Approved by the Executive Director
September 16, 2010

FOR ACTION

MOTION: To Approve the Appointment of Ms. Arleila Andrade to the Kona Eviction Board for a Two-Year Term Expiring on September 31, 2012.

I. FACTS

A. The Oahu and Neighbor Island Eviction Boards are composed of members of the community and are responsible for affording public housing tenants a full and fair hearing during lease termination proceedings.

B. Pursuant to Hawaii Revised Statutes (HRS) 356D, the Authority is authorized to appoint an eviction board in each county to hear cases referred for eviction. In accordance with HRS 356D, the Eviction Board shall have a minimum of at least three members, one of which shall be a resident of public housing. HRS 356D does not provide a limit as to the number of members that may be appointed to the Eviction Boards.

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

D. Currently, the Oahu Eviction Board has ten (10) members, the Hilo Eviction Board has six (6) members, the Kauai Eviction Board has four (4) members, the Kona Eviction Board has three (3) members and the Maui Eviction Board has four (4) members. There is one vacancy on the Kona Eviction Board.

E. Ms. Andrade is a resident of Kailua-Kona. She is currently the unemployment insurance tax auditor with the State unemployment insurance division of the Department of Labor and Industrial Relations. Ms. Andrade's labor and accounting experience would be a valuable asset to the Board. Ms. Andrade has expressed a willingness to serve as a member of the Kona Eviction Board for a two-year term.

F. New and current Board members appointed to the Oahu and Neighbor Island Eviction Boards are informed of the current policies and procedures of HPHA Management and the federal eviction process.

II. RECOMMENDATION

That the Hawaii Public Housing Board of Directors approve the Appointment of Ms. Arleila Andrade to the Kona Eviction Board for a two-year term expiring on September 31, 2012.

Exhibit A: Resume for Ms. Arleila Andrade.

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

Adopted:

Travis O. Thompson, Chair

Approved by the Executive Director
September 16, 2010

FOR ACTION

MOTION: To Adopt Board Resolution No. 30, to Grant a Non-Exclusive Utility Easement at Puuwai Momi, 99-132 Kohomua Street, Oahu, Hawaii, to Hawaiian Electric Company (HECO), Subject to Approval by the U.S. Department of Housing and Urban Development (HUD)

I. FACTS

A. Puuwai Momi was built in 1969 and its electrical distribution system has deteriorated. After a heavy rain, the system will short causing a blackout. Contractors will be called in to perform emergency work to redirect the power and pull new replacement lines.

B. Ronald N. S. Ho and Associates, an electrical engineering firm, was selected to design the replacement distribution system. This project will rebuild Puuwai Momi's underground electrical distribution "backbone". The new design will individually meter each rental unit and allow the Hawaii Public Housing Authority (HPHA) to charge tenant paid utilities at Puuwai Momi.

C. Construction bids were opened on April 16, 2009. Integrated Construction, Inc. is the current contractor on the project which is scheduled to be completed on October 28, 2010.

II. DISCUSSION

A. With the issuing of the easement, HECO will control and install the primary electrical wiring (from street to each transformer on the property). HECO will also install the secondary wiring (from transformers to individual meters). Both primary and secondary wiring are underground and HECO requires an easement along the path of their conduits/wires.

B. Puuwai Momi is a federally funded project and the HPHA must obtain approval for the easement from HUD. This request will be made through a disposition application to HUD.

C. The disposition application requires a Board resolution to grant this easement. Attached is Resolution No. 30, which asserts the Board's

approval of the easement and authorizes the executive Director to request HUD approval for disposition application.

