Approved by the Executive Director c1
October 15, 2009

FOR ACTION

SUBJECT: To Recognize the Makamae Resident Association as a Duly Elected Resident Association Pursuant to Volume 24 CFR Part 964

I. FACTS

A. Makamae Elderly is a 124 unit federal housing complex located in Honolulu, Hawaii. Pursuant to Board Resolution No. 31, State and Federal housing sites must comply with the same policies for formal recognition by the Hawaii Public Housing Authority (HPHA) Board of Directors.

B. Public housing agencies have been mandated by Congress to comply with certain provisions under the Quality Housing and Work Responsibility Act of 1998. In addition, the U.S. Department of Housing and Urban Development has promulgated federal regulations governing resident councils and the election of a governing board for resident councils under volume 24 Code of Federal Regulations (CFR) part 964.

II. DISCUSSION

A. Since March 2009, the Makamae Resident Association has been working with the Property Management and Maintenance Services Branch (PMMSB) in order to comply with the federal requirements in volume 24 CFR part 964, *Tenant Participation and Tenant Opportunities in Public Housing*.

B. On July 4, 2009, the Makamae Resident Association held a tenant meeting to adopt the new association's by-laws. The majority of the members present adopted the by-laws.

C. On May 15, 2009, the Makamae Resident Association conducted their elections with the property manager and PMMSB overseeing the elections. Mei Ling Ng, independent interpreter, served as the independent third party observer and verified the process as fair, impartial and conducted pursuant to the resident association's by-laws.

D. On September 15, 2009, a "special election" was held to elect the treasurer (the prior elected treasurer resigned soon after being elected). Diane Bonds of Honolulu Community Action Program served as third party observer and verified the "special election" as fair, impartial and conducted pursuant to the resident association's by-laws.

E. HPHA's PMMSB has reviewed all submitted documents for consistency with volume 24 CFR part 964.

Review of the documents indicates the following:

1. Makamae Resident Association by-laws conform to 24 CFR part 964; and

2. Officers of the Makamae Resident Association as elected on May 15, 2009 and September 15, 2009 are:

   President—Toelupe Toelupe
   Vice-President—Hope Martin
   Secretary—Barbie Goodman
   Treasurer—Annette Fashelle
   Sgt. at Arms—Robert Wall

F. The following documents are on file and available for review:

1. Confirmation of Good Standing

2. Certification of Elections Results

3. Makamae Resident Association By-Laws

III. RECOMMENDATION

That the HPHA Board of Directors recognize the Makamae Resident Association as a duly elected resident association pursuant to volume 24 CFR part 964.

Attachment: Certificate of Recognition

Prepared by: Earl Nakaya, Program Specialist

Reviewed by: Stephanie Fo, PMMSB Chief

Certificate of Recognition

Makamae Resident Association
October 15, 2009

Has met all the requirements of the U. S. Department of Housing and Urban Development under Volume 24 Code of Federal Regulations, "Tenant Participation and Tenant Opportunities in Public Housing" and is in conformance with the Hawaii Public Housing Authority, Board Resolution No. 31, "Policy on Official Recognition of a Resident Association". Therefore, be it known that the Makamae Resident Association is hereby recognized as the representative resident council from the date set forth above.

Travis O. Thompson
Chairman

Chad K. Taniguchi
Executive Director

Approved by the Executive Director CT
October 15, 2009

FOR ACTION

SUBJECT: To Accept the Investment Grade Audit and Proposed Energy Conservation Measures from Ameresco, Inc. and To Authorize the Executive Director to Negotiate the Scope of Work and the Terms of an Energy Services Agreement with Ameresco, Inc., the Execution of Which Shall Be Subject to Board Approval

I. FACTS

A. The Hawaii Public Housing Authority (HPHA) and Ameresco, Inc. (Ameresco) have entered into an Investment Grade Audit agreement dated November 21, 2008 pursuant to which Ameresco is in the process of finalizing the energy conservation measures estimated to cost of not to exceed $29,901,877 (the Project) to be installed by Ameresco under an Energy Services Agreement (ESA).

B. HPHA has reviewed the proposed scope of work for the Project.

C. In order for HPHA to pay for the Project, HPHA asked Ameresco to assist in obtaining financing options to fund the Project.

D. Ameresco has solicited proposals from potential lenders for this Project and Crews and Associates, Inc. (Crews) was the successful respondent.

E. Based upon HPHA's direction as to the final Scope of Work for the Project under the ESA, HPHA intends to finance the cost of the project through Crews.

F. HPHA has received a termsheet and engagement letter from Crews (together, the "Crews Engagement Letter". The amount of the financing will be based on the cost of the Scope of Work for the Project under the ESA plus standard costs of issuance (including S&P fee) and interest capitalized during construction.

G. The Crews Engagement Letter sets forth the terms and conditions by which Crews will provide financing for HPHA for its energy conservation project, including the expectation that HPHA will apply for a rating from Standard & Poor's (S&P).

H. HPHA has received an engagement letter from S&P which sets forth the terms for S&P to provide ratings for HPHA and for the financing of the Project (S&P Engagement Letter).

I. HPHA will return to the Board of Directors with a resolution authorizing the financing documents delivered by Crews and an ESA delivered by Ameresco which will include the final Scope of Work for the Project to be performed under the ESA.

II. DISCUSSION

A. The Crews Engagement Letter sets forth the parameters of the actions Crews intends to take to provide financing.

B. HPHA intends to proceed with Ameresco to negotiate the ESA, to engage Crews to provide financing upon completion of the ESA negotiations and upon receipt of HUD approval and to engage S&P to provide a rating in order to obtain the lowest overall cost of financing.

III. RECOMMENDATION

To Accept the Investment Grade Audit and Proposed Energy Conservation Measures from Ameresco, Inc. and To Authorize the Executive Director to Negotiate the Scope of Work and the Terms of an Energy Services Agreement with Ameresco, Inc., the Execution of Which Shall Be Subject to Board Approval

Prepared by: Chad K. Taniguchi, Executive Director C1

Approved by the Executive Director C 1
October 15, 2009

FOR ACTION

SUBJECT: To Authorize the Engagement of Crews & Associates, Inc. for Financing of the Energy Services Agreement (ESA) with Ameresco, Inc., and to Enter into an Engagement Letter with Standard & Poor's for Rating Services Required by the Energy Services Agreement

I. FACTS

A. The Hawaii Public Housing Authority (HPHA) and Ameresco, Inc. (Ameresco) have entered into an Investment Grade Audit agreement dated November 21, 2008 pursuant to which Ameresco is in the process of finalizing the energy conservation measures estimated to cost of not to exceed $29,901,877 (the Project) to be installed by Ameresco under an Energy Services Agreement (ESA).

B. HPHA has reviewed the proposed scope of work for the Project.

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II. DISCUSSION

A. The Crews Engagement Letter sets forth the parameters of the actions Crews intends to take to provide financing.

B. HPHA intends to proceed with Ameresco to negotiate the ESA, to engage Crews to provide financing upon completion of the ESA negotiations and

upon receipt of HUD approval and to engage S&P to provide a rating in order to obtain the lowest overall cost of financing.

III. RECOMMENDATION

To Authorize the Engagement of Crews & Associates, Inc. for Financing of the Energy Services Agreement (ESA) with Ameresco, Inc., and to Enter into an Engagement Letter with Standard & Poor's for Rating Services Required by the Energy Services Agreement

Prepared by: Chad K. Taniguchi, Executive Director CT

Approved by the Executive Director ____
October 15, 2009

FOR ACTION

SUBJECT: To Adopt the Hawaii Public Housing Authority's Internal Control Policy.

I. FACTS

A. The Hawaii Public Housing Authority is responsible to adequately safeguard its assets and to assure that they are used solely for authorized purposes.

II. DISCUSSION

A. The objective of the internal control policy is to establish effective controls and accountability for cash, real and personal property and other assets. These control procedures were developed to decrease the risk of errors, omissions, delay and/or fraud.

B. The policy includes that the Board of Directors shall establish a Finance committee to review annual audit reports, findings, budgets, and other related financial activity to provide oversight and governance for the HPHA.

C. The Chief Financial Management Advisor and the Fiscal Officer are responsible for the implementation of financial and accounting controls.

D. Staff has received training from the Fiscal Officer and MDStrumm (HUD's technical assistance contractor) on the internal control policy.

III. REQUEST

That the Board of Directors Adopt the Internal Control Policy for the Hawaii Public Housing Authority.

Attachment: Internal Control Policy, HPHA's Fiscal Management Office Policies and Procedures

Prepared by: Chad K. Taniguchi, Executive Director ____

CHAPTER 2: INTERNAL CONTROL

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HAWAII PUBLIC HOUSING AUTHORITY
FISCAL MANAGEMENT OFFICE
POLICIES AND PROCEDURES

INTERNAL CONTROL

Policy:

The Hawaii Public Housing Authority (HPHA) recognizes its responsibility to adequately safeguard all of its assets and to assure that they are used solely for authorized purposes. In accordance with this responsibility, the authority will adopt and comply with its internal control policy. All employees of the HPHA are responsible for managing internal controls of the agency.

Governing Authority:

The Internal Control Policy of the HPHA is governed by:

- The Annual Contribution Contract
- 24 CFR 85.20 and other related CFRs
- PIH Guidebooks and Handbooks
- Hawaii State Laws and Regulations
- State of Hawaii Comptroller's Memorandum
- Generally Accepted Accounting Principles (GAAP)
- Federal Yellow Book, OMB Circular A-133, etc.

Objective:

It is the objective of the HPHA to establish and adhere to written policies and systems to prevent fraud, waste, and mismanagement. The HPHA will establish effective control and accountability for cash, real and personal property, and other assets. It is important in any system of internal control to determine both the need and the level of control. Therefore, a risk benefit assessment needs to be done before any internal control is established.

Risk is the probability that an event or action will adversely affect the organization. The primary categories of risk are errors, omissions, delay, and fraud. In order to achieve goals and objectives, management needs to effectively balance risks and controls. Therefore, control procedures need to be developed so that they decrease risk to a level where management can accept the exposure to that risk. By performing this balancing act "reasonable assurance" can be attained. As it relates to financial and compliance goals, being out of balance can cause the following problems:

Excessive Risks	Excessive Controls
Loss of Assets or Grants	Increased Bureaucracy
Poor Business Decisions	Reduced Productivity
Noncompliance	Increased Complexity
Increased Regulations	Increased Cycle Time
Public Scandals	Increase of No-Value Activities

Conditions:

- In order to achieve a balance between risk and controls, internal controls should be proactive, value-added, and cost-effective and address exposure to risk.
- Internal control is a process designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
  - Effectiveness and efficiency of operations
  - Reliability of financial reporting
  - Compliance with applicable laws and regulations
  - Organization goals and policies are being followed
- Several key points should be made about this definition:

- ***People at every level of an organization affect internal control.*** Internal control is, to some degree, everyone's responsibility. Within HPHA, employees at all levels are responsible for internal control in their areas.
- ***Effective internal control helps an organization achieve its operations, financial reporting and compliance objectives.*** Effective internal control is a built-in part of the management process (i.e. plan, organize, direct, and control). Internal control keeps an organization on course towards its objectives and the achievement of its mission, and minimizes surprises along the way. Internal control promotes effectiveness and efficiency of operations, reduces the risk of asset loss, and helps to ensure compliance with laws and regulations. Internal control also ensures reliability of financial reporting (i.e. all transactions are recorded and that all transactions are real, properly valued, recorded on a timely basis, properly classified, correctly summarized, and posted.
- ***Internal control can provide only reasonable assurance – not absolute assurance – regarding the achievement of an organization's objectives.*** Effective internal control helps an organization achieve its objectives; it does not ensure success. There are several reasons why internal control cannot provide absolute assurance that objectives will be achieved: cost/benefit realities, collusion among employees, and external events beyond an organization's control.

- Internal control consists of five interrelated components as follows:
  - Control (or Operating) Environment
  - Risk Assessment
  - Control Activities
  - Information and Communication
  - Monitoring
- All five internal control components must be present to conclude that internal control is effective.

Board of Directors:

The Board of Directors shall establish a finance committee of the board that reviews the annual audit reports, internal audit reports, audit findings, budgets, and other related financial activity of the authority.

The first step in internal control is for the Board of Directors to provide oversight and governance for the Authority. The ACC Agreement is between HUD and the Board of Directors. The ACC Agreement requires that financial records are maintained in an auditable condition, proper documentation is maintained, and a system of internal control is established. State of Hawaii law requires among other items, that a level of ethics be maintained and meetings are open to the public.

Strategy for Internal Control:

The internal control system for HPHA shall be comprised of the following practices, methods, and procedures which will safeguard assets, produce accurate accounting data, contribute to efficient operations and encourage adherence to management policies, limitations and other regulations.

I. Financial and Accounting Controls shall be implemented to ensure that transactions are properly recorded, financial reporting is accurate, and assets are safeguarded against loss from unauthorized use. *This is the responsibility of the Chief Financial Management Advisor and the Fiscal Officer for implementation.*

a. Detailed financial policies and procedures in accordance with governing authority shall be written and utilized by the Fiscal Management Office. If necessary, policies should be adopted by the Board of Directors.

b. Original copies necessary to create a chain of documentary evidence of each transaction shall be maintained. Retention of records shall be in accordance with HUD and state regulations.

c. To the extent feasible, clearly established separation of duties and responsibilities shall be provided to each staff member.

   i. Bank statements should be received unopened and reconciled each month. This reconciliation shall be reviewed and approved by a higher level employee not involved with the check preparation process.

   ii. Employees who initiate transactions (i.e. acquisitions, custody or disposition of assets) shall have no responsibility for the accounting function related to the recording and posting of these transactions.

   iii. Payroll shall be distributed by an employee who is not involved in the following:
      1. the preparation of payroll,
      2. supervision of employees,
      3. approval of time records, or
      4. signing paychecks.

   iv. Petty cash shall be reconciled and counted by an employee that is not custodian of the fund.

   v. Signatories to checks shall require at least two signatures with at least one being limited to persons who have no access to accounting records or to petty cash.

   vi. Mailed checks shall not be allowed to return directly to the persons who prepared or initiated them.

   vii. Mailed receipts of funds shall be opened and a record of the money received should be prepared by an employee independent of other financial duties.

   viii. From time to time but no less frequently than yearly, inventories shall be verified by an employee other than the custodian of that inventory.

d. Proofs, checks, and supervisory review shall insure employee discharge of duties and minimize opportunity for malfeasance.

   i. Petty Cash
      1. An impress fund system shall be used for petty cash.
      2. The maximum amount of any individual disbursement shall be limited to $100.00.
      3. The petty cash fund shall be counted and balanced by an independent employee. The reconciliation of petty cash shall have supervisory review on a monthly basis.
      4. The petty cash shall be locked at all times when not in use.

   ii. Cash Disbursement
      1. Blank checks shall be properly controlled and kept in a secure place.
      2. Advance signing of blank checks is prohibited.
      3. Supporting documentation shall accompany checks when submitted for signature.
      4. Voided checks shall be properly mutilated and retained for subsequent examinations.

   iii. Cash Receipts
      1. Receipts of cash shall be documented by the issuance of a computer-generated receipt or a pre-numbered cash receipt as appropriate.
      2. All cash receipts shall be immediately recorded upon the books and deposited in an account.

