance of the department: -

The department successfully processed **469 payments** during the reporting period which totaled to **GYD\$1,954,197,860.00** for several projects under its management. Please refer to table 22 below for further details;

Table 22: Monthly Cash Flow and Payments

NO. PAYMENTS	MONTH	AMOUNT PAID (M)
4	JANUARY	\$ 24,602,643
9	FEBRUARY	\$ 46,177,271
29	MARCH	\$ 94,316,016
20	APRIL	\$ 165,994,332
15	MAY	\$ 43,010,421
15	JUNE	\$ 113,249,250
16	JULY	\$ 51,777,931
45	AUGUST	\$ 207,413,658
41	SEPTEMBER	\$ 224,091,556
73	OCTOBER	\$ 230,679,067
98	NOVEMBER	\$ 401,550,729
104	DECEMBER	\$ 351,334,986
469	12	\$ 1,954,197,860

It is important to note that due to delays encountered in the procurement process, delays in the implementation of the hinterland programme due to delays in delivery of materials, late reconstitution of the CHPA Board and revision to the budget and abnormal weather pattern impeded the rate of expenditure.

Figure 9 below depicts actual monthly cash flow for both CHPA and Foreign funded projects: -

2017	January	February	March	April	May	June	July	August	September	October	November	December	Expenditure by source of funds
HF	\$24,602,643	\$46,177,271	\$82,847,938	\$159,960,379	\$41,322,727	\$113,249,250	\$50,719,018	\$184,135,063	\$199,669,987	\$207,274,157	\$374,678,203	\$316,240,627	\$1,800,877,263
Foreign	\$0	\$0	\$11,468,078	\$6,033,953	\$1,687,694	\$0	\$1,058,913	\$23,278,595	\$24,421,569	\$23,404,910	\$26,872,526	\$35,094,359	\$153,320,597
Total	\$24,602,643	\$46,177,271	\$94,316,016	\$165,994,332	\$43,010,421	\$113,249,250	\$51,777,931	\$207,413,658	\$224,091,556	\$230,679,067	\$401,550,729	\$351,334,986	\$1,954,197,860

Figure 10 below depicts actual monthly cash flow for CHPA funded projects: -

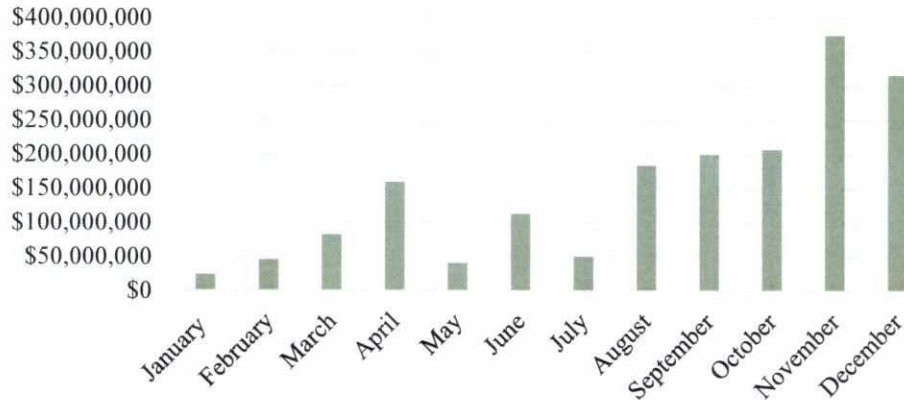


Figure 12 below depicts housing funded vs foreign funded actual expenditure/payments

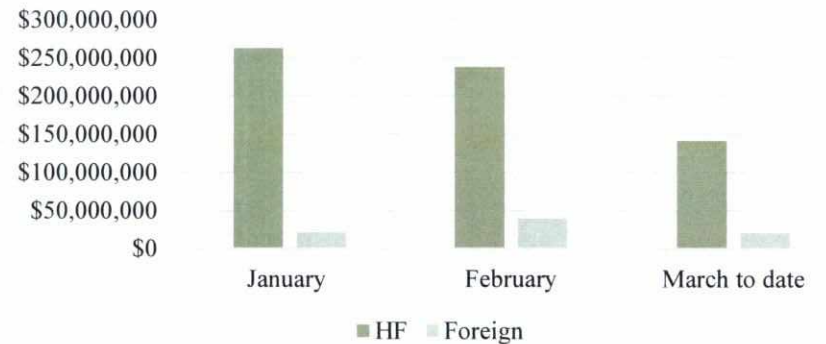
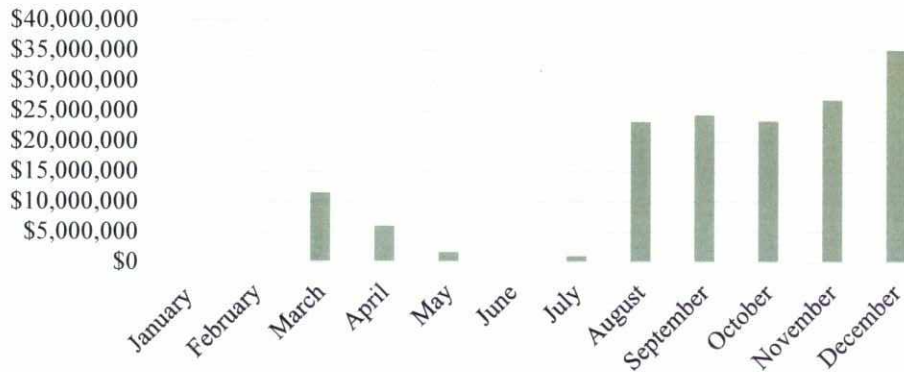


Figure 11 below depicts actual monthly cash flow for foreign funded projects: -



Human and equipment resources within the department: -

This section of the report specifically describes the actual human resources and associated responsibility under the department. As such, please refer to table 23, 24, 25, 26, 27, 28 and 29 below for further details;

Table #23 depicting the core technical team under the department;

Designation	Responsibility
Director of Projects	Overall management of all resources under the department and the Agency's portfolio of projects
Deputy Director of Projects	Assist DOP with the management of resources under the department and the Agency's portfolio of projects. Also manages several projects and review all infrastructural designs
Senior Engineer	Assist with the management of engineers, administrative staff and COWs. Manages several infrastructure projects and prepare infrastructural and building designs
Electrical Engineer	Manages all electrical infrastructure projects. Prepare electrical designs, BOQs and evaluation reports
Hinterland Engineer	Manages all hinterland projects. Prepare hinterland building designs, BOQs and evaluation reports
Civil Engineers	Manages several infrastructure projects and prepare infrastructural and building designs
Superintendent of works	Assist COWs with the management of several projects and managing rehabilitation works in several housing areas
Engineering Technician	Witnessing testing of various projects
Architectural Technician	Preparation of engineering and architectural drawings

Table #24 depicting administrative and supporting team under the department

Designation	Responsibility
Confidential Secretary	General filing and transportation logistics
Clerk 1	Assist with file management
Data Entry Clerk	Assist with file management
Drivers	Driving to several sites

