Approved by the Executive Director DW
June 17, 2010

FOR ACTION

MOTION: To Adopt the Hawaii Public Housing Authority's Policy on Board of Directors' Role and Interaction with HPHA Staff, Board No. 3

I. FACTS

A. The Hawaii Public Housing Authority (HPHA) is governed by a Board of Directors whose role is to establish policy and executive direction for the HPHA.

B. The HPHA proposed the adoption of Board Policy No. 3 on April 15, 2010. The decision on the original policy was deferred to give the Department of the Attorney General time to review.

II. DISCUSSION

A. The HPHA currently lacks a policy regarding the role and relationship between Board members and HPHA staff.

B. The proposed policy, included at Exhibit A, establishes policy and recommended procedures regarding the role and relationship between Board members and the HPHA staff.

C. The proposed policy was modeled after Board policy of other public housing agencies, such as the St. Paul Housing Agency.

D. Language was added which clearly states:

> *"Nothing in this policy is meant to interfere with an employee's rights under Part V of Chapter 378, HRS, Whistleblowers' Protection Act."*

E. The following language was also added for clarification purposes:

> *"Confidential Secretaries shall also discharge their responsibilities dutifully and maintain the integrity of their positions, including not discussing and sharing confidential Board discussions or decisions*

with staff or other parties unless specifically authorized by the Board or the Board Chair."

III. STAFF RECOMMENDATION

That the HPHA's Board of Directors Adopt the Policy on the Board of Directors' Role and Interaction with HPHA Staff

Exhibit A: Policy on Board of Directors' Role and Interaction with HPHA Staff, dated June 17, 2010

Prepared by: Barbara E. Arashiro, Executive Assistant PW for BEA

Adopted:

_____

Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR

DENISE M. WISE
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817
FAX: (808) 832-4679

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

Board No. 3
June 17, 2010

TO: All Hawaii Public Housing Authority Staff

FROM: Denise M. Wise
Executive Director

SUBJECT: **Policy on Board of Directors' Role and Interaction with HPHA Staff**

I. GENERAL

The purpose of this Administrative Memorandum is to establish policy and procedures regarding the role and relationship between the Board members and the Hawaii Public Housing Authority (HPHA) staff.

The HPHA Board members and the HPHA staff have separate and clearly defined roles and functions. To ensure the effective administration of the HPHA, HPHA Board members and staff should recognize the separation of these respective roles.

Nothing in this policy is meant to impinge on any person's individual First Amendment rights; it is meant to bring consistency to the Executive Director's management of the flow of information between the Agency and the Board of Directors. If there is a conflict between this policy and any law, rule or regulation, the law, rule or regulation shall prevail.

II. POLICY

The powers of the HPHA are vested in the Board of Directors. The Board establishes policies and employs an Executive Director and an Executive

Assistant to implement and administer the policies, establish procedures, and hire and supervise necessary staff. The staff may recommend changes in policies, but can administer only that which the Board has adopted.
Rules and regulations are established for each program by the U.S. Department of Housing and Urban Development (HUD) and the State Legislature. All members of the HPHA Board and staff must abide by state law and by HUD's rules and regulations, as set forth in HUD Handbooks and the Code of Federal Regulations, as well as by HUD revisions and additions to those rules and regulations.

A. Board-Staff Relations

Under state law, at least one member of the Board must be a person who lives in federal public housing or receives assistance under the Section 8 Housing Choice Voucher program. This results in a dual role for that Board member: he/she is one of the Agency's policy makers, sharing in the powers vested in the Agency by law and regulation; and he/she is a program beneficiary who is obligated to abide by the dwelling lease, HPHA procedures and other Board approved policies. On specific issues this can present difficulties for both the Board member and for staff. A distinction must be made as to whether in that circumstance the Board member is in the role of and is treated as a Board member, or is in the role of resident and is treated in the same manner as all other residents subject to the HPHA rules and regulations.

All Board members and staff should follow certain procedures in managing agency interactions. The recommended procedures are as follows:

1. Day-to-day concerns of Board members should generally be directed to the Executive Director, or the Executive Assistant if the Executive Director is not available. If, in the judgment of the Board member, the matter can be best addressed by direct contact with a Branch Chief or the Executive Assistant, and if this can be done without undermining the authority or effectiveness of the Executive Director, then the Board member may make the direct contact, with a follow-up to the Executive Director.

   Board members, in their capacity as members of the HPHA Board, should not directly contact staff persons other than the Executive Director, Executive Assistant or Branch Chiefs except when seeking routine and readily available program information.

2. Individual Board members should refrain from giving directives to any staff person. Program administration and staff supervision are solely the Executive Director's responsibilities. The Board as a whole

supervises the Executive Director, and any directions given to the Executive Director should be based on official Board policies adopted by a majority vote of the Board members.

3. Any inquiry by a Board member on behalf of an individual resident or applicant could be misinterpreted by some staff people to be a request for preferential treatment of the applicant or resident. Under those circumstances, an employee, in attempting to assist a Board member, might subsequently take an action which is contrary to established policy or regulations. For this reason, such inquiries on behalf of specific individuals should be directed only to the Executive Director or to the appropriate Branch Chief.

4. Board members shall take no action which is contrary to established policy or regulation.

5. Matters involving program administration or operations which a Board member elects to bring to the attention of other Board members during a Board meeting, should include the following specific information to facilitate an expeditious resolution:

   a) When the incident occurred:
   b) Who was involved;
   c) What happened; and
   d) How it violated established policy or procedures.

   In instances where an oral response by staff to complaints or questions raised by Board members cannot be provided during the Board meeting, the Executive Director will respond by fully investigating the matter and subsequently presenting a written Staff Report to the Board, at its next meeting or as directed by the Board Chair.

6. Operations and program administration are staff functions and Board members should not become involved in the day-to-day administration of the program or in personnel matters. Such concerns on the part of Board members should be expressed to the Executive Director for consideration.

7. Board members should refrain from requesting staff support or assistance that would not otherwise be provided to the general public

8. Board members shall refrain from discussing with staff matters which were deliberated in executive session.

B. Resident Board Member

1. Board members who are residents of public housing should continue their normal relationships with their management office on all matters relating to residency in public housing. All requests for services, complaints and inquiries regarding their rent or their leases should be directed to the appropriate AMP staff person.

   If the resident Board member receives complaints or questions from their resident neighbors regarding occupancy questions, maintenance of the development or similar problems, the Board member should refer these resident neighbors to the AMP staff person responsible for management, maintenance or human services for the development. Such matters should not be referred to Central Office staff or brought up at Board meetings without making an attempt to first resolve the issue or question through appropriate field staff.

   If the Board member is unable to resolve these concerns at the AMP staff level, it would then be appropriate for the Board member to contact the appropriate Branch Chief (management, maintenance, or construction) to seek assistance. This is in accordance with accepted practice for other residents of public housing who are not Board members. If an adequate or prompt response is not received at that level, the issue should be brought to the attention of the Executive Director for resolution.

   If the matter has not been resolved after having been discussed with the AMP management, the appropriate Branch Chief and the Executive Director, the resident Board member may then bring the matter before the Board as a whole if it involves broad, HPHA-wide policy questions. This elevation to the Board would not be appropriate for items which concern only a specific development or resident, unless the matter impinges directly on established policies or regulations.

2. A resident Board member who believes his or her individual rights under the terms of the dwelling lease have been violated must follow the same HPHA grievance procedure as do other residents in resolving such differences. This will help to ensure that a resident Board member is not perceived as receiving preferential treatment.

C. Policy Violations

Board members should be mindful that any willful violation of Board policy by staff is subject to disciplinary action at the discretion of the Executive Director and his/her supervisors. Discipline of staff members is strictly an

operational matter and Board members should refrain from attempting to influence or instruct staff in such personnel matters.

Nothing in this policy is meant to interfere with an employee's rights under Part V of Chapter 378, HRS, Whistleblowers' Protection Act.

III. PROCEDURES

To ensure the effective administration of the HPHA, the Executive Director has established these operating procedures regarding staff interaction with the HPHA's Board of Directors.

A. Communication with the Board

1. Other than the Executive Director, Executive Assistant and those who hold position of Confidential Secretary, e.g., Board Secretary, staff shall not make direct reports, inquiries or contact with Board members, except at the request of the Executive Director or the Executive Assistant. Staff contact with the resident Board member shall be made only on matters pertaining to the Board member's role as a public housing resident, except as otherwise directed by the Executive Director or Executive Assistant.

2. Members of the Board may request routine or readily available information directly from staff. The staff person shall contact their Supervisor for direction before providing the requested information in instances where the information is not readily available. Supervisors are responsible for informing the Executive Director of any requests from the Board in a timely manner.

3. Staff may prepare Board Reports which recommend new policy or policy changes, but adopting policy is strictly a Board function.

4. The Secretary to the Board may engage in communication with Board members regarding routine administrative matters (e.g., travel arrangement, reimbursement, meals, etc.) Confidential secretaries shall not discuss management issues with the Board members without the express consent of the Executive Director, the Board, or the Board Chair.

5. Staff who are privy to confidential discussions of the Board by virtue of their position or projects shall not interpret that as authorization to freely engage in discussions with the Board and/or without the express consent of the Executive Director.

6. Confidential Secretaries shall discharge their responsibilities dutifully and maintain the integrity of their positions, including not discussing and sharing confidential Board discussions or decisions with staff or other parties unless specifically authorized by the Board or the Board Chair.

B. Policy Violations

Staff should be mindful that any willful violation of Board policy and direction by the Executive Director may be subject to disciplinary action in accordance with applicable law and/or their respective bargaining unit agreement.

Approved by the Executive Director DW
June 17, 2010

FOR ACTION

MOTION: To Adopt the Hawaii Public Housing Authority's Policy on Communications, Communications No. 1

I. FACTS

A. The Hawaii Public Housing Authority (HPHA) desires to establish policy regarding communication with external stakeholders.

B. The HPHA currently has several different policies regarding communication and all adopted under its predecessor agency the Housing and Community Development Corporation of Hawaii. Some of the policies are dated as far back as 2010.

C. The attached policy was reviewed by the Branch Chiefs and the Department of the Attorney General. Suggested revisions were incorporated to the proposed communications policy.

II. DISCUSSION

A. The proposed policy, included at Exhibit A, establishes policy for the HPHA staff to use and apply.

B. The policy makes the Office of the Executive Director responsible for approving and/or issuing official messages from the HPHA. The policy does not preclude the Board Chairperson from representing the Board in his/her official capacity.

C. The operating procedures included at Section III are included for information and reference.

D. The intent of the proposed policy is to clarify the lines of communication for staff and to combine the existing policies on communication into one document.

III. STAFF RECOMMENDATION

That the HPHA's Board of Directors Adopt the Policy on Communication

Exhibit A: Policy on Communication, dated June 17, 2010

Prepared by: Barbara E. Arashiro, Executive Assistant

Adopted:

Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR

DENISE M. WISE
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817
FAX: (808) 832-4679

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

Communication No. 1
June 17, 2010

TO: All Branches and Support Offices

FROM: Denise M. Wise
Executive Director

SUBJECT: **Policy on Communications**

I. GENERAL

The purpose of this Administrative Memorandum is to establish management policies and procedures for the Hawaii Public Housing Authority (HPHA) related to official communication (e.g., media, legislative, messages) regarding the HPHA's programs, policies, and rules.

II. POLICY

The Office of the Executive Director is responsible for ensuring that communication with external stakeholders and other interested parties are in congruence with the Board's strategic vision for HPHA and its adopted policies. To that end, any official message from the HPHA shall be approved and/or issued by the Office of the Executive Director.

External stakeholders and other interested parties include, but are not limited to, members of the Legislature (including elected officials and their staffs), State and Federal government agencies, nonprofit agencies, community leaders, appointed officials, contractors, and the media.

All HPHA employees (full and part time) are expected to know and comply with this administrative memorandum. The Office of the Executive Director may delegate to each Branch or Office Supervisor the responsibility for

communication on regular day-to-day operational tasks with external stakeholders and other interested parties (e.g., members of the general public).

Nothing in this policy is intended to preclude the Board Chair or a designated Board member from communicating with external stakeholders in his/her official capacity.

Nothing in the policy is intended to conflict with an employee's rights under Part V of Chapter 378, HRS, Whistleblowers' Protection Act.

In addition, nothing in this policy is meant to impinge on any person's individual First Amendment rights but is meant to bring consistency to the Executive Director's management of official communications from the Agency with external stakeholders and other interested parties.

If there is a conflict between this policy and any law, rule or regulation, the law, rule or regulation shall prevail.

III. PROCEDURES

A. Responsible Parties

Branch Chiefs, Section Supervisors, and Officers (hereinafter referred to as "Supervisors") are responsible for the dissemination of this administrative memorandum to all affected staff. Supervisors shall be responsible to review all administrative memoranda to ensure compliance and uniformity with the requirements detailed below.

All HPHA employees are responsible for understanding the policy and procedures described herein. Any employee who does not understand the procedures described herein shall immediately contact their supervisor for clarification.

B. Legislative

1. All inquiries from the Legislature or legislative staff offices (e.g., Legislators, aides, assistants, secretaries, etc.) must be referred to the Planning and Evaluation Office (PEO). An inquiry may be in the form of a request for information, status reports, updates, interviews, or meetings via letter, email, facsimile, or telephone call. Staff must not attempt to provide an official agency response or represent the HPHA without conferring with OED and/or PEO.

2. PEO will be responsible for reviewing or drafting responses to legislative inquiries and will coordinate with the Office of the Executive Director and the Board of Directors, if necessary.

3. Any requests for participation on an advisory board, in a community meeting, conference, panel or the like, shall be referred to the Office of the Executive Director. The Office of the Executive Director or representative designated by OED shall represent the HPHA. Staff are not expected to follow the instructions of a member of the Legislature when it is in direct conflict with these procedures.

4. In the event the staff receives a legislative inquiry regarding factual information that is readily accessible to the public (such as number of units, project location, phone numbers, etc.) and staff determines in their best judgment that providing the information would not be construed as an official response concerning HPHA's strategic vision, policies, or goals and objectives, the staff may respond and must immediately notify the OED and PEO of the inquiry and their response no later than the close of business that day.

5. Staff must respond within 5 working days to any request via the PEO, unless otherwise stated in the request.

6. The OED or PEO shall determine when a request and/or inquiry must be submitted in writing or some other appropriate form of communication.

7. The Chief Planner may engage in regular communication with members of the Legislature and their staff. The Chief Planner shall work closely with the Office of the Executive Director to ensure that any communication is in congruence with the Board's strategic vision for HPHA and its adopted policies.

C. Media

1. All inquiries from the media (e.g., newspaper, radio, television, etc.) must be referred to the Planning and Evaluation Office (PEO) in a timely manner. An inquiry may be in the form of a request for information, status reports, updates, interviews, or meetings. Staff must not attempt to provide an official agency response without conferring with OED and/or PEO.

2. PEO will be responsible for reviewing or drafting responses to media inquiries and will coordinate with the Office of the Executive Director. PEO will be responsible for complying with instructions regarding notification to the Department of Human Services, the Governor's Policy Office, the Governor's Public Relations Office, and any other appropriate parties.

3. In the event the staff receives a media inquiry regarding factual information that is readily accessible to the public (such as number of units, project location, phone numbers, etc.) and staff determines in their best judgment that providing the information would not be construed as an official agency response concerning HPHA's strategic vision, policies, goals and objectives, or other management issues, the staff may respond and must immediately notify the OED and PEO of the inquiry and their response no later than the close of business that day.

4. All media requests for information, including reports, statements, interviews, or readily available information regarding a project in litigation, arbitration, settlement, or any legal action shall be immediately referred to the PEO. The PEO shall be responsible for notifying the Department of the Attorney General and seeking guidance on the release of information, if appropriate.

5. PEO will be responsible for handling press releases in compliance with instructions from the Department of Human Services, the Governor's Policy Office, the Governor's Public Relations Office, and any other appropriate parties.

6. Supervisors are responsible for handling routine advertisements (e.g., legal ads for solicitations, public notices of hearing) in compliance with the Statement of Procurement Policy and/or with the approval of the Office of the Executive Director.

D. Board of Directors

1. All employees are required to follow the Board's Policy on the Board's Role and Interaction with HPHA staff.

2. In summary, unless expressly allowed or authorized, employees shall not communicate directly with members of the Board of Directors.

3. Nothing in this policy shall be construed to limit a staff person's interaction with the Board when there is an alleged instance of wrongdoing (e.g., violation of law, rule, regulation, or policy).

E. Government Agencies

1. All inquiries from State, Federal and local government agencies, including the Office of the Governor/Lieutenant Governor, shall be referred to the Office of the Executive Director. The Office of the Executive Director shall determine who is responsible for preparing and responding to said inquiry.

2. The Office of the Executive Director may delegate authority to Supervisors to have regular open communication with other government agencies regarding routine day-to-day matters, including program goals and accomplishments, budget and fiscal matters, and administration and oversight.

3. All written correspondence or email responses to government funding agencies shall require the prior approval of the Office of the Executive Director or a designated representative.

4. The Procurement Officer may engage in regular communication with the U.S. Department of Housing and Urban Development and other funding agencies on matters related to procurement and contracting. Any substantive concerns shall be reported to the Office of the Executive Director on a timely basis.

5. The Fiscal Officer may engage in regular communication with the U.S. Department of Housing and Urban Development and other funding agencies on matters related to budget, obligations, expenditures, and payments. Any substantive concerns shall be reported to the Office of the Executive Director on a timely basis.

F. Contractors

1. Communication regarding contracts shall be addressed through the HPHA's Statement of Procurement Policy and may be detailed in the procurement documents (e.g., solicitation). Nothing in this policy is intended to conflict with the HPHA's Statement of Procurement Policy, in such instances the Statement of Procurement Policy shall prevail.

2. The Procurement Officer and his/her designated representatives may engage in regular communication regarding procurement and contract issues with HPHA's contractors and potential vendors/contractors. Supervisors shall work with the HPHA's Contract and Procurement Office to determine the appropriate lines of communication with a contractor(s).

3. Communication regarding the monitoring of contracted activities should be the responsibility of the Supervisor of the owning branch. Any substantive concerns identified during contract monitoring should be reported to the Procurement Office on a timely basis.

G. Legal Counsel

1. All inquiries from a constituent's legal counsel shall be immediately referred to a Supervisor. The Supervisor shall in his/her best judgment make a determination whether the matter should be referred to the Office of the Executive Director.

2. Inquiries from the HPHA's legal counsel regarding legal action shall be referred to the Office of the Executive Director and/or the Compliance Office. The Office of the Executive Director shall determine who is responsible for preparing and responding to inquiries regarding legal action.

