HPHA CALENDAR YEAR 2009
RECOGNITION AWARD
1ST QUARTER

HIGH PERFORMERS

Kim-Michele "Kamalani" Rodrigues-Ontai
Public Housing Specialist II, Asset Management Project:
Kalakaua and Palolo Homes (AMP 34 / 50)

As a Public Housing Specialist II, Ms. Rodrigues-Ontai has accepted the duties and responsibilities as the Deputy Area Manager to assist the Area Manager in the day-to-day management and operations of Kalakaua and Palolo Homes. Her leadership and teamwork skills have been recognized by her supervisor in spite of the difficulties of not having a full management team of administrative and maintenance staff. Approximately 490 elderly/handicapped/disabled tenants and 210 families are located at two different sites. By working with the maintenance and administrative staff AMP 34/50 received the highest cumulative rating on the Real Estate Assessment Center (REAC) scores in 2008 for HPHA for Kalakaua. In addition, the both Kalakaua and Palolo Homes have consistently had a 95% or higher average occupancy rate and 98% collections. Ms. Rodrigues-Ontai's, diligence and leadership display the true meaning of "Service to Public".

PROJECT/TEAM AWARD

Janice Mizusawa, Public Housing Supervisor V
Boyd Richardson, General Construction Supervisor I
Clarence Akui, Building Maintenance Worker I
Nelson Abe, Building Maintenance Worker I
Kathy Hirota, Social Services Assistant IV
Louise Kaneshiro, Office Assistant IV

Asset Management Project:
Kalakaua (AMP 34)

On December 12, 2008, 6:00 p.m., while the Island of Oahu, was under a flash flood warning, experiencing thunder, lightning, heavy rain and an island blackout, Kalakaua staff reported to work. Staff members worked until 2:30 a.m. Saturday, December 13, 2008. Staff members returned to the property at 6:00 a.m. and worked with high voltage specialists until it was determined that one of the 500 kVA transformers was faulty and an emergency generator was required. The Hawaiian Electric Company was unable to assist, because the 500 kVA transformer was owned by the State of Hawaii. Staff coordinated the delivery, maintenance and temporary hook-up of the emergency generator where 211 residential units received power around 4:00 p.m., Saturday, December 13 and the remaining 150 unit received temporary electrical power by 9:00 p.m., that evening. During the day, staff members worked to notify residents of the situation, checked on the residents that required medical or additional assistance, worked to clean out the flooded offices and areas of one residential building and planned food service for residents without electrical service. On December 19, 2008, staff coordinated the installation of a replacement transformer from the University of Hawaii and disconnection of the temporary generator with WASA Electrical. The dedication and performance of the staff members reflects great credit upon on the Project and the Hawaii Public Housing Authority.

CALENDAR YEAR 2008
EMPLOYEE RECOGNITON AWARDS
HIGH PERFORMERS

First Quarter

Mannix Tesoro, Building Maintenance Worker I, Asset Management Project: Mayor Wright Homes/ Kamehameha / Kaahumanu Homes

Second Quarter

Dean Sacramed, Building Maintenance Worker II, Asset Management Project: Kauai

Clarence Akui, Building Maintenance Worker I, Asset Management Project: Kalakaua Home, Makua Alii & Paoakalani

Third Quarter

Michael J. Hee, Property Management Supervisor

Karen Oshiro, Secretary, Section 8 Branch

Fourth Quarter

Pui San "Shandy" Ng, Homeless Program Assistant, Homeless Programs Branch

Vanessa Lau, Fiscal Officer, Fiscal Management Office

Avi Murakami, Account Clerk, Fiscal Management Office

Rene Ramos, Building, General Laborer I, Asset Management Project: Mayor Wright Homes/ Kamehameha / Kaahumanu Homes

CALENDAR YEAR 2008
EMPLOYEE RECOGNITION
TEAM AWARDS

First Quarter:

Asset Management Project Maui

Ione Godsey, Public Housing Supervisor V

Johnette Kaai, Public Housing Supervisor II

Paula Banks, Public Housing Specialist II

Myra Awai, Social Service Aide IV

Milton Kekiwi, Building Maintenance Worker II

Armando Habon, Building Maintenance Worker I

Mark Redman, Building Maintenance Worker I

Richard McGurn, Building Maintenance Worker I

Rory Camara, General Laborer II

Gregory Puaoi, General Laborer I

Marianto Alavazo Sr., 19 hr Tenant Aide (General Laborer I)

Procurement Office

Barbara Arashiro, Procurement Officer

Rick Sogawa, Contract Specialist

Michelle Kim, Contract Specialist

Phyllis Ono, Contract Specialist

Jonathan Kam, Property Management Specialist

Gary Ito, Purchasing Technician

Estrelita Nazarchyk, Office Assistant

Leslie Suekuni, Office Assistant

Gary Fujiwara, Stores Clerk

Approved by the Executive Director C1
May 21, 2009

FOR ACTION

SUBJECT: To Authorize the Executive Director to Hold Public Hearings on Proposed Changes to the Hawaii Administrative Rules to Prohibit the Admission of Registered Sex Offenders and Persons Convicted of Manufacturing, Producing or Distributing Methamphetamines in State Public Housing

I. FACTS

A. Currently, the Hawaii Public Housing Authority's (HPHA) State Public Housing projects do not prohibit the admission of sex offenders or persons convicted of manufacturing, producing or distributing methamphetamines into State housing.

B. The Hawaii Administrative Rules (HAR) Sections 15-193-21(5) and (6) for State Assisted Housing Projects require that to be eligible for state public housing, an applicant and household members shall, among other things:

> "Not have a record of conduct or behavior <u>within three years</u> of the projected date of admission which may be detrimental to the project, its tenants, or employees; and
>
> <u>Not have a recent history</u> of criminal activity involving crimes to persons or property or other criminal acts that may adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents." (Underlining added for emphasis).

C. Under the current HAR 15-193-21(5) and (6) for State Assisted Housing Projects, if an applicant is a convicted sex offender or has manufactured, produced or distributed methamphetamines but meets the criteria mentioned above, the applicant will be admitted into State Public Housing.

II. DISCUSSION

A. In order to support safer communities, the staff is recommending that the State housing program adopt similar rules as the Federally Assisted Housing program, which has lifetime bans for methamphetamine and sex offender crimes.

B. Under HAR 17-2028-22 Federally Assisted Housing Projects - Eligibility for Admission and Participation states, "(a) To be eligible for participation in the program, applicant and household members shall meet all of the requirements of the pre-application and final-application phases as set forth below:

(k) Not have been convicted in the manufacture, production, or distribution of methamphetamines; and
(l) Not subject to lifetime registration requirements under any state sex offender's registration program."

The two exclusions would be added to the following sections of Hawaii Administrative Rules:

Chapter 15-186, State-Aided Elderly Public Housing Projects, Section 15-186-21, Eligibility for Admission

Chapter 15-193, State-Aided Family Public Housing Projects, Section 15-193-21, Eligibility for Admission

III. RECOMMENDATION

That the HPHA Board of Directors authorize the Executive Director to hold public hearings on the proposed revisions to the Hawaii Administrative Rules for State Public Housing to prohibit sex offenders and persons convicted of manufacturing, producing and distributing methamphetamines in State Public Housing.

Prepared by: Stephanie Fo, Property Management & Maintenance Services Branch Chief SF

Approved by the Executive Director C7
May 21, 2009

FOR ACTION

SUBJECT: To Approve to Continue Listing the Hana Parcel (TMK 2-1-3-9:9), located at 2890 Hana Highway, at the Current Asking Price, Until the Completion of a Formal Appraisal

I. FACTS:

A. The Board of Directors of the Hawaii Public Housing Authority (HPHA) authorized the marketing of the 6.824 acres of vacant land located in Hana (TMK 2-1-3-9:09).

B. The HPHA acquired the services of Hana Coast Realty, Inc. to market the parcel. Hana Coast Realty, Inc. indicated that the parcel had a market value of $600,000. The HPHA (formerly known as Hawaii Housing Authority) acquired the parcel for $275,000 in 1991.

C. In May 2009, Hana Coast Realty, Inc. received two offers to purchase the property. The initial offer to purchase the parcel was for $300,000, the second for $350,000. Because both offers were approximately half the asking price and were only for a limited time period, staff could not accept either offer.

D. Hana Coast Realty, Inc. indicated that because of the current financial market conditions the demand for the parcel is limited at this time.

E. A review of the real property tax information of adjacent parcels of similar size shows the assessed land values from $300 (because of agricultural zoning) to $691,000. Three of the five parcels have buildings with assessed values in excess of $500,000. Two parcels, including the HPHA's, are vacant.

II. DISCUSSION

A. The HPHA has no current plans for the development of the Hana parcel.

B. The Board of Directors has indicated that they wish to dispose of this asset that is not associated with the operations of public housing.

C. Because of the current financial and real estate markets, the sale of the parcel at the current asking price may take time.

D. The HPHA recommends that the Board of Directors consider setting a minimum sales price that the Executive Director can accept.

E. The 2009 Legislature passed SB 1677 and is pending enactment by the Governor. This bill requires that any sale or gift of State land (other than to another State agency) be approved by a vote of 2/3 of each house of the Legislature. The enactment of bill will delay or prevent the sale by the HPHA of the parcel of land in Hana.

III. RECOMMENDATION

The staff recommends the following:

A. That the Board of Directors approve the continued listing of the Hana parcel at the current asking price of $600,000, until a formal appraisal can be completed; and

B. That the Board of Directors approve an adjustment to the asking price upon completion of the formal appraisal.

Prepared by: Michael J. Hee, Private Management Contracts Section Chief _____

Reviewed by: Stephanie Fo, Property Management & Maintenance Services Branch Chief _____

Reviewed and Approved by the Executive Director CT
May 21, 2009

FOR ACTION

SUBJECT: To Approve and File With the Office of the Lieutenant Governor Changes in the Definition of "At-risk Homeless and Other House Keeping Revisions in §17-2026, Hawaii Administrative Rules, Homeless Programs

I. FACTS

A. The Hawaii Administrative Rules implements, interprets, or prescribes law or policy, or describes the organization, procedure or practice requirements of any State government agency.

B. In October 2004, Chapter 2026 of Title 17, Hawaii Administrative Rules, entitled Homeless Programs, was adopted.

C. The rules were adopted when the Homeless Programs was operated by the Housing and Community Development Corporation of Hawaii (HCDCH) within the Department of Human Services, hence there are numerous references to HCDCH and the "corporation".

D. The Homeless Assistance Act provides in §356D-122 (b) HRS: The authority shall adopt rules pursuant to chapter 91 for the purposes of this part; provided that these rules or any rules relating directly to homelessness authorized by any statute, shall be exempt from the public notice, public hearing, and gubernatorial approval requirements of chapter 91, and shall take effect immediately upon filing with the office of the lieutenant governor.

II. DISCUSSION

A. The Homeless Programs desires to amend the Hawaii Administrative Rules, Chapter 2026 of Title 17, to delete the exclusion of exiting offenders who lack resources and supports to obtain access to housing from the definition of homeless at-risk and to correct other inaccuracies.

B. The amendments are in Ramseyer format wherein additions are underscored and deletions are placed within brackets.

C. The Administrative Rules were amended in the following areas:

1. Correct all references to "Housing and Community Development Corporation of Hawaii" and to "Corporation" and substitute "Hawaii Public Housing Authority" or "Authority", wherever applicable.

2. Adjust the definition of "At-risk homeless" which means families or individuals who are in jeopardy of becoming homeless within the next forty-five days from institutions, [not including prisons or jails,] in which they have been residents for more than thirty consecutive days; and
   (1) No subsequent residences have been identified; and
   (2) They lack the resources and support networks needed to obtain access to housing.

3. Other minor changes were made to correct inaccuracies.

D. The proposed administrative rules were reviewed by the Attorney General's Office and their revisions were incorporated into the rules.

III. RECOMMENDATION

That the HPHA Board of Directors approve the filing of amended administrative rules governing Homeless Programs with the Office of the Lieutenant Governor.

Prepared by: Sandra J. Miyoshi, Homeless Programs Branch Administrator

HAWAII ADMINISTRATIVE RULES

TITLE 17

DEPARTMENT OF HUMAN SERVICES

SUBTITLE 5

HAWAII PUBLIC HOUSING AUTHORITY[HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII]

CHAPTER 2026

HOMELESS PROGRAMS

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§17-2026-101 Program description and purpose
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Subchapter 5 Housing Opportunities for Persons with AIDS Program

§17-2026-201 Program description and purpose
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§17-2026-301 Program description and purpose
§17-2026-302 Source of funds
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Subchapter 7 Emergency Shelter Grants Program

§17-2026-401 Program description and purpose
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Historical Note: Chapter 17-2026, Hawaii Administrative Rules, is based substantially upon Chapter 17-1199, Hawaii Administrative Rules, [Eff 3/10/93; R Oct 25, 1999], and Chapter 15-188, Hawaii Administrative Rules [Eff 10/25/99; R]

SUBCHAPTER 1

GENERAL PROVISIONS

§17-2026-1 Chapter purposes. The purpose of this chapter is to promulgate rules to:

(1) Provide a timely and appropriate response to

homelessness;

(2) Respond to the growing number of homeless families and individuals who are unable to find affordable units to rent; and

(3) Establish and govern the services and benefits that the authority[corporation] may provide for the homeless through homeless facilities.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b); SLH 1997, Act 350)]

§17-2026-2 Definitions. As used in this chapter:

"Administrative costs" means costs for general management, oversight, coordination, evaluation, and reporting of contracted services.

"AIDS" means acquired immunodeficiency syndrome.

"Applicant" means a family or individual who applies for participation in any program for the homeless under this chapter.

"Application" means the form used by a provider agency to obtain applicant information to determine whether an applicant is eligible to participate in any of the programs under this chapter.

"Authority" means the Hawaii Public Housing Authority.

"At-risk homeless" means families or individuals who are in jeopardy of becoming homeless within the next forty-five days or are being discharged within forty-five days from institutions[, not including prisons or jails,] in which they have been residents for more than thirty consecutive days; and

(1) No subsequent residences have been identified; and

(2) They lack the resources and support networks needed to obtain access to housing.

"Client costs" means costs directly benefiting a participant, through subsidy or purchase of services or supplies, which the participant receives directly.

["Corporation" means the housing and community development corporation of Hawaii.]

"Emergency shelter" means a homeless facility designed to provide temporary shelter and appropriate and available services to homeless families or individuals[for up to six weeks]. Emergency shelters are characterized by their short-term, walk-in nature, with the option for participants to enter into a case plan upon entry and community living quarters.

"Executive director" means the executive director of the [corporation]authority or the executive director's designated representative.

"Facility operator" means an organization managing or operating a homeless facility pursuant to the stipend program and may include the authority[corporation] or a provider agency.

"Family" means:

(1) Two or more persons who live or intend to live together as a unit, one of whom is a dependent, under nineteen years of age, related by blood, marriage, or operation of law, including foster children and hanai children; or

(2) A person who is pregnant or in the process of securing legal custody of a minor child or children.

"Grant program" means the state homeless emergency loans and grants program.

"Hanai child" means a person, under nineteen years of age, for whom an applicant has provided food, nourishment, and support and who is known as the applicant's child among friends, relatives, and the community.

"House rules" means rules which provide for the internal management of a homeless facility and which participants are required to follow.

"HRS" means the Hawaii Revised Statutes.

"Intake" means the form used by provider agencies to obtain participant information to coordinate or deliver effective supportive services, including but not limited to demographic information.

"Operating costs" means non-personnel costs

directly related to the operation and maintenance of a homeless facility or project under the state homeless programs and to the purchase of contracted services.

"Outreach program" means the state homeless outreach program.

"Participant" means a family or individual that is determined eligible for and receives shelter or services in any program for the homeless under this chapter.

"Personnel costs" means the costs incurred for operations or social services personnel in the provision of contracted services and includes salaries and wages, payroll taxes, and fringe benefits.

"Program" refers to any one of the state homeless programs.

"Program agreement" means all written agreements or documents which establish or modify the terms, conditions, rules, regulations, or any other provisions concerning the occupancy and participation at a homeless facility.

"Program assistance" means any emergency loan or grant authorized under the grant program.

"Program fees" means the consideration charged by facility operators to participants in payment for shelter and services at a homeless facility and may be considered rent for the purposes of welfare benefits.

"Sheltered homeless" means families or individuals who:

(1) Lack a fixed, regular, and adequate night-time residence; and

(2) Have a primary night-time residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations or that is an institution that provides a temporary residence for individuals intended to be institutionalized and not to include prisons or jails.

"Social services agreement" means the agreement signed between a provider agency and a participant which outlines specific terms and conditions the participant must satisfy in order to continue

participation in the program.

"Special needs" refers to the homeless population
that have particular needs, including but not limited to substance abusers, persons with mental illness, persons with HIV/AIDS, the elderly, the physically challenged, and runaway/throwaway youth.

"Stipend program" means the state homeless shelter stipend program.

"Supportive services" means services that are designed to address the needs of a participant, including but not limited to, case management, job training, housing search assistance and counseling, educational classes, life skills training, child care, transportation, and substance abuse counseling.

"Transitional shelter" means a homeless facility designed to provide temporary shelter and appropriate and available social services to homeless families or individuals for up to twenty-four months.

"Unsheltered homeless" means families or individuals who have a primary night-time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including beaches, parks, automobiles, and streets. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-3 Qualifying standards for provider agencies. (a) Any provider agency applying for participation in any of the programs under this chapter shall meet the following requirements:

(1) (A) Be a for-profit organization incorporated under the laws of the State; or

(B) Be a nonprofit organization determined by the Internal Revenue Service to be exempt from the federal income tax with a governing board whose members have no material conflict of interest and serve without compensation, with bylaws or

policies that describe the manner in which business is conducted, and with policies that relate to nepotism and management of potential conflict of interest situations;

(2) Have at least one year's experience with the project or in the program area for which the request is being made; provided that the authority may grant an exception where the organization applying for a program under this chapter has otherwise demonstrated the necessary experience or expertise in the program area; and

(3) Have no outstanding balances owing to the [corporation] authority except that the executive director of the [corporation] authority may grant exceptions for debts recently acquired and for debts which have an approved repayment plan.

(b) The [corporation] authority may further require qualified agencies to submit proposals, including but not limited to, information on the agency's background, position descriptions and staff resume, program plan and design, facilities or equipment, documentation proving control of facilities including leases or, deeds, financial standing and budget projections, health and safety policies, and grievance procedures, to determine which provider agencies shall receive funds for any program under this chapter.

(c) The [corporation] authority may require provider agencies to have a functioning accounting system that is operated in accordance with generally accepted accounting principles or have an entity that will maintain such an accounting system and may further require provider agencies to submit additional information to ensure proper and accurate accounting.

(d) Upon the commencement and completion of a contract, the authority[corporation] may require a provider agency to submit to the [corporation] authority a valid tax clearance certificate from the department of taxation and the Internal Revenue Service, when required

by state procurement law.

(e) Assistance may be provided to a contractor that is a primarily religious organization if the primarily religious organization agrees to provide all eligible activities under any program under this chapter in a manner that is free from religious influences and in accordance with the following principles:

(1) It will not discriminate against any person applying for services on the basis of religion and will not limit such housing or other services or give preference to persons on the basis of religion;

(2) It will exert no religious influence in the provision of supportive services; and

(3) It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-4 Selection of provider agencies. (a) The authority[corporation] may advertise the availability of funds for programs under this chapter in a newspaper of general circulation and/or through the internet using a state sponsored eprocurement system. [The]When the authority utilizes a [legal advertisement]procurement notice, it shall, at a minimum, provide public notice consistent with §3-141-407(b) HAR.

[(1) Give the location for obtaining proposal application packages, which will provide specific application requirements and guidelines; and

(2) Specify the time and the place for submitting completed proposals.]

(b) A provider agency applicant that applies for funding under the state homeless programs shall submit

a proposal that meets the requirements of [the request-for-proposal] the homeless proposal application form, and shall be submitted within the time period established by the authority[corporation].

(c) The proposal application for funding under the state homeless programs under this chapter, at a minimum, shall require the following information:

(1) Provider agency applicant data;

(2) A description of the proposed activities;

(3) A description of need for the proposed activities;

(4) A description of the number and characteristics of the persons who would be served by the proposed activities;

(5) A description of the facility that will be used and policies and procedures on occupancy standards, if applicable;

(6) A description of the provider agency applicant's grievance procedures; and

(7) The amount of funds being requested under the state homeless programs.

(d) Proposals received under a procurement notice by the deadline will be rated based on selection criteria provided in the procurement notice[request-for-proposal as determined by the executive director of the corporation]. The selection process may consist of the following:

(1) Review. Proposals may be reviewed to determine:

(A) Whether the proposal is adequate in time of submission, form, and completeness;

(B) Whether the provider agency applicant and the proposed population to be served are eligible under this chapter; and

(C) Whether the proposed activities are eligible for assistance under the program.

(2) Obtaining additional information. The provider agency applicant may be required by the authority[corporation] to submit additional project information that is necessary for clarification or confirmation

of the information in the proposal, as specified by the authority[corporation] in writing to the provider agency applicant. The required additional information shall be received in acceptable form by the deadline established by the authority[corporation]. The authority[corporation] reserves the right to remove any provider agency applicant from further consideration in the selection process, if the required additional information is not received in acceptable form by the established deadline.

(e) Proposals for funds will be assigned a rating score and placed in ranked order, based upon the criteria detailed in the proposal application. The rating criteria may consist of the following:

(1) Provider agency applicant capacity;

(2) Targeting;

(3) Need for the project and of the proposed target applicants to be served;

(4) Project plan and history of effective service delivery; and

(5) Financial capacity and cost effectiveness.

(f) If the authority[corporation] makes a procedural error in a funding competition that, when corrected, would warrant funding of an otherwise eligible proposal, the authority[corporation] will select that proposal for potential funding when sufficient funds become available.

(g) After a proposal has been selected for funding, any change that will significantly alter the scope, location, service area, objectives of an activity or the number of eligible persons served must be justified in writing to the authority[corporation] and approved by the authority[corporation].

(h) Each conditionally selected provider agency applicant for funding may be required to provide additional project information to the authority[corporation] as a prerequisite to a contract award from the authority[corporation].

(i) The authority[corporation] may negotiate an alternative contract amount with provider agencies

other than the amount stated in an agency's proposal, subject to available funds.

(j) The authority[corporation] shall, subject to available funds and resources, address all counties in which homeless families or people congregate or reside through the programs under this chapter. There shall not be a mandatory allocation among the counties.

(k) [If the request-for-proposal process fails to elicit a proposal to cover any significant geographic area, t]The authority[corporation] reserves the right to solicit a proposal from provider agencies serving unserved or underserved[that] areas.

(l) The authority[corporation] may also bypass the above procurement steps, pursuant to §356D-125, when responding to homeless situations which require prompt intervention, including contracting with a new provider agency selected by the executive director to ensure uninterrupted service when the provider agency steps in to take over services from another agency. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-5 Payments to provider agencies. (a) The authority[corporation] may make or may contract to make payments to a provider agency qualified under section 17-2026-3.

(b) The authority[corporation] shall specify the total amount of the contract and the amount of payments to be made to a provider agency in the provider agency's contract with the authority[corporation].

(c) The provider agency shall comply with the homeless program's administrative rules and contract obligations or payment may be withheld at the discretion of the authority[corporation].

(d) A provider agency may request payments by submitting a payment request in the form prescribed by the authority[corporation]. As applicable, the payment request shall include a computation of the funds requested, the contract reference number, and an attestation that the services for which the payment is

being requested are being and will be satisfactorily rendered and that all contractual obligations under the contract are and will be duly fulfilled.

(e) The authority[corporation] reserves the right to reallocate the portion of the awarded contract amount that was unearned or unexpended on a timely basis.

(f) The authority[corporation] shall withhold a percentage of the total contract amount as final payment subject to compliance with all contract terms and conditions and satisfactory submittal of all reports.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-6 Indemnity and insurance. (a) The authority[corporation] and the State shall not be held liable for any claims, damages causes of actions, or suits resulting from any acts or activities of a provider agency.

(b) Provider agencies shall indemnify, defend, and hold harmless the authority[corporation], and their officers, agents, and employees from any liability, actions, claims, suits, damages, or costs arising out of or resulting from the acts or omissions of a provider agency, its officers, employees, agents, or subcontractors occurring in connection with activities under this chapter.

(c) Provider agencies shall obtain and keep in force general liability insurance and automobile insurance, for an amount as specified in the request-for-proposal and any additional amounts requested by the authority[corporation] as applicable. Provider agencies shall obtain insurance from a company authorized to conduct business in the State or an out-of-state company approved by the authority[corporation], and provide the authority[corporation] with a certificate of insurance to verify the existence of the insurance. The certificate shall be in the amount required and name

the Hawaii public housing authority[housing and community development corporation of Hawaii] as an additional insured. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-7 Performance reports. (a) A provider agency shall submit to the authority[corporation] a report describing the use of the funds received, including but not limited to the number of families and individuals assisted and the types of assistance provided.

(b) The authority[corporation] may require provider agencies to submit activity and financial reports in a form prescribed by the authority[corporation].

(c) The authority[corporation] may require provider agencies to submit additional program information or records from time to time, including but not limited to demographic and program activity information, for use in a centralized database.

(d) If an amount of reported expenditures by a provider agency is determined by the authority[corporation] to be inappropriate or unallowable, the authority[corporation] may require that an equivalent amount of monies be refunded by the provider agency to the authority[corporation]. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-8 Monitoring, maintenance, and access to records. (a) Performance of all provider agencies will be monitored on an ongoing basis by the authority[corporation]. The authority[corporation] may conduct monitoring through file reviews, site inspections, interviews, and other methods.

(b) If a provider agency fails to adequately address monitoring findings, the authority[corporation] may suspend or cancel payments

to the provider agency, or terminate the contract without prejudice.

(c) The State, the authority[corporation], the state comptroller, and any authorized representatives, the committees and their staffs of the state legislature and the legislative auditor shall have the right of access to any book, document, paper, file, or other record of the contractor that is related to the performance of services in order to conduct monitoring and evaluation of the provider agency's performance of services and the agency's program, management, and fiscal practices.

(d) The right of access shall not be limited to the required retention but shall last as long as the records are retained. The provider agency shall be required to retain all records for at least three years, except if any litigation, investigation, audits, or other action is underway. The authority[corporation] may set time limits of more than three years for the required retention of records for specific homeless programs.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-9 Determination of eligibility and need. (a) Adequate verification of eligibility shall be documented and maintained by the provider agency providing shelter or services to a homeless family or individual or the authority[corporation] operating and managing its own homeless facility.

(b) An applicant determined to be ineligible for participation in any of the programs for the homeless under this chapter shall be notified in writing of the determination, the reasons of the ineligibility by the provider agency, and the right to appeal and due process pursuant to chapter 17-2029. If the applicant is unsheltered homeless, the provider agency shall make reasonable attempts to satisfy this notification requirement.

(c) An applicant to any of the programs for the

homeless under this chapter may be denied assistance when the applicant has:

(1) Failed to meet eligibility criteria as defined by the provider agency;

(2) Submitted false or misleading information or willfully withheld important information from the provider agency providing services; and

(3) Endangered staff, other clients, or any other person by violent or otherwise threatening behavior.

(d) An applicant determined to be ineligible may file an appeal with the provider agency.

(e) The authority[corporation] may[has the authority to] impose additional rules on those projects or programs that are unique in serving a special needs homeless population. [Eff] (Auth: HRS §356D-122(b)and §356D-127) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))])

§17-2026-10 Abuse of assistance. (a) A participant in any of the programs for the homeless under this chapter may be terminated when a participant has:

(1) Submitted false or misleading information or willfully withheld important information from the provider agency providing services;

(2) Violated any provision of these rules;

(3) Violated any provision of a written agreement between the provider agency and the participant;

(4) Become ineligible according to the provider agency's eligibility criteria;

(5) Become ineligible according to the provider agency's program policies; or

(6) Endangered staff, other participants or any other person by violent or otherwise threatening behavior.

(b) Any homeless family or individual barred from participating partially or fully in any homeless facility or program pursuant to subsection (a), or who receives any adverse actions against them under

subsection (a), shall be informed of this decision in writing. Such homeless family or individual shall retain the right of appeal and due process pursuant to chapter 17-2029. [Eff] (Auth: HRS §356D-122(b) and §356D-128) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-11 Confidentiality. All information as to personal facts given or made available to the authority[corporation] or a provider agency in the course of the administration of any homeless program under this chapter shall be confidential subject to the following:

(1) All information shall be kept in confidential records and filed in secured equipment or rooms of the provider agency;

(2) Information may be released with the specific written consent of the applicant or participant; provided that an agency participating in the outreach program may share confidential information with other agencies or individuals when a specific situation involving a participant warrants such release of information, including but not limited to, a threat to the health, safety, or welfare of the participant;

(3) Information may be released upon presentation of a subpoena or court order as part of a judicial proceeding;

(4) The authority[corporation] or its designee shall have access to confidential information that is related to the performance of services for the purposes of monitoring, auditing, or evaluating the provider agency's performance; and

(5) The authority[corporation] shall have access to information, including but not limited to name, social security number, status of homeless situation, and other demographic information, for the purposes of maintaining a participant database for any program under

this chapter. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-12 Remedies. (a) If a provider agency fails to comply with contract terms or submit required reports on a timely basis, the authority[corporation] may suspend or cancel payments to the provider agency, or terminate the contract without prejudice.

(b) If the authority[corporation] suspends payments to a provider agency that fails to comply with contract terms, the authority[corporation] shall not be required to make interest payments.

(c) Upon the termination date of a contract, if a provider agency fails to submit all required documents to the authority[corporation], including but not limited to a final activity and financial reports, [and] a valid tax clearance certificate from the department of taxation and the Internal Revenue Service, and a certificate of good standing when required by state procurement law, the authority[corporation] may cancel payments to the provider agency or assign the payment to offset the debt owed to the department of taxation. The tax clearance certificate and certificate of good standing may be substituted with a certificate of vendor compliance.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§§17-2026-13 to 17-2026-30 (Reserved).

SUBCHAPTER 2

STATE HOMELESS EMERGENCY LOANS AND GRANTS PROGRAM

§17-2026-31 Program description and purpose. The homeless emergency loans and grants program is an emergency financial assistance program of the authority[corporation] to assist homeless and at-risk homeless families and individuals. The purpose of the program is to make available to eligible homeless families and persons and at-risk homeless program assistance to prevent, avoid, or remedy homelessness and its associated dangers. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-32 Source of funds. (a) The authority[corporation] may receive funds to be used for the grant program from state sources, other governments, or from non-governmental sources.