Table #25 depicting field staff (clerks of works) under the department

Designation	Responsibility
Clerks of Works	COWs were assigned to various Project sites (building and infrastructure)

Table #26 depicting attachment students functioning as clerks of works under the department;

Designation	Responsibility
UG Attachment students	<i>Projects sites (buildings)</i>

Table #27 depicting staff at Bond

Designation	Responsibility
<i>Driver</i>	<i>Transporting construction materials to site</i>
<i>Bond Clerk</i>	<i>Management of materials in bond</i>
<i>Labourers</i>	<i>Arrangements of materials in bond</i>

Table #28 depicting staff working in rehabilitation projects under the department

Designation	Responsibility
Excavator Operators	General excavation
Skid Steer Operator	Grading and shaping
Security	Security
Serviceman	Maintenance of equipment

Table #29 depicting summary of staffing by categories;

Staff categories	Number
Core	16
Administrative	4
Field	35
Attachment	11
TOTAL	66

Table #30 depicting equipment resources managed by the department;

Item	Description of equipment resources	No.
1	4 x 4 Vehicles	2
2	Canter	1
3	Skid steer	2
4	Mini excavators	2
5	Tower light	1
6	Plate compactors	2
7	Concrete ransoms	4
8	Poker vibrators	2
9	Water pump	1
TOTAL		17

Contractor's analysis and performance: -

This section of the report specifically depicts Contractors who completed several projects within time, scope and budget. As such, please refer to table below for further details;

Table #31

No.	Name of Contractors / Foremen / Service Providers	Category of projects and percentage completed			
		Infrastructure development	Infrastructure upgrade	Electrical Hardware and Supplies	Buildings
1	Mohamed Fawaaz Bacchus Construction		Completed		
2	Gaico Construction		Completed		
3	H. Nauth and Sons		Completed		
4	Gaico Construction		Completed		
5	H. Nauth and Sons		Completed		
6	S. Jagmohan		Completed		
7	Eron Lall Civil Works	In progress			
8	Guyamerica Construction Inc.	In progress			
9	Guyamerica Construction Inc.	In progress			
10	Khemraj Nauth Contracting Services	Completed			
11	Khemraj Nauth Contracting Services	Completed			
12	Khemraj Nauth Contracting Services	In progress			
13	Eagle Transportation and General Construction	In progress			
14	Khemraj Nauth Contracting Services	Completed			

No.	Name of Contractors / Foremen / Service Providers	Category of projects and percentage completed			
		Infrastructure development	Infrastructure upgrade	Electrical Hardware and Supplies	Buildings
15	Henan Kosen Cable Co. Ltd.			Completed	
16	Fix-it-Hardware			Completed	
17	Rymel Ingeneria Electrica (Columbia)			Completed	
18	Fix-it-Hardware			Completed	
19	Dynamic Engineering			In progress	
20	Power Lite			Completed	
21	Memorex Enterprises			Completed	
22	N. Hussain Enterprise & Sons Enterprise			Completed	
23	N. Hussain Enterprise & Sons Enterprise			Completed	
24	N. Hussain Enterprise & Sons Enterprise			Completed	
25	Memorex Enterprises			Completed	
26	Memorex Enterprises			Completed	
27	N. Hussain Enterprise & Sons Enterprise			Completed	
28	N. Hussain Enterprise & Sons Enterprise			Completed	
29	Memorex Enterprises			Completed	
30	Memorex Enterprises			Completed	
31	Memorex Enterprises			Completed	
32	Memorex Enterprises			Completed	
33	N. Hussain Enterprise & Sons Enterprise			Completed	
34	Ramoutar & Sons Contracting Services			Completed	
35	Ramoutar & Sons Contracting Services			Completed	
36	Cummings Electrical			In progress	
37	J and S Electrical Services			In progress	
38	Cummings Electrical			In progress	
39	Ramoutar & Sons Contracting Services			In progress	
40	Ramoutar & Sons Contracting Services			In progress	

No.	Name of Contractors / Foremen / Service Providers	Category of projects and percentage completed			
		Infrastructure development	Infrastructure upgrade	Electrical Hardware and Supplies	Buildings
41	Gaico Construction and General Services Inc.		In progress		
42	XL Engineering		In progress		
43	A&S General Contractors Inc.		In progress		
44	Eron Lall Civil Works		In progress		
45	B&J Civil Works		In progress		
46	Annirud Ramcharitar Construction Firm		Completed		
47	J&R General Construction & Eron Lall Civil Works		Completed		
48	KP Thomas Contracting Services & Colin Talbot Contracting Services Ltd.		Completed		
49	Compustruct Engineering Inc.	Completed			
50	Ivor Allen	Halted			
51	Ivor Allen	Completed			

No.	Name of Contractors / Foremen / Service Providers	Category of projects and percentage completed			
		Infrastructure development	Infrastructure upgrade	Electrical Hardware and Supplies	Buildings
52	JPM's General Construction and Engineering Services	Halted			
53	Puran Brothers Disposal Inc.	Completed			
54	Romell Jagroop General Construction Services	Completed			
55	Puran Brothers Disposal Inc.	Completed			
56	Eron Lall Civil Works	Completed			
57	Colin Talbot Contracting Services	Completed			
58	Farm Supplies	Completed			

No.	Name of Contractors / Foremen / Service Providers	Category of projects and percentage completed			
		Infrastructure development	Infrastructure upgrade	Electrical Hardware and Supplies	Buildings
59	Platinum Investments				In progress
60	Platinum Investments				In progress
61	Platinum Investments				In progress
62	Platinum Investments				In progress
63	JPM's General Construction and Engineering Services				In progress
64	JPM's General Construction and Engineering Services				In progress
65	JPM's General Construction and Engineering Services				In progress
66	JPM's General Construction and Engineering Services				In progress
67	Naraine's Investment				In progress
68	T. Barrs Enterprise				Completed
69	Memorex Enterprises				In progress
70	Memorex Enterprises				In progress
71	Memorex Enterprises				In progress
72	Yearwood General Construction and Consultancy				In progress
73	KB&B Construction				In progress
74	Julian Elliot Electrical Contracting Services				Completed
75	SCO's				Completed
76	Archtec Designs and Construction				Completed

77	Romell Jagroop General Construction Services				In progress
78	Ayeni Hatton Construction Company				In progress
79	Fyffe Building Contracting Works				Halted
80	Andre Howard Construction Services				Completed
81	Eyes On The Grounds Agency				Completed
82	R. Kissoon Contracting Services				Completed
83	Rocco Pallas Inc.				Completed
84	T. Barrs Enterprise				In progress
85	T. Barrs Enterprise				In progress
86	Archtec Designs and Construction				In progress
87	Archtec Designs and Construction				In progress
88	LigteBuilt Concrete				Completed
89	LigteBuilt Concrete				Completed
90	LigteBuilt Concrete				Completed
91	LigteBuilt Concrete				In progress
92	LigteBuilt Concrete				Not started