3. The Chief Compliance Officer and the Chief Planner may engage in regular communication with the HPHA's legal counsel on all matters.

4. The Procurement Officer may engage in regular communication with the HPHA's legal counsel on all matters related to procurement and contracting.

5. Supervisors may communicate directly with HPHA's legal counsel regarding day-to-day matters, such as questions on notices to tenants and guidance on rule interpretation, or when directed by the Office of the Executive Director.

H. Community Groups

1. Communication with community groups shall be delegated to the Supervisors, except when it involves the interpretation of rules, regulations, or Board policy. The term "community groups" shall be broadly interpreted to mean non-profits, advocacy groups, organizations, or associations.

2. Supervisors may participate in community groups when required as part of their official duties, and are responsible to report their activities and participation to the Office of the Executive Director.

3. Questions regarding interpretation of rules, regulations, or Board policy should be referred to the Office of the Executive Director.

I. Sanctions

1. Employees who violate this policy may be subject to disciplinary action in accordance with applicable laws and/or their bargaining union agreement.

ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand the HPHA's management policy on Communication.

I agree that it is my responsibility to be familiar with and know how to apply these Policies and Procedures to my particular job responsibilities and that failure to do so may result in disciplinary action in accordance with applicable law(s) and/or the bargaining unit agreement.

If I do not understand the appropriate course of action to take during my employment, I will review the Policy on Communications, talk with my supervisor or, and take whatever other action is necessary.

_____

Name (Please Print)

_____

Signature Date

_____

Branch/Section/Unit/Office

Approved by the Executive Director
June 17, 2010

FOR APPROVAL

SUBJECT: To Authorize the Executive Director to Hold Public Hearings on Amendments to 17-2028, Hawaii Administrative Rules (HAR) for Federally Assisted Public Housing, 15-193, and HAR for State Aided Public Housing to Allow Curfews in Public Housing

I. FACTS

A. In March 2010 there were several incidents of violence at Kalihi Valley Homes (KVH), and information from the Honolulu Police Department indicated that the violence would likely escalate unless immediate action was taken to prevent it. In the judgment of HPHA staff, this necessitated imposition of a temporary curfew in order to protect residents.

B. There is no rule or regulation in effect that specifically authorizes imposition of a curfew on public housing properties, but Hawaii Revised Statutes §91-3(b) authorizes a state agency to adopt rules without prior notice or public hearing when there is an imminent peril to public health and safety.

C. HPHA met with residents of KVH and subsequently requested the Governor's approval for a 10:00 P.M. to 6:00 A.M. curfew to be effective for up to 120 days, the maximum allowed under §91-3(b). Approval was granted March 31, 2010 and the curfew was put into effect.

II. DISCUSSION

A. HPHA staff has continued to meet with KVH residents and the tenant association. Residents overwhelmingly support the curfew, and no further incidents of violence occurred at KVH after it started. The police department has also been supportive of it. Some residents at other housing projects have asked whether a curfew can be imposed in their community in order to prevent problems and increase their sense of security.

B. Because gangs and the perceived threat of violence continue to be problematic in some of the communities in which public housing is located, HPHA staff requests the authority to impose temporary curfews be written into the public housing administrative rules so that future emergencies can be addressed expeditiously. (Attachments A and B)

C. Chapter 91, Hawaii Revised Statutes describes the required process for amending administrative rules and requires, among other things, public notice and a hearing on proposed rules. HPHA staff recommends, that authority to impose a curfew be written into rules governing both state and federal family housing.

D. HPHA will consult with the Attorney General's office, Resident Advisory Board and Tenant Associations prior to the public hearing on these rule changes. The final proposed rule amendment will be brought before the HPHA Board after the meetings.

III. STAFF RECOMMENDATION

That the HPHA Board of Directors Authorize the Executive Director to Hold Public Hearings on Amendments to Sections 17-2028 and 15-193, Hawaii Administrative Rules to Allow Curfews in Public Housing

Attachment A: Draft Proposed Rule for Federal Public Housing
Attachment B: Draft Proposed Rule for State Public Housing

Prepared by: Alan Sarhan, Chief Planner DW for AS

Approved by the Board of Directors: _____
Chairperson, Travis O. Thompson

Proposed Language - federal housing

§17-2028____ Curfew. (a) The HPHA may implement a temporary curfew in the event of imminent peril to public health and safety.

(b) The HPHA may consult with law enforcement agencies, resident associations, and/or community groups prior to the implementation of a curfew unless, in the judgment of the Executive Director, the health or safety of residents or the community requires immediate action before such consultation can take place.

(c) A curfew shall not exceed 180 calendar days or until such time as the threat to public health and safety is abated. The HPHA may work with law enforcement agencies, resident associations, and/or community groups to end the curfew.

(d) All tenants shall receive reasonable notice of the HPHA's plan to implement a curfew.

Proposed Language - state housing

§15-193____ Curfew. (a) The HPHA may implement a temporary curfew in the event of imminent peril to public health and safety.

(b) The HPHA may consult with law enforcement agencies, resident associations, and/or community groups prior to the implementation of a curfew unless, in the judgment of the Executive Director, the health or safety of residents or the community requires immediate action before such consultation can take place.

(c) A curfew shall not exceed 180 calendar days or until such time as the threat to public health and safety is abated. The HPHA may work with law enforcement agencies, resident associations, and/or community groups to end the curfew.

(d) All tenants shall receive reasonable notice of the HPHA's plan to implement a curfew.

Approved by the Executive Director DW
June 17, 2010

FOR ACTION

MOTION: To Approve the Request to the Governor to Delegate Authority to the Executive Director as the Authorized Officer for Projects Considered Categorically Excluded from Environmental Reviews

I. FACTS

A. The Hawaii Public Housing Authority receives a formula allocation of capital funds from the U.S. Department of Housing and Urban Development (HUD) to conduct major repairs and modernization of its public housing communities.

B. Pursuant to volume 24, code of federal regulations (CFR) Part 58, in order to use the capital funds, a Responsible Entity is required to request the release of funds and assume the responsibility for environmental review requirements under the National Environmental Protection Act (NEPA).

C. In 1999, HUD made a written determination that the State official (i.e., the Governor of the State of Hawaii) can be the Responsible Entity for the HPHA's public housing projects. Since 1999, the HPHA has historically obtained the Governor's approval on its Requests for Release of Funds and Certification (form HUD-7015.15). See attached Exhibit A: Request for Release of Funds and Certification (form HUD-7015.15).

D. Most recently, the HPHA was informed that the Office of Environmental Quality Control (OEQC) has advised the Governor that the Department of Human Services should be signing the Request for Release of Funds and Certification to HUD, particularly since the HPHA's projects are considered categorically excluded. OEQC further advised that the Governor would only sign off when a full environmental review/ environmental impact statement was required.

E. The HPHA is required to make a determination of the impact of its renovation projects prior to the use of any federal funds. It has been determined that all of the projects currently proposed by the HPHA are considered categorically excluded from NEPA as defined below:

Section 58.35 Categorical exclusions. "Categorical exclusion" refers to a category of activities for which no environmental impact statement or

environmental assessment and finding of no significant impact under NEPA is required. The following activities are categorically excluded under NEPA:

(1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets).

(2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.

(3) Rehabilitation of buildings and improvements when the following conditions are met:

(i) In the case of a building for residential use (with one to four units), the density is not increase beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland; …

(iii) In the case of a multifamily residential buildings

(A) Unit density is not changes more than 20 percent;
(B) The project does not involve changes in land use from residential to non-residential; and
(C) The estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.

F. While categorically excluded from the NEPA requirements, the HPHA's projects are still subject to environmental requirements under vol. 24 CFR part 58. See Exhibit B for a list of requirements.

G. Without an approved Request to Release Funds and Certification, the HPHA is currently restricted from contracting for design and construction projects under its capital fund grant program.

II. DISCUSSION

A. Based on recent discussions with the HUD Hawaii Field Office, it was recommended that the HPHA should seek delegated authority from the Governor for the HPHA's Executive Director to be the Authorized Official

for projects that are categorically excluded, rather than the Director of the Department of Human Services.

B. The proposed delegation would only apply to projects that are categorically excluded from NEPA. If it was determined that an HPHA project is not categorically excluded and requires a full environmental review and/or environmental impact statement, the HPHA would seek approval from the Governor for environmental review as the Certifying Official.

C. It is HPHA's practice to hire an outside consultant to complete the required review and submittals and to prepare the supporting documents to comply with NEPA and HUD's environmental review requirements.

D. The HPHA is currently under contract with Helbert, Hastert and Fee Planners, Inc. to update the environmental review documents for all of the HPHA's 67 federal public housing sites.

E. With Board approval, the HPHA will submit a request to the Governor to designate the HPHA's Executive Director as the Authorized Official. With the Governor's approval, the HPHA will submit the delegation to HUD for their approval.

III. RECOMMENDATION

That the HPHA Board of Directors Approve the Request to the Governor to Delegate Authority to the Executive Director as the Authorized Officer for Projects Considered Categorically Excluded from Environmental Reviews

Exhibit A: Form HUD 7015.15, as formerly signed by the Governor
Exhibit B: Environmental Review Requirements under Volume 24 CFR Part 58

Prepared by: Lydia J. Camacho, State Housing Development Administrator

Adopted:

_____
Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR

CHAD K. TANIGUCHI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
P.O. BOX 17907
HONOLULU, HAWAII 96817

IN REPLY REFER TO:
09-PM-204

09:1016212

October 12, 2009

MEMORANDUM:

TO: The Honorable Linda Lingle
Governor, State of Hawaii

THROUGH: Lillian B. Koller, Director
Department of Human Services

FROM: Chad K. Taniguchi, Executive Director
Hawaii Public Housing Authority

SUBJECT: REQUEST FOR THE GOVERNOR TO BE THE CERTIFYING OFFICER FOR THE RESPONSIBLE ENTITY FOR ENVIRONMENTAL REVIEWS FOR FEDERAL LOW-RENT PUBLIC HOUSING PROJECTS

On March 18, 2009, the U.S. Department of Housing and Urban Development (HUD) allocated approximately $16.2 million to the Hawaii Public Housing Authority (HPHA) from the federal American Recovery and Reinvestment Act (ARRA) stimulus funds under Capital Fund Grant Number HI08S00150109 (hereinafter "Capital Fund Grant"). In addition, HPHA expects an allocation of approximately $12 million from the HUD Capital Fund Program (CFP) to modernize or demolish and rebuild federally assisted low income public housing facilities in 2009 (hereinafter the "2009 allocation").

On April 13, 2009, the HPHA submitted a previous request for the Governor to be the certifying officer for the responsible entity for Environmental Reviews for 19 Federal Low-Rent Public Housing Projects. See attached Exhibit A (HPHA previous request). The HPHA has subsequently revised its plans 1) to defer the David Malo Circle project under the previous request for certification, subject to further review by the HPHA, and 2) to include repair or modernize additional public housing facilities on the islands of Oahu, Maui, Kauai, and Hawaii (hereinafter "additional public housing projects"). A list of these additional public housing projects with a brief description of activities to be undertaken is attached as Exhibit B, and the HPHA submits this amended request for certification of these additional public housing projects.

Pursuant to the federal regulations for the Capital Fund Program (24 CFR Part 58), a Responsible Entity is required to conduct environmental reviews and assumes the decision-making and action that would otherwise apply to HUD under the National Environmental Protection Act (NEPA). The Responsible Entity is also required to execute a legally binding document, Form HUD-7015.15, certifying to the assumption of the environmental responsibilities. Form HUD-7015.15 is to be executed by the Responsible Entity's Certifying Officer who is the "responsible Federal Official" as that term is used in Section 102 of NEPA and in statutory provisions cited in 24 CFR 58.1(b).

Therefore, the Certifying Officer becomes the responsible party for all the requirements of Section 102 of NEPA, the related provisions in 40 CFR Parts 1500 through 1508, and 25 CFR Part 58, including the related Federal authorities listed in 24 CFR 58.5. The Certifying Officer shall (1) represent the Responsible Entity; (2) be subject to the jurisdiction of the Federal Courts; and (3) ensure that the Responsible Entity reviews and comments on all Environmental Impact Statements prepared for Federal projects that may have an impact on the public housing agency's projects. Moreover, the Certifying Officer must have the legal authority to waive the sovereign immunity of the State and indemnify the Federal government under the NEPA.

Pursuant to 24 CFR 58.2, the Responsible Entity is "the unit of general local government within which the project is located that exercises land use responsibility, or if HUD determines this infeasible, the county, or if HUD determines this infeasible, the State...." The counties in which the subject projects are located (i.e., Honolulu and Hawaii) have declined to be the Responsible Entity. Additionally, HUD has determined that the State can be the Responsible Entity for the public housing located within our jurisdiction. A copy of HUD's determination is attached as Exhibit C (HUD determination letter).

The HPHA is preparing a request to HUD for the release of the funds for the public housing projects under the Capital Fund Grant and for the upcoming 2009 allocation. We are required to publish a "Notice of Intent to Request Release of Funds." See attached Exhibit D (Form HUD-7015.15). This Notice identifies the Responsible Entity and Certifying Officer. To finalize the approval process, HUD requires the HPHA to submit proof of publication and Form HUD-7015.15, Request for Release of Funds and Certification. See attached Exhibit E. The Notice of Intent to Request Release of Funds will satisfy the request for proof of publication. After publication and the subsequent public comment period, the HPHA will submit Form HUD-7015.15, Request for Release of Funds and Certification to HUD for the release of the ARRA stimulus funds.

We respectfully request your approval to be the Certifying Officer for the State of Hawaii with respect to environmental reviews required under the NEPA by signing Form HUD-7015.15, attached hereto as Exhibit D.

If you have any questions or concerns regarding this matter, please contact Ms. Barbara Arashiro, Executive Assistant, at 832-4694. We look forward to your favorable response.

☑ APPROVED ☐ DISAPPROVED

LINDA LINGLE
Governor, State of Hawaii

11/24/09
Date

Attachments: Exhibit A (HPHA's previous request for certification dated April 13, 2009)
Exhibit B (List of Capital Fund Program Projects)
Exhibit C (HUD determination-Responsible Entity for Environmental Reviews)
Exhibit D (Form HUD-7015.15)
Exhibit E (Publication of Notice of Intent to Request Release of Funds)

EXHIBIT B

8	Project	Kealakehe
	Scope of Work	Repair roof and repaint building exterior
	Location	74-991 Manawale'a Street
		Kailua-Kona, Hawaii 96740
	Est. Funding	$1,000, 000
9	Project	Makani Kai Hale I & II
	Scope of Work	Physical Improvement
	Location	35 Koapaka Lane
		Waiehu, Hawaii 96793
	Est. Funding	$2,200,000
10	Project	Makua Alii
	Scope of Work	Structural Repair
	Location	1541 Kalakaua Avenue
		Honolulu, Hawaii 96826
	Est. Funding	$7,000,000

11 Type C Vacant Units:
Est. Funding $1,000,000

Eleele Homes	Kaneohe Apartment	Makua Alii
Hale Aloha O'Puna	Kapaa	Nanakuli Homes
Hale Hookipa	Kau'iokalani	Nani Olu
Hale Hoolulu	Kauhale Nani	Noelani I
Hale Hoonanea	Kauhale O'Hana	Noelani II
Hale Laulima	Kauhale O'Hanakahi	Pahala
Hale Nana Kai O Kea	Kawailehua – Federal	Paoakalani
Hale Olaloa	Ke Kumu 'Ekolu	Piilani Homes
Home Nani	Kealakehe	Pomaikai Homes
Hookipa Kahaluu	Koolau Village	Pumehana
Hui O Hanamaulu	Kuhio Homes	Punahele Homes
Ka Hale Kahaluu	Kuhio Park Terrace	Punchbowl Homes
Kaahumanu Homes	Kupuna Home O'Waialua	Puuwai Momi
Kahale Mua – Federal	Lanakila Homes I	Salt Lake Apartments
Kahekili Terrace (a & b)	Lanakila Homes II	Spencer House
Kaimalino	Lanakila Homes III	Wahiawa Terrace
Kalaheo	Lanakila Homes IV	Waimaha-Sunflower
Kalakaua Homes	Maili I	Waimanalo Homes
Kalanihuia	Maili II	Waimanalo Homes II
Kamehameha Homes	Makamae	Waipahu I
		Waipahu II

EXHIBIT D

Request for Release of Funds and Certification
Form HUD 7015.5

Eleele Homes	Kuhio Park Terrace
Hale Aloha O'Puna	Kupuna Home O'Waialua
Hale Hauoli	Lanakila Homes I
Hale Hookipa	Lanakila Homes II
Hale Hoolulu	Lanakila Homes III
Hale Hoonanea	Lanakila Homes IV
Hale Laulima	Maili I
Hale Nana Kai O Kea	Maili II
Hale Olaloa	Makamae
Home Nani	Makani Kai Hale I
Hookipa Kahaluu	Makani Kai Hale II
Hui O Hanamaulu	Makua Alii
Ka Hale Kahaluu	Nanakuli Homes
Kaahumanu Homes	Nani Olu
Kahale Mua – Federal	Noelani I
Kahekili Terrace (a & b)	Noelani II
Kaimalino	Pahala
Kalaheo	Paoakalani
Kalakaua Homes	Piilani Homes
Kalanihuia	Pomaikai Homes
Kamehameha Homes	Pumehana
Kaneohe Apartment	Punahele Homes
Kapaa	Punchbowl Homes
Kau'iokalani	Puuwai Momi
Kauhale Nani	Salt Lake Apartments
Kauhale O'Hana	Spencer House
Kauhale O'Hanakahi	Wahiawa Terrace
Kawailehua – Federal	Waimaha-Sunflower
Ke Kumu 'Ekolu	Waimanalo Homes
Kealakehe	Waimanalo Homes II
Koolau Village	Waipahu I
Kuhio Homes	Waipahu II

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) Capital Fund Program	2. HUD/State Identification Number HI001	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 14.839	5. Name and address of responsible entity State of Hawaii 415 South Beretania Street Honolulu, Hawaii 96813	
6. For information about this request, contact (name & phone number) Mark Buflo 808-832-3886		
8. HUD or State Agency and office unit to receive request U.S. Dept. of Housing & Urban Development 500 Ala Moana Blvd., Suite 3A Honolulu, Hawaii 96813-4918	7. Name and address of recipient (if different than responsible entity) Hawaii Public Housing Authority 1002 North School Street Honolulu, Hawaii 96817	

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) HI001001032/Kaimalino	10. Location (Street address, city, county, State) 74-5060 Kealakaa St.,Kailua,Kona Hawaii 96740

11. Program Activity/Project Description

Modernization, non-routine maintenance and repairs of the existing buildings, units and site to meet health, safety and accessibility requirements to comply withcurrent Federal, State and County codes and regulations.

