Minutes

Forthcoming

Approved by the Acting Executive Director
February 18, 2010

FOR ACTION

SUBJECT: To Adopt Board Resolution No. 23 Expressing Appreciation to Mr. Chad K. Taniguchi, Executive Director

I. FACTS

A. Mr. Chad K. Taniguchi served as the Executive Director of the Hawaii Public Housing Authority's (HPHA), Board of Directors from May 2007 to February 2010.

B. During his tenure, Mr. Taniguchi was responsible for the implementation of Board policy and oversight of the major programs at the HPHA.

II. RECOMMENDATION

That the Board of Directors adopt Board Resolution No. 23 Expressing Appreciation to Mr. Chad K. Taniguchi

Prepared by: Barbara E. Arashiro, Acting Executive Director

RESOLUTION NO. 23

EXPRESSING APPRECIATION TO MR. CHAD K TANIGUCHI

WHEREAS, Mr. Chad K. Taniguchi was the Executive Director for the Hawaii Public Housing Authority (HPHA) from May 2007 to February 2010; and

WHEREAS, Mr. Taniguchi was responsible for the implementation of Board Policy and oversight of the HPHA's major programs;

WHEREAS, Mr. Taniguchi adopted and encouraged the HPHA's values to "lead by example", "treat people right", "do the right thing", "encourage innovation", and "inspire greatness in others"; and

WHEREAS, Mr. Taniguchi gained the trust and respect of the families he served by promoting personal responsibility and volunteering countless hours of community service, working side-by-side with the families at their projects;

WHEREAS, Mr. Taniguchi is held in the highest regard by the HPHA Board members, staff, community partners and residents alike; now, therefore,

BE IT RESOLVED that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 23 Expressing Appreciation to Mr. Chad K. Taniguchi on this 18th day of February 2010; and

BE IT FURTHER RESOLVED that a copy of this Resolution be transmitted to Mr. Taniguchi along with expressions of sincere appreciation for his contributions to the Hawaii Public Housing Authority and the citizens of the State of Hawaii.

Travis O. Thompson, Chairperson	R. Eric H. Beaver, Vice Chair
Matilda A. Yoshioka, Secretary	Linda L. Smith, Member
Lillian B. Koller, Member	Sam Aiona, Member
Carol R. Ignacio, Member	Clarissa P. Hosino, Member
Rene Berthiaume, Member	Sherrilee K. Dodson, Member
Rodger Godfrey, Member	

Approved by the Executive Director
February 18, 2010

FOR ACTION

SUBJECT: To Appoint Mr. Keith Biho to the Hilo Eviction Board for a Two-Year Term Beginning March 1, 2010 and Expiring on March 1, 2012.

I. FACTS

A. The Hilo Eviction Board is composed of members of the community and is responsible for affording public housing tenants a full and fair hearing during lease termination proceedings.

B. Pursuant to Hawaii Revised Statutes (HRS) 356D, the Hawaii Public Housing Authority (HPHA) is authorized to appoint an eviction board in each county to hear cases referred for eviction. In accordance with HRS 356D, the Eviction Board shall consist of not fewer than three members, one of which shall be a resident of public housing.

C. Having more than the minimum amount of members appointed to the Hilo Eviction Board will allow the Hearings Office to process the requests for hearings in an efficient and timely manner, and avoid cancellation of hearings for lack of quorum.

D. Mr. Keith Biho is a resident of Hilo, Hawaii. Mr. Biho is currently employed with the Adult Probation Services of the Third Circuit Court in Hilo. His duties include planning, coordination and evaluation of operational activities of the Adult Probabtion Services unit to enhance community safety and reduce recidivism. Mr. Biho's judicial adult probation experience would be an asset to the Hilo Eviction Board. Received confirmation via telephone of Mr. Biho's willingness to serve as a member of the Hilo Eviction Board for a two-year term.

II. RECOMMENDATION

That Mr. Keith Biho be appointed to the Hilo Eviction Board for a Two-Year Term Beginning on March 1, 2010 and Expiring on March 1, 2012.

Attachment: Resume, Exhibit A

Prepared by: Renee Blondin-Nip, Hearings Officer RN.

Approved by the Acting Executive Director
February 18, 2010

FOR ACTION

SUBJECT: To Adopt the Hawaii Public Housing Authority's Board Resolution No. 024 Statement of Non-Discrimination Policy and Revisions to the Policy on Reasonable Accommodations and Modifications

I. FACTS

A. In 2004, the U.S. Department of Housing and Urban Development (HUD) and the Department of Justice issued a joint statement regarding their mutual responsibility for the implementation and enforcement of the Fair Housing Act, which prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, familial status, and disability.

II. DISCUSSION

A. A review of the HPHA's current policy indicates that the following revisions are needed:

1. The policy must allow persons with disabilities do not need to submit requests for reasonable accommodations or modifications in writing.

2. The policy must reflect the limitations on verifications needed when the disability is "obvious or readily known" and the nexus for the requested accommodation or modification is "obvious or readily known".

3. The policy was revised to clarify that requests that are minor or for which the disability is "obvious and readily known" may be approved at the project level, except where a reasonable modification is expected to exceed $1,000.00

4. The policy was revised to clarify that HPHA understands its obligation to have a Section 504/Fair Housing Officer.

B. Attached is a copy of the HPHA's Board Resolution No. 24 and the HPHA's Policy on Reasonable Accommodation and Modifications. The proposed revisions are in blue text.

C. All Branches/Office will be provided a copy of the revised policy and Managers/Supervisors will be required to ensure that the new policy is communicated to all staff no later than March 1, 2010.

III. RECOMMENDATION

That the Board of Directors adopt Board Resolution No. 024 Statement of Non-Discrimination Policy and the proposed revisions to the Hawaii Public Housing Authority's Policy on Reasonable Accommodation and Modifications.

Prepared by: Barbara E. Arashiro, Acting Executive Director

RESOLUTION NO. 024

STATEMENT OF NON-DISCRIMINATION POLICY

WHEREAS, the Hawaii Public Housing Authority (HPHA) is established as a corporate body and politic under §356D, Hawaii Revised Statutes; and

WHEREAS, notwithstanding its semi-autonomous nature, the HPHA is deemed to be a public instrumentality and agency of the State; and

WHEREAS, as an agency of the State, the HPHA is obligated to maintain, implement, and enforce all State policies regarding non-discrimination under either federal or State law, including but not limited to those policies attached hereto as Exhibit 1); and

WHEREAS, the HPHA is committed towards maintaining a policy of nondiscrimination and prohibiting discriminatory practices in the operations, procedures, or programs it administers;

NOW THEREFORE, BE IT RESOLVED, that it is the policy of the HPHA to prohibit discrimination or discriminatory practices in its operations, procedures or programs/services, and that the attached non-discrimination policy in Exhibit 1 shall be incorporated herein and shall take effect immediately upon adoption of this Resolution; and

BE IT FURTHER RESOLVED, that the HPHA hereby authorizes the Executive Director to do all things necessary and proper to maintain, implement, and enforce such non-discriminatory policies.

_____
Travis O. Thompson
Chairperson

_____
Date

LINDA LINGLE
GOVERNOR

BARBARA E. ARASHIRO
ACTING EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

ADMIN. NO. 12
February 18, 2010

To: All Offices, Branches, Sections, and Units

From: Barbara E. Arashiro
Acting Executive Director

Subject: **REASONABLE ACCOMMODATION AND MODIFICATION PROCEDURES FOR HAWAII PUBLIC HOUSING AUTHORITY (HPHA)**

I. GENERAL

The purpose of this administrative memorandum is to establish that the Hawaii Public Housing Authority (HPHA) recognizes its obligations to reasonably accommodate individuals with disabilities in all phases of its operations. This includes applicants from housing operated by the HPHA, residents in housing managed by the HPHA, and employment applicants and the employees of HPHA.

II. POLICY

In accordance with the regulations, and in recognition of the HPHA's obligations, the HPHA's statement of non-discrimination policy is set forth in Resolution No. 24 (copy attached).

The HPHA will make reasonable accommodations and/or modifications to rules, policies, practices and procedures to enable an individual with a disability to benefit from the program(s) offered by the HPHA where the individual is an applicant, resident, or employee. The HPHA will make accommodations that are both *reasonable* and *necessary* to afford equal opportunity to an individual with a disability.

The HPHA shall be responsible to explain to all job and housing applicants, residents and employees that them may initiate a request for a reasonable accommodation and/or reasonable modification to afford them equal opportunity and access.

II. PROCEDURES

It shall be the responsibility of all Office, Branch, Project, and Unit supervisors to disseminate or communicate this policy to all staff in a timely and appropriate manner. The Compliance Office shall have a Section 504/Fair Housing Officer who is responsible for monitoring the implementation of these policies, and recommending changes/updates to the HPHA's policy on non-discrimination.

A. Eligibility

In order to be eligible for a reasonable accommodation and/or modification, an individual must be considered handicapped/disabled by federal and/or state law. A handicapped/disabled person or person with a disability is defined as someone who:

1. Has a physical or emotional impairment which substantially limits one or more major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive.);

2. Is regarded as having such an impairment; and

3. Has a record of such an impairment.

The manager/supervisor or designated person receiving the request must explain to the individual their responsibility to provide the appropriate request and medical information related to the reasonable accommodation request when the disability and/or need for the accommodation are not obvious or apparent.

The HPHA should not inquire as to the nature and severity of an individual's disability. The HPHA should, however, explain to the individual the HPHA's rights to request relevant supplemental medical information, if the information submitted does not clearly explain the nature of the disability (for the purposes of verifying that the individual meets the Fair Housing Act's definition of disabled, when it is not "obvious or readily known"), need for accommodation, or does not

otherwise clarify how the requested accommodation will assist the individual.

The manager/supervisor or designated person receiving the request will explain to the individual the HPHA's right to have medical information reviewed by a medical expert of HPHA's choosing and at HPHA's expense.

B. Process

1. A person with a disability does need not to personally make the reasonable accommodation request; the request can be made by a family member or someone else who is acting on his/her behalf. Employees may also assist an individual in completing the request form.

   A reasonable accommodation request can be made orally or in writing. It is required that the staff person receiving the oral request, document the request in writing. This will help prevent misunderstandings regarding what is being requested, or whether the request was made.

2. Verification through a third party is the responsibility of the management unit, branch, section, or office receiving the request. If additional information is needed a letter should be sent to the individual requesting the additional information or arranging to meet with the individual. Documentation is important to show the interactive process between HPHA and the individual.

   Any request for which the individual's disability is "obvious or readily known" and the nexus between the disability request is also "obvious or readily known" the HPHA shall not require additional verification to approve any request for reasonable accommodation or modification.

3. Any request for minor accommodations, or for which the individual's disability is "obvious or known" and the nexus between the disability and the request is also "obvious or known" may be approved by the Project Manager and submitted to the Compliance Office within 5 working days of that approval, except where a request for reasonable modification would exceed $1,000.00. Where a request for reasonable modification would exceed $1,000.00, the Project Manager shall forward that request to the Compliance Office for approval.

For example, the approval of grab bars for a mobility impaired person, strobe lights for a hearing impaired person, or assistive/service animal for a vision impaired person may be approved by the Project Manager without prior consultation with the Compliance Office. All approved or denied requests, however, must be submitted within 5 working days to the Compliance Office for tracking and compliance monitoring.

4. If a person's disability is not "obvious or readily known", the disability must be verified. Once the disability has been verified the request must be faxed to the Compliance Office to determine whether a request is reasonable and necessary. The Compliance Office may propose an alternative that is equally as effective in affording equal opportunity.

5. Upon a determination from the Compliance Office a response will be faxed within 5 working days. The management unit, branch, section or office will respond in writing or in a manner understandable to the individual within 20 working days from the date of request.

6. HPHA will make accommodations that are both reasonable and necessary to afford an individual with a disability equal opportunity.

7. HPHA does not by law have to honor a request for reasonable accommodations which would result in:

   a. A fundamental alteration in the nature of the program, which means that management does not have to provide services, which are not presently being provided. In such a case, the individual may obtain service(s) on his or her own.

   b. An undue financial burden, which means an accommodation which cannot be accomplished without a substantial financial investment which is prohibited by the nature and size of the program or could be accomplished only with a rent increase (prohibited by HUD) or a reduction in benefits and/or services to other tenants.

   c. An undue administrative burden, which means the accommodation would not easily be accomplished with existing staff and would require the hiring of additional

staff. If the request requires staff to invest more than ten (10) hours per month, it is an administrative burden.

8. If an accommodation request falls into one of the three categories in #7 above, management will endeavor to identify an equally effective means of meeting the individual's need, not on preference.

   Management may also, where a request is denied for reasons permitted by law, allow the individual to make modifications at their own expense. In some cases, HPHA may require the individual to escrow money so that any modification made can be restored at the conclusion of an individual's tenancy.

9. Management will allow assistive and companion animals after verification from a 3rd party qualified to assess the need of the individual. The tenant is responsible for the conduct of the service animal at all times in a manner consistent with the lease.

10. If an individual believes that his/her reasonable accommodation request has been improperly handled or denied, the individual should contact the HPHA's Section 504/Fair Housing Officer at:

    Section 504/Fair Housing Officer
    P.O. Box 17907
    Honolulu, Hawaii 96817
    Telephone: (808) 832-4680

11. This reasonable accommodation and modification policy and procedures also applies to employees with disabilities that meet the definition of a person with a disability contained in this policy. Employees with disabilities shall, subject to the limitations described in #6 above, be eligible for reasonable accommodations or modifications that will permit them to perform the essential functions of the job.

12. Consideration of all accommodation and/or modification requests shall be made on a case-by-case basis.

13. Individuals who believe they have been discriminated against on the basis of their disability may bring their complaint to the HPHA Section 504/Fair Housing Officer (complaint procedure attached as exhibit) listed in #10 above, and may also file a complaint alleging discrimination with:

Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
451 Seventh Street, S.W. Room 5204
Washington, D.S. 20410

Or, by completing the on-line complaint form available on the HUD internet site: http://www.hud.gov

Approved by the Acting Executive Director

FOR ACTION

SUBJECT: To Accept the Audited Financial Statements of the Hawaii Public Housing Authority for the Fiscal Year Ending June 30, 2009

I. FACTS

A. The audit of the Hawaii Public Housing Authority for fiscal year ending June 30, 2009, was performed by our independent auditor, KMH, LLP.

B. The auditors have issued the financial statements reported for the above audit.

C. In addition to the financial statements, they have also completed the audit on internal controls and compliance, based on the audit of HPHA's financial statements and performed in accordance with government accounting standards.

D. Management has drafted corrective action plans in response to the auditor's findings. (Forthcoming to the Board.)

II. RECOMMENDATION

That the Board of Directors accept the audited financial statements for the fiscal year ending June 30, 2009.

Attachment: Exhibit 1

Prepared by: Barbara E. Arashiro, Acting Executive Director

Approved by the Acting Executive Director
February 18, 2010

FOR ACTION

SUBJECT: To Approve the Hawaii Public Housing Authority's Annual Public Housing Agency (PHA) Plan for Fiscal Year 2010 – 2011 as Published, Subject to Comments at the March 15, 2010 Public Hearing

I. FACTS

A. The HPHA 2009 – 2014 Five Year and Annual Plan as approved by the Board on April 16, 2009, states the HPHA mission and sets out the goals and objectives of HPHA for the 5-year period. The FY 2010-2011 Annual Plan modifies those goals and objectives and updates the progress in meeting them.

B. A public hearing on the draft PHA Plan is required by 24 Code of Federal Regulations, Part 903.17. Public notice of the hearing was approved by the Board on January 21, 2010 and published in the Honolulu Star Bulletin, The Garden Island (Kauai), The Maui News, West Hawaii Today (Kailua-Kona), and the Hawaii Tribune Herald (Hilo) the week of January 25, 2010. The public notice specified where copies of the draft PHA Plan are available for review and how the public can comment on the proposed plan. (Attachment A)

C. Information regarding the draft PHA Plan and the public hearings was sent to Resident Advisory Board (RAB) members, Resident Associations and AMP managers, and was included in the monthly rent billing statement mailed to all public housing households at the end of January.