93	None selected				At tender stage
94	None selected				At tender stage
95	None selected				At tender stage
96	None selected				At tender stage
97	None selected				At tender stage
98	None selected				At tender stage
99	None selected				At tender stage

100	Associated Construction	Completed			
101	Naraine's Investment & JPM's General Construction and Engineering Services				Halted
102	General Contractors Company Ltd.				In progress
103	JPM's General Construction and Engineering Services				In progress
104	Ivor Allen				In progress
105	Platinum Investments				In progress

106	JPM's General Construction and Engineering Services				In progress
107	JPM's General Construction and Engineering Services				In progress
108	Platinum Investments				In progress
109	Platinum Investments				In progress
110	T. Barrs Enterprise				In progress
111	T. Barrs Enterprise				In progress
112	General Contrcators Company Ltd.				In progress
113	General Contrcators Company Ltd.				In progress
114	Memorex Enterprises				In progress
115	Memorex Enterprises				In progress
116	Ivor Allen				In progress
117	Ivor Allen				In progress
118	Z&H Investment				In progress
119	Z&H Investment				In progress
120	Ayeni Hatton Construction Company				In progress
121	Ayeni Hatton Construction Company				In progress
122	Yearwood General Construction and Consultancy				In progress
123	Naraine Investments				In progress
124	JPM's General Construction and Engineering Services				In progress
125	Naraine Investments				In progress
126	JPM's General Construction and Engineering Services				In progress

127	Ivor Allen				In progress
128	Memorex Enterprises				In progress
129	Ayeni Hatton Construction Company				In progress
130	R. Kissoon Contracting Services				In progress
131	Guytrin Construction				In progress
132	Yearwood General Construction and Consultancy				In progress
133	Tri Star Industries				In progress
134	Tri Star Industries				In progress
135	R. Kissoon Contracting Services				In progress
136	R. Kissoon Contracting Services				In progress
137	Ivor Allen				In progress
138	Archtec Design and Construction				In progress
139	General Contractors Association				In progress
140	Ivor Allen				In progress

141	General Contractors Company Ltd.				In progress
142	R. Kissoon Contracting Services				In progress
143	Memorex Enterprises				In progress
144	Ivor Allen				In progress
145	General Contractors Comp. Ltd				In progress
146	R. Kissoon Contracting Services				In progress
147	General Contractors Association				In progress
148	General Contractors Comp. Ltd				In progress
149	R. Kissoon Contracting Services				In progress
150	Several Construction Foremen				In progress
151	Several Construction Foremen				In progress
152	Several Construction Foremen				In progress
153	Several Construction Foremen				In progress

1	None selected				On Hold
2	None selected				On Hold
3	None selected				On Hold
4	None selected				On Hold
5	None selected				On Hold
6	None selected				On Hold
7	None selected				On Hold
8	None selected				At tender stage
9	None selected				At tender stage
10	None selected				On Hold
11	None selected				On Hold
12	None selected				On Hold
13	None selected				On Hold
14	None selected				On Hold
15	None selected				On Hold
16	None selected				On Hold

2.5 MONITORING AND EVALUATION UNIT

2.5.1 Strategic Objective for 2017

The Monitoring and Evaluation Unit supported operational efficiency of CHPA through the development and implementation of a functional results-based M&E system. The Unit also supported the work of the agency through the various data collection, analysis and reporting activities.

2.5.2 Activities

2.5.2.1 Field Audit Survey 2016

Background and 2016 Achievements

At CHPA's Board meeting held on July 7th 2016, it was decided that the CH&PA execute a field audit survey on all existing housing areas (planned settlements) to enable the members of the Board to have a comprehensive knowledge and better understanding of the existing situation to facilitate programme implementation.

Data collection began in September and was completed in November 2016 in Regions 2- (16 areas); Region 3- (26 areas); Region 4- (67); Region 5- (16 areas); Region 6- (15 areas); Region 10- (8 areas). Field data collection was also completed for all housing areas in Regions 7 – (5 areas) & Region 9-(6 areas) by CHPA staff (Enforcement Officers and the Surveyors).

After Data collected the questionnaires were checked by CH&PA staff and these questionnaires were forwarded to the Land Administration Department for Data Entry. As of December 2016 8 housing areas were forwarded to the department for entry, with preparation being done for the forwarding of the other housing areas in the 2017.

As of December 31 2016, approximately 74% of the budget was expended, with all payments for travel allowance and subsistence being disbursed and payments made for enumerators who completed works in Regions 3 and 4.

2017 Achievements

The activities of the Unit in regard to the field audit 2016 in 2017 were as follows:

- Handing over all questionnaires to the Land Administration for Entry into the LMS

- Completion of Payment to enumerators who executed the survey in Regions 5, 6, and 10.

On completion of the Project, a total of thirty five thousand and seven (35,007) questionnaires were handed over to the Land Administration Department.

A total of \$18,339,000 was budgeted for the execution of the Field Audit Exercise. On completion of the project a total of \$17,375,600 (94.7%) was expended with a balance of \$963,400 of the budgeted sum for the Field Audit Survey exercise unspent.

The agency utilized the staff of the Surveys and Enforcement and Investigative Units to supervise the field enumerators and assist with the data collection. The staff also assisted with the survey of areas in Regions 7 and 9. These areas were not within the initial scope of works as outlined by the Field Audit proposal but also seen as essential data to be updated within the system.

The exercise achieved its objectives which were to:

- Collect data to update existing databases within CHPA's system
- Provide information that will act as a basis for decision making on investments and intervention measures within CH&PA

2.5.2.2 Central Housing and Planning Authority Monitoring Framework

The Central Housing and Planning Authority Departmental Monitoring Framework was formulated within the 2nd quarter of 2017 and was finalized within this quarter. The main aim of the development of the monitoring framework was to ensure tracking of the agency's main outputs.

The Departments monitored in the 2017 reporting Matrix are as follows:

- Land Administration and Conveyancing
- Planning and Settlement Development
- Community Development Department
- Human Resources Department
- Project Management and Supervisions Department

The departments reported on planned activities for 2017 in the form of a matrix and reports were prepared per quarter after the second quarter for effective tracking of the agency's work programme progress throughout 2017.

The Compiled matrix was completed for the year 2017 and a report prepared outlining the progress of each of the reporting departments from quarter to quarter, highlighting the overall performance.

2.5.2.3 1000 Homes Project Assessment

This assessment was conceptualized and executed with the aim to determine the effectiveness of the project in the provision of quality and affordable housing to qualified applicants. With the specific objectives as follow:

1. To learn of Beneficiary perception of the project
2. To deduce Beneficiary satisfaction with the product; quality and functionality
3. Process toward allocation and acquisition of the homes
4. To determine the benefits derived by the beneficiaries from the ownership of the home
5. To determine the occupancy level and current status of the homes
6. To determine the household characteristics of the occupants of the homes

Preliminary results were as follows:

- Most of the beneficiaries surveyed were below 40 years of age with the majority of the sample interviewed having a nuclear family structure.
- Approx. 30% were dissatisfied with the quality of the materials used and just over 43% of the persons surveyed were dissatisfied with the quality of the completed structure.
- More than 50% of the beneficiaries indicated that remedial works needed to be done prior to occupancy or within 3 months of occupying the home.