(b) Funds received shall be used for program assistance needs as described in section 17-2026-36(a). Unless otherwise restricted at the discretion of the authority[corporation], there shall not be a mandatory allocation among the needs. The authority[corporation] may reserve an amount of the funds for administration of the program. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-33 Program applications. (a) The provider agency shall accept applications for program assistance at sites that are geographically accessible to all homeless families and individuals in the area served by the provider agency.

(b) A provider agency may limit the number of applications for program assistance that will be accepted from eligible homeless families or individuals during any period.

(c) An applicant to the grant program shall submit a completed application form, which includes information, related to the request for program assistance. This information shall include but not be limited to, the applicant's name, social security

number, marital status, spouse or any other adult in the household's name, family composition information, present housing or homeless status, employment status, income and expenses information, amount and type of grant being requested, date of application, and date of completed application.

(d) The application may be on a form prescribed by the authority[corporation]. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-34 Participant eligibility. (a) In order to be eligible to participate in the grant program, an applicant shall:

(1) Submit a completed application, including but not limited to verification documentation pursuant to section 17-2026-39;
(2) Qualify as a homeless or at-risk homeless family or individual;
(3) Have earning capabilities or have a financial situation which gives reasonable assurance of meeting future rental payments in a timely manner when program assistance is used for housing costs;
(4) Provide information regarding the causes of the emergency situation or any other pertinent information which the agency requires to conduct a meaningful assessment of the applicant's emergency situation; and
(5) Agree to participate in any social service activities that may be required by the provider agency to ensure avoidance of a similar situation.

(b) A provider agency may require additional eligibility requirements which are directly related to the needs and characteristics of the target population being served by the provider agency; provided that the requirements do not violate any discrimination or other laws.

(c) The authority[corporation] may set limits on the percentage served of unsheltered, sheltered,

and at-risk homeless participants. [Eff] ((Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-35 Time limits. (a) When funds are available, program assistance shall be provided to an eligible homeless family or individual no later than:

(1) A week after they apply and qualify for program loan assistance;

(2) Four working days after they apply and qualify for program grant assistance; and

(3) Eighteen hours after they apply and qualify for program grant assistance when the eligible homeless family or individual is in a life-threatening situation.

(b) The provider agency shall be responsible for deciding whether the situation is life-threatening. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-36 Eligible costs. (a) Program assistance funds may be used to help an eligible homeless family or individual with one or more of the following costs:

(1) Housing or shelter, including but not limited to rental deposit and rent, utility costs, including utility deposit, and transient shelter needs such as blankets;

(2) Food, including food preparation equipment or supplies or eating utensils and supplies, including transient shelter needs such as portable stoves and fuel;

(3) Medical care or medicine;

(4) Transportation and job-hunting expenses or expenses involved with getting qualification documentation for public assistance programs;

(5) Child and dependent care costs; or

(6) Other emergency needs.

(b) Program assistance shall be provided directly to the prospective landlord, utility company, medical care or childcare provider, or vendor on behalf of the participant. Program assistance to food providers or supermarkets in the form of food certificates shall be made with the provision that the food certificates shall not be used for alcohol, tobacco, or any non-food products and shall be used in whole with no cash reimbursement over one dollar.

(c) Program assistance funds may be used once every twelve[six] months per fiscal year for rental deposit and rent per eligible homeless family or individual.

(d) Adequate verification of expenses shall be documented by the provider agency.

(e) A provider agency may use program assistance funds for administrative costs not to exceed fifteen per cent of the total amount of grant assistance issued. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-37 Ineligible uses of program assistance. (a) Ineligible uses of program assistance funds shall include but not be limited to:

(1) Any payment for which other appropriate resources available to a participant exist;
(2) Applicant's portion of financial responsibility for government subsidized housing;
(3) Automobile purchases, loans, or major repairs where public transportation is available;
(4) Airline tickets for relocation purposes;
(5) Mortgage payments where equity exists for the residence;
(6) Tax payments;
(7) Entertainment costs;
(8) Telephone or television cable costs;
(9) Funeral costs; and
(10) Education grants.

(b) The executive director of the

authority[corporation] may for good cause grant an exception to any ineligible uses of program assistance in subsection (a) where compelling need and justification are provided in writing.

(c) The executive director of the authority[corporation] may establish additional policies regarding ineligible uses of grant assistance as necessary. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-38 Limits on program assistance. (a) Assistance shall be made only to the extent that funds are available.

(b) Program assistance also shall not exceed:

(1) Up to $1,368 in grants and $1,368 in loans for an eligible homeless or at risk homeless person once every six months per fiscal year;

(2) Up to $1,866 in grants and $1,866 in loans for an eligible homeless family of two members once every six months per fiscal year; and

(3) Up to $3,110 in grants and $3,110 in loans for an eligible homeless family of three or more persons once every six months per fiscal year.

(c) The ceilings established in subsection (b) are effective as of July 1, 2007, and may be adjusted on each July 1st thereafter, based on the change in the consumer price index for the preceding calendar year, rounded off to the nearest dollar.

(d) A provider agency may set limits less than those allowable by the authority[corporation] under subsections (b) and (c). The provider agency shall be required to obtain prior written approval from the authority[corporation] to set limits less than those allowable under subsections (b) and (c).

(e) A provider agency is expressly allowed to pool their available program resources or otherwise give loan(s) or grant(s) from more than one provider

agency to a program assistance participant, as long as the aggregate amount does not exceed the limits set [in subsections (b) and (c)] by the authority or otherwise violate this chapter.

(f) A provider agency may impose requirements on the participant in order to receive program assistance, including but not limited to, participating in social services.

(g) A provider agency shall be required to provide to the authority[corporation] relevant participant and grant information prior to the issuance of all and any program assistance to ensure that an applicant has not exceeded the limits allowable in subsections (b) and (c).

(h) A provider agency shall monitor the levels of assistance provided to each program participant. The provider agency shall take appropriate action to ensure that participants do not receive assistance over the ceilings established in subsections (b), (c), and (d). [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-39 Verification of information. (a) A provider agency shall obtain documentation to verify applicant information relating to participation in the grant program. This documentation shall include but not be limited to:

(1) Homeless status: if at-risk homeless, an eviction notice from current residence, lease agreement for the unit from which the participant is being evicted, the unit to which the participant will move, and the general excise tax license number of landlord of unit for which the grant will be issued or documentation of discharge from an institution in which they have been resident for more than thirty consecutive days;

(2) Expenses and income, including but not limited to pay stubs, and verification of benefits;

(3) For housing-related program assistance, a copy of the lease agreement for which the assistance will go towards and the landlord's general excise tax license number;

(4) For sheltered homeless, verification from the shelter staff at which the applicant is residing; and

(5) For unsheltered homeless, verification from another provider agency, an outreach worker, case worker, or other appropriate source.

(b) An applicant to the grant program who fails to comply with the requirements to provide verifying documentation shall be ineligible to participate in the grant program. A provider agency may set time limits as to how long an applicant has to submit information.

(c) A provider agency shall maintain verification documentation of eligibility of a participant and eligibility of the use of program assistance. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-40 Reporting requirements. (a) A provider agency shall provide to the authority[corporation] relevant participant and grant information in a participants levels of program assistance report.

(b) A provider agency that disburses funds for this program shall be required to submit summary reports and appropriate documentation of program assistance. Program assistance found to be used for an ineligible cost or an ineligible participant shall be reimbursed by the provider agency expending such program assistance. The executive director for the authority[corporation] may for good cause grant an exception to any ineligible use of program assistance where compelling need and justification are provided in writing. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-41 [Loan requirements. (a) A provider agency shall determine the terms of any program assistance given in the form of a loan, subject to this section. A provider agency may require other terms not inconsistent with those set by this section.

(b) Program assistance loans shall:

(1) Have a signed promissory note payable to the State of Hawaii;

(2) Carry no interest;

(3) Have no closing costs or other fees; and

(4) Have a term of not more than twelve months from receipt of the loan, except for rental deposit loans, which may have terms of not more than twenty-four months.

(c) The current loan balance of any non-delinquent participant shall be applied toward the loan limits established in section 17-2026-38.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-42 Delinquent loans. (a) A provider agency shall be responsible to decide whether any loan is delinquent.

(b) Besides any other actions taken, delinquent loan amounts under this program may be deducted from monetary payments due the delinquent participant by any agency of the State.

(c) Any program participant with delinquent program loan amounts shall be ineligible to participate further in the grant program until the delinquency is repaid. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-43] Grant requirements. Within the limits established by this chapter, a provider agency shall determine the terms of any program assistance given in the form of a grant. A provider agency may

require other terms not inconsistent with those set by this chapter. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§§17-2026-44 to 17-2026-60 (Reserved).

SUBCHAPTER 3

HOMELESS SHELTER STIPEND PROGRAM

§17-2026-61 Program description and purpose. The homeless shelter stipend program assists eligible homeless families and individuals to receive shelter and services at emergency and transitional shelters by making payments to facility operators on behalf of the eligible homeless families and individuals. The purpose of the program is to assist facility operators in paying for costs involved in providing shelter and services to eligible homeless families and individuals. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-62 Applications. (a) A facility operator shall obtain an application from each individual or family applying for the program according to the criteria as indicated in section 17-2026-63.

(b) A facility operator shall conduct a personal interview with the applicant. Failure of the applicant to appear at the personal interview without reasonable notice may be deemed a withdrawal of the application and the facility operator shall not be required to process the application any further. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-63 Participant eligibility and priority. (a) In order to be eligible for shelter and services provided through the stipend program, an applicant shall:

(1) Submit a completed application, including but not limited to providing verification documentation pursuant to section 17-2026-71;

(2) Qualify as a homeless or at-risk homeless family or individual;

(3) Execute a release of information form in order for the facility operator to determine the applicant's eligibility or continued eligibility; and

(4) Have the financial ability that gives reasonable assurance of meeting the program fee payments on time as they become due;

(b) Additionally, the following requirements shall apply to transitional shelter applicants:

(1) Agree to provide information and any supporting documentation which the facility operator requires to complete a comprehensive intake assessment to ensure that an appropriate and accurate assessment may be conducted;

(2) Agree to provide information which the facility operator requires to conduct a complete and comprehensive assessment of the applicant's situation;

(3) Agree to participate in any supportive services that may be required by the facility operator, including but not limited to the development and implementation of a social services agreement as established by section 17-2026-73, to ensure avoidance of a similar situation;

(4) Be capable of independent living, or capable of maintaining self with live-in aide or support services in the community; and

(c) The facility operator shall not be required to process any application in which the applicant fails to comply with subsections (a) and (b).

(d) A facility operator may require additional eligibility information that is directly related to the needs and characteristics of the target population being served or that would ensure the safety of the homeless facility.

(e) Priority shall be given to eligible homeless families and individuals in the following order:

(1) Unsheltered homeless;

(2) Sheltered homeless residing at emergency shelters;

(3) Any other sheltered homeless;

(4) At-risk homeless.

(f) The executive director may establish exceptions to these priorities based on special circumstances.

(g) The authority[corporation] may set limits on the percentage served of unsheltered, sheltered, and at-risk homeless participants.

(h) A facility operator may establish additional priorities based upon, but not limited to, the needs of the target population to be served upon the approval of the authority[corporation]. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-64 Wait list. (a) The facility operator shall place an eligible applicant on a wait list if no appropriate unit is available.

(b) The facility operator shall admit eligible applicants from the wait list according to written policies and procedures. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-65 Time limits. (a) To the extent resources are available, the facility operator may allow a participant to reside in a unit of a transitional homeless shelter for up to twenty-four months.

(b) A facility operator may grant an extension

to the term of residency, provided that the facility operator obtains written approval from the executive director or designated representative. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-66 Shelter stipend rates. (a) The contract will specify a shelter stipend rate to be received by a facility operator.

(b) The stipend limits may be adjusted by the authority[corporation] each first day of July which may be based
on any or a combination of the following changes in the cost of operating homeless facilities: the fair market rents, the consumer price index, or other relevant factors for the preceding calendar year, rounded off to the nearest dollar.

(c) In geographical areas where an economy of scale does not exist for homeless services, the authority[corporation] may establish, on a basis of no more than five consecutive years, a temporary stipend rate in excess of the stipend limits.

(d) Where the costs of a homeless facility, including but not limited to repair, maintenance, security, and operations, and the costs of services temporarily are raised because of circumstances outside the control of the facility operator, the authority[corporation] may establish a temporary stipend rate in excess of the stipend limits.

(e) The authority[corporation] may establish further exceptions to the stipend limits set, based on special needs and circumstances. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-67 Paying qualified facility operators.

(a) The authority[corporation] may make or contract to make shelter stipend payments to a

facility operator on behalf of eligible homeless families or individuals.

(b) The contract shall specify the amount of shelter stipend payment to be made to the facility operator on behalf of the eligible homeless families or individuals who have received assistance through the facility operator. Within set stipend limits, the authority[corporation] shall determine the amount of stipend based on, but not limited to, the amount of available funds, the degree of need, the level of services being provided and the cost and efficiency of operation of the shelter.

(c) The shelter stipend payment may be made in advance by the authority[corporation] on a quarterly basis. Subject to the availability of funds, the payments to facility operators shall be made in a timely manner.

(d) In making shelter stipend payments to a facility operator, the authority[corporation] may:

(1) Establish minimal services to be provided by the facility operator; and

(2) Direct facility operators to establish and manage a savings account program pursuant to section 201G-464(c), HRS, subject to guidelines established by the authority[corporation] to safeguard the interests of participants.

(e) A facility operator shall submit a payment request for each receipt of funds in the form prescribed by the authority[corporation]. As applicable, the payment request shall include a computation of the funds sought, and an attestation that the services for which the payment is being requested are being and will be satisfactorily rendered and that all contractual obligations are and will be duly fulfilled.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-68 Shelter stipend program conditions.

(a) In contracting with a qualified provider agency, the authority[corporation] may establish minimal services to be provided by the provider agency to homeless families and individuals at its shelter.

(b) For an emergency shelter, the minimal services under subsection (a) shall include access to meals, clothing, shelter, sanitation facilities, security, case management, and provision or referral to medical care and social services.

(c) For a transitional shelter (including scattered sites), the minimal services under subsection (a) shall include adequate meals or cooking facilities with access to emergency food supplies, access to clothing, shelter, sanitation facility, security, case management, provision or referral to medical care and social services, and child care referral plan.

(d) Facility operators who are operating a scattered site homeless facility shall comply with all the requirements of a transitional shelter and the following requirements, at a minimum:

(1) Maintain adequate housing quality standards in writing;

(2) Perform inspections of each site;

(3) Secure a copy of the lease or rental agreement; and

(4) Ensure compliance with all state and local zoning, housing, and building codes.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-69 Shelter and services payments. (a) In addition to receiving shelter stipend payments from the authority[corporation] or any donations or other payments from other public or private sources, a facility operator under this subchapter may collect program fees from participants at its homeless facility.

(b) The method and amount of shelter and services payments collected by facility operators shall be set by the respective facility operator, subject to this

section. The total payment for shelter and services, and utilities shall not exceed the limits for stipends as set forth in section 17-2026-66; provided that in cases where a facility operator is receiving funding from any other state, county, or federal source for the shelter project, the shelter payment requirements imposed by such sources shall control and the facility operator shall not be allowed to collect stipends for any participant whose shelter and service payment exceeds said limits; and further provided that the authority[corporation] may establish exceptions to the payment limits set in this subsection, based on special circumstances.

(c) A facility operator may:

(1) Establish and collect shelter and service payments from participants in addition to the amount received in shelter stipend pursuant to section 17-2026-66; and

(2) Set aside a portion of the payments in a savings account to be made available to participants when these participants vacate the homeless facility and subject to guidelines established by the authority[corporation].

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-70 Eligible activities. (a) A facility operator may use stipend program funds for one or more of the following costs:

(1) Personnel costs;

(2) Operating costs;

(3) Client costs; and

(4) Administrative costs, not to exceed fifteen per cent of facility operator's stipend contract.

(b) The authority[corporation] may prioritize and limit any eligible activities and related costs identified in subsection (a).

(c) Adequate verification of eligible activities and their related costs shall be documented by the provider agency. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-71 Verification of information. (a) The facility operator shall require an applicant or participant to provide documentation to verify information relating to participation in the stipend program. This documentation shall include but not be limited to:

(1) Homeless status, including but not limited to the following:

(A) For unsheltered homeless, verification from [another provider agency,]an outreach worker[, case worker,]or other appropriate source as approved by the authority[corporation];

(B) For sheltered homeless, verification from the shelter staff at which the applicant is residing, or other appropriate source as approved by the authority[corporation]; and

(C) For at-risk homeless, the lease agreement for the living unit from which applicant is being evicted and eviction notice signed by landlord or other appropriate documentation as approved by the authority[corporation];

(2) Financial information, including but not limited to verification of income and expenses; and

(3) Employment information, including but not limited to pay stubs.

(b) An applicant who fails to comply with the requirement to provide documentation will be ineligible to participate in the program.

(c) A participant who fails to comply with the requirement to provide documentation will be ineligible to continue to qualify to participate in the program.

(d) The facility operator shall maintain verification documentation of eligibility for each participant and accurate records of participants served. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-72 Program agreement. (a) A participant shall enter into a program agreement with the facility operator which sets forth the conditions of occupancy of a unit. The agreement shall include, but not be limited to, the following:

(1) Program fees to be paid by the participant; provided that such fees are primarily for services at the shelter facility;
(2) Occupancy standards with which the participant shall comply;
(3) House rules;
(4) Responsibilities of the participant for continued occupancy of the unit; and
(5) Social services agreement.

(b) No participant shall be permitted to remain in a unit without a valid program agreement.

(c) The facility operator may terminate the program agreement if the participant violates any of the conditions of occupancy as provided in the agreement.

(d) An emergency homeless shelter is not required to have subsections (a) and (b) implemented. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-73 Social services agreement. (a) The eligible applicant who has been selected to enter the program and become a participant in a unit of a transitional homeless shelter shall enter into a social services agreement with the facility operator. The agreement shall include, but not be limited to, the following:

(1) An individualized assessment of the financial, health, housing, vocational, educational, and social needs of the participant and participant's family members, if applicable;
(2) Identification of goals and objectives to address the participant's assessed needs; and
(3) Identification of timeline, activities, and tasks to accomplish the participant's goals and objectives.

(b) The facility operator shall monitor the participant to evaluate the progress of the participant in satisfying the terms of the social services agreement.

(c) The facility operator may terminate the social services agreement if the participant does not comply with or meet the goals and objectives of the social services agreement as determined by the facility operator. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-74 House rules. (a) The facility operator shall provide a copy of the house rules for a homeless facility to each participant of the homeless facility at the time a participant commences occupancy in the homeless facility.

(b) The house rules shall include, if applicable, but not be limited to the following:
(1) Uses of the common areas;
(2) Visitor or guest policies;
(3) Prohibited participant conduct;
(4) Responsibility of participants regarding members of family;
(5) Unit inspections;
(6) Facility and common area safety;
(7) Pet policy; and
(8) Facility sanitation.

[(c) A copy of the house rules shall be filed with the director of commerce and consumer affairs.]

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-75 Withdrawal or termination of participation. (a) A participant shall give the facility operator at least fifteen days written notice prior to the date the participant will withdraw from participation in the program.

(b) The facility operator may terminate a participant's participation in the program when the participant has had the social services agreement terminated by the facility operator.

(c) A participant refusing a public housing offer made by the authority[corporation] may jeopardize participation in the program under this chapter if the facility operator determines the refusal of offer was done without reasonable cause or a prior approval was not obtained from the facility operator.

(d) A participant found to be ineligible for continued participation in the program shall be notified in writing of the reasons therefor and the right to a hearing with the facility operator and other appeals procedure as provided in chapter 17-2029. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-76 Eviction. The facility operator may evict a participant and obtain possession of the unit as provided in chapter 17-2030. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§§17-2026-77 to 17-2026-100 (Reserved).

SUBCHAPTER 4

HOMELESS OUTREACH PROGRAM

§17-2026-101 Program description and purpose. The homeless outreach program is a program of the authority[corporation] to provide assistance to unsheltered homeless families and individuals. The purpose of the program is to make available intake and referral services and other needed services to the unsheltered homeless who might not otherwise receive assistance. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-102 Eligible uses of assistance. (a) Provider agencies may use program funds for the following costs:

(1) Personnel costs;

(2) Operating costs;

(3) Client costs; and

(4) Administrative costs, not to exceed fifteen per cent of the provider agency's outreach program contract.

(b) The authority[corporation] may prioritize and limit any eligible activities and related costs identified in subsection (a) in order to maximize the limited amount of outreach program funding.

(c) The executive director of the authority[corporation] may identify ineligible uses of program assistance.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-103 Scope of services. Outreach services may include the following services:

(1) Provision of emergency supplies, such as food, clothing, hygiene, or basic shelter supplies, where necessary;

(2) Provision of basic medical attention and referral where necessary;
(3) Intake, including obtaining participant information regarding the participant's background, history, and basic demographic data;
(4) Assessment, including identifying the needs and barriers to attaining an improved living condition;
(5) Counseling and referral, including assisting the participant in addressing identified needs and barriers, and facilitating referrals to local, state, and federal programs and private sector agencies for further services, such as emergency or transitional shelter, employment training, mental health services, or educational training, where necessary; and
(6) Monitoring and follow-up, where feasible, including tracking the participant's progress. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-104 Participant eligibility and priority. (a) In order to be eligible for outreach services provided through the outreach program, a participant shall be qualified as an eligible homeless family or individual.

(b) Priority shall be given to eligible homeless families and individuals in the following order:
(1) Unsheltered homeless;
(2) Sheltered homeless; then
(3) At-risk homeless.

(c) The authority[corporation] may establish exceptions to these priorities based on special circumstances.
[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§§17-2026-105 to 17-2026-200 (Reserved).

SUBCHAPTER 5

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM

§17-2026-201 Program description and purpose. The housing opportunities for persons with AIDS program is designed to provide states and localities with resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons with acquired immunodeficiency syndrome or related diseases and their families. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-202 Source of funds. (a) The authority[corporation] may receive federal funds to be used for the housing opportunities for persons with AIDS program from the United States Department of Housing and Urban Development or from other governmental sources.

(b) Funds received shall be used for program assistance needs as described in 24 Code of Federal Regulations, Part 574. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b), 24 C.F.R. §85.36) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452, 24 C.F.R. §85.36)]

§17-2026-203 Administration. The authority[corporation] shall administer this subchapter pursuant to the federal government's implementing regulations published in 24 Code of Federal Regulations, Part 574.

[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b) 24 C.F.R. §85.36) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452, 24 C.F.R. §85.36)]

§§17-2026-204 to 17-2026-300 (Reserved).

SUBCHAPTER 6

SHELTER PLUS CARE PROGRAM

§17-2026-301 Program description and purpose. The shelter plus care program is designed to provide housing and supportive services on a long-term basis for homeless persons with disabilities and their families who are living in places not intended for human habitation or in emergency shelters. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b)) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-302 Source of funds. (a) The authority[corporation] may receive federal funds to be used for the shelter plus care program from the United States Department of Housing and Urban Development or from other governmental sources.

(b) Funds received shall be used for program assistance needs as described in 24 Code of Federal Regulations, Part 582. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b), 24 C.F.R. §85.36) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b))]

§17-2026-303 Administration. The authority[corporation] shall administer this subchapter pursuant to the federal government's implementing

regulations published in 24 Code of Federal Regulations, Part 574.
[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b), 24 C.F.R. §85.36) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452(b), 24 C.F.R. §85.36)]

§§17-2026-304 to 17-2026-400 (Reserved).

SUBCHAPTER 7

EMERGENCY SHELTER GRANTS PROGRAM

§17-2026-401 Program description and purpose. The emergency shelter grants program is designed to provide states and localities with resources to improve the quality of existing emergency shelters or make available additional shelters, provide funds for certain shelter operational costs,[and] provide certain essential services to homeless individuals and provide funds for certain homeless prevention activities. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b) [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452)]

§17-2026-402 Source of funds. (a) The authority[corporation] may receive federal funds to be used for the emergency shelter grants program from the United States Department of Housing and Urban Development or from other governmental sources.

(b) Funds received shall be used for program assistance needs as described in 24 Code of Federal Regulations, Part 576. [Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b), 24 C.F.R. §85.36 [(Auth: HRS §201G-452(b)) (Imp: HRS §201G-452)]

§17-2026-403 Administration. The authority[corporation] shall administer this subchapter

pursuant to the federal government's implementing regulations published in 24 Code of Federal Regulations, Part 576.
[Eff] (Auth: HRS §356D-122(b)) (Imp: HRS §356D-122(b), 24 C.F.R. §85.36 [(Auth: HRS §201G-452(b)) (Imp:
HRS §201G-452, 24 C.F.R. §85.36)]

§§17-2026-404 to 17-2026-500 (Reserved).

DEPARTMENT OF HUMAN SERVICES

[The repeal of chapter 15-188 and t]The adoption of this amendment to chapter 17-2026, Hawaii Administrative Rules, on the Summary Page dated [October 21, 2004] _____, was adopted on [October 21, 2004]_____[, following public hearings on September 14, 2004 after public notice was given in the Honolulu Star-Bulletin, The Garden Isle, The Maui Times, West Hawaii Today, and the Hawaii Herald-Tribune newspapers on August 12, 2004].

The [repeal and] adoption of these amended rules shall take effect ten days after filing with the Office of the Lieutenant Governor pursuant to HRS §356D-122(b).

_____
TRAVIS THOMPSON[CHARLES A. STED], Chairperson
Hawaii Public Housing Authority[Housing and Community
Development Corporation of Hawaii]

APPROVED AS TO FORM:

_____
Deputy Attorney General

_____
LILLIAN B. KOLLER[THEODORE E.LIU]
Director of Department of Human Services[Business, Economic Development and Tourism]

APPROVED AS TO FORM:

_____
Deputy Attorney General

DEPARTMENT OF HUMAN SERVICES

[Repeal of Chapter 15-188 and]
Adoption of Amended Chapter 17-2026
Hawaii Administrative Rules

[October 21, 2004]

[1. Chapter 188 of Title 15, Hawaii Administrative Rules, is repealed.

2.]Chapter 2026 of Title 17, Hawaii Administrative Rules, entitled "Homeless Programs" is adopted as amended.

HAWAII PUBLIC HOUSING AUTHORITY
G/L BUDGET COMPARISON REPORT

MAJOR PROGRAMS	Mar-09				Year to Date - July 2008 to March 2009				Total Year
	Budget	Actual	Actual vs Budget	%	Budget	Actual	Actual vs Budget	%	Budget
Federal Low Rent Program	**(full accrual)**								
Rental Program	1,412,527	1,414,798	2,271	100%	12,712,743	12,686,444	(26,299)	100%	16,950,324
State and Federal Subsidy	1,621,710	1,668,446	46,736	103%	14,539,758	15,427,972	888,214	106%	19,377,072
Other Revenue	29,751	51,012	21,261	171%	323,391	354,734	31,343	110%	440,460
Expenses	3,192,147	3,417,390	(225,243)	107%	28,729,323	25,778,312	2,951,011	90%	38,305,764
NET CHANGE	(128,159)	(283,134)	(154,975)	221%	(1,153,431)	2,690,838	3,844,269	-233%	(1,537,908)
State Family Program	**(full accrual)**								
Rental Program	65,981	79,282	13,301	120%	593,829	672,800	78,971	113%	791,772
Other Revenue	190	8,808	8,618	4636%	1,710	58,920	57,210	3446%	2,280
Expenses	200,204	174,374	25,830	87%	1,801,836	1,419,816	382,020	79%	2,402,448
NET CHANGE	(134,033)	(86,284)	47,749	64%	(1,206,297)	(688,096)	518,201	57%	(1,608,396)
STATE ELDERLY PROGRAM	**(full accrual)**								
Rental Program	156,034	166,794	10,760	107%	1,404,306	1,446,731	42,425	103%	1,872,408
Other Revenue	0	8,236	8,236		0	60,349	60,349		0
Expenses	200,619	539,001	(338,382)	269%	1,805,571	2,334,758	(529,187)	129%	2,407,428
NET CHANGE	(44,585)	(363,971)	(319,386)	816%	(401,265)	(827,678)	(426,413)	206%	(535,020)
CENTRAL OFFICE COST CENTER	**(full accrual)**								
Other Revenue (Fees)	482,894	247,712	(235,182)	51%	4,346,049	3,688,628	(657,421)	85%	5,794,733
Expenses	521,712	266,527	255,185	51%	4,695,411	5,050,786	(355,375)	108%	6,260,548
NET CHANGE	(38,818)	(18,815)	20,003	48%	(349,362)	(1,362,158)	(1,012,796)	390%	(465,815)
SECTION 8 HOUSING CHOICE VOUCHER	**(modified accrual)**								
Restricted:									
Revenues: HUD PHA HSP	1,636,594	1,495,459	(141,135)	91%	14,729,343	13,983,770	(745,573)	95%	19,639,124
Revenues: VASH HSP	50,616	59,633	9,017	118%	455,547	536,669	81,122	118%	607,396
Expenses	1,687,210	1,581,514	105,696	94%	15,184,890	13,576,702	1,608,188	89%	20,246,520
NET CHANGE	-	(26,422)	(26,422)		-	943,737	943,737		-
Unrestricted:									
Revenue: Admin Fee/Others	188,135	139,736	(48,399)	74%	1,693,215	1,035,851	(657,364)	61%	2,257,620
Expenses	211,904	150,359	61,545	71%	1,907,136	1,407,895	499,241	74%	2,542,848
NET CHANGE	(23,769)	(10,623)	13,146	45%	(213,921)	(372,044)	(158,123)	174%	(285,228)
SECTION 8 PROJECT BASED PROGRAM	**(modified accrual)**								
Federal Subsidy	1,499,994	1,907,534	407,540	127%	13,499,946	16,322,002	2,822,056	121%	17,999,928
Other Revenue	131,441	152,340	20,899	116%	1,182,969	1,096,324	(86,645)	93%	1,577,292
Expenses	1,621,681	1,941,202	(319,521)	120%	14,595,129	17,054,405	(2,459,276)	117%	19,460,172
NET CHANGE	9,754	118,672	108,918	1217%	87,786	363,921	276,135	415%	117,048
STATE RENT SUPPLEMENT	**(modified accrual)**								
Revenue	98,794	0	(98,794)	0%	889,146	924,771	35,625	104%	1,185,528
Expenses	103,768	93,506	10,262	90%	933,912	864,401	69,511	93%	1,245,216
NET CHANGE	(4,974)	(93,506)	(88,532)	1880%	(44,766)	60,370	105,136	-135%	(59,688)
HOMELESS PROGRAMS	**(modified accrual)**								
State and Federal Subsidy	0	301,253	301,253		14,545,336	14,527,937	(17,399)		21,818,004
Other Revenue	1,919,322	0	(1,919,322)	0%	2,728,562	2,051	(2,726,511)	0%	1,213,860
Expenses	1,906,496	2,501,404	(594,908)	131%	17,158,464	13,608,498	3,549,966	79%	22,877,952
NET CHANGE	12,826	(2,200,150)	(2,212,976)	-17154%	115,434	921,490	806,056	798%	153,912
SUB-TOTAL OPERATIONS	(351,758)	(2,964,233)	(2,612,474)	843%	(3,165,822)	1,730,380	4,896,202	-55%	(4,221,095)
CAPITAL FUND									
State and Federal Subsidy	4,606,353	32,763,120	28,156,767	711%	41,457,186	35,083,134	(6,374,052)	85%	55,276,236
Expenses	4,606,353	5,624,426	(1,018,073)	122%	41,457,186	11,190,185	30,267,001	27%	55,276,236
NET CHANGE	0	27,138,694	27,138,694		0	23,892,950	23,892,950		0
GRAND TOTAL AGENCY	(351,758)	24,174,462	24,526,220	-6872%	(3,165,822)	25,623,330	28,789,152	-809%	(4,221,095)

067

Financial Variance Report by Program
July 1, 2008 to March 31, 2009

Federal Low Rent Program:

	Year to Date - July 2008 to March 2009			
Federal Low Rent Program	**Budget**	**Actual**	**Actual vs Budget**	**%**
Rental Program	12,712,743	12,686,444	(26,299)	100%
State and Federal Subsidy	14,539,758	15,427,972	888,214	106%
Other Revenue	323,391	354,734	31,343	110%
Expenses	28,729,323	25,778,312	2,951,011	90%
NET CHANGE	(1,153,431)	2,690,838	3,844,269	-233%

Rental Program year to date revenues show a slight negative variance to budget of $26K. This is due to AMP 37 (Hilo), 39 (Maui) and 44 (West Oahu) generating 42%, 84%, and 93% of their budgeted revenues respectively. The AMPs generating over 100% of the budgeted revenues are Puuwai Momi, Kalihi Valley, Kamehameha/Kaahumanu, Kuhio Park Terrace, Kona, East Oahu, North Hawaii, Central Oahu, and Palolo Valley Homes. The current increases in AMP revenue remain insufficient to cover the shortfalls in AMPs 37 and 39. A continued effort to assist those AMPs to achieve our rental objectives as a whole remains.