II. DISCUSSION

A. The proposed changes that this Annual Plan would make to the HUD-approved 5-Year and Annual plan for 2010-2014 are attached. (Attachment B) The attachment notes which changes are:
- based on the FY 2010 Goals and Objectives approved by the Board on September 17, 2009;
- based on anticipated directions outlined by the Board's Goals and Objectives Task Force
- agreed to or objected to by the Resident Advisory Board in meetings conducted from September through January.
- procedural changes in HPHA operations

B. Significant changes to the published draft would require a new public notice and a new public hearing no less than 45 days after notice. Significant changes are defined in the PHA Plan as those that
- add or eliminate major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities); or

- modify a strategy such that a substantial transfer of resources away from others is necessary in order to carry it out.

C. HPHA must electronically submit the plan and required attachments in the HUD-specified format no later than April 16, 2010, for review and subsequent approval by the local Honolulu HUD Office. The following schedule was set in order to meet that deadline:

Input from RAB	September 2009 - February 2010
Board – "For Action" (Public Hearing)	January 21, 2010
Publish Hearing Notice (45 Day Notice)	January 29, 2010
Public Hearing	March 15, 2010
Finalize Plan	March 16 – March 18, 2010
Board – "For Action" (To Approve Plan)	March 18, 2010
Transmit Approved PHA Plans to HUD	March 24, 2010

III. RECOMMENDATION

That the HPHA Board of Directors approve the draft Five Year and Annual Plan for fiscal year 2010-2011 as published, subject to comments at the March 15, 2010 public hearing.

Attachment A: Notice of Public Hearing
Attachment B: Changes included in draft 2010-2011 PHA Plan

Prepared by: Alan Sarhan, Planner AS

NOTICE OF PUBLIC HEARING

Pursuant to 24 CFR Part 903.17, the Hawaii Public Housing Authority (HPHA), Department of Human Services, hereby provides notice that it will hold public hearings on the Public Housing Agency (PHA) 2010-2011 Annual Plan.

Background: HPHA is currently developing its 2010-2011 PHA Annual Plan as required by the Quality Housing and Work Responsibility Act (QHWRA) of 1998. The QHWRA was enacted to revitalize and improve federal public housing and tenant-based assistance programs and makes significant changes to federal and Section 8 tenant-based programs. The HPHA 5-Year Plan approved by the U.S. Department of Housing and Urban Development (HUD) in 2009 states the HPHA's mission, goals, and objectives for serving the needs of low-income and very low-income families during the next five years. This 2010-2011 Annual Plan updates the 5-Year Plan, and details the operations and management of federal public housing and Section 8 tenant-based assistance programs. Through these plans, HPHA advises its residents, HUD and members of the public on its strategy in addressing the needs of residents in federal public housing and recipients of Section 8 tenant-based assistance.

Public Review: The draft 2010-2011 Annual Plan is available for public viewing at the HPHA and site management offices at the following locations between 7:45 a.m. to 4:30 p.m.:

Hawaii Public Housing Authority
1002 North School Street, Bldg. E
Honolulu, Hawaii 96817

Ka Hale Kahaluu
78-6725 Makolea Street
Kailua-Kona, Hawaii 96740

Kapaa
4726 Malu Road
Kapaa, Hawaii 96746

Lanakila Homes
600 Wailoa Street
Hilo, Hawaii 96720

Kahekili Terrace
2015 Holowai Place
Wailuku, Hawaii 96793

Also available on the HPHA website at:
www.hpha.hawaii.gov/housingplans/index.htm

Public Hearings: Public hearings will be held at the following locations on Monday, March 15, at 6:00 p.m., except Lanakila Homes in Hilo, which will start at 5:00 p.m.:

Hawaii Public Housing Authority (HPHA)
1002 No. School Street, Bldg. "E"
Honolulu, Hawaii 96817

Lanakila Homes Conference Room (**5:00 pm**)
600 Wailoa Street
Hilo, Hawaii 96720

Kahekili Terrace Office/Community Hall
2015 Holowai Place
Wailuku, HI 96793

Kealakehe Intermediate School Cafeteria
74-5062 Onipa'a Street
Kailua-Kona, Hawaii 96740

Kapaa Community Hall
4726 Malu Road
Kapaa, Hawaii 96746

All interested persons are invited to provide comments relating to the 2010-2011 Annual Plan, either orally or in writing.

Oral comments should be presented at the public hearing. All oral and written testimony presented at the public hearing will be considered in preparing the PHA Plans. Persons who cannot attend the hearing and prefer not to provide written comments may phone (808) 832-4686 and leave their comments as a voicemail message.

Written comments may be presented to the presiding officer at the public hearing, or mailed to the Hawaii Public Housing Authority, Attention: PHA Plan, at P.O. Box 17907, Honolulu, Hawaii 96817. Written comments may also be faxed to (808) 832-4679, or sent by electronic mail to hpha@hawaii.gov. Written comments not presented at the public hearing should be received at HPHA office in Honolulu by 4:30 p.m. Friday, March 12, 2010.

Any person requiring assistance to participate, such as large print, taped materials, interpreters for sign language or limited English proficiency, etc., should make a request to HPHA at least ten working days prior to the public hearings in order to allow time to make arrangements. Requests can be made by writing to HPHA at the address above or by calling (808) 832-4680.

Chad K. Taniguchi
Executive Director
Hawaii Public Housing Authority
Department of Human Services

HPHA does not discriminate against any person because of race, color, religion, sex, disability, familial status, ancestry, age, marital status, or HIV infection.

January 22, 2010

EQUAL HOUSING OPPORTUNITY

6.0 **PHA Plan Update: (a) PHA Plan elements that have been revised by the PHA since its last Annual Plan submission.**

The following are additions and modifications to the Goals and Objectives in the current HUD approved 5-Year Plan

- **PHA Goal: Expand the supply of assisted housing**
  1. HPHA has begun a mixed-use public/private redevelopment process for Kuhio Park Terrace/Kuhio Homes. The final project will include the current number of public housing units and will add new affordable housing units. Funding for HPHA costs during the Pre-Development Phase of the project will be built into the Capital Funding Program through amendments to the current PHA Plan, and/or the fiscal year 2011 Plan. ***(HPHA Goals and Objectives 9/17/09; Board Draft Goals)***
  2. Site-based Housing Choice Vouchers are part of the plan for KPT redevelopment, subject to HPHA Board approval. . ***(HPHA Goals and Objectives 9/17/09; Board Draft Goals)***
  3. During FY 20111 HPHA will evaluate additional public housing sites for possible redevelopment to further increase the supply of affordable housing. ***(Board Draft Goals)***
  4. Reduce public housing vacancies: HPHA has set a goal of 97% occupancy rate. ***(HPHA Goals and Objectives 9/17/09)***
  5. HPHA will undertake construction on 50 "Type C" units in need of substantial repairs, which have been vacant for an extended period due to substantial damages. ***(Operational Change; HPHA Goals and Objectives 9/17/09)***
  6. HPHA will set a standard for repair of Type C vacant units such that in the future all units are ready for occupancy within 270 days of becoming vacant, regardless of severity of damage. ***(HPHA Goals and Objectives 9/17/09; RAB Disagrees)***

- **PHA Goal: Improve the quality of assisted housing**
  1. Improve tenant rent collection system through timely evictions for non-payment of rents: HPHA will require property managers to initiate eviction within 60 days of a delinquency of one month's rent, if the tenant is not in compliance with a payment plan. Additional rental revenues will allow for more repair and renovation of housing. ***(HPHA Goals and Objectives 9/17/09; RAB Agrees)***
  2. Concentrate on efforts to improve specific management functions: Conduct training for public housing managers and staff to improve asset management performance and improve their ability to respond to business and resident needs. ***(HPHA Goals and Objectives 9/17/09)***
  3. HPHA will abate 100% of emergency work orders w/in 24 hours; non-emergency work requests by tenants will be resolved within 25 days. ***(HPHA Goals and Objectives 9/17/09; RAB Diagrees)***
  4. House rules will be reviewed and standardized for all sites in order to improve management of the properties and enforce rules necessary for a unit and site maintenance. ***(Operational Change)***
  5. Prospective new tenants will undergo pre-placement suitability assessments. Credit checks will be conducted, and HPHA will evaluate and possibly implement pre-approval home visits in order to assure that residents are able to take care of the units and abide by the terms of the lease. ***(Operational Change; RAB Disagrees with home visit checks)***
  6. The waiting list preference for Homeless families will be restricted to those who are currently in a shelter and following a service plan in order to assure that they have received the services necessary for them to successfully comply with the terms of the lease. ***(Operational Change; RAB Disagrees)***

6.0

PHA Plan Update (cont.)

- **PHA Goal: Increase assisted housing choices**

  Objectives:
  1. HPHA will consider a voucher home ownership program as one of the strategic directions under consideration. Programs in other jurisdictions will be reviewed. ***(Board Draft Goals)***
  2. HPHA will review public housing home ownership programs and consider developing additional local ownership options to increase assisted housing choices. ***(Board Draft Goals)***

6.0

3. HPHA will utilize site-based wait lists instead of geographical, in order to have a pool of applicants ready for each site as vacancies occur. Currently, units can sit vacant because those at the top of the geographical wait list are waiting for a different site to become available. ***(Operational Change)***

4. HPHA will submit applications to HUD for approval of designated elderly-only housing at 3 project sites. ***(HPHA Goals and Objectives 9/17/09)***

- **PHA Goal: Provide an improved living environment**
  1. HPHA will implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments. This will be done through amending the Admissions and Continued Occupancy Policy (ACOP) to provide a wait list preference for working families. ***(Operational Change; previously approved by Board in 5 Year Plan 2010-2014)***

  2. HPHA will review its public housing security program and implement improvements. ***(Operational Change; Board Draft Goals; RAB Agrees)***

  3. Implement a Resident Monitor Program to have authorized persons available to law enforcement or others when managers are not available. The ACOP (Admissions and Continued Occupancy Policy) will be amended to allow for free rent for federal public housing Resident Monitor households by exempting for rent calculation purposes all the income for each member of the Resident Monitor's household. ***(HPHA Goals and Objectives 9/17/09; RAB Agrees)***

- **PHA Goal: Promote self-sufficiency and asset development of assisted households**
  1. HPHA will review and revise its self sufficiency programs. We will work with the HPHA Board and the State Legislature to develop a focus that supports the vision of the HPHA Board to assist residents in becoming self sufficient, including programs that assist residents in moving to home ownership. ***(HPHA Goals and Objectives 9/17/09; Board Draft Goals; RAB Agrees)***

  2. HPHA will assess its Resident Services program and increase its ability to:
     - link residents to community services,
     - increase community involvement
     - support self-sufficiency efforts
     - encourage formation of more Resident Associations
     - expand Resident Patrols

     (Board Draft Goals; HPHA Goals and Objectives 9/17/0; RAB Agrees)

- **PHA Goal: Ensure equal opportunity and affirmatively further fair housing**
  1. HPHA is including ADA renovation to the scope of work on renovation contracts in order to improve its ability to meet Section 504 requirements. ***(Operational; RAB Agrees)***

  2. A new wait list preference will be created for non-elderly disabled who live in an elderly-designated building and are willing to move to another project site that can better accommodate their needs. ***(Part of Board approved elderly-only designation; RAB Agrees)***

PHA Plan Update (cont.)

3. HPHA has hired a Compliance Officer and will continue work on the fair housing goals as outlined in the current 5-Year Plan:
   - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.
   - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.
   - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
   - Continue on-going efforts to educate and provide information to the general population and to landlords.
   - Conduct on-going training to educate staff.
   - Continue to implement the Section 504 and ADA transition plans.
   - Implement the Limited English Proficiency (LEP) plan for applicants and residents of public housing and Section 8 programs.
   - Provide training to non-English speaking and/or Limited English Proficiency speaking groups with an interpreter available on federal and state fair housing laws.

6.0

- Build community ties with private and non-profit organizations to affirmatively further fair housing.
- Update the Fair Housing Analysis of Impediments in 2009. ***(From 5 Year Plan 2010-2014)***

- **PHA Goal: Improve the housing delivery system through cost-effective management of federal and State government programs and resources:**
  1. Improve tenant rent collection system through timely evictions for non-payment of rent. The current standard is for property management to initiate eviction within 90 days of delinquency if no payment plan is in effect. This standard will be changed to 60 days to encourage timely rent payment, and increase rental revenue. (***HPHA Goals and Objectives 9/17/09; RAB Agrees)***
  2. The Property Management and Maintenance Services Branch will be restructured. The positions and assigned duties will be adjusted to better accomplish the goals of Asset Management. ***(Operational Change)***
  3. HPHA will use Asset Management conversion as an opportunity to assess the viability of individual housing project sites. Issues that will be considered include, among others,
     - Are there some AMPs that cannot adequately function under the Asset Management model?
     - Should sites be combined?
     - Should some AMPs be broken up and the buildings assigned to different AMPs? ***(Operational Change)***
  4. An Energy Services Agreement will be signed and the process of getting funding and necessary approvals will proceed, and construction will begin as soon as possible. (***HPHA Goals and Objectives 9/17/09)***
  5. HPHA will review the rates charged for maintenance list items and if warranted, adjust them to cover more of the cost of service. ***(Ongoing Operations)***
  6. The property management manual will be updated. ***(Ongoing Operations)***
  7. The "Elite Low Income Public Housing" computer systems will be implemented. ***(Operational Change)***

PHA Plan Update (cont.)

- **PHA Goal: Explore options to maximize the number of voucher participants within the current HUD funding level.**
  1. Because the economic environment has reduced the ability of HCV participants to pay rent, the program is not sustainable at current levels. HPHA will investigate options for adjusting the number of participants or the cost of subsidizing each participant. ***(Operational Change)***

- **PHA Goal: Comply with the Violence Against Women Act.**
  1. In order to support and assist victims of domestic violence, dating violence, sexual assault, or stalking HPHA will review policies and procedures to ensure they comply with VAWA.
  2. Screening of persons being added to an existing lease will be done to determine if they have been perpetrators of domestic violence against members of the household. ***(Operational Change)***

6.0 (b) The public may obtain copies of the 5-Year and Annual PHA Plans at the following locations:

Hawaii Public Housing Authority (HPHA)
1002 North School Street, Bldg. E
Honolulu, Hawaii 96817

The PHA Plan and all supporting documents are available on the internet: www.hpha.hawaii.gov/housingplans/index.htm

Lanakila Homes
600 Wailoa Street
Hilo, Hawaii 96720

Ka Hale Kahaluu
78-6725 Makolea Street
Kailua-Kona, Hawaii 96740

Kapaa
4726 Malu Road
Kapaa, Hawaii 96746

Kahekili Terrace
2015 Holowai Place
Wailuku, Hawaii 96793

THE FOLLOWING POLICIES ARE ALSO AVAILABLE AT THE LOCATIONS ABOVE:
Note: ACOP refers to the Admissions and Continued Occupancy Policy document

1. **Eligibility, Selection and Admissions. and Wait List Policies:** ACOP Chapters 2 and 3
2. **De-concentration Policy:** ACOP Chapter 4

	3. **Statement of Financial Resources** 4. **Rent Determination policy:** ACOP Chapter 6. 5. **Operation and Management** 6. **Grievance Procedures:** ACOP Chapter 13 7. **Designated Housing for Elderly and Disabled Families** 8. **Community Service and Self-Sufficiency** 9. **Safety and Crime Prevention** 10. **Pets Policy:** ACOP Chapter 10 11. **Civil Rights Certification** 12. **Fiscal Year Audit** 13. **Asset Management** 14. **Violence Against Women Act (VAWA) activities**

7.0

- **Hope VI or Mixed Finance Modernization or Development:**

HPHA has selected the developer for the mixed income/mixed finance redevelopment project at Kuhio Park Terrace (614 units) and Kuhio Homes (134 units). The Master Development Agreement is being reviewed and funding sources are being considered. During the period of this Plan the process will continue, including obtaining financing, consultants and necessary approvals; executing the closing documents to transfer ownership of the KPT towers to the developer; and executing a long-term land lease. The closing is anticipated to occur in February, 2011. Subsequent phases of the project will follow. Also during the period of this Plan, additional sites will be evaluated and possibly selected for mixed finance redevelopment.