Even with these findings, most of the respondents attested to improvements in their life as follows:

- 98% of the persons interviewed indicated that their life is more comfortable because they occupy the home and just over 90% attested improved living conditions as a result of occupying this home.

It can be deduced from these early findings, that even as the programme had its challenges there were still many positive results gained. The final report on this assessment is to be completed within the first quarter of 2018.

2.5.3 Other Activities

2.5.3.1 Housing Profile

The Guyana Housing Profile Process began in 2014 and continued into 2016 with the facilitation of a Mission by the UN-Habitat contracted consultant to the Guyana where consultations were held with key stakeholders in Guyana's Housing context. A local survey was also executed by a local consultant as part of the Housing Profile process to collect updated data to inform the profile document.

A draft of the document was completed in 2016 and forwarded to CH&PA and UN-Habitat. Throughout 2017 UN-HABITAT and CH&PA collaboratively updated the profile document whilst CHPA was working towards having the document reviewed and accepted by Government.

In late 2017, the document was presented to the Central Housing and Planning Authority Board, which suggested some updating within the document and more input from Senior Technical Staff within the CHPA.

2.5.3.2 IDB Reformulated Loan

Unit Staff participated in meetings to finalize details in the process toward the development of the Reformulated Loan: Adequate Housing and Urban Accessibility Program with the Inter-American Development Bank. The Monitoring and Evaluation Unit will play an integral role in monitoring the implementation of the project.

2.5.3.3 Housing Exhibition 2017 and Beyond

The Unit's participation in the Housing Exposition was in the form of the coordination of the Opinions Survey for the expo and also to garner public opinion on the houses displayed that were constructed by the CH&PA and private contractors.

The Unit developed and executed the surveys with the assistance of the staff from other departments within the agency. The Surveys executed are as follows:

- Exit and Opinion Survey
- CH&PA Constructed Housing Options survey

The Unit assisted the Land Administration Department in the analysis of the data collected from the Housing Unit registration process. The raw data was compiled and analyzed by the department and a report prepared.

2.6 Procurement Department

Establishment of the Procurement Department at CHPA

In May of 2017, the Chief Executive Officer paved the way for the formation of a Procurement Department, to be headed by a Procurement Manager. The mandate for this department includes the management of all CHPA procurement be it Works; *in the case of infrastructure and buildings, Goods; all goods utilized by CHPA, and Services; consultancy and non- consultancy services.* The officer heading the department was identified as an Engineer in the Projects Department executing procurement duties for the procurement of works and services for projects executed by that department.

The Department will be responsible for liaising with the relevant bodies being the National Procurement and Tender Administration and the CHPA Tender Committee and by extension the CHPA Board for ensuring that the relevant procurement processes are observed in accordance with the various standards and thresholds.

Department Targets

The aim of the procurement process is to obtain the right combination of price, quality, delivery and performance parameters that best meet CHPA's requirements ensuring that it achieves Value for Money (VfM) in its operational procurement activities. The Procurement Department's overall objective therefore is to execute the procurement process to achieve goods and services suitable to satisfy the needs of the Agency.

Department Achievements

Since its establishment, the Procurement Department was responsible for procuring of goods, works and services of a value of approximately **\$1.3 Billion Dollars**. These works include installation of civil infrastructure, construction of housing units, installation of electrical infrastructure and procurement of materials for the various projects in progress at Perseverance, EBD, Region #4.

The following table summarises the average value of goods works and services procured during the period May 2017 to December 2017:

Component / Project	Average Value of Works Procured
Procurement of Works (Infrastructure Works)	\$ 941,055,117
Construction of Duplexes at Perseverance, East Bank Demerara, Region #4 - Lot 1-25	\$ 341,781,487
Procurement of Materials for various Projects at Perseverance	\$ 15,068,636
Total	\$ 1,297,905,240

2.7 HUMAN RESOURCES DEPARTMENT

Objectives for 2017

During the year under review, the department provided support services to the various departments to ensure that there is smooth operation of the organization.

The department ensured that the organization complied with the legal regulations such as discipline, retention, retirement, resignations and termination of employment and the receipt of benefits such as gratuity and pension.

Staff Compliment

The year 2017 commenced with staff strength of one hundred and fifty-eight (158) employees and concluded with one hundred and eighty-one (181).

Staff Categories	January 2017		December 2017	
	Filled	Vacant	Filled	Vacant
Category 'A' Administrative (101)	6	2	8	0
Category 'B' Senior Technical (102)	18	6	22	6
Other Technical & Craft Skilled (103)	64	22	66	23
Clerical & Office Support (104)	54	24	59	26
Semi-Skilled Operatives & Unskilled Labourers (105)	16	0	26	0
Total	158	55	181	55

The staff changes that occurred during the period under review are illustrated on the table and graph.

Position	Recruitment	Resignation	Dismissed	Retired	Termination
Chief Executive Officer	1				
Regional Housing Officer, Reg # 5	1				
Confidential Secretary	2				
Data Entry Clerk	7				
Data Processing Clerk	1				
Supervisor (Accounts)	1				
Office Keeper	1				
Vehicle Driver	3				
Civil Engineer	2				

Assistant Public Relations Officer	1				
Videographer	1				
Clerk of Works	5				
Excavator Operator	1				
Regional Housing Officer, Reg # 6	1				
Legal Assistant	2				
Junior Engineer	1				
Office Keeper	3				
Supervisor Accounts		1			
Conveyance Processing Data Entry Clerk II		1			
Research Assistant		1			
Accounts Clerk II		1			
Legal Assistant					
Clerk of Works					1
Head, Information Communication Technology		1			
Operations Manager		1			
Regional Housing Officer, Reg # 2			1		
Assistant Regional Housing Officer, Reg # 6		1			
Project Manager					1
Conveyance Processing Data Entry Clerk			1		
Verification Clerk	1				
Assistant Regional Housing Officer, Reg # 2			1		
Total	35	7	3		2

- Recruitment-**35**
- Resignation- **7**
- Dismissal- **3**
- Retired-**2**

During the year under review, the agency recruited thirty-five employees, while eleven were separated.