3. Validated duplicate deposit tickets or slips shall be obtained for each deposit made.
4. Daily deposits shall be reviewed by someone other than the employee responsible for collections.
5. Employees are prohibited from having custody of any unrecorded cash or negotiable documents of the authority.

iv. Payrolls
1. The payroll shall be checked at regular intervals against the personnel records.
2. Clerical operations involved in the preparation of payroll checks shall be double-checked before the checks are printed and distributed.
3. Payroll checks shall be prepared using approved time and attendance reports.
4. An adequate current record is to be maintained of all personnel and pay rates.

v. Purchases and Expenditures
1. All expenditures must be preceded by approved requisitions indicating source and use of funds.
2. Purchase orders shall be pre-numbered (or controlled by computer application), and accounted for.
3. Invoices shall be delivered directly to the accounting section and compared against purchase orders and receiving reports.
4. Vouchers shall be examined by a responsible individual for completeness and required approvals.
5. Purchases for employees are prohibited.
6. Voided Purchase Orders are to be mutilated and retained for procurement policy.
7. All purchases are to be made in accordance with the procurement policy.

vi. Property and Equipment
1. A property ledger is to be maintained and balanced monthly against the general ledger.
2. A complete physical inventory is to be made of all property and equipment at least annually.
3. Disposition of property is to be authorized in accordance with policy and properly recorded.

e. Budget Controls are to be established to set objectives and to allocate available resources for individual programs, and for the Hawaii Public Housing Authority as an organization. A consolidated budget shall be prepared however, individual budgets must be prepared for each HUD and state funded program area.
i. Budgets are to be monitored on an ongoing basis.
ii. Any activity representing a departure from the approved budget must be presented to the Executive Director and if appropriate to the Board of Commissioners for budget revision approval. Prior to commitment for expenditure.

f. Investment controls are to be established to assist in the controlling of investments and preventing loss or misuse of any funds for with the Hawaii Public Housing Authority is custodian. The controls established shall ensure the following:
i. Investment transactions are authorized by the Hawaii Public Housing Authority's Board of Directors and documented in the board minutes.
ii. Investment documents are kept in a safe fire-resistant locked file cabinet, safe deposit box, or held by an agent.
iii. Avoidance of Bearer-form securities.

iv. Separation of duties, for example CFMA shall not also be responsible for maintaining the accounting records of investments.
v. Investments will be maintained in a custodian or trust account.
vi. Investments will be in the name of the Hawaii Public Housing Authority.
vii. Investments will be recorded in detail in an investment ledger.
viii. Interest earned is collected and credited to the appropriate federal or state program using an appropriate allocation basis and is recorded in the accounting records timely.
ix. Investments are reconciled periodically to the investment ledger.
x. A system of cash forecasting is established to ensure that cash needs are adequately planned for and that excess cash balances are invested for periods that maximize returns.
xi. Instruct the Hawaii Public Housing Authority's external auditors to review investment activity to determine if it is in compliance with policies and procedures.

g. Financial Systems – the Hawaii Public Housing Authority manages its financial operation utilizing several automated systems for banking, recording transactions, receiving federal funds, etc. Access to these systems should be restricted according to job responsibilities. Security levels should be established between the Chief Financial Management Advisor and the Information Technology Office.
h. Account Reconciliations – routine reconciliations shall be completed on all accounts of the general ledger.
   i. Reconciliations shall be completed at least once monthly on cash, accounts receivable, accounts payable, inter-fund accounts, investments, and other accounts.
   ii. Reconciliations will be prepared and signed by the assigned accounting staff. Reconciliations will then be reviewed and approved by either the Chief Accountant, Fiscal Officer, or Chief Financial Management Advisor.
i. State funds are recorded in FAMIS and maintained by the Hawaii State Comptroller.
j. Federal Funds are recorded only in the Emphasys system – which is the general ledger for these programs – and not in the state FAMIS system. State funds are also recorded in the Emphasys system, which is used as a subsidiary ledger for these programs and in the reporting of these funds in the Financial Data Schedule for the federal government.
k. The Chart of Accounts is maintained by the Fiscal Officer. The account structure allows for the various internal (i.e. Board of Directors, Senior and Line Management) and external (i.e. Financial Statements, Regulatory Requirements, Legislative Requirements, etc) reporting requirements.
l. The preparation of financial statements in conformity with Generally Accepted Accounting Principles (GAAP) requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenue and expenses during the reporting period. The Chief Financial Management Advisor and the Fiscal Officer will review and approve all accruals and accounting estimates in accordance with Generally Accepted Accounting Principles.

II. Financial Audit
   a. The HPHA prepares two financial reports to be audited by the external auditor.
      i. The first audit report is the authority's portion of the Statewide Comprehensive Annual Financial Report (CAFR). This report is to be completed and submitted no later than November 30th for issuance of the report from the state by December 31st.
      ii. The second report is the Single Audit Report, required by the federal government, which includes the financial statements, compliance, and internal

control. This report is to be submitted no later than March 31st – 9 months after the June 30th year end.

b. It is the responsibility of the Chief Financial Management Advisor, Fiscal Officer, and Chief Accountant to have the financial reports completed and ready for the audit based upon an approved schedule between the HPHA and the external auditor. This schedule should be agreed upon prior to the start of field work.

III. Selection of the External Auditor is done by the State of Hawaii and not by the HPHA.

a. The auditor selected must be qualified to perform an A-133 audit and must be selected utilizing a competitive procurement process.

b. *"It is PIH/REAC's position that auditor rotation is healthy for the organization. It helps preserve auditor independence and provides a fresh 'pair of eyes' to ensure objectivity in the performance of the audit." (PROCURING AN AUDIT (GAAP Flyer #6) PIH/Real Estate Assessment Center)*

IV. Delegation of Authority – Before budgeted funds can be expended; the Executive Director shall identify in writing the employees authorized to originate and approve specific business transactions.

a. Delegations shall be reviewed periodically and cancelled when no longer required.

b. A listing of employees authorized to approve and sign business transactions for the HPHA shall be prepared by the Fiscal Management Office and distributed to each Branch/Section/AMP Manager as needed.

c. In addition, the Fiscal Management Office shall also maintain a Signature Authority Process grid showing the signatures required to approve various business process of the Authority.

V. Fixed Assets – Accurate records of the cost and accumulated depreciation of property, plant, and equipment shall be maintained by the Fiscal Management Office.

a. The acquisition of capital assets should be organized to ensure that no unauthorized acquisitions have been made and that records of each acquisition are accurate, complete, and recorded in the appropriate period.

b. Capital Assets are generally funded by the Capital Fund Program (CFP) (federal funding) and the Capital Improvement Program (CIP) (state funding).

c. The authority's fixed assets and expendable equipment may be disposed of only when they become obsolete, are beyond repair, or are too expensive to maintain.

i. The disposal of fixed assets and expendable equipment will occur only after proper authorization has been given.

ii. The HPHA will maintain control over the disposition of property to preserve the accuracy of the records and to ensure that assets are safeguarded, improper disposal is avoided, and the best possible terms are received for disposal.

d. This policy shall apply to all assets acquired by the HPHA regardless of the source of funding used to originally acquire the asset.

VI. Excess Cash – Prior to the Implementation of Asset Management, funding was received by the Authority on an entity-wide basis. With the implementation of Asset Management, restrictions have been placed on how funds can be moved from AMP to AMP and AMP to the Central Office.

a. There is a phase in period for the implementation for the transfer of cash beginning July 1, 2008.

b. Excess cash represents non-restricted liquid or near liquid assets available after near term liabilities and normal project operation expenses are considered.

i. Excess cash is calculated using a balance sheet approach.

ii. HUD has developed policies and guidelines for PHAs using norms in the broader multi-family management industry as required under §990.255.

iii. Excess cash will be determined based upon the project based financial data in the FDS.

1. For the HPHA, this is the submission of the June 30, 2008 Single Audit Report, which includes the project based FDS.

2. The final determination of excess cash will be based upon the submission and approval of the audited FDS submission.
3. The Chief Financial Management Advisor shall certify to the Executive Director the amount of excess cash available to be transferred, by AMP prior to any such transfer.

VII. Banking Relationships – The Executive Director is authorized by the Board of Directors to sign checks, drafts, or other orders for payment of money or initiate electronic transfers of fund against HPHA checking accounts.

a. The Executive Director is authorized to approve the use of facsimile signatures, and to direct banks or other depositories to honor the use of them.
b. The Executive Director shall be the representative of the Authority and is authorized to execute agreements in connection with, all matters relating to bank accounts and bank services; banking relationships; and financial and banking type services provided by entities other than banks.
c. The Executive Director may delegate these responsibilities in writing to the appropriate staff.

VIII. Public Records – It is the policy of the HPHA to provide Open Access to all Public Information.

a. Records which are not considered public information will be protected to insure the safety of private information.
b. It is the policy of the HPHA to classify, retain, and dispose of records as prescribed in the State of Hawaii's General Records Schedules (GRS) No. 1-11; Comptroller's Circular No. 2001-02, Policy and Guidelines Relating to Electronic Records Retention and Disposition; and HUD Handbook 7475.1, Rev. 1 (appendix on documents retention).
   i. The minimum retention period for records is contained in the GRS. Notwithstanding the state retention period, should such retention periods conflict with federal requirements, the period of longer retention shall apply.
   ii. A government record is defined as information, regardless of media or characteristics created, received, or maintained by an agency in the course of a business transaction and in pursuance of legal obligations. The authority's government records are typically generated pursuant to the operation of state and federally funded programs.
   iii. Record retention periods prescribed in the GRS are considered to be the minimum necessary under normal conditions.
      1. As long as minimum retention requirements are met, records covered by the GRS may be destroyed without further concurrence from the Comptroller.
      2. If legal or audit questions involving scheduled records arise before the records reach their authorized disposal dates or before the records are destroyed, the records must be retained until legal and/or audit issues are settled.

IX. Management Controls are to be established to monitor operations to ensure that programs are implemented in an efficient and economical manner.

a. The authority shall establish and maintain an organization chart delineating the chain of command for its management system.
b. Staff shall be provided with a clearly defined written statement of responsibilities and job accountability.
c. To the extent feasible, separation of duties shall be maintained so that no one staff person has complete control over any asset.
d. The authority shall maintain a management information system that provides an internal flow of data for monitoring, forecasting, and policy decisions.
e. The authority shall maintain an effective personnel selection policy to promote the hiring of competent staff.

f. A supervisory review system shall be utilized to assure routine monitoring of employee/ contractor compliance with procedures and timeliness/quality of completed work.
g. Competitive procurement procedures shall be employed for all purchases.
h. An accurate inventory system shall be maintained.
i. The authority shall provide for the security of property and records.
j. A well-planned, organized, and supervised maintenance program must be established.
k. A timely, annual independent audit shall be performed.

Monitoring:

It is the responsibility of the Executive Director to ensure that internal controls are being followed and monitored. The Executive Director generally delegates the responsibility to senior management for following the internal control guidelines. Compliance or internal auditing will conduct operational audits to ensure that policy and procedures are being followed and bring to the attention of the Executive Director any deficiencies identified for corrective action.

In conducting the A-133 Audit, the external auditor will audit the organization on compliance and internal controls. The auditor will issue separate opinions on each of these categories. The auditor will report these findings to management and the Board of Directors for resolution.

Monitoring is the assessment of internal control performance over time; it is accomplished by ongoing monitoring activities and by separate evaluations of internal control such as self-assessments, peer reviews, and internal audits. The purpose of monitoring is to determine whether internal control is adequately designed, properly executed, and effective. Internal control is adequately designed and properly executed if all five internal control components (Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring) are present and functioning as designed. Internal control is effective if management and interested stakeholders have reasonable assurance that:

- They understand the extent to which operations objectives are being achieved.
- Published financial statements are being prepared reliably.
- Applicable laws and regulations are being complied with.

While internal control is a process, its effectiveness is an assessment of the condition of the process at one or more points in time.

Just as control activities help to ensure that actions to manage risks are carried out, monitoring helps to ensure that control activities and other planned actions to affect internal control are carried out properly and in a timely manner and that the end result is effective internal control. Ongoing monitoring activities include various management and supervisory activities that evaluate and improve the design, execution, and effectiveness of internal control. Separate evaluations, on the other hand, such as self- assessments and internal audits, are periodic evaluations of internal control components resulting in a formal report on internal control. Department employees perform self-assessments; internal auditors who provide an independent appraisal of internal control perform internal audits.

Management's role in the internal control system is critical to its effectiveness. Managers, like auditors, don't have to look at every single piece of information to determine that the controls are functioning and should focus their monitoring activities in high-risk areas. The use of spot checks on transactions or basic sampling techniques can provide a reasonable level of confidence in that the controls are functioning as intended.

END

Approved by the Executive Director C9
October 15, 2009

FOR ACTION

SUBJECT: To Request Legislative Approval for the Transfer of 1.99 Acres of Vacant Land at Lanakila Homes III, HI001000037, HA 1014, Hilo, Hawaii to the County of Hawaii for the Construction of a Fire Station

I. FACTS

A. The Hawaii County Fire Department has proposed to acquire approximately 2 acres of vacant land at Lanakila Homes III for use as the new central fire station.

B. The site is part of the Lanakila Homes demolition application that was approved by the U. S. Department of Housing and Urban Development (HUD) in 2000.

C. This disposition application will change the approved demolition by removing approximately 2 acres from the originally approved site.

D. The County has provided a tax assessment of the site. The site is valued at approximately $900,000.00. The site is proposed to be transferred to the County of Hawaii at no cost.

E. On May 10, 2006, a meeting was held with the residents of Lanakila Homes to inform them of the planned disposition and to receive their comments. The residents in attendance agreed that having a fire station on the site would be desirable. No adverse comments were received from any of the residents.

F. On May 18, 2006, the Board approved the adoption of Resolution No. 102, which authorized the disposition request for Lanakila Homes.

G. On September 9, 2006, HPHA submitted a disposition application was submitted to the HUD's Special Applications Center for their approval.

H. On January 27, 2009, HUD's Special Applications Center approved the disposition application no. DDA00002235.

I. Pursuant to Act 176, Session Laws of Hawaii 2009, in order to transfer the parcel to the County of Hawaii, the HPHA must obtain 2/3 majority vote by the members of each house prior to the sale or gift of land.

II. DISCUSSION

A. Staff has reviewed the disposition application approval letter, and will proceed with requesting approval of the disposition of the property and prepare a concurrent resolution as required.

B. The concurrent resolution shall contain a list of all sales or gifts of state land proposed by the agency. The concurrent resolution shall also contain the following information:

(1) The location and area of the parcels of land to be sold or given;
(2) The appraisal value of the land to be sold or given;
(3) The names of all appraisers performing appraisals of the land to be sold;

(4) The date of the appraisal valuation;
(5) The purpose for which the land is being sold or given; and
(6) A detailed summary of any development plans for the land to be sold or given.

C. A copy of the concurrent resolution for the prior approval of a sale or gift of land will also be submitted to the Office of Hawaiian Affairs when it is submitted to the Legislature.

III. RECOMMENDATION

That the Board approve the disposition of approximately 2 acres of vacant land at Lanakila Homes to the County of Hawaii for their new central fire station and to authorize the Executive Director to undertake all tasks necessary to undertake the intent and purposes of this For Action.

Attachments: Exhibit A, For Action dated May 18, 2006
Exhibit B, Disposition Application Approval dated January 27, 2009
Exhibit C, Subdivision Map dated April 7, 2006

Prepared by: Mitchell Kawamura, Project Engineer MK

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

Reviewed and Approved by the Executive Director
May 18, 2006

FOR ACTION

SUBJECT: Request to Adopt Resolution No. 102 Authorizing the Disposition Request for Lanakila Homes, HA 1014, Hilo, Hawaii

I. FACTS

A. The Hawaii County Fire Department is proposing to acquire approximately 1.9+ acres at Lanakila Homes III, HA 1014, Hilo, Hawaii for use as the new central fire station.

B. The site is part of the Lanakila Homes demolition that was approved by the U.S. Department of Housing and Urban Development (HUD) in 2000.

C. This disposition application will change the approved demolition by removing approximately 1.9+ acres from the originally approved site.

D. The County of Hawaii has provided a tax assessment of the site. The site is valued at $900,000.00.

E. The site is proposed to be conveyed at less than market value, depending on HUD's approval.

II. DISCUSSION

A. A meeting with the residents of Lanakila Homes to inform them of the plans and to receive comments was held on May 10, 2006, at 5:30 p.m. on site.

The residents all agreed that having a fire station on site would be desirable. No adverse comments were noted from the residents.

III. RECOMMENDATION

Staff respectfully recommends that the Board:

A. Adopt Resolution No. 102, attached as Exhibit A, which provides for the submittal of a Disposition Application for the fire station.

B. Authorize the Executive Director to undertake all tasks necessary to undertake the intent and purposes of this For Action.

Attachment: Exhibit A, Resolution No. 102

Prepared by: Edmund Morimoto, Chief Engineer

Approved by The Board of Directors at its meeting on MAY 18 2006
CONSTRUCTION MANAGEMENT SECTION
Please take necessary action.

Stephanie Cervera
EXECUTIVE DIRECTOR

EXHIBIT A

RESOLUTION NO. 102

RESOLUTION SUPPORTING DISPOSITION REQUEST
FOR
LANAKILA HOMES, HA 1-14, HILO, HAWAII

WHEREAS, the Housing and Community Development Corporation of Hawaii is to provide decent, safe, sanitary and affordable housing in conformance with the United States Housing Act of 1937, as amended, and no demolition shall take place until all displaced tenants have been successfully relocated;

WHEREAS, the Housing and Community Development Corporation of Hawaii at present administers and physically maintains 67 federal public housing projects of widely varying and diverse age, construction type, location and climatic condition; and

WHEREAS, despite the best concerted repair and other maintenance efforts, projects do succumb to: 1) wear and tear of continued occupancy; 2) continual exposure to intense environmental conditions; 3) periodically subjected to infestation by destructive ground and air vermin; and 4) are constructed with mechanical and utility systems which reflect earlier technology; all of which conditions substantially contribute to discomfort of residents and escalate maintenance costs; and

WHEREAS, the Housing and Community Development Corporation of Hawaii, after careful analysis, had identified these detrimental conditions as existing at Lanakila Homes HA 1014 located in Hilo, Hawaii, and had applied for and received the U.S. Department of Housing and Urban Development (HUD) approval to demolish the structures; and

WHEREAS, the Hawaii County Fire Department has requested approximately 1.9 acres within the previously approved demolition site for the Hilo central fire station; and

WHEREAS, the Housing and Community Development Corporation held a resident's meeting on May 10, 2006 at Lanakila Homes concerning the disposition of the property for use as a fire station, and resident comments were in favor of the fire station within the property.

BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

That the Housing and Community Development Corporation of Hawaii Board of Directors adopt Resolution No. 102, expressing support and approval of the disposition application for a portion of Lanakila Homes for a fire station and authorize the Executive Director to submit the disposition application for Lanakila Homes to the Department of Housing and Urban Development.

This Resolution shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set by hand on May 18, 2006.

Chairperson
Housing and Community
Development Corporation of Hawaii

EXHIBIT A

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Special Applications Center
77 W. Jackson Blvd., Room 2401
Chicago, Illinois 60604-3507
Phone: (312) 353-6236 Fax: (312) 886-6413

OFFICE OF PUBLIC HOUSING

JAN 27 2009

Mr. Chad K. Taniguchi.
Executive Director
Housing and Community Development
Corporation of Hawaii
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

Dear Mr. Taniguchi:

The Department has reviewed the Housing and Community Development Corporation of Hawaii's (HCDCH) application for the disposition of 1.99 acres of vacant land at Lanakila Homes III, HI001000037. The Special Applications Center (SAC) received this application on September 9, 2006, via the Public and Indian Housing Information Center (PIC), application DDA00002235. Supplemental information was received through October 1, 2008

I am pleased to approve your request for disposition, as described in the application and identified below.

Lanakila Homes III, HI001000037 Total Acres: 1.99	
Acquiring Entity	County of Hawaii
Method of Sale	Negotiated Sale at less than FMV
Sale Price	Transfer
Purpose	Construction of New Fire Station

The approval requires that the disposition documents include a reversion clause stipulating that the property will revert to the HCDCH, if the purpose for which this disposition was approved is not met. In that case, the property ownership reverts to the HCDCH. This approval does not imply approval of a request for additional funding, which HCDCH must make separately under the program that makes available funding for this purpose.

Approval of your application is based on the Department's understanding of your submission, as outlined in the enclosed memorandum from me to the HUD Honolulu Field Office.

The HUD Honolulu Field Office has been informed of this approval. Its staff is available to provide any technical assistance necessary for your agency to proceed with the disposition.

In accordance with 24 CFR, Part 970.35 of the regulation, your agency is required to inform the HUD Honolulu Field Office of the status of the project (i.e., delays, actual disposition

or other problems). When the disposition has been achieved, please submit a report to the HUD Honolulu Field Office confirming the action and certifying compliance with all applicable requirements. Files must be maintained which are sufficient for audit purposes and must be made available upon request.

The HCDCH must enter the "actual" acres and dates of disposition directly into the Inventory Removals sub-module, for the HUD Honolulu Field Office approval, so that the status is changed to removed from inventory.

As the HCDCH starts the process of implementation, I urge you to continue to maintain an open dialogue with your residents and local officials. If you have to modify your plans, the HUD Honolulu Field Office stands ready to assist you.

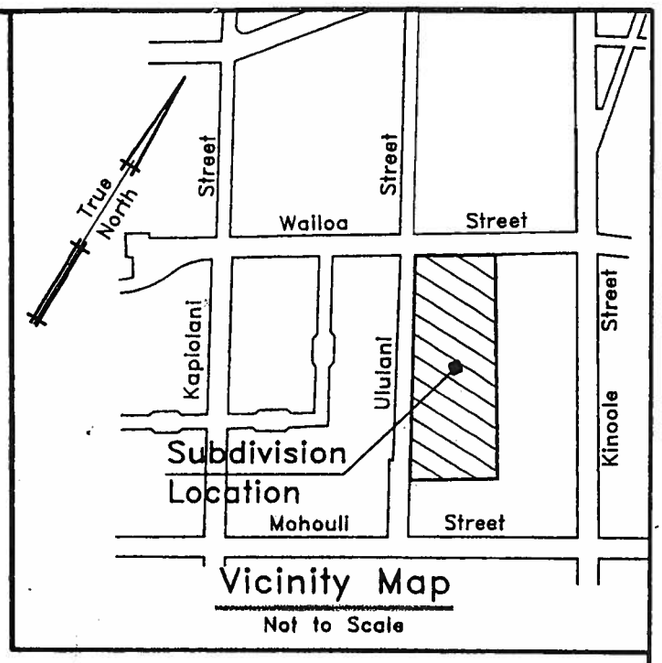
As you start the process of implementation, I urge you to continue to maintain an open dialogue with your residents and local officials. If you have to modify your plans, the HUD Honolulu Field Office stands ready to assist you.

Sincerely,

Ainars Rodins, P.E.
Director

Enclosure

EXHIBIT B



Vicinity Map

Not to Scale

Subdivision Map

Land situated at Waiakea, South Hilo,
Island of Hawaii, Hawaii.

Being Grant S-13,734 to
Hawaii Housing Authority

Subdivision into Lots 1, 2 and 3.

Prepared By:
Imata and Associates, Inc.
171 Kapiolani Street
Hilo, Hawaii 96720

NATALIE K. IMATA
LICENSED PROFESSIONAL LAND SURVEYOR
NO. 5816
HAWAII, U.S.A.

This work was prepared by
me or under my supervision

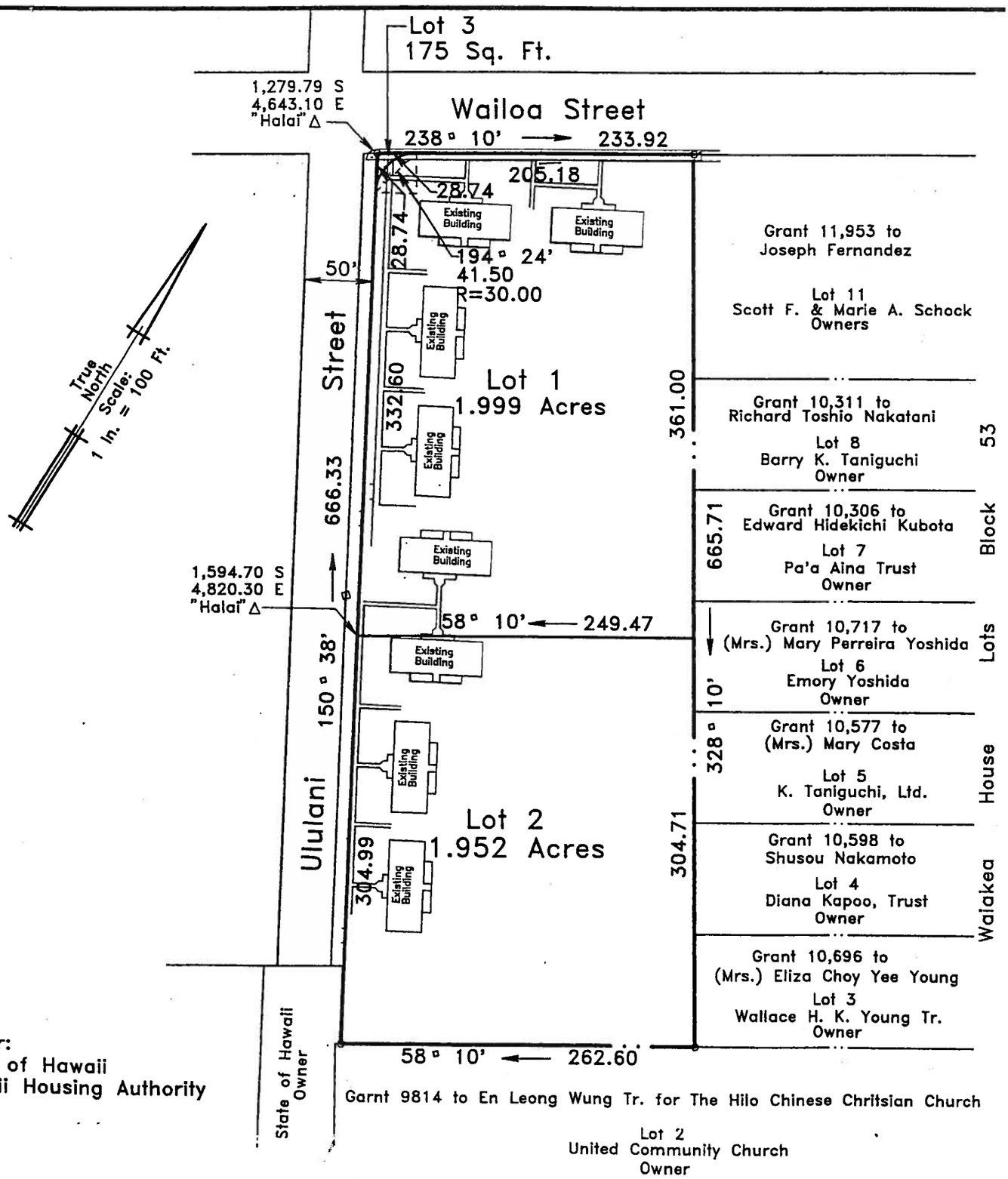
Natalie K. Imata

Natalie K. Imata
Licensed Professional Land Surveyor
Certificate Number 5816
Expires: April, 2006

April 7, 2006

Waiakea House Lots Block 55

EXHIBIT C



Owner:
State of Hawaii
Hawaii Housing Authority

Tax Map Key: 3rd Div. 2-4-28: (por.) 07

Job Number: 04-73

EXHIBIT C

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

GOAL: **Fix** units, **Fill** units (97% occupancy) and **Collect** rent (collect 97%).

A. Fix Units

At the end of September 2009, the agency had 354 vacant units that need repair. The construction management section is in charge of repairing 196 of the 354 units, leaving 158 vacancies for the AMP staff to repair, in addition to the monthly average of 45 vacancies.

In September 2009, there were 57 move-ins and 45 families that vacated. The federal sites have 29 units fixed but not filled as of September 30, 2009, a decrease from 38 as of August 31, 2009. The state sites have 6 units fixed but not filled as of September 30, 2009.

B. Fill Units

State Occupancy Report: September 2009

Island	Total Available Units	Total Occupied Units	September Occupancy Ratio	August Occupancy Ratio
2201-Hauiki	46	44	95.65%	95.65%
2202-Puahala Homes *	128	109	85.16%	84.38%
2204-Kawailehua	26	25	96.15%	96.15%
2205-Kahale Mua	32	27	84.38%	87.50%
2206-Lokahi	30	14	46.67%	46.67%
2207-Ke Kumu Elua	26	11	42.31%	42.31%
2401-Hale Po'ai	206	204	99.03%	99.51%
2402-La'iola	108	107	99.07%	98.15%
2403-Kamalu-Ho'olulu	221	220	99.55%	98.64%
2404-Halia Hale	41	39	95.12%	97.56%
Total	864	800	92.59%	92.48%

* Puahala Homes includes 14 Homeless units but unit status is reflected as administrative hold. Total occupied unit count is based on State public housing units only. Actual occupancy rate with Homeless units is 96%.

Federal Occupancy Report: September 2009

AMP	Total Available Units	Total Occupied Units	September Occupancy Ratio	August Occupancy Ratio
30P-Aiea	362	360	99.45%	99.45%
31P-KVH	372	325	87.37%	87.10%
32P-MWH	363	357	98.35%	98.07%
33P-Kam/Kaamanu	371	369	99.46%	99.46%
34P-Kalakaua	581	555	95.52%	95.70%
35P-Kalanihuia	585	549	93.85%	93.50%
37P-Hilo	301	279	92.69%	93.36%
38P-Kauai	319	309	96.87%	96.55%
39P-Maui	196	132	67.35%	68.37%
40P-KPT	738	697	94.44%	94.44%
43P-Kona	200	190	95.00%	94.50%
44P-Leeward Oahu	258	220	85.27%	83.72%
45P-Windward Oahu	225	222	98.67%	97.78%
46P-Kamuela	101	89	88.12%	87.13%
49P-Central Oahu	150	132	88.00%	89.33%
50P-Palolo	115	107	93.04%	93.86%
Total	5,237	4,892	93.41%	93.32%

037

Hilo - Lokahi is going to be modernized within one year. Currently 16 out of the 30 units are vacant. The Notice To Proceed will be issued shortly.

Maui – Projected ready dates for the 55 units under modernization:

November 1, 2009	6
November 15, 2009	10
December 1, 2009	6
December 15, 2009	2
January 1, 2010	31

Kalihi Valley Homes Phase 4A – 22 units under modernization. Notice to Proceed issued with construction to begin October 26, 2009. Construction period is 12 months.

Applications Update – In order to meet the new goal of 50 applicants in the waitlist pool for every geographic area, the applications office sent out 200 letters in September 2009. Of the 200 applicants contacted 76 were determined to be eligible and are currently being screened for placement. The remaining 124 were either determined to be ineligible for the preference listed on the original application or did not respond to the contact letter. Seventeen offers of housing were refused in September 2009. Eight elderly applicants and nine families refused the apartment they were offered, after they were screened and all documentation and calculations were completed. Many of the refusals were due to the project location and due to lack of funds. Applicants who refuse the unit offer are cancelled and removed from all waiting lists.

C. Collect Rent

During the month of September 2009, there were 19 evictions and 37 families were referred for eviction. Of the 37 families referred for eviction, 35 families were referred for rent and 2 were for non-rent violations. (27 referred in August 2009, 25 referred for eviction in July and 34 families were referred in June 2009)

AMP 31 referred 1 new case; had 3 rent evictions; 3 cases continued and 3 cases pending. In addition, 2 new State cases were referred for eviction.

AMP 44 referred 2 new cases; had 4 rent evictions; 1 case continued and 7 cases pending.

See attached September 2009 rent collections charts for federal and state properties.

D. Goals

- Implement New Uniform House Rules – Draft complete
- Implement Tenant Monitor Program – Manager Review and Comments, September 2009, Job posting in October 2009
- Update Maintenance Charge List – Tentative ready date November 20, 2009
- Update Maintenance Labor Rate – Calculated need to implement
- Update Property Management Manual – Draft deadline October 2009
- Implement general ledger reporting requirements – Began review and feedback process September 2009

E. Updates from previous Board Meetings:

See testimony follow up chart.
See vacancy information in Section B.

F. Property Sales

1. Sale of Wilikina Apartments – Purchase and Sale Agreement transmitted to Buyer by HPHA on October 6, 2009.

2. Sale of Banyan Street Manor – Letter of Intent executed. Buyer to submit Purchase and Sale Agreement to HPHA.

3. Sale of Hana vacant parcel – Broker received an offer which was accepted by Board of Directors at their September 17, 2009 meeting. AG drafting sales agreement (counter offer) which will include required contingencies because of the requirement that the sale must be approved by the legislature.