Demolition and/or Disposition:

1. Lanakila Homes, Big Island: HPHA had previously received approval to demolish a number of buildings at Lanakila Homes. Subsequently it was determined that rehabilitation of 3 of those buildings would be more appropriate, and approval to rescind demolition of 6 units was granted by HUD. On February 19, 2009 the HPHA Board of Directors authorized HPHA to pursue a plan to utilize volunteer organizations to renovate the 6 units and return them to service. This plan is pending. ***(From 5 Year Plan 2010-2014)***

2. HPHA has received approval from HUD to transfer a vacant parcel at Lanakila Homes to the County of Hawaii for a fire station. This transfer requires the approval of 2/3 of each house of the State Legislature and such approval will be requested. ***(Board Approved)***

3. Waimanalo Homes, Oahu: The Department of Hawaiian Home Lands (DHHL) requested a no-cost six-feet wide sewer easement along the property line of Lot 146, in order to connect a new DHHL subdivision to the existing city sewer system. There is no adverse impact on HPHA, the property or its residents. No units are taken from service, no tenants displaced. Tenants will be informed of the planned easement. ***(From 5 Year Plan 2010-2014)***

4. The project timeline for the KPT redevelopment anticipates transferring ownership of the towers to the developer in February, 2011. Transfer of additional buildings and leasing of additional land within the project is possible but not certain at this time. (***HPHA Goals and Objectives 9/17/09; Board Draft Goals)***

5. Under Asset Management, HPHA will review the viability of all properties. It may request approvals to sell, lease, demolish or otherwise dispose of properties that are found to be incapable of being brought up to standards with available funding. ***(Ongoing Operations)***

- **Conversion of Public Housing:** None planned for this time period.

- **Homeownership Programs:**

1. Waimanalo Homes (HI10P001025) approved 1/10/2000; 28 units affected. Only 9 residents qualified to purchase units, and the period for application is closed. ***(From 5 Year Plan 2010-2014)***

2. HPHA will research opportunities to increase home ownership for residents of public housing. Programs in other jurisdictions are being reviewed and HPHA plans to hold informational sessions with residents and the community in general. ***(Board Draft Goals)***

7.0

- **Project-based Vouchers.**

1. Project-based vouchers are expected to be part of Kuhio Park Terrace/ Kuhio Homes redevelopment. Up to 200 project-based vouchers may be designated, subject to Board approval. ***(Board Draft Goals; HPHA Goals and Objectives 9/17/09)***

2. 305 units at Pololo Homes I and II. Consistent with the HPHA's efforts to sustain and increase the availability of decent, safe, and affordable housing, HPHA plans to continue its utilization of rent subsidy vouchers through the Federal Project-Based Certificate/Voucher Program. The HPHA will earmark up to the maximum allowable vouchers as specified in 24 CFR 983 and will utilize project basing on the counties of Oahu, Kauai, Maui, and Hawaii in accordance with program guidelines and objectives. (***From 5 Year Plan 2010-2014)***

3. To maximize utilization and to encourage tenant development, HPHA applied for and received HUD approval on August 8, 2001 to exceed the 25 percent cap for dwelling units in any building to be assisted under a housing assistance payment (HAP) by requiring owners to offer supportive

	services. To minimize the loss of existing housing inventories, HPHA applied for and received HUD approval on October 4, 2001 to attach Project Based Assistance to State-owned public housing projects in areas, which exceed the 20 percent poverty rate limitation. ***(From 5 Year Plan 2010-2014)***
8.1	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report,* form HUD-50075.1, for each current and open CFP grant and CFFP financing. ***ATTACHED***
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan,* form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. ***ATTACHED***
10.0	**Additional Information**. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" In accordance with 24 CFR §903.7(r)(2) which requires public housing authorities to identify the basic criteria the agency will use to determine a substantial deviation from its 5-Year Plan and significant amendments or modification to the 5-Year Plan and Annual Plan, the following definitions are used: Substantial Deviation: A substantial change in the goals identified in the Five-Year Plan. For example, making a formal decision not to pursue a listed goal; or substituting an entirely different set of activities to achieve the goal. Significant Amendment/Modification: Adding or eliminating major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities); or modifying a strategy such that a substantial transfer of resources away from others is necessary in order to carry it out.

Approved by the Acting Executive Director
February 18, 2010

FOR ACTION

SUBJECT: To Authorize the Executive Director to Proceed with the Proposed Energy Conservation Measures and Undertake All Actions Necessary to Execute an Energy Services Agreement with Ameresco.

I. FACTS

A. The Hawaii Public Housing Authority executed a contract with Ameresco/ Pacific Energy JV ("Ameresco") on November 21, 2008. Ameresco has inspected HPHA's federal public housing inventory and has prepared an investment grade energy audit on all federally subsidized low-income housing projects.

B. On October 19, 2009 the HPHA board accepted the Investment Grade Audit and Proposed Energy Conservation Measures from Ameresco, Inc. and authorized the Executive Director to negotiate the scope of work and the terms of an Energy Services Agreement with Ameresco, Inc.

II. DISCUSSION

A. Energy Conservation Measures

The attached Exhibit 1 includes a list of the Energy Conservation Measures and matrices for applicability to specific project sites and AMPs. The Board needs to accept the proposed ECMs in order for the staff to proceed with negotiations on the scope and terms of an energy services agreement (ESA).

B.

Measure Type	Useful Life
Plumbing Fixtures	25 years
Lighting Fixtures	20 years
Solar Photovoltaic Systems	30 years
Solar Hot Water Systems	30 years
Building Water Pressure Controls	25 years
Window Air Conditioners	10 years
Refrigerators	10 years
Vending Machine Controls	20 years
High Efficiency Water Heaters	20 years
Gas-fired Instantaneous Water Heaters	20 years
lectric Transformers	30 years

The above useful life estimates are based on properly maintained and serviced equipment.[1]

The proposed project (refer to the attached project economic summary and costs and savings summary) represents the most beneficial mix of measures that will achieve both utility cost savings and needed capital upgrades that, collectively, can be financed within a 20-year term. Measures with quick paybacks, say, under 10 years, such as low flow faucet aerators and showerheads, front-loading washers, and lighting, help to support more costly ECMs with longer paybacks, such as replacing

[1] The recent HUD notice, PIH-2009-16 (HA), Guidance on Energy Performance Contracts, including those with terms up to 20 years, provides accepted useful life estimates for a number of systems.

aging water heaters or building water pressure controls, or having little or no savings, such as replacing electric transformers.

C. Energy Services Agreement (ESA)

1. A draft of the template for the energy services agreement was provide to the Board at the October 2009 meeting for its review and comment. The ESA contains the following elements:
   - Savings guarantee;
   - Scope of work and roles and responsibilities;
   - Savings calculation methodology; and
   - Financing terms.

2. The ESA is subject to review and approval by the U.S. Department of Housing and Urban Development (HUD) and must incorporate the HUD regulations for performance contracting. The HUD review will cover:
   - Specific proposed ECMs by project and AMP grouping;
   - Baseline data to calculate the Rolling Base consumption level;
   - Cost reasonableness;
   - Financial Schedules (amortization; cash flow;
   - Utility Allowances;
   - Methodology of measurement and verification;
   - Life cycle replacement; and
   - Contract Document

3. The findings of the investment grade audit are only acceptable to HUD for no more than 2 years. After that time, a new investment grade audit must be completed at an additional cost to the HPHA.

D. HPHA Investment

1. The HPHA contracted with Ameresco to conduct the investment grade audit in the amount of $151,000.

2. The HPHA provided a letter of intent to contract Crews & Associates to obtain a bond rating for the HPHA from Standard & Poors in an amount of $45,000.

III. RECOMMENDATION

That the Board of Directors Authorize the Executive Director to Proceed with the Proposed Energy Conservation Measures and Undertake All Action Necessary to Execute an Energy Services Agreement with Ameresco, Inc.

Exhibit 1-Energy Conservation Measures
Exhibit 2-Final EPC Project Economics
Exhibit 3-Final Measure Costs & Savings
Exhibit 4-Final Measure Matrix

Prepared by: Lydia J. Camacho, State Hsg. Dev't Administrator

Energy Conservation Measures

ECM – 1: Install HET Toilets

AMERESCO proposes to replace existing apartment and common area toilets at most of the HPHA sites with new, high efficiency (HET) toilets that use 1.28 gallons of water per flush. The proposed toilet products use between 20% and 60% less water than the current stock of toilets in place and are certified by the EPA for both performance and efficiency. This measure will not only provide significant water savings, but will also fully modernize and standardize the stock of toilets through-out the majority of HPHA developments. The sites excluded from this measure were those found to have existing toilets with efficient or measured low flush rates or the cost of water was low.

ECM – 2: Install Low-Flow Showerheads & Faucet Aerators

At locations where new toilets are proposed, AMERESCO also proposes to furnish and install 1.75 gallons-per-minute (GPM) fixed-mount and 1.5 GPM handheld showerheads to replace existing standard flow models. Additionally, AMERESCO proposes to replace all kitchen and bathroom aerators at affected sites with new aerators rated at 1.5 and 1.0 GPM, respectively.

ECM – 3: Install Front-Loading Washers

AMERESCO proposes to replace leased and select HPHA-owned top-loading washing machines in community laundry rooms at sites also receiving new apartment-based water conserving fixtures with more efficient front-loading washing machines. Compared to the existing top-loading washers, the new washers will use significantly less water and energy and require less detergent per load. **Note: there is likely no cost associated with replacing leased washers, but HPHA will retain the savings over 20 years. Washers are leased at all but one site included in this project.**

ECM – 5: Install Efficient Building Water Pressure Controls

AMERESCO proposes to replace the current building water pressure booster pumps at Kalakaua Homes, Paoakalani and Kalanihuia with new, high-efficiency packaged booster pump systems. The new booster pumps will be equipped with variable frequency drive (VFD) controls, resulting in more effective and efficient building water pressure delivery.

ECM – 6: Upgrade Common Area Lighting

AMERESCO proposes to install energy efficient lighting systems in the common areas that will reduce existing energy and maintenance costs. The upgrade will feature new, premium efficiency linear fluorescent T8 lamps operating on electronic ballasts, as well as high-quality compact fluorescent lamps or fixtures. In addition, selected areas such as offices, restrooms and community rooms having intermittent occupancy, will receive occupant-sensing lighting controls.

ECM – 7: Upgrade Apartment Lighting

AMERESCO proposes to install energy efficient lighting systems throughout most apartments. The primary lighting retrofit in the apartments will consist of new compact fluorescent lamps or fixtures in various configurations. In addition, new premium efficiency linear fluorescent T8 lamps and electronic ballasts will be retrofit into existing fixtures.

ECM – 8: Install High-Efficiency Air Conditioning

AMERESCO proposes to replace old and inefficient window-type air conditioning units with more efficient, Energy Star rated units.

ECM – 9: Install Energy Star Refrigerators

AMERESCO proposes to replace select old and inefficient refrigerators through-out the HPHA portfolio with Energy Star rated models.

ECM – 10: Install Vending Machine Controls

AMERESCO proposes to install occupancy sensing, plug load controllers to reduce the unnecessary operation of vending machines during periods of low use.

ECM – 12: Install New Transformers

AMERESCO proposes to replace the existing outdoor building transformer at Paoakalani and the 40 year old transformer and high voltage switchgear at Makua Alii with new, energy-efficient equipment of the same configuration. The proposed installations will improve the electrical service reliability at the two developments.

ECM -13: Install Solar Photovoltaic Arrays

AMERESCO proposes to install a 107.35 kWdc (89.1 kW) solar photovotaic (PV) system on the rooftop of Makamae that will generate nearly 50% of the buildings current energy use. As part of this installation, HPHA will also be able to take advantage of HECO's net energy metering rule. Net energy metering will allow HPHA to export surplus electricity into the grid when the power generated by the PV system exceeds the requirement of the building, thereby obtaining the full savings benefit of the proposed PV system.

ECM – 16: Install High-Efficiency Central Domestic Water Heaters

AMERESCO proposes to replace the domestic water heating systems at Ka Hale Kahaluu, Makua Alii, Punchbowl Homes, Kalanihuia, Makamae, Pumehana and Spencer House with new, energy-efficient, condensing-type water heaters. These water heaters operate at efficiencies in excess of 90% under most operating conditions and will significantly reduce energy use and greenhouse gas emissions related to domestic hot water production at the affected sites.

ECM – 17: Install New Solar Domestic Water Heaters

AMERESCO proposes to install new or refurbish existing solar domestic hot water heating systems at a total of 12 developments. The new solar water heating equipment will provide HPHA with clean, renewable, free hot water that will displace at least 90% of the existing electric or gas water heating energy in most cases, while greatly reducing the carbon footprint of HPHA facilities and helping the State of Hawaii meet its goal of 40% renewable energy by 2030.

Final EPC Project Economics - Excluding Kuhio & Mayor Wright Properties *

Project Cost	$ 27,129,895
Utility Rebates	$ (351,420)
Customer Cost Contribution	$ -
Net Project Cost	$ 26,778,476
Construction Loan Interest	$ 2,909,413
Minimum Lease Proceeds	$ 29,687,889
Construction Term (months)	24
Finance Term (yrs)	20
Estimated Finance Rate	4.90%

Cash Flow Over 20 Years

Total Savings Projected	$ 69,947,239
Total Debt Payment	$ 48,595,085
HPHA Maintenance Reserve	$ 10,665,870
Performance Period Services	$ 4,763,659
Total EPC Related Costs	$ 64,024,614
Total EPC Related Costs as % of Savings	92%
Excess Savings to HPHA	$ 5,922,625

**Also excluded from the final project is the electric meter consolidation measure, since central metering is actively being phased out by HPHA.*

Exhibit 2
Page 1 of 1

Final Measure Costs & Savings
Hawaii PHA

ECM #	Measure Description	Total Project Costs	Dollar Savings *	Simple Payback (Years)
1	Install HET Toilets	$ 3,150,924	$ 320,495	9.8
2	Install Low-Flow Showerheads & Faucet Aerators	$ 818,767	$ 557,245	1.5
3	Install Front-Loading Washers	$ 11,960	$ 14,526	0.8
5	Install Efficient Building Water Pressure Controls	$ 284,760	$ 16,642	17.1
6	Upgrade Common Area Lighting	$ 530,234	$ 129,345	4.1
7	Upgrade Apartment Lighting	$ 4,793,381	$ 656,648	7.3
8	Install High-Efficiency Air Conditioning	$ 10,476	$ 1,480	7.1
9	Install Energy Star Refrigerators	$ 681,963	$ 73,084	9.3
10	Install Vending Machine Controls	$ 1,367	$ 219	6.2
12	Install New Transformers	$ 598,004	$ -	-
13	Install Photovoltaic Arrays	$ 1,045,386	$ 41,304	25.3
16	Install High-Efficiency Central Domestic Water Heaters	$ 1,071,073	$ 77,074	13.9
17	Install New Solar Domestic Water Heaters	$ 14,131,602	$ 786,731	18.0
	Totals	$ 27,129,895	$ 2,674,793	10.1