No	Name	Previous Designation	Present Appointment	Date of Appointment
1	Herod Moore	Clerk of Works	Engineering Technician	01/01/17
2	Winston Fields	Clerk of Works	Engineering Technician	01/01/17
3	Shaud Majeed	Engineering Technician	Civil Engineer	01/01/17
4	Germene Stewart	Development Planner	Chief Development Planner	01/02/17
5	Mariella Khirattie	Research Assistant	Development Planner	01/02/17
6	Heresh Itwaru	Clerk I	Assistant regional Housing Officer, Reg # 6	01/04/17
7	Andrea Smith	Senior Planning Officer III	Development Planner	01/05/17
8	Malini Jaikarran	Research Officer	GIS Analyst	01/05/17
9	Fayola Azore	Development Planner	Senior Development Planner	01/05/17
10.	Omar Narine	Deputy Director of Projects	Director of Projects	13/10/17
11.	Reaze Abraham	Accountant	Director of Finance	13/10/17

Name of Training Programme	Institution/Organisation	No of Employee (s) attended
Master's Degree in Public Management	KDI School of Public Policy and Management in Sejong, Korea	16/01/17-17/06/18
Biology Wastewater Training	UNESCO-IHE & Guyana Water Inc.	09/01/17-13/01/17
GIS Training	GEO Tech Vision	03/03/17, 09/03/17-19/03/17
Customer Service & Leadership	In-House	10/02/17-01/03/17
Administrative Professional Workshop	Zorwyn's Consultancy Inc.	26/04/17
Fire Prevention & the use of Fire Extinguishers	Guyana Fire Service	24/04/17
Introduction to Concrete & Admixtures, Slump Testing Procedures	In-House	16/06/17
Quality Control and Quality Assurance in relation to Clerk of Works duties	In-House	23/06/17
Geographical Information System (Quantum)	Guyana Lands and Surveys Commission	20/07/17-29/07/18
ABE Level 5 Human Resource	Nations School of Business	10/07/17-09/07/18

Management	Management	
Sensitization for Councillors, Senior Officials/Administration, Heads of Mayor & City Council	Ministry of Social Cohesion	11/07/18
Occupational Health and Safety Seminar	Ministry of Social Protection	
Communication in the Office	Public Service Ministry	02/10/17-06/10/17
Occupational Health & Safety	Public Service Ministry	31/10/17
Occupational Safety & Health	Public Service Ministry	02/11/17
Induction/Orientation	Public Service Ministry	07/11/17-09/11/17

Miscellaneous Matters

1. A medical outreach was held on **July 14, 2017**. Employees received medical treatment in the following areas:
 - Blood Pressure Testing
 - Blood Sugar testing
 - BMI & Nutrition
 - Counselling
 - Mental Health
 - HIV Testing

2. The staff participated in a National Tree Planting exercise on **September 30, 2017** in the Perservance Housing Scheme situated on the East Bank of Demerara.

3. In recognition of Breast Cancer Awareness Month, the Fridays were designated as “wear pink day” to support persons affected by breast cancer.

4. A Long Service Award ceremony was held for employees who have the agency 10 years & over on November, **November 10, 2017**

5. The agency holds monthly Prayer and Praise activity for the employees.

2.8 MANAGEMENT INFORMATION SYSTEM

The MIS department is responsible for providing computer and technology related support to all CH&PA departments and locations. This support involves analyzing each department's hardware, software and communication needs and providing solutions that will not only benefit the department and enhance its' ability to function, but to incorporate these needs into a comprehensive solution that will benefit the Organization as a whole.

Activities

For the year of 2017 the Management Information System had various ongoing activities that were carefully planned and aligned with the functions of the Central Housing and Planning Authority with the uses of new technological implementations and strategies. Some of these included the ongoing uses of CH&PA's website, the implementation of new hardware and software services, and deployment of new networked services and the purchasing of new computer related devices. In the proceeding sections you will be able to find more information on the ongoing activities that are relative to the Management Information System Department and its primary role at ensuring the agency's demands are met through the uses of technological solutions.

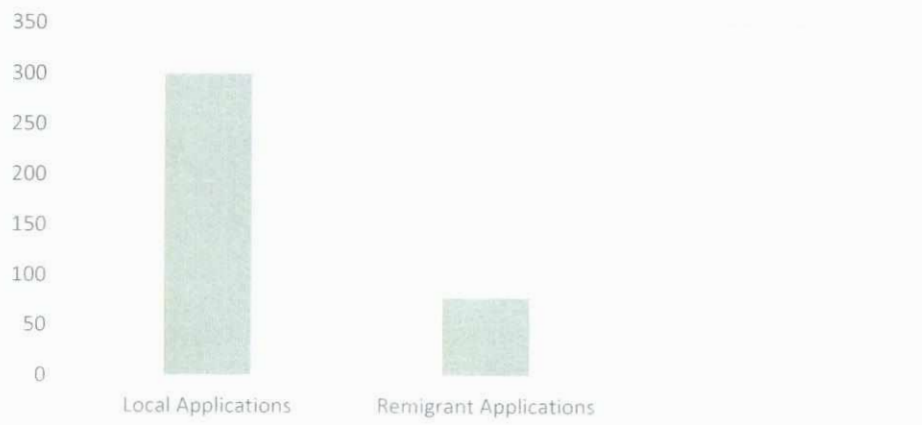
CH&PA Web Services

The Central Housing and Planning Authority through its MIS department made several critical services available with the uses of its website (www.chpa.gov.gy), which allow users to, inter alia, apply online (local residents and remigrants/overseas based Guyanese), check their online application status, and make house-lot related enquiries. The website also serves as a key medium of information, allowing users to gain access to CH&PA's related information, such as news, ongoing activities, new interventions, pictures and videos.

Online Application Service

With CH&PA's online application service, applicable to every Guyanese, saves both the time and money that is spent to travel to the local offices to purchase an application form. This service is designed to allow applications for house lots and related housing solutions to be completed at the comfort of one's own home and preferable location. Outlined in the graph below are the total number of applications related to both local and remigrants using CH&PA's online application service.

Local and Remigrant applications for the year of 2017



Please see table below that summarizes this statistical information relative to CH&PA's online application service.

Year	Local Applications	Remigrant Applications
2017	300	78

Website Statistics

The Agency's website had numerous ongoing activities, which are collected on a regular basis for ensuring the website's functionality and effectiveness in meeting the demands of the general public. This information is gathered from statistical tools that establishes information that includes, unique visitors, number of visits to the website, pages visited, etc. Please see the table below that briefly outlines the relative information.

Year	Unique Visitors	No. of Pages visits	Hits	Bandwidth
2017	100,128	166,601	863,102	2,839,523 87.78GB

Support Services

The Management Information System Department is also geared towards meeting all user requests for assistance in resolving all computer related issues, managing and maintaining and upgrading CH&PA's network infrastructure, management and maintenance of all network, server and computer related equipment. For the 2017 year the MIS department provided a total of 2,685 support services, which includes hardware/software and network support, maintenance services, etc. The table below

further elaborates on the relevant areas of support services offered by the MIS department.

Service Type	Year 2017
Hardware Support	1125
Software Support	816
Network support	321
Administrative	254
Maintenance	112
Reporting	57
Total	2685

New Services implemented for the year of 2017.

The MIS System department made various new changes which included such things as decommissioning and replacement of server machines, implementation of new network hardware, design and implementation of a new network infrastructure, etc. These activities of 2017 have been further elaborated upon in the proceeding sections.

- **Primary server replacement (Domain Controller) for CH&PA.**

The MIS department had determined that the domain controller that was in use for the agency had to be replaced and decommissioned mainly because of unsupported hardware components and malfunctions that were occurring unexpectedly, resulting in a few instances of downtime. This new change was very pivotal for ensuring that the agency's user accounts be managed and maintained, security of file resources in ensuring that integrity be maintained, the establishment of computer controlled policies for ensuring security of all computer systems and defining permissible actions.