Federal LIPH
HPHA Island Overview Report
September 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	Transfer to LIPH-Family	Transfer to LIPH-Elderly
Hawaii	602	555	92.19%	44	11	9	8	2	3	1,616	139	5	1
Kauai	319	309	96.87%	10	0	2	3	1	0	160	55	1	1
Maui	196	132	67.35%	64	1	3	1	0	0	205	80	1	0
Oahu	4,120	3,888	94.37%	227	17	31	36	17	16	5,931	1,438	25	6
Total	**5,237**	**4,884**	**93.26%**	**345**	**29**	**45**	**48**	**20**	**19**	**7,740**	**1,677**	**32**	**8**

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	43	$ 17,105.87	35	$ 56,843.43	$ 119,402.26	$ 122,538.77	**102.63%**
Kauai	17	$ 4,330.16	17	$ 13,009.04	$ 73,104.00	$ 74,848.55	**102.39%**
Maui	9	$ 3,636.16	7	$ 17,699.64	$ 44,707.00	$ 39,587.84	**88.55%**
Oahu	219	$ 73,306.01	161	$ 330,224.48	$ 1,123,584.93	$ 1,065,700.18	**94.85%**
Total	**288**	**$ 98,378.20**	**220**	**$ 417,776.59**	**$ 1,360,798.19**	**$ 1,302,675.34**	**95.73%**

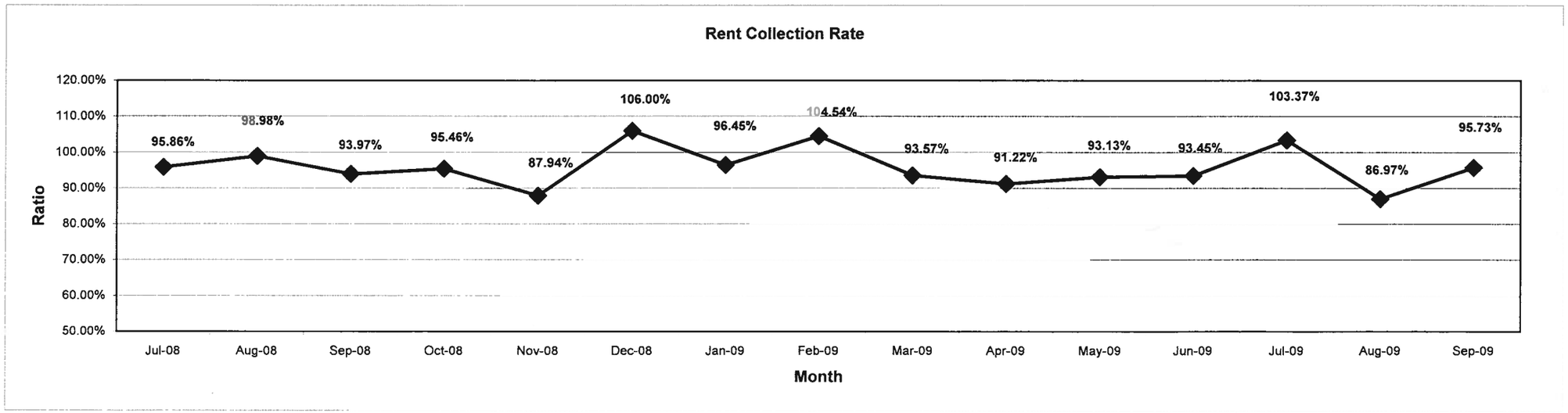
* - Please notice WL count does not sum up as applicants my apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).
*** - Occupancy also counts Scheduled for Modernization Units.

FEDERAL PUBLIC HOUSING
Rent Collection from 07/01/2008 to 9/30/2009

	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	$ 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			May-09			Jun-09		
	Charges	Collected	Ratio	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%	$ 130,607.50	$ 119,245.42	91.30%	$ 125,699.50	$ 116,981.70	93.06%
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%	$ 82,400.00	$ 77,912.88	94.55%	$ 82,065.00	$ 75,445.23	91.93%
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%	$ 49,787.00	$ 41,731.27	83.82%	$ 49,901.00	$ 42,621.61	85.41%
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%	$ 1,220,353.50	$ 1,142,362.65	93.61%	$ 1,221,464.94	$ 1,147,238.16	93.92%
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%	$ 1,483,148.00	$ 1,381,252.22	93.13%	$ 1,479,130.44	$ 1,382,286.70	93.45%

	Jul-09			Aug-09			Sep-09			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 112,436.50	$ 124,829.51	111.02%	$ 119,391.36	$ 108,916.51	91.23%	$ 119,402.26	$ 122,538.77	102.63%	$ 1,891,078.67	$ 1,833,503.18	96.96%
Kauai	$ 72,695.00	$ 83,795.34	115.27%	$ 73,072.00	$ 64,423.31	88.16%	$ 73,104.00	$ 74,848.55	102.39%	$ 1,193,759.00	$ 1,191,269.29	99.79%
Maui	$ 46,854.00	$ 46,508.59	99.26%	$ 45,267.00	$ 37,689.39	83.26%	$ 44,707.00	$ 39,587.84	88.55%	$ 716,264.00	$ 649,430.70	90.67%
Oahu	$ 1,159,986.53	$ 1,183,747.09	102.05%	$ 1,144,388.66	$ 990,982.65	86.59%	$ 1,123,584.93	$ 1,065,700.18	94.85%	$ 17,996,069.99	$ 17,204,203.23	95.60%
Total	$ 1,391,972.03	$ 1,438,880.53	103.37%	$ 1,382,119.02	$ 1,202,011.86	86.97%	$ 1,360,798.19	$ 1,302,675.34	95.73%	$ 21,797,171.66	$ 20,878,406.40	95.78%



041

Federal LIPH
HPHA Project Overview Report
September 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	Transfer to LIPH-Family	Transfer to LIPH-Elderly
30P-Aiea	362	360	99.45%	2	0	2	3	1	0	4441	0	17	0
31P-KVH	372	325	87.37%	47	2	5	6	4	3	4441	0	17	0
32P-MWH	363	357	98.35%	6	0	1	2	0	0	4441	0	17	0
33P-Kam/Kaamanu	371	369	99.46%	2	0	2	3	2	0	4441	0	17	0
34P-Kalakaua	581	555	95.52%	26	2	2	1	1	0	0	1394	0	6
35P-Kalanihuia	585	549	93.85%	36	6	3	7	2	7	4441	1394	17	6
37P-Hilo	301	279	92.69%	22	2	3	1	1	2	781	113	0	0
38P-Kauai	319	309	96.87%	10	0	2	3	1	0	160	55	1	1
39P-Maui	196	132	67.35%	64	1	3	1	0	0	205	80	1	0
40P-KPT	738	697	94.44%	41	3	7	5	2	2	4441	0	0	0
43P-Kona	200	190	95.00%	10	3	4	6	1	1	957	38	5	1
44P-Leeward Oahu	258	220	85.27%	38	4	3	6	2	4	2042	0	8	0
45P-Windward Oahu	225	222	98.67%	3	0	1	1	1	0	1448	0	1	0
46P-Kamuela	101	89	88.12%	12	6	2	1	0	0	957	38	0	1
49P-Central Oahu	150	132	88.00%	18	0	5	2	2	0	1154	169	0	0
50P-Palolo	115	107	93.04%	8	0	0	0	0	0	4441	0	0	0
Total	5,237	4,892	93.41%	345	29	45	48	20	19	7,740	1,677	32	8

	Non Vacated Delinquencies**				Collection Rate		
AMP	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	9	2,614.97	3	1,570.00	$ 146,280.00	141,781.10	96.92%
31P-KVH	17	7,257.71	14	65,080.61	$ 94,348.00	84,140.45	89.18%
32P-MWH	14	4,934.86	8	11,860.80	$ 100,768.08	98,903.13	98.15%
33P-Kam/Kaamanu	15	5,760.51	11	28,018.12	$ 93,568.79	90,884.80	97.13%
34P-Kalakaua	0	0.00	0	0.00	$ 128,634.18	132,007.95	102.62%
35P-Kalanihuia	20	4,761.21	19	47,041.73	$ 135,755.38	125,743.19	92.62%
37P-Hilo	15	2,684.47	12	8,233.10	$ 61,146.26	63,043.03	103.10%
38P-Kauai	17	4,330.16	17	13,009.04	$ 73,104.00	74,848.55	102.39%
39P-Maui	9	3,636.16	7	17,699.64	$ 44,707.00	39,587.84	88.55%
40P-KPT	61	24,803.36	32	41,727.10	$ 253,304.00	230,170.33	90.87%
43P-Kona	11	8,438.40	7	10,401.00	$ 40,666.00	43,520.75	107.02%
44P-Leeward Oahu	49	12,209.03	48	102,098.76	$ 37,994.00	29,789.27	78.41%
45P-Windward Oahu	18	5,985.00	12	16,626.54	$ 68,690.00	68,385.46	99.56%
46P-Kamuela	17	5,983.00	16	38,209.33	$ 17,590.00	15,974.99	90.82%
49P-Central Oahu	8	1,853.36	7	3,641.41	$ 43,003.00	43,683.00	101.58%
50P-Palolo	8	3,126.00	7	12,559.41	$ 21,239.50	20,211.50	95.16%
Total	288	$ 98,378.20	220	$ 417,776.59	$ 1,360,798.19	$ 1,302,675.34	95.73%

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

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

*** - Occupancy also counts Scheduled for Modernization Units.

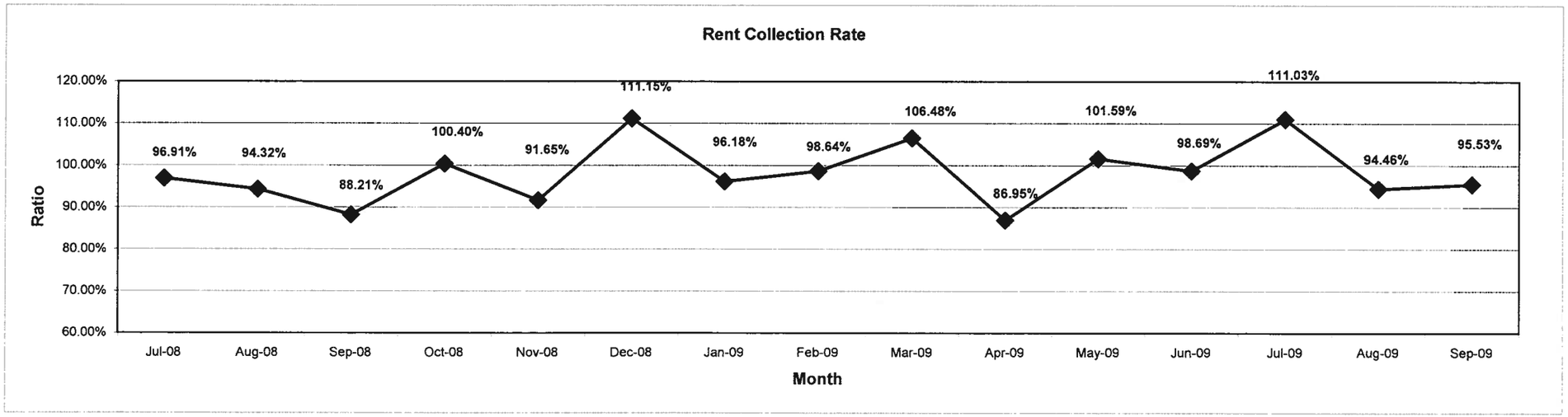
STATE PUBLIC HOUSING

Rent Collection from 07/01/2008 to 9/30/2009

	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			May-09			Jun-09		
	Charges	Collected	Ratio	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%	$ 10,637.00	$ 10,317.00	96.99%	$ 9,164.00	$ 8,930.00	97.45%
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%	$ 6,593.00	$ 5,798.00	87.94%	$ 6,687.00	$ 7,217.00	107.93%
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%	$ 4,807.00	$ 4,692.00	97.61%	$ 4,806.00	$ 4,752.00	98.88%
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%	$ 222,008.00	$ 227,110.62	102.30%	$ 223,648.00	$ 220,206.96	98.46%
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%	$ 244,045.00	$ 247,917.62	101.59%	$ 244,305.00	$ 241,105.96	98.69%

	Jul-09			Aug-09			Sep-09			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 8,735.00	$ 10,126.00	115.92%	$ 8,258.00	$ 8,068.00	97.70%	$ 8,393.00	$ 8,211.00	97.83%	$ 157,918.00	$ 141,075.60	89.33%
Kauai	$ 6,755.00	$ 5,955.63	88.17%	$ 6,442.00	$ 6,505.00	100.98%	$ 5,330.00	$ 4,510.00	84.62%	$ 95,229.00	$ 88,913.70	93.37%
Maui	$ 4,806.00	$ 5,626.00	117.06%	$ 5,669.00	$ 4,471.00	78.87%	$ 5,669.00	$ 4,302.00	75.89%	$ 69,798.00	$ 61,778.94	88.51%
Oahu	$ 226,464.00	$ 252,266.11	111.39%	$ 227,378.00	$ 214,966.10	94.54%	$ 226,964.00	$ 218,326.72	96.19%	$ 3,288,562.00	$ 3,253,482.91	98.93%
Total	$ 246,760.00	$ 273,973.74	111.03%	$ 247,747.00	$ 234,010.10	94.46%	$ 246,356.00	$ 235,349.72	95.53%	$ 3,611,507.00	$ 3,545,251.15	98.17%



State LIPH
HPHA Island Overview Report
September 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	Transfer to LIPH-Family	Transfer to LIPH-Elderly
Hawaii	56	25	44.64%	31	2	1	0	0	0	1,348	0	0	0
Kauai	26	25	96.15%	1	0	0	0	0	0	80	0	0	0
Maui	32	27	84.38%	5	0	2	1	0	0	46	0	1	0
Oahu	750	723	96.40%	27	4	1	8	3	0	5,090	522	0	6
Total	**864**	**800**	**92.59%**	**64**	**6**	**4**	**9**	**3**	**0**	**6,480**	**522**	**1**	**6**

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	4	$ 602.00	9	$ 16,927.17	$ 8,393.00	$ 8,211.00	**97.83%**
Kauai	2	$ 573.00	3	$ 725.46	$ 5,330.00	$ 4,510.00	**84.62%**
Maui	4	$ 447.00	17	$ 19,828.37	$ 5,669.00	$ 4,302.00	**75.89%**
Oahu	29	$ 10,479.17	68	$ 337,679.35	$ 226,964.00	$ 218,326.72	**96.19%**
Total	**39**	**$ 12,101.17**	**97**	**$ 375,160.35**	**$ 246,356.00**	**$ 235,349.72**	**95.53%**

* - Please notice WL count does not sum up as applicants my apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).
*** - Occupancy also counts Scheduled for Modernization Units.

State LIPH
HPHA Project Overview Report
September 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	44	95.65%	2	0	0	0	0	0	5016	0	0	0
2202-Puahala Homes	128	109	85.16%	19	4	0	1	1	0	225	0	0	0
2204-Kawailehua	26	25	96.15%	1	0	0	0	0	0	80	0	0	0
2205-Kahale Mua	32	27	84.38%	5	0	2	1	0	0	46	0	1	0
2206-Lokahi	30	14	46.67%	16	0	1	0	0	0	732	0	0	0
2207-Ke Kumu Elua	26	11	42.31%	15	2	0	0	0	0	686	0	0	0
2401-Hale Po'ai	206	204	99.03%	2	0	1	2	0	0	0	331	0	2
2402-La'iola	108	107	99.07%	1	0	0	1	0	0	0	86	0	1
2403-Kamalu-Ho'olulu	221	220	99.55%	1	0	0	3	1	0	0	140	0	3
2404-Halia Hale	41	39	95.12%	2	0	0	1	1	0	0	140	0	0
Total	864	800	92.59%	64	6	4	9	3	0	6,480	522	1	6

	Non Vacated Delinquencies				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	9	$ 3,843.00	19	$ 141,838.39	$ 20,130.00	18,660.70	92.70%
2202-Puahala Homes	19	$ 6,445.17	35	$ 190,611.04	$ 41,239.00	39,575.02	95.97%
2204-Kawailehua	2	$ 573.00	3	$ 725.46	$ 5,330.00	4,510.00	84.62%
2205-Kahale Mua	4	$ 447.00	17	$ 19,828.37	$ 5,669.00	4,302.00	75.89%
2206-Lokahi	1	$ 77.00	2	$ 12,591.50	$ 6,005.00	5,849.00	97.40%
2207-Ke Kumu Elua	3	$ 525.00	7	$ 4,335.67	$ 2,388.00	2,362.00	98.91%
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	$ 57,749.00	53,291.00	92.28%
2402-La'iola	0	$ -	7	$ 1,986.52	$ 33,853.00	32,727.00	96.67%
2403-Kamalu-Ho'olulu	0	$ -	1	$ 4.40	$ 62,130.00	62,763.00	101.02%
2404-Halia Hale	1	$ 191.00	1	$ 955.00	$ 11,863.00	11,310.00	95.34%
Total	39	$ 12,101.17	97	$ 375,160.35	$ 246,356.00	$ 235,349.72	95.53%

* - Please notice WL count does not sum up as applicants my apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).
*** - Occupancy also counts Scheduled for Modernization Units.