Subsidy Income has a surplus of 6% to budget due to the increase in monthly subsidy from October 2008 to December 2008 resulting in pro-ratio adjustments by HUD from 82% to 89%. The monthly subsidy income increased by 3% or $47K compared to budget, from January 2009 to March 2009.

Although expenses look low at the moment, total **Expenses** will likely be in line with budget after the fees for services described below are are recorded in our books
The **fees for services cost of the Special Teams and Central Maintenance** has not been allocated to AMPs from Central Office Cost Center (COCC) for work done for AMPs. Property Management, Information Technology Office, and Fiscal Management Office are involved in the process to resolve the labor cost; target is to record the allocation by the end of the fiscal year. Total estimate for the fees for services cost allocation for vacant unit repairs and applications to AMPs are estimated at $500K for the first six months of fiscal year 2009; the estimate for the second six months is being worked on.

Total **Bad Debt Expense savings** is $1.5 million compared to budget as of March 31, 2009. Bad Debt Expense was erroneously budgeted at $3.5 million; the actual bad debt is accrued at 5% or approximately $800,000 for the year.

This program is projected to have a positive balance by the end of the fiscal year.

State Family Program:

	Year to Date - July 2008 to March 2009			
STATE FAMILY PROGRAM	**Budget**	**Actual**	**Actual vs Budget**	**%**
Rental Program	593,829	672,800	78,971	113%
Other Revenue	1,710	58,920	57,210	3,446%
Expenses	1,801,836	1,419,816	382,020	79%
NET CHANGE	(1,206,297)	(688,096)	518,201	57%

Rental Program Rental revenues are positive 26% or $152K compared to budget.
Total savings of $385K in expenses are mainly due to the Bad Debt Expense that was erroneously overstated in the budget process.

State Elderly Program:

	Year to Date - July 2008 to March 2009			
STATE ELDERLY PROGRAM	**Budget**	**Actual**	**Actual vs Budget**	**%**
Rental Program	1,404,306	1,446,731	42,425	103%
Other Revenue	-	60,349	60,349	
Expenses	1,805,571	2,334,758	(529,187)	129%
NET CHANGE	(401,265)	(827,678)	(426,413)	206%

Rental Program: Rental revenues are positive by 3% or $42K to budget. Total expenses increased by 19% mainly due to increases in private management expenditures. The private management firms and utilities exceed the budget by about $200K and $100K, respectively for fiscal year 2009. A new private management contract was bid after the budget was approved and came in higher than expected.

Central Office Cost Center

	Year to Date - July 2008 to March 2009			
CENTRAL OFFICE COST CTR	**Budget**	**Actual**	**Actual vs Budget**	**%**
Other Revenue (Fees)	4,346,049	3,688,628	(657,421)	85%
Expenses	4,695,411	5,050,786	(355,375)	108%
NET CHANGE	(349,362)	(1,362,158)	(1,012,796)	390%

Revenues represent Management Fees, Bookkeeping Fees, IT Fees, and Front Line Services Fees. Total monthly fees are about $230K. Approximately $1.2 million from 2007 federal capital fund administrative line item will be to transferred to pay for COCC expenses attributable to administering the federal capital fund program.

The **fees for services <u>cost of the Special Teams and Central Maintenance</u>** has not been allocated to AMPs from Central Office Cost Center (COCC) for work done for AMPs. Property Management, Information Technology Office, and Fiscal Management Office are involved in the process to resolve the labor cost; target is to record the allocation by the end of the fiscal year. Total estimate for the fees for services cost allocation for vacant unit repairs and applications to AMPs are estimated at $500K for the first six months of fiscal year 2009; the estimate for the second six months is being worked on.

When these steps are taken the COCC is projecting to break even by the end of the fiscal year.

Section 8 Housing Choice Voucher

	Year to Date - July 2008 to March 2009			
SECTION 8 HOUSING CHOICE VOUCHER	**Budget**	**Actual**	**Actual vs Budget**	**%**
Restricted: for tenant rents only				
Revenues: HUD PHA HSP (Sec8)	14,729,343	13,983,770	(745,573)	95%
Revenues: VASH HSP (Veterans)	455,547	536,669	81,122	118%
Expenses	15,184,890	13,576,702	1,608,188	89%
NET CHANGE	**-**	**943,737**	**943,737**	
Unrestricted: staff/admin costs				
Revenue: Admin Fee/Others	1,693,215	1,035,851	(657,364)	61%
Expenses	1,907,136	1,407,895	499,241	74%
NET CHANGE	**(213,921)**	**(372,044)**	**(158,123)**	**174%**

Section 8 Housing Choice Voucher: There are two aspects to this program, 1) rental subsidies paid to landlords, and 2) administrative fees to operate the program. The rental subsidy aspect appears that it will end the year with a positive balance. Despite keeping expenses low, the administrative fees are also below the budget estimates. The COCC may need to provide assistance for this program.

Federal Subsidy decreased 4% or $664K compared to budget. Total year to date subsidy received was $13,983,770 and $536,704 for Section 8 subsidy and Veterans Vouchers, respectively. Monthly subsidy decreased by 4% or $87K from $1,582,899 to $1,495,459 beginning January 2009. Federal subsidy and Housing Assistance Payment should offset each other.

Expense Housing Assistance payments decreased by 11% or $1.6 million compared to budget.

Section 8 Project Based Program

	Year to Date - July 2008 to March 2009			
SECTION 8 PROJECT BASED PROGRAM	**Budget**	**Actual**	**Actual vs Budget**	**%**
Federal Subsidy	13,499,946	16,322,002	2,822,056	121%
Other Revenue	1,182,969	1,096,324	(86,645)	93%
Expenses	14,595,129	17,054,405	(2,459,276)	117%
NET CHANGE	87,786	363,921	276,135	415%

Section 8 Project Base Program: Federal subsidy increased by 21%, or $2.8 million compared to budget. Federal subsidy and Housing Assistance Payments have netted out each other at $16,322,002. The net change represents administrative revenues over expenses for a net gain of $393K as of March 31, 2009, that can be used for other programs.

State Rent Supplement

	Year to Date - July 2008 to March 2009			
STATE RENT SUPPLEMENT	**Budget**	**Actual**	**Actual vs Budget**	**%**
Revenue	889,146	924,771	35,625	104%
Expenses	933,912	864,401	69,511	93%
NET CHANGE	(44,766)	60,370	105,136	-135%

State Rent Supplement: total revenue increased by 3% or $35K compared to budget. Expenses increased by 7% compared to budget. The remaining balances of $60K are to be encumbered by end of the fiscal year. Subsidy and expenses should net each other out if all allotment has been expended. Total allotment for the fiscal year 2009 is $1.2 million.
This program is projected to finish the year in a break-even position.

Homeless Programs

	Year to Date - July 2008 to March 2009			
HOMELESS PROGRAMS	**Budget**	**Actual**	**Actual vs Budget**	**%**
State and Federal Subsidy	14,545,336	14,527,937	(17,399)	100%
Other Revenue	2,728,562	2,051	(2,726,511)	0%
Expenses	17,158,464	13,608,498	3,549,966	79%
NET CHANGE	115,434	921,490	806,056	798%

Homeless Programs: This program has a total subsidy of $14 million representing $13 million State subsidy and $1 million federal subsidy for the Homeless programs. These revenues and expenses should be netted out to zero if all expenses are paid. The remaining balance of $921K represents outstanding encumbrances for the year. Homeless Services have encumbered the majority of their contracts and purchase orders, so should break even at year end.

Capital Programs

	Year to Date – July 2008 to March 2009			
FUND	**Budget**	**Actual**	**Actual vs Budget**	**%**
State and Federal Subsidy	41,457,186	35,083,134	(6,374,052)	85%
Expenses	41,457,186	11,190,185	30,267,001	27%
NET CHANGE	0	23,892,950	23,892,950	

Total subsidies of $35 million consist of $22 million in State Capital Improvement Funds, $9 million in Federal Capital Fund Program 2007 Grant and $3.7 million in State General Fund Repairs and Maintenance.

HPHA expended $6.1 million in Capital Improvement Funds. Encumbrances, Contracts and Purchase Orders total $11 million. $18 million is yet to be encumbered. Total allotment for the fiscal year is $36 million. These funds will not lapse provided HPHA encumbers the funds prior to the lapse date (06/30/10).

HPHA has expended $3.7 million in General Fund Repairs and Maintenance, including contract encumbrances from prior years. A blanket encumbrance will be prepared to secure the remaining $2 million balance by May 2009, followed by specific encumbrances. Total allotment is $5 million for this fund.

Federal Capital Fund Program (CFP) Obligation Deadlines

Fund	Authorized	Obligated	To Be Obligated 100% By Date	Notes
HI08R001501-07	$71,000	$0.00	9/12/09	Replacement Housing Funds
HI08R001502-07	$145,000	$0.00	9/12/09	Replacement Housing Funds
HI08P001501-07	$12,892,000	$759,000	9/12/09	Normal CFP grant Funds
HI08S00150109	$16,245,443	$0.00	3/18/10	ARRA*

* HI08S00150109 of $16,245,443 is the ARRA grant. This grant has a zero obligation as of May 1, 2009; these funds must adhere to the following rules:

- First year 100% obligated.
- Second year 60% expended.
- Third year 100% expended.

Property Management and Maintenance Services Branch
Report for the Month Ended April 30, 2009

GOAL: **Fix** units, **Fill** units (95% occupancy) and **Collect** rent (collect 95%).

1. In April 2009, there were 95 move-ins (including 21 transfers) and 55 move-outs. Nine move outs were due to eviction action. Kalanihuia (AMP 35) filled 26 vacancies in April 2009.

2. Maui (55 units at 4 Maui projects) went out to bid on May 8, 2009. The tent fumigation and soil treatment of Kahekili Terrace went out for bid on Monday, May 11, 2009. For Molokai (8 units) a consultant was hired to do renovation, site and dwelling improvements at Kahale Mua Federal and State (includes 8 "C" units). Design will be done by mid-July and out for bid in November 2009.

3. Correctional Industries began working on vacant units on April 1, 2009; 6 units were completed and 5 units were filled on or before May 1, 2009.

4. Current applications pool consists of the following number of families to ensure ready vacant units are filled within 48 hours.

HONOLULU	**TOTAL**
ELDERLY 0	7
ELDERLY 1	17
ELDERLY 2	1
HONOLULU FAMILY	
1 BEDROOM	20
2 BEDROOM	17
3 BEDROOM	18
4 BEDROOM	16
5 BEDROOM	3
CENTRAL	
ELDERLY 0	1
ELDERLY 1	5

CENTRAL FAMILY	
1 BEDROOM	8
2 BEDROOM	4
3 BEDROOM	5
4 BEDROOM	4
LEEWARD FAMILY	
1 BEDROOM	4
2 BEDROOM	10
3 BEDROOM	13
4 BEDROOM	3
WINDWARD FAMILY	
1 BEDROOM	8
2 BEDROOM	13
3 BEDROOM	5
4 BEDROOM	2
TOTAL:	184
DUPLICATED:	7

5. Please see chart below for the families referred for eviction since February 2009 and the amount owed as of April 2009. Eviction referrals submitted before February 2009 are not included on the chart below. The number of

families delinquent over 90 days decreased from 320 in March 2009 to 186 in April of 2009. The amount owed by families over 90 days delinquent decreased by $155,000.00 in the month of April 2009 and over $100,000.00 in referrals for eviction were processed by the AMPs.

	Non Vacated Delinquencies Balance As of April 2009			
AMP	Count of Families	Over 90 Days	Count of Families referred in February to April 2009	Dollar amount of the cases referred in February to April 2009
30P-Aiea	3	3,435.13	2	2,808.36
31P-KVH	21	312,779.53	13	228,309.21
32P-MWH	5	14,609.99	5	15,562.02
33P-Kamehameha/Kaamanu	6	20,689.91	5	7,182.82
34P-Kalakaua	0	0	0	0.00
35P-Kalanihuia	12	41,289.76	3	8,696.60
37P-Hilo	10	8,487.06	1	3,700.00
38P-Kauai	12	6,627.44	4	8,181.80
39P-Maui	14	54,239.04	13	66,208.67
40P-KPT	19	14,639.49	11	17,776.44
43P-Kona	9	30,636.25	10	29,701.50
44P-Leeward Oahu	43	166,412.19	13	54,938.26
45P-Windward Oahu	9	11,562.79	6	9,369.27
46P-Kamuela	12	35,171.32	1	9,010.66
49P-Central Oahu	5	14,764.37	3	2,215.42
50P-Palolo	6	8,667.83	0	
April 2009	**186**	**$ 744,012.12**	**90**	**$ 463,661.03**
March 2009	**320**	**$ 899,383.81**	**66**	**$ 351,277.13**

GOAL: Uniform House Rules

The final draft of Project Rules was completed on 5/5/09. The Project Rules will be used statewide by all AMPs. PMMSB will prepare a For Action to take the rules to public hearing by the June 2009 Board Meeting. The uniform house rules will assist the HPHA in enforcing rules consistently across the State.

GOAL: Eliminate Repeat Audit Findings – Resident Files

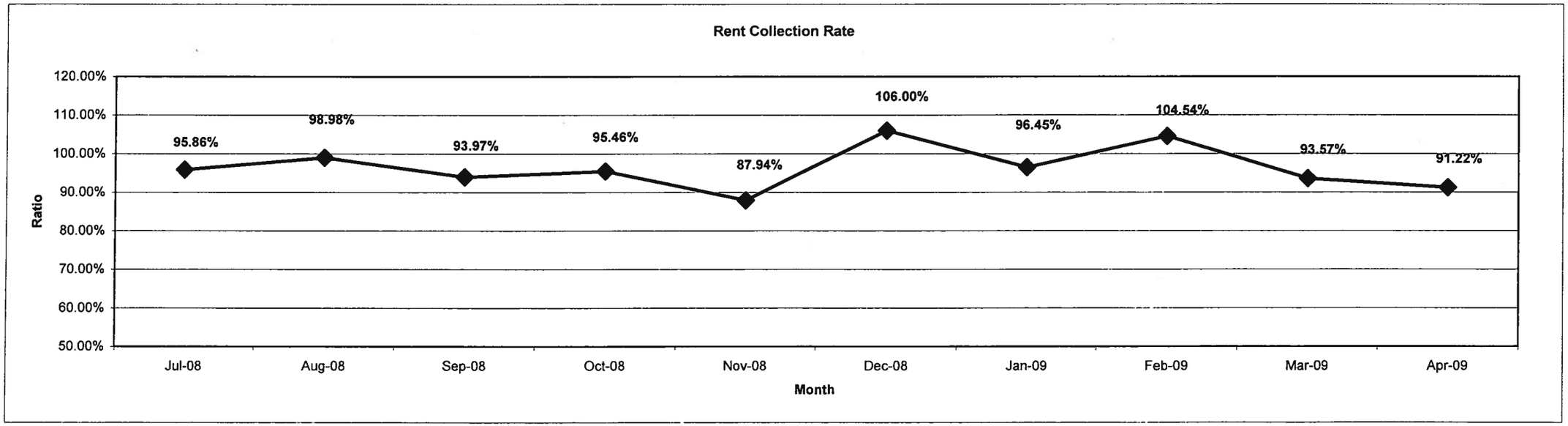
Public Housing Specialists I & II staff quarterly meetings will begin on May 28, 2009. Meetings will address audit findings and findings from the monthly Supervisor's Review Reports. (findings are reported to HUD)

FEDERAL PUBLIC HOUSING

Rent Collection from 07/01/2008 to 4/30/2009

	Jul-08			Aug-08			Sep-08			-08			Nov-08			Dec-08		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 116,470.00	119,587.73	102.68%	$ 120,477.92	122,760.35	101.89%	$ 125,439.00	118,355.06	94.35%	$ 125,869.00	115,203.51	91.53%	$ 131,048.00	112,866.00	86.13%	$ 133,281.27	131,073.06	98.34%
Kauai	$ 79,207.00	75,806.25	95.71%	$ 79,485.00	75,502.50	94.99%	$ 75,965.00	86,866.07	114.35%	$ 78,673.00	80,746.73	102.64%	$ 79,849.00	73,720.23	92.32%	$ 80,041.00	93,170.62	116.40%
Maui	$ 51,024.00	43,783.00	85.81%	$ 49,455.00	45,634.62	92.28%	$ 48,272.00	44,387.54	91.95%	$ 46,012.00	46,125.48	100.25%	$ 47,977.00	39,874.31	83.11%	$ 46,632.00	46,921.77	100.62%
Oahu	$ 1,197,434.34	1,145,116.97	95.63%	$ 1,197,981.61	1,188,701.58	99.23%	$ 1,200,629.45	1,113,188.62	92.72%	$ 1,204,135.22	1,146,555.38	95.22%	$ 1,214,272.36	1,068,968.52	88.03%	$ 1,221,838.55	1,299,474.08	106.35%
Total	$ 1,444,135.34	$ 1,384,293.95	95.86%	$ 1,447,399.53	$ 1,432,599.05	98.98%	$ 1,450,305.45	$ 1,362,797.29	93.97%	$ 1,454,689.22	$ 1,388,631.10	95.46%	$ 1,473,146.36	$ 1,295,429.06	87.94%	$ 1,481,792.82	$ 1,570,639.53	106.00%

	Jan-09			Feb-09			Mar-09			Apr-09			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 133,656.78	$ 115,217.46	86.20%	$ 132,995.09	$ 153,397.87	96.73%	$ 132,936.86	$ 128,036.71	96.31%	$ 131,367.63	$ 124,493.52	94.77%	$ 1,283,541.55	$ 1,240,991.27	96.68%
Kauai	$ 83,368.00	$ 84,101.48	100.88%	$ 84,625.00	$ 83,524.26	88.16%	$ 85,116.00	$ 81,355.63	95.58%	$ 84,094.00	$ 80,050.21	95.19%	$ 810,423.00	$ 814,843.98	100.55%
Maui	$ 47,501.00	$ 44,531.92	93.75%	$ 46,918.00	$ 42,249.03	75.04%	$ 46,955.00	$ 38,073.50	81.09%	$ 49,002.00	$ 49,710.83	101.45%	$ 479,748.00	$ 441,292.00	91.98%
Oahu	$ 1,225,392.10	$ 1,193,203.47	97.37%	$ 1,220,303.61	$ 1,273,011.42	88.14%	$ 1,223,417.21	$ 1,145,321.53	93.62%	$ 1,220,886.98	$ 1,100,630.93	90.15%	$ 12,126,291.43	$ 11,674,172.50	96.27%
Total	$ 1,489,917.88	$ 1,437,054.33	96.45%	$ 1,484,841.70	$ 1,552,182.58	104.54%	$ 1,488,425.07	$ 1,392,787.37	93.57%	$ 1,485,350.61	$ 1,354,885.49	91.22%	$ 14,700,003.98	$ 14,171,299.75	96.40%



Federal LIPH

HPHA Island Overview Report
April 2009

	Occupancy					Monthly Activity				Federal Waiting List*			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Families	Elderly	Transf. to LIPH-Family	Transf. to LIPH Elderly
Hawaii	602	545	90.53%	57	5	6	7	4	0	1,565	147	2	2
Kauai	319	313	98.12%	6	0	0	1	0	0	92	45	2	1
Maui	196	140	71.43%	56	1	5	6	3	0	178	80	1	0
Oahu	4,121	3,858	93.62%	263	37	36	53	13	4	5,053	1,261	18	20
Total	**5,238**	**4,856**	**92.71%**	**382**	**43**	**47**	**67**	**20**	**4**	**6,752**	**1,505**	**23**	**23**

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	40	$ 25,039.00	31	$ 74,294.63	$ 131,367.63	$ 124,493.52	**94.77%**
Kauai	16	$ 7,897.16	12	$ 6,627.44	$ 84,094.00	$ 80,050.21	**95.19%**
Maui	18	$ 16,343.24	14	$ 54,239.04	$ 49,002.00	$ 49,710.83	**101.45%**
Oahu	195	$ 117,928.73	129	$ 608,851.01	$ 1,220,886.98	$ 1,100,630.93	**90.15%**
Total	**269**	**$ 167,208.13**	**186**	**$ 744,012.12**	**$ 1,485,350.61**	**$ 1,354,885.49**	**91.22%**

* - Please notice waitlist count does not sum up as applicants may apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents and Payment Agreements (Bill Code 0001 and 0006).
The collection charges reflect only the dwelling rental collections including prepays and Rent Payment Agreements. Excluded are Work Orders, Pet Fees, Monthly Pet Fees, Misc Charges, etc.
Collections Rate uses the same month for calculations. Example: 11-2008 charges are compared against 11-2008 collected.

Federal LIPH

HPHA Project Overview Report
April 2009

	Occupancy					Monthly Activity				Federal Waiting List*			
AMP	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH Family	Transf. to LIPH-Elderly
30P-Aiea	361	360	99.72%	1	0	0	1	0	1	3800	0	16	0
31P-KVH	373	311	83.38%	62	2	5	4	1	2	3800	0	16	0
32P-MWH	363	344	94.77%	19	5	6	2	0	0	3800	0	16	0
33P-Kam/Kaamanu	371	367	98.92%	4	2	1	3	2	0	3800	0	16	0
34P-Kalakaua	581	557	95.87%	24	1	1	5	1	0	0	1221	0	20
35P-Kalanihuia	585	551	94.19%	34	5	8	25	3	0	3800	1221	16	20
37P-Hilo	301	268	89.04%	33	0	4	4	3	0	753	116	0	1
38P-Kauai	319	313	98.12%	6	0	0	1	0	0	92	45	1	1
39P-Maui	196	140	71.43%	56	1	5	6	3	0	178	80	3	0
40P-KPT	739	683	92.42%	56	14	12	6	5	1	3800	0	16	0
43P-Kona	200	191	95.50%	9	4	1	2	1	0	937	41	0	1
44P-Leeward Oahu	258	220	85.27%	38	5	1	4	0	0	1654	0	1	0
45P-Windward Oahu	226	221	97.79%	5	1	0	1	1	0	1158	0	2	0
46P-Kamuela	101	86	85.15%	15	1	1	1	0	0	937	41	0	1
49P-Central Oahu	150	135	90.00%	15	2	1	2	0	0	889	142	2	0
50P-Palolo	114	109	95.61%	5	0	1	0	0	0	3800	0	16	0
Total	5,238	4,856	92.71%	382	43	47	67	20	4	6752	1505	23	23

	Non Vacated Delinquencies**				Collection Rate		
AMP	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	9	2,865.18	3	3,435.15	$ 156,748.00	143,855.41	91.77%
31P-KVH	26	23,736.93	21	312,779.53	$ 108,174.00	93,429.02	86.37%
32P-MWH	10	6,251.16	5	14,609.99	$ 115,035.05	102,810.22	89.37%
33P-Kam/Kaamanu	6	5,161.34	6	20,689.91	$ 111,883.24	101,935.95	91.1 %
34P-Kalakaua	1	58.00	0	0.00	$ 132,482.50	116,998.23	88.31%
35P-Kalanihuia	14	4,844.18	12	41,289.76	$ 132,164.43	122,237.26	92.49%
37P-Hilo	9	3,598.00	10	8,487.06	$ 63,299.96	57,996.63	91.62%
38P-Kauai	16	7,897.16	12	6,627.44	$ 84,094.00	80,050.21	95.19%
39P-Maui	18	16,343.24	14	54,239.04	$ 49,002.00	49,710.83	101.45%
40P-KPT	41	25,616.58	19	14,639.49	$ 256,270.00	231,783.06	90.44%
43P-Kona	17	9,843.00	9	30,636.25	$ 47,948.00	49,500.77	103.24%
44P-Leeward Oahu	53	26,887.90	43	166,412.19	$ 56,785.00	50,470.60	88.88%
45P-Windward Oahu	16	14,558.25	9	11,562.79	$ 78,103.00	73,294.42	93.84%
46P-Kamuela	14	11,598.00	12	35,171.32	$ 20,119.67	16,996.12	84.48%
49P-Central Oahu	9	5,128.36	5	14,764.37	$ 43,623.00	37,783.12	86.61%
50P-Palolo	10	2,820.85	6	8,667.83	$ 29,618.76	26,033.64	87.90%
	269	$ 167,208.13	186	$ 744,012.12	$ 1,485,350.61	$ 1,354,885.49	91.22%

* - Please notice waitlist count does not sum up as applicants may apply on more than 1 listing.

**-Delinquencies and Collections reflect only Rents and Payment Agreements (Bill Code 0001 and 0006).

The collection charges reflect only the dwelling rental collections including prepays and Rent Payment Agreements. Excluded are Work Orders, Pet Fees, Monthly Pet Fees, Misc Charges, etc.

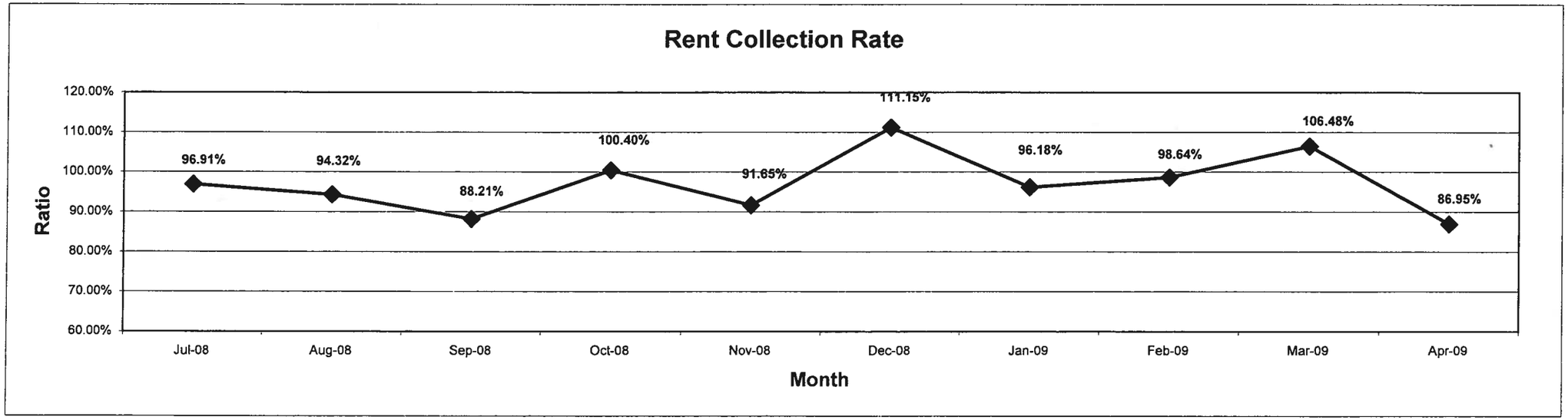
Collections Rate uses the same month for calculations. Example: 11-2008 charges are compared against 11-2008 collected.