D. HPHA staff will continue to work with the Department of Attorney General on the easement documents.

III. RECOMMENDATION

That the HPHA Board of Director To Adopt Board Resolution No. 30, to Grant a Non-Exclusive Utility Easement at Puuwai Momi 99-132 Kohomua Street, Oahu Hawaii, to Hawaiian Electric Company (HECO) Subject to Approval by the U.S. Department of Housing and Urban Development (HUD)

Prepared by: Miles Okimura, Project Engineer

Reviewed by: Becky L. Choi, Acting State Housing Dev't Administrator

Attachment A: Resolution No. 30

Adopted:

_____

Travis O. Thompson, Chair

RESOLUTION NO. 30

NON-EXCLUSIVE UTILITY EASEMENT AT PUUWAI MOMI TO THE HAWAIIAN ELECTRIC COMPANY (HECO)

WHEREAS, the Hawaiian Electric Company (HECO) has requested a perpetual, non-excusive electrical easement throughout Puuwai Momi, 99-132 Kohomua Street, Aiea, Oahu, Hawaii, a construction project to be funded by the Capital Grant Program funds;

WHEREAS, granting the electrical easement through Puuwai Momi will allow HECO to install primary and secondary electrical wiring throughout the project;

WHEREAS, the Hawaii Public Housing Authority (HPHA) owns Puuwai Momi, a project that receives annual operating subsidies from the U.S. Department of Housing and Urban Development; and

WHEREAS, the HPHA is required to obtain approval of the U.S. Department of Housing and Urban Development for the electrical easement in accordance with the Annual Contributions Contract and the Declaration of Trust that encumber the Puuwai Momi project.

BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLL0WS:

That the HPHA Board of Directors adopts Resolution No. 30, to authorize the Executive Director to submit a disposition application for the electrical easement through the Puuwai Momi project to the U.S. Department of Housing and Urban Development.

This Resolution shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set by hand on _____.

_____
Travis O. Thompson, Chairperson

Approved by the Executive Director _____
September 16, 2010

FOR ACTION

MOTION: To Adopt the Hawaii Public Housing Authority's (HPHA) Policy on Public Testimony and Recording of Board Meetings

I. FACTS

A. On July 16, 2010, the Office of Information Practices recommended that the Hawaii Public Housing Authority (HPHA) maintain written policies on public testimony and video taping of its board meetings.

II. DISCUSSION

A. The HPHA currently does not have a written policy regarding public testimony and recording of board meetings. Under its current practice, public testimony is limited to 3 minutes, plus an additional minute for closing remarks.

B. Highlights of the proposed policy include:
   1. Public testimony is limited to 3 minutes, plus 1 minute for closing remarks as currently practiced by the Board.
   2. The Board may accept written testimony.
   3. The Board may allow more/less than 3 minutes with a simple majority vote.
   4. The HPHA shall maintain minutes of all Board meetings.
   5. The HPHA may allow the video taping of its meetings with the consent of the Board members.
   6. Where the taping of a meeting interferes with the Board's ability to conduct business, a meeting may be recessed or adjourned.

C. The attached draft policy was reviewed by the Department of the Attorney General and the Office of Information Practices.

III. STAFF RECOMMENDATION

That the HPHA Board of Directors Hawaii Public Housing Authority's (HPHA) Policy on Public Testimony and Recording of Board Meetings

Prepared by: Barbara E. Arashiro, Executive Assistant

Attached: Administrative Memo, Board No. 4, dated August 19, 2010

Adopted:

Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR

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

DENISE M. WISE
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

Board No. 4
September 16, 2010

TO: All Hawaii Public Housing Authority Staff

FROM: Denise M. Wise
Executive Director

SUBJECT: **Policy on Accepting Public Testimony and Recording of Board Meetings**

I. GENERAL

The purpose of this Administrative Memorandum is to establish policy on accepting public testimony and the recording of the Hawaii Public Housing Authority's (HPHA) Board Meetings.

Nothing in this policy is intended to impinge on any person's individual First Amendment rights but is meant to bring consistency and order to the HPHA's Board meetings. If there is a conflict between this policy and any law, rule or regulation, the law, rule or regulation shall prevail.

II. POLICY

A. Public Testimony

The HPHA, in accordance with § 92-3, Hawaii Revised Statutes ("HRS") and section 17-2000-18, Hawaii Administrative Rules, shall limit testimony by the public to items listed on the Board agenda and to no more than three (3) minutes. The Board Chair may, at his/her discretion, allow an additional minute of testimony for final comments. Follow-up questions by the Board shall not be included in the time limit for public testimony.

The HPHA may increase or decrease the time limit from 3 minutes to an acceptable amount of time per person as determined by an affirmative vote of a simple majority of the number of Board members required by law to take action; provided adequate notice is given.