Previous editions are obsolete

form **HUD-7015.15** (1/99)

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal ☐ did ☑ did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity	Title of Certifying Officer
X	Governor of Hawaii
Address of Certifying Officer 415 South Beretania Street Honolulu, Hawaii 96813	Date signed 12/7/09

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient	Title of Authorized Officer
	Executive Director, HPHA
X	Date signed

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Exhibit B

Environmental Review Requirements under vol 24 Part 85

(a) *Historic properties.*

(1) The National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.), particularly sections 106 and 110 (16 U.S.C. 470 and 470h-2).

(2) Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921), 3 CFR 1971-1975 Comp., p. 559, particularly section 2(c).

(3) Federal historic preservation regulations as Follows:

(i) 36 CFR part 800 with respect to HUD programs other than Urban Development Action Grants (UDAG); and

(ii) 36 CFR part 801 with respect to UDAG.

(4) The Reservoir Salvage Act of 1960 as amended by the Archeological and Historic Preservation Act of 1974 (16U.S.C. 469 et seq.), particularly section 3 (16 U.S.C. 469a-1).

(b) *Floodplain management and wetland protection.*

(1) Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951), 3 CFR, 1977 Comp., p. 117, as interpreted in HUD regulations at 24 CFR part 55, particularly section 2(a) of the order (For an explanation of the relationship between the decision-making process in 24 CFR part 55 and this part, see Sec. 55.10 of this subtitle A.)

(2) Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961), 3 CFR, 1977 Comp., p. 121, particularly sections 2 and 5.

(3) Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128)

(c) *Coastal Zone Management.*

The Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.), as amended, particularly section 307(c) and (d) (16 U.S.C. 1456(c) and (d)).

(d) *Sole source aquifers.*

(1) The Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300(f) et seq., and 21 U.S.C. 349) as amended; particularly section 1424(e)(42 U.S.C. 300h-3(e)).

(2) Sole Source Aquifers (Environmental Protection Agency--40 CFR part 149).

(e) *Endangered species.*

The Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.) as amended, particularly section 7 (16 U.S.C. 1536).

(f) *Wild and scenic rivers.*

The Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) as amended, particularly section 7(b) and (c) (16 U.S.C. 1278(b) and (c)).

(g) *Air quality.*

(1) The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)).

(2) Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency-- 40 CFR parts 6, 51, and 93).

(h) *Farmlands protection.*

(1) Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 et seq.) particularly sections 1540(b) and 1541 (7 U.S.C. 4201(b) and 4202).

(2) Farmland Protection Policy (Department of Agriculture--7 CFR part 658).

(i) *HUD environmental standards.*

(1) Applicable criteria and standards specified in part 51 of this title, other than the runway clear zone notification requirement in Sec. 51.303(a)(3).

(2)(i) Also, it is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property.

(ii) The environmental review of multifamily housing with five or more dwelling units (including leasing), or non-residential property, must include the evaluation of previous uses of the site or other evidence of contamination on or near the site, to ensure that the occupants of proposed sites are not adversely affected by any of the hazards listed in paragraph (i)(2)(i) of this section.

(iii) Particular attention should be given to any proposed site on or in the general proximity of such areas as dumps, landfills, industrial sites, or other locations that contain, or may have contained, hazardous wastes.

(iv) The responsible entity shall use current techniques by qualified professionals to undertake investigations determined necessary.

(j) *Environmental justice.* Executive Order 12898--Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, February 11, 1994 (59 FR 7629), 3 CFR, 1994 Comp. p. 859.

LINDA LINGLE
GOVERNOR

DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817
FAX: (808) 832-4679

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:

TO: Chair Thompson and Directors

FROM: Denise M. Wise
Executive Director

DATE: June 10, 2010

SUBJECT: 2011 Budget

Please be advised that the item on the upcoming agenda listed as:

> E. Motion: To Adopt the Hawaii Public Housing Authority's Operating Budget for the Fiscal Year 2010-2011

Is not included in your packet and will be sent under separate cover on Monday, June 14, 2010. I appreciate your patience with this matter.

Thank you

RESOLUTION NO. 27

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

RESOLUTION ADOPTING THE HAWAII PUBLIC HOUSING AUTHORITY'S OPERATING BUDGET FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

WHEREAS, the Board of Directors of the Hawaii Public Housing Authority (HPHA) entered into Consolidated Annual Contributions Contract (ACC) No SF-181 dated July 1, 1998 with the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS, HUD has agreed to provide Operating Subsidy and Capital Funds to the HPHA in an for the purpose of operating low income public housing, carrying out capital and management activities at federal public housing developments in accordance with the requirements of the Annual Contributions Contract and the Capital Fund Program (CFP) including Title XVI general provisions, and

WHEREAS, the HPHA agrees to comply with the requirements for eligible activities, reporting, and expenditure deadlines of the Operating Subsidy and Capital Fund Program (CFP), and

WHEREAS, the HPHA was required to submit an annual statement and board resolution by June 30, 2010.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approves the Operating Budget for fiscal year July 1, 2010 to June 30, 2011.

The UNDERSIGNED hereby certifies that the foregoing resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on June 17, 2010 in Honolulu, Hawaii.

_____
Travis O. Thompson, Chairperson

Overview of the Hawaii Public Housing Authority

The Hawaii Public Housing Authority (HPHA) is administratively attached to the State's Department of Human Services. The HPHA's Board of Directors consists of eleven members, of whom nine are public members appointed by the Governor. Public members shall be appointed from each of the counties of Honolulu, Hawaii, Maui, and Kauai. One public member shall be an advocate for low-income or homeless persons. One public member shall be a person with a disability or an advocate for persons with disabilities. As required by federal statutes, at least one public member shall be a person who is directly assisted by the authority under the federal low-rent public housing or federal section 8 tenant-based housing assistance payments program while serving on the board. The Director of the Department of Human Services and the Governor's Senior Policy Advisor are ex-officio voting members.

Presently, the HPHA administers the following major programs:

- **Federal and State public housing programs**

  The HPHA administers over 5,300 federal public housing units in Hawaii with funds received from the United States Department of Housing and Urban Development (HUD), and 860 state public housing units developed with State funds.

- **Federal and State rent subsidy programs**

  The HPHA administers two federally funded rental assistance programs -Section 8 Housing Choice Voucher Program, Veterans Affairs Supportive Housing Program (VASH) and the State funded Rent Supplement Program, subsidizing monthly rental payments to qualified households. HPHA also has a Special Allocation Program which administers a project-based program under a contract with the federal government through a subcontract, Contract Management Services (a subsidiary of the Bremerton, Washington Housing Authority).

- **Homeless programs**

  The HPHA administered Homeless programs utilizing Federal grants and state appropriations allotments until March 2010 when the program was transferred to the Department of Human Services' Benefits, Employment, and Support Services Division (BESSD).

The budget year 2009/2010 saw the Hawaii Public Housing Authority (HPHA) make some innovative decisions to move the agency forward and during this same period, the

agency also made difficult decisions and transitions. One innovative initiative was the Kuhio Park Terrace (KPT) and Kuhio Homes redevelopment project.

1. **Kuhio Park Terrace and Kuhio Homes:**

The HPHA Board of Directors determined that the agency needed to develop progressive strategies to address the distressed and aging public housing stock owned by the HPHA. Using a private-public partnership model and undertaking a mixed finance approach, the Board of Directors embarked on the redevelopment of KPT and Kuhio Homes initiative. After a competitive bid process the Michaels Development Company based in New Jersey was selected.

A key and controversial component to this project was the Board of Directors' commitment to ensuring that there was a one-for-one unit replacement. The housing crisis in Hawaii is too great to lose units. Therefore, after numerous discussions it was determined that the two towers should remain intact.

The redevelopment project is anticipated to begin in 2011.

2. **Transfer of Homeless Program:**

The Department of Housing and Urban Development (HUD) advised the Governor of the State of Hawaii on November 5, 2009 that public housing authorities, such as HPHA, are considered single purpose entities and as such, should not be engaged in activities not directly related to managing their public housing assets. Prior to this the Homeless Branch had been a section within the HPHA and subject to its oversight.

Therefore, to remain in compliance with HUD's requirements and not to endanger the funding received for Homeless programs and providers, on March 1, 2010 the Homeless Branch was transferred to the Department of Human Services (DHS).

On May 10, 2010, the Governor signed Senate Bill 910, creating Act 89 of the 2010 Legislature. The Act transfers oversight of the State's homeless programs from the HPHA to the Department of Human Services' Benefits, Employment, and Support Services Division (BESSD). This ensures that the State remains eligible to receive federal funding for the homeless programs and providers.

3. **American Recovery and Reinvestment Act (ARRA) Competitive Funds:**

The ARRA funding awarded to the HPHA was based on a federally derived formula which allocated funds to Housing Authorities across the country in an effort to help stimulate the U.S. economy. The total amount awarded to the HPHA in FY2009 was approximately $16.2M and was required to be obligated

within a one-year period. The HPHA obligated all the funds allocated within the required timeframe.

Some of the projects designated for these funds: Kahekili Terrace, Maui; Kalihi Valley Homes IV; Kalakaua; Makua Alii and Hale Hauoli, Honokaa to name a few of the projects benefitting from these funds.

4. **State Furlough:**

The HPHA, an administratively attached agency of the Department of Human Services (DHS) of the State of Hawaii, was subject to the State of Hawaii's furlough program. The furlough plan was defined as the placement of an employee temporarily and involuntarily in non-pay and non-duty status for a limited number of work days per month. The HPHA along with other state agencies and departments were furloughed two (2) Fridays a month. Along with the furlough days many open positions at the HPHA went unfilled, frozen or abolished during the year. This required staff to assume and absorb additional work duties. The HPHA staff worked to ensure our clients didn't experience too many gaps in service as a result of the diminished work force and hours. The HPHA abolished 31 positions in fiscal year 2009/2010 and currently has a total of 64 vacant civil service and exempt positions open.

5. **Management Transition:**

In fiscal year 2009/2010 there was a transition at the office of the executive director.

These are just a few projects and transitions that shaped the year for the HPHA to be both exciting and challenging. This lays the groundwork for the HPHA as we move into the next fiscal year 2010-2011.

How the Budget was Prepared

This year, the HPHA Executive Staff and Branch Chiefs reviewed and discussed the forecasts, accomplishments and critical challenges faced by the HPHA in prior fiscal year 2009/2010. This led to defining three strategic goals for the 2010/2011 Budget.

1. **Improve our scores on PASS, FASS, MASS, RAS and SEMAP**
These acronyms represent programs that the HPHA's performance is assessed against by HUD.

- ✓ Commitment to improve our process and performance
- ✓ Make substantial progress in planning redevelopment of KPT

- ✓ Evaluate what HPHA is doing as compared to what we should be doing in preventive maintenance and enhance our program
- ✓ Implement Energy Performance Contract for our developments to reduce utility costs by implementing energy cost saving recommendations
- ✓ Continue renovating public housing developments and planning capital improvements that address health, safety and welfare priorities as well as preserving the asset

2. **Comply with State and Federal Requirements:**

- ✓ Re-establish Resident Services section
- ✓ Ensure procurement practices remain within federal and state guidelines
- ✓ Implement project based accounting methods as required by HUD

3. **Improve the Efficiency of Administrative Services:**

- ✓ Respond timely to real and perceived concerns of residents, homeowners, and neighbors regarding safety and security in our family communities
- ✓ Work to ensure financial reports and other key agency reports are produced timely
- ✓ Assess and enhance Information Technology capacity agency-wide.

The three strategic goals set for fiscal year 2010/2011 may seem basic, yet the Executive Staff and Branch Chiefs recognize that the HPHA must reengineer itself if it is striving for excellence, and the place to start is the basics.

Risks and Opportunities

Considerable uncertainty about the economy remains and most see the recovery as fragile. HPHA has seen the economy exert a strenuous effect on our residents. The economy has impacted the HPHA in the following way:

- It puts pressure on our tenants, likely leading to lower rent collections to support housing costs.

- The State housing projects continue to drain the HPHA financially. There is only intermittent and inadequate state funding allotted for the ongoing maintenance and repairs for these facilities, and the rents are not sufficient to develop a replacement for reserve account to plan for future and current facility needs.

- The continued deterioration of the physical plant of some of the HPHA's older and larger developments places pressure on the available capital improvement funds and requires insightful planning.

- The Department of Housing and Urban Development (HUD) is demonstrating a commitment to increase the number of low income housing in the nation. As new programs are announced the HPHA with its new focus of excellence will be in position to take advantage of those programs.

Conclusion:

As the HPHA sets this new pace and direction we understand that we must remain consistent and transparent as we move our organization forward. There are many perceptions to overcome, there are many commitments to be honored and given the HPHA's role as the largest landlord in the State of Hawaii, we owe our residents and the communities where our housing resides a commitment to excellence.

2010/2011 Budget Assumptions:

In reviewing the budget for 2010/2011 the following assumptions were made:

Revenue:

Dwelling Rental - $19.M, $1.7M greater than FY 2009/2010 Actual

- Public Housing rents are expected to increase approximately 9% as units will be released from renovations in 2011 for occupancy.
- Occupancy levels are budgeted at 97% in 2011 Rental Income

HUD Subsidies – Public Housing/Section 8 - $67.4 $4.8M less than FY 2010 Actual

- Federal operating subsidies is being projected at 6% less than actual FY 2010. This decrease is a conservative estimate as we have not received funding appropriation information.

Expenses:

Administrative Expense - $16.5M, $3.8M greater than FY 2010 Actuals

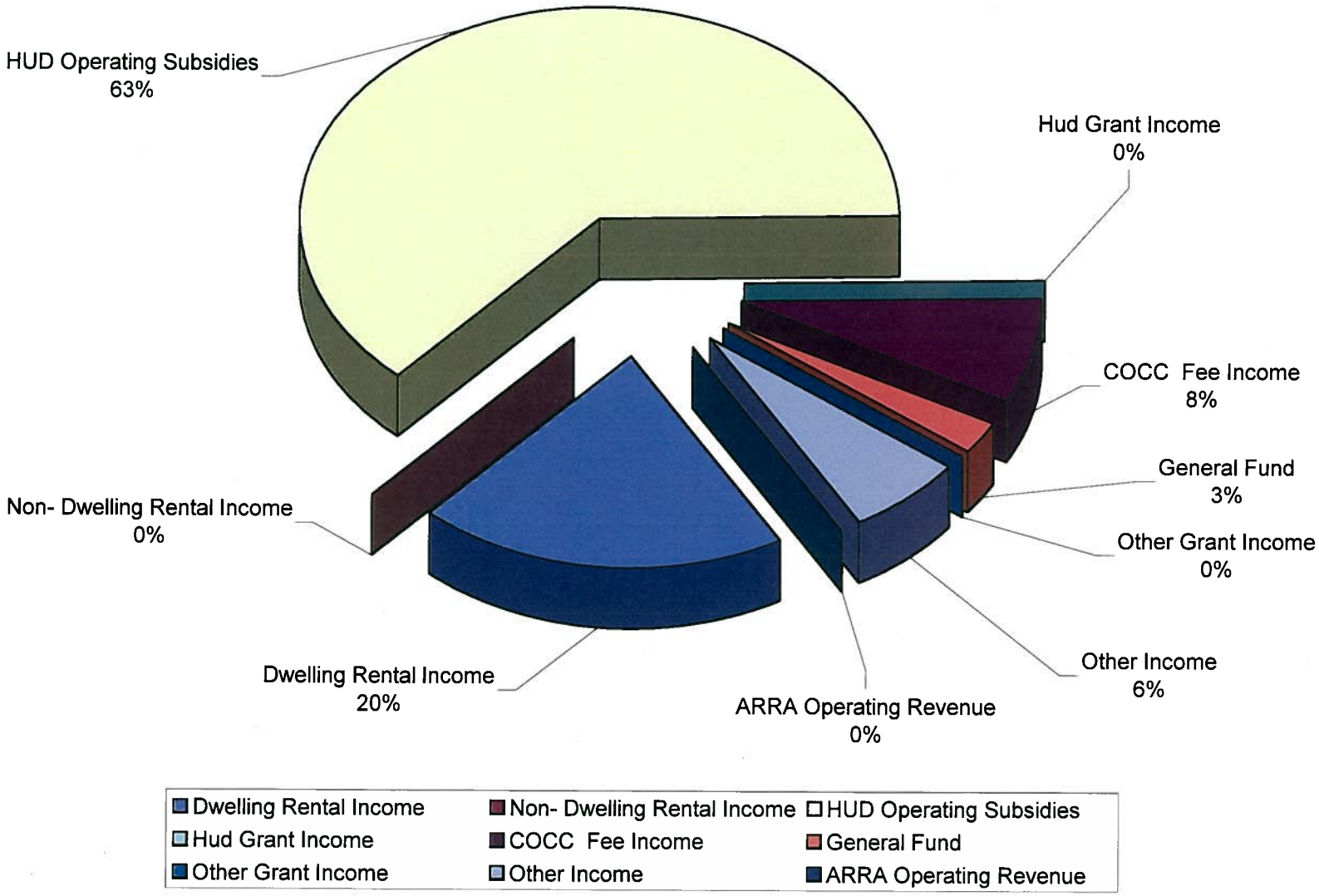
- State furlough significantly reduced the personnel expenses from projected FY 2009-2010. The projection for FY2010/2011 is up by 30% as this reflects filling of previously vacant positions. Positions will be filled throughout the year.
- **Utilities - $12.9M, $377K increase compared to FY 2010 Actuals**
  This is a slight increase to reflect anticipated utility increases.