FISCAL YEAR 2009-2010 UNIT TURNOVER REPORT AS OF 9/30/09

VACANT UNITS AS OF 9/30/09	TOTAL REPAIRED AND OCCUPIED	TOTAL READY MOVE IN	TOTAL TO BE REPAIRED
389	57	35	354

Vacant Units as of 9/30/09	Current Vacant Units	Placements Sep-09	Rent Ready Units	Units Under Repair	Repair Oct-09	Repair Nov-09	Repair Dec-09	Future CMS	Future AMP
30P-Aiea	2	3	0	2	2	0	0	0	0
31P-KVH	47	6	2	45	6	6	6	27	0
32P-MWH	6	2	0	6	1	0	0	5	0
33P-Kamehameha/Kaahum	2	3	0	2	2	0	0	0	0
34P-Kalakaua	26	1	2	24	3	4	4	13	0
35P-Kalanihuia	36	7	6	30	0	2	19	0	9
37P-Hilo	22	1	2	20	2	0	0	18	0
38P-Kauai	10	3	0	10	2	2	1	4	1
39P-Maui	64	1	1	63	2	2	1	56	2
40P-KPT	41	5	3	38	6	4	4	24	0
43P-Kona	10	6	3	7	4	1	0	2	0
44P-Leeward Oahu	38	6	4	34	4	4	6	13	7
45P-Windward Oahu	3	1	0	3	1	2	0	0	0
46P-Kamuela	12	1	6	6	1	0	0	5	0
49P-Central Oahu	18	2	0	18	2	2	2	12	0
50P-Palolo	8	0	0	8	1	0	0	1	6
State Family	41	2	6	35	5	4	4	16	6
State Elderly	3	7	0	3	3	0	0	0	0
Total	389	57	35	354	47	33	47	196	31

PMMSB 10/8/09

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 10/1/09

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of Aug			No. and duration of Repairs to Elevator between 7/1/07 to 8/31/09			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					36	4	2			$ 116,366.90
		2		6			56	7	2			$ 70,238.12
		3					3					$ 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		2			29	1	2			$ 140,359.14
		6					47					$ 9,132.64
Paoakalani	Elderly	1					11					$ 1,100.00
		2					1		1			$ 17,038.90
Kalakaua Home	Elderly	1		1			17	1	1			
		2		1			13	1				$ 14,538.60
Ho`olulu Elderly	Elderly	1							1			$ 12,140.20
		2					3					
Kalanihuia	Elderly	1					40	1	1			$ 27,763.75
		2					22					$ 275.00
Kamalu Elderly	Elderly	1					6	2	1			$ 9,467.50
		2					4					$ 137.50
Makamae	Elderly	1					5		1			$ 2,722.51
		2					2					$ 893.74
Makua Alii	Elderly	1		1			21	2	1			$ 137.50
		2					11					
Punchbowl Homes	Elderly	1					13	2				$ 23,350.78
		2					7	1	1			$ 275.00
Banyan St Manor	Family	1					5					$ 20,692.75
Hale Poai	Elderly	1					12	2				$ 206.00
		2		2			11					$ 329.80
Halia Hale	Elderly	1					4					$ 3,460.52
Kulaokahua	Homeless	1					10					$ 378.75
Laiola	Elderly	1		1			2					$ 412.00
		2					4					
Pumehana	Elderly	1		1			12	2				$ 17,726.24
		2					9					$ 240.63
Salt Lake Apts	Family	1					5					$ 23,350.78
Wilikina Apts	Family	1		1			8	1				$ 3,323.02
		2		1			10					$ 17,038.90
Total		34		17	0	0	439	27	15			
											Total Cost for Repairs to date	$ 535,709.73

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 10/1/09

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 Notice to proceed date 3/19/09 for six elevators	Six elevators funded w/ FY08 Elevator CIP	Sep-07	Oct-09	Nov-10
		2	1964	44							Sep-07	May-10	May-11
		3	1981	27							Sep-07	Apr-09	May-10
Kuhio Park Terrace B	Family	4	1964	44	298	16	3				Sep-07	Apr-09	May-10
		5	1964	44							Sep-07	Nov-09	Nov-10
		6	1981	27							Sep-07	May-10	Jun-11
Kalanihuia	Elderly	1	1968	40	151	15	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Mar-10	Aug-10
		2	1968	40							Aug-08	Aug-10	Dec-10
Kalakaua Home	Elderly	1	1983	25	221	10	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Jul-12	Sep-12
		2	1983	25							Aug-08	Oct-12	Dec-12
Punchbowl Homes	Elderly	1	1961	47	144	7	2		$700,000	To be funded w/ FY09 Elevator CIP	Aug-08	Dec-10	Apr-11
		2	1961	47							Aug-08	Apr-11	Jul-11
Paoakalani	Elderly	1	1970	38	151	17	2		$780,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-11	Dec-11
		2	1970	38							Aug-08	Dec-11	Apr-12
Pumehana	Elderly	1	1972	36	139	21	2		$760,000	To be funded w/ FY09 Elevator CIP	Aug-08	Mar-10	Aug-10
		2	1972	36							Aug-08	Aug-10	Dec-10
Makua Alii	Elderly	1	1967	41	211	20	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-11	Dec-11
		2	1967	41							Aug-08	Dec-11	Apr-12
Salt Lake Apts	Family	1	1970	38	28	8	1		$450,000	To be funded w/ FY09 Elevator CIP			

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Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 10/1/09

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		$350,000	To be funded w/ FY09 Elevator CIP	Aug-08	Jul-12	Sep-12
		2	1971	37							Aug-08	Oct-12	Dec-12
Wilikina Apts	Family	1	1977	31	119	9	2		$700,000	To be funded w/ Wilikina Funds	Aug-08	Apr-12	Aug-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	$11,932,919				
	Average age of elevators			31									

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RESULTS OF EVICTION REFERRALS

	REFERRALS								
	TOTAL	REASON FOR REFERRAL		RESULT OF EVICTION REFERRAL					
		Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
FY 2008	145	108	37	56	39	18	5	37	108

Fiscal Year 2009

	REFERRALS								
	TOTAL	REASON FOR REFERRAL		RESULT OF EVICTION REFERRAL					
MONTH		Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
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
March 09	31	27	4	12	11	3	0	5	26
Apr 09	31	29	2	14	9	0	0	8	23
May 09	22	18	4	7	6	0	4	5	17
June 09	30	28	2	12	9	0	0	9	21
TOTALS	232	194	38	94	63	5	11	59	173

Fiscal Year 2010

	REFERRALS								
	TOTAL	REASON FOR REFERRAL		RESULT OF EVICTION REFERRAL					
MONTH		Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
July 09	27	24	3	8	7	0	0	12	15
Aug 09	22	18	4	8	11	0	1	2	20
Sept 09	37	35	2	19	11	1	0	6	31
TOTALS	86	77	9	35	29	1	1	20	66

Total # of Cases Heard for the Month of September 2009: 37
(Oahu & Neighbor Island)

Decisions Rendered:	Rent Violations	Other Violations
Eviction	17	2
Evict w/cond	11	0
10-day cure	1	0
Dismissal	0	0
Continued	6	0
TOTAL	35	2

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

AMP 31	Kalihi Valley Homes	$39,868.80
AMP 35	Punchbowl	$39,541.79
AMP 37	Lokahi(Hilo)	$ 4,891.00
AMP 40	Kuhio Park Terrace	$ 8,724.47
AMP 43	Kealakaa(Kona)	$ 4,375.85
AMP 44	Waimaha Sunflower	$23,167.89
Total:		$120,569.80

Eviction Hearing-State Video Conference Center

The Hearings Office conducted their first eviction hearing with the Kauai Eviction Board through the State Video Conference Center. Prior to this hearing the Kauai manager, Sandra Kouchi and her staff and the staff of the Hearings Office attended the video conference training. All parties were able to submit oral and written testimony at the hearing and the Kauai Eviction Board rendered their decision.

Contract & Procurement Office
Monthly Status Report for September 2009

Solicitations Issued in September 2009:

Solicitation No.	Title	Due Date
IFB-FMO-2009-27	Provide Accounting Services to Assist the HPHA's Fiscal Management Office	October 6, 2009

Contracts Executed in September 2009:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
CMS 06-04-SA04	Okahara & Associates Design Services for Converting Existing Cesspools to Septic Tank System at Various Projects on the Island of Hawaii September 30, 2009 to July 25,, 2010	$91,144.00	$722,252.00
CMS 08-14-SA01	M&E Pacific Design Services for Converting Existing Cesspools to Septic Tank System Hana Teacher Cottages, Hale Hoolulu (AMP 37), Kalaheo (AMP 38), Kekaha Ha`aheo (AMP 38) September 15, 2009 to September 30, 2010	$46,487.00	$331,237.00
CMS 09-15	Rainforest G Construction Site & Dwelling Improvements, Phase 4A Kalihi Valley Homes (AMP 31) September 2, 2009 to September 1, 2010		$4,643,049.00
CMS 09-16	Ted's Wiring Emergency Call System Repair Kamalu/Hoolulu (MU 48) September 14, 2009 to September 13, 2010		$565,313.00
CMS 09-17	WTN Architecture, Inc. Design Services for Re-roofing and Elevator Lobby Improvements Kalanihuia (AMP 35) September 28, 2009 to September 27, 2010		$52,216.00
HPB 09-48	Steadfast Housing Development Corporation Provide Supportive Services under the State Homeless Stipend Program Hale Ulu Pono – Transitional Shelter August 1, 2009 to July 31, 2010		$71,250.00
HPB 09-49	Institute for Human Services Provide Supportive Services under the State Homeless Shelter Stipend program Kaahi Street/Sumner Street Emergency Shelter August 1, 2009 to July 31, 2010		$1,805,000.00
HPB 09-50	Salvation Army Provide Supportive Services under the State Homeless Stipend Program Booth Emergency Drop-In Shelter August 1, 2009 to July 31, 2010		$67,579.00
HPB 09-51	Office for Social Ministry Provide Financial Assistance and Housing Relocation and Stabilization Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$707,850.00
HPB 09-52	Legal Aid Society of Hawaii Provide Housing Stabilization and Legal Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$112,500.00

Contract No.	Contractor & Project	Supp. Amount	Total Amount
HPB 09-53	Family Life Center, Inc. Provide Financial Assistance and Housing Relocation Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$300,000.00
HPB 09-54	Maui Economic Concerns Provide Financial Assistance and Housing Relocation Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$135,950.00
HPB 09-55	Kauai Economic Opportunity Provide Financial Assistance and Housing Relocation Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$341,425.00
HPB 09-56	Maui Economic Concerns of the Community Provide Financial Assistance and Housing Relocation Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$135,950.00
HPB 09-57	Women Helping Women Provide Financial Assistance and Housing Relocation Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$135,950.00
HPB 09-58	Young Women's Christian Association Provide Financial Assistance and Housing Relocation Services under the ARRA – Homelessness Prevention and Rapid Re-Housing Program September 25, 2009 to July 30, 2012		$141,425.00

Status Reports:

1. Revitalize and Redevelop Kuhio Park Terrace/Kuhio Homes
   a. Provided procurement file documents as requested by Urban Housing Communities.
   b. Provided procurement file documents as requested by Senator Donna Mercado Kim.
   c. Provided information on the HPHA staff who participated in the procurement as requested by the State Procurement Office.
   d. Conducted de-briefing with Urban Housing Communities.

Board Follow-Up:

1. When does the American Recovery and Reinvestment Act – Capital Fund Stimulus grant end?

   Response: The grant is for a three year period ending March 17, 2012.

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

Federal Housing Choice Voucher (Section 8) Program

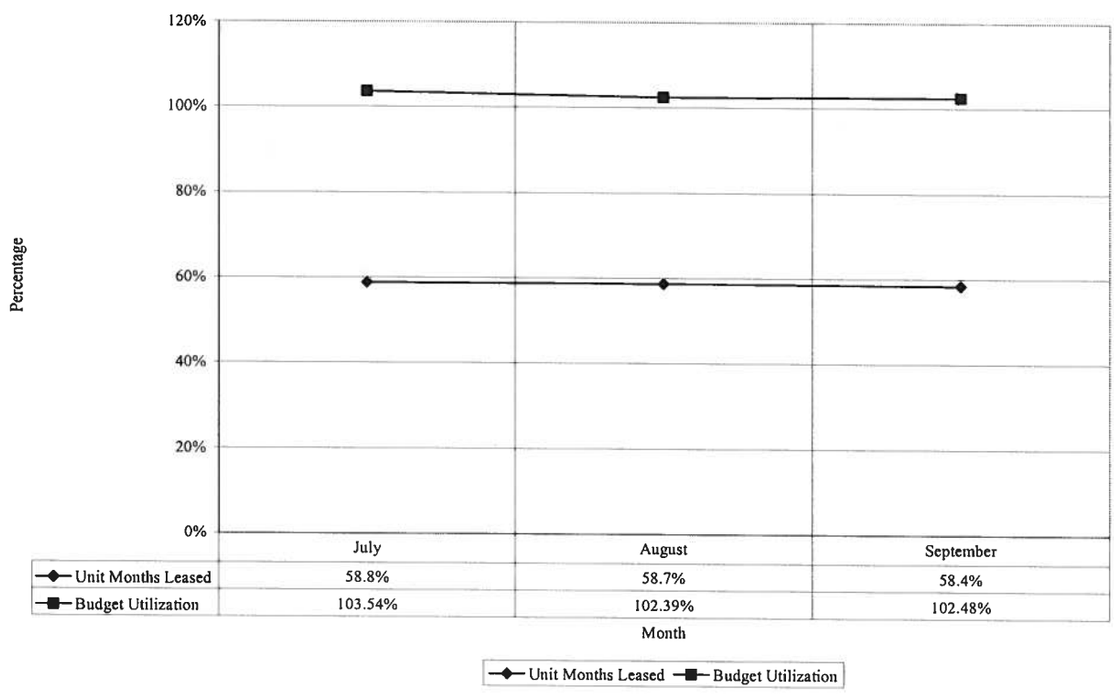
2010 Fiscal Year Report (Cumulative Trend)

- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 102.48% of the total annual allocated budget of $18,741,816 or $1,561,818 per month.
- For FY 2010, unadjusted average monthly voucher lease up is 1,786 or 58.40% of the total 3,058 baseline vouchers; 1,819 participants were assisted during the month. Administrative fees are earned for each participant that leased up on the first of the month. The low number of vouchers utilized is because of high rents in Hawaii. Therefore, it is unlikely Hawaii will ever utilize all vouchers because the limiting factor is the funding provided.
- September 2009 subsidy payments show a 0.1% monthly increase in subsidy expenditures from the previous month due in part to an increase in rent adjustments and more transfers to new units.

Monthly Report (Monthly Snapshots)

Current average budget utilization is **102.48%.** HPHA should attain 15 points for Indicator 13 in SEMAP.

FY 2010 Section 8 Budget Utilization and Unit Months Leased



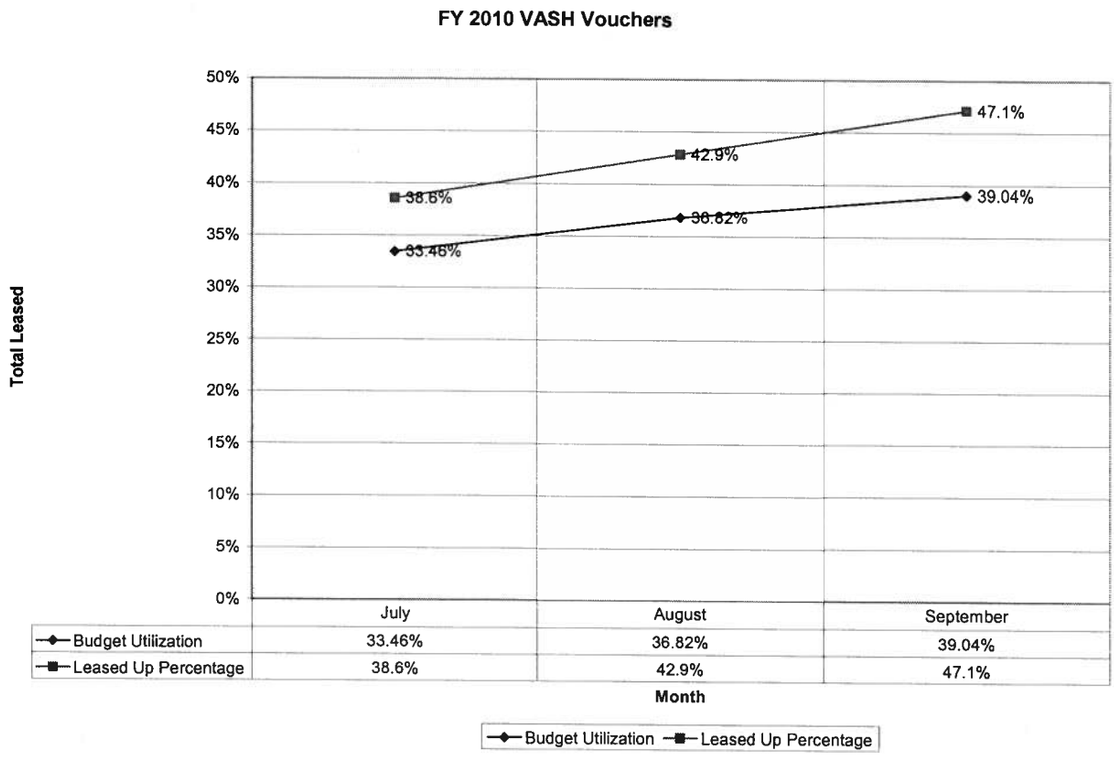
	July	August	September
Unit Months Leased	58.8%	58.7%	58.4%
Budget Utilization	103.54%	102.39%	102.48%

- The monthly average per unit cost subsidy is $908.00 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.
- No new Housing Choice Vouchers were issued for September 2009 due to over-utilization of funds. The total FY 2010 of new HCV issuances is 0.
- The Department of Housing and Urban Development, Financial Management Center has allotted the HAP budget authority for CY 2009. As of 9/30/09 the branch is operating at 102.48% of the budget authority. The branch will concentrate its efforts in bringing this rate down to between 95% and 98% to ensure that the program is sustainable by the allotted amount. The branch will closely monitor the attrition rate, suspend voucher issuance, and limit new placements. The branch has begun to administer all incoming portable vouchers effective May 14, 2009.