** Projected cost savings for Year 1 of project repayment term.*

Final Measure Matrix
Hawaii PHA

ECM #	Description	AMP Number >>>	1	2	3	5	6	7	8	9	10	12	13	15	16
			Install HET Toilets	Install Low-Flow Showerheads & Faucet Aerators	Install Front-Loading Washers	Install Efficient Building Water Pressure Controls	Upgrade Common Area Lighting	Upgrade Apartment Lighting	Install High-Efficiency Air Conditioning	Install Energy Star Refrigerators	Install Vending Machine Controls	Install New Transformers	Install Solar Photovoltaic Arrays	Install High-Efficiency Central Domestic Water Heaters	Install New Solar Domestic Water Heaters
OAHU	Kalakaua Homes	34	✓	✓	✓	✓	✓	✓							
	Makua Alii	34	✓	✓	✓		✓	✓				✓		✓	
	Paoakalani	34	✓	✓	✓	✓		✓				✓			
	Punchbowl Homes	35	✓	✓	✓									✓	
	Kalanihuia	35	✓	✓	✓	✓		✓			✓			✓	
	Makamae	35	✓	✓	✓			✓		✓			✓	✓	
	Pumehana	35	✓	✓	✓			✓						✓	
	Kuhio Park Terrace	40													
	Kuhio Homes	40													
	HPHA Central Office	N/A	✓	✓							✓				
	Puuwai Momi	30	✓	✓	✓		✓	✓	✓						✓
	Hale Laulima	30	✓	✓	✓		✓	✓						✓	
	Salt Lake	30	✓	✓	✓	✓		✓							
	Waipahu I	30	✓	✓	✓		✓	✓							
	Waipahu II	30	✓	✓	✓	✓	✓	✓							
	Kalihi Valley Homes	31	✓	✓	✓		✓	✓							
	Mayor Wright Homes	32													
	Kaahumanu Homes	33	✓	✓	✓			✓							✓
	Kamehameha Homes	33	✓	✓	✓			✓		✓					
	Spencer House	35	✓	✓	✓	✓	✓	✓		✓				✓	
	Waimaha-Sunflower	44	✓	✓	✓	✓	✓	✓							
	Kau'iokalani	44	✓	✓	✓	✓		✓							
	Maili I	44	✓	✓	✓			✓							
	Maili II	44	✓	✓	✓			✓							
	Nanakuli Homes	44	✓	✓	✓			✓							
	Koolau Village	45	✓	✓	✓		✓	✓							✓
	Hookipa Kahaluu	45	✓	✓	✓	✓	✓	✓							✓
	Kaneohe Apartments	45	✓	✓	✓		✓	✓							
	Kauhale O'hana	45	✓	✓	✓		✓	✓							
	Waimanalo Homes	45	✓	✓	✓			✓			✓				
	Waimanalo Homes II	45	✓	✓	✓			✓							
	Kauhale Nani	49						✓							
	Wahiawa Terrace	49						✓							
	Kupuna Home O'Waialua	49				✓		✓							
	Palolo Valley Homes	50	✓	✓	✓			✓	✓						✓

Final Measure Matrix
Hawaii PHA

ECM #	Description	AMP Number >>>	1 Install HET Toilets	2 Install Low-Flow Showerheads & Faucet Aerators	3 Install Front-Loading Washers	5 Install Efficient Building Water Pressure Controls	6 Upgrade Common Area Lighting	7 Upgrade Apartment Lighting	8 Install High-Efficiency Air Conditioning	9 Install Energy Star Refrigerators	10 Install Vending Machine Controls	12 Install New Transformers	13 Install Solar Photovoltaic Arrays	15 Install High-Efficiency Central Domestic Water Heaters	16 Install New Solar Domestic Water Heaters
BIG ISLAND	Lanakila Homes I	37	✓	✓			✓	✓	✓						
	Lanakila Homes II	37		✓				✓							
	Lanakila Homes III	37													
	Lanakila Homes IV	37	✓	✓											
	Hale Aloha O Puna	37	✓	✓			✓	✓							
	Hale Olaloa	37					✓	✓							
	Kauhale O'Hanakahi	37					✓	✓		✓					
	Pahala	37	✓	✓	✓		✓	✓		✓					
	Pomaikai Homes	37	✓	✓			✓	✓							
	Punahele Homes	37	✓	✓											
	Ka Hale Kahaluu	43	✓	✓	✓		✓	✓						✓	
	Hale Hookipa	43	✓	✓	✓		✓	✓		✓					
	Kaimalino	43	✓	✓			✓	✓							
	Kealakehe	43	✓	✓	✓		✓	✓							✓
	Nani Olu	43	✓	✓			✓	✓							
	Noelani II	46	✓	✓	✓		✓	✓			✓				✓
	Hale Hauoli	46	✓	✓	✓		✓	✓							
	Ke Kumu 'Ekolu	46	✓	✓			✓	✓							✓
	Noelani I	46	✓	✓	✓		✓	✓		✓					✓
KAUAI	Kapaa	38	✓	✓				✓	✓						
	Hale Hoolulu	38					✓	✓							
	Hale Nana Kai O Kea	38		✓			✓	✓		✓					
	Hui O Hanamaulu	38		✓			✓	✓		✓					
	Kalaheo	38		✓	✓			✓		✓					
	Kekaha Ha'aheo	38		✓	✓		✓	✓							
	Eleele Homes	38		✓	✓			✓							
	Hale Hoonanea (Port Allen)	38		✓	✓		✓	✓		✓					
	Home Nani	38		✓	✓		✓								
	Kawailehua - Federal	38		✓				✓							✓
MAUI	Kahekili Terrace Ia & Ib	39						✓		✓					
	David Malo Circle	39								✓					✓
	Makani Kai Hale I	39					✓	✓		✓					
	Piilani Homes	39					✓			✓					
	Makani Kai Hale II	39						✓							
MOLOKAI	Kahale Mua - Federal	47	✓	✓	✓		✓	✓							

Approved by the Acting Executive Director
February 18, 2010

FOR ACTION

SUBJECT: To Authorize the Executive Director to Issue a Loan for Pre-Development Costs to the Michaels Development Company for the Redevelopment at Kuhio Park Terrace and Kuhio Homes and Undertake all Related Actions Necessary to Implement the Loan Transaction

I. FACTS

A. On August 20, 2009, the Hawaii Public Housing Authority (HPHA) Board of Directors approved the selection of the Michaels Development Company (Michaels) to undertake a mixed finance redevelopment project at the Kuhio Park Terrace and Kuhio Homes (KPT/KH).

B. The HPHA must prepare a submission to the U.S. Department of Housing and Urban Development (HUD) in order to proceed with the redevelopment at KPT/KH with Michaels.

C. The HPHA's project will be subject to a special mixed-finance amendment to the Consolidated Annual Contributions Contract (ACC), signed by the HPHA and HUD. This document will ensure that the public housing units in the project are operated pursuant to the public housing regulations. It will also allow HUD operating subsidy to flow to the public housing units within the mixed-finance development.

D. Michaels is requesting $1.7M in predevelopment costs from the HPHA.

II. DISCUSSION

A. The following Board approvals are needed to proceed with the redevelopment process:
1. Approval of a pre-development loan to cover costs incurred by Michaels prior to initial closings. (See Attachment #1 - Budget.)
2. Approval of a site control document; and
3. Approval of a master development agreement which describes the rights sand responsibilities of HPHA and Michaels.

B. This action covers the pre-development loan (item #1 above), needed to cover costs incurred by Michaels prior to initial closings. Upon the initial construction closing, Michaels will "reimburse" the amount of the loan into an account that will be used to cover costs of future phases of predevelopment activities. The entire KPT/KH project is broken up into 11 distinct phases of redevelopment. (See Attachment #2 – Site Map.)

C. The requested amount falls with in HUD's Safe Harbor Standards. Under HUD's Safe Harbor Standards, pre-development costs are to be shared by the HPHA and the developer as follows:
- shared up to 75% by the PHA and

- at least 25% by the Developer.

The Developer's share of third-party costs will be reimbursed at the initial construction closing out of available sources.

Costs to be shared are all third-party costs under the developer's scope of work (e.g., A/E, market study, environmental, 3rd party reports, etc.) incurred during the predevelopment period. Public housing funds may not be used to reimburse developer legal counsel prior to closing, and developer legal costs do not contribute to the developer's share of third-party costs.

D. As included in the detailed budget, Michaels will use funds to cover the costs of architect/engineering design and consulting services, environmental and soil testing and consultants, environmental impact costs, appraisals, and market studies.

E. The $1.7M in funds will come from the federal capital fund program and is an eligible expense. In order to use the funds, HPHA requires the following: 1) revision to the Capital fund grant budget; and 2) HUD approval.

F. Staff is requesting approval to issue a loan for predevelopment costs not to exceed $2,000,000. Any request for predevelopment costs for future phases will be presented to the Board under a separate request as needed.

III. RECOMMENDATION

That the Board of Directors to authorize the executive director to issue a loan for pre-development costs to the Michaels Development Company for the redevelopment at Kuhio Park Terrace and Kuhio Homes and undertake all related actions necessary to implement the loan transaction

Prepared by: Barbara E. Arashiro, Acting Executive Director _____

TOWER RENOVATION
PREDEVELOPMENT & EARLY START BUDGETS

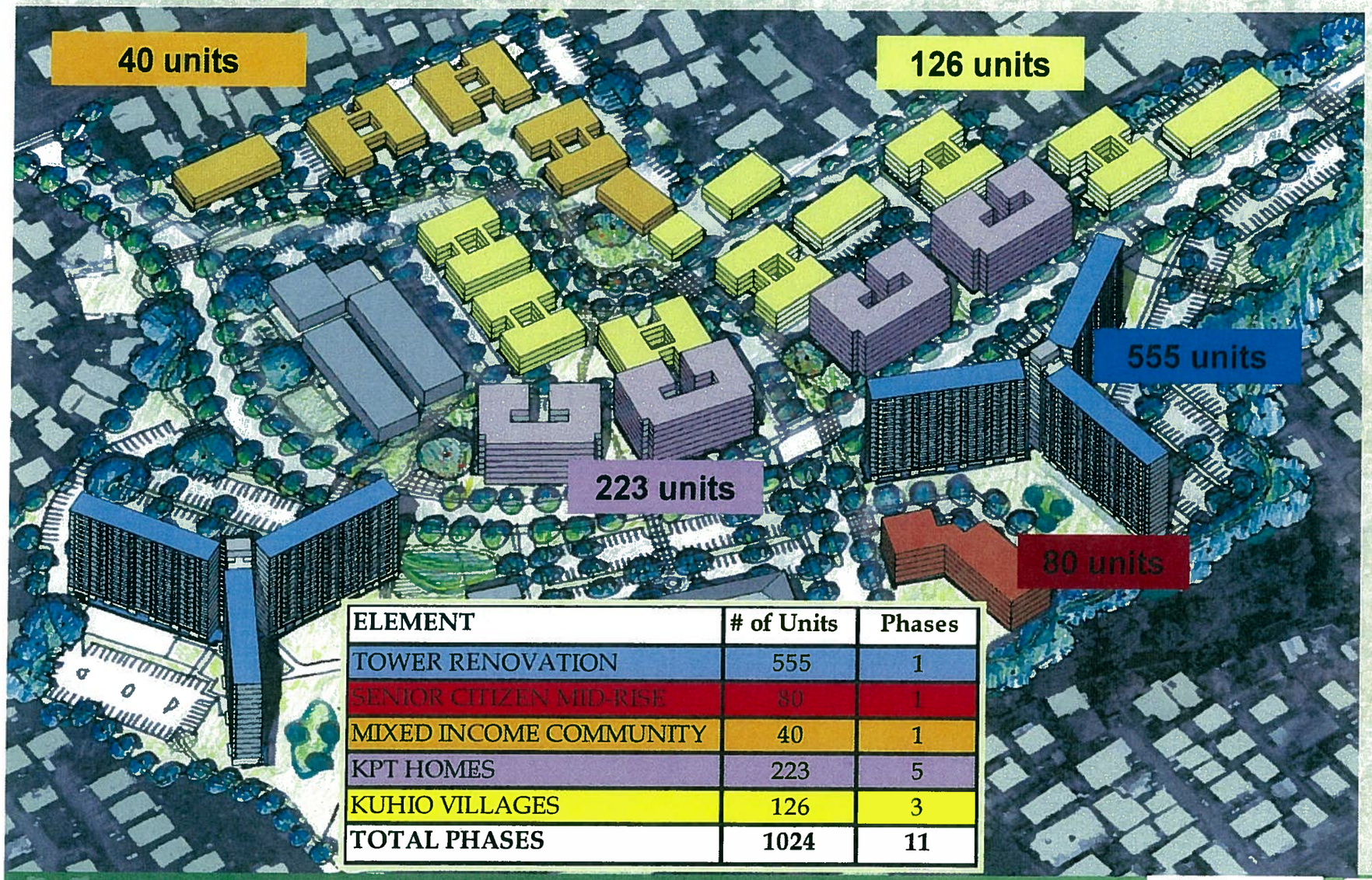
HUD SAFE HARBOR STANDARD	
PHA	0.75
DEVELOPER	0.25

USES:	TOTAL REDEVELOPMENT BUDGET	PRE-DEVELOPMENT SUMMARY: TOTAL PHASE I PREDEVELOPMENT COSTS	HPHA PRE-DEV LOAN	MDC ADVANCE	DETAILED DRAW: 1/31/2010	2/28/2010	3/31/2010	4/30/2010	5/31/2010	6/30/2010	7/31/2010	8/31/2010	9/30/2010	10/31/2010	11/30/2010	12/31/2010	1/31/2011	CONST CLOSING 2/28/2011	TOTAL PRE-DEV BUDGET
Acquisition	46,620,000																		0
Demolition- Interior	250,000																		0
Construction	38,850,000	100,000		100,000										25,000	25,000	25,000	25,000		100,000
Construction: Contingency	3,885,000																		0
Utility Fees & Infrastructure	0																		0
Architect/Engineer	2,123,269	1,592,452	1,194,339	398,113	50,000	150,000	175,000	200,000	200,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	117,452		1,592,452
Environmental Consultant	20,000	20,000	15,000	5,000	5,000	10,000	5,000												20,000
Soil Borings & Misc. Testing	20,000	20,000	15,000	5,000			10,000	10,000											20,000
Surveys	100,000	75,000	56,250	18,750	25,000	25,000	25,000												75,000
EIA/EA COSTS	482,000	482,000	361,500	120,500	25,000	50,000	25,000										382,000		482,000
Appraisal	20,000	20,000	15,000	5,000	20,000														20,000
Market Studies	17,500	17,500	13,125	4,375	17,500														17,500
Legal	235,000	188,000		188,000	14,462	14,462	14,462	14,462	14,462	14,462	14,462	14,462	14,462	14,462	14,462	14,462	14,462		188,000
Cost Certification	30,000																		0
Real Estate Taxes	0																		0
Property Insurance	373,593																		0
Title & Recording	100,000																		0
Bond Issuer Fees	251,500	75,000		75,000								75,000							75,000
Additional Lender Fees	0																		0
Tax Credit (Allocating) Fees	250,000	250,000		250,000	1,500							248,500							250,000
Relocation	555,000	27,000		27,000												13,500	13,500		27,000
PHA Administration	0																		
CSS Costs	0																		0
Lease-up	0																		0
Furnishings	475,000																		0
Soft Cost Contingency	0																		0
Working Capital	0																		0
Initial Operating Res.	0																		0
Operating Deficit Escrow	0																		0
Affordability Reserve	1,835,808																		0
Syndication Fees	0																		0
Escrows	295,531																		0
Retained Developer Fees	5,720,809																		0
																			0
SUBTOTAL	102,510,010	2,866,952	1,670,214	1,196,738	158,462	249,462	254,462	224,462	214,462	114,462	114,462	437,962	114,462	139,462	139,462	152,962	552,414	0	2,866,952
Construction Loan Interest Due	*9,805,000*	0																	0
TOTAL USES	112,485,241	2,866,952	1,670,214	1,196,738	158,462	249,462	254,462	224,462	214,462	114,462	114,462	437,962	114,462	139,462	139,462	152,962	552,414	0	2,866,952
			58%	42%															
INFRASTRUCTURE & SITE WORK BUDGET																			0
INFRASTRUCTURE	1,500,000		750,000				100,000				250,000			250,000			150,000		750,000
SITE WORK	500,000																		0
DEMOLITION- EXTERIOR																			0
TOTAL	2,000,000		750,000																750,000
																			0
PREDEVELOPMENT & INFRASTRUCTURE/SITE WORK		2,866,952	2,420,214	1,196,738	158,462	249,462	254,462	224,462	214,462	114,462	114,462	437,962	114,462	139,462	139,462	152,962	552,414	0	3,616,952

141

Attachment 1

CONCEPTUAL PLAN = 1,024 UNITS



ELEMENT	# of Units	Phases
TOWER RENOVATION	555	1
SENIOR CITIZEN MID-RISE	80	1
MIXED INCOME COMMUNITY	40	1
KPT HOMES	223	5
KUHIO VILLAGES	126	3
TOTAL PHASES	1024	11

KUHIO PARK TERRACE & KUHIO HOMES

THE MICHAELS DEVELOPMENT COMPANY

Michael Wills Architects

MVE PACIFIC

Approved by the Acting Executive Director
February 18, 2010

FOR ACTION

SUBJECT: To Authorize the Executive Director to Enter Into a Lease and Sale Option Agreement with The Michaels Development Company for Kuhio Park Terrace and Kuhio Homes

I. FACTS

A. On August 20, 2009, the Hawaii Public Housing Authority (HPHA) Board of Directors approved the selection of the Michaels Development Company (Michaels) to undertake a mixed finance redevelopment project at the Kuhio Park Terrace and Kuhio Homes (KPT/KH).