BUDGET COMPARISON AGENCY TOTAL

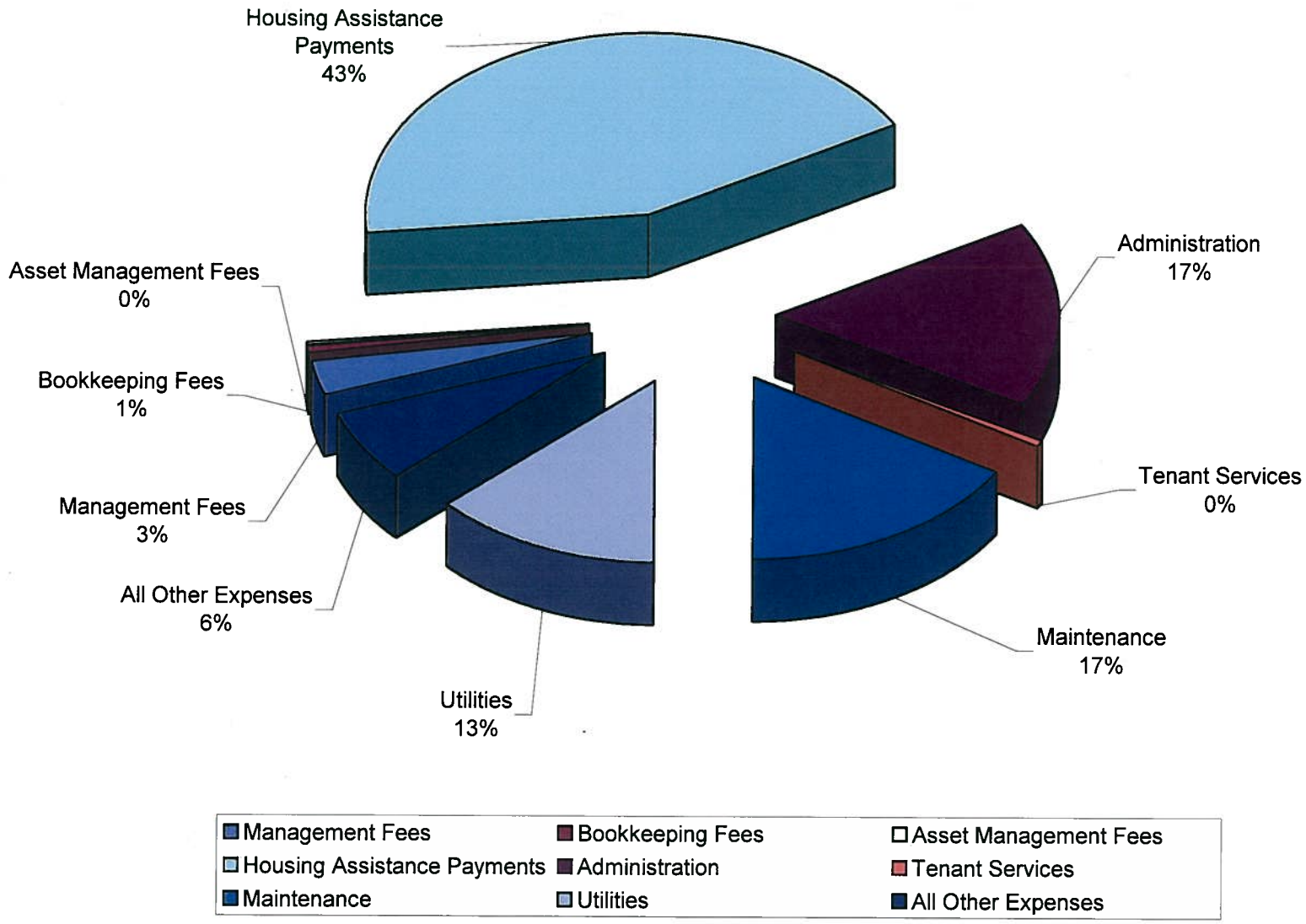
	Agency Budget FY 2010	Year End 2010*	Increase / (Decrease)	%	Agency Budget FY 2011
Projected Revenue					
Dwelling Rental Income	23,514,355	18,274,735	(5,239,619)	-22%	19,980,296
Non- Dwelling Rental Income	-	-	-	0%	
Total Rental Income	23,514,355	18,274,735	(5,239,619)	0%	19,980,296
HUD Operating Subsidies	63,374,906	67,445,119	4,070,213	6%	63,304,421
Hud Grant Income	0	0	-	0%	0
COCC Fee Income	0	6,601,009	6,601,009.11	0%	7,839,051
General Fund	880,188	1,085,501	205,313.00	0%	2,556,818
Other Grant Income	0	0	-	0%	0
Other Income	7,891,438	4,552,315	3,339,123	42%	6,446,507
ARRA Operating Revenue	0	0	-	0%	0
Total Other Income	72,146,533	79,683,944	14,215,658	20%	80,146,796
Total Operating Income	**95,660,887**	**97,958,680**	**2,297,793**	**2%**	**100,127,092**
Projected Expenses					
Management Fees	3,229,408	3,135,852	(93,556)	-3%	3,086,029
Bookkeeping Fees	811,117	619,081	(192,036)	-24%	621,154
Asset Management Fees	45,969	0	(45,969)	-100%	49,699
Housing Assistance Payments	41,536,453	43,906,172	2,369,719.00	0%	43,406,289
Administration	18,831,248	12,751,405	(6,079,843)	-32%	16,540,697
Tenant Services	458,137	417,899	(40,238)	-9%	462,971
Maintenance	18,270,018	15,655,161	(2,614,857)	-14%	16,520,354
Utilities	14,744,017	12,607,898	(2,136,119)	-14%	12,985,033
All Other Expenses	5,071,309	6,911,741	1,840,432	36%	6,449,271
Total Operating Expenses	**102,997,676**	**96,005,210**	**(6,992,466)**	-7%	**100,121,497**
Net Operating Income	**(7,336,789)**	**1,953,470**	**9,290,259**	**-127%**	**5,595**
Net Other Income (Expenses)					149,527,150
Net Capital Contributions					149,527,150
-Figures include Federal and State Capital Fund					
Increase in Net Assets	**(7,336,789)**	**1,953,470**	**9,290,259**	**-127%**	**5,595**

*Note: Data consists of 11 months of actual and 1 month of projected forecast.

HAWAII PUBLIC HOUSING AUTHORITY
FY2010-2011 AGENCY BUDGET
ESTIMATED OPERATING INCOME



HAWAII PUBLIC HOUSING AUTHORITY
FY2010-2011 AGENCY BUDGET
ESTIMATED EXPENDITURES



BUDGET COMPARISION
FEDERAL LOW RENT PROGRAM

Projected Revenue	Fed Low Rent Budget 2010	Year End 2010*	Increase / (Decrease)	%	Fed Low Rent Budget 2011
Dwelling Rental Income	18,321,941	13,838,354	(4,483,588)	-24%	15,537,596
Non- Dwelling Rental Income	-	-	-	0%	
Total Rental Income	18,321,941	13,838,354	(4,483,588)	0%	15,537,596
HUD Operating Subsidies	21,879,440	25,232,539	3,353,099	15%	20,424,153
Hud Grant Income	-	-	-	0%	-
COCC Fee Income	-	-	-	0%	-
General Fund	-	-	-	0%	1,507,306
Other Grant Income	-	-	-	0%	-
Other Income	1,384,975	619,153	765,821	55%	-
ARRA Operating Revenue	-	-	-	0%	-
Total Other Income	23,264,414	25,851,692	4,118,920	18%	21,931,459
Total Operating Income	**41,586,356**	**39,690,046**	**(1,896,310)**	**-5%**	**37,469,055**
Projected Expenses					
Management Fees	2,435,342	2,152,325	(283,018)	-12%	2,114,982
Bookkeeping Fees	474,210	362,419	(111,791)	-24%	363,342
Asset Management Fees	45,969	-	(45,969)	-100%	49,699
Housing Assistance Payments	-	-	-	0%	-
Administration	7,085,053	4,238,520	(2,846,533)	-40%	4,918,343
Tenant Services	111,181	100,230	(10,951)	-10%	126,957
Maintenance	14,467,769	12,261,630	(2,206,139)	-15%	13,530,275
Utilities	11,832,914	9,883,995	(1,948,919)	-16%	10,262,525
All Other Expenses	4,510,868	6,120,501	1,609,633	36%	5,915,521
Total Operating Expenses	**40,963,306**	**35,119,618**	**(5,843,687)**	-14%	**37,281,646**
Net Operating Income	**623,050**	**4,570,427**	**3,947,377**	**634%**	**187,409**
Net Other Income (Expenses)					145,240,445
Net Capital Contributions					145,240,445
-Figures include Federal and State Capital Fund					
Increase in Net Assets	**623,050**	**4,570,427**	**3,947,377**	**634%**	**187,409**

*Note: Data consists of 11 months of actual and 1 month of projected forecast.

BUDGET COMPARISION
STATE LOW RENT PROGRAM

Projected Revenue	State Low Rent Budget 2010	Year End 2010*	Increase / (Decrease)	%	State Low Rent Budget 2011
Dwelling Rental Income	3,047,731	2,642,290	(405,441)	-13%	2,646,700
Non- Dwelling Rental Income	-	-	-	0%	
Total Rental Income	3,047,731	2,642,290	(405,441)	-13%	2,646,700
HUD Operating Subsidies	-	-	-	0%	-
Hud Grant Income	-	-	-	0%	-
COCC Fee Income	-	-	-	0%	-
General Fund	-	-	-	0%	-
Other Grant Income	-	-	-	0%	-
Other Income	2,081,332	101,204	1,980,128	95%	2,041,799
ARRA Operating Revenue	-	-	-	0%	-
Total Other Income	2,081,332	101,204	1,980,128	95%	2,041,799
Total Operating Income	**5,129,063**	**2,743,493**	**(2,385,569)**	**-47%**	**4,688,499**
Projected Expenses					
Management Fees	230,277	421,819	191,542	83%	413,493
Bookkeeping Fees	97,133	54,556	(42,577)	-44%	54,258
Asset Management Fees	-	-	-	0%	-
Housing Assistance Payments	-	-	-	0%	-
Administration	1,002,352	490,539	(511,813)	-51%	1,374,198
Tenant Services	-	-	-	0%	0
Maintenance	1,795,255	1,383,103	(412,152)	-23%	1,029,910
Utilities	1,748,207	1,654,034	(94,173)	-5%	1,621,247
All Other Expenses	205,461	160,529	(44,932)	-22%	194,765
Total Operating Expenses	**5,078,685**	**4,164,580**	**(914,105)**	**-18%**	**4,687,871**
Net Operating Income	**50,378**	**(1,421,087)**	**(3,299,674)**	**-6550%**	**627**
Net Other Income (Expenses)					-
Net Capital Contributions					-
-Figures include Federal and State Capital Fund					
Increase in Net Assets	**50,378**	**(1,421,087)**	**(3,299,674)**	**-6550%**	**627**

*Note: Data consists of 11 months of actual and 1 month of projected forecast.

BUDGET COMPARISION
STATE ELDERLY PROGRAM

	State Elderly Budget 2010	Year End 2010*	Increase / (Decrease)	%	State Elderly Budget 2011
Projected Revenue					
Dwelling Rental Income	2,144,683	1,794,092	(350,590)	-16%	1,796,000
Non- Dwelling Rental Income	-	-	-	0%	-
Total Rental Income	2,144,683	1,794,092	(350,590)	-16%	1,796,000
HUD Operating Subsidies	-	-	-	0%	-
Hud Grant Income	-	-	-	0%	-
COCC Fee Income	-	-	-	0%	-
General Fund	-	-	-	0%	-
Other Grant Income	-	-	-	0%	-
Other Income	684,442	68,045	616,397	90%	977,948
ARRA Operating Revenue	-	-	-	0%	-
Total Other Income	684,442	68,045	616,397	90%	977,948
Total Operating Income	**2,829,125**	**1,862,137**	**(966,988)**	**-34%**	**2,773,948**
Projected Expenses					
Management Fees	75,277	297,962	222,685	296%	291,491
Bookkeeping Fees	64,533	37,244	(27,290)	-42%	37,244
Asset Management Fees	-	-	-	0%	-
Housing Assistance Payments	-	-	-	0%	-
Administration	510,254	227,976	(282,278)	-55%	866,171
Tenant Services	-	-	-	0%	-
Maintenance	990,706	889,249	(101,457)	-10%	511,132
Utilities	1,036,657	975,980	(60,677)	-6%	1,005,260
All Other Expenses	121,461	126,129	4,669	4%	157,450
Total Operating Expenses	**2,798,888**	**2,554,540**	**(244,348)**	**-9%**	**2,868,747**
Net Operating Income	**30,237**	**(692,403)**	**(1,211,336)**	**-4006%**	**(94,799)**
Net Other Income (Expenses)					4,286,705
Net Capital Contributions					4,286,705
-Figures include Federal and State Capital Fund					
Increase in Net Assets	**30,237**	**(692,403)**	**(1,211,336)**	**-4006%**	**(94,799)**

*Note: Data consists of 11 months of actual and 1 month of projected forecast.

BUDGET COMPARISON
HCVP

Projected Revenue	Housing Choice Voucher Program Budget 2010	Year End 2010*	Increase / (Decrease)	%	Housing Choice Voucher Program Budget 2011
Dwelling Rental Income	-	-	-	0%	-
Non- Dwelling Rental Income	-	-	-	0%	
Total Rental Income	-	-	-	0%	-
HUD Operating Subsidies	18,732,467	18,707,813	(24,654)	0%	19,477,284
Hud Grant Income	-	-	-	0%	-
COCC Fee Income	-	-	-	0%	-
General Fund	-	-	-	0%	-
Other Grant Income	-	-	-	0%	-
Other Income	2,059,729	2,019,610	40,119	2%	1,968,876
ARRA Operating Revenue	-	-	-	0%	-
Total Other Income	20,792,196	20,727,423	15,466	0%	21,446,160
Total Operating Income	**20,792,196**	**20,727,423**	**(64,773)**	**0%**	**21,446,160**
Projected Expenses					
Management Fees	264,384	251,516	(12,868)	-5%	253,823
Bookkeeping Fees	175,240	157,197	(18,043)	-10%	158,639
Asset Management Fees	-	-	-	0%	0
Housing Assistance Payments	18,008,453	19,599,603	1,591,150	0%	19,230,655
Administration	1,163,613	1,093,740	(69,873)	-6%	1,328,577
Tenant Services	346,956	317,416	(29,540)	-9%	335,014
Maintenance	0	924	924	0%	5,920
Utilities	21,663	17,451	(4,212)	-19%	19,825
All Other Expenses	141,048	103,802	(37,246)	-26%	33,212
Total Operating Expenses	**20,121,357**	**21,541,649**	**1,420,292**	**7%**	**21,365,665**
Net Operating Income	**670,839**	**(814,226)**	**(1,485,065)**	**-221%**	**80,495**
Net Other Income (Expenses)					-
Net Capital Contributions					-
-Figures include Federal and State Capital Fund					
Increase in Net Assets	**670,839**	**(814,226)**	**(1,485,065)**	**-221%**	**80,495**

*Note: Data consists of 11 months of actual and 1 month of projected forecast.

BUDGET COMPARISION
RENT SUPPLEMENTAL PROGRAM

	Rent Supplement Program Budget 2010	Year End 2010*	Increase / (Decrease)	%	Rent Supplement Program Budget 2011
Projected Revenue					
Dwelling Rental Income	-	-	-	0%	-
Non- Dwelling Rental Income	-	-	-	0%	
Total Rental Income	-	-	-	0%	-
HUD Operating Subsidies	-	-	-	0%	-
Hud Grant Income	-	-	-	0%	-
COCC Fee Income	-	-	-	0%	-
General Fund	880,188	1,085,501	205,313	23%	1,049,512
Other Grant Income	-	-	-	0%	-
Other Income	-	-	-	0%	0
ARRA Operating Revenue	-	-	-	0%	-
Total Other Income	880,188	1,085,501	205,313	23%	1,049,512
Total Operating Income	**880,188**	**1,085,501**	**205,313**	**23%**	**1,049,512**
Projected Expenses					
Management Fees	-	12,231	12,231	0%	12,240
Bookkeeping Fees	-	7,665	7,665	0%	7,670
Asset Management Fees	-	-	-	0%	0
Housing Assistance Payments	765,000	792,549	27,549	0%	772,650
Administration	112,361	108,960	(3,401)	-3%	100,075
Tenant Services	-	-	-	0%	0
Maintenance	-	-	-	0%	0
Utilities	1,444	4,367	2,923	202%	4,608
All Other Expenses	450	1,926	1,476	328%	13,410
Total Operating Expenses	**879,255**	**927,698**	**48,443**	**6%**	**910,653**
Net Operating Income	**933**	**157,803**	**156,870**	**16817%**	**138,859**
Net Other Income (Expenses)					-
Net Capital Contributions					-
-Figures include Federal and State Capital Fund					
Increase in Net Assets	**933**	**157,803**	**156,870**	**16817%**	**138,859**

*Note: Data consists of 11 months of actual and 1 month of projected forecast.

BUDGET COMPARISION
PROJECT BASED CONTRACT ADMINISTRATION

	Project Based Contract Administration Budget 2010	Year End 2010*	Increase / (Decrease)	%	Project Based Contract Administration Budget 2011
Projected Revenue					
Dwelling Rental Income	-	-	-	0%	-
Non- Dwelling Rental Income	-	-	-	0%	
Total Rental Income	-	-	-	0%	-
HUD Operating Subsidies	22,763,000	23,504,767	741,767	3%	23,402,984
Hud Grant Income	-	-	-	0%	-
COCC Fee Income	-	-	-	0%	-
General Fund	-	-	-	0%	-
Other Grant Income	-	-	-	0%	-
Other Income	1,680,960	1,744,303	(63,343)	-4%	1,457,884
ARRA Operating Revenue	-	-	-	0%	-
Total Other Income	24,443,960	25,249,071	678,424	3%	24,860,868
Total Operating Income	**24,443,960**	**25,249,071**	**805,111**	**3%**	**24,860,868**
Projected Expenses					
Management Fees	224,128	-	(224,128)	-100%	-
Bookkeeping Fees	-	-	-	0%	-
Asset Management Fees	-	-	-	0%	-
Housing Assistance Payments	22,763,000	23,514,020	751,020	0%	23,402,984
Administration	1,148,371	1,106,192	(42,179)	-4%	1,225,960
Tenant Services	-	-	-	0%	-
Maintenance	-	-	-	0%	-
Utilities	-	-	-	0%	-
All Other Expenses	0	46,163	46,163	0%	48,471
Total Operating Expenses	**24,135,499**	**24,666,375**	**530,876**	**2%**	**24,677,415**
Net Operating Income	**308,461**	**582,696**	**274,235**	**89%**	**183,453**
Net Other Income (Expenses)					-
Net Capital Contributions					-
-Figures include Federal and State Capital Fund					
Increase in Net Assets	**308,461**	**582,696**	**274,235**	**89%**	**183,453**

*Note: Data consists of 11 months of actual and 1 month of projected forecast.

Approved by the Executive Director _____
June 17, 2010

FOR ACTION

MOTION: To Authorize the Executive Director to Take all Actions Necessary to Comply with the Transfer of the Homeless Programs to the Department of Human Services pursuant to Act 89, Session Laws of Hawaii 2010, including but not limited to, the Transferring of Homeless Properties to the appropriate department, e.g., Department of Land and Natural Resources, Revising of Functional Statements, and Reorganizations.

I. FACTS

A. The Governor's Bill Action Report indicated that ACT 089 (10) SB910 SD1 HD2 CD1 was signed on May 10, 2010 - RELATING TO THE TRANSFER OF HOMELESS PROGRAMS WITHIN THE DEPARTMENT OF HUMAN SERVICES.