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

- HPHA was awarded 70 Veterans Affairs Supportive Housing (VASH) Vouchers to assist Veterans with housing assistance. HPHA was also awarded 35 additional VASH vouchers in August.
- Eligible applicants under this program are referred to HPHA from the Department of Veteran Affairs.
- For the month of September 2009, a total of 40 vouchers were issued. To date, a total of 33 veteran families are leased up under VASH assistance.
- VASH voucher holders reside on Oahu, Maui and Kauai.

Monthly VASH Report (Monthly Snapshots)



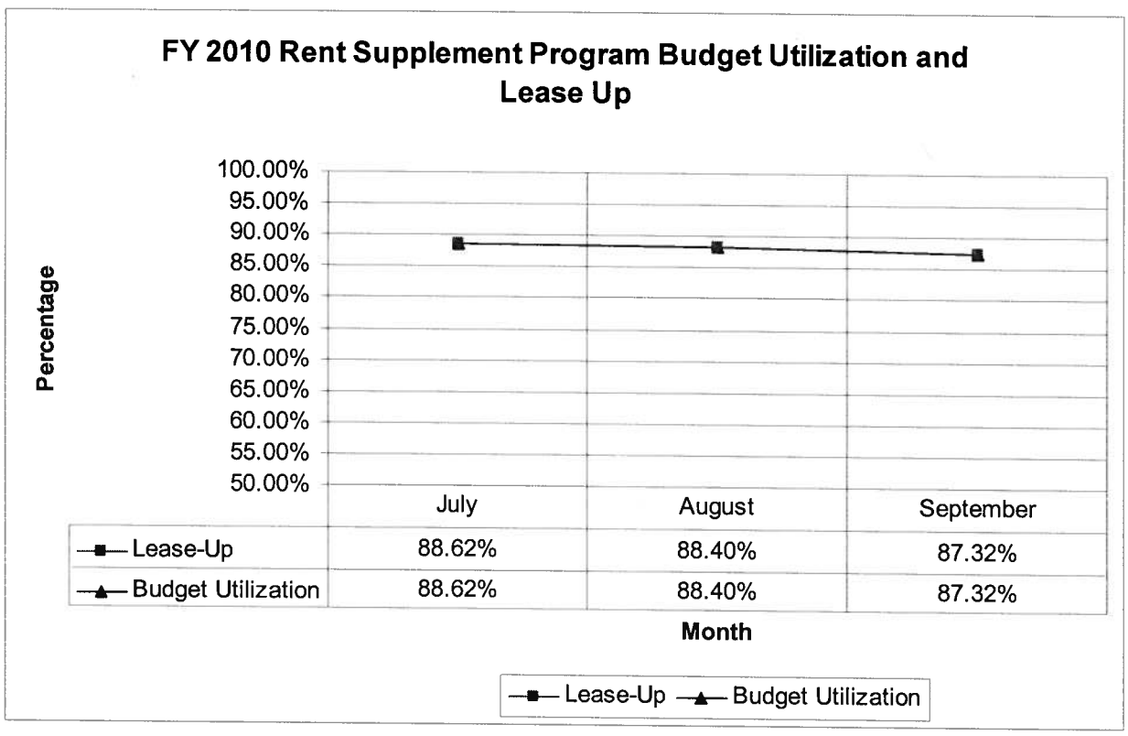
	July	August	September
Budget Utilization	33.46%	36.82%	39.04%
Leased Up Percentage	38.6%	42.9%	47.1%

State Rent Supplement Program

2010 Fiscal Year Report (Cumulative Trend)

- For FY 2010, unadjusted average monthly lease up is 343 families or 87.32% of the total 393 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 88.11% of the total annual allocated budget of $924,720 or $77,060 per month.
- The monthly average per unit cost subsidy is $196.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of $230.00 per month.
- September 2009 Rent Supplement Subsidy payments show a 0.7% monthly decrease from the previous month ($67,447 in August to $67,001 in September) because of a decrease in assistance per family. Per unit cost decreased from $197.00 to $196.00.
- 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)



	July	August	September
Lease-Up	88.62%	88.40%	87.32%
Budget Utilization	88.62%	88.40%	87.32%

HOMELESS PROGRAMS BRANCH
October 15, 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 August. September information is updated on October 15th. The wait list information is effective as of August 31, 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	2 singles 30 families **129 total indiv.**	(165 individuals) 42 families
*Nakolea (McCully, Oahu) Working singles	64 units	64 singles **64 total indiv.**	0 single
*Kulaokahua (Makiki, Oahu) Trans. shelter for single seniors	29 units	32 single **32 total indiv.**	52 singles
*Next Step Shelter (Kakaako, Oahu) Emergency shelter for singles & families	160 units	156 singles 24 families **246 total indiv.**	n/a
Puahala – H5 (Kalihi, Oahu) Transitional shelter for families	14 units	2 singles 12 families **51 total indiv.**	n/a
*Onelau'ena (Kalaeloa, Oahu) Emergency shelter for singles & families	56 units 4 dorms	18 singles 24 families **114 total indiv.**	281 singles 135 families
*Onemalu (Kalaeloa, Oahu) Transitional shelter for singles & families	46 units	17 singles 28 families **149 total indiv.**	126 singles 42 families
*Hale Ulu Pono (Kalaeloa, Oahu) Transitional shelter for singles w/mental illness	26 beds	23 singles **23 total indiv.**	32 singles
*Paiolu Kaiaulu (Leeward Oahu) Emergency shelter for singles & families	125 units	79 singles 55 families **296 total indiv.**	0
*Kumuhonua (Kalaeloa, Oahu) Transitional shelter for adults Currently taking applications	69 units	41 singles 0 families **41 total indiv.**	0
*Ulu Ke Kukui (Leeward Oahu) Transitional shelter for families Currently taking applications	80 units	4 singles 73 families **310 total indiv.**	0
Kawaihae (Big Island, Hawaii) Transitional for families	24 units	24 families **108 total indiv.**	(25 individuals) 7 families
Maililand (Waianae, Oahu) Transitional for families	44 units	35 families **136 total indiv.**	(99 individuals) 27 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	25 singles 0 families **27 total indiv.**	0
Honolulu Family Center (Oahu) Emergency for singles & Families	14 beds	0 single 5 families **17 total indiv.**	511 singles 114 families
Windward Family Center (Kailua, Oahu) Emergency for singles & families	14 beds	1 family **4 total**	159 singles 38 families
Gregory House (Honolulu, Oahu) Transitional for singles w/HIV	11 beds	8 singles **8 total indiv.**	52 singles
Community Residential Prog.(Waipahu, Oahu) Transitional for singles	13 beds	15 singles **15 total indiv.**	52 singles
TLP Young Men's Keeaumoku (Honolulu, Oahu) Transitional for young men	4 units	4 single **4 total indiv.**	0
TLP Young Men's Maka'aloa (Ewa Beach, Oahu) Transitional for young men	4 units	4 single **4 total indiv.**	0
TLP Young Women Apaa (Ewa Beach, Oahu) Transitional for young women	6 units	1 single **1 total indiv.**	0
Loliana (Honolulu, Oahu) Transitional for families	43 units	47 families **167 total indiv.**	4 families
Vancouver House (Honolulu, Oahu) Transitional for students with or without families	33 units	35 families **108 total indiv.**	0
IHS Ka'aahi Street (Honolulu, Oahu) Emergency for women & children	190 beds	161 singles 18 families **220 total indiv.**	0
IHS Sumner Street (Honolulu, Oahu) Emergency for men	200 beds	255 singles **255 total indiv.**	0
Kahikolu Ohana Hale O Waianae (Oahu) Transitional for singles & families	2 dorms & 72 units	6 singles 34 families **132 total indiv.**	0
Mana'olana (Lihue, Kauai) Emergency for families/singles	20 beds	69 singles 6 families **94 total indiv.**	0
Mana'olana (Lihue, Kauai) Transitional for families/singles	13 units	2 singles 3 families **10 total indiv.**	0
Komohana Group Home (Lihue, Kauai) Transitional for singles	6 beds	4 singles **4 total indiv.**	0
Lihue Court (Lihue, Kauai) Transitional for families	24 units	6 families **20 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	55 singles 54 families **259 total indiv.**	122 singles 27 families
Na Hale O Wainee Resource Center (Lahaina, Maui) Emergency/Transitional for singles & families	72 units	58 singles 29 families **154total indiv.**	11 singles 2 families
Safe Haven (Honolulu, Oahu) Transitional for singles w/mental illness	25 units	28 singles **28 total indiv.**	20 singles
Beyond Shelter (Hilo, Hawaii) Transitional for singles & families	8 units	7 families **36 total indiv.**	2 families
Kiheipua Emergency Shelter (Hilo, Hawaii) Emergency for singles & families	72 beds	16 singles 12 families **53 total indiv.**	2 singles 3 families
Wilder House (Hilo, Hawaii) Transitional for families	1 unit	1 family **9 total indiv.**	0
Kuleana House (Hilo, Hawaii) Transitional for families	1 unit	1 family **5 total indiv.**	2 families
Lighthouse Outreach Center (Waipahu, Oahu) Emergency for singles & families	100 beds	50 singles 42 families **186 total indiv.**	n/a
Veteran's in Progress (Kalaeloa, Oahu) Transitional for veterans	98 beds	98 singles **98 total indiv.**	0
Bridge to Success (Domestic Violence)(Oahu) Transitional for woman & children	8 units	11 singles 1 family **13 total indiv.**	4 families
Family House (Domestic Violence)(Oahu) Transitional for women & children	15 units	2 single 5 families **14 total indiv.**	2 families
Ohana Ola O Kahumana (Waianae, Oahu) Transitional for families	48 units	48 families **182 total indiv.**	35 families
TOTAL	**1209 Units** **779 Beds** **6 Dorms**	**1330 singles** **660 families** **3846 total indiv**	**1664 singles** **480 families**

The number reflects those served for the month, hence transitions out of the shelter and new tenants are reflected which could produce a number in excess of the number of units/beds in the inventory.

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

First payment requests are being processed for all thirty two State stipend, outreach and grant program contracts for the first quarter of the new contract year.

C. Federal Programs

1. Five Year Consolidated Plan for 2010-2014 – HPHA completed the homeless portion of the five year plan. The first draft will be posted by Hawaii Housing Finance Development Corporation for a 30-day public comment period. The Consolidated Plan will be submitted to Department of Housing and Urban Development (HUD) by Dec. 1, 2009, for approval by Jan. 15, 2010.

2. The nine sub-recipient contracts for Homeless Prevention and Rapid Re-housing Program (HPRP) were executed by Sept. 25, before the HUD deadline of Sept 30, 2009. HPHA is now consolidating the data for the first HUD required report which is due Oct. 10, 2009.

3. HUD has posted the 2009 Continuum of Care Notice of Funding Availability. A Request for Information for funding proposals to be included in the 2009 competitive grant application will be posted for all rural counties during the week of Oct. 5. HPB staff is reviewing the application requirements for the 2009 submittal.

4. Draft contracts are being developed for Shelter Plus Care programs: Office for Social Ministry – new contract for New Direction; Family Life Center – new contract; and Gregory House Programs – renewal contract.

5. A Memorandum of Agreement between Dept. of Health and HPHA is being developed and will be followed by a contract between HPHA and Hybrid International to develop an XML data link between the Homeless Management Information System (HMIS) and provider agency databases to simplify data input procedures. Funding is being provided for the project from the Dept. of Health's Mental Health Transformation State Incentive Grant.

D. Other Projects

1. Renovation work at Nakolea which consists of bathroom and sewer line repairs will commence in October, pending plumbing and electrical inspections. CC Engineering has been contracted to do the work. A draft contract has also been developed for MKE Associates to do an assessment to determine if the crack in the building at Nakolea is structural or if it can be repaired.

2. Finalizing work with the Homeless Management Information System (HMIS) consultant to complete the new field of data elements required to implement record keeping for the stimulus funds under the American Revitalization and Recovery Act (ARRA). The new program went online on September 1, and staff is scheduling training sessions for the ARRA providers under contract with the State and the City and County of Honolulu.

3. Awaiting a response on a request to the Governor to allot funds from Act 222, SLH 2007, to supplement stipend program funds for FY 2010.

4. Continuing to work with the University of Hawaii Center on the Family to complete the HMIS data analysis for FY 2008 and 2009. The FY 2008 report is under way, and the FY 2009 report will be completed in November.

5. The Resort Group is pulling together estimates for the planning and construction of a playground for the Kalaeloa shelters for a presentation to their Board.

6. Drafting a Right of Entry and License to Use the Property with Kapaalana Traveling Preschool for the construction of two yurts at Kalaeloa to support employment training and preschool services for the families at Onemalu and Onelauena.

7. HPHA's Central Maintenance Services Section completed jetting the sewers of Kalaeloa shelters, Weinberg Village Waimanalo, Kulaokahua, and Nakolea.

8. Processing a Sub-Memorandum of Agreement and Right of Entry Agreement with Steadfast Housing and the State Dept. of Defense for the use of Bldg. 32 for the National Guard Forward March program.

E. Responses to Board Inquiries at the Meeting of Sept. 17, 2009.

1. How can the shelter occupancy report indicate that there are 14 beds and yet 21 persons were served?
Response: The number reflects those served for the month, hence transitions out of the shelter and new tenants are reflected which could produce a number in excess of the number of units/beds in the inventory.

2. Is the wait list for Honolulu Family Center really 454 people?
Response: Yes, assurances have been received that the number was accurate. However, more than 50% of the families are at-risk of homelessness, so they have applied for the program ever though they are living doubled up, and many others who have applied have been referred to other shelters, such as the Institute for Human Services. Their names will not be removed from the wait list until there is a vacancy, and the shelter is unable to reach the applicant, or reaches the applicant and learns that they have already accessed shelter, which is often the case.

3. When does the term for Puahala transition units end?
Response: The project started on July 1, 2008 and will end on June 30, 2010.

4. What is the plan for the Puahala transition units?
Response: The understanding is that the units will return to State Public Housing.

5. Report on how the families at Puahala transition units are doing.
Response: Four families have transitioned to public housing plus one family simply moved out without notice. Since beginning services, one family was evicted for noncompliance and 55 persons have been served. Currently 13 families are being served at Puahala.