The HPHA may also accept written testimony to be entered into the official minutes. When written testimony is accepted, members of the Board must each be provided a copy in order to properly consider the testimony before taking action.

Public testimony should be limited to the items posted on the agenda that are to be considered by the Board for a decision. The Board shall accept public testimony at the start of its meetings and/or as posted on the agenda.

B. Recording of Board Meetings

The HPHA shall, at a minimum, maintain minutes of its Board meetings as an official record of proceedings. The HPHA may supplement its minutes with audio recordings. (Pursuant to § 92-9(c), HRS, Boards are not required to create a transcript of its meetings or to electronically record its meetings.)

The HPHA shall not allow open videotaping of its Board meetings without the express consent of the Board. (Chapter 92, HRS, does not require the Board to permit videotaping of its meetings.) Where the videotaping of a meeting unduly interferes with the Board's ability to conduct business, the Board may recess or adjourn its meeting.

Persons interested in obtaining a copy of the minutes may contact the HPHA's Board Secretary at (808) 832-4694. The HPHA may charge a nominal fee for copying costs.

Approved by the Executive Director _____
September 16, 2010

FOR ACTION

Motion: To Authorize the Executive Director to Resubmit an Application to the U.S. Department of Housing and Urban Development for the Demolition/Disposition of Six (6) Vacant Units at the Lanakila Homes project in Hilo, Hawaii

I. FACTS

A. On December 9, 1999, the Hawaii Public Housing Authority (HPHA) received approval from the U.S. Department of Housing Urban Development (HUD) to demolish 11 buildings, consisting of 108 units at the site. To date, the HPHA has demolished 42 units leaving 62 units.

B. On August 14, 2008 the HPHA submitted a request to the Director of HUD's Special Applications Center (SAC) in Chicago, Illinois, to rescind the demolition approval of three buildings at the Lanakila Homes site.

C. On January 7, 2009 HUD approved HPHA's request.

D. On February 19, 2009 the Board of Directors ratified the request of the Executive Director to rescind the demolition approval of three buildings at the Lanakila Homes site. The buildings that were removed from the initial demolition request were buildings 59, 61 and 62. This represented a total of six units. The unit configuration is as follows: 2/2-bedroom units; 2/3-bedroom units and 2/4 bedroom units for a total of six units.

II. DISCUSSION

A. The request to remove the above referenced buildings from the previous disposition of demolition was a result of a proposed community effort to rehabilitate the six units using volunteers.

B. There are no funds for this project.

C. HPHA does not have the staff capacity to manage this project properly.

D. There is no comprehensive site plan for the development and build out of this parcel.

II. STAFF RECOMMENDTION

To allow staff to submit an application to add the three previously released structures from demolition for approval to demolish buildings 59, 60 and 61; and then begin developing design and construction plans while seeking funding.

Prepared by: Denise M. Wise, Executive Director _____

Attachments: Lanakila Homes Volunteer Project Overview
Site Map
FFY 1997 Demolition Application
Scope of Work 5/2010
Estimated Unit Cost

Adopted:

_____
Travis O. Thompson, Chair

Lanakila Homes Volunteer Project

Overview:

February 2009 the Board of Directors of the Hawaii Public Housing Authority (HPHA) approved an effort by the agency to remove 3 buildings which comprised a total of 6 units from a previously approved demolition application for the Lanakila Homes project. The units on this site have sat vacant and abandoned for over 12 years and as a result have suffered vandalism and most recently a building caught fire.

The intended purpose of removing these buildings from the demolition request was to organize a community volunteer effort to bring these six units back on line as rental units. These units have sat vacant and unoccupied for over 12 years.

The site is currently surrounded by a black cloth construction dust fence, filled with graffiti, and the site has various points of entry, thus making it attractive to trespassers and vandals. The site is an eyesore and to properly secure the site it will cost the HPHA approximately $35-45,000.00. This includes a chain link fence, the boarding-up of the buildings and site clean-up. This will ensure entry points are secure, and that there is no access to the vacant buildings hopefully reducing further acts of vandalism.