STATE PUBLIC HOUSING

Rent Collection from 07/01/2008 to 4/30/2009

	Jul-08			Aug-08			Sep-08			Oct-08			Nov-08			Dec-08		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 11,693.00	$ 11,134.23	95.22%	$ 11,028.00	$ 8,885.00	80.57%	$ 10,906.00	$ 8,577.00	78.64%	$ 10,906.00	$ 9,454.00	86.69%	$ 11,223.00	$ 7,705.00	68.65%	$ 11,620.00	$ 9,200.00	79.17%
Kauai	$ 5,861.00	$ 5,247.05	89.52%	$ 6,313.00	$ 6,024.95	95.44%	$ 6,444.00	$ 5,153.00	79.97%	$ 6,279.00	$ 6,063.00	96.56%	$ 6,854.00	$ 5,551.00	80.99%	$ 6,859.00	$ 7,557.00	110.18%
Maui	$ 4,477.00	$ 3,571.00	79.76%	$ 4,508.00	$ 3,876.94	86.00%	$ 4,556.00	$ 4,686.00	102.85%	$ 4,380.00	$ 2,722.00	62.15%	$ 4,304.00	$ 2,955.00	68.66%	$ 4,203.00	$ 3,124.00	74.33%
Oahu	$ 210,603.00	$ 205,492.82	97.57%	$ 210,679.00	$ 200,544.75	95.19%	$ 213,530.00	$ 189,272.21	88.64%	$ 213,586.00	$ 217,855.10	102.00%	$ 214,258.00	$ 200,666.89	93.66%	$ 214,175.00	$ 243,383.29	113.64%
Total	$ 232,634.00	$ 225,445.10	96.91%	$ 232,528.00	$ 219,331.64	94.32%	$ 235,436.00	$ 207,688.21	88.21%	$ 235,151.00	$ 236,094.10	100.40%	$ 236,639.00	$ 216,877.89	91.65%	$ 236,857.00	$ 263,264.29	111.15%

	Jan-09			Feb-09			Mar-09			Apr-09			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 11,429.00	$ 8,152.00	71.33%	$ 11,432.00	$ 12,855.98	101.97%	$ 11,266.00	$ 9,539.04	84.67%	$ 11,228.00	$ 9,921.35	88.36%	$ 112,731.00	$ 95,423.60	84.65%
Kauai	$ 6,290.00	$ 5,416.00	86.10%	$ 6,334.00	$ 6,130.00	76.68%	$ 6,086.00	$ 6,270.07	103.02%	$ 6,102.00	$ 5,516.00	90.40%	$ 63,422.00	$ 58,928.07	92.91%
Maui	$ 4,316.00	$ 4,139.00	95.90%	$ 4,409.00	$ 3,845.00	87.21%	$ 4,122.00	$ 4,470.00	108.44%	$ 4,766.00	$ 4,547.00	95.40%	$ 44,041.00	$ 37,935.94	86.14%
Oahu	$ 218,982.00	$ 214,103.49	97.77%	$ 221,386.00	$ 217,408.54	84.84%	$ 221,295.00	$ 238,215.48	107.65%	$ 223,606.00	$ 193,663.83	86.61%	$ 2,162,100.00	$ 2,120,606.40	98.08%
Total	$ 241,017.00	$ 231,810.49	96.18%	$ 243,561.00	$ 240,239.52	98.64%	$ 242,769.00	$ 258,494.59	106.48%	$ 245,702.00	$ 213,648.18	86.95%	$ 2,382,294.00	$ 2,312,894.01	97.09%



State LIPH

HPHA Island Overview Report
April 2009

	Occupancy					Monthly Activity				State Waiting List*			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH Elderly
Hawaii	56	27	48.21%	29	0	2	1	1	0	1,325	0	0	0
Kauai	26	25	96.15%	1	1	0	1	0	0	27	0	1	0
Maui	32	27	84.38%	5	1	0	0	0	0	31	0	0	0
Oahu	751	714	95.07%	37	9	5	8	4	0	4,483	500	2	3
Total	**865**	**793**	**91.68%**	**72**	**11**	**7**	**10**	**5**	**0**	**5,799**	**500**	**3**	**3**

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	5	$ 2,000.00	10	$ 17,047.47	$ 11,228.00	$ 9,921.35	**88.36%**
Kauai	1	$ 626.00	2	$ 722.46	$ 6,102.00	$ 5,516.00	**90.40%**
Maui	3	$ 799.00	17	$ 17,416.37	$ 4,766.00	$ 4,547.00	**95.40%**
Oahu	25	$ 16,537.50	65	$ 325,858.61	$ 223,606.00	$ 193,663.83	**86.61%**
Total	**34**	**$ 19,962.50**	**94**	**$ 361,044.91**	**$ 245,702.00**	**$ 213,648.18**	**86.95%**

* - Please notice waitlist count does not sum up as applicants may apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents and Payment Agreements (Bill Code 0001 and 0006).
The collection charges reflect only the dwelling rental collections including prepays and Rent Payment Agreements. Excluded are Work Orders, Pet Fees, Monthly Pet Fees, Misc Charges, etc.
Collections Rate uses the same month for calculations. Example: 11-2008 charges are compared against 11-2008 collected.

State LIPH

HPHA Project Overview Report
April 2009

	Occupancy					Monthly Activity				State Waiting List*			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
2201-Hauiki	46	45	97.83%	1	0	0	1	0	0	4392	0	2	0
2202-Puahala Homes	128	102	79.69%	26	7	1	2	1	0	251	0	0	0
2204-Kawailehua	26	25	96.15%	1	1	0	1	0	0	27	0	1	0
2205-Kahale Mua	32	27	84.38%	5	1	0	0	0	0	31	0	0	0
2206-Lokahi	30	16	53.33%	14	0	1	1	1	0	712	0	0	0
2207-Ke Kumu Elua	26	11	42.31%	15	0	1	0	0	0	680	0	0	0
2401-Hale Po'ai	206	204	99.03%	2	0	1	2	2	0	0	318	0	0
2402-La'iola	109	105	96.33%	4	0	2	0	0	0	0	77	0	0
2403-Kamalu-Ho'olulu	221	220	99.55%	1	1	0	3	1	0	0	139	0	3
2404-Halia Hale	41	38	92.68%	3	1	1	0	0	0	0	139	0	0
Total	865	793	91.68%	72	11	7	10	5	0	5,799	500	3	3

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	11	$ 8,916.53	19	$ 135,766.39	$ 20,945.00	18,036.33	86.11%
2202-Puahala Homes	13	$ 7,429.97	29	$ 184,604.57	$ 37,106.00	31,950.50	86.11%
2204-Kawailehua	1	$ 626.00	2	$ 722.46	$ 6,102.00	5,516.00	90.40%
2205-Kahale Mua	3	$ 799.00	17	$ 17,416.37	$ 4,766.00	4,547.00	95.40%
2206-Lokahi	0	$ -	2	$ 12,591.50	$ 7,369.00	8,144.35	110.52%
2207-Ke Kumu Elua	5	$ 2,000.00	8	$ 4,455.97	$ 3,859.00	1,777.00	46.05%
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	$ 56,571.00	48,893.00	86.43%
2402-La'iola	0	$ -	9	$ 3,174.26	$ 34,082.00	29,712.00	87.18%
2403-Kamalu-Ho'olulu	0	$ -	3	$ 29.39	$ 62,665.00	54,506.00	86.98%
2404-Halia Hale	1	$ 191.00	0	$ -	$ 12,237.00	10,566.00	86.34%
Total	34	$ 19,962.50	94	$ 361,044.91	$ 245,702.00	$ 213,648.18	86.95%

* - Please notice waitlist count does not sum up as applicants may apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents and Payment Agreements (Bill Code 0001 and 0006).
The collection charges reflect only the dwelling rental collections including prepays and Rent Payment Agreements. Excluded are Work Orders, Pet Fees, Monthly Pet Fees, Misc Charges, etc.
Collections Rate uses the same month for calculations. Example: 11-2008 charges are compared against 11-2008 collected.

Vacant Unit Completion Status
Units Vacated After 7/1/08
As of 4/30/09

Project	Total Vacant Units from 7/1/08	Completed	To be completed	May '09	Jun '09	FY 09-10
AMP 30 (Halawa)	41	38	3	3		
AMP 31 (Kalihi Valley Homes)	31	25	6	4	2	
AMP 32 & 33 (Mayor Wright Homes)	51	46	5	3	1	1
AMP 34 (Kalakaua)	41	20	21	4	4	13
AMP 35 (Punchbowl)	62	41	21	8	13	
AMP 37 (Hilo)	39	14	25	5	7	13
AMP 38 (Kauai)	25	24	1	1		
AMP 39 (Maui)	34	6	28	5	4	19
AMP 40 (Kuhio Park Terrace)	68	51	17	10	7	
MU 42 (State Elderly)	67	66	1	1		
AMP 43 (Kona)	21	19	2	1	0	1
AMP 44 (Leeward Coast)	51	15	36	4	17	15
AMP 45 (Windward Oahu)	17	14	3	2	1	
AMP 46 (North Hawaii)	10	2	8	1	1	6
AMP 49 (Wahiawa/Waialua)	26	14	12	3	1	8
AMP 50 (Palolo)	4	0	4	2	2	0
State Public Housing	30	12	18		5	13
Totals	**618**	**407**	**211**	**57**	**65**	**89**

Vacant Units as of 6/30/2008

Vacant Unit Completion Status
5/7/2009

VACANT UNIT REPAIRS

Project	Actual																Projected		Future
	Vacant Units	Completed	To Be Completed	Assigned to AMP, Team, Others	Assigned to CMS	Assigned to CMS/Team	July 2008	Aug. 2008	Sept. 2008	Oct. 2008	Nov. 2008	Dec. 2008	Jan. 2009	Feb. 2009	Mar. 2009	Apr. 2009	May 2009	June 2009	
AMP 30 (Halawa)	4	4	0	0	0		3 A		1 A										
AMP 31 (Kalihi Valley Homes)	130	81	49	0	49		1 A	3 T	16 C/T	2 T								27 C	22 C (2/10)
							49 C/T			10 C/T									
AMP 32 (Mayor Wright Homes)	11	5	6	1	5		3 A					1 T				1 C		1 A	5 C (6/10)
AMP 33 (Kaahumanu/Kam)	15	14	1	1	0		7 A	3 A	3 A								1 C/A		
															1 C				
AMP 34 (Kalakaua)	22	9	13	0	13		1 A	2 A			4 T								10 C (12/09)
							2 C												3 C (10/10)
AMP 35 (Punchbowl)	44	44	0	0	0		1 A			11 A		24 C/T	3 C/T						
													1 A						
															4 C				
AMP 37 (Hilo)	51	39	12	0	12			1 A	2 A		16 C	9 T	4 T	4 T	3 T				12 C (4/10)
AMP 38 (Kauai)	22	15	7	0	7		6 A	3 A	2 A	1 A			2 A			1 C		1 C	6 C (6/10)
AMP 39 (Maui)	61	39	22	1	21		8 A	5 A	12 C			5 C					1 A		21 C (6/10)
								6 C					3 C						
AMP 40 (Kuhio Park Terrace)	32	8	24	0	24		6 A			2 A							1 A/C		23 C (6/10)
AMP 43 (Kona)	33	32	1	0	1		10 A							2 C					1 C (6/10)
							18 C							1 A	1 A				
AMP 44 (Leeward Coast)	25	16	9	0	9		4 A						2 A						7 C (PF)
													5 I			5 T			2 C (6/10)
AMP 45 (Windward Oahu)	22	21	1	1	0		2 A		3 A	1 T/A		8 T/A		1 A	2 A			1 A	
							4 C												
AMP 46 (North Hawaii)	31	14	17	4	13		3 A	3 A	2 A	5 A			1 A				2 C		15 C (12/09)
MU 48 (Waipahu)	15	15	0	0	0		2 A		5 A			1 T							
									7 V										
AMP 49 (Wahiawa/Waialua)	16	13	3	0	3		9 A					4 T						3 C	
AMP 50 (Palolo)	3	2	1	0	1			2 V										1 C	
Total	537	371	166	8	158	0	139	28	53	32	20	52	21	8	11	7	5	34	127

A - AMP **C** - CMS **I** - Inmates (Dept. of Public Safety) **T** - Team **V** - VIP (Volunteers) **PF** - Pending Funding

	4/16/09 BOARD MEETING PUBLIC TESTIMONIES					
Item	Public Testimony	Case Disposition	Reason Declined or Discontinued	Investigation Finding	Closure Determination	Complaint Resolution
1	Fetu Kolio, Mayor Wright Homes (MWH) - a) Concerns about resident association officers and wants impeachment process. b) Fireworks an issue. Board member Linda Smith suggested he contact Hawaii State Fire Council.	Letter response providing a) recall elections information, and b) information on fireworks.				Letter sent to F. Kolio on May 15, 2009. Letter drafted to H. Eliapo, resident association, on May 7, 2009 regarding prohibition against fireworks.
2	Roy Nakamura, Kalakaua - a) Wants to know about Lester Lopes eviction. b) Concerned about senseless killing of Clare Silva and doesn't want anyone else to get hurt.			a) Unable to disclose details due to tenant privacy confidentiality. b) Defendant arrested and in custody.		
3	June Talia, Kuhio Park Terrace (KPT) - a) Abandoned cars are an issue. b) Why do cars have to have stickers? Couldn't they use ID to allow authorized cars? c) Management requires picture IDs but what is it used for? The lost ID charge is $5. Doesn't want retaliation.	5/6/09 - R. Faleafine, KPT manager, noted: a) Towing was a problem as company was concerned about loss due to abandoned vehicles and cost of storage. Management was able to resolve issue with towing company and they towed 8 cars in April, 2009. b) Vehicle stickers are a common practice at HPHA properties. Stickers indicate authorized vehicles on property. Valid driver's license and registration under head of household or member name is required. Management monitors expiration dates to ensure only valid authorized vehicles on property as a security measure. c) Tenant picture IDs were established years ago with federal funds as a means of addressing security issues. When incidents occur, it can identify authorized tenants on the property. It also provides for tenant-only access to laundry/community rooms. $5 replacement cost for lost IDs, but free if due to wear and tear.				R. Faleafine notified J. Talia of procedures for abandoned vehicles, ID and stickers on May 15, 2009.
4	Germaine Kukahiko, Hookipa Kahaluu - Few months ago, a tenant threatened another tenant due to parking issue. Report was made. HPD came but did nothing. Management came but did nothing.	No further action				Management did respond as HPD did contact management. When management arrived, problem was resolved and tenant apologized to other tenant. Letter sent to G. Kukahiko on May 15, 2009.

Item	Public Testimony	Case Disposition	Reason Declined or Discontinued	Investigation Finding	Closure Determination	Complaint Resolution
5	Lokelani Correa, Hookipa Kahaluu - a) Comment on 5 yr. plan. Petition has been signed by all residents regarding $25 late fee. Doesn't dispute the late fee or amount but why is it charged on the 2nd without any grace period? b) Also, stated HPD comes on property all the time. Nothing is done. Tenants fighting. Management has been working on getting things done so she's pretty happy about that. c) Abandoned vehicles and oversized pets are a problem. Had incidents with vicious dogs hurting others. d) Wanted information on resident survey. Never received one. It was clarified that HUD issues random survey to a percent of tenants. e) Board member Clarissa Hosino commented that she wants a resident survey by HPHA.	a) Late fees are part of the 5 yr plan. Grace period will be continued. b) Management has been working with HPD and will be meeting with the Kaneohe police. Management met with HPD week of 5/4/09 regarding Waimanalo and brought up issues at that time. c) Abandoned vehicles: management has towed 4 vehicles from property and sent letters to registered owners of vehicles. They have contacted management and made arrangements to remove vehicles. Oversized pets - dogs: Management sent warning letters out on 5/6/09 and then will start enforcing Pet Policy after grace period. d) Twice a year AMP meetings provide good feedback mechanism. Staff will check on surveys done in the past.			Property Management and Maintenance Services Branch (PMMSB) will consider developing a standard survey (next fiscal year).	
6	Theresa Cummings, Mayor Wright Homes - a) Opposes late fee without grace period. Rental agreement provides for 7 business days grace. b) Resident Management Corporation should be supported by management. c) Crime and Safety Program with HPHA & HPD: Concerned with confidentiality of incident report program.	Letter response sent that grace period will be continued, and incident report program will be terminated.				Letter sent to T. Cummings on May 11, 2009.
7	Veronica Neves, Hookipa Kahaluu - Concerns with $25 late fee. Gets paid on the 5th & always pays. Thinks the Resident Advisory Board (RAB) is doing good things.	Late fees are part of the 5 year plan. Grace period will be continued.				Late fees to be charged after the 7th business day so will not affect tenant who pays on the 5th.
8	Levaai Alualu, KPT - Concerned about changes that might take place. Half of KPT might have to move out and make changes. Concerned about what would those with bad credit do if they had to go outside. Wants to have newly renovated buildings. KPT has been a safe place for her and 9 children. Outside media makes it seem bad. KPT crime is down and they are working to make it a safer place. Please consider the resident concerns before making decisions. Board member Sherri Dodson suggested another resident meeting or a flyer to assure residents that there will be no displacements. Translated flyer needed with frequently asked questions (FAQs).	Requested assistance from the Contracts and Procurement Office (CPO) to address FAQs. They are working with consultant from Washington DC to gather general FAQs from other projects.			HPHA will hold community meeting at KPT once more information is available.	Resident representative June Talia is currently involved with HPHA to help evaluate project. HPHA will involve residents in every phase of the mixed income redevelopment process before a decision is made.

Item	Public Testimony	Case Disposition	Reason Declined or Discontinued	Investigation Finding	Closure Determination	Complaint Resolution
9	Nora Oliphant, Kalakaua - There's a mentally challenged tenant who has damaged HPHA property. He also tried to run a security guard down.	There was an incident that occurred in March 6, 2009 where a resident drove a vehicle on the sidewalk. Incident was reported to security. The HPHA security officer will meet with AMP management during week of May 18 to address this issue and will work with management and security to get timely reporting of security incident reports.		Unable to disclose details due to tenant privacy confidentiality.		
10	Board member Carol Ignacio had concern about Ka Hale Kahaluu problem with no hot water for 8 days. Need written follow up to this whole incident. PMMSB may need to keep a part in stock.			On April 7 and April 8, 2009, the gas burners for the 2 water heaters that service Buildings 3 & 4 did not operate for extended length of time. After several attempts to relight the burners, the plumbing contractor was called (04/08). It was determined that the gas burner/pilot light assembly was not working properly. Parts for these commercial water heaters are not kept in stock on the Big Island, as well as on Oahu. Needed to contact manufacturer and have it air freighted in.	On April 14, 2009, the plumbing contractor, Buccaneer Plumbing, replaced the gas burner assembly for the commercial water heater, including pilot light assemblies, thermopiles, couplers, etc. Estimated cost to replace, labor included: $1,100.	

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Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 5/4/09

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of April			No. and duration of Repairs to Elevator between 7/1/07 to 4/30/09			Start Date	Date or Estimated Completion of Major Repair	Total Repair Cost as of Report Date
				Less than one day	2 to 7 days	More than 7 days	Less than one day	2 to 7 days	More than 7 days			
Kuhio Park Terrace A	Family	1					32	3	2			$ 115,919.34
		2					38	4	2			$ 69,470.99
		3	Notice to Proceed issued on March 19, 2009				2					$ 2,612.56
Kuhio Park Terrace B	Family	4	Parts used to repair #5	Cannot be repaired.					1	06/29/07	Cannot be repaired.	
		5		6			24	1	2			$ 139,618.87
		6					47					$ 6,874.98
Paoakalani	Elderly	1					5					$ 1,100.00
		2					1		1			$ 17,038.90
Kalakaua Home	Elderly	1					15	1	1			
		2		1			11	1				$ 14,538.60
Ho`olulu Elderly	Elderly	1							1			$ 12,140.20
		2					3					
Kalanihuia	Elderly	1					34	1	1			$ 27,763.75
		2					20					$ 275.00
Kamalu Elderly	Elderly	1		1			6	2	1			$ 9,467.50
		2					4					$ 137.50
Makamae	Elderly	1					5		1			$ 2,722.51
		2					2					
Makua Alii	Elderly	1					16	2	1			$ 137.50
		2		1			10					
Punchbowl Homes	Elderly	1					11	2				$ 23,350.78
		2					7	1	1			$ 137.50
Banyan St Manor	Family	1					5					$ 20,692.75
Hale Poai	Elderly	1					11	2				$ 206.00
		2					8					$ 329.80
Halia Hale	Elderly	1		1			2					$ 3,323.02
Kulaokahua	Homeless	1		1			9					$ 378.75
Laiola	Elderly	1					1					$ 412.00
		2					4					
Pumehana	Elderly	1					8	2				$ 17,726.24
		2					9					$ 240.63
Salt Lake Apts	Family	1		2			4					$ 23,350.78
Wilikina Apts	Family	1					7	1				$ 3,323.02
		2					8					$ 17,038.90
Total		34		13	0	0	369	23	15			
											Total Cost for Repairs to date	$ 530,328.37

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 5/4/09

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Kuhio Park Terrace A	Family	1	1964	44	271	16	3		$4,152,919	To be funded w/ FY08 Elevator CIP	Sep-07	Oct-09	Nov-10
		2	1964	44					Notice to Proceed date 3/19/09		Sep-07	May-10	May-11
		3	1981	27							Sep-07	Apr-09	Apr-10
Kuhio Park Terrace B	Family	4	1964	44	298	16	3		Notice to Proceed date 3/19/09		Sep-07	Apr-09	Apr-10
		5	1964	44							Sep-07	Oct-09	Nov-10
		6	1981	27							Sep-07	May-10	May-11
Kalanihuia	Elderly	1	1968	40	151	15	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Nov-09	Apr-10
		2	1968	40							Aug-08	Apr-10	Aug-10
Kalakaua Home	Elderly	1	1983	25	221	10	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-10	Jan-11
		2	1983	25							Aug-08	Jan-12	May-12
Punchbowl Homes	Elderly	1	1961	47	144	7	2		$700,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-10	Nov-10
		2	1961	47							Aug-08	Dec-10	Mar-11
Paoakalani	Elderly	1	1970	38	151	17	2		$780,000	To be funded w/ FY09 Elevator CIP	Aug-08	Jun-12	Oct-12
		2	1970	38							Aug-08	Oct-12	Feb-13
Pumehana	Elderly	1	1972	36	139	21	2		$780,000	To be funded w/ FY09 Elevator CIP	Aug-08	Nov-09	Apr-10
		2	1972	36							Aug-08	Apr-10	Aug-10
Makua Alii	Elderly	1	1967	41	211	20	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Mar-11	Jul-11
		2	1967	41							Aug-08	Aug-11	Dec-11
Salt Lake Apts	Family	1	1970	38	28	8	1		$450,000	To be funded w/ FY09 Elevator CIP	Aug-08	Dec-11	Apr-12

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Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 5/4/09

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS

Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Makamae	Elderly	1	1971	37	124	4	2		$500,000	To be funded w/ FY09 Elevator CIP	Aug-08	Nov-12	Jan-13
		2	1971	37							Aug-08	Jan-13	Mar-13
Wilikina Apts	Family	1	1977	31	119	9	2		$700,000	To be funded w/ Wilikina Funds	Aug-08	Apr-12	Jul-12
		2	1977	31							Aug-08	Aug-12	Nov-12
Hale Poai	Elderly	1	1989	19	206	7		2	$320,000	Full Modernization not required, only installation of safety related items. Funding dependent on bids for major modernization listed above.			
		2	1989	19									
Halia Hale	Elderly	1	1995	13	41	5		1	$255,000				
Laiola	Elderly	1	1991	17	108	6		2	$220,000				
		2	1991	17									
Kulaokahua	Homeless	1	1992	16	30	3		1	$60,000				
Ho`olulu Elderly	Elderly	1	1994	14	112	7		2	$245,000				
		2	1994	14									
Kamalu Elderly	Elderly	1	1993	15	109	7		2	$240,000				
		2	1993	15									
Banyan St Manor	Family	1	1977	31	55	3							
	TOTAL	34			2,518	181	23	10	$12,102,919				

Average age of elevators 31

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RESULTS OF EVICTION REFERRALS

July 2007 – April 2009

	REFERRALS								
	TOTAL	REASON FOR REFERRAL		RESULT OF EVICTION REFERRAL					
MONTH		Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
Aug 07	12	7	5	2	5	2	1	2	10
Sept 07	13	7	6	6	1	0	0	6	7
Oct 07	13	5	8	6	3	2	0	2	11
Nov 07	21	15	6	12	3	1	1	4	17
Dec 07	3	2	1	1	0	1	1	0	3
Jan 08	10	10	0	5	3	0	0	2	8
Feb 08	10	9	1	3	2	1	0	4	6
Mar 08	7	6	1	2	1	1	0	3	4
Apr 08	30	27	3	9	13	0	1	7	23
May 08	14	11	3	4	6	0	0	4	10
June 08	12	9	3	6	2	0	1	3	9
July 08	0	0	0	0	0	0	0	0	0
Aug 08	13	9	4	5	2	0	1	5	8
Sept 08	14	12	2	4	2	1	3	4	10
Oct 08	22	15	7	5	7	0	2	8	14
Nov 08	14	10	4	9	2	0	1	2	12
Dec 08	11	10	1	7	2	0	0	2	9
Jan 09	5	4	1	3	0	1	0	1	4
Feb 09	39	32	7	16	13	0	0	10	29
Mar 09	31	27	4	12	11	3	0	5	26
Apr 09	31	29	2	14	9	0	0	8	23
TOTALS	325	256	69	131	87	13	12	82	243

Total # of Cases Heard for the Month of April 2009: 31
(Oahu & Neighbor Island)

Decisions Rendered:	Rent Violations	Other Violations
Eviction	12	2
Evict w/conditions	9	0
10-day cure	0	0
Dismissal	0	0
Continued	8	0
TOTAL	29	2

Delinquent balances for rent cases ordered evicted for month of April 2009:

AMP 30 Puuwai Momi	$ 137.85
AMP 31 Kalihi Valley	$ 94,938.15
AMP 32 Mayor Wright Homes	$ 2,901.31
AMP 39 Maui	$ 38,576.00
AMP 43 Kona	$ 10,712.76
AMP 49 Kupuna Home O Waialua	$ 1,216.42
Total:	$148,482.49

Contract & Procurement Office
Monthly Status Report for April 2009

Solicitations Issued in April 2009.

Solicitation No.	Title	Due Date
IFB-CMS-2009-08	Repair to Vacant Units at Paoakalani Job No. 09-010-136-S	May 1, 2009
RFP-OED-2009-15	Revitalize and redevelop Kuhio Park Terrace and Kuhio Park Terrace	May 1, 2009
IFB-CMS-2009-02	Generator Maintenance Services at Various Oahu Projects Job No. 08-061-00-Z	May 8, 2009

Contracts Executed in April 2009:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
CMS 09-03	HBM Acquisitions, LLC dba Hawaiian Building Maintenance Renovation of air conditioning system at elevator machine rooms at Kuhio Park Terrace 48 days from Notice to Proceed		$48,800.00
HPB-09-06	Office of Social Ministry Shelter Plus Care Program May 1, 2009 to April 30, 2010 *Note: Contract amount to be determined upon receipt of HUD grant agreement in June 2009.*		*tbd
CMS 08-22-SA01	The Limtiaco Consulting Group Sewage treatment plant improvements Kupuna Home O Waialua May 1, 2009 to April 1, 2011	$66,521.00	$328,628.00
PMB 07-03-SA01	Hawaii Affordable Properties, Inc. Property management, maintenance and resident services for Ka Hale Kahaluu AMP 43 May 1, 2009 – April 30, 2010	$587,496.00	$1,827,576.00

Status Reports:

1. Sale of Wilikina Apartments

   a. Interested buyer's attorneys (out of state and Hawaii attorneys) completed review and proposed changes to the Purchase & Sales agreement (P&S) in April 2009.
   b. Alvarez & Marsal (A&M) forwarded the P&S to HPHA staff on April 16, 2009, who forwarded it the same day to the Attorney General's Office (AG) for review.
   c. The AG determined there were conditions in the agreement that the State could not agree to. A&M met with the AG to review those conditions on April 23, 2009 and A&M apprised the buyer of the state's requirements. AG has been editing the agreement and clarifying HPHA's position under Hawaii State law and will be complete by May 18, 2009.
   d. P&S shall then be returned to the interested buyer via A&M for review and signature.
   e. After the P&S is executed the buyer will then apply for financing. If the buyer finances the sale with 4% Low Income Housing Tax Credits the closing could take 6-8 months.
   f. Staff shall continue to communicate with and monitor A&M's activities to expedite sale of the property. Land beneath the project will be leased, not sold.

2. Sale of Banyan Street Manor

   a. A site inspection of the subject property was conducted by Alvarez & Marsal on April 22, 2009 with five interested buyers.
   b. The RFP has a proposal deadline of June 8, 2009.
   c. Evaluation and recommendation regarding buyers to be submitted to staff in late June 2009.
   d. Presentation by A&M to be done at the July 16, 2009 HPHA Board of Directors Meeting.
   e. Staff will continue to communicate with and monitor A&M's activities to expedite sale.

3. Sale of Vacant Parcel, Hana, Maui:

   a. Hana Coast Realty fielded an offer from an interested buyer for $300,000.
   b. The HPHA declined the offer because the interested buyer's asking price of $300,000 was half the initial asking price of $600,000.
   c. Hana Coast Realty continues to field inquiries by interested buyers.
   d. Staff will continue to communicate with Hana Coast Realty, the real estate broker for the sale of the vacant parcel in Hana.

Section 8 Subsidy Programs Branch
Program Report
As of April 30, 2009

Federal Housing Choice Voucher (Section 8) Program

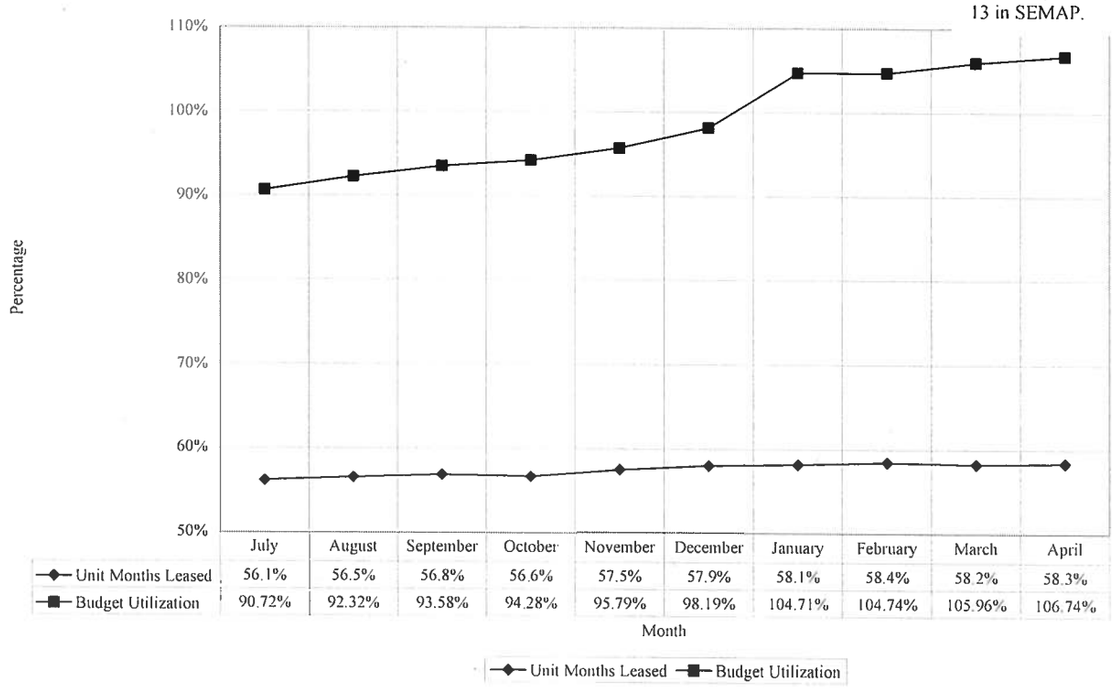
2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly voucher lease up is 1,764 or 57.68% of the total 3,058 baseline vouchers. 1,810 participants of HCV were leased up on the first of the month and 1,817 participants were assisted during the month. Administrative fees are earned for each participant that leased up on the first of the month.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 98.70% of the total annual allocated budget of $18,470,147 or $1,539,179 per month. April 2009 subsidy payments show a 0.78% monthly increase in subsidy expenditures from the previous month due in part to an increase in issuances of vouchers and hunters' success in securing rental contracts.