B. The HPHA must prepare a submission to the U.S. Department of Housing and Urban Development (HUD) in order to proceed with the redevelopment at KPT/KH with Michaels.

C. The HPHA's project will be subject to a special mixed-finance amendment to the Consolidated Annual Contributions Contract (ACC), signed by the HPHA and HUD. This document will ensure that the public housing units in the project are operated pursuant to the public housing regulations. It will also allow HUD operating subsidy to flow to the public housing units within the mixed-finance development.

II. DISCUSSION

A. The following Board approvals are needed to proceed with the redevelopment process:
   1. Approval of a pre-development loan to cover costs incurred by MDC prior to initial closings;
   2. Approval of a site control document; and
   3. Approval of a master development agreement which describes the rights and responsibilities of HPHA and Michaels.

B. This action covers the site control document (item #2 above), which is in the form of a Lease and Sale Option Agreement, and serves to describe our mutual intent to transfer the property to Michaels.

C. Michaels is preparing to apply for Low Income Housing Tax Credits from the Hawaii Housing Finance and Development Corporation. One of the qualifying criteria requires that MDC demonstrate site control.

D. This Option Agreement would be adequate to demonstrate that Michaels has site control.

E. Attached is a copy of the draft Lease and Sale Option Agreement. The draft agreement has been sent to the Department of the Attorney General for review and Michaels and their legal counsel have completed their review.

F. The HPHA intends to lease the land at the KPT/KH's site and will sell the buildings. To that end, the Department of the Attorney General has confirmed that this action does not require a concurrent resolution by the Legislature to authorize the lease.

III. RECOMMENDATION

That the Board of Directors authorize the Acting Executive Director to enter into a Lease and Sale Option Agreement with the Michaels Development Company for the Kuhio Park Terrace and Kuhio Homes projects.

Prepared by: Barbara E. Arashiro, Acting Executive Director _____

Executive Director's Report
January 2010 Highlights

1. REAC Inspections & Passing Scores

In January, HPHA received the final scores for the REAC inspection for the federal public housing program. The HPHA was able to achieve passing scores at all AMPs and improve its inspection scores in many areas. The HPHA was able to achieve passing scores at all AMPs through a variety of methods, including increased monitoring and site visits by the Central Office, improved communication regarding priorities and expectations, improved coordination and targeted use of centralized maintenance services, and staff training.

Inspection Completion Date	Unit Count	Property (Development)	2008 Score	2009 Score
12/20/2009	360	AMP 30 Puuwai Moni	55c	68c
11/13/2009	373	AMP 31 Kalihi Valley Homes	65b	61c
11/13/2009	363	AMP 32 Mayor Wright Homes	71c	67c
12/18/2009	371	AMP 33 Kamehameha Homes	72c	82c
12/18/2009	580	AMP 34 Kalakaua Homes	85c	78c
11/9/2009	583	AMP 35 Punchbowl Homes	83b	86c
1/15/2010	302	AMP 37 Lanakila Homes	78b	92c
1/12/2010	321	AMP 38 Kekaha Ha'aheo	65c	81c
11/16/2009	196	AMP 39 Kahekili Terrace (Maui / Molokai)	72b	74b
11/11/2008	744	AMP 40 Kuhio Park Terrace	22c	72b
11/17/2009	200	AMP 43 Ka Hale Kahaluu	74c	76c
11/9/2009	258	AMP 44 Waimaha-Sunflower	53c	73c
11/9/2009	226	AMP 45 Koolau Villages	65c	85b
11/19/2009	101	AMP 26 County of Hawaii	75c	87b
11/11/2009	150	AMP 49 Wahiawa Terrace	66c	92b
12/15/2009	114	AMP 50 Palolo Valley	45c	64c

2. Asset Management Training

On January 27 – 28, staff from the Property Management and Maintenance Services Branch, AMP Managers and maintenance staff, Procurement Office, Personnel, Construction Management Branch, Fiscal Management Office, and the Compliance Office participated in a 2-day training by NanMcKay on the conversion to Asset Management. The HPHA intends to request additional technical assistance from HUD when the budget process begins. We anticipate the budgeting process to follow the scheulde:

February 2010	Issue budget instructions to Branches/Offices
March 2010	Budgets due from the Branches/Offices
April 2010	Work on proposed budgets with OED and Board Subcommittee
May 2010	Present proposed budget to the HPHA Board
June 2010	Submit HPHA's approved budget to HUD

3. **Settlement Agreement with HUD on Banyan Street Manor**

The HPHA was unable to file the Fiscal Year 2008-2009 Audit by the required due date because the FY 2006 audit was not completed until April 2009. As discussed with the Board during the December 2009 meeting, the Department of the Attorney General worked with the U.S. Department of Housing and Urban Development on behalf of the HPHA to arrive at the proposed settlement amount. The HPHA sent the settlement to HUD on January 25th. To date, we are still awaiting a copy of the fully executed settlement agreement from HUD.

4. **Sale of Banyan Street Manor**

The HPHA executed the Purchase Agreement with Banyan Housing LP, a limited partnership, for the sale of Banyan Street Manor on January 28, 2010. The sale is inclusive of all buildings, structures and improvements located on the land including a four (4) story multi-family residential building containing 55 dwelling units and 66 parking stalls, recreation and picnic area, and a central laundry facility.

On February 4, 2010 the Buyer deposited into escrow the principal sum of $50,000 to be applied to the purchase price of $8,500,000 at the closing.

5. **Rockfall at Kalihi Valley Homes**

On January 22, 2010, a boulder from the adjacent property owned by the Board of Water Supply fell into the Kalihi Valley Homes building 16 causing extensive property damage. Fortunately, no families were in the unit that was damaged, but up to 3 families were home in adjacent units at the time of the incident.

Property Management Branch and Construction Management Branch mobilized immediately and relocated all 9 families that same afternoon to 8 units on-site. One family chose to stay with other family members at Puahala Homes.

On the evening of January 28, 2010, the Board of Water Supply sent an email message to HPHA indicating that their investigations revealed several additional rock formations that could pose an imminent danger to the families in buildings 13 and 19. That evening, the HPHA instructed the security guards to notify the affected families that they would need to be temporarily relocated to hotels the next day.

Early the next morning (furlough Friday), HPHA staff notified all families of the move and coordinated hotel accommodations and food vouchers. 17 families were moved to 3 different hotels and provided with $35/per person/day for meals. HPHA received assistance from Patricia Johnson, MedQUEST Assistant Administrator and community volunteer, Sa Aiolupotea (KVH resident association), DHS Director Lillian Koller, Diane Taira, Lisa Ginoza (AGs Office), Bonnie Kahakui (State Procurement Office) and numerous staff in coordinating this move.

Initial discussions with the Board of Water Supply included that the BWS would reimburse the HPHA or pay the costs up front. Late in the afternoon on January 29, the BWS stated that they felt that it was the HPHA's responsibility to move the families and that they would loan HPHA the upfront costs. At that point, the matter was referred to the Department of the Attorney General.

Property Management and Maintenance Services Branch
Report for the Month Ending January 31, 2010

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

A. Fix Units

At the end of January 2010, the agency had 364 vacant units that needed repair. 172 of the 364 units are in need of significant repairs to be contracted by the Construction Management Section (CMS). The AMP staff is responsible for repairs to the other 192 units.

Month	Move Ins	Move Outs	Rent Ready Pending Placement
January 2010	27	48	24
December 2009	59	19	48
November 2009	31	35	41
October 2009	31	47	30
September 2009	57	45	35

B. Fill Units

State Occupancy Report: January 2010

Occupancy					
Project	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready
2201 Hauiki	46	45	97.83%	1	0
2202 Puahala Homes	128	108	**84.38%	20	4
2204 Kawailehua	26	24	92.31%	2	0
2205 Kahale Mua	32	26	81.25%	6	0
2206 Lokahi	30	14	46.67%	16	0
2207 Ke Kumu Elua	26	11	42.31%	15	2
2401 Hale Po'ai	206	204	99.03%	2	0
2402 La'iola	108	106	98.15%	2	0
2403 Kamalu-Ho'olulu	221	219	99.10%	2	2
2404 Halia Hale	41	40	97.56%	1	1
Total	864	797	92.25%	67	8

- Puahala Homes includes *14 homeless units in addition to the 6 vacant units, 4 of the 6 units are currently ready for occupancy. **Actual occupancy rate with homeless units as occupied is 95.31%.

- Kawailehua has 2 units waiting for the painting contract to be issued this month.

- Kahale Mua has 6 vacant units, 2 are CMS units and 3 units are scheduled for placement in February 2010. The remaining 1 vacant unit to be completed by AMP and completed by 3/1/10.

- Lokahi (30 units) is being modernized. The projected ready dates for each phase (approximately 6 units per phase) is listed below:

  Phase 1 - February 2010
  Phase 2 - May 2010
  Phase 3 - July 2010
  Phase 4 - September 2010
  Phase 5 - January 2011

  As units become rent ready in each phase they will be used to transfer tenants from the next phase until the Modernization is complete.

- Ke Kumu Elua - management has completed interior repairs on 10 units, PMMSB procurement of interior painting delayed to March, 2010.

Two units have been referred to CMS due to earthquake damage, 3 units are being prepared to lease by the AMP staff.

Federal Occupancy Report: January 2010

Occupancy					
AMP	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready
30 Aiea	362	353	97.51%	9	0
31 KVH	372	324	87.10%	48	0
32 MWH	363	356	98.07%	7	0
33 Kam/Kaahumanu	371	366	98.65%	5	0
34 Kalakaua	581	562	96.73%	19	1
35 Kalanihuia	584	552	94.52%	32	2
37 Hilo	301	277	92.03%	24	1
38 Kauai	319	306	95.92%	13	0
39 Maui	196	132	67.35%	64	2
40 KPT	738	695	94.17%	43	11
43 Kona	200	190	95.00%	10	2
44 Leeward Oahu	258	219	84.88%	39	0
45 Windward Oahu	225	219	97.33%	6	2
46 Kamuela	101	86	85.15%	15	2
49 Central Oahu	150	127	84.67%	23	1
50 Palolo	115	108	93.91%	7	0
Total	5,236	4872	93.05%	364	24

- AMP 31: Kalihi Valley Homes - Phase 4A, 22 units under modernization. Notice to Proceed was issued and construction began October 26, 2009. Construction period is 12 months. 13 units with roof leaks to be repaired by contractor when funds are identified. 9 units being utilized for temporary relocation and 2 units vacant due to health and safety. 2 units to be repaired by AMP and Central Maintenance (CM).

- AMP 35: Kalanihuia - 34 vacant units; 3 are deprogrammed, 1 is available and 9 units have been referred to CMS. AMP to have 14 units renovated in February 2010, and 7 units renovated by March 2010.

- AMP 37: 8 vacant units being held for relocation as HPHA makes fair housing modifications. Bid opening was on December 15, 2009. AMP is repairing the remaining 16 vacant units.

- AMP 39: Maui –Of the 55 CMS units being repaired, 8 units have been filled, 11 units are scheduled for occupancy in February 2010. 5 units are scheduled for completion in February; the remaining 31 units are scheduled for completion in mid-March 2010.

  Ground termite treatment at Kahekili Terrace was completed on August 12, 2009. The tenting of the building will commence after the Kahekili units are renovated and CMS is working on a supplemental extension contract.

  The roof coating warranty has expired at Kahekili Terrace and the project continues to have roof leaks, tenants are being transferred to other vacant units until the leaks are addressed.

- AMP 40: Kuhio Park Terrace – 26 units under repair by CMS (13 roof leaks, 11 sewer repairs, 1 burn and 1 spalling). 11 units ready for placement but delayed due to staff changes. 4 units to be repaired by AMP.

- AMP 44: Leeward – 42 vacant, 13 are assigned to CMS and 2 are occupied; 3 are available; 1 vacant to be contracted out; 8 units scheduled for placement in February; 3 units scheduled to become available in February; 11 units scheduled to become available in March and 1 in April.

- AMP 46: Kamuela – Federal occupancy rate at 85.15%. 5 were referred to CMS. 7 units are on relocation hold for Hale Hauoli (8 are needed), 2 are rent ready, 1 needs ADA appliances only.

- AMP 49: Central Oahu – Of the 21 vacancies, 17 are assigned to CMS. 5 vacants will be repaired by the AMP staff; 2 units scheduled to become available in February; 2 in March; and 1 in April. Units assigned to CMS are for roof repair. The bidding process started in January 2010.

- AMP 50: Palolo - Hazmat abatement completed. There are 7 units to be repaired:

  3A – 2/12/10
  3E – ready - move in 2/18/10
  5F – moved in 2/11/10
  7B – 4/16/10
  7D – 5/7/10
  7E – CMS
  11C – 3/15/10

C. Rent Collection January 2010

Federal Rent Collection

AMP	Count of Families	30-90 Days	Count of Families	Over 90 Days	AMP Collection Ratio
30 Aiea	48	24,132.58	4	1,870.83	92.55%
31 KVH	44	21,192.65	12	21,485.83	94.28%
32 MWH	33	15,646.65	12	20,647.83	106.72%
33 Kam/Kaahumanu	29	11,154.71	4	24,710.09	105.66%
34 Kalakaua	8	5,172.55	4	4,294.20	101.54%
35 Kalanihuia	31	11,246.47	16	22,192.27	90.17%
37 Hilo	25	10,870.22	13	8,860.45	86.24%
38 Kauai	34	16,159.00	16	22,517.04	96.93%
39 Maui	17	5,366.99	5	1,346.16	88.80%
40 KPT	180	94,744.53	40	46,438.54	91.83%
43 Kona	22	9,171.19	7	6,844.07	87.57%
44 Leeward Oahu	54	21,822.41	39	60,114.09	95.61%
45 Windward Oahu	41	24,163.64	9	9,710.00	91.86%
46 Kamuela	21	8,695.00	16	42,099.37	81.90%
49 Central Oahu	20	11,707.73	3	3,377.00	81.80%
50 Palolo	13	7,962.00	9	18,647.31	87.82%
Total	620	$299,208.32	209	$315,155.08	86.33%

During the month of January 2010, there were 3 evictions and 8 families were referred for eviction. Of the 8 families referred for eviction, 5 families were referred for rent and 3 for non-rent violations. (9 referred in December, 40 referred in November 2009, 32 referred in October 2009, 37 referred in September 2009, 27 referred in August 2009, 25 referred for eviction in July and 34 families were referred in June 2009)

AMP 31 – Two households are pending eviction referrals and 4 payment plans.

AMP 37 - Two tenants evicted, pending writ ($4,450), five households being referred for eviction ($7,990), and ten households are on repayment plans ($5,944). Two additional households have requested a grievance hearing to dispute billing ($644).

AMP 40 - 10 cases have been referred for eviction.

AMP 43 - Two households have been referred for eviction ($3,055), four households are being referred for eviction ($7184), one household on payment plan ($615) and one household vacated in February ($186). There are three households who have requested interim rent adjustments due to change in income whose rents will be reduced pending verification of their income ($2,008) and one household who is making payments for an accident that caused damage to a parking light pole ($5,750).

AMP 46 – Four households have been evicted and management is clearing accounts ($37,684), five households have been referred and waiting for eviction hearing to be scheduled ($10,971), and two households on payment plan ($1992).

AMP 49 - Collection under 95% due to eviction referrals of 2 families who continue to not pay rent with each having a monthly rent of over $1,000.00 per month. These evictions are scheduled for the second week of February.

State Rent Collection

	Non Vacated Delinquencies				
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	AMP Collection Ratio
2201-Hauiki	12	$ 9,680.87	18	$ 142,183.04	**93.57%**
2202-Puahala Homes	20	$ 13,281.68	31	$ 168,024.40	**100.88%**
2204-Kawailehua	3	$ 1,970.00	3	$ 2,706.46	**96.16%**
2205-Kahale Mua	5	$ 2,101.00	19	$ 20,777.37	**89.84%**
2206-Lokahi	3	$ 909.00	2	$ 12,591.50	**95.88%**
2207-Ke Kumu Elua	6	$ 2,026.30	7	$ 3,764.67	**97.75%**
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	**87.91%**
2402-La'iola	1	$ 632.00	8	$ 2,618.52	**83.38%**
2403-Kamalu-Ho'olulu	4	$ 1,557.50	1	$ 4.40	**90.94%**
2404-Halia Hale	2	$ 682.00	1	$ 1,719.00	**92.59%**
Total	**56**	**$ 32,840.35**	**95**	**$ 356,673.36**	**92.89%**

Hauiki & Puahala – Several residents have filed bankruptcy and the balances are still reflected in the delinquency.