B. The Act transfers oversight of the State's homeless programs from the Hawai'i Public Housing Authority to the Department of Human Services' Benefits, Employment, and Support Services Division to ensure that the State remains eligible to receive federal funding.

II. DISCUSSION

A. The HPHA is working closely with the Department of Human Services (DHS) to effectuate the transfer of homeless programs.

B. During our discussions, it has become evident that there are several areas which require the HPHA Board to take official action to implement the transfer of the programs. Listed below are examples of the activities staff are currently undertaking to transfer homeless:

1. The Department of Human Services is not authorized to hold property for the State, and Homeless staff is proposing that the title to the homeless facilities be transferred to the Department of Land and Natural Resources (DLNR). Historically, when there have been facility issues DAGS has managed the repair/renovation activities at the homeless facilities owned by the State.

2. There are secured systems which require the HPHA to identify the personnel authorized to access the secured accounts. Additionally, equipment purchased under State and Federal grants must be transferred out of the HPHA's inventory to DHS.

3. The transfer of staff requires a revision to the HPHA's functional statement, a redescription of positions, and a reorganization of the agency to remove homeless positions. Under normal circumstances, an agency reorganization would require Board approval.

III. STAFF RECOMMENDATION

That the HPHA Board of Directors Authorize the Executive Director to take all Actions Necessary to Comply with the Transfer of the Homeless Programs to the Department of Human Services pursuant to Act 89, Session Laws of Hawaii 2010, including but not limited to, the Transferring of Homeless Properties to the appropriate State Department, Revising of Functional Statements, and Reorganizations

Prepared by: Barbara E. Arashiro, Executive Assistant DW for BEA

Adopted:

_____

Travis O. Thompson, Chair

Executive Director's May/June 2010 Board Status Report

Accomplishments:

- The Information Technology Office (ITO) obtained quotes to purchase the following:
  -100 new PCs to replace aging equipment (out of warranty) at AMPs statewide
  -250 corporate licenses for MS Office 2010 to put all staff on same platform
  -New servers to provide additional storage space to consolidate data in one location, simplify backups, and prepare for large scale document scanning
  -Web cams to enable video conferencing between AMP sites
- The local HUD Field Office conducted site visits at Kalihi Valley Homes (KVH) and Waimaha Sunflower and KPT Bill Sabelburo conducted the visits and was extremely complimentary of Sunflower and its manager, Veronica Malabey. This is a property managed by Ewa Realty. Bill found her knowledgeable and aware of what was happening with the property. KVH was noted for a significant improvement. Back areas were cleared of junk and garbage.
- **HPHA met the obligation deadline of June 12 and obligated all funds for the HUD 718 capital grant. The allocation must be fully expended by June 12, 2012.**
- Met with Senators Chun-Oakland and Sakamoto and Rep. Cabinilla to speak with them regarding HPHA's recommendation to the Governor to veto SB2473 CD1 or the Grandchildren bill.
- Met with HUD Deputy secretary Ron Sims along with other HUD agencies at HUD local offices. Deputy Secretary Sims provided some insight to HUD's new direction and opportunities that may be available.
- At request of Director Berthiaume met with Catherine Sorensen of Public Health and Director Berthiaume, to discuss possibility of conducting survey regarding tobacco, betel nut use and asthma.
- Executed supplemental contract with Hawaii Affordable Properties, Inc. to provide property management and maintenance services at Ke Kumu Ekahi on the island of Hawaii on 5/28/10 for an additional 12-month period. Time of Performance: June 1, 2010 to May 31, 2011; Amount: 218,892.00 (Total contract amount - $814,884.00); Funding Source: Ke Kumu Ekahi Project Funds
- Special AMP budget meetings were held and REAC strategy discussed and teams formed.

Planned Activities for May/June:

- HUD REAC Inspectors will be conducting site and unit inspections in July and August 2010. The Branch is coordinating teams of personnel to work on the properties that will be included in the inspections. The agency goal is to receive an average score of 80. If the agency reaches its goal, the inspections schedule may change inspection from yearly to every 2 years.
- Submit RFP for translation services of essential client documents.
- Have meetings with Legislators on grandchildren in elderly housing, start working with PMMSB on revising "guest policy" if the Governor vetoes the bill.
- **Contract(s)**
  -Execute contract with RC Holsinger to complete the fiscal year 2009 financial audit for Banyan Street Manor.
  -Execute contract to prepare analysis of impediments to fair housing for the State of Hawaii

-Execute supplemental contract with Realty Laua to provide property management, maintenance, and resident services at AMP 45 (Koolau Village, Hookipa Kahaluu, Kaneohe Apartments, Waimanalo Homes, Kauhale Ohana) for an additional 12-month period on the island of Oahu.
-Execute supplemental contract with Realty Laua to provide property management, maintenance, and resident services at AMP 49 (Kauhale Nani, Wahiawa Terrace, Kupuna Home O Waialua) for an additional 6-month period on the island of Oahu.
-Execute supplemental contract with Realty Laua to provide property management, maintenance, and resident services at AMP 40 (Kuhio Park Terrace, Kuhio Homes) for an additional 12-month period on the island of Oahu.
-Execute supplemental contract with Honolulu Disposal Service, Inc. for the revised refuse collection pick-up services for the Kuhio Park Terrace Tower B (AMP 40) due to the installation of the trash chute on the island of Oahu.
-Execute contract with Clifford Project to provide the design for the modernization of Palolo Valley Homes (AMP 50) on the island of Oahu.

- **Solicitation(s):**
  -Issue Invitation-for-Bids for Custodial Services for the HPHA's Central Office Cost Center offices. Issue Invitation-for-Bids for Security Services for Puuwai Momi under Asset Management Project 30 on the Island of Oahu.
  -Issue Invitation-for-Bids for Refuse Collection Services for Kawailehua – State and Kawailehua – Federal under Asset Management Project 38 on the Island of Kauai.
  -Issue Request-for-Proposals to conduct an Assessment on Accessibility, Compliance with Fair Housing and the Americans with Disabilities Act for the Federally Subsidized Low Income Public Housing Complexes.
  -Issue Request-for-Proposals for Professional Legal Services for the Kuhio Park Terrace/Kuhio Homes Redevelopment Project.
- **Personnel:**
  An internal candidate has posted for the Section 8 Branch Chief. Interviews will be conducted this month.

Trends/Issues:

- **Solicitation(s):**
  -The number of solicitations is anticipated to trend slightly up due to the effort to obligate the funds under the Capital Improvement Program by the June 2010 deadline.
- **Contract(s):**
  -The number of contracts under the Construction Management Branch is anticipated to trend slightly up due to the effort to obligate the funds under the Capital Improvement Program and Capital Fund Program by the June 2010 deadline.
  -The number of contracts under the Property Management and Maintenance Services Branch is anticipated to trend slightly up due to the effort to extend the refuse collection services, and appliances contracts before the June 30, 2010 expiration date.
  Personnel:
- Housing Planner recruitment and interviews produced only two candidates who were acceptable, but both were unaware they are currently earning significantly more than the

position pays. One of those has withdrawn their name, and the other has not responded to a request to call. It appears the job description will have to be revised to better match the functions we need the position to perform, the minimum qualifications adjusted, and another recruitment effort made that would attract candidates willing to work for the amount the position pays.

Potential Risks

- **Kahekili Terrace (Maui)**

  During the pre-bid conference for this project, staff incorrectly provided assurances to the bidding contractors that HPHA would deliver two vacant buildings, in several phases, during the course of construction. However, the original scope of work and cost estimate did not include the necessary resources to initiate a relocation plan/project. The bidding contractors therefore established their pricing on the assurances of staff. This misstatement by staff has placed the project in a dilemma. The project is funded with ARRA and ARRA has hard expenditure dates, as 60% of ARRA funds must be expended by March 17, 2011. Given the funding source and its timing the project does not have much room in the schedule to either defer or readjust the schedule. The only viable option is to develop a relocation plan and commit funding to the task.

  CMS staff has requested unit and tenant information from the PMMSB and AMP management staff; the information was received on May 31, 2010. The estimated cost of the relocation has not yet been determined.

- **Banyan Street Manor**

  The HPHA was assessed a $50,000 fine by HUD for this project, which later was reduced. The audits for 3 consecutive years (2007/2009/2009) were completed and submitted. HUD then sent to the HPHA a document that asked the HPHA to respond to the discrepancies found by the auditors. Documentation has been submitted for all years except for one item. The auditors were unable to reconcile a discrepancy for the Reserve for Replacement Account. Deposits to this account are deficient by $98,156. There were also withdrawals made from this account without prior approval or explanation. These items need to be reconciled before this long standing item can be closed out. HPHA is contracting with the accounting firm that performed the 3 audits to not only reconcile this account but also perform the Year-end 2010 audit.

- **Makani Kai Hale**

  During the permit application process, for this project, CMS staff discovered that a Certificate of Occupancy was never issued. The Maui County Building Department has accepted our building permit application and will start processing the submittals, but will not release the permit until the CO matter is resolved. HPHA/CMS will prepare and submit an application for review/approval and may incur fines to obtain a CO for the project site. The estimated sum of the fine is approximately $12,000. CMS staff is working with the County of Maui to resolve the issue.

  As part of the permit review, DCAB is now requiring a change to the sliding glass door threshold. The additional construction cost is estimated at $15,000-$20,000; the price will be solidified after the consultant completes the new design work and final cost analysis.

In addition to the changes required by DCAB, Maui County Building Department is requiring the installation of smoke detectors for several units and compliance with the 2006 International Energy Conservation Code Standards. The consultant is currently reviewing the impact of including the additional energy improvements and will provide staff with a scope of work and cost analysis in the near future.

The project will also incur additional costs to pay for relocation and security for 2 days while the property is tented for termites. The estimated cost for this is approximately $8,700.00.

- **Hana Property Sale (Maui)**

The purchasers of the property have raised several concerns and questions as to why the property has not sold. They have inferred that the HPHA did not act in good faith in the sale of the property and they have also stated that they have had to incur additional costs because of this protracted sale. The following was provided as explanation of the lengthy process:

-We were prepared to close on the sale when the Legislature passed Act 76, which prevented us from going forward until certain conditions were met. Here's a short summary of what Act 176 requires:

Act 176 says that, unless the land is a "remnant" as defined by HRS 171-52 ("The term "remnant" means a parcel of land economically or physically unsuitable or undesirable for development or utilization as a separate unit by reason of location, size, shape, or other characteristics") we do need Legislative approval. It says the department or agency has to:

1. Hold an informational briefing on the proposed sale in the community where the land is located "prior to finalizing any proposal for the sale;" then

2. Submit to the Legislature (with a copy to the Office of Hawaiian Affairs) a Concurrent Resolution, with the following information:

   a. The location and area of the parcels of land to be sold or given;
   b. The appraisal value of the land to be sold or given;
   c. The names of all appraisers performing appraisals of the land to be sold or given;
   d. The date of the appraisal valuation;
   e. The purpose for which the land is being sold; and
   f. A detailed summary of any development plans for the land to be sold.

3. Get a 2/3 majority of both House and Senate to approve it.

Property Management and Maintenance Services Branch (PMMSB)

PMMSB Status Report for May 2010

Completed Activities

- During the month of May, 2010, rent collections for HPHA State properties were 84.72% and the total tenant occupancy rate was 92%
- During the month of May, 2010, rent collections for HPHA Federal properties were 86.46% and the total tenant occupancy rate was 93.37%.
- HUD conducted site visits to follow up on the REAC inspections conducted last year to verify that exigent health and safety repairs were achieved at Kalihi Valley Homes, Waimaha Sunflower and Kuhio Park Terrace. HUD commented that significant improvements were made at said properties.

Planned Activities

- The draft of the uniform House Rules has been reviewed by Public Housing and Private Managers and the Executive Director. The draft was forwarded to the Attorney General's office for review on April 7, 2010. On May 6, 2010 Property Management and Maintenance Services Branch (PMMSB) hosted a meeting with the Attorney General's office, Office of the Executive Director, Planning and Compliance to discuss the implementation of the uniform House Rules. PMMSB will solicit comments from the Resident Association Board (RAB) and AMP Resident Association Representatives. PMMSB will mail a copy of the new rules to each household and conduct public hearings. PMMSB will then make recommendations to the board and request approval of the uniform House Rules. Following approval PMMSB will incorporate the necessary changes to the Hawaii Administrative Rules.
- Resident Associations update. See chart below:

Site	Status	Notation	Plan
Kalanihuia	active		
Lanakila	active		
Pi`ilani	active		
Punchbowl	active		
Mayor Wright	new board	03/29/10 recall election held	Pres. To remain

Kamehameha	active		
Pumehana	active		
Makamae	folded		
Punahele	active		
Hanamaulu	active		
Kapaa	active		
Ka Hale Kahaluu	new board	5/10 elections held	meet with Board 5/26/10
Kealakehe	active	5/10 not active	
Hale Hauoli	active		
Wahiawa Terrace	active		
Kauhale Nani	new board	3/31/10 elections held	meet with Board 5/19/10
Palolo Valley	active		
Hookipa Kahaluu	active		
Kalihi Valley	active		updated By-Laws
Puuwai Momi	folded		
Koolau Village	active		
Kaneohe Apts.	active		
Nani Olu	active	project undergoing renovations	
Kauhale O`Hanakahi	active		
Kauhale Ohana	active		
Waimanalo	active		
Kuhio Park Terrace	new board	11/09 elections held	updating By-Laws
Kaahumanu Homes	new board	10/09 elections held	updating By-Laws
Waimaha-Sunflower	reviving	need to fill (2) board positions	updating By-Laws

Trends/Issues

- HUD REAC Inspectors will conduct site and unit inspections during the months of July and August 2010. Prior to HUD's REAC Inspections HPHA will conduct property and unit inspection to ensure compliance with HUD rules and regulations. The agency has set a of goal of 80 points on average. If the agency accomplishes this goal, property and unit inspections will revert to bi-annual inspections. Currently inspections are conducted annually.

Risks

- The Banyan Street Manor property received notification from HUD that its rental vouchers were missing. A copy of the missing vouchers were re-submitted but got a message back from HUD saying the vouchers did not meet the compliance threshold. Therefore the voucher request for payment was denied.

  Staff researched the issue and discovered that there were problems with these vouchers, as far back as April 2008. The staff person who was working on this has since retired and the Branch Chief was unable to find any continuity in solving this long standing issue.

  The former management agent was asked to re-submit the vouchers and we are waiting for HUD's response. In the event this re-submittal is not accepted the HPHA could possibly lose $250,000 or more if the problem is not corrected.

- The HAP contract renewal for Wilikina was rejected by HUD due to an invalid rent reasonable study used from 2005. The same study has been used for the last 5 years however HUD did not accept it. HPHA has obtained a current rent reasonable study and will resubmit the contract renewal request in June 2010.

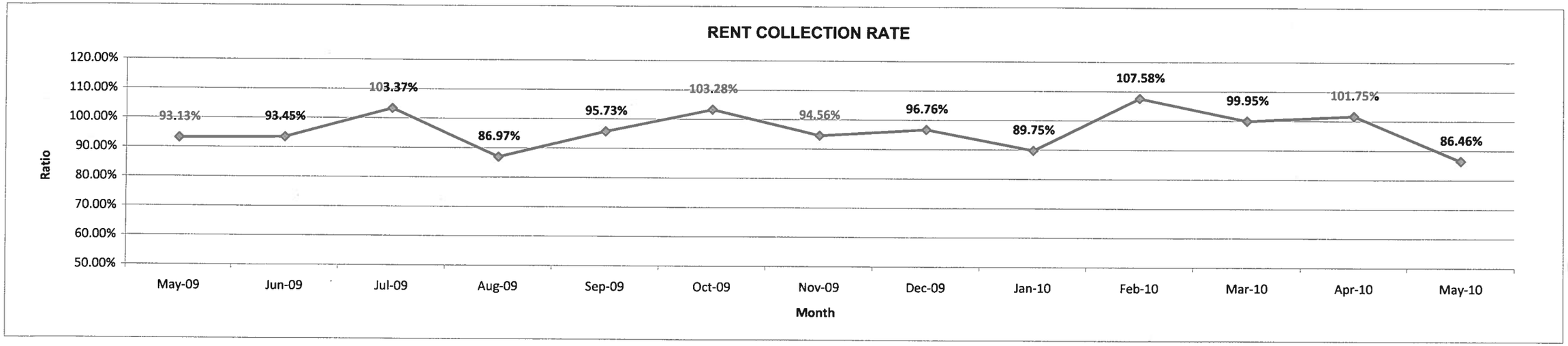
- The Hana parcel was not sold because an appraisal was not completed in time for this legislative session. Buyers might request compensation for fees incurred due to the sale not going through. Buyers are not willing to wait until next legislative session and also mentioned that the price of land on Maui is dropping.