- **Planning for the implementation of a new Hardware Firewall solution.**

The Central Housing and Planning Authority was using an outdated firewall solution, which was no longer sufficient for the agency's needs and warranted an urgent response in a replacement. As such the Management Information System department saw this an important factor for the security of the agency's informational resources and had recommended the purchase of a new hardware firewall solution that would be able to meet the demands of the Agency and its regional offices.

- **Enhanced Internet Services Provisioning for CH&PA's central, regional and special projects' offices.**

The MIS department established the need for a new internet communications link, which will better be able to meet the Agency's demands for its uses of internet services. This need was met with the provisioning of internet services from the NDMA (National Data Management Authority), which greatly improved upon the performances and experiences when compared to the previous provider (GTT). This service is highly demanded, since the agency has regional offices in the various regions of Guyana that requires a dedicated connection to the main office for accessing internal informational resources.

- **Implementation of a new network infrastructure for a newly acquired building for the Central Housing and Planning Authority.**

CH&PA, in 2017, acquired a new location which encompasses the Projects Unit, a new procurement unit and the M&E unit. This required the implementation of a new network infrastructure that would ensure that network connectivity to all informational resources for these departments be accessible and the continuity of work was maintained.

- **Implementation of new software solutions.**

A primary, important role of the MIS department is understanding the needs of the other departments which is often accomplished by carefully planned meetings and assessments. Since the development of the Land Management System software, which serves as the Agency's primary software solution for comprehensively meeting the needs of the agency as it serves the general public, various ongoing amendments were completed in the year of 2017. These newly mentioned changes that were reflected in the design of this core software included various new modules that were devised for accomplishing the agency's newly founded projects and promotions, some of which included the housing solutions and beyond 2017, and the most notable discount promotion that took place for the country's 50th Anniversary. Finally a new addition to the Land Management System was a module, for which its primary goal was to meet the new demands of the Planning department in a concise and efficient manner.

The Management Information system, encompassed with its team of experts in various areas of Information Communications Technology is primarily focused and committed to meeting the agency's demands in serving members of the public by devising new solutions as the need arises and aids to ensure that the goals of the Central Housing and Planning Authority be met in a time effective manner.

1. APPENDIX – DRAFT FINANCIAL STATEMENTS

Audit of 2017 financial statements is currently in progress.

CENTRAL HOUSING AND PLANNING AUTHORITY

DRAFT- FINANCIAL STATEMENTS AS AT 31 DECEMBER 2017

CENTRAL HOUSING AND PLANNING AUTHORITY

31 DECEMBER 2017

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CENTRAL HOUSING AND PLANNING AUTHORITY

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2017

	Notes	2017 G\$000	2016 G\$000
ASSETS			
Non-Current			
Property, Plant and Equipments	12	110,481	69,700
Investments	3	3,148,784	4,241,132
		<u>3,259,265</u>	<u>4,310,832</u>
Infrastructural Works:			
Land for Development	4	3,000,000	3,500,000
Housing Infrastructure Projects	5	4	726,768
Capital Funded Projects	6	1,301,266	1,626,581
		<u>7,560,535</u>	<u>10,164,181</u>
Current Assets			
Inventory	7	7,272	5,252
Work In Progress	8	886,291	604,494
Revolving Fund Loan	9	725,495	1,706,351
Receivables & Prepayments	10	3,001,163	1,001,163
Cash and Bank	13	367,081	1,660,370
		<u>4,987,302</u>	<u>4,977,630</u>
TOTAL ASSETS		<u>12,547,837</u>	<u>15,141,811</u>
EQUITY AND LIABILITIES			
Capital and Reserves			
MOF Contributions - Capital Projects		6,588,682	7,413,996
MOF Contributions - Low Income Houses		50,000	50,000
MOF Contribution - Low Income Revolving Loan		2,000,000	2,000,000
Accumulated Surplus		3,395,020	5,221,490
		<u>12,033,702</u>	<u>14,685,486</u>
Non-Current Liabilities			
Deferred Income	14	9,676	9,676
Long Term Liabilities (GOG/VIF H/F)	15	290,485	290,485
Contractor's mobilization advance		16,672	
Payables and Accruals		197,302	156,164
		<u>514,135</u>	<u>456,325</u>
TOTAL EQUITY AND LIABILITIES		<u>12,547,837</u>	<u>15,141,811</u>

The notes on pages 8 - 17 form an integral part of these financial statements

CENTRAL HOUSING AND PLANNING AUTHORITY

STATEMENT OF PROFIT OR LOSS

FOR THE YEAR ENDED 31 DECEMBER 2017

INCOME	2017	2016
	GS000	GS000
Sale of Land	580,561	1,935,194
Rental	709	570
Building Application Fees	12,853	13,319
Transport Processing Fees	10,875	18,539
Sale of Application Forms	4,782	5,305
Sale of Low Income Houses	-	190
Sale of Duplex	3,820	
Profit from Sale of Houses (1000 Homes Project)	156,156	(5,725)
Survey Fees	3,310	5,423
Other Income	129,019	151,129
Infrastructure Projects - GoG	825,315	825,315
Total Income	1,727,400	2,949,259
EXPENDITURE		
Housing Fund Projects	949,668	630,127
GoG Housing Projects	-	-
Cost of Land	500,000	500,000
Employment Costs	387,284	345,655
Stipend/Honorarium	19,433	21,238
Repairs and Maintenance	36,963	15,182
Advertisement	20,275	6,681
Legal Fees	4,789	6,637
Security	3,844	7,207
Utilities	30,144	16,309
Travelling & Subsistence	35,402	31,888
Fuel & Lubricants	9,717	7,724
Board Expenses	5,698	4,942
Depreciation	32,520	32,618
Office Materials & Supplies	15,004	13,764
Finance Charges	5,707	4,020
Other Administrative Expenses	60,390	28,885
Refunds to Allottees	62,719	127,665
IDB Hinterland Project	(2,887)	6,226
Expenditure on Low Income Houses	28,946	838
Expenditure on GoG Special Projects	726,763	7,614
Construction of Duplexes & Single Units	255,191	-
Housing Exhibition	28,555	-
Jubilee Subsidies	12,429	-
Expenditure on Existing Housing Scheme	325,315	325,315
	(3,553,869)	(2,140,535)
(Deficit)/Surplus for the Year	(1,826,469)	808,724