Monthly Report (Monthly Snapshots)

FY 2009 Section 8 Budget Utilization and Unit Months Leased

Current average budget utilization is **98.70%.** HPHA's goal is 95% to attain 15 points for Indicator 13 in SEMAP.



	July	August	September	October	November	December	January	February	March	April
Unit Months Leased	56.1%	56.5%	56.8%	56.6%	57.5%	57.9%	58.1%	58.4%	58.2%	58.3%
Budget Utilization	90.72%	92.32%	93.58%	94.28%	95.79%	98.19%	104.71%	104.74%	105.96%	106.74%

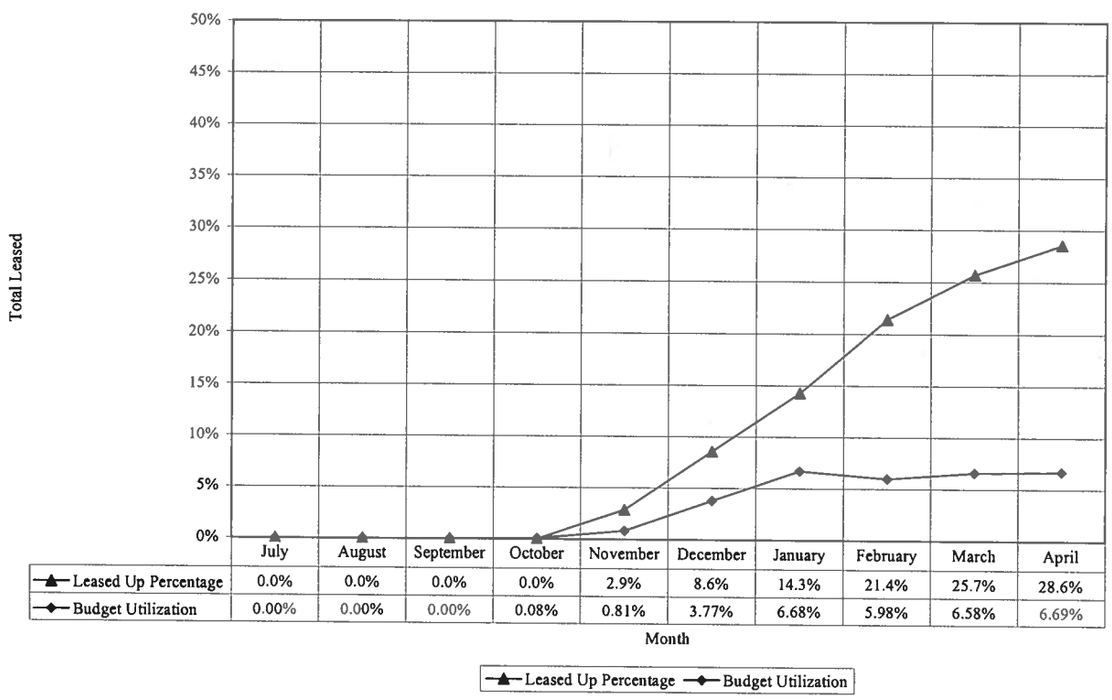
- The monthly average per unit cost subsidy is $864.00 per month. The amount reflects the difference between what the family pays towards rent and the approved payment standard. Payment standards vary among bedroom sizes.
- 14 new Housing Choice Vouchers were issued for April 2009, bringing the total FY 2009 new HCV issuances to 159.
- The anticipated prorated share of HAP budget authority has been calculated at 95% of the eligible allotment for CY 2009 as reported by the Department of Housing and Urban Development, Financial Management Center. However, the Branch will attempt to reach and maintain 95% to 98% of the budget authority without exceeding 100% of the budget authority as Congress has yet to approve the CY 2009 budget.

Federal Housing Choice Voucher (Section 8) Program
Veterans Affairs Supportive Housing (VASH)

- HPHA has been awarded 70 Veterans Affairs Supportive Housing (VASH) Vouchers to assist Veterans with housing assistance.
- Eligible applicants under this program are referred to HPHA from the Department of Veteran Affairs.
- For the month of April 2009, 4 veteran families were able to attain housing assistance. To date, a total of 27 veteran families are receiving VASH assistance.
- VASH voucher holders reside on Oahu, Maui and Kauai.

Monthly VASH Report (Monthly Snapshots)

FY 2009 VASH Vouchers



	July	August	September	October	November	December	January	February	March	April
Leased Up Percentage	0.0%	0.0%	0.0%	0.0%	2.9%	8.6%	14.3%	21.4%	25.7%	28.6%
Budget Utilization	0.00%	0.00%	0.00%	0.08%	0.81%	3.77%	6.68%	5.98%	6.58%	6.69%

Federal Housing Choice Voucher (Section 8) Program
Quarterly Update of Section 8 Management Assessment Program (SEMAP)

The United States Department of Housing and Urban Development (HUD) established the Section 8 Management Assessment Program (SEMAP) to assess performance and delivery of the Section 8 Rental Assistance Program. SEMAP consists of 15 measurement indicators. Hawaii Public Housing Authority's (HPHA) performance for each indicator through December 31, 2008 and respective strategies to achieve maximum points are itemized below.

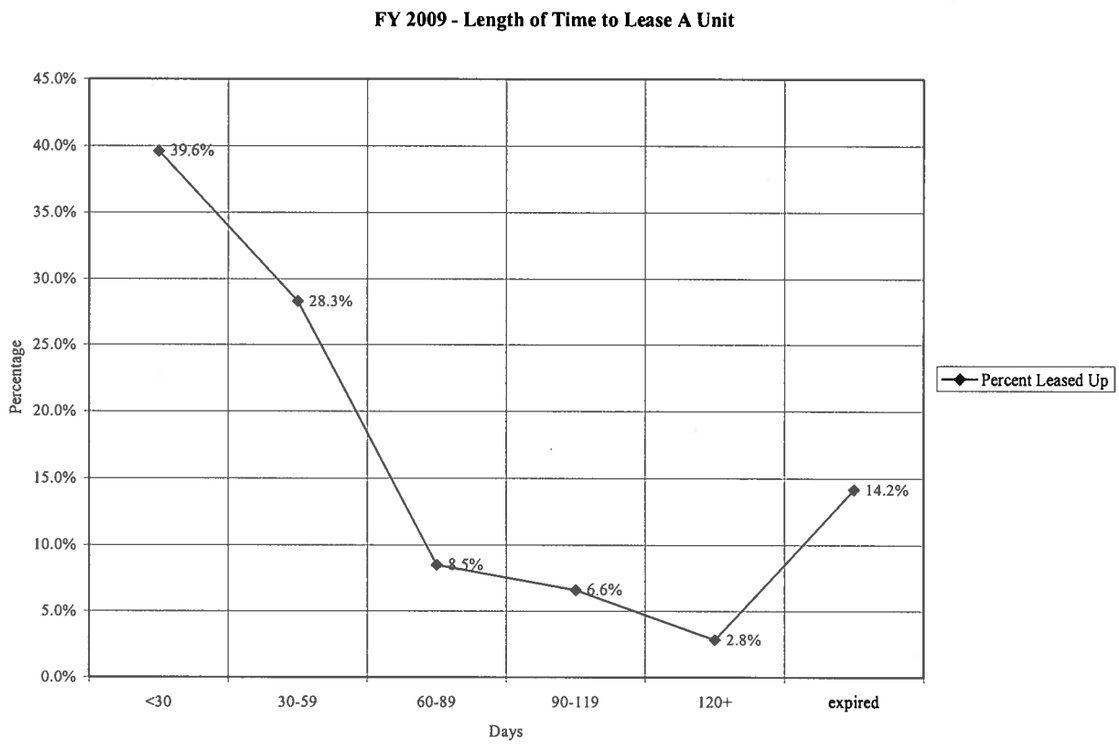
Indicator		Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
1	Wait List Selection (>98% = 15)	Wait List Selection Policies & procedures in place and being followed	15	15	15	Applicants are pulled from the Waiting List in compliance with the Hawaii Administrative Rules Chapter 15-185.
2	Reasonable Rent (>98% = 20; 80-97% = 15)	Procedure in place and being followed to document that rents are comparable to other units in census tract at initial lease up and annual recertification	20	15	20	HPHA's rent comparable data base is updated on a real time basis and reasonable rent is done during lease-up and re-certification. Random audits will be performed to ensure full compliance: 90% of files containing no errors. EmPHAsys (ECS) Elite contains a rent comparable module to assist the Housing Quality Standards (HQS) Inspectors when making this determination and improving on this indicator.
3	Adjusted Income (>90% = 20; 80-89% = 15)	Rent computations to determine adjusted income being done accurately	20	15	15	Rent computations are formulated via ECS and backed up by manual calculations. This procedure is automated. Section 8 recipients' (S8R) file audits (10%) are conducted to ensure accuracy of the calculation. Current accuracy rate is at 81%, however, the full quarter has not been reviewed as there is a time lag of two months to review tenant files. The Branch continues to address file errors and corrective actions.
4	Utility Allowance	Maintain and utilize current utility allowance rates (for each county)	5	5	5	All utility allowance schedules have been made current.
5	Housing Quality Standards (HQS) Control	Perform management inspection on 10% of units as quality control.	5	5	5	All the required inspections have not been completed, however for each month, 2% of initial inspections are reviewed.
6	HQS Enforcement	Enforce that landlords correct any emergency situations found during HQS inspections within 24 hours, non-emergency within 30 days	10	0	10	An extremely small percentage of the units have life threatening deficiencies reported during the HQS inspections. The Housing Inspectors immediately call to inform the landlord of all the deficiencies (life threatening and non-life threatening). Furthermore, a copy of the report and corrective actions required is mailed shortly thereafter. The inspectors schedule a follow-up inspection to ensure compliance. The HQS clerk contacts the owner/landlord for any deficiencies that have not been corrected within 15 days to check if corrections have been made or not. If corrections are not made after 30 days, the housing assistance payment (HAP) will be abated.
7	Expand Housing Opportunities	Encourage landlord participation in low poverty areas to participate through outreach strategies	5	5	5	HPHA and the City & County of Honolulu will co-sponsor a Landlord Outreach Seminar on May 29, 2009. These seminars are for current and prospective landlords, property managers and service providers.

Indicator		Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
8	Fair Market Rent (FMR) Limit & Payment Standards	At least 98% of gross rents are less than or equal to current FMR or Payment Standard	5	5	5	HUD has issued a 2009 FMR update and HPHA has updated the payment standard equivalent to approximately 95% of the FMR. Exception is that for studio units, 100% of the FMR will be used to assist the elderly and disabled households. The intent is to assist families with overcoming high rent barriers.
9	Annual Re-examinations (<5% = 10; 5-10% = 5)	Complete annual recertification on time / less than 5% overdue	10	10	10	PIH Information Center (PIC) SEMAP indicator shows 100% of number of families reported to be in compliance with annual re-certifications completed timely.
10	Tenant Rent Calculations	Calculations are done correctly / error rate of less than 2%	5	5	5	Monthly quality control (QC) will determine whether tenant rent calculations are within the 2% error rate report.
11	Pre-contract HQS (<2%)	98% of units must pass HQS inspection before lease signed	5	5	5	QC audits will indicate whether a unit passed inspection before HAP payments are made.
12	Annual HQS Inspection	Each unit must be inspected annually / error rate of less than 2%	10	10	10	PIC Ad Hoc reports will determine whether unit inspected was completed within 12 months. QC audits will back up data.
13	Lease Up (>98% = 30; 95-97% = 15)	Maximize lease up and utilization of Section 8 budget allocation.	20	0	15	As of 04/30/2009: **Adjusted Voucher Lease-Up Analysis**: Mainstream (175 / 175 or 100%) Section 8 (2,883 / 1,615 or 56.0%) VASH (70/27 or 39.0%) **Lease-Up (3,128/1,817 or 58.08%)** **Budget Authority to date ($15,479,229/$15,254,476 or 98.70%)** Improvement strategies • Increase payment standard to 95% of FMR. This will increase S8R opportunity to find affordable housing. • Continue to mass contact applicants on wait list and to conduct mass orientations. • Exhaust the "homeless" preference applicants to reach applicants who are currently renting. • HUD is operating under a Continuing Resolution at this time and is authorized to only spend at the FY 2008 levels and in accordance with the requirements of the FY 2008 Appropriations Act. The estimated eligibility for all PHAs has been totaled and compared to funds available to determine a standard pro-ration, which has been applied to each PHA's eligibility; that pro-ration was approximately 95%. Based on this information, HPHA continues to receive 5% less each month. Should the trend continue, the HCV program anticipates meeting indicator 13.

Indicator		Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
14	FSS (Oahu) (>80% & 30% escrow = 10; 60-79% & 30% escrow = 8; >80% & <30% escrow, or <60% & >30% escrow = 5; 60-79% & <60% escrow = 3)	Maximize enrollment up to budget allocation	10	8	8	The Family Self Sufficiency (FSS) coordinator has been receiving newly leased up referrals to increase the FSS program participants. It is anticipated to have 86 families under contract. There are 81 families under contract as of April 30, 2009.
			145	103	133	
15	Deconcentration Bonus (Oahu)	Utilize Section 8 Vouchers to deconcentrate urban areas of poverty	5	5	0	PIC information not available. Points will be determined at the end of the FY 2009.
TOTAL SCORE PLUS BONUS POINTS			**150**	**108**	**133**	

Housing Choice Voucher (HCV) Lease Up Success

A majority of voucher holders continue to successfully find units within the initial 60 day period as the softening of the rental market makes the HCV program more attractive to owner/landlords.



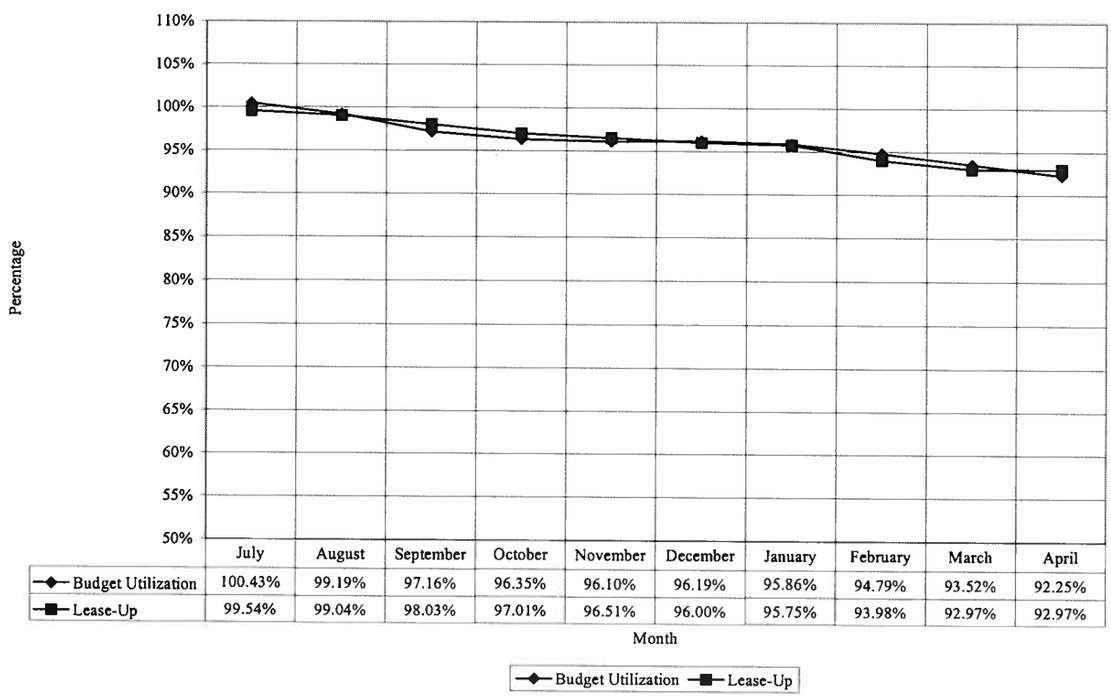
State Rent Supplement Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly lease up is 368 families or 96.18% of the total 396 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 96.18% of the total annual allocated budget of $924,720 or $77,060 per month.
- The monthly average per unit cost subsidy is $195.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of $230.00 per month.
- April 2009 Rent Supplement Subsidy payments show a 1.01% monthly decrease from the previous month while the number of families on assistance remained the same as the previous month. Per unit cost fell from $196 to $193 which is attributed to a decrease in subsidy payments.
- The values for previous reports may not be the same as the current report due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Rent Supplement Program Budget Utilization and Lease Up



	July	August	September	October	November	December	January	February	March	April
Budget Utilization	100.43%	99.19%	97.16%	96.35%	96.10%	96.19%	95.86%	94.79%	93.52%	92.25%
Lease-Up	99.54%	99.04%	98.03%	97.01%	96.51%	96.00%	95.75%	93.98%	92.97%	92.97%

HOMELESS PROGRAMS BRANCH
May 21, 2009

I. ACCOMPLISHMENTS

A. Shelter Occupancy Report
Information from this report is updated weekly and available on line at www.homeless.hpha.hawaii.gov This report identifies the number of people served in March. April information is updated on May 15th. The wait list information is effective as of April 30, 2009, because of the internal deadline for Board items.

The shelters with an asterisk are leased or owned by HPHA.

Shelter Name(s)	Total Number of units	Total # of People Served	Wait List
*Weinberg Village Waimanalo (Waimanalo, Oahu) Family Shelter	30 units	28 families **118 total indiv.**	225 singles 68 families
*Nakolea (McCully, Oahu) Working singles	64 units	**66 total indiv.**	0 single
*Kulaokahua (Makiki, Oahu) Trans. shelter for single seniors	29 units	**33 total indiv.**	37 singles
*Next Step Shelter (Kakaako, Oahu) Emergency shelter for singles & families	160 units	148 singles 24 families **228 total indiv.**	n/a
Puahala – H5 (Kalihi, Oahu) Transitional shelter for families	14 units	13 families **48 total indiv.**	n/a
*Onelau'ena (Kalaeloa, Oahu) Emergency shelter for singles & families	36 units	34 singles 27 families **141 total indiv.**	170 singles 72 families
*Onemalu (Kalaeloa, Oahu) Transitional shelter for singles & families	46 units	15 singles 34 families **179 total indiv.**	126 singles 44 families
*Hale Ulu Pono (Kalaeloa, Oahu) Transitional shelter for singles w/mental illness	28 units	**18 total indiv.**	28 singles
*Paiolu Kaiaulu (Leeward Oahu) Emergency shelter for singles & families	125 units	60 singles 56 families **262 total indiv.**	0
*Kumuhonua (Kalaeloa, Oahu) Transitional shelter for adults Currently taking applications	69 units	18 singles 0 families **18 total indiv.**	0
*Ulu Ke Kukui (Leeward Oahu) Transitional shelter for families Currently taking applications	80 units	3 singles 44 families **199 total indiv.**	0
Kawaihae (Big Island, Hawaii) Transitional for families	24 units	24 families **102 total indiv.**	25 singles 7 families
Maililand (Waianae, Oahu) Transitional for families	44 units	2 singles 42 families **174 total indiv.**	51 singles 15 families
Shelter Name(s)	**Total Number of units**	**Total # of People Served**	**Wait List**
Hawaii Island Home for Recovery (formerly) Faith Against Drugs (Hilo, Hawaii) Transitional for singles	19 units	20 singles **20 total indiv.**	16 singles

Ho'olanani (Kahului, Maui) Emergency for singles & families	18 beds	18 singles 1 family **23 total indiv.**	0
Honolulu Family Center (Oahu) Emergency for singles & Families	14 beds	1 single 4 families **15 total indiv.**	261 singles 63 families
Windward Family Center (Kailua, Oahu) Emergency for singles & families	14 beds	2 families **10 total**	94 singles 27 families
Gregory House (Honolulu, Oahu) Transitional for singles w/HIV	11 beds	**9 total indiv.**	43 singles 3 families
Waipahu House (Waipahu,Oahu) Transitional for singles	13 beds	**10 total indiv.**	43 singles 3 families
TLP Young Men's Keeaumoku (Honolulu, Oahu) Transitional for young men	4 units	**3 total indiv.**	0
TLP Young Men's Maka'aloa (Ewa Beach, Oahu) Transitional for young men	4 units	**1 total indiv.**	0
TLP Young Women Apaa (Ewa Beach, Oahu) Transitional for young women	6 units	**4 total indiv.**	0
Loliana (Honolulu, Oahu) Transitional for families	43 units	44 families **161 total indiv.**	7 families
Vancouver House (Honolulu, Oahu) Transitional for students with or without families	33 units	33 families **98 total indiv.**	20 families
IHS Ka'aahi Street (Honolulu, Oahu) Emergency for women & children	190 beds	141 singles 28 families **226 total indiv.**	0
IHS Sumner Street (Honolulu, Oahu) Emergency for men	200 beds	**382 total indiv.**	0
Kahikolu Ohana Hale O Waianae (Oahu) Transitional for singles & families	2 dorms & 72 units	7 singles 31 families **131 total indiv.**	0
Mana'olana (Lihue, Kauai) Emergency for families/singles	20 beds	52 singles 5 families **70 total indiv.**	0
Mana'olana (Lihue, Kauai) Transitional for families/singles	13 units	3 singles 6 families **19 total indiv.**	0
Komohana Group Home (Lihue, Kauai) Transitional for singles	6 beds	**5 total indiv.**	0
Lihue Court (Lihue, Kauai) Transitional for families	24 units	7 families **26 total indiv.**	0
Shelter Name(s)	**Total Number of units**	**Total # of People Served**	**Wait List**
Ka Hale A Ke Ola Homeless Resource Ctr. (Wailuku, Maui) Emergency/Transitional for singles & families	72 units	77 singles 58 families **281 total indiv.**	152 singles 33 families
Na Hale O Wainee Resource Center (Lahaina, Maui) Emergency/Transitional for singles & families	72 units	54 singles 30 families **149 total indiv.**	13 families

Safe Haven (Honolulu, Oahu) Transitional for singles w/mental illness	25 units	**25 total indiv.**	5 singles
Beyond Shelter (Hilo, Hawaii) Transitional for singles & families	8 units	8 families **29 total indiv.**	2 families
Kiheipua Emergency Shelter (Hilo, Hawaii) Emergency for singles & families	72 beds	8 singles 11 families **56 total indiv.**	2 singles 3 families
Wilder House (Hilo, Hawaii) Transitional for families	1 unit	1 family **8 total indiv.**	0
Kuleana House (Hilo, Hawaii) Transitional for families	1 unit	1 family **4 total indiv.**	2 families
Lighthouse Outreach Center (Waipahu, Oahu) Emergency for singles & families	100 beds	87 singles 58 families **279 total indiv.**	n/a
Veteran's in Progress (Kalaeloa, Oahu) Transitional for veterans	98 beds	**105 total indiv.**	0
Bridge to Success (Domestic Violence)(Oahu) Transitional for woman & children	8 units	1 single 6 families **16 total indiv.**	7 families
Family House (Domestic Violence)(Oahu) Transitional for women & children	15 units	1 single 6 families **16 total indiv.**	0
Ohana Ola O Kahumana (Waianae, Oahu) Transitional for families	48 units	52 families **204 total indiv.**	18 families
TOTAL	**1261 Units + 786 Beds**	**750 singles 684 families 3971 total indiv.**	**1278 singles 407 families**

B. State Programs Administration – (Stipend, Outreach and Grants Program)

1. Site monitoring visits for all three programs continue. Site visits are conducted annually, but each site is visited on a biennium rotation, unless a provider has many findings requiring corrective action. In the latter case, the provider is monitored annually.

C. Federal Programs

1. Five Year Consolidated Plan – Continued working with the three rural counties to produce a draft of the new Five Year Consolidated Plan for the years 2010 to 2014. The plan is for use of Housing and Urban Development (HUD) funds provided through Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grant (ESG) Programs over the next five years. The first draft must be completed by Sept. 2009, for a 30-day public comment period. The Consolidated Plan will be submitted to HUD by Dec. 1, 2009, for approval by Jan. 15, 2010.

2. Completed the homeless portion of the 2009 Annual Consolidated Action Plan.

3. Emergency Shelter Grants and Housing Opportunities for Person with AIDS – Recommendation of proposal awards for the 2009 program year has been completed in preparation for contracts beginning in June 2009.

4. Homeless Prevention Rapid Re-housing Program – Proposal review has been completed and awards announced. Working on the substantial amendment to the 2008 Annual Consolidated Action Plan in order to provide detail on use of American

Recovery and Reinvestment Act funds.

5. Conducting annual site audits of the contracted providers under Shelter Plus Care, Supportive Housing Program, Emergency Shelter Grant Program, and Housing Opportunities for Persons with AIDS to test compliance with Federal and State requirements in their service delivery, targeted outcomes, and contract expenditures. Thus far, all provider agencies contracted through federal funding are in compliance with their contracts and federal program requirements.

D. Other Projects

1. Point in Time Count – The results of the count are attached.

2. Repair and Maintenance of HPHA Owned Shelters – Four fire hydrants on land owned by HPHA at Kalaeloa are in need of servicing. Three hydrants have already been serviced with the fourth posing a problem in locating the hydrant valve. HPB has since discovered that the Navy has retained ownership and responsibility for the hydrants, but overlooked the ones on HPHA property. They are going to address the issue with a work order immediately and keep the hydrants serviced in the future.

3. Complete planning and construction of a playground utilizing funds from The Resort Group for the Kalaeloa shelters.

4. Complete the draw down of State CIP funds for Phase I of the Big Island Kaloko project and execution of a Memorandum of Agreement between HPHA and the County of Hawaii regarding use of the funds.

Statewide Homeless Point-in-Time Count
Methodology and Results

Prepared By
State of Hawaii, Hawaii Public Housing Authority, Homeless Programs Branch
City & County of Honolulu, Department of Community Services

May 2009

Acknowledgements

Thank you to the agencies and individuals who contributed their time, expertise, gifts for persons experiencing homelessness, and other resources to conduct the 2009 Homeless Point-in-Time Count. The City & County of Honolulu and Hawaii Public Housing Authority would like to recognize the following persons, organizations, and public and private agencies for participating in this project:

Partners in Care Point in Time Planning Members

- Stephanie On – City & County of Honolulu, Department of Community Services
- Sandi Miyoshi and Carlos Peraro – State of Hawaii, Hawaii Public Housing Authority, Homeless Programs Branch
- Connie Mitchell and Mary Calderon – IHS, The Institute for Human Services

Partners in Care is a coalition of representatives on Oahu including service providers, state and local government, community groups, and homeless and formerly homeless individuals that are providing a comprehensive collaborative response to the diverse needs of individuals and families experiencing homelessness.

Bridging the Gap Point in Time Planning Members

- David Garcia, Chairperson – Community Alliance Partners (Big Island CoC)
- Jeremy McComber – Hawaii County Office of Housing and Community Development
- Emiko Meyers, Chairperson – Kauai Community Alliance (Kauai CoC)
- JoAnn Shimamoto – Kauai Housing Agency
- Maude Cumming, Chairperson – Maui Homeless Alliance
- Lori Tsuhako – Maui County Department of Housing and Human Concerns

Thank you to the numerous individuals and agencies donating gifts for persons and families experiencing homelessness that were distributed during the Point-in-Time Count and to the many volunteers that helped coordinate and carry out the interviews and count.

Affordable Housing and Homeless Alliance
Coordinators: Doran Porter, Catherine Datuin, Paul Ruddell

Family Life Center
Coordinator: Maude Cumming

Hale Kipa, Inc.
Coordinator: Alika Campbell

IHS, the Institute for Human Services, Inc.
Coordinator: Connie Mitchell

Kalihi-Palama Health Center
Coordinator: Aaron Whyne

Kauai Economic Opportunity
Coordinator: Stephanie Fernandes

Maui Economic Concerns of the Community
Coordinator: Mike Davis

Office for Social Ministry
Coordinators: Carol Ignacio & Brandee Menino

Salvation Army, Maui
Coordinators: Captains Kathy and Mark Merritt

United States Veterans Initiative
Coordinator: Will Ford

Waianae Coast Comprehensive Health Center
Coordinator: Theresa Gonsalves

Waianae Community Outreach
Coordinators: Tulu Toa and Laura Pitolo

Waikiki Health Center
Coordinators: Darlene Hein, Paul Oshiro, and Savina Steimlosk

Feed My Sheep
Gregory House Programs
Hawaii Helping the Hungry Have Hope
Hawaii Pacific University – School of Nursing
Hawaiian Hope
Helping Hands Hawaii
Steadfast Housing Development Corporation
University of Hawaii – School of Nursing
Veterans Administration – Homeless Programs

Background

The annual Continuum of Care (CoC) Application for McKinney-Vento homeless assistance funding requires CoCs to produce "statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations on a one-day point in time.". The one-day point in time for this count was January 23, 2009.

The Sheltered Point in Time Count (PIT) requires CoCs to report the number of sheltered homeless persons in seven subpopulation categories. These subpopulation categories include: chronically homeless, severely mentally ill, chronic substance abusers, veterans, persons with HIV/AIDS, victims of domestic violence, and unaccompanied youth (under 18 years of age).

Additionally, the Unsheltered PIT requires CoCs to report the number of homeless persons in the chronically homeless subpopulation category. The unsheltered homeless are an important subpopulation of homeless persons and their characteristics and needs must be accommodated within any strategy to reduce homelessness. Collecting good baseline data about this subpopulation is essential to understanding the causes of homelessness and can be used as a basis for comparison in future years. Moreover, continued data collection at regular intervals is necessary to track progress toward reducing homelessness.