FEDERAL PUBLIC HOUSING

Rent Collection from May 2009 to May 2010

	May-09			Jun-09			Jul-09			Aug-09			Sep-09			Oct-09		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 130,607.50	$ 119,245.42	91.30%	$ 125,699.50	$ 116,981.70	93.06%	$ 112,436.50	$ 124,829.51	111.02%	$ 119,391.36	$ 108,916.51	91.23%	$ 119,402.26	$ 122,538.77	102.63%	$ 120,399.00	$ 132,027.26	109.66%
Kauai	$ 82,400.00	$ 77,912.88	94.55%	$ 82,065.00	$ 75,445.23	91.93%	$ 72,695.00	$ 83,795.34	115.27%	$ 73,072.00	$ 64,423.31	88.16%	$ 73,104.00	$ 74,848.55	102.39%	$ 73,842.00	$ 76,756.23	103.95%
Maui	$ 49,787.00	$ 41,731.27	83.82%	$ 49,901.00	$ 42,621.61	85.41%	$ 46,854.00	$ 46,508.59	99.26%	$ 45,267.00	$ 37,689.39	83.26%	$ 44,707.00	$ 39,587.84	88.55%	$ 42,396.00	$ 42,742.85	100.82%
Oahu	$ 1,220,353.50	$ 1,142,362.65	93.61%	$ 1,221,464.94	$ 1,147,238.16	93.92%	$ 1,159,986.53	$ 1,183,747.09	102.05%	$ 1,144,388.66	$ 990,982.65	86.59%	$ 1,123,584.93	$ 1,065,700.18	94.85%	$ 1,119,356.06	$ 1,148,918.60	102.64%
Total	$ 1,483,148.00	$ 1,381,252.22	93.13%	$ 1,479,130.44	$ 1,382,286.70	93.45%	$ 1,391,972.03	$ 1,438,880.53	103.37%	$ 1,382,119.02	$ 1,202,011.86	86.97%	$ 1,360,798.19	$ 1,302,675.34	95.73%	$ 1,355,993.06	$ 1,400,444.94	103.28%

	Nov-09			Dec-09			Jan-10			Feb-10			Mar-10			Apr-10			May-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 116,820.00	$ 112,301.32	96.13%	$114,069.72	$119,412.98	104.68%	$116,704.72	$100,450.20	86.07%	$ 114,112.72	$ 123,818.28	108.51%	$ 111,742.56	$ 116,961.95	104.67%	$ 114,516.69	$ 122,029.78	106.56%	$ 113,063.10	$ 104,100.27	92.07%
Kauai	$ 75,024.00	$ 69,266.58	92.33%	$76,423.00	$75,161.64	98.35%	$76,185.00	$65,796.55	86.36%	$ 79,317.00	$ 78,818.84	99.37%	$ 78,569.00	$ 73,688.81	93.79%	$ 75,812.00	$ 74,505.00	98.28%	$ 77,945.00	$ 64,295.49	82.49%
Maui	$ 41,421.00	$ 41,035.33	99.07%	$41,265.00	$42,481.46	102.95%	$41,683.00	$37,016.56	88.80%	$ 39,286.00	$ 40,224.33	102.39%	$ 39,522.00	$ 41,955.64	106.16%	$ 42,734.00	$ 43,717.38	102.30%	$ 42,283.00	$ 35,519.47	84.00%
Oahu	$ 1,118,029.91	$ 1,055,189.15	94.38%	$1,120,641.22	$1,071,584.35	95.62%	$1,121,888.75	$1,014,179.21	90.40%	$ 1,123,281.42	$ 1,215,939.13	108.25%	$ 1,120,869.72	$ 1,117,474.18	99.70%	$ 1,128,670.65	$ 1,145,247.82	101.47%	$ 1,119,480.19	$ 965,633.68	86.26%
Total	$ 1,351,294.91	$ 1,277,792.38	94.56%	$ 1,352,398.94	$ 1,308,640.43	96.76%	$ 1,356,461.47	$ 1,217,442.52	89.75%	$ 1,355,997.14	$ 1,458,800.58	107.58%	$ 1,350,703.28	$ 1,350,080.58	99.95%	$ 1,361,733.34	$ 1,385,499.98	101.75%	$ 1,352,771.29	$ 1,169,548.91	86.46%



Federal LIPH
HPHA Island Overview Report
May 2010

	Occupancy *					Federal Waiting List**			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Families	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
Hawaii	601	547	91.01%	50	4	1,577	157	8	2
Kauai	319	300	94.04%	16	3	89	29	0	0
Maui	196	141	71.94%	55	0	394	80	5	1
Oahu	4,119	3,900	94.68%	201	18	6,691	1,432	12	10
Total	**5,235**	**4,888**	**93.37%**	**322**	**25**	**8,517**	**1,666**	**25**	**13**

	Non Vacated Delinquencies***				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	52	$ 27,204.32	19	$ 21,547.18	$ 113,063.10	$ 104,100.27	**92.07%**
Kauai	48	$ 22,249.24	16	$ 33,538.14	$ 77,945.00	$ 64,295.49	**82.49%**
Maui	22	$ 5,882.63	8	$ 4,370.57	$ 42,283.00	$ 35,519.47	**84.00%**
Oahu	471	$ 220,652.95	118	$ 180,953.34	$ 1,119,480.19	$ 965,633.68	**86.26%**
Total	**593**	**$ 275,989.14**	**161**	**$ 240,409.23**	**$ 1,352,771.29**	**$ 1,169,548.91**	**86.46%**

* 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).

Federal LIPH
HPHA Project Overview Report
May 2010

	Occupancy*					Federal Waiting List**			
AMP	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
30P-Aiea	362	354	97.79%	8	0	4935	0	10	0
31P-KVH	372	323	86.83%	46	3	4935	0	10	0
32P-MWH	363	352	96.97%	11	0	4935	0	10	0
33P-Kam/Kaamanu	371	369	99.46%	1	1	4935	0	10	0
34P-Kalakaua	581	565	97.25%	16	0	0	1367	0	10
35P-Kalanihuia	584	564	96.58%	19	1	4935	1367	10	10
37P-Hilo	301	272	90.37%	28	1	578	93	1	1
38P-Kauai	319	300	94.04%	16	3	89	29	0	0
39P-Maui	196	141	71.94%	55	0	394	80	2	1
40P-KPT	738	698	94.58%	35	5	4935	0	0	0
43P-Kona	199	192	96.48%	5	2	1085	79	7	1
44P-Leeward Oahu	258	221	85.66%	32	5	2397	0	2	0
45P-Windward Oahu	225	222	98.67%	3	0	1723	0	0	0
46P-Kamuela	101	83	82.18%	17	1	1085	79	0	1
49P-Central Oahu	150	120	80.00%	28	2	1348	206	0	0
50P-Palolo	115	112	97.39%	2	1	4935	0	0	0
Total	5,235	4,888	93.37%	322	25	8,517	1,666	25	13

	Non Vacated Delinquencies***				Collection Rate		
AMP	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	48	27,185.34	8	5,932.08	$ 143,119.00	127,141.71	88.84%
31P-KVH	37	20,634.27	16	16,141.82	$ 82,330.00	77,746.57	94.43%
32P-MWH	50	20,728.83	10	21,050.29	$ 105,764.62	90,484.44	85.55%
33P-Kam/Kaamanu	34	17,382.68	9	29,369.11	$ 92,620.92	83,758.69	90.43%
34P-Kalakaua	6	1,984.70	1	90.66	$ 131,061.70	112,020.69	85.47%
35P-Kalanihuia	23	9,042.22	7	7,298.52	$ 141,222.95	118,597.39	83.98%
37P-Hilo	19	13,331.05	8	5,071.13	$ 61,403.10	57,923.00	94.33%
38P-Kauai	48	22,249.24	16	33,538.14	$ 77,945.00	64,295.49	82.49%
39P-Maui	22	5,882.63	8	4,370.57	$ 42,283.00	35,519.47	84.00%
40P-KPT	158	65,777.87	22	34,065.08	$ 253,690.00	212,782.24	83.87%
43P-Kona	14	6,530.00	4	5,625.00	$ 37,587.00	34,043.35	90.57%
44P-Leeward Oahu	54	29,688.59	25	31,784.82	$ 39,874.00	31,635.51	79.34%
45P-Windward Oahu	37	17,681.48	8	16,102.41	$ 69,161.00	56,123.54	81.15%
46P-Kamuela	19	7,343.27	7	10,851.05	$ 14,073.00	12,133.92	86.22%
49P-Central Oahu	8	2,091.37	3	3,221.00	$ 37,238.00	34,270.33	92.03%
50P-Palolo	16	8,455.60	9	15,897.55	$ 23,398.00	21,072.57	90.06%
Total	593	$ 275,989.14	161	$ 240,409.23	$ 1,352,771.29	$ 1,169,548.91	86.46%

* 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).

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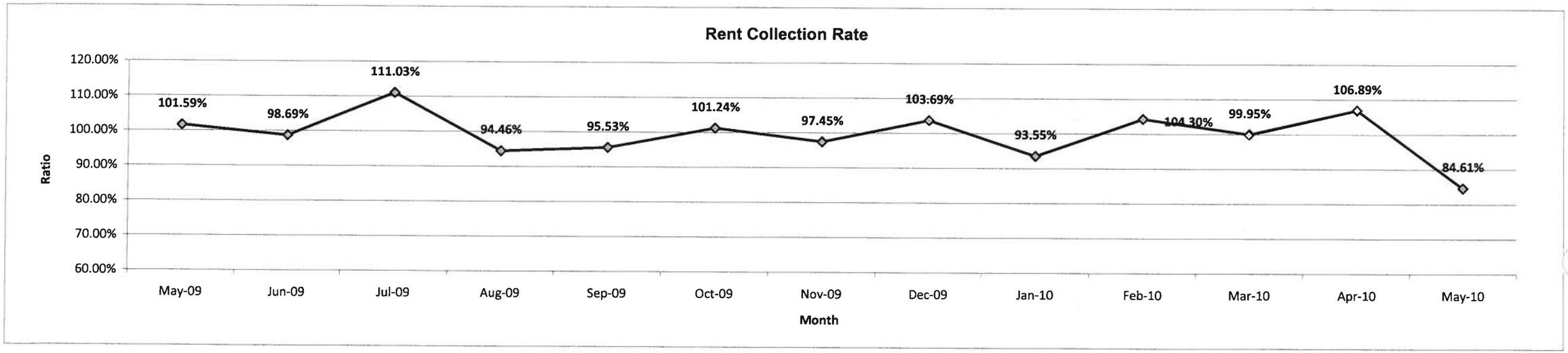
STATE PUBLIC HOUSING

Rent Collection from May 2009 to May 2010

	May-09			Jun-09			Jul-09			Aug-09			Sep-09			Oct-09		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 10,637.00	$ 10,317.00	96.99%	$ 9,164.00	$ 8,930.00	97.45%	$ 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%
Kauai	$ 6,593.00	$ 5,798.00	87.94%	$ 6,687.00	$ 7,217.00	107.93%	$ 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%
Maui	$ 4,807.00	$ 4,692.00	97.61%	$ 4,806.00	$ 4,752.00	98.88%	$ 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%
Oahu	$ 222,008.00	$ 227,110.62	102.30%	$ 223,648.00	$ 220,206.96	98.46%	$ 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%
Total	$ 244,045.00	$ 247,917.62	101.59%	$ 244,305.00	$ 241,105.96	98.69%	$ 246,760.00	$ 273,973.74	111.03%	$ 247,747.00	$ 234,010.10	94.46%	$ 246,356.00	$ 235,349.72	95.53%	$ 247,411.00	$ 250,481.79	101.24%

	Nov-09			Dec-09			Jan-10			Feb-10			Mar-10			Apr-10			May-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 8,421.00	$ 8,585.00	101.95%	$ 8,209.00	$ 8,815.49	107.39%	$ 8,716.00	$ 8,408.62	96.47%	$ 8,882.00	$ 7,628.00	85.88%	$ 8,153.00	$ 7,563.00	92.76%	$ 8,103.00	$ 8,259.00	101.93%	$ 8,678.00	$ 8,289.30	95.52%
Kauai	$ 5,269.00	$ 7,091.00	134.58%	$ 5,380.00	$ 4,518.00	83.98%	$ 5,639.00	$ 4,493.00	79.68%	$ 5,297.00	$ 4,164.11	78.61%	$ 5,297.00	$ 5,077.00	95.85%	$ 5,198.00	$ 4,418.00	84.99%	$ 5,742.00	$ 4,860.00	84.64%
Maui	$ 5,352.00	$ 5,320.00	99.40%	$ 5,235.00	$ 5,065.00	96.75%	$ 5,195.00	$ 4,667.00	89.84%	$ 5,379.00	$ 7,157.00	133.05%	$ 5,851.00	$ 6,231.00	106.49%	$ 5,777.00	$ 5,390.00	93.30%	$ 5,993.00	$ 4,659.00	77.74%
Oahu	$ 227,911.00	$ 219,664.64	96.38%	$ 228,223.00	$ 237,762.94	104.18%	$ 229,851.00	$ 215,748.79	93.86%	$ 227,881.00	$ 239,141.25	104.94%	$ 227,169.00	$ 227,468.38	100.13%	$ 225,833.00	$ 243,720.60	107.92%	$ 224,782.00	$ 189,662.11	84.38%
Total	$ 246,953.00	$ 240,660.64	97.45%	$ 247,047.00	$ 256,161.43	103.69%	$ 249,401.00	$ 233,317.41	93.55%	$ 247,439.00	$ 258,090.36	104.30%	$ 246,470.00	$ 246,339.38	99.95%	$ 244,911.00	$ 261,787.60	106.89%	$ 245,195.00	$ 207,470.41	84.61%



State LIPH
HPHA Project Overview Report
May 2010

	Occupancy *					State Waiting List**			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
2201-Hauiki	46	45	97.83%	1	0	5681	0	0	0
2202-Puahala Homes	128	105	82.03%	16	7	5681	0	0	0
2204-Kawailehua	26	25	96.15%	0	1	125	0	0	0
2205-Kahale Mua	32	27	84.38%	5	0	69	0	0	0
2206-Lokahi	30	14	46.67%	16	0	719	0	8	0
2207-Ke Kumu Elua	26	11	42.31%	13	2	1928	0	0	0
2401-Hale Po'ai	206	203	98.54%	3	0	0	420	0	0
2402-La'iola	108	105	97.22%	3	0	0	71	0	0
2403-Kamalu-Ho'olulu	220	219	99.55%	0	1	0	144	0	0
2404-Halia Hale	41	40	97.56%	0	1	0	144	0	0
Total	863	794	92.00%	57	12	8,157	613	8	0

	Non Vacated Delinquencies***				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	5	$ 4,324.70	14	$ 136,728.14	$ 19,369.00	16,499.71	85.19%
2202-Puahala Homes	10	$ 8,042.01	24	$ 136,234.96	$ 40,586.00	35,797.40	88.20%
2204-Kawailehua	2	$ 1,764.00	2	$ 3,453.46	$ 5,742.00	4,860.00	84.64%
2205-Kahale Mua	2	$ 544.00	17	$ 10,782.37	$ 5,993.00	4,924.00	82.16%
2206-Lokahi	0	$ -	2	$ 12,591.50	$ 5,396.00	4,978.30	92.26%
2207-Ke Kumu Elua	2	$ 870.00	6	$ 2,993.67	$ 3,282.00	3,311.00	100.88%
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	$ 57,297.00	45,187.00	78.86%
2402-La'iola	1	$ 632.00	8	$ 2,934.52	$ 33,176.00	28,403.00	85.61%
2403-Kamalu-Ho'olulu	1	$ 404.00	2	$ 206.40	$ 63,232.00	55,125.00	87.18%
2404-Halia Hale	0	$ -	0	$ -	$ 11,122.00	8,650.00	77.77%
Total	23	$ 16,580.71	80	$ 308,209.02	$ 245,195.00	$ 207,735.41	84.72%

* 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 Island Overview Report
May 2010

	Occupancy*					State Waiting List**			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
Hawaii	56	25	44.64%	29	2	1,483	0	8	0
Kauai	26	25	96.15%	0	1	125	0	0	0
Maui	32	27	84.38%	5	0	69	0	0	0
Oahu	749	717	95.73%	23	9	6,603	613	0	0
Total	**863**	**794**	**92.00%**	**57**	**12**	**8,157**	**613**	**8**	**0**

	Non Vacated Delinquencies***				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	2	$ 870.00	8	$ 15,585.17	$ 8,678.00	$ 8,289.30	**95.52%**
Kauai	2	$ 1,764.00	2	$ 3,453.46	$ 5,742.00	$ 4,860.00	**84.64%**
Maui	2	$ 544.00	17	$ 10,782.37	$ 5,993.00	$ 4,924.00	**82.16%**
Oahu	17	$ 13,402.71	53	$ 278,388.02	$ 224,782.00	$ 189,662.11	**84.38%**
Total	**23**	**$ 16,580.71**	**80**	**$ 308,209.02**	**$ 245,195.00**	**$ 207,735.41**	**84.72%**

* 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).

Construction Management Section (CMS)

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 06/01/2010

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 Phase 1	Family	3	1981	27	271	16	3		$3,970,469	FY08 Elevator CIP	Sep-07	Apr-09	May-10
Phase 2		1	1964	44							Sep-07	Nov-09	Nov-10
Phase 3		2	1964	44							Sep-07	May-10	May-11
Kuhio Park Terrace B Phase 1	Family	4	1964	44	298	16	3				Sep-07	Apr-09	May-10
Phase 2		5	1964	44							Sep-07	Nov-09	Nov-10
Phase 3		6	1981	27							Sep-07	May-10	Jun-11
Kalakaua Home Phase 1	Elderly	1	1983	25	221	10	2		$460,733	FY09 Elevator CIP	Aug-08	10/25/2010	2/18/2011
		2	1983	25							Aug-08	2/21/2011	6/20/2011
Makua Alii Phase 1	Elderly	1	1967	41	211	20	2		$460,733	FY09 Elevator CIP	Aug-08	10/25/2010	2/18/2011
		2	1967	41							Aug-08	2/21/2011	6/20/2011
Kalanihuia Phase 2	Elderly	1	1968	40	151	15	2		$471,204	FY09 Elevator CIP	Aug-08	6/23/2011	10/27/2011
		2	1968	40							Aug-08	10/31/2011	3/5/2012
Paoakalani Phase 2	Elderly	1	1970	38	151	17	2		$445,026	FY09 Elevator CIP	Aug-08	6/23/2011	10/27/2011
		2	1970	38							Aug-08	10/31/2011	3/5/2012
Pumehana Phase 3	Elderly	1	1972	36	139	21	2		$465,968	FY09 Elevator CIP	Aug-08	3/7/2012	7/11/2012
		2	1972	36							Aug-08	7/16/2012	11/16/2012
Punchbowl Homes Phase 3	Elderly	1	1961	47	144	7	2		$371,728	FY09 Elevator CIP	Aug-08	3/7/2012	7/11/2012
		2	1961	47							Aug-08	7/16/2012	11/16/2012

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Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 06/01/2010

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Makamae Phase 4	Elderly	1	1971	37	124	4	2		$261,780	FY09 Elevator CIP	Aug-08	11/21/2012	1/30/2013
		2	1971	37							Aug-08	2/4/2013	4/15/2013
Wilikina Apts Phase 4	Family	1	1977	31	119	9	2		$424,712	FY09 Elevator CIP	Aug-08	11/21/2012	3/13/2013
		2	1977	31							Aug-08	3/18/2013	7/8/2013
Salt Lake Apts	Family	1	1970	38	28	8	1		$1,000,000	B-08-401-K			
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	$9,672,353				
	Average age of elevators			31									

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CAPITAL FUND PROGRAM - 718
PROJECT STATUS REPORT
June 9, 2010