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
As of October 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		0	3	3	3	0	0.00%	0	0
		0	3	3	3	0	0.00%	0	0
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	1	3	75.00%	0	2
	Acctg Sec	8	0	8	6	2	25.00%	0	1
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	1	1	50.00%	1	0
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		18	1	19	12	7	36.84%	1	6
Information Technology		1	3	4	3	1	25.00%	0	1
		1	3	4	3	1	25.00%	0	1
Personnel Office		3	1	4	3	1	25.00%	0	1
		3	1	4	3	1	25.00%	0	1
Procurement Office		4	3	7	4	3	42.86%	3	0
		4	3	7	4	3	42.86%	3	0
Construction Mgt. Branch		2	0	2	0	2	100.00%	1	1
	CMS	3	0	3	0	3	100.00%	0	3
	CMS I	2	7	9	6	3	33.33%	1	2
	CMS 2	5	2	7	6	1	14.29%	0	1
	DSS	1	2	3	2	1	33.33%	0	1
		13	11	24	14	10	41.67%	2	8
Homeless Branch	Homeless	1	8	9	8	1	11.11%	0	1
		1	8	9	8	1	11.11%	0	1
Section 8 Branch	Sec 8 Office	2	0	2	1	1	50.00%	0	1
	Insp Unit	5	2	7	4	3	42.86%	0	3
	Rent Sub Sec 1	10	0	10	7	3	30.00%	0	3
	Rent Sub Sec 2	8	0	8	6	2	25.00%	0	2
		25	2	27	18	9	33.33%	0	9
Property Management & Maint. Services Branch	PMMSB	1	2	3	1	2	66.67%	0	2
	MGT SEC	2	0	2	1	1	50.00%	0	0
	APP	7	0	7	6	1	14.29%	0	1
	RSS	2	8	10	4	6	60.00%	1	5
	PMCS	0	5	5	2	3	60.00%	0	3
	CMSS	19	0	19	19	0	0.00%	0	0
	Puuwai Momi - AMP 30	23	0	23	20	3	13.04%	0	3
	Kalihi Valley - AMP 31	25	0	25	21	4	16.00%	0	3
	Mayor Wright - AMP 32/33	32	0	32	28	4	12.50%	0	4
	Kalakaua - AMP 34	27	0	27	23	4	14.81%	0	2
	Kalanihuia - AMP 35	26	0	26	22	4	15.38%	0	4
	Hilo - AMP 37	14	0	14	13	1	7.14%	0	1
	Kauai - AMP 38	16	0	16	10	6	37.50%	0	0
	Maui - AMP 39	12	0	12	10	2	16.67%	0	2
		206	15	221	180	41	18.55%	1	30
TOTAL		**278**	**56**	**334**	**256**	**78**	**23.35%**	**9**	**59**

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
OFFICE OF THE EXECUTIVE DIRECTOR						
102005	EX	N	T	Executive Director	SRNA	Position in continuous recruitment.
118550	EX	N	T	Chief Financial Management Advisor	SRNA	Position in continuous recruitment.
FISCAL MANAGEMENT OFFICE						
41041	CS	N	P	Fiscal Officer I	SR26	Per DHRD memo unable to recruit as of 7/15/09
41253	CS	N	P	Secretary I	SR14	Per DHRD memo unable to recruit as of 7/15/09
98903K	CS	N	P	Office Assistant III	SR08	Per DHRD memo unable to recruit as of 7/15/09
ACCOUNTING SECTION						
41252	CS	N	P	Accountant IV	SR22	Per DHRD memo unable to recruit as of 7/15/09.
46278	CS	N	P	Accountant II	SR18	Per DHRD memo unable to recruit as of 7/15/09
FMO - BUDGET STAFF						
100923	EX	N	P	Accountant IV	SRNA	Pending request to fill.
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	Interviews completed; pending start date.
117689	EX	N	T	Housing Contract Specialist	SRNA	Interviews completed; pending start date.
100882	EX	N	T	Contracts & Procurement Officer	SRNA	Continuous recruitment.
CONSTRUCTION MANAGEMENT BRANCH						
25649	CS	N	P	State Housing Dev Administrator	EM07	Interviews scheduled for 10/13/09.
2800	CS	W	P	Secretary II	SR14	Per DHRD memo unable to recruit as of 7/15/09
102205	SH	N	T	Student Helper II	NA	No action; cost savings.
CONSTRUCTION MANAGEMENT SECTION						
8774	CS	N	P	Engineer VI	SR28	Per DHRD memo unable to recruit as of 07/15/09.
5857	CS	N	P	Office Assistant III	SR14	Per DHRD memo unable to recruit as of 7/15/09.
48707	CS	N	T	Office Assistant III	SR08	89 appointment ended.
CONSTRUCTION MGMT UNIT 1						
105633	EX	W	T	Housing Warranty & Inspection Supr.	SRNA	State funded unable to fill.
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	State funded unable to fill.
100202	EX	W	T	Project Engineer	SRNA	Pending approval to fill.
CONSTRUCTION MGMT UNIT 2						
102676	CS	W	T	Engineer (Building) IV	SRNA	Per DHRD memo unable to recruit as of 7/15/09.
DEVELOPMENT SUPPORT SECTION						
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
HOMELESS PROGRAM BRANCH						
103022	EX	A	T	Homeless Program Specialist	SRNA	Employee resigned 9/18/09.
INFORMATION TECHNOLOGY OFFICE						

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HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
106429	CS	N	T	Information Technology Specialist IV	SRNA	Per DHRD memo unable to recruit as of 7/15/09.
PERSONNEL OFFICE						
6627	CS	N	P	Personnel Clerk IV	SR11	Per DHRD memo unable to recruit as of 7/15/09
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Housing Planner	SRNA	Pending approval to fill.
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	Per DHRD memo unable to recruit as of 7/15/09.
96904K	EX	N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
6182	CS	N	P	Secretary III	SR16	Per DHRD memo unable to recruit as of 7/15/09
PMMSB-APPLICATION SERVICES UNIT						
117850	CS	N	T	Public Hsg Spclt II	SR18	Per DHRD memo unable to recruit as of 7/15/09
ASSET MANAGEMENT PROJECT 30 (MU 1)						
6307	CS	N	P	Public Housing supervisor IV	SR22	Per DHRD memo unable to recruit as of 7/15/09
6171	CS	N	P	Account Clerk II	SR08	Per DHRD memo unable to recruit as of 7/15/09
6791	CS	N	P	General Laborer II	BC03	Per DHRD memo unable to recruit as of 7/15/09
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	Per DHRD memo unable to recruit as of 7/15/09
30242	CS	N	P	Office Assistant III	SR08	Per DHRD memo unable to recruit as of 7/15/09
10879	CS	N	P	Building Maint. Worker I	BC09	Per DHRD memo unable to recruit as of 7/15/09
4939	CS	N	P	General Laborer II	BC03	Per DHRD memo unable to recruit as of 7/15/09
101119	TA	N	T	General Laborer I	BC02	No action; cost savings.
101135	TA	N	T	Office Assistant I	SRNA	Pending recommendation.
101137	TA	N	T	Janitor II	BC02	Pending recommendation.
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	Per DHRD memo unable to recruit as of 7/15/09
6788	CS	N	P	Truck Driver	BC06	Per DHRD memo unable to recruit as of 7/15/09
9619	CS	N	P	Secretary I	SR12	Per DHRD memo unable to recruit as of 7/15/09
46195	CS	N	P	Social Service Asst IV	SR11	Per DHRD memo unable to recruit as of 7/15/09
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 34 (MU 4)						
6693	CS	N	P	Public Hsg Spvr IV	SR22	Per DHRD memo unable to recruit as of 7/15/09
23696	CS	N	P	Public Hsg Spclt II	SR18	Per DHRD memo unable to recruit as of 7/15/09
8842	CS	N	P	Painter I	BC09	Per DHRD memo unable to recruit as of 7/15/09
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
6565	CS	N	P	General Laborer I	BC02	Per DHRD memo unable to recruit as of 7/15/09
ASSET MANAGEMENT PROJECT 35 (MU 5)						
41258	CS	N	P	Bldg. Maint. Wkr II	WS09	Per DHRD memo unable to recruit as of 7/15/09
23574	CS	N	P	Bldg. Maint Wkr I	BC09	Per DHRD memo unable to recruit as of 7/15/09
23698	CS	W	P	Public Hsg Spclt I	SR16	Per DHRD memo unable to recruit as of 7/15/09
41666	CS	N	P	Public Hsg Spclt II	SR18	Per DHRD memo unable to recruit as of 7/15/09
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.

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HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
ASSET MANAGEMENT PROJECT 37 (MU 7)						
15721	CS	N	P	Building Maint Worker I	BC09	Per DHRD memo unable to recruit as of 7/15/09
ASSET MANAGEMENT PROJECT 38 (MU 8)						
41349	CS	N	P	Public Housing Supervisor IV	SR22	Per DHRD memo unable to recruit as of 7/15/09
119285	CS	N	T	Public Housing Supervisor III	SR20	Per DHRD memo unable to recruit as of 7/15/09
119260	CS	N	P	Public Housing Specialist II	SR18	Per DHRD memo unable to recruit as of 7/15/09
8756	CS	N	P	Bldg Maint Wkr I	BC09	Per DHRD memo unable to recruit as of 7/15/09
17576	CS	N	P	Bldg Maint Wkr I	BC09	Per DHRD memo unable to recruit as of 7/15/09
10541	CS	N	P	Bldg Maint Helper	BC05	Per DHRD memo unable to recruit as of 7/15/09
43948	CS	N	P	General Laborer II	BC03	89day hire.
102241	TA	N	T	General Laborer I	SRNA	Pending start date.
102242	TA	N	T	General Laborer I	SRNA	Continuous recruitment.
ASSET MANAGEMENT PROJECT 39 (MU 9)						
6352	CS	N	P	Secretary I	SR12	Per DHRD memo unable to recruit as of 7/15/09
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	Per DHRD memo unable to recruit as of 7/15/09
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.
117841	EX	N	T	Property Management Specialist	SRNA	No action; cost savings.
107932	EX	N	T	Property Management Coordinator I	SRNA	No action; cost savings.
RESIDENT SERVICES SECTION						
100892	EX	N	T	Tenant Services Manager	SRNA	No action; cost savings.
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
103036	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
105632	EX	N	T	Resident Services Pgm Specialist	SRNA	Pending request to fill.
103030	EX	N	T	Program Speclist & Tenant Services	SRNA	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
SECTION 8 - INSPECTION UNIT						
101214	EX	N	T	Lead Housing Inspector	SRNA	No action; cost savings.
119190	CS	N	T	Housing Quality Standards Inspector II	SR15	Per DHRD memo unable to recruit as of 7/15/09
27584	CS	N	P	Office Assistant III	SR08	No action; cost savings.
101130	TA	N	T	Office Assistant II	SR04	No action; cost savings.
RENT SUBSIDY PROGRAMS BRANCH (S8S)						
41280	CS	N	P	Public Hsg Supervisor V	SR24	Per DHRD memo unable to recruit as of 7/15/09
RENT SUBSIDYSECTION 1						
29009	CS	N	P	Office Assistant III	SR08	Per DHRD memo unable to recruit as of 7/15/09
9647	CS	N	P	Public Hsg Spclt II	SR18	Per DHRD memo unable to recruit as of 7/15/09
RENT SUBSIDY SECTION 2						
111419	CS	N	P	Office Assistant IV	SR10	Per DHRD memo unable to recruit as of 7/15/09.
35416	CS	N	T	Public Hsg Spclt II	SR18	Per DHRD memo unable to recruit as of 7/15/09
101132	TA	N	T	Office Assistant II	SRNA	Applicant Declined

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Approved by Executive Director CT
October 15, 2009

FOR INFORMATION

SUBJECT: Update on Corrective Action Order for the Hawaii Public Housing Authority

I. Background

A. On September 10, 2002, pursuant to title 24 Code of Federal Regulations (CFR) §968.335, HUD issued a Corrective Action (CAO) order to the Housing and Community Development Corporation of Hawaii (HCDCH) for irregularities relating to the HCDCH's performance administering the Public and Indian Housing Programs. The purpose of the CAO was to impose actions that would "prevent a continuation of deficiencies; mitigate any adverse effects of the deficiency to the extent possible; and prevent a recurrence of the same or similar deficiency."

B. On December 27, 2002, HUD's Assistant Secretary Michael Liu and Governor Benjamin Cayetano entered into a Memorandum of Agreement (MOA) which outlined strategies and action items intended to provide a recovery plan for the HCDCH.

C. Between January 2003 and through 2006, the HCDCH and its successor agency the Hawaii Public Housing Authority (HPHA), submitted monthly progress reports to the local HUD office. The 20 page report included status updates on over 120 action items. As each item was satisfactorily addressed, HUD would close the item and discontinue requiring updates from HPHA.

D. On March 27, 2007, the local HUD office determined that HPHA had made significant progress in several areas of the MOA and closed the MOA. In place of the MOA, HUD put the HPHA on an Improvement Plan (IP) which covered 10 specific areas as follows:

1. Vacancies
2. Conditions of Housing Units
3. Work Orders
4. Rent Collection
5. Procurement and Contract Administration
6. Evictions and Non-rent Cases
7. Resident on HPHA Board of Directors
8. Management Information Systems
9. Budget monitoring
10. Viability of the HPHA

II. Discussion

A. On October 6, 2009, the HPHA met with HUD staff to discuss the possibility of closing the CAO and HUD's continuing concerns, if any. It was agreed that there are still some areas where the HPHA can demonstrate improvement and that the HPHA and HUD would meet again in March 2010 to evaluate the HPHA's progress.

B. Based on that meeting, the HPHA established a list of areas for improvement and action items. A copy of the list is attached.

C. The Compliance Office will be the lead office for the coordination of responses and monitoring of the HPHA's progress on the action items. An updated progress report will be submitted to the Board of Directors on a monthly basis.

Prepared by: Barbara E. Arashiro, Executive Assistant BA

Hawaii Public Housing Authority
Corrective Action Plan Status Report
Reporting Period:

Action	Due Date	Responsible Parties	Status
1.0 Demonstrate that HPHA is capable of timely obligation and expenditure of Capital Funds			
1.1 Obligate all ARRA funds by 3/1/10	3/1/10	CMS, CPO, FMO	
1.2 Obligate all CFP 718 by 9/1/10	9/1/10	CMS, CPO, FMO	
1.3 Obligated at least 50% of CFP 719 by 9/1/10	9/1/10	CMS, CPO, FMO	
1.4 Timely completion and submittal of P&E reports to HUD on a monthly basis	By 5th of each month	CMS, FMO	
1.5 Completion of environmental review requirements by the time the PHA Plan for FY 2010-2011 is approved by HUD	7/1/10 for next FY's PHA Plan	CMS	
1.6 Establishment of a system to track and repair type "C" units	11/1/09	CMS, PMMSB	
1.7 Hiring of program manager to assist with capital projects	12/1/09	CMS, CPO, FMO	
2.0 Demonstrate that HPHA is planning for the effective use of Capital Fund Program activities			
2.1 Completion and submittal of a well thought out 5-year plan for the use of CFP for next fiscal year. (HPHA will meet with HUD staff in late October to discuss the specifics on the PHA Plan.)	3/1/10	CMS, CPO, FMO, PMMSB, PEO	

2.2 Submission of all required documents to HUD, including ER, P&E, PHA Plan tables, etc. on time	12/1/09	PMMSB, CMS, CPO, FMO	
3.0 Demonstrate that HPHA is effectively managing its procurement activities			
3.1 Establishment of a 3 year rolling annual procurement plan which tracks routine maintenance and service contracts	12/1/09	ALL	
3.2 Submission of contracts to HUD early enough to allow no less than 10 business days review. (This applies in particular to PMMSB contracts.)	Ongoing	CPO, PMMSB, CMS	
3.3 Implementation of training plan for HPHA staff	11/1/09	CPO, PERS	
3.4 Submission of complete packets when requesting HUD approval to contract (e.g., cost estimate, fee proposal, cost analysis, documentation of budget authority, etc.)	Ongoing	CMS, PMMSB, CPO	
4.0 Demonstrate that HPHA is responsibly administering its contracts and ensuring compliance with the terms of the contract			
4.1 Establishment of a monitoring plan for all AMPs and implementation of site visit monitoring		PMMSB	
4.2 Resolution of findings in the REAC inspections, including implementation of corrective action plan from previous REAC inspections	3/1/10	PMMSB, CMS	
4.3 Resolution of monitoring findings from PMMSB monitors conducting site visits	Monthly	PMMSB	
4.4 Improvement in occupancy and rent collections	1/1/10	PMMSB	
4.5 Revision of property management contract to include terms which require the contractor to forfeit its management fees for failure to perform	Before next RFP process	PMMSB, CPO	

4.6 Completion of the procedures manual, which includes procedures for monitoring AMP staff /contractors.	3/1/10	PMMSB	
5.0 Demonstrate that HPHA has appropriate internal fiscal controls in place and the ability to manage its financial functions			
5.1 Hire a CFMA and Fiscal Officer	Asap	OED, FMO, PERS	
5.2 Issue monthly financial reports which are timely and accurate	Ongoing	FMO	
5.3 Improve management controls over the financial audits	As audits are completed	OED, FMO	
5.4 Complete the FY 2010 - 2011 budget process no later than 5/1/2010	4/30/10	ALL	
5.5 Manage activity in the PIC so that HPHA can upload information for calculation of the operating subsidy on a timely basis	3/1/10	PMMSB, FMO	
6.0 Demonstrate that HPHA has the hardware and network infrastructure in place to meet the needs of the staff			
6.1 Continue to implement the upgrade of Emphasys Elite on a timely basis	Per contract dates	ITO, S8, PMMSB	
6.2 Maintain the computer network according to the ITO replacement plan	Ongoing replacement	ITO	
6.3 Ensure that staff are adequately trained on the computer upgrades	Per contract terms	ITO, PERS	

Reviewed by the Executive Director 01
October 15, 2009

FOR INFORMATION

SUBJECT: U.S. Department of Housing and Urban Development Program Audit of Hawaii Public Housing Authority's Shelter Plus Care Program

I. FACTS

A. The U.S. Department of Housing and Urban Development (HUD) conducted an on-site monitoring visit to assess the State's compliance with program requirements for the Shelter Plus Care program.

B. Three grants were selected for review by HUD. These grants were HI08C30-0001, Office for Social Ministry; HI08C40-0001, Steadfast Housing Development Corporation (Steadfast); and HI08C60-0001 Kauai Economic Opportunity (Kauai).

C. Overall the State was found to be in compliance with the applicable statutes and regulations, however, HUD found weaknesses with documenting homelessness and with the progress of its project sponsors. The HUD letter and Schedule of Findings and Concerns is attached.