The 2009 Statewide PIT was performed to meet the United States Department of Housing and Urban Development's (HUD) requirement for its CoC Homeless Assistance Programs grant application. The City & County of Honolulu, Department of Community Services (DCS) and the State of Hawaii, Hawaii Public Housing Authority (HPHA), Homeless Programs Branch collaborated to develop the methodology for the count and worked diligently with homeless service providers to plan the logistics and develop the survey instruments in accordance with HUD guidelines.

Objectives

The objective of this PIT was to obtain accurate statewide information on sheltered and unsheltered homeless populations on January 23, 2009 in conjunction with:

- Obtaining an overall count of homeless individuals and households in specific subpopulations;
- Obtaining an estimate of the number of homeless singles and homeless households;
- Obtaining an estimate of the number of chronically homeless individuals according to HUD's definition.[1]

[1] HUD's definition of chronic homelessness is: An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness

This year's PIT, unlike previous years' counts, used the State of Hawaii's Homeless Management Information System (HMIS) to extract data for both the sheltered and unsheltered counts. The HMIS is a statewide database that was established in 2002 for recording homeless client and service data in an accurate and uniform manner in order to track program outputs and outcomes for reporting and funding purposes. All homeless service providers receiving funding through the City and County of Honolulu, the State of Hawaii and the Department of Housing and Urban Development are required to participate in the HMIS. Additionally, some privately funded agencies voluntarily utilize the HMIS. The Violence Against Women Act of 2005 categorically excludes domestic violence providers from having to participate in the HMIS.

Months before the date of the count, the HPHA received HUD's permission to deviate from the conventional PIT methodology of a one-night physical count and to instead conduct a six-day physical count from Saturday, January 24, 2009 to Thursday, January 29, 2009. These dates fell within the last ten days of January 2009 as mandated by HUD for all CoCs. The deviation was permitted based on Hawaii's ability to unduplicate the unsheltered homeless encountered using the HMIS. All unsheltered homeless persons encountered by field staff were asked "Where did you sleep this past Friday night, January 23?" as well as other important survey questions.

The Unsheltered homeless count was a multifaceted process and is briefly described below. Surveying instruments were established based on criteria contained within HUD's *Guide to Counting Unsheltered Homeless* for use by field staff to document unsheltered responses. These encounters for persons determined to be unsheltered[2] on the night of January 23, 2009, were then entered into the unsheltered section of the HMIS under current clients using January 23, 2009 as the date of the encounter. The HMIS unsheltered database was then updated with the current data gleaned from the PIT surveys and then queried to determine unsheltered clients that had an encounter on January 23, 2009. These queried encounters were then linked to the corresponding client and intake data in the HMIS and these data were then exported into Excel in order to report on the statistics mandated by HUD. Individuals that were encountered during the PIT and did not have a current intake in the unsheltered section of the HMIS were entered into a separate Excel database, manually tallied and unduplicated according to the survey responses to determine the relevant HUD statistics.

The Sheltered homeless count was primarily derived from HMIS client and intake data in the sheltered programs section for the night of January 23, 2009. Shelters were contacted prior to this date and instructed that all clients sleeping in their facility on the night of January 23, 2009 needed to be entered into the HMIS. Furthermore, agencies were advised to make sure that all client and intake data were up to date. Follow-up

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in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in emergency shelter during that time.

[2] HUD's definition of an unsheltered homeless person is someone residing in a place not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, or on the street.

with individual service providers was also conducted to verify that the HMIS listing matched the nightly census. Shelters not participating in the HMIS (such as domestic violence shelters) were contacted individually to provide the number of homeless individuals and families residing at their shelters on the night of the January 23, 2009, in addition to providing specific subpopulation data.

Two meetings were conducted on Oahu prior to the 2009 PIT. Additionally, there was one meeting held on each of the three rural counties. Agencies and persons included: the City's Department of Community Services, the HPHA's Homeless Programs Branch, PIT Coordinators, interested Partners in Care members, and rural county continuum members. The purpose of these meetings was to develop and refine the count's methodology, and to revise survey instrumentation used for the unsheltered counts. The survey instruments are attached as Appendices 1 and 2.

Point-in-Time Teams

PIT teams were composed of outreach workers from service agencies that regularly perform outreach to unsheltered individuals and families experiencing homelessness. Agencies were assigned to areas on the islands where they routinely provide outreach services. The reasoning for these assignments flowed naturally from the fact that field staff would be most familiar with sites they routinely outreached and would have first hand experience in areas frequented by unsheltered homeless populations. Outreach workers would also have rapport with many of the consumers that they encountered in their existing service areas. Other agencies also volunteered to help outreach agencies during the six-day count.

Implementation

The designated outreach agencies demarcated areas within the counties and were assigned according to areas where they normally conduct outreach services. Each agency then independently scheduled days and times field staff would visit known sites; balancing safety with timing in an effort to maximize the number of unsheltered persons counted.

While the 2005 and 2007 PIT used a sampling method to survey persons encountered, the 2009 HMIS PIT methodology required that all unsheltered persons identified be asked to complete a survey. This was needed in order to obtain the name and/or unique identifying description of each person being counted so that persons could be entered into the HMIS database and unduplicated with confidence. The added work of surveying each person encountered was one of the primary reasons why the duration of the count was increased to six days. Another reason was to provide the field staff with more time to reach as many unsheltered persons as possible who spent the night of January 23, 2009, unsheltered, to be included in the count.

A person's household composition (single or part of a household) was determined by using the survey question "Are you living alone or with others?" and then requesting the

number of adults and/or children under 18 in their household, if applicable. Furthermore, the number of chronically homeless persons (according to HUD's definition) was determined by analyzing survey responses relative to household composition, duration of homelessness, and presence of a disabling condition.

Unsheltered Homeless Count

The 2009 Statewide PIT enumeration of unsheltered homeless individuals is shown in Table 1. The total number of unsheltered homeless persons was 2,514. Of this number, 582 persons were part of the 160 households with children identified. The remaining 1,932 persons were single individuals or members of adult couples.

Table 1. Statewide Unsheltered Homeless Individuals and Households

	Households with Children	Persons in Households with Children	Singles and Individuals in Couples	2009 Totals
Oahu	37	153	1,040	1,193
Maui	42	117	464	581
Kauai	8	17	108	125
Hawaii	73	295	320	615
Totals	**160**	**582**	**1,932**	**2,514**

The number of unsheltered homeless persons counted, 2,514, was determined based on persons observed during the six-day count who stated that they were unsheltered on the night of January 23, 2009. All persons included in the count had to have completed a survey (or be present with one person in the household responding to the survey) and have provided a name or unique identifying information (to unduplicate persons in the HMIS) in order to be included in the count. Persons congregating in places known to have homeless persons but who indicated that they were sheltered on January 23 or who refused to participate in the survey were not included in the count. In addition, unsheltered persons who are known to outreach workers but were not present at the sites during the count were not included in the number. Outreach workers were also aware of persons residing in specific locations in mountains, caves, and bushes but determined based on experience, that it was unsafe to reach persons in these areas. Since these persons could not be surveyed, they were not included in the count.

Regional Changes

A comparison between the 2007 and 2009 PIT is limited because different methodologies were used for the two projects. Table 2 presents the data obtained from the unsheltered counts. As described earlier, the methodologies for the 2007 and 2009 counts were different, with the most recent count requiring that all persons be surveyed in order to be counted.

Table 2. Regional Changes of Unsheltered Homeless Statewide

	2007 PIT Count	2009 PIT Count	% Change
	Count	Count	2007 to 2009
Oahu	1,793	1,193	-33.5%
Maui	387	581	50.1%
Kauai	160	125	-21.9%
Hawaii	1,018	615	-39.6%
Totals	**3,358**	**2,514**	-25.1%

Chronically Homeless Count

HUD has determined the definition of chronically homeless to be: An *unaccompanied individual* with a disabling condition, who has either been continuously homeless for at least one (1) year OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition as defined by HUD is a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. In addition, a persons must be sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency shelter during the entire period(s) of homelessness. It should be noted that HUD's definition of chronically homeless does not include families-only single individuals.

Using survey data to identify unsheltered individuals fitting the above parameters, the estimated number of chronically homeless individuals statewide is shown in Table 3.

Table 3. Chronically Homeless Persons Statewide

	2007 PIT Count			2009 PIT Count		
	Unsheltered Homeless Persons	Chronic Homeless Persons	% Chronic Homeless	Unsheltered Homeless Persons	Chronic Homeless Persons	% Chronic Homeless
Oahu	1,793	111	6.2%	1,193	390	32.7%
Maui	NA	NA	NA	581	142	24.4%
Kauai	NA	NA	NA	125	39	31.2%
Hawaii	NA	NA	NA	615	77	12.5%
Totals	**3,358**	**646**	**19.2%**	**2,514**	**648**	**25.8%**

About 25.8% of the 2,514 unsheltered homeless persons identified in the 2009 PIT were determined to be chronically homeless. While comparison of the 2007 and 2009 PIT is limited because varying methodologies were used for the two projects, the percentage of persons counted who were chronically homeless increased from 19.2% in 2007 to 25.8% in 2009. Several factors could have affected this difference:

- The 2009 PIT assigned field staff to count areas where they normally perform outreach. Unsheltered individuals asked to answer survey questions may have therefore felt more comfortable and/or open to disclosing the existence of a disabling

condition to an outreach worker whom they already know or have seen around than someone with whom they were not familiar.

- Although the same definition of chronically homeless was used for the 2007 and 2009 counts, the wording of the question related to a disabling question was different. In 2007, the question used a "Read List" format in which surveyors read a list of seven categories of disabling conditions and asked respondents to answer yes or no, if they experienced any of the conditions. For the 2009 count, surveyors asked respondents if they have a "diagnosed mental health, substance abuse, or other disabilities that limit their ability to work or perform activities of daily living." The way a question is presented, especially one that asks persons to disclose the existence of a disabling condition, may affect respondents' willingness to truthfully answer the question. In general, asking persons about disabilities is a very sensitive issue that is likely to be under-reported rather than over-reported, regardless of the number.

- Additionally, the 2009 unsheltered count surveyed all individuals, compared to the 2007 methodology that used a sampling method to survey individuals encountered. This allowed for more detailed information on each person being surveyed.

Sheltered Homeless Count

The sheltered[3] homeless counts were exported from the sheltered section of the HMIS database for the night of January 23, 2009. Shelters were contacted prior to this date and instructed to make sure that all client and intake data in the HMIS was correctly entered and up-to-date. Follow-up was also conducted to ensure that the numbers were accurate for the day of the count. Shelters not participating in the HMIS (including domestic violence shelters) were contacted individually to provide all subpopulation data and the total number of homeless individuals and families residing at their shelters on the night of the January 23, 2009. The results are shown in Table 4:

Table 4. Sheltered Homeless Statewide

	Households with Children	Persons in Households with Children	Singles and Individuals in Couples	Total
Oahu	447	1,673	772	2,445
Maui	98	306	116	422
Kauai	20	67	13	80
Hawaii	56	213	108	321
Totals	**621**	**2,259**	**1,009**	**3,268**

There were 3,268 sheltered homeless individuals enumerated in the 2009 PIT. Of this number, 2,259 persons were part of the 621 households with children identified and 1009 were single individuals or individuals in couples. Oahu had the majority of the sheltered homeless individuals and accounted for nearly 75% of the State's sheltered

[3] HUD's definition of a sheltered homeless person is someone residing in an emergency shelter or transitional housing for homeless persons who originally came from the streets or emergency shelters.

population. As in previous counts, there was a higher percentage of sheltered persons who were part of households with children when compared to the total unsheltered population. In general, there are fewer shelters that serve single individuals and households without children.

Change in Sheltered and Unsheltered Homelessness from 2007 to 2009

The results of the Statewide 2009 PIT are shown in Table 5. The data indicates that there was a 4.6% decrease in homelessness since 2007. The number of sheltered homeless increased 20.9%, reflecting the additional shelter slots that have become available since the previous count. Again, since varying methodologies were used for the 2007 and 2009 counts, comparison of the numbers is limited. The next count, scheduled for 2011, is expected to utilize a methodology comparable to the 2009 count, which will allow for better comparison of the data.

Table 5. Statewide Total Homeless and Comparison of 2007 & 2009 Counts

	2007 PIT Count	2009 PIT Count	Numerical Change	% Change 2007-2009
Unsheltered Homeless	3,358	2,514	-844	-25.1%
Sheltered Homeless	2,703	3,268	565	20.9%
Total	**6,061**	**5,782**	**-279**	**-4.6%**

Recommendations for Future PIT Counts

Methodology and Surveying Instrument

The methodology used in the 2009 PIT was effective and efficient for establishing accurate data for the sheltered homeless count. This year's methodology for determining unsheltered numbers was radically different from the last 2007 count so a fair comparison of numbers between the two counts is difficult, although the total numbers are very close and the deviation between sheltered and unsheltered easily reconciled by the doubling of available shelter beds and units between 2007 and 2009. This year's methodology focused on actual interviews with individuals which may have discouraged some individuals who were homeless to be included. While outreach workers did comment that the methodology excluded people who were known to be homeless if they did not encounter them during the 6 day period, it does reflect the "point in time" nature of the count.

The use of the HMIS for the count was helpful in engaging agencies to discuss how they use or do not use the HMIS to track their active caseloads, and it also provided the opportunity for agencies to exit people who are no longer being outreached. It established new expectations for agencies to improve their use of HMIS and to seek technical assistance. More discussion will be scheduled to allow Partners in Care (Oahu CoC), Bridging the Gap (Rural County CoCs) and participants in the count to add their feedback about the process.

Another huge benefit of using the HMIS for the PIT of not only the sheltered, but the unsheltered, was the huge cost savings for the State and the City and County of Honolulu in that it was not necessary to pay for consultants to orchestrate a one day count, to amass the data gathered, and to provide the statistical multiplier necessitated by a one day sampling method of counting the homeless. Additionally, homeless providers expressed a much greater confidence in the accuracy of the numbers.

PIT Count Execution

As this was the first attempt at a different methodology, there were many lessons to be learned in its execution. First, having some "dry runs" throughout the year may have resulted in improved consistency in how the interviews were conducted. This would have allowed for more training to improve reliability of the data collected. The count itself was completed without incident and it involved those who knew the areas best paired with volunteers as opposed to some teams of solely volunteers who were used in years past.

It should be noted that the data in this report reflects a *point-in-time* count of self-identified persons experiencing homelessness encountered during a designated six day period of time.

Appendices

Appendix 1. 2009 PIT Accompanied Homeless Survey

☐ **Not entered into HMIS**

USE THIS FORM IF THE CLIENT IS ***PART OF A HOUSEHOLD***

2009 City & County of Honolulu Homeless Point-in-Time Count Survey

Interviewer's Name: _____ *Agency/Group:* _____

Site of Interview: _____ *Date:* _____

Read Introduction: "Hello, my name is _____, and I am an outreach worker/volunteer. We are doing a short survey for an annual homeless count, and your responses will help fund homeless services throughout Hawaii. All of your answers will be confidential. Can I ask you a few questions?"

"Have you already been surveyed in the past few days?" ☐ *Yes* ☐ *No*

If yes, then THANK and END SURVEY.

"Are you living alone or with others?"

To determine whether to use *SINGLE* or *PART OF* HOUSEHOLD form

"Where did you sleep this past Friday night, January 23?" _____

If answer is House or Public Shelter, then THANK and END SURVEY.

1. Including yourself, how many ADULTS are in your household? _____

2. How many CHILDREN UNDER 18 are in your household? _____

3. How long have you been continuously homeless this time? ☐ Less than 1 year ☐ **1 year or longer***

4. How many times have you been homeless in the past 3 years? ☐ 1 – 3 times ☐ **4 or more times***

5. Would receiving shelter or rental support help your household get back on its feet again?
☐ Yes ☐ No
5a. *If Yes, do you need short-term help (6 months or less) or long-term help (more than 6 months)?*
☐ Short-Term (6 months or less) ☐ Long-Term (more than 6 months)

*6. **HEAD OF HOUSEHOLD***

First Name: _____ *Last Name:* _____
Date of Birth: _____/_____/_____ OR if DOB refused, *Age:* _____

Gender: ☐ Male ☐ Female ☐ Transgender ☐ Unknown/Refused

Race: ☐ White ☐ Black ☐ Asian ☐ Native American
☐ Other _____ (Specify) ☐ Unknown

Hawaiian? ☐ Yes ☐ No
Veteran? ☐ Yes ☐ No
Do you have mental health, substance abuse or other disabilities that limit your ability to work or perform activities of daily living? ☐ **Yes*** ☐ No

*7. **OTHER ADULT IN HOUSEHOLD #1:***

First Name: _____ *Last Name:* _____

Date of Birth: _____/_____/_____ OR if DOB refused, *Age:* _____

Gender: ☐ Male ☐ Female ☐ Transgender ☐ Unknown/Refused

Race: ☐ White ☐ Black ☐ Asian ☐ Native American
☐ Other _____ (Specify) ☐ Unknown

Hawaiian? ☐Yes ☐ No
Veteran? ☐ Yes ☐ No
Do you have a diagnosed mental health, substance abuse or other disabilities that limit your ability to work or perform activities of daily living? ☐ **Yes*** ☐ No

8. **OTHER ADULT IN HOUSEHOLD #2:**

First Name: _____ *Last Name:* _____
Date of Birth: _____/_____/_____ OR if DOB refused, *Age:* _____

Gender: ☐ Male ☐ Female ☐ Transgender ☐ Unknown/Refused

Race: ☐ White ☐ Black ☐ Asian ☐ Native American
☐ Other _____ (Specify) ☐ Unknown

Hawaiian? ☐Yes ☐ No
Veteran? ☐ Yes ☐ No
Do you have a diagnosed mental health, substance abuse or other disabilities that limit your ability to work or perform activities of daily living? ☐ **Yes*** ☐ No

9. **OTHER ADULT IN HOUSEHOLD #3:**

First Name: _____ *Last Name:* _____
Date of Birth: _____/_____/_____ OR if DOB refused, *Age:* _____

Gender: ☐ Male ☐ Female ☐ Transgender ☐ Unknown/Refused

Race: ☐ White ☐ Black ☐ Asian ☐ Native American
☐ Other _____ (Specify) ☐ Unknown

Hawaiian? ☐Yes ☐ No
Veteran? ☐ Yes ☐ No
Do you have a diagnosed mental health, substance abuse or other disabilities that limit your ability to work or perform activities of daily living? ☐ **Yes*** ☐ No

10. **OTHER ADULT IN HOUSEHOLD #4:**

First Name: _____ *Last Name:* _____
Date of Birth: _____/_____/_____ OR if DOB refused, *Age:* _____

Gender: ☐ Male ☐ Female ☐ Transgender ☐ Unknown/Refused

Race: ☐ White ☐ Black ☐ Asian ☐ Native American
☐ Other _____ (Specify) ☐ Unknown

Hawaiian? ☐Yes ☐ No
Veteran? ☐ Yes ☐ No
Do you have a diagnosed mental health, substance abuse or other disabilities that limit your ability to work or perform activities of daily living? ☐ **Yes*** ☐ No

THANK and END SURVEY.

NOTES (If person refuses to give name, please provide specific location where the person was found and identifying descriptors – hair color and length, body build, tattoos, scars, wounds, disabilities, etc.)

Appendix 2. 2009 PIT Unaccompanied Homeless Survey

☐ **Not entered into HMIS**

USE THIS FORM IF THE CLIENT IS ***SINGLE***

2009 City & County of Honolulu Homeless Point-in-Time Count Survey

Interviewer's Name: _____ *Agency/Group:* _____

Site of Interview: _____ *Date:* _____

Read Introduction: "Hello, my name is _____, and I am an outreach worker/volunteer. We are doing a short survey for an annual homeless count, and your responses will help fund homeless services throughout Hawaii. All of your answers will be confidential. Can I ask you a few questions?"

"Have you already been surveyed in the past few days?" ☐ *Yes* ☐ *No*

If yes, then THANK and END SURVEY.

"Are you living alone or with others?"

To determine whether to use *SINGLE* or *PART OF* HOUSEHOLD form

"Where did you sleep this past Friday night, January 23?" _____

If answer is House or Public Shelter, then THANK and END SURVEY.

1. First Name: _____ *Last Name:* _____

2. Date of Birth: _____/_____/_____ OR if DOB refused, *Age:* _____

3. Gender: ☐ Male ☐ Female ☐ Transgender ☐ Unknown/Refused

4. Race: ☐ White ☐ Black ☐ Asian ☐ Native American
☐ Other _____ (Specify) ☐ Unknown

5. Hawaiian? ☐ Yes ☐ No

6. Veteran? ☐ Yes ☐ No

7. How long have you been continuously homeless this time? ☐ Less than 1 year ☐ **1 year or longer***

8. How many times have you been homeless in the past 3 years?

☐ 1 – 3 times ☐ **4 or more times***

9. Were you on the street, beach, park or in an emergency shelter each time? ☐ **Yes*** ☐ No

10. Do you have a diagnosed mental health, substance abuse or other disabilities that limit your ability to work or perform activities of daily living? ☐ **Yes*** ☐ No

11. Would receiving shelter or rental support help get you back on your feet again? ☐ Yes ☐ No
11a. If Yes, do you need short-term help (6 months or less) or long-term help (more than 6 months)?
☐ Short-Term (6 months or less) ☐ Long-Term (more than 6 months)

THANK and END SURVEY. Write any notes/identifying descriptors on the back of this form.

NOTES (If person refuses to give name, please provide specific location where the person was found and identifying descriptors – hair color and length, body build, tattoos, scars, wounds, disabilities, etc.)

Appendix 3. 2009 PIT Overview for Training

2009 HOMELESS POINT-IN-TIME COUNT

Please complete the Contact Information Form and turn it in at this training

Overview:

- The methodology for the upcoming Homeless Point-In-Time Count (PIT) will be different from previous counts. Instead of performing a one night unsheltered count as in previous years, the count will span for several days.
- The official day of the PIT Count is Friday, January 23, 2009.
- The unsheltered count will span six days from Saturday, January 24, 2009 to Thursday, January 29, 2009. Outreach workers and Partners in Care (PIC) volunteers will survey all unsheltered individuals that they encounter at various locations where persons are known to reside. They will ask persons experiencing homelessness "Where did you sleep on the night of Friday, January 23?" as well as questions for demographic data, household composition, and chronic homelessness determination.
- Outreach agencies will then input the unsheltered encounters that they made with existing clients during the above time period into the Homeless Management Information System (HMIS). New intakes will be given to the Hawaii Public Housing Authority for inputting. At a date to be determined, the sheltered and unsheltered count will then be pulled from the HMIS for January 23, 2009 and this will determine the PIT count numbers.

Count Information:

- The majority of the six-day count will take place during regular work hours. The lead coordinators will determine a schedule for the teams based on their experience on the days and times that are best to cover each site in order to make contact with as many persons experiencing homelessness as possible.
- Outreach agencies and staff will be surveying unsheltered individuals in areas that they normally perform outreach (assignments to be confirmed). PIC volunteers will be surveying persons in areas that need additional assistance. Someone will be contacting you and/or your supervisor to confirm the days, hours, and areas that you will be surveying.
- Each survey area will have a lead coordinator and surveyors. Everyone will be responsible for his/her transportation arrangements. Carpooling with team members may be beneficial.
- The lead coordinators for areas will be announced shortly. You will be contacted prior to the count with the meeting place for your team.

Materials List

Below is a list of supplies to bring with you during the counts:

Essential:

- Surveys
- Pen or pencil (bring a few for backup)
- Clipboard or folder to write on
- Cell phone
- Recommended: Small bag to hold supplies
- Each team will be provided giveaway items to hand out to persons encountered during the count. If your agency has items that it can provide for the counts, that would also be appreciated.

Recommended Items:

- Umbrella and/or rain jacket
- Flashlight
- Water

- Snacks

Additional Items for Lead Coordinators:

- Cell phone
- Outreach worker/volunteer list with contact numbers
- Area and site list
- Extra surveys
- Extra pens or pencils
- Road map
- First aid kit and hand sanitizer
- Comment sheets

Safety Tips

- It is recommended to wear white or brighter colors to be easily visible to other team members.
- Wear comfortable clothes and shoes. Limit the amount of accessories you wear.
- Work in pairs and always stay within eyesight of others.
- Look for any suspicious or dangerous activities when arriving at a site to be aware of areas to avoid.
- Be observant of people around you and look up often while administering the survey.
- Before going into dark or unknown areas, announce that you are approaching so that people are not surprised or caught off guard.
- Stay out of enclosed or tight spaces.
- Do not pressure anyone to participate in the survey if they do not want to.
- In case of an emergency, call or have another person call 911.

Survey Instruments

- ALL unaccompanied and accompanied households found at each site are to be surveyed. The lead coordinator will instruct how best to survey each site.

- There are two survey instruments:
    - Single (Note: Use this form for couples without children; one form per person)
    - Part of a Household

- Be consistent in the way that questions are asked. Do not reword or condense the questions when reading them to respondents. Unless obvious (such as gender), ask every question.

- If respondents are hesitant in providing personal information, assure them that the information is confidential and that it is only used to make sure that we do an accurate count and do not count people more than once. If they still refuse, make sure to write down as detailed of a visual description of persons as possible so that duplication can be reduced in the HMIS.

- For the living with others (accompanied) survey, if the other adult household members are not available, ask the respondent to provide as detailed information on the absent individuals as possible.

- *** NOTE TO LEAD COORDINATORS: If possible, conduct the surveys as close to January 23, 2009 as possible so that respondents can recall where they were on January 23, 2009. Conducting a pre-test prior to the count at a site NOT to be counted (i.e. shopping mall, with a group of colleagues) is recommended to test respondents' recall. If exact spot cannot be remembered, confirm UNSHELTERED.

Review Survey Instruments and Practice

Contact Persons

For information on the training materials and survey instruments:

Stephanie On, Planner
Department of Community Services

E-mail: son@honolulu.gov
Phone Number: 768-7752

For contact information for lead coordinators and team members; logistics:

Mary Calderon, Executive Administrative Assistant to
Connie Mitchell, Partners in Care (PIC) Planning Chair
E-mail: MaryC@ihs-hawaii.org
Phone Number: 447-2829

For personal issues, such as supplies, late arrivals, etc. please contact your lead coordinator.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
Employment Opportunities as of May 5, 2009

Branch/Office	Type of Appt.	Position No.	Title
Office of the Executive Director	Exempt	118550	Chief Financial Management Advisor
Office of the Executive Director	Civil Service	19104	Secretary IV
Fiscal Management Office	Civil Service	111496	Secretary II
Procurement Office	Exempt	100882	Procurement Officer
Procurement Office	Exempt	117691	Contract Specialist
Construction Branch	Civil Service	5857	Office Assistant IV
Construction Branch	Civil Service	48707	Office Assistant III
Construction Branch	Exempt	103024	Contract Administrator
Property Mgt. and Maint. Services Branch	Civil Service	8751	Public Housing Supervisor VI
AMP 31	Civil Service	30242	Office Assistant III
AMP 31	Civil Service	11626	Bldg Maint. Worker II
AMP 32/33	Civil Service	5035	Public Housing Supervisor IV
AMP 32/33	Civil Service	9619	Secretary I
AMP 34/50	Civil Service	8842	Painter I
AMP 34/50	Civil Service	6565	General Laborer I
AMP 35	Civil Service	23574	Bldg. Maint. Worker I
AMP 37	Civil Service	15721	Bldg. Maint. Worker I
AMP 39	Civil Service	4938	Bldg. Maint. Worker I
Section 8 Branch (RSU 2)	Civil Service	111465	Public Housing Specialist I

EQUAL HOUSING OPPORTUNITY

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
STAFFING REPORT
As of May 5, 2009

Branch	Section	Total Full Time Positions Civil Svc	Exempt	Total	Occupied	Vacant	% Vacant	Active Recruitment Yes	No
Office of the Executive Director		5	3	8	6	2	25.00%	2	0
		5	3	8	6	2	25.00%	2	0
Planning and Evaluation Office		1	2	3	1	2	66.67%	0	2
		1	2	3	1	2	66.67%	0	2
Compliance Office		1	3	4	2	2	50.00%	0	2
		1	3	4	2	2	50.00%	0	2
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	1	1
	Acctg Sec	10	0	10	6	4	40.00%	0	4
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	2	0	0.00%	0	0
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		20	1	21	14	7	33.33%	1	6
Information Technology		1	5	6	3	3	50.00%	0	3
		1	5	6	3	3	50.00%	0	3
Personnel Office		4	1	5	4	1	20.00%	0	1
		4	1	5	4	1	20.00%	0	1
Procurement Office		5	4	9	5	4	44.44%	2	2
		5	4	9	5	4	44.44%	2	2
Construction Mgt. Branch		2	0	2	1	1	50.00%	1	0
	CMS	3	0	3	1	2	66.67%	2	0
	CMS I	2	7	9	5	4	44.44%	2	2
	CMS 2	4	3	7	6	1	14.29%	0	1
	DSS	1	2	3	2	1	33.33%	0	1
		12	12	24	15	9	37.50%	5	4
Homeless Branch	Homeless	1	10	11	10	1	9.09%	0	1
		1	10	11	10	1	9.09%	0	1
Section 8 Branch	Sec 8 Office	2	0	2	2	0	0.00%	0	0
	Insp Unit	1	7	8	5	3	37.50%	0	3
	Rent Sub Sec 1	15	0	15	9	6	40.00%	0	6
	Rent Sub Sec 2	13	0	13	4	9	69.23%	1	7
		31	7	38	20	18	47.37%	1	17
Property Management & Maint. Services Branch	PMMSB	3	2	5	2	3	60.00%	0	3
	MGT SEC	2	0	2	1	1	50.00%	1	0
	APP	7	0	7	6	1	14.29%	0	1
	RSS	3	8	11	7	4	36.36%	0	4
	PMCS	1	5	6	3	3	50.00%	0	3
	CMSS	23	0	23	19	4	17.39%	0	4
	OAHU 1	25	0	25	21	4	16.00%	0	4
	OAHU 2	28	0	28	21	7	25.00%	2	5
	OAHU 3	35	0	35	29	6	17.14%	2	4
	OAHU 4	28	0	28	23	5	17.86%	3	2
	OAHU 5	30	0	30	21	9	30.00%	1	8
	HAWAII 7	15	0	15	13	2	13.33%	1	1
	KAUAI 8	11	0	11	9	2	18.18%	2	0
	MAUI 9	13	0	13	10	3	23.08%	1	2
		224	15	239	185	54	22.59%	13	41
TOTAL		**306**	**67**	**373**	**269**	**104**	**27.88%**	**24**	**80**