PROJECT (CONSTRUCTION)	PROJECT COST	ADVERTISE - INVITATION FOR BID	BID OPENING	APPROVAL GRANTED BY HUD	CONTRACT EXECUTED	NOTICE TO PROCEED	PRE-CONST. CONFERENCE	CONST. START DATE	CONST. COMPLETION
Kaahumanu Homes - Reroofing	$ 2,018,300.00	5/4/2010	5/26/2010	6/2/2010	6/7/2010	est. 7/2010	est. 7/7/2010	est. 7/12/2010	est. 11/9/2010
KPT Tower B - Reroofing	$ 781,591.00	5/4/2010	5/26/2010	6/2/2010	6/7/2010	est. 7/2010	est. 7/7/2010	est. 7/12/2010	est. 11/9/2010
KPT - Security Cameras	$ 660,028.00	6/29/2009	7/23/2009	8/11/2009	9/28/2009	3/18/2010	3/2/2010	3/18/2010	7/16/2010
KPT - Trash Chutes	$ 1,260,573.40	8/29/2008	9/18/2008	12/18/2008	4/30/2009	6/29/2009	est. 7/14/2010	Pending	12/2010
KPT - Hot Water Storage Tank	$ 39,539.26	5/13/2010	5/26/2010	N/A	PO 6/1/2010	6/1/2010	est. 6/2010	est. 6/2010	est. 7/2010
Mayor Wright Homes - Reroofing	$ 287,340.20	1/19/2010	2/11/2010	4/26/2010	5/25/2010	6/3/2010	est. 8/3/2010	est.8/2010	est. 1/1/2011
Wahiawa Terrace Reroofing	$ 589,277.25	1/19/2010	2/11/2010	4/27/2010	5/25/2010	6/3/2010	est. 8/3/2010	est. 8/2010	est. 101/2011
Makamae Investigation & Repair	$ 131,522.00	N/A	5/18/2006	6/15/2006	6/29/2006	N/A	N/A	N/A	N/A
SUB-TOTAL	$ 5,768,171.11								

PROJECT (DESIGN)	PROJECT COST	SPO PNS POSTING	APPROVAL GRANTED BY HUD	DATE AWARDED	CONTRACT EXECUTED	NOTICE TO PROCEED	COMPLETION DATE
Lanakila Homes - Phase II, III & IV	$ 354,997.67			12/15/2009	9/5/2001	10/15/2001	multi phases-ongoing
Palolo Valley - Physical Improvements	$ 2,089,728.50	5/12/2009 (9/11/2009 - SelCom establ.)	5/18/2010	05/20/2010	6/3/2010	est. 06/28/10	est. 6/2012
Kalihi Valley Homes Phase II Site & Dwelling Improvements	$ 20,055.56	unk	unk	8/10/2001	8/27/2001	unk	9/29/2008
Environmental (All Federal Projects)	$ 159,131.00	5/12/2009	Ltr requesting approval sent 4/15/2010	4/9/2010	5/12/2010	5/17/2010	10/13/2010
Makani Kai Hale (Relocation)	$ 7,259.00	N/A	5/28/2010	N/A	PO 6/4/2010	N/A	
SUB-TOTAL	$ 2,631,171.73						
Operations	$ 2,522,747.00						
Management Improvements	$ 430,270.71						
Administration	$ 1,261,373.00						
SUB-TOTAL	$ 4,214,390.71						
TOTAL	**$ 12,613,733.55**						
TOTAL GRANT	**$ 12,613,733.00**						

Hearings (HRO)

HEARINGS OFFICE- STATEWIDE FEDERAL 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
Feb10	20	20	0	7	8	0	0	5	15
Mar10	23	19	4	5	11	0	1	6	17
Apr10	14	11	3	7	3	0	1	3	11
May10	8	8	0	3	2	0	0	3	5
TOTALS	240	203	37	102	74	4	6	54	186

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

Decisions Rendered:	Rent Violations	Other Violations
Eviction	3	
Evict w/cond	2	
10-day cure	0	
Dismissal	0	
Continued	3	
TOTAL	8	0

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

AMP 30 Puuwai Momi	$1,323.00
AMP 32 Kamehameha Homes	$ 629.69
AMP 44 Waimaha Sunflower	$3,249.50
Total:	$5,202.19

Contract and Procurement Office (CPO)

Contract & Procurement Office
Monthly Status Report for May 2010

Solicitations Issued in May 2010:

Solicitation No.	Title	Due Date
IFB-CMS-2010-08	Re-Roof at Kuhio Park Terrace, Tower B (AMP 40) on the Island of Oahu Job No. 09-027-110-F	May 26, 2010
IFB-CMS-2010-09	Re-Roof at Kaahumanu Homes (AMP 32) on the Island of Oahu Job No. 09-028-109-F	May 26, 2010

Contracts Executed in May 2010:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
CMS 10-14	Richard Mitsunaga & Associates Architects, Inc Design Services for the Renovation of Vacant Units under Group A: Mayor Wright Homes (AMP 32), Kuhio Park Terrace (AMP 40), Kuhio Homes (AMP 40), Palolo Valley Homes (AMP 50), Kapaa (AMP 38) 845 days from Notice to Proceed		$251,541.00
CMS 10-15	Helber Hastert & Fee Planners Environmental Review Services for the Federally Subsidized Public Housing Complexes Statewide 150 days from Notice to Proceed		$159,131.00
CMS 10-16	Hi Tec Roofing, Inc. dba Hi Tec Roofing Svcs. Re-Roof to Mayor Wright Homes (AMP 32) and Wahiawa Terrace (AMP 49) on the Island of Oahu 150 days from Notice to Proceed		$876,617.27
PMB 07-03-SA02	Hawaii Affordable Properties, Inc Property Management, Maintenance and Resident Services for Asset Management Project 46 (North Hawaii) – 12 month extension June 1, 2010 to May 31, 2011	$443,292.00	$1,809,912.00
PMB 07-04-SA02	Hawaii Affordable Properties, Inc Property Management and Maintenance Services for Ke Kumu Ekahi (Waiakoloa) – 12 month extension June 1, 2010 to May 31, 2011	$218,892.00	$814,884.00
PMB 10-01-SA01	National Center for Housing Management Site Investigation Services (ADA) for Kuhio Park Terrace and Kuhio Homes (AMP 40) Increase in Compensation	$15,000.00	$57,000.00

Contract and Procurement Office

Monthly Status Report for May 2010

Completed Activities

Solicitation(s):

- Issued Invitation-for-Bids, CMS-2010-08
  Re-Roof at Kuhio Park Terrace, Tower B (AMP 40) on the island of Oahu on 5/4/10
  Bid Due Date: May 26, 2010

- Issued Invitation-for-Bids, CMS-2010-09
  Re-Roof at Kaahumanu Homes (AMP 32) on the island of Oahu on 5/4/10
  Bid Due Date: May 26, 2010

Contract(s):

- Executed contract with Richard Matsunaga & Associates Architects, Inc. for design services for the renovation of vacant units under Group A: Mayor Wright Homes (AMP 32), Kuhio Park Terrace (AMP 40), Kuhio Homes (AMP 40), Palolo Valley Homes (AMP 50), Kapaa (AMP 38) on 5/3/10.
  Time of Performance: 845 days from Notice to Proceed
  Amount: $251,541.00
  Funding Source: Capital Improvement Program (State)

- Executed contract with Helber Hastert & Fee Planners for environmental review services for the federally subsidized public housing complexes statewide on
  Time of Performance: 150 days from Notice to Proceed
  Amount: $159,131.00
  Funding Source: Capital Fund Program – 718 (Federal)

- Executed contract with Hi Tec Roofing, Inc. dba Hi Tec Roofing Services to re-roof Mayor Wright Homes (AMP 32) and Wahiawa Terrace (AMP 49)
  Time of Performance: 150 days from Notice to Proceed
  Amount: $876,617.27
  Funding Source: Capital Fund Program – 718 (Federal)

- Executed supplemental contract with Hawaii Affordable Properties, Inc. to provide property management, maintenance and resident services at AMP 46 (Noelani I, Noelani II, Hale Hauoli, Ke Kumu Ekolu, Ke Kumu Elua) on the island of Hawaii on 5/28/10 for an additional 12-month period.
  Time of Performance: June 1, 2010 – May 31, 2011
  Amount: $443,292.00 (Total contract amount - $1,809,912.00)
  Funding Source: Low Income Public Housing Operating Subsidy (Federal)

- Executed supplemental contract with Hawaii Affordable Properties, Inc. to provide property management and maintenance services at Ke Kumu Ekahi on the island of Hawaii on 5/28/10 for an additional 12-month period.
  Time of Performance: June 1, 2010 to May 31, 2011
  Amount: 218,892.00 (Total contract amount - $814,884.00)
  Funding Source: Ke Kumu Ekahi Project Funds

- Executed supplemental contract with the National Center for Housing Management to increase the compensation and payment schedule.
  Amount: $15,000.00 (total contract amount – $57,000.00)
  Funding Source: Section 8 Performance-Based Contract Administration Fees

Central Stores Requisitions/pCards/Purchase Orders:

- Processed 35 Central Stores Requisitions

- Processed 587 pCards under $1,000

- Processed 18 pCards over $1,000

- Processed 147 Purchase Orders

Planned Activities

Solicitation(s):

- Issue Invitation-for-Bids for Custodial Services for the HPHA's Central Office Cost Center offices.

- Issue Invitation-for-Bids for Security Services for Puuwai Momi under Asset Management Project 30 on the Island of Oahu.

- Issue Invitation-for-Bids for Refuse Collection Services for Kawailehua – State and Kawailehua – Federal under Asset Management Project 38 on the Island of Kauai.

- Issue Request-for-Proposals to conduct an Assessment on Accessibility, Compliance with Fair Housing and the Americans with Disabilities Act for the Federally Subsidized Low Income Public Housing Complexes.

- Issue Request-for-Proposals for Professional Legal Services for the Kuhio Park Terrace/Kuhio Homes Redevelopment Project.

Contract(s)

- Execute contract with RC Holsinger to complete the fiscal year 2009 financial audit for Banyan Street Manor.

- Execute contract to prepare analysis of impediments to fair housing for the State of Hawaii.

- Execute contract for tree trimming services at Mayor Wright Homes (AMP 32), Kamehameha Homes (AMP 33), Kaahumanu Homes (AMP 33), Waimaha/Sunflower (AMP 44), Koolau Village (AMP 45), Hookipa Kahaluu (AMP 45), Kauhale Nani (AMP 49), Wahiawa Terrace (AMP 49), and Kupuna Home O'Waialua (AMP 49) on the island of Oahu.

- Execute contract with Clifford Project to provide the design for the modernization of Palolo Valley Homes (AMP 50) on the island of Oahu.

- Execute supplemental contract with Realty Laua to provide property management, maintenance, and resident services at AMP 45 (Koolau Village, Hookipa Kahaluu, Kaneohe Apartments, Waimanalo Homes, Kauhale Ohana) for an additional 12-month period on the island of Oahu.

- Execute supplemental contract with Realty Laua to provide property management, maintenance, and resident services at AMP 49 (Kauhale Nani, Wahiawa Terrace, Kupuna Home O Waialua) for an additional 6-month period on the island of Oahu.

- Execute supplemental contract with Realty Laua to provide property management, maintenance, and resident services at AMP 40 (Kuhio Park Terrace, Kuhio Homes) for an additional 12-month period on the island of Oahu.

- Execute supplemental contract with Honolulu Disposal Service, Inc. for the revised refuse collection pick-up services for the Kuhio Park Terrace Tower B (AMP 40) due to the installation of the trash chute on the island of Oahu.

- Execute supplemental contract with Realty Laua, Inc. to provide additional staff hours for the revised refuse collection pick-up services for the Kuhio Park Terrace Tower B (AMP 40) due to the installation of the trash chute on the island of Oahu.

- Execute supplemental contract with Millennium Security Inc. to provide additional security services at Kalihi Valley Homes (AMP 31) on the island of Oahu.

- Execute supplemental contracts with Honolulu Disposal Service, Inc., Rolloffs Hawaii, KNG Group, Inc., Orchid Island Refuse and Recycle, Maui Waste Services, Inc., and Pacific Island Waste, Inc. to provide refuse collection services for an additional 12-month period at various AMPs state-wide.

- Execute supplemental contract with Pacific Appliance Group to provide electric/gas ranges for an additional 12-month period at various AMPs statewide.

- Execute supplemental contract with Sears Inc. to provide refrigerators for an additional 12-month period at various AMPs statewide.

Trends/Issues

Solicitation(s):

- The number of solicitations is anticipated to trend slightly up due to the effort to obligate the funds under the Capital Improvement Program by the June 2010 deadline.

Contract(s):

- The number of contracts under the Construction Management Branch is anticipated to trend slightly up due to the effort to obligate the funds under the Capital Improvement Program and Capital Fund Program by the June 2010 deadline.

- The number of contracts under the Property Management and Maintenance Services Branch is anticipated to trend slightly up due to the effort to extend the refuse collection services, and appliances contracts before the June 30, 2010 expiration date.

Purchase Orders/pCards/Central Stores Requisitions:

- The number of pCard documents (under $1,000) processed increased by approximately 28% from last month (457 -587). The increase is attributed to the fiscal year closing whereby all purchases will be suspended as of June 16, 2010.

- The number of purchase orders, pCard documents (over $1,000) and Central Stores Requisitions processed remained somewhat constant. The trend is for the numbers to decrease for the month of June due to the fiscal year end (June 2010) closing. All Central Office Cost Center's and AMP's will be unable to submit purchase orders, pCard documents (under/over $1,000) and Central Stores requisitions in the month of June.

Risks

Solicitation(s):

- Failure to issue the Invitation-for-Bids (IFB) for Refuse Collection Services for Kawailehua – State and Kawailehua – Federal (AMP 38) on the island of Kauai on a timely basis will result in a break in service and pose a health and safety issue. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch and AMP 38 to ensure timely issuance of the IFB.

- Failure to issue the Request-for-Proposals (RFP) for Professional Legal Services for the Kuhio Park Terrace/Kuhio Homes Redevelopment Project on a timely basis may negatively impact the Kuhio Park Terrace/Kuhio Homes Redevelopment Project. The Contract and Procurement Office will work closely with the Office of the Executive Director to ensure timely issuance of the RFP.

Contract(s):

- Failure to execute the supplemental contract with Realty Laua, Inc. on a timely basis will result in a loss of personnel to provide the day-to-day operations of AMP 40 (Kuhio Park Terrace/Kuhio Homes). The HPHA will need to provide direct services or request a procurement violation from the State Procurement Office to enter into a contract with Realty Laua, Inc. to continue services on a temporary basis until a Request-for-Proposals (RFP) can be issued. Issuing a RFP will result in a higher burden on the Contract and Procurement Office staff and may result in a higher price and/or a new management company. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the supplemental contract.

- Failure to execute the supplemental contract with Realty Laua, Inc. on a timely basis will result in a loss of personnel to provide the day-to-day operations of AMP 45 (Windward Oahu). The HPHA will need to provide direct services or request a procurement violation from the State Procurement Office to enter into a contract with Realty Laua, Inc. to continue services on a temporary basis until a Request-for-Proposals (RFP) can be issued. Issuing a RFP will result in a higher burden on the Contract and Procurement Office staff and may result in a higher price and/or a new management company. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the supplemental contract.

- Failure to execute the supplemental contract with Realty Laua, Inc. on a timely basis will result in a loss of personnel to provide the day-to-day operations of AMP 49 (Central Oahu). The HPHA will need to provide direct services or request a procurement violation from the State Procurement Office to enter into a contract with Realty Laua, Inc. to continue services on a temporary basis until a Request-for-Proposals (RFP) can be issued. Issuing a RFP will result in a higher burden on the Contract and Procurement Office staff and may result in a higher price and/or a new management company. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the supplemental contract.

- Failure to execute the supplemental contracts with Honolulu Disposal Service, Inc., Rolloffs Hawaii, KNG Group, Inc., Orchid Island Refuse and Recycle, Maui Waste Services, Inc., and Pacific Island Waste, Inc. will result in a loss of refuse collection at various AMPs statewide which will pose a health and safety issue. The HPHA will need to submit a procurement violation request to the State Procurement Office to enter into a contract with the aforementioned companies to continue services on a temporary basis until an Invitation-for-Bids (IFB) can be issued. Issuing an IFB will result in a higher burden on the Contract and Procurement Office staff and may result in a higher price and a new refuse collection company. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the supplemental contract.

- Failure to execute the supplemental contract with Pacific Appliance Group will prevent the ordering and receiving of electric/gas ranges for vacant units at the AMPs. This may impact the AMPs ability to occupy vacant units on a timely basis. The HPHA will need to submit a procurement violation request to the State Procurement Office (SPO) to enter into a contract with Pacific Appliance Group to continue services on a temporary basis until an Invitation-for-Bids (IFB) can be issued. Issuing an IFB will result in a higher burden on the Contract and Procurement Office staff and may result in a higher price and a new company. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the supplemental contract.

- Failure to execute the supplemental contract with Sears, Inc. will prevent the ordering and receiving of refrigerators for vacant units at the AMPs. This may impact the AMPs ability to occupy vacant units on a timely basis. The HPHA will need to submit a procurement violation request to the State Procurement Office (SPO) to enter into a contract with Sears, Inc. to continue services on a temporary basis until an Invitation-for-Bids (IFB) can be issued. Issuing an IFB will result in a higher burden on the Contract and Procurement Office staff and may result in a higher price and a new refuse collection company. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the supplemental contract.

Personnel (PERS)

Hawaii Public Housing Authority (HPHA)
Personnel Office
Aggregated Staffing Report as of May 31, 2010

Total **Civil Service** vacant positions - 44

Total **Exempt** vacant positions – 22

Total **Vacant** positions – 66

Positions in recruitment:	Civil Service -	6
	Exempt -	2
Total positions in recruitment:		**8**

Number of positions **Abolished** = August 31, 2009 to May 31, 2010 - 31

Total **full-time positions** hiring deferred due to cost savings – 52

Total **Tenant Aide** vacant positions - 14

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of May 26, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	*CURRENT* Position Title	SR	Status
OFFICE OF THE EXECUTIVE DIRECTOR						
118550	EX	N	T	Chief Financial Management Advisor	SRNA	No action; cost savings.
COMPLIANCE OFFICE						
100917	EX	N	T	Housing Compliance & Evaluation Spclt	SRNA	No action; cost savings.
FISCAL MANAGEMENT OFFICE						
41041	CS	N	P	Fiscal Officer I	SR26	Open Competitive recruitment as of 5/29/10
98903K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
100923	EX	N	P	Budget Resources Specialist	SRNA	Request to fill sent to DHS on 5/19/10.
96908K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
7994	CS	N	P	Account Clerk V	SR15	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	No action; cost savings.
CONSTRUCTION MANAGEMENT SECTION						
8774	CS	N	P	Engineer VI	SR28	No action; cost savings.
103024	EX	N	T	Contract Administrator	SRNA	Interviews scheduled for 6/3/10 and 6/4/10.
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	No action; cost savings.
102676	CS	W	T	Engineer (Building) IV	SR24	No action; cost savings.
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
8421	CS	N	P	Building Construction Inspector II	SR19	No action; cost savings.
10887	CS	N	P	Engineer V	SR26	No action; cost savings.
INFORMATION TECHNOLOGY OFFICE						
106429	CS	N	T	Information Technology Specialist IV	SR22	No action; cost savings.
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Housing Planner	SRNA	Pending recommendation.