Kawailehua – Payment plans have expired. Families will be referred for eviction.

Kahale Mua – Molokai: 4 families with a total of $17,758.45 delinquent are in the process of being referred to Eviction.

Hale Po'ai – All tenants are paid as of 02/10/10.

La'iola – One tenant being referred for eviction ($1,264) All the rest are paid

Kamalu – Ho'olulu – One tenant being referred for eviction ($2,101). Two tenants send 2nd Notice ($941) The rest are paid.

Halia Hale – One tenant being referred for eviction ($2,101). All others are paid

D. Goals

- Implement New Uniform House Rules – Draft complete and submitted to Managers for comment by 2/19/10. Will need Board approval and public comment. Target date is April 2010.

- Implement Tenant Monitor Program – Revision to ACOP required for income exclusion before implementation. Target date is end of fiscal year.

- Update Maintenance Charge List – February 2010 - Draft complete and submitted to Managers for comment. Target date is March 2010.

- Update Property Management Manual – Draft complete. Target date is April 2010.

E. Updates from previous Board Meetings

Request from Sam Aiona regarding Manager Training:

Training Plan for PMMSB

Position Titles: Public Housing Specialist IV
Public Housing Supervisor V
Property Management Coordinator

Program Requirement: The following courses are required to run Low Income Public Housing (LIPH) within HUD and state mandated guidelines.

Courses	**Location/Vendor**
Emphasys Training	Emphasys
REAC/HQS	HUD
PH Rent Calculation, Occupancy, Eligibility	Nan McKay/NAHRO
Asset Management	HUD
Fair Housing	HUD
Re-Examination Review	Nan McKay/HUD
PHAS and AMP Performance Measures	Nan McKay (DVDs)
Annual Recertification	Nan McKay
Various SPO Trainings as Required by State	SPO
Unlawful Harassment/Civil Rights	DHRD

Highly Recommended: The following courses are highly recommended to provide adequate service to the public.

Courses	**Location/Vendor**
Basic Interviewing Skills	DHRD
Managing Emotions Under Pressure	DHRD
Improving Communication	DHRD
Management & Leadership Skills	DHRD
Standard First Aid/CPR	DHRD
Blood Borne Pathogens	DHRD
Life Saving	DHRD
Customer Service	DHRD
Mediation	DHRD/Judiciary
Business Writing Skills	DHRD
Team Building	DHRD
Dealing with Difficult People	DHRD
VIWP	DHRD
Overview Property Loss, Auto Accident Tort Claims	SPO
Management Facilitation Skills	DHRD

Other Recommended Courses: The following courses are recommended (time and funds permitting).

Time Management	DHRD
Various Computer Classes as applicable	DHRD

F. Property Sales

- Sale of Wilikina Apartments – Purchase and sale agreement scheduled to be signed on 2/16/10.

- Sale of Banyan Street Manor – Purchase and sale agreement signed 1/22/10.

- Sale of Hana vacant parcel – Community meeting held 2/11/10. HCR41 heard by Water, Land and Ocean Resource Committee. The item was deferred. Chair Ken Ito wanted to get approval from Representative Mele Carroll. It will be put on for hearings schedule once Chair Ito and Representative Carroll discuss.

STATE PUBLIC HOUSING

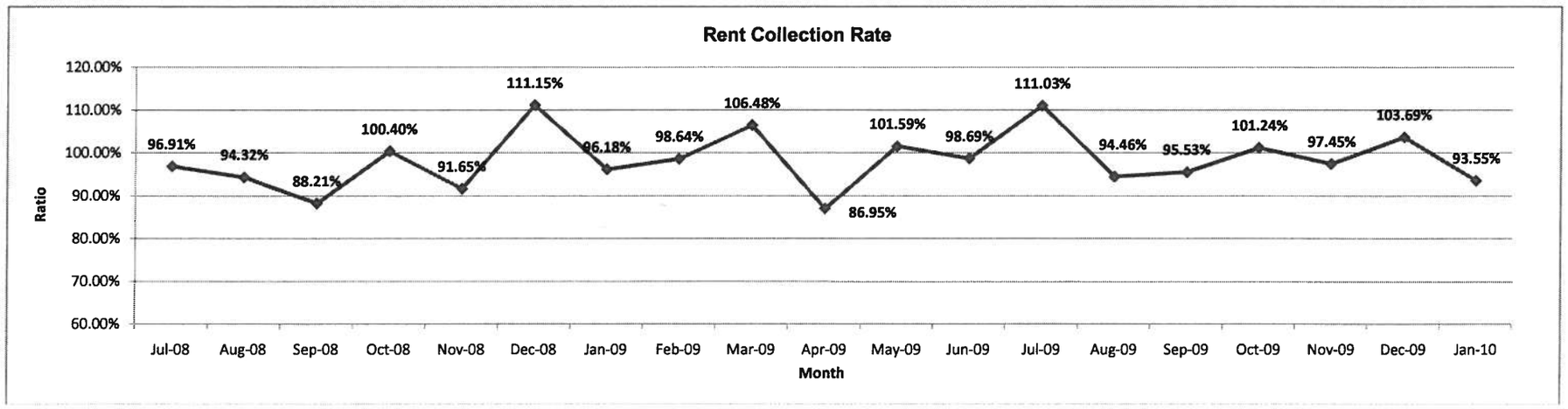
Rent Collection from July 2008 to January 2010

	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	$ 232,834.00	$ 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			Oct-09			Nov-09			Dec-09		
	Charges	Collected	Ratio	Charges	Collected	Ratio	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%	$ 8,335.00	$ 7,322.50	87.85%	$ 8,421.00	$ 8,585.00	101.95%	$ 8,209.00	$ 8,815.49	107.39%
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%	$ 5,335.00	$ 3,896.00	73.03%	$ 5,269.00	$ 7,091.00	134.58%	$ 5,380.00	$ 4,518.00	83.98%
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%	$ 5,897.00	$ 4,221.00	71.58%	$ 5,352.00	$ 5,320.00	99.40%	$ 5,235.00	$ 5,065.00	96.75%
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%	$ 227,844.00	$ 235,042.29	103.16%	$ 227,911.00	$ 219,664.64	96.38%	$ 228,223.00	$ 237,762.94	104.18%
Total	$ 246,760.00	$ 273,973.74	111.03%	$ 247,747.00	$ 234,010.10	94.46%	$ 248,356.00	$ 235,349.72	95.53%	$ 247,411.00	$ 250,481.79	101.24%	$ 246,953.00	$ 240,660.64	97.45%	$ 247,047.00	$ 256,161.43	103.69%

	Jan-10		
	Charges	Collected	Ratio
Hawaii	$ 8,716.00	$ 8,408.62	96.47%
Kauai	$ 5,639.00	$ 4,493.00	79.68%
Maui	$ 5,195.00	$ 4,667.00	89.84%
Oahu	$ 229,851.00	$ 215,748.79	93.86%
Total	$ 249,401.00	$ 233,317.41	93.55%



Federal LIPH
HPHA Island Overview Report
January 2010

	Occupancy *					Monthly Activity				Federal Waiting List**			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Families	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
Hawaii	602	553	91.86%	49	5	5	6	0	5	1,335	80	4	1
Kauai	319	306	95.92%	13	0	1	0	0	0	183	71	0	0
Maui	196	132	67.35%	64	2	5	3	1	3	211	40	0	2
Oahu	4,119	3,881	94.22%	238	17	37	34	15	9	6,449	1,479	9	6
Total	**5,236**	**4,872**	**93.05%**	**364**	**24**	**48**	**43**	**16**	**17**	**8,012**	**1,646**	**13**	**9**

	Non Vacated Delinquencies***				Collection Rate 10/09		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	68	$ 28,736.41	36	$ 57,803.89	$ 116,704.72	$ 100,450.20	**86.07%**
Kauai	34	$ 16,159.00	16	$ 22,517.04	$ 76,185.00	$ 65,796.55	**86.36%**
Maui	17	$ 5,366.99	5	$ 1,346.16	$ 41,683.00	$ 37,016.56	**88.80%**
Oahu	501	$ 248,945.92	152	$ 233,487.99	$ 1,121,888.75	$ 1,014,179.21	**90.40%**
Total	**620**	**$ 299,208.32**	**209**	**$ 315,155.08**	**$ 1,356,461.47**	**$ 1,217,442.52**	**89.75%**

* Occupancy also counts Scheduled for Modernization Units.

** WL count does not sum up as applicants may apply on more than 1 listing.

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

Federal LIPH
HPHA Project Overview Report
January 2010

	Occupancy*					Monthly Activity				Federal Waiting List**			
AMP	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
30P-Aiea	362	353	97.51%	9	0	3	1	0	1	4807	0	3	0
31P-KVH	372	324	87.10%	48	0	8	7	7	1	4807	0	3	0
32P-MWH	363	356	98.07%	7	0	2	2	1	0	4807	0	3	0
33P-Kam/Kaamanu	371	366	98.65%	5	0	4	2	1	0	4807	0	3	0
34P-Kalakaua	581	562	96.73%	19	1	4	1	0	0	0	1422	0	6
35P-Kalanihuia	584	552	94.52%	32	2	0	7	1	0	4807	1422	3	6
37P-Hilo	301	277	92.03%	24	1	1	1	0	0	531	70	1	0
38P-Kauai	319	306	95.92%	13	0	1	0	0	0	183	71	0	0
39P-Maui	196	132	67.35%	64	2	5	3	1	3	211	40	0	2
40P-KPT	738	695	94.17%	43	11	6	4	2	3	4807	0	0	0
43P-Kona	200	190	95.00%	10	2	4	5	0	5	885	13	3	1
44P-Leeward Oahu	258	219	84.88%	39	0	4	7	1	2	2280	0	5	0
45P-Windward Oahu	225	219	97.33%	6	2	3	3	2	0	1610	0	1	0
46P-Kamuela	101	86	85.15%	15	2	0	0	0	0	885	13	0	1
49P-Central Oahu	150	127	84.67%	23	1	3	0	0	2	1301	198	0	1
50P-Palolo	115	108	93.91%	7	0	0	0	0	0	4807	0	0	0
Total	5,236	4,872	93.05%	364	24	48	43	16	17	8,012	1,646	13	9

	Non Vacated Delinquencies***				Collection Rate 10/09		
AMP	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	48	24,132.58	4	1,870.83	$ 146,883.00	135,944.07	92.55%
31P-KVH	44	21,192.65	12	21,485.83	$ 85,622.00	80,210.47	93.68%
32P-MWH	33	15,646.65	12	20,647.83	$ 102,340.18	92,836.91	90.71%
33P-Kam/Kaamanu	29	11,154.71	4	24,710.09	$ 93,941.93	92,261.19	98.21%
34P-Kalakaua	8	5,172.55	4	4,294.20	$ 131,768.14	116,880.79	88.70%
35P-Kalanihuia	31	11,246.47	16	22,192.27	$ 135,125.00	121,846.33	90.17%
37P-Hilo	25	10,870.22	13	8,860.45	$ 63,060.72	54,386.07	86.24%
38P-Kauai	34	16,159.00	16	22,517.04	$ 76,185.00	65,796.55	86.36%
39P-Maui	17	5,366.99	5	1,346.16	$ 41,683.00	37,016.56	88.80%
40P-KPT	180	94,744.53	40	46,438.54	$ 260,404.00	224,181.97	86.09%
43P-Kona	22	9,171.19	7	6,844.07	$ 37,575.00	32,904.12	87.57%
44P-Leeward Oahu	54	21,822.41	39	60,114.09	$ 34,077.00	32,579.68	95.61%
45P-Windward Oahu	41	24,163.64	9	9,710.00	$ 69,182.00	63,553.73	91.86%
46P-Kamuela	21	8,695.00	16	42,099.37	$ 16,069.00	13,160.01	81.90%
49P-Central Oahu	20	11,707.73	3	3,377.00	$ 41,321.00	33,802.57	81.80%
50P-Palolo	13	7,962.00	9	18,647.31	$ 21,224.50	20,081.50	94.61%
Total	620	$ 299,208.32	209	$ 315,155.08	$ 1,356,461.47	$ 1,217,442.52	89.75%

* Occupancy also counts Scheduled for Modernization Units.

** WL count does not sum up as applicants may apply on more than 1 listing.

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

State LIPH
HPHA Island Overview Report
January 2010

	Occupancy*					Monthly Activity				State Waiting List**			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
Hawaii	56	25	44.64%	31	2	0	0	0	0	1,309	0	0	0
Kauai	26	24	92.31%	2	0	1	0	0	0	91	0	0	0
Maui	32	26	81.25%	6	0	1	0	0	0	29	0	0	0
Oahu	750	721	96.13%	29	6	3	5	0	0	5,492	500	0	5
Total	**864**	**796**	**92.13%**	**68**	**8**	**5**	**5**	**0**	**0**	**6,337**	**500**	**0**	**5**

	Non Vacated Delinquencies***				Collection Rate 10/09		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	9	$ 2,935.30	9	$ 16,356.17	$ 8,716.00	$ 8,408.62	**96.47%**
Kauai	3	$ 1,970.00	3	$ 2,706.46	$ 5,639.00	$ 4,493.00	**79.68%**
Maui	5	$ 2,101.00	19	$ 20,777.37	$ 5,195.00	$ 4,667.00	**89.84%**
Oahu	39	$ 25,834.05	64	$ 316,833.36	$ 229,851.00	$ 215,748.79	**93.86%**
Total	**56**	**$ 32,840.35**	**95**	**$ 356,673.36**	**$ 249,401.00**	**$ 233,317.41**	**93.55%**

* Occupancy also counts Scheduled for Modernization Units.

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

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

State LIPH
HPHA Project Overview Report
January 2010

	Occupancy *					Monthly Activity				State Waiting List**			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
2201-Hauiki	46	45	97.83%	1	0	0	0	0	0	5417	0	0	0
2202-Puahala Homes	128	107	83.59%	21	3	0	0	0	0	223	0	0	0
2204-Kawailehua	26	24	92.31%	2	0	1	0	0	0	91	0	0	0
2205-Kahale Mua	32	26	81.25%	6	0	1	0	0	0	29	0	0	0
2206-Lokahi	30	14	46.67%	16	0	0	0	0	0	689	0	0	0
2207-Ke Kumu Elua	26	11	42.31%	15	2	0	0	0	0	683	0	0	0
2401-Hale Po'ai	206	204	99.03%	2	0	1	3	0	0	0	313	0	3
2402-La'iola	108	106	98.15%	2	0	1	1	0	0	0	99	0	1
2403-Kamalu-Ho'olulu	221	219	99.10%	2	2	1	1	0	0	0	133	0	1
2404-Halia Hale	41	40	97.56%	1	1	0	0	0	0	0	133	0	0
Total	864	796	92.13%	68	8	5	5	0	0	6,337	500	0	5

	Non Vacated Delinquencies***				Collection Rate 10/09		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	12	$ 9,680.87	18	$ 142,183.04	$ 20,243.00	17,059.13	84.27%
2202-Puahala Homes	20	$ 13,281.68	31	$ 168,024.40	$ 42,201.00	50,579.66	119.85%
2204-Kawailehua	3	$ 1,970.00	3	$ 2,706.46	$ 5,639.00	4,493.00	79.68%
2205-Kahale Mua	5	$ 2,101.00	19	$ 20,777.37	$ 5,195.00	4,667.00	89.84%
2206-Lokahi	3	$ 909.00	2	$ 12,591.50	$ 5,958.00	5,712.62	95.88%
2207-Ke Kumu Elua	6	$ 2,026.30	7	$ 3,764.67	$ 2,758.00	2,696.00	97.75%
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	$ 58,540.00	51,464.00	87.91%
2402-La'iola	1	$ 632.00	8	$ 2,618.52	$ 33,759.00	28,149.00	83.38%
2403-Kamalu-Ho'olulu	4	$ 1,557.50	1	$ 4.40	$ 63,442.00	57,696.00	90.94%
2404-Halia Hale	2	$ 682.00	1	$ 1,719.00	$ 11,666.00	10,801.00	92.59%
Total	56	$ 32,840.35	95	$ 356,673.36	$ 249,401.00	$ 233,317.41	93.55%

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

AMERICAN RECOVERY AND REINVESTMENT ACT
PROJECT STATUS REPORT
February 9, 2010

A. Hale Hauoli - Improvements will include re-roofing, exterior paint, site improvements, ADA work, parking lot lighting upgrade and renovation to the 9 residential buildings and the community building.