The notes on pages 8 - 17 form an integral part of these financial statements

CENTRAL HOUSING AND PLANNING AUTHORITY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	GS000	GS000
Operating Activities		
Operating (Deficit)/Surplus	-1,826,469	808,724
Adjustment for:		
Interest Received	(112,733)	(137,151)
Depreciation	32,520	32,618
(Increase)/Decrease in Debtors and Prepayments	(2,000,000)	1,573
(Increase)/Decrease in Work In Progress	(281,797)	(64,521)
(Increase)/Decrease in Stock	(2,020)	6,068
Increase/(Decrease in Creditors)	57,810	37,114
Net Cash Inflow from Operating Activities	(4,132,689)	684,425
Investing Activities		
Interest Received (Returns from Investment)	112,733	137,151
Infrastructural Works	1,552,074	832,930
Movement in Fixed Assets	(73,300)	(13,000)
Revolving Fund Loan	980,856	(20,072)
Fixed Deposits	1,092,348	(104,346)
Net Cash Flow from Investing Activities	3,664,711	832,663
Financing Activities		
Long Term Liabilities (GOG/VIF/H/F)	-	823
MOF Contributions - Capital Projects	(825,315)	(825,315)
Net Cash Flow from Financing Activities	-825,315	-824,492
Net Movement in Cash and Cash Equivalents	-1,293,293	692,596
OPENING CASH AND BANK BALANCE	1,660,373	967,777
CASH AND BANK BALANCE	367,080	1,660,373

The notes on pages 8 - 17 form an integral part of these financial statements

CENTRAL HOUSING AND PLANNING AUTHORITY

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2017

	Retained Earnings	MOF Contributio n Capital Projects	MOF Contribution Low Income Houses	MOF Contributio n Low Income Revolving
<i><u>Year Ended 31 December 2016</u></i>				
Balance at 1 January 2016	4,412,766	8,239,312	50,000	2,000,000
Movements in 2016	-	(825,315)	-	-
Surplus for the year	808,723	-	-	-
Balance as at 31st December 2016	<u>5,221,489</u>	<u>7,413,997</u>	<u>50,000</u>	<u>2,000,000</u>
<i><u>Year Ended 31 December 2017</u></i>				
Balance at 1 January 2017	5,221,489	7,413,997	50,000	2,000,000
Movements in 2017	-	(825,315)	-	-
Deficit for the year	(1,826,469)	-	-	-
Balance as at 31st December 2016	<u>3,395,020</u>	<u>6,588,682</u>	<u>50,000</u>	<u>2,000,000</u>

The notes on pages 8 - 17 form an integral part of these financial statements

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

1. Background of Entity

The Central Housing and Planning Authority (CH&PA), was established in 1948, vide the Housing Act, Chapter 36:20, to address the housing needs of the citizens of Guyana. The Agency, which is under the purview of the Ministry of Communities, has the following primary objectives:

- 1 Divestment of Government land to eligible Guyanese for residential use.
- 2 Development of housing schemes and regularization and upgrade of squatter settlements.
- 3 Orderly and progressive development of Land, Cities, Towns, Urban and Rural areas.
- 4 Granting security of tenure, (Transports and Certificates of Title to Land).
- 5 Preparation of development plans for urban centers.
- 6 Provision of services (access roads, internal road networks, water distribution networks, drainage, electricity).
- 7 Collaboration with stakeholders for the development of sustainable communities.

2. Basis of Accounting

(a) The financial statements have been prepared in accordance with International Financial Reporting Standards (IFRS), and are stated in Guyana Dollars. These financial statements have been prepared on an accrual basis.

(b) *Standards, amendments and interperations that are not yet effective in current year and either not relevant or which has no material impact on the company's financial reporting.*

IFRS 9 Financial Instruments: Classification and Measurement- Amendments (1 January 2018)

IFRS 10 Consolidated Financial Statements- Amendments (1 January 2016)

IFRS 11 Joint Arrangements - Amendments (1 January 2016)

IFRS 15 Revenue from Contracts with Customer- Amendments (1 January 2017)

IAS 1 Amendments to IAS 1 - Statement of Comprehensive Income

IAS 27 Separated Financial Statements- Amendments (1 January 2016)

(c) *The Standards and amendments that are effective in the current year and has material impact on the Company's financial reporting.*

IAS 1 Presentation of Financial Statements- Amendments (1 January 2016)

IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors

IAS 16 Property, Plant and Equipment- Amendments (1 January 2016)

IAS 36 Recoverable Amount Disclosures for Non Financial Assets

IAS 19 Amendments to IAS 19 - Employee Benefits

IFRS 13 Fair Value Measurement

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

- (d) *The standards and amendments that are effective in the current year and expected to have to no material impact on the Company's financial reporting.*

Amendments to IFRS 10, IFRS 12 and IAS 27 - Investment Entities
IAS 32 Offsetting Financial Assets and Liabilities - Amendments
IAS 36 Recoverable Amount Disclosures for Non Financial Assets - Amendments
IFRS 12 Disclosures of Interest in Other Entities
IAS 27 Separate Financial statements
IAS 28 Investments in Associates and Joint Ventures
IFRIC 21 - Levies

(e) **Foreign Currency Transaction**

Transactions involving foreign currencies are translated at the exchange rates at the dates of these transactions. At the date of the Statement of Financial Position all assets and liabilities denominated in foreign currencies are translated into Guyana dollars at the exchange rates ruling at that date. Gains and losses arising from the settlement of and from the translation of monetary assets and liabilities denominated in foreign currencies are recognized in the Statement of Comprehensive Income.

(f) **Cash and Cash Equivalents**

Cash and cash equivalents are held for the purpose of meeting short term cash commitments rather than investments or other purposes. These are readily convertible to a known amount of cash, with maturity dates of 3 months or less.

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

2. SIGNIFICANT ACCOUNTING POLICIES Cont'd

(g) Revenue Recognition

Revenue and expense are recognised on an accrual basis.

(h) Non-Current assets and Depreciation

Freehold land and buildings held for use in the supply of services and for administrative purposes are stated in the statement of financial position at their revalued amounts. Revalued amounts are taken as the fair value of the date of revaluation less subsequent accumulated depreciation and any impairment loss.

Any revaluation increase arising on the revaluation of such land, buildings and equipment is credited to revaluation reserve.

Depreciation of other non-current assets other than freehold land is calculated on the straight line method at rates sufficient to write off the cost or revaluation of these assets to their residual values over their estimated useful lives as follows:

Motor Vehicles	20%
Fixtures	20%
Equipment	20%

(i) Inventories

These are revalued at the Lower of Cost and Net Realizable Value using primarily the First in First Out Cost method.

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

2. SIGNIFICANT ACCOUNTING POLICIES Cont'd

(j) Taxation

Provision for deferred corporation tax is computed using the liability method, for all temporary differences arising between the tax bases of the assets and liabilities and their carry values for financial reporting purposes. The current enacted tax rate is used to determine deferred income tax.

The principal temporary differences arise from depreciation of property and equipment and tax losses carried forward. Deferred tax assets relating to the carry forward of unused tax losses are recognized to the extent that it is possible that future taxable profit will be available against which the unused tax losses can be utilized.

(k) Revaluation Reserve

Surplus and Disposals on revalued non-current assets are debited and credited to this account.

Surplus and Deficit on revalued non-current assets are debited and credited to this account.

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

3. Investments

Investments represents surplus funds invested in a mix of fixed deposit accounts and savings accounts at commercial banks and the amount shown in the Statement of Financial Position represents the balances in the said accounts as at 31/12/2017.