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HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of May 26, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	*CURRENT* Position Title	SR	Status
98902K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
8751	CS	N	P	Public Hsg Supervisor VI	SR26	No action; cost savings.
96904K	EX	N	T	Hsg Maintenance Manager	SRNA	No action; cost savings.
6182	CS	N	P	Secretary III	SR16	No action; cost savings.
PMMSB-APPLICATION SERVICES UNIT						
117850	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
41255	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 30 (MU 1)						
6307	CS	N	P	Public Housing Supervisor IV	SR22	No action; cost savings.
43507	CS	N	P	Office Assistant III	SR08	No action; cost savings.
6171	CS	N	P	Account Clerk II	SR08	Employee transferred to other DHS Div.
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.
105746	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 31 (MU 2)						
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
111470	CS	N	T	Public Hsg Spclt I	SR16	No action; cost savings.
101137	TA	N	T	Janitor II	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 32/33 (MU 3)						
5035	CS	N	P	Public Housing Supvr IV	SR22	No action; cost savings.
6788	CS	N	P	Truck Driver	BC06	No action; cost savings.
6681	CS	N	P	General Laborer II	BC03	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 34 (MU 4)						
6693	CS	N	P	Public Hsg Spvr IV	SR22	No action; cost savings.
8832	CS	N	P	Gen Constr & Maint Supvr I	F110	No action; cost savings.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 35 (MU 5)						

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HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of May 26, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	*CURRENT* Position Title	SR	Status
41258	CS	N	P	Bldg. Maint. Wkr II	WS09	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	No action; cost savings.
41483	CS	N	P	Carpenter I	BC09	Termination 5/13/10.
41073	CS	N	P	Social Services Assistant IV	SR11	No action; cost savings.
41539	CS	N	P	Social Services Assistant IV	SR11	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101114	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 37 (MU 7)						
15721	CS	N	P	Building Maint Worker I	BC09	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 38 (MU 8)						
41349	CS	N	P	Public Housing Supervisor IV	SR22	Pending internal vacancy announcement.
119285	CS	N	T	Public Housing Supervisor III	SR20	Pending request to fill.
119260	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
8756	CS	N	P	Bldg Maint Wkr I	BC09	Pending eligible listing.
17576	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
10541	CS	N	P	Bldg Maint Helper	BC05	Pending eligible listing.
43948	CS	N	P	General Laborer I	BC02	Interview completed; pending start date.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 39 (MU 9)						
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	No action; cost savings.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
100986	EX	N	T	Property Management Coordinator II	SRNA	Request to fill in review by manager.
102048	EX	W	P	Property Management Specialist	SRNA	No action; cost savings.
117841	EX	N	T	Property Management Specialist	SRNA	Request to fill in review by manager.
107932	EX	N	T	Property Management Coordinator I	SRNA	No action; cost savings.
PMMSB - 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.

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HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of May 26, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	*CURRENT* Position Title	SR	Status
105632	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
103030	EX	N	T	Program Speclist & Tenant Services	SRNA	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
103043	TA	N	T	Office Assistant I	SRNA	No action; cost savings.
S8SPB - INSPECTION SECTION						
101214	EX	N	T	Lead Housing Inspector	SRNA	No action; cost savings.
119190	CS	N	T	Housing Quality Standards Inspector II	SR15	No action; cost savings.
S8SPB - RENT SUBSIDY SECTION						
41280	CS	N	P	Public Hsg Supervisor V	SR24	Pending eligible listing.
S8SPB - RENT SUBSIDY SECTION 1						
9647	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
42526	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
S8SPB - RENT SUBSIDY SECTION 2						
111419	CS	N	P	Office Assistant IV	SR10	No action; cost savings.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant I	SRNA	No action; cost savings.

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DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
June 3, 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%	1	1
		1	2	3	1	2	66.67%	1	1
Compliance Office		0	3	3	2	1	33.33%	0	1
		0	3	3	2	1	33.33%	0	1
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	1	1
	Acctg Sec	8	0	8	8	0	0.00%	0	0
	Pay & Disb	4	0	4	3	1	25.00%	0	1
	Budget	1	1	2	1	1	50.00%	0	1
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		18	1	19	14	5	26.32%	1	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	4	5	55.56%	1	4
	CMS 2	5	2	7	5	2	28.57%	1	1
	DSS	1	2	3	2	1	33.33%	0	1
		13	11	24	15	9	37.50%	2	7
Homeless Branch	Homeless	1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Section 8 Branch	Sec 8 Office	2	0	2	1	1	50.00%	1	0
	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%	1	6

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
June 3, 2010

Branch	Section	Total Full Time Positions Civil Svc	Exempt	Total	Occupied	Vacant	% Vacant	Active Recruitment Yes	No
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	1	4	80.00%	0	4
	CMSS	19	0	19	19	0	0.00%	0	0
	Puuwai Momi - AMP 30	23	0	23	20	3	13.04%	0	3
	Kalihi Valley - AMP 31	25	0	25	23	2	8.00%	0	2
	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	21	5	19.23%	0	5
	Hilo - AMP 37	14	0	14	13	1	7.14%	0	1
	Kauai - AMP 38	16	0	16	9	7	43.75%	3	4
	Maui - AMP 39	12	0	12	11	1	8.33%	0	1
		206	15	221	183	38	17.19%	3	35
TOTAL		**278**	**50**	**328**	**262**	**66**	**20.12%**	**8**	**58**

081

Personnel Office

6/4/2010

Compliance (CO)

COMPLIANCE BRANCH
May, 2010, Report

I. Accomplishments

A. Resolved approximately 43 tenant RARs;

B. Improved turnaround time of RARs;

C. Larsen v. HPHA: Continuing conformance with settlement agreement, and resolution of disputes with Civil Rights Commission;

D. Assisted with office's due diligence obligations for Wilikina and Banyan Street property sales;

E. Improved training opportunities;

F. Obtained RAR training;;

G. Obtained better understanding of asset management obligations;

H. Completed due diligence requirements for Banyan Street property;

I. Researched, reviewed, and confirmed administrative procedure re: RAR appeals;

J. Researched, reviewed and provided counsel re: likelihood of success in Pierre, et al. v. HPHA and Hosino v. HPHA;

K. Scheduled further manager training re: timely transmission of RARs, manager approval of selected RARs, rescission of medical transfer policy; and

L. Obtained translations of lease addendum and VAWA notice per Larsen v. HPHA.

II. Goals

A. Search for procurement training from SPO every week;

B. Obtain better understanding of property & asset management obligations;

C. Improve communication & training of property managers;

D. Comply with all Larsen v. HPHA settlement obligations;

E. Obtain translations of essential client documents;

F. Update, improve and confirm civil rights notifications to clients & staff;

G. Convince CRC & Legal Aid of fruitlessness of Pierre v. HPHA claim for money; and

H. Completely satisfy due diligence requirements and requests for Wilikina.

Approved by the Executive Director
June 17, 2010

FOR INFORMATION

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

BACKGROUND

A. SB 910, transfer of Homeless Services to DHS/BESSD, was signed by the Governor on May 10, 2010 and is now known as Act 89. It will go into effect July 1, 2010. HPHA and DHS staff are working on the transfer of staff and funding, and discussing relocation of the Homeless Services office. Since DHS is not authorized by statute to hold title to land, we are exploring the transfer of said properties used for homeless purposes to the appropriate department. DHS has already assumed responsibility for daily operations under the Memorandum of Agreement dated March 1, 2010.

B. HB 2568, reducing the HPHA Board quorum requirement from 7 to 6 members, was enacted as Act 48 on April 23, 2010 and went into effect that day.

C. Sale of the Hana Land parcel (Senate Concurrent Resolution 66 and House Concurrent Resolution 41) did not receive legislative approval. The House Committee on Ocean, Land and Water Resources deferred the measure because Representative Maile Carroll, who represents the Hana area, did not approve of the sale. The Senate Committee on Water, Land Agriculture and Hawaiian Affairs deferred the measure because HPHA was not able to obtain a formal appraisal of the property by the deadline set by the Committee Chair. HPHA staff will work with the prospective purchasers to obtain an appraisal and resolve the concerns of all interested Legislators prior to the next session.

D. SB 2473, the Grandchildren Bill, is on the Governor's desk awaiting a decision on signing. HPHA recommended veto of the bill for the reasons discussed at the May 20, 2010 Board meeting. HPHA staff are meeting with key Legislators to explain our veto recommendation and the preferred alternative course of action to meet the need that SB 2473 was designed to address.

E. House Resolution 62 was passed and conveyed to HPHA. The resolution urges HPHA to work with community organizations, the Department of Land and Natural Resources and the City and County of Honolulu to establish "Homeless safe Zones" where homeless people could camp in a safe and supervised area. A copy of the resolution will be forwarded to the Director of DHS for consideration. (Attachment A)

Attachment A: House Resolution 62

Prepared by: Alan Sarhan, Planner DW for AS

'10 MAY 26 P2:18

RECEIVED
HAWAII PUBLIC
HOUSING AUTHORITY

HOUSE OF REPRESENTATIVES

STATE OF HAWAII
STATE CAPITOL
HONOLULU, HAWAII 96813

May 3, 2010

Ms. Denise Wise
Executive Director
Hawaii Public Housing Authority
Department of Human Services
1002 North School Street
Honolulu, HI 96817

Dear Ms. Wise:

I transmit herewith a copy of House Resolution No. 62, H.D. 1, which was adopted by the House of Representatives of the Twenty-Fifth Legislature of the State of Hawaii, Regular Session of 2010.

Sincerely,

Patricia Mau-Shimizu
Chief Clerk
House of Representatives

'10 MAY 26 P2:18

HOUSE OF REPRESENTATIVES
TWENTY-FIFTH LEGISLATURE, 2010
STATE OF HAWAII

H.R. NO. 62 H.D. 1

RECEIVED
HAWAII PUBLIC
HOUSING AUTHORITY

HOUSE RESOLUTION

URGING THE HAWAII PUBLIC HOUSING AUTHORITY TO ESTABLISH HOMELESS SAFE ZONES.

WHEREAS, addressing the needs of those living without permanent housing has been an extremely difficult situation to resolve; and

WHEREAS, despite the efforts of many to tackle the issue of homelessness, the problem continues to increase, and communities concerned about the health and safety of their residents have demanded that homeless persons be removed from areas in their communities where they congregate; and

WHEREAS, homeless persons have been periodically removed from these areas to allow the public access to and use of these public areas and to reduce the perceived threat of criminal activity; and

WHEREAS, removal from one location does not address the underlying reasons for homelessness, whether societal or personal, and may worsen the plight of the homeless by causing the loss or destruction of essential personal property; and

WHEREAS, this body is striving to address long-term solutions to homelessness, including repairing or building hundreds of public housing units, providing housing subsidies and services, employment and job training programs, ways of combating substance abuse, and food distribution programs; and

WHEREAS, while long-term solutions are vital, they do not respond to the immediate problems faced by homeless persons who are constantly under the threat of removal from their current location; and

HR62 HD1 HMS 2010-2548

I do hereby certify that the within document is a full, true and correct copy of the original on file in this office.

Chief Clerk
House of Representatives
State of Hawaii

WHEREAS, one concept that would offer an immediate solution is the establishment of homeless safe zones that would provide a designated area for the homeless to stay at night in a reasonably safe and supervised setting; and

WHEREAS, there are private organizations that are ready and willing to provide this type of service to the homeless - some that are even willing to provide this service on their own property; and

WHEREAS, under section 356D-122, Hawaii Revised Statutes (HRS), it is the responsibility of the Hawaii Public Housing Authority (HPHA) to:

(1) Administer and operate homeless facilities and any other program for the homeless authorized by part VII of Chapter 356D, HRS, relating to homeless assistance;

(2) Establish programs for the homeless; and

(3) Take any other actions necessary to effectuate the purposes of part VII of Chapter 356D, HRS, relating to homeless assistance;

and

WHEREAS, HPHA is authorized under section 356D-125, HRS, to contract with provider agencies to administer homeless facilities; now, therefore,

BE IT RESOLVED by the House of Representatives of the Twenty-fifth Legislature of the State of Hawaii, Regular Session of 2010, that HPHA is urged to contract with provider agencies to establish homeless safe zones; and

BE IT FURTHER RESOLVED that homeless safe zones established by the provider agency should, at a minimum, provide basic sanitary facilities and a place for the homeless to sleep, but may or may not offer bedding or the protection of a security guard; and

BE IT FURTHER RESOLVED that provider agencies may either provide the services on their own property, use grant or other funds to rent the property, or lease or otherwise contract with the Department of Land and Natural Resources (DLNR) to use available public lands; and

BE IT FURTHER RESOLVED that DLNR and other state agencies provide assistance to HPHA and any provider agencies contracting with HPHA, pursuant to section 356D-124, HRS, in identifying, contracting, and conveying land and improvements available for use by provider agencies as homeless safe zones; and

BE IT FURTHER RESOLVED that the City and County of Honolulu is requested also to provide assistance to HPHA and any provider agencies contracting with HPHA by donating land for use as homeless safe zones; and

BE IT FURTHER RESOLVED that certified copies of this Resolution be transmitted to the Director of the Hawaii Public Housing Authority, Chairperson of the Board of Land and Natural Resources, and Mayor of the City and County of Honolulu.

Approved by the Executive Director
June 17, 2010

FOR INFORMATION

SUBJECT: Update on the Status of a Pilot Program for Designated Elderly Housing

I. FACTS

A. That the Hawaii Public Housing Authority (HPHA) Board of Directors approved, on July 16, 2009, the pursuit of staff to research and draft a plan to seek the designation of the Kalanihuia, Paoakalani and Makua Alii public housing projects as elderly only; and directed HPHA staff to submit a suitable plan for the U.S. Department of Housing and Urban Development (HUD) approval.

B. Estimated timeline for elderly designation project:

July 15, 2010	Initiate RFP and consultation process. Outside consultant is needed due to staffing constraints.
September 15, 2010	Secure consultant to complete needs assessment and in conjunction with staff draft plan
December 1, 2010	Produce draft plan for Board review
March 1, 2011	Complete public hearing and 60 day comment period
May 1, 2011	Revise plan and address all comments
June 1, 2011	Submit plan to HUD for approval. HUD has 90 days to review and approve the HPHA's allocation plan.
September 1, 2011	HUD Approval (tentative)

II. DISCUSSION

A. HPHA needs to determine how to manage the tenancy of current residents who don't fit the elderly profile, e.g., disabled. Some considerations being evaluated by HPHA are: should they grandfathered?

Or are they relocated to other family housing? If grandfathered in, will HPHA be circumventing the premise of the designation?

B. The non-elderly designated tenants are disabled. HPHA needs to determine, if in its current inventory, what modifications may be needed to make housing suitable for these residents at other locations.

C. Id approved, implementation of designated elderly will need to be planned in conjunction with ADA renovations.

D. All policy changes will need to be drafted and vetted with residents.

E. Projects costs need to be assessed should HPHA proceed with an elderly housing designation, e.g., what fiscal impacts will this have on the agency? Loss of rent during the transfers, the cost of renovating units, moving assistance, staff time dedicated to this task.

Prepared by: Stephanie Fo, Property Management and Maintenance Services Branch Chief _____

Approved by the Executive Director
June 17, 2010

FOR INFORMATION

SUBJECT: Status update on Standardized House Rules for the Federal Low Income Public Housing Program

I. FACTS

A. The draft of the uniform House Rules has been reviewed by Public Housing Managers, Private Managers and the Executive Director. The draft was forwarded to the Attorney General's office for review on April 7, 2010. Representatives from Property Management and Maintenance Services Branch (PMMSB), the Attorney General's office, Office of the Executive Director, Planning and Compliance met on May 6, 2010 to discuss implementation of the uniform House Rules and incorporate comments received from all reviewing parties to date.

Changes to the lease and Hawaii Administrative rules will need to be done in order to incorporate items added to the house rules. PMMSB will solicit comments from the Resident Association Board (RAB) and AMP Resident Association Representatives. PMMSB will conduct public hearings. PMMSB will then make recommendation to the board for approval of uniform House Rules and make necessary changes to the Hawaii Administrative Rules as prescribed.

B. Timeline:

July 1, 2010	Make necessary adjustments to the draft and submit to the Attorney General for final comment. Coordinate meeting with the RAB.
August 1, 2010	Present draft to the Resident Advisory Board and Resident Associations.
October 1, 2010	Begin 30 day public comment period and conduct public hearings. Include draft in rent statements for October, post in common areas and on the HPHA website.
November 1, 2010	Submit comments and revisions to the Board for final comments and clarifications.

December 1, 2010	Submit to Board for approval the Uniform House Rules and make changes to Hawaii Administrative Rules as prescribed.
January 1, 2011	Implement uniform House Rules.

Prepared by: Stephanie Fo, Property Management and Maintenance Services Branch Chief ___SF___

For Information:
Update on the Status of the U.S. Department of Housing and Urban Development's Corrective Action Order Against the Hawaii Public Housing Authority

No actions taken since May 20, 2010 Board meeting, due to staff working on the budget

St. Joseph of Carondelet Owes $200,000 in Back Rent

HCSSC to: Pat Johnson, Brenda Lau 06/10/2010 08:40 AM

Cc: Daryl Huff, Denise Wise, Mark Bennett

History: This message has been forwarded.

Dear Sisters,

The address for the Sisters of St. Joseph of Carondelet is officially published in the directory of the Roman Catholic Church of Hawaii as 2204 D Kalaiwa Way, #16D, which is an apartment in a state-owned public housing project.

You admitted (on KITV News) to receiving the use of this apartment for 24 years -- RENT FREE!

>Nuns Evicted From Public Housing
>State Says Live-In Reading Program Violated Church-State Separation
>KITV News - Wednesday, June 9, 2010
>http://www.kitv.com/news/23838643/detail.html

The Catholic Church therefore owes the taxpayers of Hawaii at least $200,000 in back rent for the "free" use of the apartment all these years.

All the while depriving some deserving and needy family of access to housing, while you held down a full-time government job and could afford your own apartment.

Yet another case of the Catholic Church ripping off taxpayers!

When is the Catholic Church going to pay the back rent that is owed to the citizens of Hawaii?

Sincerely,

Mitch Kahle
Hawaii Citizens for the Separation of State and Church
1519 Nuuanu Ave., #154
Honolulu, Hawaii 96817
Phone: 524-4040
Email: hcssc@lava.net
Web: http://www.lava.net/~hcssc/