Advertise - Invitation for Bid	11/17/2009
Pre Bid Meeting	11/24/2009
Intent to Bid	12/08/2009
Bid Opening	12/29/2009
Projected Budget	$2,800,000
Actual Bid Results	$1,798,615

B. Kaahekili Terrace - Improvements will include replacement of solar hot water system and storage tanks for three (3), 3-story buildings, eleven (11) 2-story buildings and one (1) single story building, replacement of roofing membrane, spall work, exterior paint, gas water heaters, plumbing and electrical work.

Advertise - Invitation for Bid	01/11/2010
Pre Bid Meeting	01/19/2010
Intent to Bid	01/29/2010
Bid Opening (modified)	02/04/2010
Projected Budget	$3,448,000
Actual Bid Results	$5,079,231

C. Kaimalino and Kealakehe – Improvements will include re-roof, interior floor repairs, replacement of ramp ways and stairs, sidewalk repair and replacement, repair of existing handrails/ guardrails/stairs and paving and re-striping of parking lot.

Advertise - Invitation for Bid	06/15/2009
Pre Bid Meeting	06/24/2009
Intent to Bid	07/06/2009
Bid Opening	07/16/2009
Actual Bid Results	$1,831,483

D. Kalanihuia - Improvements will include re-roofing, elevator lobby repairs and improvements, extension of roof awning, installation of buffer walls on each floor, installation of weep holes on exterior walls, interior and exterior improvements for ADA and Vision impaired units.

Advertise - Invitation for Bid	12/14/2009
Pre Bid Meeting	12/22/2009
Intent to Bid	12/30/2009
Bid Opening	01/07/2010
Projected Budget	$ 340,000
Actual Bid Results	$ 197,254.68

E. Makani Kai Hale I & II - Improvements will include replacement of exterior siding, replacement of windows, sliding glass doors, screens and frames, exterior paint (all buildings), repair electrical conduits and service equipment, fumigation (all buildings), re-roofing, installation of gutters and downspouts.

Advertise - Invitation for Bid	01/11/2010
Pre Bid Meeting	01/19/2010
Intent to Bid	01/29/2010
Bid Opening	02/04/2010
Projected Budget	$2,200,000
Actual Bid Results	$1,412,068

F. Makua Alii – Improvements will include the replacement of existing metal roofs, re-roof all low and high level roofing areas, replace rain gutters and downspouts, repair cracked planter boxes, install handrails at planter boxes for fall protection, repair concrete spalls, replace all deteriorated CMU grille works, repair and renovate vacant unit numbers 1909, 1910 and 1911, and repaint all exposed surfaces of the building exterior.

Advertise - Invitation for Bid	12/07/2009
Pre Bid Meeting	12/16/2009
Intent to Bid	01/04/2010
Bid Opening	01/12/2010
Projected Budget	$ 3,500,000
Actual Bid Results	$1,872,870
Construction Management Expenses	$ 412,810

G. Kalakaua – Improvements will include the replacement of the roof systems at both the low rise buildings and the mid-rise structure.

Advertise - Invitation for Bid	01/11/2010
Pre Bid Meeting	01/20/2010
Intent to Bid	01/30/2010
Bid Opening	02/09/2010
Projected Budget	$ 2,200,000
Actual Bid Results	$ 701,268
Administration	$ 1,624,544
Total	**$14,930,143.68**
ARRA Grant	$ 16,245,443.00

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 2/1/10

Name	Type	Elevator No.	Repair	No. and duration of			No. and duration of			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					52	4	2			$ 118,562.27
		2					63	7	2			$ 72,988.07
		3					3					$ 2,936.71
Kuhio Park Terrace B	Family	4	Parts used to repair #5	Cannot be repaired.					1	06/29/07	Modernization completion	
		5					44	1	2			$ 142,156.78
		6					47					$ 9,523.05
Paoakalani	Elderly	1		1			15					$ 1,100.00
		2					3		1			$ 17,038.90
Kalakaua Home	Elderly	1					19	1	1			$ 137.50
		2					13	1				$ 14,538.60
Ho`olulu Elderly	Elderly	1		1					1			$ 12,140.20
		2					7					$ 137.50
Kalanihuia	Elderly	1					40	1	1			$ 27,763.75
		2					23					$ 275.00
Kamalu Elderly	Elderly	1					6	2	1			$ 9,467.50
		2					4					$ 137.50
Makamae	Elderly	1		1			5		1			$ 2,722.51
		2					2					$ 893.74
Makua Alii	Elderly	1		1			24	2	1			$ 355.15
		2		1			13					
Punchbowl Homes	Elderly	1					17	2				$ 23,350.78
		2					8	1	1			$ 275.00
Banyan St Manor	Family	1		1			5					$ 20,692.75
Hale Poai	Elderly	1		3			13	2				$ 675.84
		2					17					$ 432.79
Halia Hale	Elderly	1					6					$ 3,460.52
Kulaokahua	Homeless	1					11					$ 378.75
Laiola	Elderly	1					2					$ 412.00
		2					4					
Pumehana	Elderly	1		1			15	2				$ 17,726.24
		2					10					$ 240.63
Salt Lake Apts	Family	1					7					$ 23,350.78
Wilikina Apts	Family	1		2			8	1				$ 3,323.02
		2					10					$ 17,038.90
Total		34		12	0	0	516	27	15			
											Total Cost for Repairs to date	$ 544,232.73

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 2/1/10
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	Six elevators funded w/ FY08 Elevator CIP	Sep-07	Nov-09	Nov-10
		2	1964	44							Sep-07	May-10	May-11
		3	1981	27					Barriers constructed at elevator doors on each floor. KONE has started work on elevators 3 and 4.		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
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
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
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
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
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
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

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 2/1/10

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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					
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
Salt Lake Apts	Family	1	1970	38	28	8	1		$450,000	To be funded w/ FY09 Elevator CIP			
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									

HEARINGS OFFICE- 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
FY 2009	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
Oct 09	32	26	6	15	8	1	2	6	26
Nov 09	40	29	11	23	6	1	1	9	31
Dec09	9	8	1	4	3	0	0	2	7
Jan10	8	5	3	3	4	1	0	0	8
TOTALS	175	145	30	80	50	4	4	37	138

Total # of Cases Heard for the Month of January 2010: 8
(Oahu & Neighbor Island)

Decisions Rendered:	Rent Violations	Other Violations
Eviction	2	1
Evict w/cond	2	2
10-day cure	1	0
Dismissal	0	0
Continued	0	0
TOTAL	5	3

Delinquent balances for rent cases ordered evicted for month of January 2010:

AMP 37 Lanakila Homes	$4,253.57
AMP 44 Waimaha Sunflower	$4,950.00
Total:	$9,203.57

Contract & Procurement Office
Monthly Status Report for January 2010

Solicitations Issued in January 2010:

Solicitation No.	Title	Due Date
IFB-CMS-2009-33	Physical Improvements at Kahekili Terrace (AMP 39) on the Island of Maui Job No. 07-064-117-S/F	February 4, 2010
IFB-CMS-2009-34	Physical Improvements at Makani Kai Hale (AMP 39) on the Island of Maui Job No. 07-063-192-S/F	February 4, 2010
IFB-CMS-2009-35	Re-Roof at Kalakaua Homes (AMP 34) on the Island of Oahu Job No. 09-035-162-S/F	February 9, 2010
IFB-CMS-2010-01	Re-Roof at Mayor Wright Homes (AMP 32) and Wahiawa Terrace (AMP 49) on the Island of Oahu Job Nos. 09-025-109-F & 09-026-115-F	February 11, 2010

Contracts Executed in January 2010:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
CMS 10-01	Coastal Construction Co. Roof and Miscellaneous Repairs at Kaimalino and Kealakehe (AMP 43) on the Island of Hawaii February 1, 2010 to September 29, 2010		$1,481,483.00
CMS 10-02	Diebold Inc. Design and Construction Services for a Security Camera System at Kuhio Park Terrace Towers A and B (AMP 40) on the Island of Oahu 120 day from Notice to Proceed		$660,028.00
CMS 10-03	Richard Matsunaga & Associates Architects, Inc. Design Services for ADA Compliance for Eleele Homes, Home Nani, Hale Hoonanea, and Kekaha Haaheo (AMP 38) on the Island of Kauai 870 days from Notice to Proceed		$397,729.46
CMS 10-04	MKE Associates, LLC Design Services for CMU Wall and Stair Repairs for Nakolea (Homeless Shelter) on the Island of Oahu February 8, 2010 to May 1, 2010		$37,862.00
CMS 10-05	Architects Hawaii, Ltd. Design Services for ADA Compliance for Koolau Village and Hookipa Kahaluu (AMP 45) on the Island of Oahu 719 days from Notice to Proceed		$395,000.00
CMS 09-12-SA01	Sandwich Isle Termite and Pest Control, Inc. Continue to Furnish Tent Fumigation and Soil Treatment at Kahekili Terrace (AMP 39) on the Island of Maui for an Additional 8-month Period January 30, 2010 to September 30, 2010	n/a (no-cost extension)	$138,547.02
CMS 08-27-SA01	GYA Architects, Inc. Continue to Furnish Design Services for Physical Improvements at Makani Kai Hale (AMP 39) on the Island of Maui for an Additional 11-month Period	n/a (no-cost contract extension	$159,037.42

Contract No.	Contractor & Project	Supp. Amount	Total Amount
PMB 08-01-SA01	HMP, Inc. dba Business Services Hawaii Continue to Furnish Refuse Collection Services for Hale Hauoli (AMP 46) on the island of Hawaii for an additional 12-month period. February 1, 2010 to January 31, 2011	$49,836.80	$100,152.80
PMB 08-02-SA01	Pacific Waste, Inc. Continue to Furnish Refuse Collection Services f Noelani I, Noelani II, Ke Kumu Ekolu, and Ke Kumu Elua (AMP 46) on the island of Hawaii for additional 12-month Period February 1, 2010 to January 31, 2011	n/a (no-cost extension)	$117,682.50
PMB 09-04-SA01	EAH, Inc Continue to Furnish Property Management, Maintenance, and Resident Services for Banyan Street Manor on the Island of Oahu for an Additional 6-month Period February 1, 2010 to July 31, 2010	$131,703.69	$251,469.71

HOMELESS PROGRAMS BRANCH
February 18, 2010

I. ACCOMPLISHMENTS

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

1. Third quarter payment requests are being received, reviewed and remitted for payment for all three programs.

2. Five new contracts have been executed for a total of $7 million for targeted grant assistance to help those families facing a financial crisis due to Department of Human Services' (DHS) immediate adoption of a graduated child care subsidy, which results in a significant reduction in subsidy for many families.

B. Federal Programs

1. Kimberley Arista, a DHS contracts specialist is assisting Homeless Programs catch up on payments and reporting for the Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and Homelessness Prevention and Rapid Re-Housing (HPRP) Programs. The Housing and Urban Development Community Planning and Development office has been providing Kim with technical assistance. To date, all HPRP reports and payments have been made. She is now working on ESG and HOPWA payments and reports.

C. Other Projects

1. Homeless Programs received notification from HUD of selection for funding for the 2009 application of McKinney-Vento homeless assistance competition in the amount of $2,077,299. These funds will be used by HPHA for the Homeless Management Information System, the University of Hawaii Homeless Utilization Report, and programs for the homeless in the rural counties.

2. The first two phases of renovation work at Nakolea which consists of bathroom and sewer line repairs has been completed and the work will continue on the remaining bathrooms.

3. Continuing to 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). A new secure component is also being developed to contain the information from domestic violence service providers.

4. The statewide Point in Time count took place in the last week of January, 2010. All data from the interviews is being inputted into the Homeless Management System to produce a final report in early March.

5. Responding to Legislative initiatives on homelessness in consultation with DHS and the Governor's Legislative Policy Office.

6. Continuing to work on amending the Memorandum of Agreement with Steadfast Housing to extract Bldg. 32 at Kalaeloa from the agreement covering Bldg. 32 and 39, and drafting a new Memorandum of Agreement and Right of Entry Agreement with the State Dept. of Defense for the use of Bldg. 32 for the National Guard Forward March program.

D. Response to Board Request at the Meeting of January 21, 2010.

Work on transitioning the Puahala Transitional Shelter residents in place (remaining in the same unit as the units are returned to Public Housing status), since many are close to the top of the wait list for public housing and the action would prevent needless displacement.

Response: The HPHA applications office has done a preliminary search of the status of each of the Puahala transitional shelter families. A meeting is forthcoming with Public Housing Management Branch, Applications Office, and Homeless Programs to discuss the transitioning in place.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of February 4, 2010

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	Start date 3/1/10
118550	EX	N	T	Chief Financial Management Advisor	SRNA	No action; pending approval to fill.
FISCAL MANAGEMENT OFFICE						
41041	CS	N	P	Fiscal Officer I	SR26	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
100923	EX	N	P	Budget Resources Specialist	SRNA	No action; pending approval to fill.
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						
100882	EX	N	T	Contracts & Procurement Officer	SRNA	Not action; pending approval to fill.
CONSTRUCTION MANAGEMENT SECTION						
8774	CS	N	P	Engineer VI	SR28	Per DHRD memo unable to recruit as of 07/15/09.
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.
102676	CS	W	T	Engineer (Building) IV	SRNA	Pending approval to fill.
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	Pending approval to fill.
INFORMATION TECHNOLOGY OFFICE						
106429	CS	N	T	Information Technology Specialist IV	SRNA	Per DHRD memo unable to recruit as of 7/15/09.
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Housing Planner	SRNA	Per DHRD memo unable to recruit as of 7/15/09.
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
41255	CS	N	P	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
43507	CS	N	P	Office Assistant III	SR08	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)						
4939	CS	N	P	General Laborer II	BC03	Per HRD memo unable to recruit as of 7/15/09

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of February 4, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
101137	TA	N	T	Janitor II	BC02	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
6681	CS	N	P	General Laborer II	BC03	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
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
23698	CS	W	P	Public Hsg Spclt I	SR16	Per DHRD memo unable to recruit as of 7/15/09
41073	CS	N	P	Social Services Assistant IV	SR11	Employee expired on 01/31/10.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101114	TA	N	T	General Laborer I	SRNA	No action; cost savings.
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	Pending approval to fill.
119285	CS	N	T	Public Housing Supervisor III	SR20	Pending approval to fill.
119260	CS	N	P	Public Housing Specialist II	SR18	Pending approval to fill.
8756	CS	N	P	Bldg Maint Wkr I	BC09	Pending approval to fill.
17576	CS	N	P	Bldg Maint Wkr I	BC09	Pending approval to fill.
10541	CS	N	P	Bldg Maint Helper	BC05	Pending approval to fill.
43948	CS	N	P	General Laborer I	BC02	Employee expired on 1/22/10.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 39 (MU 9)						
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	Office Assistant 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.
103036	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
105632	EX	N	T	Resident Services Pgm Specialist	SRNA	Continuous Recruitment.
103030	EX	N	T	Program Speclist & Tenant Services	SRNA	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of February 4, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
111874	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
103043	TA	N	T	Office Assistant I	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
RENT SUBSIDY PROGRAMS BRANCH (S8SPB)						
41280	CS	N	P	Public Hsg Supervisor V	SR24	Per DHRD memo unable to recruit as of 7/15/09
RENT SUBSIDY SECTION 1						
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 I	SRNA	No action; cost savings.