	2017	2016
	G\$000	G\$000
Demerara Bank	2,861,351	3,364,003
Republic Bank Ltd.	-	20,183
Citizens Bank Fixed Deposit Account	287,206	856,946
	3,148,557	4,241,132

4. Land for Development

Land for Development represents land purchased from GUYSUCO for housing development and is shown at cost in the Statement of Financial Position.

Opening Balance	3,500,000	4,000,000
Written off to Statement of Income and Expenditure	(500,000)	(500,000)
Closing Balance	3,000,000	3,500,000

5. Housing Infrastructure Projects

In 2010 and 2012 the Authority received G\$4.730B and G\$1.5B, respectively as subvention from the Government of Guyana for infrastructural development in the housing sector. The G\$727M represents the balance remaining to be spent from the said subventions as at 31/12/2017

Opening Balance	726,768	734,382
Bank Interest Earned	-	-
Transferred to Statement to Income and Expenditure	(726,763)	(7,614)
Closing Balance	5	726,768

6. Capital Funded Projects

The G\$3.253B represents subvention received from the government over the years for Capital Infrastructural Works. This amount will be written off to the Statement of Income and Expenditure over a ten years period.

Opening Balance	1,626,581	1,951,896
Written off to Statement of Income and Expenditure	(325,315)	(325,315)
Closing Balance	1,301,266	1,626,581

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

7. Closing Stock	2017 G\$000	2016 G\$000
Closing stock relates to inventory held as at 31st December, 2017 for the 1000 Homes Project Storage at Perseverance, EBD. Closing Stock is stated at lower of cost or net realizable value in accordance with IAS 2		
Closing Stock	7,272	5,252
Closing Balance	7,272	5,252

8. Work In Progress

Work In Progress stated in the Statement of Financial Position is calculated in accordance with IAS 2 and represents all directly attributable cost incurred as at 31/12/2017 in the construction of houses in the 1000 Homes Project at Perseverance, EBD.

WIP Valuation

Opening WIP	604,494	539,973
Add: Opening Stock	5,252	11,320
Add: Opening Prepayments	-	1,736
Add: Purchases 2017	166,433	64,416
Add: Creditors	-	4,814
Less: Closing Inventory	(7,272)	(5,252)
Less: Prepayments	-	(163)
Cost of Inventory used in construction of houses	768,907	616,844
Plus: Labour cost	125,546	66,492
Plus: Employment Cost	19,837	17,917
Plus: Misc Cost	44,645	13,736
Less: Stock Write down	-	(395)
Less: Cost of Sales & Other expenditure	(72,644)	(110,100)
Total Work In Progress	886,291	604,494

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

9. Revolving Fund Loan	2017	2016
	GS000	GS000
Subvention of G\$2.0B received from the Government of Guyana for the establishment of a low income revolving fund loan facility. This amount is shown in the Statement of Financial Position plus bank interest earned to date.		
Opening Balance	1,706,351	1,686,279
Interest Earned	20,647	20,072
Transferred & Charges	(1,001,498)	-
Closing Balance	<u>725,500</u>	<u>1,706,351</u>
10. Debtors & Prepayments		
Deposit - GPL	1,000	1,000
Debtors	1,000,000	1,000,000
Prepayments - 1000 Homes Project	163	163
Payment- Guysuco	2,000,000	-
Closing Balance	<u>3,001,163</u>	<u>1,001,163</u>
11. Payables & Accruals		
Prepayments received on turn key houses & Model Village	197,302	151,350
Material accrued	-	4,814
Closing Balance	<u>197,302</u>	<u>156,164</u>

CENTRAL HOUSING AND PLANNING AUTHORITY
NOTES ON THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017

12. Property, Plant and Equipments

	Motor Vehicles G\$000	Fixtures G\$000	Equipments G\$000	Total G\$000
<u>Cost/Valuation</u>				
At 1 January 2016	104,422	64,321	80,348	249,091
Additions	25,170	28,725	19,405	73,300
At 31 December 2017	<u>129,592</u>	<u>93,046</u>	<u>99,753</u>	<u>322,391</u>
<u>Depreciation</u>				
At 1 January 2017	69,280	53,853	56,258	179,391
Charge for the Year	16,688	6,836	8,996	32,520
At 31 December 2017	<u>85,968</u>	<u>60,689</u>	<u>65,254</u>	<u>211,911</u>
<u>Net Book Values</u>				
At 31 December 2016	<u>35,142</u>	<u>10,468</u>	<u>24,090</u>	<u>69,700</u>
At 31 December 2017	<u>43,624</u>	<u>32,357</u>	<u>34,499</u>	<u>110,480</u>

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
13. Bank & Cash Balances	G\$000	G\$000
Citizens Bank Current Account	(621)	943,253
RBL Current Account	34,434	171,435
NBIC GOG/VIF Account	16,412	49,739
RBL GoG Capital Account	5,184	5,184
Citizens Bank Revolving Fund Account	245,090	112,023
GBTI Current Account	54,770	46,243
Citizens Bank Savings	2,209	2,198
GBTI Savings Accounts	9,022	1,056,478
Petty Cash Account	565	565
Stamp Imprest	20	20
Cash balance disclosed seperately under <i>Note "5"</i>	(4)	(726,768)
	<u>367,081</u>	<u>1,660,370</u>

14. Deferred Income

The Deferred Income in the Statement of Financial Position as at 31/12/2017 is in relation to Motor Vehicles that were transferred to the Authority during the year. The said Motor Vehicles were valued and brought into the accounts of the Authority.

Opening Balance	9,676	9,676
Transferred to Income and Expenditure Account	-	-
Closing Balance	<u>9,676</u>	<u>9,676</u>

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

15. Long-Term Liabilities (GoG/VIF H/F)

	2017	2016
	GS000	GS000
Opening Balance	290,485	289,662
Amount Transferred during the year	0	823
	290,485	290,485
	290,485	290,485

16. Related Party Transactions and Other Disclosures

(a) Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial or operating decisions.

There were no related party transactions for the year ending 31st December, 2017

(b) Other Disclosures

(i) Stipend paid to Board Chairman and Directors.

	2017	2016
	GS000	GS000
Chairman	71	96
Board Directors	1,044	1,155
Total	1,115	1,251
	1,115	1,251

(ii) Key Management Personnel

Key management personnel are those persons having authority and responsibility for planning, directing, and controlling the activities of the entity, directly or indirectly, including any directors (whether executive or otherwise) of the entity. (IAS 24.9).

Chief Executive Officer	6,927	5,140
Director of Projects	5,426	4,217
Director of Operations	7,048	6,659
Director of Finance	3,568	3,006
Director, Community Planning and Development	4,808	4,204
Head, Information Communication Technology	2,859	4,706
Chief Development Planner	5,965	4,514
Total	36,601	32,446
	36,601	32,446

17. Surplus/(Deficit) from Sale of Houses (1000 Homes Project)

Income From Sale of Houses	228,800	105,600
Cost Of Sales	(72,644)	(110,100)
Gross Profit	156,156	(4,500)
Other Project Related Expenses	-	(1,225)
Net Profit	156,156	(5,725)
	156,156	(5,725)