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

May 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
OFFICE OF THE EXECUTIVE DIRECTOR						
19104	CS	N	P	Secretary IV	SR16	IVA 5/5/09 closes 5/15/09.
COMPLIANCE OFFICE						
103020	EX	N	T	Chief Compliance Officer	SRNA	Completed interviews and pending recommendation.
42104	CS	W	P	Secretary I	SR12	No action; cost savings.
FISCAL MANAGEMENT OFFICE						
118550	EX	N	T	Chief Financial Management Advisor	SRNA	Interviews scheduled for 5/12/09.
41253	CS	N	P	Secretary II	SR14	Position description in review at DHS Office.
98903K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
ACCOUNTING SECTION						
41252	CS	N	P	Accountant IV	SR22	No action; cost savings.
46278	CS	W	P	Accountant II	SR18	Unable to fill; state funded.
22265	CS	W	P	Account Clerk III	SR11	Unable to fill; state funded.
5854	CS	W	P	Accountant II	SR28	Unable to fill; state funded.
ASSET MANAGEMENT OFFICE						
96908K	T	N	P	Office Assistant III	SR10	No action; cost savings.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
PROCUREMENT OFFICE						
117691	EX	N	T	Contract Specialist	SRNA	Continuous recruitment
100882	EX	N	T	Contracts & Procurement Officer	SRNA	Continuous recruitment.
31664	CS	W	P	Procurement & Supply Specialist II	SR20	No action; cost savings.
CONSTRUCTION MANAGEMENT BRANCH						
25649	CS	N	P	State Housing Dev Administrator	EM07	Non-selection; HPHA will review Civil Service class specification and position description.
2800	CS	W	P	Secretary II	SR14	Request to Fill (B1/B2) thru B&F and Gov's office.
102205	SH	N	T	Student Helper II	NA	No action; cost savings.
CONSTRUCTION MANAGEMENT SECTION						
5857	CS	N	P	Secretary II	SR14	Redescribed position description to Office Assistant IV; pending DHS final review.
48707	CS	N	T	Office Assistant III	SR08	Hired 89 day appt to start 5/6/09
CONSTRUCTION MGMT UNIT 1						
103024	EX	N	T	Contract Administrator	SRNA	Pending recommendation
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	Redescribed position description to Office Assistant IV; pending DHS final review.
100202	EX	W	T	Project Engineer	SRNA	Redescribed position description to Office Assistant IV; pending DHS final review.
102383	EX	N	T	Project Engineer	SR26	Recommendation made; pending start date.
CONSTRUCTION MGMT UNIT 2						
102676	EX	W	T	Engineer (Building) IV	SRNA	State funded unable to fill.
119226	CS	N	T	Building Construction Inspector II	SR19	New position established to convert to Civil Service. Pending internal vacancy for exempt incumbent to compete and apply.
DEVELOPMENT SUPPORT SECTION						
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
HOMELESS PROGRAM BRANCH						
103011	EX	A	P	Homeless Program Specialist	SRNA	No action; cost savings.
INFORMATION TECHNOLOGY OFFICE						
51820	CS	N	T	Office Assistant III	SR08	No action cost savings.
100388	EX	N	T	HPHA Systems Analyst	99	No action cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
May 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
106429	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
PERSONNEL OFFICE						
51784	CS	N	T	Office Assistant III	SR08	No action; cost savings.
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Housing Planner	SRNA	No action; cost savings.
98902K	EX	N	P	Office Assistant III	SR08	No action; cost savings.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
8751	CS	N	P	Public Hsg Mgr VI	SR26	Approval to fill temporary outside the CS listing.
96904K	EX	N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
32210	CS	W	P	Office Assistant III	SR08	No action; cost savings.
CENTRAL MAINTENANCE SERVICES						
5968	CS	N	P	Welder I	BC10	No action; cost savings.
5647	CS	A	P	Office Assistant IV	SR10	State funded unable to fill.
8756	CS	N	P	Bldg Maint Wkr I	BC09	Position will move to AMP38.
17576	CS	N	P	Bldg Maint Wkr I	BC09	Position will move to AMP38.
PMMSB-APPLICATION SERVICES UNIT						
117850	CS	N	T	Public Hsg Spclt II	SR18	Pending request from Supervisor.
ASSET MANAGEMENT PROJECT 30 (MU 1)						
5636	CS	N	P	Public Housing Spclt II	SR18	No action; cost savings.
6171	CS	N	P	Account Clerk II	SR08	No action; cost savings.
6791	CS	N	P	General Laborer II	BC03	No action; cost savings.
4940	CS	N	P	General Laborer I	BC02	No action; cost savings.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
105756	TA	N	T	General Laborer I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 31 (MU 2)						
5855	CS	W	P	Secretary I	SR12	Stated funded unable to recruit.
30242	CS	N	P	Office Assistant III	SR08	Interviews scheduled for the week of 5/11/09.
11626	CS	N	P	Building Maintenance Worker II	WS09	Pending recommendation.
10879	CS	N	P	Building Maint. Worker I	BC09	No action; cost savings.
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
32407	CS	N	P	General Laborer I	BC02	No action; cost savings.
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
101119	TA	N	T	General Laborer I	BC02	Applicant declined.
101135	TA	N	T	Office Assistant I	SRNA	No action; cost savings.
101137	TA	N	T	Janitor II	BC02	Applicant declined.
101128	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 32/33 (MU 3)						
5035	CS	N	P	Public Housing Supvr IV	SR22	Approval to fill temporary outside CS listing; recommendation made and pending approval.
9619	CS	N	P	Secretary I	SR12	Interviews scheduled the week of 5/11/09.
6286	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
46195	CS	N	P	Social Service Asst IV	SR11	Pending request to fill from PMMSB.
8834	CS	N	P	Bldg Maint Wkr I	BCO9	No action; cost savings.
10541	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 34 (MU 4)						
6693	CS	W	P	Public Hsg Spvr IV	SR22	State funded unable to fill.
23696	CS	W	P	Public Hsg Spclt II	SR18	State funded unable to fill.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.
8842	CS	N	P	Painter I	BC09	Interviews scheduled for 5/18/09.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
119175	CS	N	T	Building Maint. Wkr I	BC09	Pending start date.
6565	CS	N	P	General Laborer I	BC02	Pending eligible list from DHS.
ASSET MANAGEMENT PROJECT 35 (MU 5)						

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
May 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
41238	CS	N	P	Bldg. Maint. Wkr II	WS09	Pending request to fill from Supervisor.
23574	CS	N	P	Bldg. Maint Wkr I	BC09	Interview completed; no recommendation; will request another list.
5640	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
10866	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
43948	CS	N	P	General Laborer II	BC03	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	State funded unable to fill.
41666	CS	N	P	Public Hsg Spclt II	SR18	Pending request fo fill from Supervisor.
8846	CS	N	P	Bldg. Maint. Wkr I	BC09	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 37 (MU 7)						
8719	CS	N	P	Secretary I	SR12	No action; cost savings.
15721	CS	N	P	Building Maint Worker I	BC09	Pending eligible listing from DHS.
ASSET MANAGEMENT PROJECT 38 (MU 8)						
41349	CS	N	P	Public Housing Supervisor IV	SR20	Request to fill submitted to DHS
102241	TA	N	T	General Laborer I	SRNA	No action; cost savings.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
96905K	CS	N	T	Secretary II	SR14	Pending redescription as a PH Supv III.
119260	CS	N	P	Public Housing Specialist II	SR18	Request to fill submitted to DHS
ASSET MANAGEMENT PROJECT 39 (MU 9)						
23050	CS	N	P	Public Hsg Spvr IV	SR20	No action; cost savings.
6352	CS	N	P	Secretary I	SR12	No action; cost savings.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	Will request another list.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Clerk I	SR04	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
102048	EX	W	P	Property Management Specialist	SR22	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	State funded unable to fill.
RESIDENT SERVICES SECTION						
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
51818	CS	N	T	Office Assistant III	SR08	No action; cost savings.
103036	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SR05	No action; cost savings.
SECTION 8 - INSPECTION UNIT						
101214	EX	N	T	Lead Housing Inspector	99	No action; cost savings.
100572	EX	N	T	Housing Inspector	SRNA	No action; cost savings. Position to abolished, conversion to CS.
119190	CS	N	T	Housing Quality Standards Inspector II	SR15	New position established to convert to Civil Service. No action; cost savings.
119191	CS	N	T	Housing Quality Standards Inspector II	SR15	New position established to convert to Civil Service. Pending internal vacancy for exempt incumbent to compete and apply.
119192	CS	N	T	Housing Quality Standards Inspector II	SR15	New position established to convert to Civil Service. Pending internal vacancy for exempt incumbent to compete and apply.
119198	CS	N	T	Housing Quality Standards Inspector II	SR15	New position established to convert to Civil Service. No action; cost savings.
119199	CS	N	T	Housing Quality Standards Inspector II	SR15	New position established to convert to Civil Service. Pending internal vacancy for exempt incumbent to compete and apply.
101130	TA	N	T	Office Assistant II	SR04	No action; cost savings.
RENT SUBSIDYSECTION 1						
29009	CS	N	P	Office Assistant III	SR08	No action; cost savings.
28657	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
46983	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

May 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
RENT SUBSIDY SECTION 2						
28654	CS	N	T	Office Assistant III	SR08	Ee returning to position effective 7/1/09
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
23103	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
28967	CS	N	P	Public Hsg Spclt I	SR18	Position description in review at DHS Office.
111465	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111466	CS	N	P	Public Hsg Spclt II	SR18	Pending recommendation.
111467	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111468	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111469	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant II	SRNA	Applicant Declined

Reviewed by the Executive Director_____
May 21, 2009

FOR INFORMATION

SUBJECT: Update on the Status of Kahikolu Ohana Hale O Waianae, Homeless Shelter

I. FACTS

A. Hawaii Coalition of Christian Churches (HCCC) acquired a 55-year lease agreement in November 2006, for a 2.46 acre Waianae land parcel with Hawaii Housing Finance and Development Corporation (HHFDC) for the purposes of constructing, operating and maintaining a 72-unit and 40-bed dormitory emergency, transitional and affordable rental multifamily housing project.

B. HCCC constructed the project using the following funding sources:

Dwelling Unit Revolving Funds	$ 400,000
Legislative grants-in-aid	$ 5,250,000
Rental Housing Trust Funds	$ 7,856,000
Weinberg Trust	$ 3,000,000
Total:	**$16,506,000**

C. HCCC formed a subsidiary nonprofit, Kahikolu Ohana Hale O Waianae (KOHOW), to operate the facility.

II. DISCUSSION

A. Due to the substantial number of staff audit findings, Comptroller Russ Saito, head of the Governor's Hawaii Efforts Achieving Results Together (HEART) team and the homeless programs branch administrator met with the KOHOW Board of Directors on April 3 with the recommendation that the Board place the KOHOW Executive Director on administrative leave and hire an interim executive director for two months while the State may further investigate the preliminary audit findings, as well as other numerous reports that have been generated in the community with regard to the shelter operations. The interim Executive Director would also be able to move the shelter programs and operations into compliance with the homeless stipend program contract.

B. The KOHOW Board of Directors has placed the Executive Director on administrative leave for two months beginning April 20. They have appointed Michael Kahikina as the interim Executive Director.

C. Other issues that are still under investigation include:
- Hiring of former prisoners from Laumaka prison early release program as staff for the shelter
- Imposing personal religious and moral values upon shelter residents
- Requiring client unwed couples with children to marry
- Discriminatory practices with regard to residents
- Employees filing civil rights complaints against the executive director
- Non payment of contractors hired to develop the facility
- Misappropriation of donations to KOHOW

D. KOHOW has responded to many of the audit findings with written corrective actions which conform to HPHA requirements, but the corrective actions have not been incorporated into their house rules and

have not been adequately conveyed to the residents. Until the latter two actions have occurred, those audit findings remain open.

E. The interim executive director appears reluctant to initiate any changes that have not been approved by the Pastor Wade Soares, the executive director who is currently on administrative leave.

F. To date, numerous program audit findings remain open and unaddressed.

G. KOHOW is in the process of contracting with a licensed real estate broker to operate the affordable housing component of Kahikolu in order to comply with their lease obligation with Hawaii Housing Finance and Development Corporation (HHFDC), and they are currently negotiating for an independent financial audit of their construction and operations.

H. Auditors from the Department of Human Services have been assisting HPHA in going over the financial records of KOHOW as it relates to their contract funding. The results of their review is still pending.

Prepared by: Sandra J. Miyoshi, Homeless Programs Branch Administrator, for SJM

Approved by the Executive Director CT
MAY 20, 2009

FOR INFORMATION

SUBJECT: Update on Progress of Energy Performance Contractor, Ameresco, in the Preparation of an Investment Grade Audit of the Hawaii Public Housing Authority's Federal Public Housing Projects

I. FACTS

A. The Hawaii Public Housing Authority (HPHA) issued a Request for Proposal for an energy performance contract for 67 federally subsidized low-income housing projects in February 2008.

B. The HPHA executed a contract with Ameresco/Pacific Energy JV ("Ameresco") on November 21, 2008. Ameresco is performing an investment grade energy audit of all of HPHA's federally subsidized low-income housing projects statewide.

C. The Ameresco Team has conducted a survey of all federally subsidized low-income housing projects statewide (February 17 to February 27, 2009).

D. On April 16th, 2009, the Ameresco Team presented to the HPHA Board their progress to date, a review of the interim audit results, preliminary measures matrix, preliminary project costs and savings, overview of financing scenarios and prioritization of measures.

E. The Amerseco Team identified $114 million worth of potential projects. Of the $114 million, Ameresco is recommending approximately $50 million in energy conservation measures based on financing considerations and an estimated yearly savings of $5 million in energy costs.

II. DISCUSSION

A. Project Status: HPHA staff continues to work with Ameresco to determine which energy conservation measures are the most cost effective to implement. Ameresco is on target to complete the final investment grade energy audit by July 2009.

B. Presentation of Findings: On May 9th, 2009 Ameresco and David Birr (Synchronous Energy Solutions), the consultant for the Department of Business Economic Development & Tourism (DBEDT) were asked to provide further information to the Board's Finance Task Force committee and staff. Topics discussed included interim audit results, financing scenarios and prioritization of measures.

C. Milestones to Completion: Based on the current schedule, Ameresco will submit their investment grade energy audit final report and HPHA staff will submit project recommendations to the HPHA Board in July or August 2009. Upon approval of the project recommendations, the HPHA will seek approval from the U. S. Department of Housing and Urban Development to execute an Energy Services Agreement (ESA). Construction is targeted for October 2009.

Prepared by: Glenn Sunakoda, Project Engineer GS

Reviewed by: Marcel Audant, Acting Construction Management Branch Chief MA

Attachment 1 – HPHA Board Workshop, Synchronous Energy Solution
Attachment 2 – EPC Workshop

HPHA Board Workshop

Presented by
Dave Birr, President
Synchronous Energy Solutions

May 9, 2009

HPHA - Benefits

- Capital energy improvements while preserving limited capital fund dollars
- Energy savings to pay for improvements
- Utility expenses reduced
- Repair and maintenance costs reduced
- Building operations modernized
- Technical and operations training

Benefits of EPC Project for HPHA

- Improved long-term asset management
- Modernizes equipment
- Ability to pay for high-quality maintenance with energy savings

Benefits of EPC Project for HPHA

- Can leverage larger capital projects
- Protects project value with guaranteed and measured savings
- HPHA is allowed to retain energy savings from project for the full 20-year term of the project contract

HPHA Challenges and Opportunities

- Maximize savings and improve overall operating efficiency
- Focus on renewables to hedge against increased oil costs

HPHA Challenges and Opportunities

- Integrate modernization goals
- Optimize HUD incentives

Reality of Deferred Maintenance for PHAs

- Changes in energy-related infrastructure are expensive and deferred maintenance backlogs keep growing
- Capital funds to pay for new systems are usually a small fraction of the actual amount needed
- Competitive grant awards are:
  - Uncertain in terms of the amount awarded
  - Rarely adequate to fund comprehensive projects
  - Timing of receipt of funds can be uncertain
  - Procurement and reporting rules can be costly

HUD Data on EPC for 2007: Reported to Congress

Total Investments

Year	2000	2002	2004	2006	2007
Total $M	$107.8	$170.5	$245.6	$350.7	$471.6

Guaranteed Savings

Year	2000	2002	2004	2006	2007
Total $M	$13.4	$19.6	$27.1	$37.6	$67.9

HUD Statement on Financing

- Tax exempt financing would be the most desirable type of financing for PHAs because of the lower interest rates available.
- The availability and cost of financing, however, will depend on the credit-worthiness of the PHA.

Energy Performance Contracting for Public and Indian Housing – A HUD Guide

Advantages of Tax-Exempt Leases

- Interest rates are low
- Technically does not create long-term debt, and if considered by rating agencies it is a preferred form of obligation
- Implementation is quick
- No issuance costs
- Subject to annual appropriations
- No disclosure is required

Other Advantages of Municipal Leases

- Quick and easy financing tool
- Flexible structures
- Cash management tool
- Cost effective

Rates for Financing an Energy Performance Contract Depends On:

- "Credit worthiness" of the public housing authority
- Length of the loan
- Size of the project

HPHA Financial Health Indicators

- PHAS rating
- Three years' of audited financials
- Dollars in contingency fund
- Value of increase in assets for most recent years

What a Lessor Needs to Know

- Equipment description
- Cost of equipment
- Amount to be financed
- Financing term
- Repayment frequency
- Delivery date of equipment
- Anticipated funding date
- Escrow or non-escrow funded

HPHA Requirements for Funding

- Three years' audited financials
- Current year's budget
- PHAS score broken out by quadrant
- HUD approval letter for EPC
- ESCO signed EPC contract
- Board resolution
- Payment and performance bond

What to Look for in a Lessor

- Expertise
- Source of funds
- Reputation
- Financial partner

Financing Process Overview: Energy Savings Analysis & Design – Phase I

1. Determine financial requirements
2. Obtain three year's audited financial records and current year's budget
3. Develop scope, savings, cost (energy audit)
4. Financer submits lease document for review
5. Customer approves financier lease agreement
6. Lease agreement is signed and project is funded

Financing Process Overview: Installation – Phase II

7. Escrow account opened
8. Draw schedule agreed to by HPHA
9. ESCO invoices financer as work is performed
10. ESCO submits payment request form to HPHA for approval
11. Funds are dispersed from Escrow Agent to ESCO
12. When project is complete, customer accepts equipment and invoicing begins

Financing Process Overview: Service and Support – Phase III

13. Financer submits invoices to customer periodically (I.e., monthly quarterly, yearly)

14. Periodic payments are made by customer according to Lease Agreement amount on schedule

1998 Housing Act (QHWRA)

H.R. 4194 – Subtitle B – Public Housing, Part 1. Section 519 PUBLIC HOUSING CAPITAL AND OPERATING FUNDS

(e) Operating Fund (2) FORMULA (C) TREATMENT OF SAVINGS. The treatment of utility and waste management costs under the formula shall provide that a public housing agency shall receive the full financial benefit from any reduction in the cost of utilities or waste management resulting from any contract with a third party to undertake energy conservation improvements in one or more of its public housing projects.

Administrative Reform

HUD ADIMNISTRATIVE REFORM INITIATIVE (PHARI) FINANCIAL MANAGEMENT RECOMMENADTIONS:

PHAs should have full flexibility applying the 25% allowable net cash savings to either the AMPs or the Central Office Cost Center (COCC).

Project Ranking Work Sheet

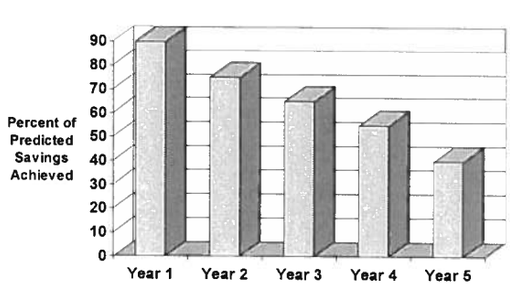
Project: _____

ECM No.: _____

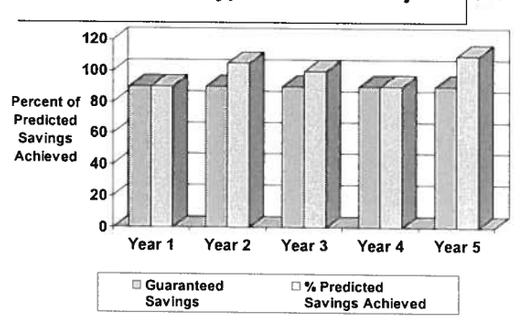
Measure Description: _____

Rating Category	Rating		
Payback	0-20 years 3	21-40 years 2	>40 years 1
Current Maintenance Costs	High Costs 3	Medium Costs 2	Low Costs 1
Future Maintenance Costs	Low Costs 3	Medium Costs 2	High Costs 1
Current Service Level	Not Sufficient 3	Moderately Sufficient 2	Sufficient 1
Total	—		

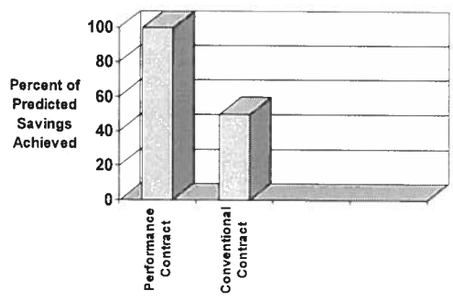
Savings Erosion Over Time is Typical of Conventional Energy Projects



Stable Savings Guaranteed Over Time is Typical of EPC Projects



Comparison of Cumulative Long-term Energy Savings Achieved Over 10 Years



Performance Contracts May Deliver Double Value of Conventional Contracts

	Cumulative Savings Over 10 Years	Project First Costs	Cumulative Net Benefits (NPV)	Benefit/ Cost Ratio
Spec & Bid Procurement (minimize first cost)	$1,200,000	$600,000	$600,000	2.0
Performance contract procurement (maximize net benefit)	$2,000,000	$660,000	$1,340,000	3.03

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EPC Workshop

Hawaii Public Housing Authority
May 9, 2009

Interim Audit Presentation

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Goal

- Identify and Prioritize Potential Measures for Final Development

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Process

- Identify costs and savings of potential ECMs, including:
  - Water conservation
  - Lighting
  - Central water heating
  - Solar hot water, PV
  - Roofing
  - Refrigerators
  - Wind power
  - Elevators
  - Check Metering

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Process

- Prioritize:
  - Quick payback measures (<10 yr payback)
  - Self-funding measures (10 yr payback)
  - Capital-intensive (>10 yr payback)
  - Maintenance-related (>>10 yrs or no payback)
- Target: Aggregate 10-year simple payback

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Interim Results

- Broadest Scope:
  - 30 ECMs Identified
  - $114M Project Costs
  - $6M Savings
  - 19 Year Aggregate Payback
- Viable Project Scenario:
  - $50M Project Cost
  - $4.9M Savings
  - 10 Year Payback
  - 20-Year Financing at 6% Rate

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Attachment 2
Page 1 of 2

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Next Steps

- HPHA provides ECM prioritization
- Ameresco finalizes audit
  - Refine savings projections
  - Refine costs projections (vendors, local labor)
  - Refine cash flow
  - Prepare and publish audit document (target July)

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Next Steps

- HPHA approves scope
- Ameresco prepares ESA
- HPHA Board review and approval - August
- HUD submission and approval
- Financing secured and ESA executed – Target October

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Project Cash Flow Scenarios

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Scenario 1 – EPC Funded

- $50M Project
- Utility savings retained over 20 years
- EPC Program service fees funded from savings
- Repair maintenance reserve funded from savings
- $11M NPV (@ 6% discount rate)

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Scenario 2 – Stimulus Funding

- $50M Project
- Assumes HPHA will actually obtain such level of funding (5% of $1B competitive grant funding pool)
- Utility savings retained only through first four years after construction completed
- Savings degradation likely over time
- $6.3M NPV (@ 6% discount rate)

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Scenario 3 – Hybrid Approach

- $50M EPC + Additional Stimulus Funding
- Leverage EPC project opportunity to secure competitive grant funding award
- Utility savings retained throughout 20 years of EPC term
- Same project management=more capital value to HPHA
- $11M NPV <u>or more</u> (@ 6% discount rate)

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Approved by the Executive Director C1
May 21, 2009

FOR INFORMATION

SUBJECT: Update on the Status of the Request for Proposals for a Mixed Income/Mixed Finance Redevelopment Project at Kuhio Park Terrace and Kuhio Homes

I. FACTS

A. On April 1, 2009, the Hawaii Public Housing Authority (HPHA) issued a two-step request for proposals (RFP No. RFP OED-2009-15) for a mixed income/mixed finance redevelopment project at Kuhio Park Terrace and Kuhio Homes.

B. The schedule was published as follows:

Step One - Qualifications

Activity	Date
Advertisement/Issuance of RFP	April 1, 2009
Pre-Proposal Conference	April 14, 2009
Submission of Developer Qualifications	May 1, 2009
Notification of Selected Qualified Respondents	May 15, 2009

Step Two – Technical Submission

Activity	Date
Issuance of RFP	May 15, 2009
Submission of Developer Proposals	July 10, 2009
Presentation(s) by Developer(s)	July 30 & 31, 2009
Notification of Selected Developer	August 10, 2009
Complete Development Contract	October 16, 2009

II. DISCUSSION

A. On April 14, 2009, the Contract and Procurement Office conducted a Pre-Proposal Conference at the HPHA – Building E conference room followed by a site inspection of Kuhio Park Terrace and Kuhio Homes with interested applicants.

B. A seven-member evaluation committee was appointed by the Executive Director consisting of governmental and non-governmental employees. The committee included a resident of Kuhio Park Terrace, HPHA staff, staff from the City and County of Honolulu and non-governmental representatives with expertise in the field of affordable housing development.

C. The HPHA received a total of four proposals by the required due date. A review of the proposals indicated that the minimum submission requirements were met.

D. An evaluation of the applicant qualifications was conducted on May 11, 2009 and May 13, 2009 by the seven-member evaluation committee.

E. On May 15, 2009, four offerors selected to participate in the Step 2: Technical Submission process were notified of their selection and mailed a copy of the request for technical submissions.

Prepared by: Rick T. Sogawa, Acting Procurement Officer

Approved by the Executive Director CT
May 21, 2009

FOR INFORMATION

SUBJECT: Update on 2009 Legislative Actions During the 2009 Legislative Session that Affect the Hawaii Public Housing Authority, including H.B. 200, H.B. 1364, H.B. 1692, S.B. 1160, S.B. 1677, House Concurrent Resolution 282, Senate Concurrent Resolution 31, and House Concurrent Resolution 94

A. HB200: State Budget Bill

Operating Budget: The Governor's budget proposal included reductions in staff and funding for HPHA; those cuts were expected to be taken, and were. However, several additional cuts showed up in the House and Senate versions of the budget.

1. In its budget bill (HB200, HD1) the House cut an additional $453,000 from HMS220, Rental Housing Services, due to an error in the budget forms submitted by Budget & Finance. This was corrected in Conference Committee.
2. Senate bill (HB200, SD1) cut $500,000 from HMS222, Rental Assistance Services, based on a misunderstanding of a previous lapse of funds. This was also corrected in the Conference Committee.
3. One vacant state-funded position and its funding were taken from HMS224, Homeless Services, in the Senate version and in Conference.

CIP (State): The Conference Committee gave HPHA its full request of $7,913,000 for non-routine repair and maintenance for FY 2010. Initially, no appropriation was made in the Conference Draft of the budget bill for FY 2011 CIP; the Legislature wants to wait and see where the economy goes before committing funding for FY 2011. However, the Conference Committee later agreed to add $4,500,000 for ADA renovations in FY 2011.

B. HB1364: Governor's Federal Stimulus Bill

HPHA received authorization to spend the federal stimulus funds:

1. $16,245,443 in capital funds
2. $2,166,888 in homeless assistance funds

C. HB1692: 5/7 Year limit on occupancy; pilot project and report to Legislature

This bill applies to State public housing projects only. HPHA must, in consultation with tenant associations, designate a state public housing project as a pilot project to develop policies and test out time limits on occupancy, and submit the name of the pilot site to the Board by August 29, 2009. Elderly and disabled persons would be exempt, but others would be limited to 5 years in State public housing if they are tenants as of July 1, 2009, or 7 years if they enter later. HPHA must report progress to the 2010 and 2011 Legislatures. (See Attachment 1)

D. SB1160: Common area expenses assessment; streamlining evictions; no sale of land

This bill has a number of separate provisions.

1. HPHA must assess a separate charge on tenants of State public housing for at least 1% of the "common area expenses." These expenses are not defined in the law.

2. The bill also streamlines parts of the eviction process for failure to pay rent by tenants in State and federal public housing, and requires that State public housing evictions be heard by a hearings officer. Evictions for federal public housing continue to be heard by an Evictions Board. It also directs the Evictions Board or Hearings Officer to solicit from the tenant information regarding involvement in their child's schooling, and to "consider" that information in rendering a decision on the eviction.

3. SB1160 also prohibits sale of the land under any public housing project.

There are problems with this bill that may be grounds for requesting that the Governor veto it. Because the effective date of this bill is July 1, 2009 there will not be sufficient time to go through the rulemaking process to implement its changes, which may halt evictions for 6 months or more. Also, the provision that parental involvement in schooling be somehow taken into account in the hearing decision could lead to inconsistent outcomes and an increase in uncollected rent.
(See Attachment 2)

E. <u>SB1677: State lands not to be sold without Legislative approval</u>
This bill requires that any sale or gift of State land (other than to another State agency) be approved by a vote of 2/3 of each house of the Legislature. This bill will delay or prevent the sale by HPHA of an unused parcel of land in Hana.