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
As of February 4, 2010

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	7	1	12.50%	0	1
		5	3	8	7	1	12.50%	0	1
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	2	2	50.00%	0	2
	Acctg Sec	8	0	8	8	0	0.00%	0	0
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	1	1	50.00%	0	1
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		18	1	19	15	4	21.05%	0	4
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	4	0	0.00%	0	0
		3	1	4	4	0	0.00%	0	0
Procurement Office		4	3	7	6	1	14.29%	0	1
		4	3	7	6	1	14.29%	0	1
Construction Mgt. Branch		2	0	2	2	0	0.00%	0	0
	CMS	3	0	3	2	1	33.33%	0	1
	CMS I	2	7	9	6	3	33.33%	0	3
	CMS 2	5	2	7	5	2	28.57%	0	2
	DSS	1	2	3	2	1	33.33%	0	1
		13	11	24	17	7	29.17%	0	7
Homeless Branch	Homeless	2	4	6	5	1	16.67%	0	1
		2	4	6	5	1	16.67%	0	1
Section 8 Branch	Sec 8 Office	2	0	2	1	1	50.00%	0	1
	Insp Unit	5	2	7	5	2	28.57%	0	2
	Rent Sub Sec 1	10	0	10	8	2	20.00%	0	2
	Rent Sub Sec 2	8	0	8	6	2	25.00%	0	2
		25	2	27	20	7	25.93%	0	7
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	1
	APP	7	0	7	5	2	28.57%	0	2
	RSS	2	8	10	5	5	50.00%	0	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	22	1	4.35%	0	1
	Kalihi Valley - AMP 31	25	0	25	24	1	4.00%	0	1
	Mayor Wright - AMP 32/33	32	0	32	29	3	9.38%	0	3
	Kalakaua - AMP 34	27	0	27	25	2	7.41%	0	2
	Kalanihuia - AMP 35	26	0	26	24	2	7.69%	0	2
	Hilo - AMP 37	14	0	14	13	1	7.14%	0	1
	Kauai - AMP 38	16	0	16	8	8	50.00%	0	8
	Maui - AMP 39	12	0	12	11	1	8.33%	0	1
		206	15	221	189	32	14.48%	0	32
TOTAL		**279**	**52**	**331**	**274**	**57**	**17.22%**	**0**	**57**

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
As of February 4, 2010

For Information

Update on the Audit of the Hawaii Public Housing Authority by the Office of the Auditor Forthcoming Pending Issuance of the Draft Audit

Approved by the Acting Executive Director
February 18, 2010

FOR INFORMATION

SUBJECT: Update on the Operating Subsidy from the U.S. Department of Housing and Urban Development for the Operation of the Federal Low Income Public Housing Program

I. FACTS

This information is provided to the Board in anticipation of staff presenting proposed budgets for fiscal year July 1, 2010 to June 30, 2010 to the Board in the coming months.

A. When Congress passed the Quality Housing and Work Responsibility Act (QHWRA) in 1997, it had called for the establishment of two new funds for public housing, namely, Capital Fund and Operating Fund. Congress directed HUD to initiate a negotiated rule-making with affected industry groups in order to determine how the monies from these funds would be distributed. The final rules were issued in 2005 and became effective Calendar Year 2007.

B. There were two significant changes that became effective in calendar year 2007.
   1. First, subsidy changed from PFS, which was a budgeted based system (Eligible Operating Expenses less Tenant Rents equaled operating subsidy) to the Operating Fund System (HUD determined Project Expense Level less Tenant Rent equals Operating Subsidy)
   2. Second, the operating subsidy funding cycle have changed from the individual Public Housing Agencies' Fiscal Year to the calendar year.

C. Calendar Year 2007 was the transition year, and the Operating Subsidy was determined by utilizing the average Project Expense Level for the PHA and the average Tenant Rents for the PHA. As a concession for the transition to the new subsidy calculation, HUD froze the Tenant Rent on Fiscal Year 2004 (Frozen Formula Income) levels with the adjustments for the increase in tenant paid utility allowances (tenants who pay their utilities directly to the utility provider receive their allowances as a credit against their rents) through CY 2009.

D. For CY 2008 and 2009, HUD required that PHA applied for Operating Subsidies separated by AMP (HPHA had to submit 16 applications for Operating Subsidy and 16 applications for Utility Subsidy). The Formula Income remained frozen at the FY 2004 levels.

E. Effective CY 2010, Formula Income is the Rent Roll for June 2009 (June 2009 for Calendar Year 2010).

F. Occupancy factors used for the subsidy calculation for each Calendar Year are derived from July to June period.

II. DISCUSSION

A. HUD's Operating Subsidy submission cycle makes it difficult for PHAs to budget for operating income with certainty because the cycle spans two fiscal years for the HPHA, and the final subsidy level from HUD is not available until after the operating period starts.

The HPHA is required to complete its Operating Subsidy calculations for CY 2010 (the second half of HPHA's FY 2010) by March 31, 2010. The calculations will be reviewed by the local HUD office and the approved calculations will be submitted to Headquarters around June 2010. The final CY 2010 Operating Subsidy won't be available prior to September 2010, nine months into the funding period.

B. Until the preliminary nationwide subsidy calculations are received in June 2010, HUD provides the monthly Operating Subsidy (from January 2010) based on CY 2009 eligibility. When CY 2010 Operating Subsidy estimates are available which is around June 2010, HUD will adjust the monthly Operating Subsidy to bring the subsidy in line with what PHA received compared to what the PHA would have received.

The final allocation is also subject to an adjustment, although HUD has never been lower than previous estimates. In CY 2009, the initial allocation estimate was 84% of eligible subsidy (proration). When the 2009 data became available, the estimate was reduced to 82% of eligible subsidy. The final allocation that was announced in October 2009 was 88.42% of eligible subsidy.

C. A key variable to be aware of in CY 2010 is the expiration of the 2004 Frozen Formula Income. Effective CY 2010, HPHA is required to use the June 2009 rent roll to determine the Operating Subsidy per unit (higher rents means less per unit subsidy) instead of using the FY 2004 rent roll that had been used for the last three years. The HPHA's per unit rent roll had increased over the last five years which translate a reduction in the eligible subsidy. However, if all PHAs experience a similar increase in rents, it is expected that Operating Subsidy will increase to 100% of eligible subsidy.

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

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

Approved by the Acting Executive Director
February 18, 2010

FOR INFORMATION

SUBJECT: Update on Legislative Bills Affecting the Hawaii Public Housing Authority

I. FACTS

A. The Hawaii State Legislature opened on January 20, 2010. There are numerous bills that could potentially affect the Hawaii Public Housing Authority.

B. The HPHA works with DHS and the Governor's Policy Office to coordinate HPHA's testimony at the legislature.

II. DISCUSSION

Below is a list of the significant bills being tracked by the HPHA.

A. SB 910, transfer of Homeless Services to DHS/BESSD: the bill was passed by House Judiciary with only minor technical amendments and has been referred to House Finance. HPHA needs to lobby Finance to get it scheduled for hearing. As of now, the House and Senate versions differ only in regard to a procurement exemption for Homeless services: the Senate left the current exemption in place, and the House removed the exemption.

B. The bills to reduce the HPHA Board quorum requirement, HB 2569 and SB 2721, are moving through without opposition. They have only minor technical differences.

C. A bill to require 2 resident members on the HPHA Board was introduced (SB 2108), but has not been scheduled for hearing.

D. HB 2561 would amend Act 176 (land sales require 2/3 vote of each chamber) to apply only to ceded and crown lands. It passed the House Water, Land and Ocean Resources Committee and has been referred to House Finance.

E. Other bills with impact on HPHA are shown on Attachment A. An updated version will be distributed at the Board meeting.

Attachment A: 2010 Legislation

Prepared by: Alan Sarhan, Planner AS

Bill Number	Title	Description	Companion	Ref 1	Ref 2	Ref 3	
HB1877	RELATING TO PUBLIC EMPLOYEES.	Non-general Funded Public Employees; Exemption for Elimination		LAB	FIN		
HB2280	RELATING TO THE HOMELESS.	Assists the homeless in reuniting with their families. Creates the parks for homeless special fund. ($)		HSG	FIN		
HB2281	RELATING TO ELDERLY HOUSING.	Increases the minimum age requirement for all persons residing in elderly housing from 55 to 62 years except for spouses and domestic partners.		HSG	FIN		
HB2318	RELATING TO THE HOMELESS.	Establishes a 5-year housing first pilot program to be developed by the Hawaii public housing authority and the department of human services for homeless individuals who are chronically addicted or mentally ill. ($)		HSG	FIN		
HB2319	RELATING TO HOUSING.	Restricts state low-income housing leases to no more than 5 years, unless otherwise excepted. Requires the Hawaii Public Housing Authority to develop a transition plan, including benchmarks, to assist tenants to transition out of public housing. (HB2319 HD1)		HSG	FIN		
HB2357	RELATING TO GOVERNMENT SERVICES.	Allows the Hawaii public housing authority to bill the home nations of individuals covered under the Compact of Free Association for homeless services and assistance.		HSG	FIN		
HB2358	RELATING TO PUBLIC HOUSING.	Requires the Hawaii public housing authority to establish minimum rent for state public housing units and annual consumer price index adjustments of minimum rent. Requires authority to seek the full cost to repair damage to a unit.		HSG	FIN		House agreed to defer
HB2488	RELATING TO THE HOMELESS.	Increases by 10% the conveyance tax on the sale of luxury homes over $700,000 to finance the purchase and maintenance of state parks to serve the homeless.		HSG/WLO	FIN		
HB2491	RELATING TO PUBLIC HOUSING.	Requires the Hawaii Public Housing Authority to assess a public housing project common area assessment against all units in the project that is not less than one per cent of the expenses incurred for the common area. Allows the Authority to charge a tenant for a common area expense caused by the tenant and requires the Authority to seek reimbursement for any damage to a public housing unit caused by a tenant. Also deletes references to a prospective tenant's need with respect to tenant selection procedures.		HSG	JUD	FIN	

HB2561	RELATING TO LANDS CONTROLLED BY THE STATE.	Restores the law with regard to non-ceded lands controlled by the State, to what it was prior to the passage of Act 176, Session Laws of Hawaii 2009.	SB2714	WLO	FIN		
HB2568	RELATING TO THE BOARD OF DIRECTORS OF THE HAWAII PUBLIC HOUSING AUTHORITY.	Reduces the quorum requirement for the board of directors of the Hawaii Public Housing Authority.	SB2721	HSG			Seems to be moving
HB2879	RELATING TO STATE FUNDS.	Imposes a general excise tax surcharge upon gross income or gross proceeds comprised of state non-general funds. Imposes a public service company tax surcharge upon gross income comprised of state non-general funds. Imposes an insurance premium tax surcharge upon gross premiums, gross underwriting profits, and risk premiums comprised of state non-general funds. Takes effect on 7/1/2010 and sunsets on 6/30/2015.		FIN			
HCR041	APPROVING THE FEE SIMPLE SALE OF 2890 HANA HIGHWAY, HANA, HAWAII.	Concurrent Resolution to approve sale of Hana parcel		WLO/HSG	FIN		pending approval of local Rep
SB2108	RELATING TO HOUSING.	Increases the minimum number of members on the board of directors of the Hawaii public housing authority who are directly assisted by the authority under the federal low-rent public housing or federal section 8 tenant-based housing assistance payments program from one to two.		EDH			Not scheduled for hearing
SB2276	RELATING TO INTOXICATING LIQUOR.	Prohibits possession of open liquor containers in public housing common areas and on public streets and sidewalks.		EDH/TIA	JGO		
SB2277	RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY.	Authorizes the Hawaii public housing authority to assess all the units in a state public housing project for common area expenses. Eliminates most procedural requirements to hearings for eviction of tenants from public housing but requires written notice per federal law. Requires evictions from state low-income housing to be conducted by hearings officers appointed by the authority. Clarifies that for federal low-income housing, hearings shall be conducted by eviction board. Authorizes an eviction board or hearings officer to consider a tenant's involvement in the tenant's child's school in making a determination. Prohibits the authority from selling any land developed for any public housing project.		EDH	WAM		EDH agreed to strike all but the eviction streamlining

SB2278	RELATING TO PUBLIC HOUSING.	Amends criminal trespass in the first degree to include a person who enters or remains unlawfully in or upon the premises of a public housing project after reasonable request or warning to leave by housing authorities; excludes an invited guest.		EDH	JGO		Pending assistance of AG
SB2318	RELATING TO THE HOMELESS.	Establishes a 5-year housing first pilot program to be developed by the Hawaii public housing authority and the department of human services for homeless individuals who are chronically addicted or mentally ill. ($)		HSG	FIN		
SB2438	RELATING TO PUBLIC HOUSING.	Requires the Hawaii public housing authority to establish minimum rent for state public housing units and annual consumer price index adjustments of minimum rent. Requires authority to seek the full cost to repair damage to a unit.		EDH	WAM		
SB2439	RELATING TO THE HOMELESS.	Establishes a 5-year housing first pilot program to be developed by the Hawaii public housing authority and the department of human services for homeless individuals who are chronically addicted or mentally ill. ($)		EDH/HMS, WAM	WAM		
SB2473	RELATING TO HOUSING.	Allows grandchildren of elderly housing project residents to temporarily reside with the residents in certain family crisis situations. Affords residents evicted for raising grandchildren-in-crisis in their housing project units, priority status to return to project housing.		HMS/EDH			
SB2575	RELATING TO HOUSING.	Creates an anti-speculation capital gains tax on real property. Requires public housing provided by county or state financing to remain affordable in perpetuity. Provides that the restriction on the resale of affordable housing to "qualified residents" shall apply in perpetuity.		EDH/TIA	WAM		Public Housing portions deleted in EDH/TIA
SB2585	RELATING TO HOMELESS ASSISTANCE.	Establish an Office of Homelessness to assume jurisdiction over homeless assistance from the Hawaii public housing authority; establish a board or governing body with broad participation (DOE, DHS, HPHA, DLNR, C&C).		HMS/EDH	WAM		
SB2626	RELATING TO PUBLIC SERVICE.	Requires every state agency to report to the legislature all non-civil service, temporary employees employed by the agency for each quarterly period of the fiscal year.		LBR	WAM		
SB2710	RELATING TO BOARD MEETINGS.	Expands the ability of a board or commission to facilitate public meetings through available interactive conferencing technology.	HB2557	EDT	JGO		
SB2714	RELATING TO LANDS CONTROLLED BY THE STATE.	Restores the law with regard to non-ceded lands controlled by the State, to what it was prior to the passage of Act 176, Session Laws of Hawaii 2009.	HB2561	WTL	JGO		

SB2721	RELATING TO THE BOARD OF DIRECTORS OF THE HAWAII PUBLIC HOUSING AUTHORITY.	Reduces the quorum requirement for the board of directors of the Hawaii Public Housing Authority.	HB2568	EDH/HMS	JGO		
SB901	RELATING TO HOUSING.	Stimulates the expeditious development of affordable housing using faster project reviews for mixed use housing projects and related infrastructure projects.	HB1083	EDH	WTL		
SB910	RELATING TO THE TRANSFER OF HOMELESS PROGRAMS WITHIN THE DEPARTMENT OF HUMAN SERVICES.	Transfers homeless programs and services within the Department of Human Services by relocating the state homeless programs from the Hawaii Public Housing Authority to the Benefit, Employment, and Support Services Division. (SB910 HD1)	HB1092	HSG OK	JUD OK	FIN	
SCR66	APPROVING THE FEE SIMPLE SALE OF 2890 HANA HIGHWAY, HANA, HAWAII.			WTL	WAM		

Approved by the Acting Executive Director

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. There is ongoing concern regarding the HPHA's ability to obligate the Capital Funds in a timely manner.

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.

Prepared by: Barbara E. Arashiro, Acting Executive Director

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	CMS has assigned a lead staff to manage, track, and procure services to repair type "C" units.
1.7 Hiring of program manager to assist with capital projects	12/1/09	CMS, CPO, FMO	Subject to availability of funds and cost reasonableness.
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	Pending resolution of questions about certifying officer for environmental review documents.
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	Draft completed; being circulated for updates and comments
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	Ongoing.
3.3 Implementation of training plan for HPHA staff	11/1/09	CPO, PERS	Completed. CPO and PERS are monitoring and tracking completion of training requirements.
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	Ongoing. CPO will continue to monitor.
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	Ongoing implementation. HPHA is live in Elite, but still working out the bugs in the data and reporting functions.
6.2 Maintain the computer network according to the ITO replacement plan	Ongoing replacement	ITO	Ongoing monitoring of replacement plan by ITO.
6.3 Ensure that staff are adequately trained on the computer upgrades	Per contract terms	ITO, PERS	