D. The provider agencies contracted for the Shelter Plus Care program were informed of HUD's findings and concerns. Corrective action was requested from the agencies for submittal to HUD within the HUD deadline of October 8, 2009. Hawaii Public Housing Authority has met the deadline for the corrective action response to HUD.

II. DISCUSSION

A. Finding #1 - Documentation of Homelessness
HUD determined that the Office for Social Ministry and Steadfast must establish standardized written procedures on how to properly document homelessness to include timely verification of the clients' homelessness. The documentation must evidence compliance with HUD's definition and guidelines for homelessness.

1. The Office for Social Ministry has initiated a corrective action plan to ensure the applicant's homeless status is re-verified upon move in of an eligible rental unit. The Office for Social Ministry will now verify the applicant's homeless status again on the day before move in for all future participants of its Shelter Plus Care program.

2. Prior to a Shelter Plus Care assessment, Steadfast will fax the following forms to case managers to verify potential participants' eligibility: Third party verification of participant's homeless status, Shelter Plus Care terms of acceptance, and the disability verification to medical professional.

B. Finding #2 - Participation of a Homeless Person in Steadfast Housing Development Corporation's Policy Decision-Making Process
Steadfast Housing Development Corporation needs to amend its by-laws to provide for the participation of not less than one homeless individual or formerly homeless individual as a member of the board of directors with voting powers.

Steadfast will amend its by-laws to provide for the participation of not less than one homeless individual or formerly homeless individual to be included as a member of the Supported Housing Program Advisory Board with the authority to consider and make policy decisions regarding the Shelter Plus Care program.

C. Concern #1 - Program Progress
HUD reviewed the program progress of the three project sponsors funded through the State's Shelter Plus Care program. HUD's review revealed concerns regarding the delayed program progress for two of the three grants monitored.

1. Steadfast has since established strong working relationships with a variety of landlords, owners, and agents of rental units and will surpass the program goal of 17 units under lease. In order to expend all grants funds, Steadfast has increased the number of units under lease to 32.

2. Kauai has increased the number of program participants who will be assisted under Kauai's Shelter Plus Care applications. Kauai will increase advertisement and marketing of the program in order to outreach to the target population and to landlords and/or rental managing agents on the island.

3. Both Kauai and Steadfast had already been put on notice by HPHA several months ago that their lease up of Shelter Plus Care was a concern. Hence, both agencies were already on a proactive path to increase the number of units under lease, with Steadfast well on the way to achieving a lease up of 32 units - an excess of 15 units over the targeted 17 units.

D. HPHA will continue to work with the subrecipient agencies to achieve superior performance ratings through monitoring and training, as needed.

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

U.S. Department of Housing and Urban Development
Honolulu Field Office – Region IX
500 Ala Moana Boulevard, Suite 3A
Honolulu, Hawaii 96813-4918
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RECEIVED
HAWAII PUBLIC
HOUSING AUTHORITY

SEPTEMBER 8 2009

Mr. Chad K. Taniguchi
Executive Director
Hawaii Public Housing Authority
1002 N. School Street, Building G
Honolulu, HI 96817

Dear Mr. Taniguchi:

SUBJECT: On-Site Monitoring Visit
July 13–14, 17, 29, 31 – August 12, 2009
Shelter Plus Care (SPC) Program

This letter is to convey the results of HUD's on-site monitoring review of the State of Hawaii's (State's) Shelter Plus Care (SPC) program on the dates of July 13-14, 17, 29, 31, through August 12, 2009. In addition to the State, the following grants were selected for the monitoring review: HI08C30-0001(Office for Social Ministry), HI08C40-0001 (Steadfast Housing Development Corporation), and HI08C60-0001 (Kauai Economic Opportunity). Ms. Lee Jennings and Ms. Marsha Ito, Community Planning and Development Representatives, conducted the on-site review.

Overall, HUD found that the State was generally in compliance with the requirements of the SPC program; however, HUD did identify areas of concern. Those concerns are noted on the enclosed Schedule of Findings and Concerns as either a finding, which identifies a regulatory non-compliance issue, or a concern, which recognizes a program weakness. The State will have 30 days from the date of this letter to address HUD's finding, concern, and corrective actions. If corrective actions cannot be achieved within this time period, the State must provide the status of the corrective actions and the proposed completion date within the 30-day period.

In closing, HUD would like to extend its appreciation to the staff from the State, the Office of Social Ministry, the Steadfast Housing Development Corporation, and the Kauai Economic Opportunity for the assistance and courtesy provided during the monitoring review. Should you have any questions, please call me at 522-8180, extension 264, or Ms. Lee Jennings, Community Planning and Development Representative, at the same number, extension 276.

Sincerely,

Mark A. Chandler, Director
Office of Community Planning
and Development

Enclosure

SCHEDULE OF FINDINGS AND CONCERNS
ON-SITE MONITORING
STATE OF HAWAII
JULY 13–14, 17, 29, 31 – August 12, 2009

Review Purpose:

HUD conducted an on-site monitoring visit to assess the State of Hawaii's (State's) compliance with the program requirements for the Shelter Plus Care (SPC) program.

Review Scope:

The monitoring of the SPC included reviews in the following areas:

- Grantee's overall management of SPC funds, including the policies and procedures in place for administering this program;
- Homeless and disability documentation;
- Progress in meeting program goals;
- Compliance with applicable statutes and regulations.

Summary:

HUD's on-site monitoring consisted of a programmatic as well as a financial review of the State's administration of its SPC grants. In addition to monitoring the State's documents for compliance with the SPC program, the following grants were also selected for review: HI08C30-0001 (Office for Social Ministry), HI08C40-0001 (Steadfast Housing Development Corporation), and HI08C60-0001 (Kauai Economic Opportunity).

Overall, the State is administering the SPC in compliance with the applicable statutes and regulations. The State's oversight of the SPC grants and its sponsors is adequate. The Department, however, found weaknesses with documenting homelessness and with the program progress of its project sponsors.

Finding

CPD Finding M09–014 (PER) – Documentation of Homelessness

Criteria:

The SPC regulations at 24 CFR 582.1(a) establish the purpose of the SPC program to provide grants to be used for rental assistance for permanent housing for homeless persons with disabilities. Recipients of SPC funding are required to maintain adequate documentation of the homeless status to determine the eligibility of participants served by HUD's homeless assistance programs. Documentation of homeless status should be maintained in the participant's file.

Condition:

HUD reviewed the homeless documentation of three project sponsors funded through the State's SPC program. HUD selected and reviewed a random sample of homeless documentation for clients from lists provided by the project sponsors. HUD's review revealed weaknesses in homeless documentation for the Office of Social Ministry (OSM) and the Steadfast Housing Development Corporation (SHDC) programs. More specifically, HUD found the following conditions:

1. OSM: It was found that seven (7) out of ten (10) client records sampled (i.e.70%) had homeless documentation which was questionable;

2. SHDC: It was found that nine (9) out of twelve (12) client records sampled (i.e. 75%) had homeless documentation which was questionable.

As a result, these project sponsors did not have adequate documentation to support homelessness.

Cause:

The staffs at OSM and SHDC are aware of the requirement for homeless documentation for each client entering its SPC program. However, these project sponsors are unaware of the importance of documenting homelessness which is both accurate and timely. The following are the causes of the inadequate documentation:

1. OSM: The dates of the questionable homeless documentation for clients served by OSM's SPC program range from 8 days to 101 days prior to the client's acceptance and intake into the program. Although OSM correctly and specifically documents the clients' homeless situation (e.g. at the beach park, sleeping in a tent, etc.), the validity of the clients' homelessness is questionable as there is a sufficient time period between the homeless verification and the date of intake into the program where the clients' housing situation could have changed.

2. SHDC: In addition to the SPC program, SHDC also receives funding from the State of Hawaii to administer the Bridge Subsidy Assistance Program which also provides permanent housing for persons with severe mental illness. The funding for the State's program recently decreased and SHDC converted clients receiving rental assistance from this program to the SPC program. To document homelessness for these clients, one month prior to terminating the State's rental subsidy, SHDC issued letters to the clients informing them that their rental subsidy was being terminated. This letter served as the client's eviction notice. However, SHDC did not update the client files to reflect that within seven (7) days prior to intake into the SPC program, the client lacked the income and resources or the support networks to document that without assistance the client would be living on the street.

Consequences:

OSM's and SHDC's client files do not adequately document homelessness for participants admitted into the SPC programs, mainly due to untimely verification of homelessness.

Corrective Actions:

1. OSM and SHDC must establish standardized written procedures on how to properly document homelessness to include timely verification of the clients' homelessness. The documentation must evidence compliance with HUD's definition and guidelines for homelessness.

2. The State must follow-up on the procedures established by the project sponsors and monitor the sponsors to ensure all new intakes are properly documented.

CPD Finding M09-016 –XXX- Participation of Homeless Person in Steadfast Housing Development Corporation's Policy Decision-Making Process

Criteria:

SHP regulation at 24 CFR 582.300(a) requires recipients of SHP funds to provide for the participation of not less than one homeless or formerly homeless individual on the board of directors or other equivalent policymaking entity.

Condition:

Participants are provided opportunities to share their concerns with Steadfast Housing Development Corporation at multiple levels: through formal and informal grievance procedures, through participant surveys, at group meetings between program staff and participants, and at meetings and special events when participants or former participants are invited to speak to the Steadfast Housing Development Corporation's board and management. However, a homeless or formerly homeless person is not a member of Steadfast Housing Development Corporation's board of directors and does not have authority or a vote in Steadfast Housing Development Corporation's formal policy making and decision making process.

Cause:

Steadfast Housing Development Corporation believed that they satisfied the requirement for participation of homeless persons by providing an outlet for the participants to communicate their concerns within the Quality Assurance Committee.

Consequences:

Steadfast Housing Development Corporation is not complying with the SPC Program requirement to provide for the participation of a homeless or former homeless person on the

board of directors or other equivalent policymaking entity with authority to consider and make policies and decisions regarding the project or assistance provided under the Shelter Plus Care Program.

Corrective Actions:

Steadfast Housing Development Corporation needs to amend its By-Laws to provide for the participation of not less than one homeless individual or former homeless individual as a member of the board of directors with voting powers.

Concern

CPD Concern M09–015 (TDD) – Program Progress

Criteria:

The administrative regulations for state governments found at 24 CFR 85.40 require grantees to monitor both financial management and program activities of its sponsors to ensure timely project implementation. Grantees are required to monitor grants to assure compliance with applicable federal requirements and that performance goals are being achieved. In addition to timely drawdowns, since grantees and its sponsors coordinate with HUD the start dates for grants prior to execution of the grant agreements, grantees should ensure its project sponsors begin implementation of its grants in accordance with the agreed-upon grant start dates.

Condition:

HUD reviewed the program progress of the three project sponsors funded thru the State's SPC program. HUD's review revealed concerns regarding the delayed program progress for two of the three grants monitored, as follows:

1. KEO: KEO has a five–year grant, which start date was October 1, 2007, and expiration date is September 30, 2012. As of August 1, 2009, KEO was 21 months into its grant. At this point in time, the amount drawn down for this grant should be $104,412, or 35% of the grant award. LOCCS reflects that $31,903.01 has been drawn down as of August 1, 2009, which is only 11% of its grant award. In addition, although the start date of this grant was October 1, 2007, the first drawdown for this grant was made on May 27, 2008, nearly nine (9) months after the start date of the grant.

2. SHDC: SHDC has a five–year grant, which start date was July 1, 2005, and expiration date is June 30, 2010. As of August 1, 2009, SHDC was 49 months into its grant. At this point in time, the amount drawn down for this grant should be $650,083, or 82% of the grant award. LOCCS reflects that $325,568.14 has been drawn down as of August 1, 2009, which is only 41% of its grant award. It is also noted that although the start date of this grant was July 1, 2005, the first drawdown for this grant was made on

May 4, 2006, more than ten (10) months after the start date of the grant. In addition, there is a gap of almost one (1) year between the drawdown completed on September 27, 2006, and the next drawdown, which was made on August 3, 2007.

Cause:

The causes for the delayed program progress include:

1. The delayed start of the grants in relation to the operating start dates.

2. The reduced number of program participants receiving rental assistance is less than stated in its grant application.

3. For SHDC program, an unexplained gap of almost one year between requesting funds for rental assistance.

Consequences:

Delayed implementation of program activities may result in program goals not being achieved and may reflect negatively on the State as an implementing agency of HUD programs. The Congress and HUD pay close attention to timely expenditures and low spend-down rates will call into question the need for continued funding of a particular program.

Recommended Actions:

1. The State should carefully monitor its S+C project sponsors to identify any issues which might cause a delay in program implementation and should follow-up with project sponsors on any project implementation concerns.

2. The State should establish and utilize a system to track and monitor the rental assistance requests of its project sponsors. Sponsors should regularly request funds for rental assistance. It is preferable for drawdown requests be on a monthly schedule; however, under no circumstances should more than three (3) months pass without a LOCCS drawdown.

Approved by the Executive Director C7
October 15, 2009

FOR DISCUSSION

SUBJECT: Board Draft of the Hawaii Public Housing Authority's Goals and Objectives for Fiscal Year 2009-2010

I. FACTS

A. On September 17, 2009 the Hawaii Public Housing Authority's (HPHA) Board of Directors adopted the "HAWAII PUBLIC HOUSING AUTHORITY FY 2010 GOALS & OBJECTIVES July 1, 2009 – June 30, 2010" that had been recommended by the HPHA staff.

B. In addition, the Hawaii Public Housing Authority's Board of Directors distributed a draft copy of their goals and objectives for discussion at the September 9, 2009 Special Meeting, and the September 17, 2009 Regular Meeting. (See attachment.)

II. DISCUSSION

A. The HPHA Board of Directors asked HPHA to solicit comments on the draft document from the U.S. Department of Housing and Urban Development and HPHA staff.

B. The HPHA staff have been provided copies of the HPHA Board's goals and objectives for their comments via the Office of the Executive Director.

C. The HPHA Board of Directors requested that the goals and objectives be included on the agenda for the regular monthly meetings for discussion purposes.

Attachment: HPHA Board of Director's Goals and Objectives Draft 9/9/09

Prepared by: Chad K. Taniguchi C7

Draft 9/9/09

HAWAII PUBLIC HOUSING AUTHORITY

GOALS AND OBJECTIVES

Vision: Self-sufficient families living in units they own that were previously public housing. HPHA no longer in existence because the State no longer serves as a public housing landlord.

Premises: Public housing shelter model has been broken for almost 40 years

It is possible to help families become self-sufficient.

Having an ownership stake in their housing encourages people to take pride in their physical surroundings and become responsible for their future.

State may need to continue to provide housing for low-income seniors—but does not have to be the manager of these units

State will need to provide emergency and transitional shelter for homeless families and individuals.

HHFDC will need to step up its results for development of rental and affordable housing options.

Objectives:

1. Public Housing Projects will become a respected and responsible partner in the communities in which they are located.

    - Repair and renovate existing public housing facilities so that they integrate visually into the surrounding community
      Identify all current facilities that can lend themselves to mixed-use development and issue RFPS for all of them within next 6-9 months

- promote links to community services through PHA community centers and other community sites, focusing on programs that promote independence, increase community involvement and support successful tenants

    duplicate successful programs like HOAP in DHHL and STEP-UP to prepare tenants for home ownership

2. During the transition period ensure that public housing facilities remain safe and sanitary

    - continue existing neighborhood watch and community policing programs and expand to all public housing sites statewide
    - Identify immediate repairs that continue to the security and safety of our buildings (lighting, cameras, fencing, security gates, etc and redirect federal funds to these items)
    - Prioritize infrastructure repairs that ensure water ,sewer, and trash chutes are functioning and remain in good repair
    - Standardize house rules and enforce rules diligently to help residents understand their actions have consequences
    - Take prompt action against those tenants who commit crimes or fail to make their payments. Link this objective to management operations and HPHA financial condition in Goal #1 of previous handout.
    - Prioritize capital improvement investments which meet safety and sanitation goals. Involve residents in this prioritization

3. Augment existing federal programs that providing housing opportunities outside of existing public housing projects

    - Maintain 95-100% utilization of authorized Section 8 housing vouchers
        i. work with community organizations that promote programs with property owners to accept Section 8 tenants and work with Section 8 voucher recipients on their roles and responsibilities
    - Covert State buildings to project-based Section 8 facilities where possible
    - Explore methods to increase number of section 8vouchers as utilize housing Choice vouchers program

- Implement voucher home-ownership program
- Work with county to take over this function

4. Provide homeless prevention and intervention services before families and individuals become homeless and contract for the operation of emergency and transitional shelters as needed.

    - Support a network of homeless services providers that provide intervention services and who operate existing shelters through contract management oversight
    - Work to integrate this activity with the functions of the Dept of Human Services by July 1, 2010