F. <u>House Concurrent Resolution 282: increase minimum rents in State public housing</u>
This resolution urges the HPHA Board to raise the minimum rent for State public housing to at least $250, with annual increases pegged to the consumer price index. It was not concurred in by the Senate, so it a House Resolution only. (See Attachment 3)

G. <u>Senate Concurrent Resolution 31 and House Concurrent Resolution 94: Legislative Auditor to conduct an audit of HPHA</u>
Both the House and Senate passed resolutions earlier in the session directing the Legislative Auditor to conduct an audit of various aspects of HPHA's operations, although they focus on different parts. The Senate version wanted an audit of 2 AMPs which failed HUD inspection. The House wanted a more general audit of HPHA's management and maintenance contracts. They could not agree on the same wording when hearing each other's versions after bills crossed over to the other chamber. Both chambers reconsidered a day before the session was scheduled to end, and both versions were passed. The Auditor may conduct one audit after conferring with House and Senate leaders. (See Attachments 4 and 5)

Prepared by: Alan Sarhan, HPHA Planner

Attachment 1: HB 1692
Attachment 2: SB 1160
Attachment 3: HR 282
Attachment 4: SCR 31
Attachment 5: HCR 94

Attachment 1

Report Title:
Low-income Housing; Rental Leases

Description:
Requires the Hawaii public housing authority to: establish, beginning July 1, 2009, a pilot project in a state low-income housing project stipulating that no tenant in occupancy as of July 1, 2009 shall rent, lease, or occupy any dwelling unit for more than five consecutive years; and no new tenant shall rent, lease, or occupy any dwelling unit for more than seven consecutive years; exempt persons fifty-five years of age and older, persons with a mental or physical disability, or persons retired for medical reasons; allow family members and medically necessary personal care attendants to reside with persons exempt from the provisions; develop recommendations for a transition plan; establish a working group; report on the status of the pilot project to the 2010 and 2011 legislatures. (HB1692 CD1)

HOUSE OF REPRESENTATIVES
TWENTY-FIFTH LEGISLATURE, 2009
STATE OF HAWAII

H.B. NO. 1692 H.D. 2 S.D. 2 C.D. 1

A BILL FOR AN ACT

RELATING TO HOUSING.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

SECTION 1. The legislature finds that the cyclical nature of poverty perpetuates a lifestyle that is inherited from generation to generation. Families born into poverty appear hopelessly caught in a self-fulfilling prophecy of welfare and public housing.

The legislature further finds that this situation is not unique to Hawaii and that the federal government has established pilot programs to assist families in breaking the cycle of public housing and welfare.

The purpose of this Act is to encourage families to move out of public housing by requiring that the Hawaii public housing authority:

(1) Establish, beginning July 1, 2009, a pilot project in a state low-income housing project to be designated by

the authority stipulating that no tenant in occupancy as of July 1, 2009, shall rent, lease, or occupy any dwelling unit for more than five consecutive years from that date; and no new tenant shall rent, lease, or occupy any dwelling unit for more than seven consecutive years; provided that an exemption to these occupancy time limits is provided for persons fifty-five years of age and older, persons with a mental or physical disability, or persons retired for medical reasons;

(2) Allow family members and medically necessary personal care attendants to reside with persons exempt from the occupancy time limit provisions;

(3) Develop recommendations for a transition plan to assist tenants in meeting the occupancy time limits, including a review of federal pilot programs intended to break the cycle of public housing and welfare and related support programs;

(4) Establish a working group to determine the site of the pilot program and assist the authority in developing recommendations for a transition plan; and

(5) Report on the status of the pilot project to the 2010 and 2011 legislatures.

SECTION 2. (a) Beginning July 1, 2009, the Hawaii public housing authority shall establish a pilot project in a state low-income housing project to be designated by the authority, in which:

(1) No tenant in occupancy in the designated state low-income housing project as of July 1, 2009, shall rent, lease, or occupy any dwelling unit for more than five consecutive years from July 1, 2009; and

(2) No new tenant in the designated state low-income housing project shall rent, lease, or occupy any dwelling unit for more than seven consecutive years from the date of the new tenant's initial occupancy of the unit;

provided that this subsection shall not apply to persons fifty-five years of age and older, persons with a mental or physical disability, or persons retired for medical reasons.

(b) In implementing the pilot project, the authority shall include provisions to allow family members and medically necessary personal care attendants to reside with persons exempt from the occupancy time limits of subsection (a).

(c) The executive director of the authority shall establish and convene a working group including representatives from the authority and tenant associations of federal and state public housing projects. The working group shall determine a housing project to serve as the site of the pilot project. The working group shall submit its determination of the pilot site to the board of directors of the authority within sixty days of the effective date of this Act. The working group shall also assist the authority in developing recommendations for a transition plan to assist tenants in meeting the occupancy time limits in subsection (a). At minimum, a transition plan shall include information to assist tenants in planning and budgeting, such as annual rents and assessments for common area expenses, as well as other information as may be appropriate. In developing the recommendations for a transition plan, the authority shall review federal pilot programs intended to break the cycle of public housing and welfare, including related support programs that may assist tenants in the transition from state low-income housing projects to other housing.

(d) The authority shall report on the status of the pilot project to the legislature, including any additional findings and recommendations regarding the continuation of the pilot project, and any proposed legislation or budget requests, no later than twenty days prior to the convening of the regular sessions of 2010 and 2011.

SECTION 3. This Act shall take effect on July 1, 2009.

Attachment 2

Report Title:
Hawaii Public Housing Authority; Common Area Expenses; Hearings

Description:
Authorizes the Hawaii public housing authority to assess all the units in a state public housing project for common area expenses; eliminates most procedural requirements to hearings for eviction of tenants from public housing, but requires written notice per federal law; requires evictions from state low-income housing to be conducted by hearings officers appointed by the authority; clarifying that for federal low-income housing, hearings shall be conducted by eviction board; authorizes an eviction board or hearings officer to consider a tenant's involvement in their child's school in making a determination; prohibits the authority from selling any land developed for any public housing project. (CD1)

THE SENATE
TWENTY-FIFTH LEGISLATURE, 2009
STATE OF HAWAII

S.B. NO. 1160 S.D. 2 H.D. 2 C.D. 1

A BILL FOR AN ACT

RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

PART I

SECTION 1. The purpose of this part is to make the administration of housing projects by the Hawaii public housing authority more efficient by:

(1) Authorizing the Hawaii public housing authority to assess all the units in a state public housing project a fee for the common area expenses of the housing project;

(2) Eliminating most procedural requirements preliminary to hearings for evictions of tenants of public housing projects;

(3) Requiring written notice to delinquent tenants in accordance with federal law;

(4) Requiring evictions from state low-income housing to be conducted by a hearings officer appointed by the Hawaii public housing authority;

(5) Clarifying that for federal low-income housing, hearing shall be conducted by an eviction board;

(6) Authorizing an eviction board or hearings officer to consider a tenant's involvement in their child's school in making a determination; and

(7) Prohibiting the Hawaii public housing authority from selling land developed for any public housing project.

SECTION 2. Chapter 356D, Hawaii Revised Statutes, is amended by adding a new section to be appropriately designated and to read as follows:

"**§356D- Assessments for common area expenses.** (a) In accordance with rules adopted by the authority pursuant to chapter 91, at least one per cent of common area expenses for a state public housing project shall be assessed against all the units in the state public housing project.

(b) If any common area expense is caused by the misconduct of any unit resident, the authority may assess that expense exclusively against the unit resident.

(c) The authority, either directly or through its managing agent or resident manager, shall notify the unit residents of a state public housing project in writing of common area expense assessment increases at least thirty days prior to an increase."

SECTION 3. Section 356D-92, Hawaii Revised Statutes, is amended to read as follows:

"**§356D-92 Termination and eviction.** (a) Except as otherwise provided, the authority may terminate any lease, rental agreement, permit, or license covering the use and occupation of any dwelling unit or other premises located within

a public housing project and evict from any premises any tenant, licensee, or other occupant for any of the following reasons:

(1) Failure to pay rent when due;

(2) Violation of any of the provisions of a lease, rental agreement, permit, or license;

(3) Violation of any of the rules of the authority;

(4) Failure to maintain the dwelling unit in a clean, sanitary, and habitable condition; or

(5) The existence of any other circumstances giving rise to an immediate right to possession by the authority.

(b) When any tenant has been delinquent in payment of rent, the authority, either directly or through its managing agent, shall provide the tenant with a written notice [~~no later than forty-five days from the date of delinquency~~] in accordance with requirements imposed under federal law that shall inform the tenant of the delinquency [~~and schedule a meeting between the tenant and the authority or its agent. The written notice shall:~~

~~(1) Inform the tenant that continued delinquency shall result in the tenant's eviction;~~

~~(2) Inform the tenant of the tenant's right to apply for an interim adjustment in rent;~~

~~(3) Explain to the tenant the steps of the grievance and eviction processes and how the processes protect the tenant;~~

~~(4) Provide the tenant with a sample letter for demanding a grievance hearing;~~

~~(5) Set forth the location, date, and time, which shall be no earlier than fourteen days from the date of the written notice, at which the tenant may meet with the authority or its agent to discuss the delinquency in rent; and~~

~~(6) Inform the tenant that the tenant shall either attend the meeting or, if applicable, contact the authority or the authority's agent before the meeting time to reschedule the meeting.~~

~~(c) At the meeting described in subsection (b), the authority or its agent shall:~~

~~(1) Inquire into the cause of the tenant's delinquency and offer suggestions, if any, that the authority may feel appropriate to address the causes of delinquency;~~

~~(2) Consider whether a reasonable payment plan is appropriate for the tenant's situation and, if appropriate, offer a payment plan to the tenant; and~~

~~(3) Inform the tenant of and explain the issues as required under subsection (b)(1), (2), and (3).~~

~~(d) The authority shall develop a checklist outlining all of the requirements listed in subsection (c). The authority or its agent and the tenant shall complete, sign, and date the checklist to memorialize the meeting.~~

~~(e) If the tenant fails to attend or reschedule the meeting provided for in subsection (b), the authority shall provide the tenant with a second written notice. The notice shall inform the tenant that:~~

~~(1) The authority shall proceed to terminate the tenant's tenancy because of the tenant's outstanding rent delinquency and the tenant's failure to respond to the authority's written notice issued pursuant to subsection (b);~~

~~(2) The tenant has ten business days from receipt of the second written notice to request a grievance hearing; and~~

~~(3) If the tenant fails to request a grievance hearing within ten business days, the authority has the right~~

~~to proceed with the eviction hearing pursuant to section 356D-93.~~

~~(f) If the tenant meets with the authority as provided for in subsection (b), the authority shall decide, based upon the facts discussed at the meeting, what action is appropriate to address the tenant's case. The authority shall notify the tenant of its decision in writing. If the authority decides to proceed with an action to terminate the tenancy, the authority shall further inform the tenant in the same written notice~~] and provide that:

(1) The tenant has ten business days from receipt of [~~this~~] the notice to request a grievance hearing; and

(2) If the tenant fails to request a grievance hearing within ten business days, the authority has the right to proceed with the eviction hearing pursuant to section 356D-93."

SECTION 4. Section 356D-93, Hawaii Revised Statutes, is amended to read as follows:

"[~~[~~]§356D-93[~~]~~] **Hearings.** (a) Where the authority proposes to terminate a lease or rental agreement and evict a tenant under section 356D-92, a hearing shall be held to determine whether cause exists for the action. The authority shall give written notice to the person concerned specifying the reason for which the eviction is proposed and fixing the date and place of hearing. The written notice shall further inform the tenant of the right to inspect and copy the tenant file at the tenant's expense before the hearing is held. The notice shall be given at least five days before the date set for the hearing. At the hearing, before final action is taken, the person concerned shall be entitled to be heard in person or through counsel, and shall be accorded a full and fair hearing in accordance with the requirements of a contested case hearing

provided for under sections 91-9 and 91-10 to 91-13. This full and fair hearing shall be deemed to be a contested case hearing before the authority that is required pursuant to chapter 91.

(b) [~~Hearings~~] For federal low-income housing, hearings shall be conducted by an eviction board appointed by the authority. The eviction board shall consist of not fewer than three persons, of which one member shall be a tenant. At least one eviction board shall be established in each county of the State. The findings, conclusions, decision, and order of the eviction board shall be final unless an appeal is taken as hereinafter provided.

(c) For state low-income housing, hearings shall be conducted by a hearings officer appointed by the authority. At least one hearings officer shall be appointed in each county of the State. The findings, conclusions, decision, and order of the hearings officer shall be final unless an appeal is taken as hereinafter provided.

(d) In a hearing under subsection (a) that involves a tenant who has custody of a school age child or children residing with the tenant, the eviction board or hearings officer shall solicit information regarding the tenant's regular participation in school activities or meetings during the current and previous school year from the school or schools in which the child or children are or were enrolled. This information shall be considered in determining the findings, conclusions, decision, and order.

[~~(c)~~] (e) The eviction board or hearings officer shall have the same powers respecting administering oaths, compelling the attendance of witnesses and the production of documentary evidence, and examining witnesses, as are possessed by circuit courts. In case of disobedience by any person of any order of the eviction board, hearings officer, or of any subpoena issued

by the eviction board[~~,~~] or hearings officer, or the refusal of any witness to testify to any matter regarding which the witness may lawfully be questioned, any circuit judge, on application by the eviction board[~~,~~] or hearings officer, shall compel obedience as in the case of disobedience of the requirements of a subpoena issued by a circuit court, or a refusal to testify therein."

SECTION 5. Section 356D-94, Hawaii Revised Statutes, is amended by amending subsection (a) to read as follows:

"(a) If it is proven to the satisfaction of the eviction board or hearings officer that there is cause to terminate a lease or rental agreement and evict the tenant, the authority shall provide the tenant with a written notice of the authority's decision to terminate the tenancy. The notice shall inform the tenant that a writ of possession may be issued by the authority within ten business days. The notice shall also inform the tenant whether the grounds for eviction are considered curable and, if so, what the tenant must do to remedy the grounds, by when it must be done, and what the tenant must do to document for the authority that the grounds have been remedied."

PART II

SECTION 6. Section 356D-4, Hawaii Revised Statutes, is amended to read as follows:

"**[~~[~~]§356D-4[~~]~~] General powers of the authority.** (a) The authority may:

(1) Sue and be sued;

(2) Have a seal and alter the same at pleasure;

(3) Make and execute contracts and other instruments necessary or convenient to the exercise of its powers; and

(4) Adopt bylaws and rules in accordance with chapter 91 for its organization, internal management, and to carry into effect its purposes, powers, and programs.

(b) In addition to other powers conferred upon it, the authority may do all things necessary and convenient to carry out the powers expressly provided in this chapter.

(c) The authority shall not sell any land developed for any public housing project."

SECTION 7. This Act does not affect rights and duties that matured, penalties that were incurred, and proceedings that were begun, before its effective date.

SECTION 8. If any provision of this Act, or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the Act, which can be given effect without the invalid provision or application, and to this end the provisions of this Act are severable.

SECTION 9. Statutory material to be repealed is bracketed and stricken. New statutory material is underscored.

SECTION 10. This Act shall take effect on July 1, 2009.

HOUSE OF REPRESENTATIVES
TWENTY-FIFTH LEGISLATURE, 2009
STATE OF HAWAII

H.C.R. NO. 282 H.D. 1

HOUSE CONCURRENT RESOLUTION

URGING THE HAWAII PUBLIC HOUSING AUTHORITY TO INCREASE THE MINIMUM RENT SCHEDULE.

WHEREAS, under section 356D-43, Hawaii Revised Statutes, the Hawaii Public Housing Authority (HPHA) must set the rental rates for dwellings units in state low-income housing projects to produce sufficient revenues to pay for all expenses of management, operations, maintenance, repairs, and improvements, and thereby remain self-supporting; and

WHEREAS, a 2006 audit showed that routine operating expenses for the state public housing program exceed budgeted repair costs and deplete program revenues; and

WHEREAS, the audit suggested increasing the minimum rent; and

WHEREAS, since 2005, HPHA has had an operating shortfall every year requiring infusion of additional funds from the Legislature: $20 million in 2005; $13.5 million in 2006; $10.5 million in 2007; $16 million in 2007; and $17 million in 2008; and

WHEREAS, rental collections are $1.2 million in arrears; and

WHEREAS, monthly rental rates for family housing are set according to the following schedule: $108 for a one-bedroom unit; $128 for a two-bedroom unit; $152 for a three-bedroom unit; $180 for a four-bedroom unit; and $212 for a five-bedroom unit; and

WHEREAS, for fiscal year 2010, HPHA needs over $17 million in additional operating funds, and due to the economic downturn, the State no longer has additional funds available; now, therefore,

BE IT RESOLVED by the House of Representatives of the Twenty-fifth Legislature of the State of Hawaii, Regular Session of 2009, the Senate concurring, that HPHA is urged to increase the minimum rent for state public housing to no less than $250 per unit, with a yearly increase equal to the increase in the cost of living index, provided that rent for any current tenant in state public housing who is on a fixed income shall not be subject to the rent increase for the remaining term of the lease, so long as the tenant is in compliance with the lease; and

BE IT FURTHER RESOLVED that certified copies of this Concurrent Resolution be transmitted to the Executive Director and members of the Board of HPHA.

THE SENATE
TWENTY-FIFTH LEGISLATURE, 2009
STATE OF HAWAII

S.C.R. NO. 31 S.D. 2 H.D. 1

SENATE CONCURRENT RESOLUTION

REQUESTING THE AUDITOR TO CONDUCT A MANAGEMENT AND FINANCIAL AUDIT OF THE HAWAII PUBLIC HOUSING AUTHORITY'S MAINTENANCE CONTRACTS.

WHEREAS, in December 2008, federal and state class action lawsuits were filed on behalf of residents of two of the Hawaii Public Housing Authority's largest and oldest public housing properties; and

WHEREAS, numerous problems and safety concerns were cited by residents, including but not limited to:

(1) Disabled or missing fire alarms;

(2) Corroded garbage chutes, which are inoperable and backed up with rubbish;

(3) Pest infestations;

(4) Elevators in a continual state of disrepair affecting the mobility of residents; and

(5) Lack of compliance with the federal Americans with Disabilities Act regarding accessibility for residents who have mobility problems;

and

WHEREAS, many of these problems are long-standing and extend to other facilities operated by the Hawaii Public Housing Authority; and

WHEREAS, the State has an obligation and duty to provide public housing facilities that are properly maintained to ensure the safety and well-being of facility residents; and

WHEREAS, while the Hawaii Public Housing Authority has embarked on a "turnaround plan" to address the backlog of repair and maintenance problems at public housing facilities throughout the State, just correcting current deficiencies will not necessarily lead to improved ongoing maintenance; and

WHEREAS, that ongoing maintenance and the larger day-to-day management of every facility fall in the scope of responsibilities of the Hawaii Public Housing Authority; and

WHEREAS, the Authority has contracted out the management of its facilities to private vendors for as much as $3 million a

year but the ultimate responsibility for performance on those contracts rests in the hands of the Hawaii Public Housing Authority; now, therefore,

BE IT RESOLVED by the Senate of the Twenty-fifth Legislature of the State of Hawaii, Regular Session of 2009, the House of Representatives concurring, that the Auditor is requested to conduct a management and financial audit of the Hawaii Public Housing Authority's maintenance contracts and the management of those contracts and to investigate reports of disrepair, noncompliance with the Americans with Disabilities Act, and other concerns of residents, and that the Auditor take into account the newly implemented United States Department of Housing and Urban Development Deficiency Report Checklist when reviewing Hawaii Public Housing Authority; and

BE IT FURTHER RESOLVED that the Auditor prioritize the audit efforts, focusing first on those contracts and facilities representing such characteristics as high contract dollar value, large volume of complaints, contract terms not strong enough to protect the State's interests, serious lack of internal controls, and any other screening approaches deemed appropriate by the Auditor to scope the audit into a manageable size; and

BE IT FURTHER RESOLVED that the Auditor is requested to report findings and recommendations to the Legislature, including any necessary legislation, not later than 20 days prior to the convening of the Regular Session of 2010; and

BE IT FURTHER RESOLVED that certified copies of this Concurrent Resolution be transmitted to the Governor, the Director of Human Services, the Director of the Hawaii Public Housing Authority, and the Auditor.

HOUSE OF REPRESENTATIVES
TWENTY-FIFTH LEGISLATURE, 2009
STATE OF HAWAII

H.C.R. NO. 94 H.D. 1 S.D. 1

HOUSE CONCURRENT RESOLUTION

REQUESTING THE AUDITOR TO CONDUCT A REVIEW OF THE PERFORMANCE OF THE MANAGEMENT OF THE PUUWAI MOMI AND WEST OAHU ASSET MANAGEMENT PROJECTS (KNOWN AS AMP 30 AND AMP 44) TO COMPARE THE PERFORMANCE OF STATE OPERATED AND PRIVATELY OPERATED PUBLIC HOUSING PROPERTIES; AND TO DETERMINE THE RELATIVE CONTRIBUTIONS OF FUNDING LEVELS, MISMANAGEMENT, AND TENANT AND VISITOR ACTIONS TO THE FAILURE TO MEET PERFORMANCE STANDARDS FOR THESE PROPERTIES.

WHEREAS, in December 2008, federal and state class action law suits were filed on behalf of residents of two of the Hawaii Public Housing Authority's largest and oldest public housing properties; and

WHEREAS, numerous problems and safety concerns were cited by residents, including but not limited to:

(1) Disabled or missing fire alarms;

(2) Corroded garbage chutes, which are inoperable and backed up with rubbish;

(3) Pest infestations;

(4) Elevators in a continual state of disrepair affecting the mobility of residents; and

(5) Lack of compliance with the federal Americans with Disabilities Act regarding accessibility for residents who have mobility problems; and

WHEREAS, many of these problems are long-standing; and

WHEREAS, management of public housing properties is performed by Hawaii Public Housing Authority staff in some locations and by private companies under contract at other locations; and

WHEREAS, the Hawaii Public Housing Authority is extensively audited and monitored by the federal Department of Housing and Urban Development; and

WHEREAS, the year 2008 inspections by the Department of Housing and Urban Development revealed that four asset management projects failed to meet federal requirements for physical condition of the projects, including two managed by private contractors and two managed by Hawaii Public Housing Authority staff; and

WHEREAS, the Authority has instituted a new maintenance program at Palolo Housing and Kuhio Park Terrace, and Kuhio Park Terrace contracts are currently being reviewed and reissued; and

WHEREAS, the State has an obligation and duty to provide public housing facilities that are properly maintained to ensure the safety and well-being of facility residents; and

WHEREAS, while the Hawaii Public Housing Authority has embarked on a "turnaround plan" to address the backlog of repair and maintenance problems at public housing facilities throughout the State, correcting current deficiencies will not necessarily lead to improved ongoing maintenance; now, therefore,

BE IT RESOLVED by the Senate of the Twenty-fifth Legislature of the State of Hawaii, Regular Session of 2009, the House of Representatives concurring, that the Auditor is requested to conduct a review of the performance of the management of the Puuwai Momi and West Oahu asset management projects (known as AMP 30 and AMP 44) to compare the performance of state operated and privately operated public housing properties; and to determine the relative contributions of funding levels, mismanagement, and tenant and visitor actions to the failure to meet performance standards for these properties; and

BE IT FURTHER RESOLVED that, in addition, the Auditor is requested to undertake a broader review of the process by which the Authority currently evaluates management and maintenance contracts; and

BE IT FURTHER RESOLVED that during the review, the Auditor is requested to remain cognizant of the status of the federal and state class action law suits filed in December 2008; and

BE IT FURTHER RESOLVED that the Auditor is requested to report findings and recommendations to the Legislature, including any necessary legislation, not later than twenty days prior to the convening of the Regular Session of 2010; and

BE IT FURTHER RESOLVED that certified copies of this Concurrent Resolution be transmitted to the Governor, the Director of Human Services, the Director of the Hawaii Public Housing Authority, and the Auditor.

Hawaii Public Housing Authority
Summary of Capital Repair/Renovation Projects
Report for the Month of May 2009

FEDERAL: Capital Fund Program	Appropriation	Encumbered/ Obligated	% Expended	Balance	Obligation Date	Notes
CFP 717	$8,371,299	$1,239,034	15%	$7,132,265	9/1/09	Contract for Puuwai Momi $2.3M pending execution; Bid opening for KVH Iva 6/4/09
CFP 718	$8,020,444	$884,000	11%	$7,136,444	9/1/10	Negotiating Design contracts (est. $1.8M); Remaining budget pending bid opening within next 6 months
CFP ARRA	$16,245,443	$0	0%	$16,245,443	3/1/10	All funds are budgeted for construction. Final amounts are pending bid offers.
CFP 719*	$8,000,000	$0		$8,000,000	9/1/11	* These funds are not yet available to the HPHA. Anticipated date of allotment is 10/1/09

STATE: Capital Improvement Program	Appropriation	Encumbered/ Obligated	% Expended	Balance	Obligation Date	
07-'08 Lump Sum CIP	$19,910,000	$1,713,805	9%	$18,196,195	6/30/10	Up to $1.0M in design to be encumbered by 9/1/09; Remaining construction to be encumbered by 3/1/10
08-'09 Lump Sum CIP	$10,000,000	$0	0%	$10,000,000	6/30/10	
07-'08 Elevator	$5,000,000	$4,465,281	89%	$534,719	6/30/10	Pending bid offer for modernization of Phase II: 17 elevators
08-'09 Elevator	$6,410,000	$0	0%	$6,410,000	6/30/10	Pending bid offer for modernization of Phase II: 17 elevators
TOTAL CAPITAL FUNDS	$73,957,186	$8,302,120		$65,655,066		

American Recovery and Reinvestment Act funds identified above as "CFP ARRA"

Date: May 15, 2009

To: Chad Taniguchi, HPHA

From: Robert D. Wilkes, MDStrum

Copy: Juan Patterson, MDStrum

Re: Update on status of Technical Advisory Services

Attached is our report submitted to HUD for the month ending April 30, 2009. We are continuing to make progress on the items in the work plan. However, we have had to re-shuffle the training schedule and other work items due to the termination of the CFMA. We are still waiting on HUD to complete the review of the un-audited FDS so we can proceed with the submission of the audited FDS.

Progress has been made to prepare HPHA for the 6/30/09 closing of the fiscal year's financial records. A plan that will allow for the proper steps to be taken for the year end closing process was prepared by the Fiscal Officer and approved by the Executive Director. If this plan is followed and staff is held accountable then HPHA will be able to meet the submission date for the unaudited FDS and for the annual audit.

We are continuing to review the individual funds and various supporting schedules and providing our observations and recommendations to the Fiscal Officer.

Preparation of the 2009/10 operating and capital budget are continuing to move forward, but the budget preparation is behind the original schedule. Additional schedules were prepared by the Fiscal Officer and are being distributed to the branches and property managers for additional information. HPHA is planning on presenting the budget to the board finance committee on May 29, 2009. The critical date for the budget is that it needs to be approved by the Board prior to the first day of the new fiscal year, per HUD regulation.

If you have any additional questions, I am available at your convenience.

HAWAII PUBLIC HOUSING AUTHORITY
TECHNICAL ASSISTANCE - CONTRACT NO. C-OPC-22956 TASK ORDER NO. 012
Contractors Monthly Status Report

Period Ending: April 30, 2009
Contractor: MDSTRUM HOUSING SERVICES
Contractor's Point of Contact: Rob Wilkes (317) 695-1658 rdwjob2828@aol.com

SIGNIFICANT CONTRACT MANAGEMENT CONCERNS
Description of Problem: None to report this period **Action Taken or Recommended:** Not Applicable **Status/Problem Resolution:** Not Applicable.

A. KEY ACCOMPLISHMENTS & DELIVERABLES PRODUCED
1. A list of financial management counterparts in other PHAs has been compiled. Contact is being made to determine if they are willing to network with HPHA Financial Staff.
2. Several policy and procedures have been completed and are being circulated with financial staff for comments and review.
3. Reviewed general ledger, reconciliations, etc., for six funds and made recommendations and comments on the status of what has been completed and what still needs to be completed for proper financial reporting and controls. (Note; Bank reconciliations were current on three of the funds)
4. Prepared an analysis of Occupancy and Collections for the period of July 1, 2008 through March 31, 2009. The analysis was broken out by AMP.

B. MAJOR ACTIVITIES AND/OR KEY ISSUES ADDRESSED
1. Unaudited submission of the FDS is being checked daily to determine the status with HUD. Currently the unaudited FDS is still under review. The audited FDS cannot be submitted until HUD has completed it is review.
2. Training that was originally scheduled was delayed because of the termination of the CFMA. However, one-on-one training was given to the Fiscal Officer and Budget Analyst. Training for the budget analyst consisted of the Operating Fund, Capital Fund and navigating and using the HUD web-site.
3. Reviewed status of 2009/10 budget preparation with the Budget Analyst. Meetings were held with various HPHA branches/departments to review budget preparation.

4. Provided technical advice to the Fiscal Officer on day-to-day operations, accounting issues, audit issues, preparation for year end closing, etc.

5. Work on the FMO policies and procedures continued. Meetings were held with FMO staff to discuss changes in policy and procedures, circulate draft procedures for comment and testing, etc. These procedures include the reconciliation of Interfund accounts, Accounts Receivable, Allowance for Doubtful Account, Prepaid, Security Deposits, and Payroll Reimbursement etc. Procedures will be finalized following feedback from staff.

6. Continued analysis of financial operations. Reviewed work products of FMO staff and provided onsite and remote guidance to the Fiscal Officer and Budget Analyst. Also provided hands-on assistance with day to day financial management and accounting tasks.

C. NEW OBSERVATIONS AND RECOMMENDATIONS

1. **Financial Reporting** – Progress has been made to prepare HPHA for the 6/30/09 closing of the fiscal year's financial records. A plan that will allow for the proper steps to be taken for the year end closing process was prepared by the Fiscal Officer and approved by the Executive Director. If this plan is followed then HPHA will be able to meet the submission date for the unaudited FDS and for the annual audit. Staff continues to update the month/year end closing check list for all staff as well as FMO as a whole.

2. **Vacancy in a Key Position** – The position of Chief Fiscal Management Advisor is now vacant. The person who occupied that position was terminated in April. The HPHA is now in the process of seeking a replacement, but in the meantime, the Fiscal Officer has been temporarily assigned as Acting CFMA.

3. **FYE 6/30/08 IPA Audit** – The audit report was released. Staff is reviewing the details of the audit and defining steps and implementing strategies to address and close related findings.

C. "HOT BUTTON" ISSUES REQUIRING ATTENTION

Need to Hire Chief Fiscal Management Advisor – The termination of the CFMA has caused several items to be reshuffled in the work plan. Classroom training that was originally scheduled for April has been moved to May and June. Certain tasks assigned to the CFMA staff have been re-assigned to other financial management staff. It still appears that the items in the work plan will be completed by the end of the contract. To preserve and capitalize on the progress that the FMO has made in recent months, it is critical that the HPHA secure a qualified candidate to fill this position at the earliest possible date. Unfortunately, it is unlikely that a new person will be brought on board in time to receive significant training from our Technical Advisor, as our contract is set to expire at the beginning of July.

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