2009 Proposed Agency Plan:

Three (3) buildings or six (6) were set aside for non-profit agencies to renovate. It was proposed that the labor would be provided by the non-profit groups and it was understood that the labor was on a volunteer basis or at no cost to the project and that the HPHA would provide all building materials.

It was further determined by the agency, that the foundations walls, roofs and interior structures of the remaining units were in good condition and still had useful life remaining. Using this as a premise, the dollar amount at the time was estimated to bring these units back on line was $250,000 or approximately $42,000 a unit.

There seemed to be details not yet fully resolved including:

- scope of work detailing volunteers responsibilities;
- staff to be assigned to oversee the work and its progress;
- the need for licensed contractors to perform certain work, e.g., electrical, etc...;
- responsibility of permits; and
- the procurement of the materials and services..

Current Analysis of Project:

In determining the viability of the 2009 proposal and to provide current day cost estimates for the project the following was done:

1. The demolition application initially submitted, by the then HHA, was reviewed – Exhibit A.
2. Scope of Work was refreshed in May 2010 – Exhibit B
3. Estimated Unit Renovation Costs were refreshed –Exhibit C

These documents were reviewed to determine whether the initial cost estimate of $250,000 was still a realistic figure and to also confirm that the representations made in 2009 regarding the structural integrity of the buildings was still sound.

Exhibit A-Findings: It is noted that this document summarizes its findings of all buildings and that these findings are not specific to the buildings that are being proposed for the community service project; however, the overall conditions cannot be discounted.

- Page 29 of the document bullet points key factors that identify structural issues.
- Page 30 critiques deficiencies and surfaces issues with sewer, water and electrical lines.
- Page 35 and 36 present the firm's conclusions.

Exhibit B-Scope of Work: This scope was developed using current day conditions and is specific to the buildings being proposed for the community project. The site requires preparation therefore, please note that there are references to the site and not just the three buildings, e.g., if the HPHA is going to rehabilitate three buildings we cannot let the vacant buildings remain. They present too much of a hazard to tenants.

- Page 2 under Civil Scope references the removal and replacement of all existing gas, water and sewer lines.
- Page 3 references structural upgrades to the buildings and potential damage to roof trusses by termites.
- Page 4 references the removal all utility lines inside the units.

Exhibit C-Per Unit Renovation Costs:

- Cost per unit $125,000.

Conclusions:

Community volunteer projects have an intrinsic payoff that includes community accomplishment and indomitable community spirit. A project that proposes community efforts needs to be well thought out and responsibilities and accountabilities clearly delineated. This ensures the efforts of all parties are recognized and that each member of the team knows their role.

The project being proposed at the Lanakila Homes site has attributes of a strong community project; however it has many challenges. From a community perspective it appears that HPHA may have abandoned the site just given its deserted appearance and the regular acts of vandalism. It is a project that has languished for over 13 years primarily due to lack of funding; and there isn't funding to both demo and replace the units either as new construction or major modernization project.

The following is brief analysis of the Opportunities and Challenges of the proposed volunteer effort.

Opportunities	Challenges
• Community accomplishment	• There are no available funds for this project. $750,000 is needed for the 6 units
• 6 more units to low-income rental stock	• Major infrastructure work has been identified cannot only replace for the 3 buildings.
• Forge relationships with nonprofit providers	• Major work must be done by licensed contractors.
•	• By only working on the 3 buildings, the balance of the property must have a site plan.
•	• HPHA does not have the staff capacity to manage this project along with the other projects in its queue.
•	• More work is needed than originally projected, e.g., roofs, etc...
•	• Volunteer efforts need to be clearly stated or disruptions in scheduling will occur.
•	• Public perception may be that HPHA has abandoned the project given the lack of activity and the vandalism that occurred.

Any project that involves partial site development should not proceed without first careful consideration to the overall site plan and design. To have only 3 buildings rehabilitated and not to address the overall site needs would be an oversight that may have unintended consequences. We must first look at the site, address the infrastructure issues, site improvements and then determine how this project fits into the overall plan and/or if it is it still relevant. This will provide the community with a well designed neighborhood rather than a piece-meal effort that will more than likely cause some frustrations.

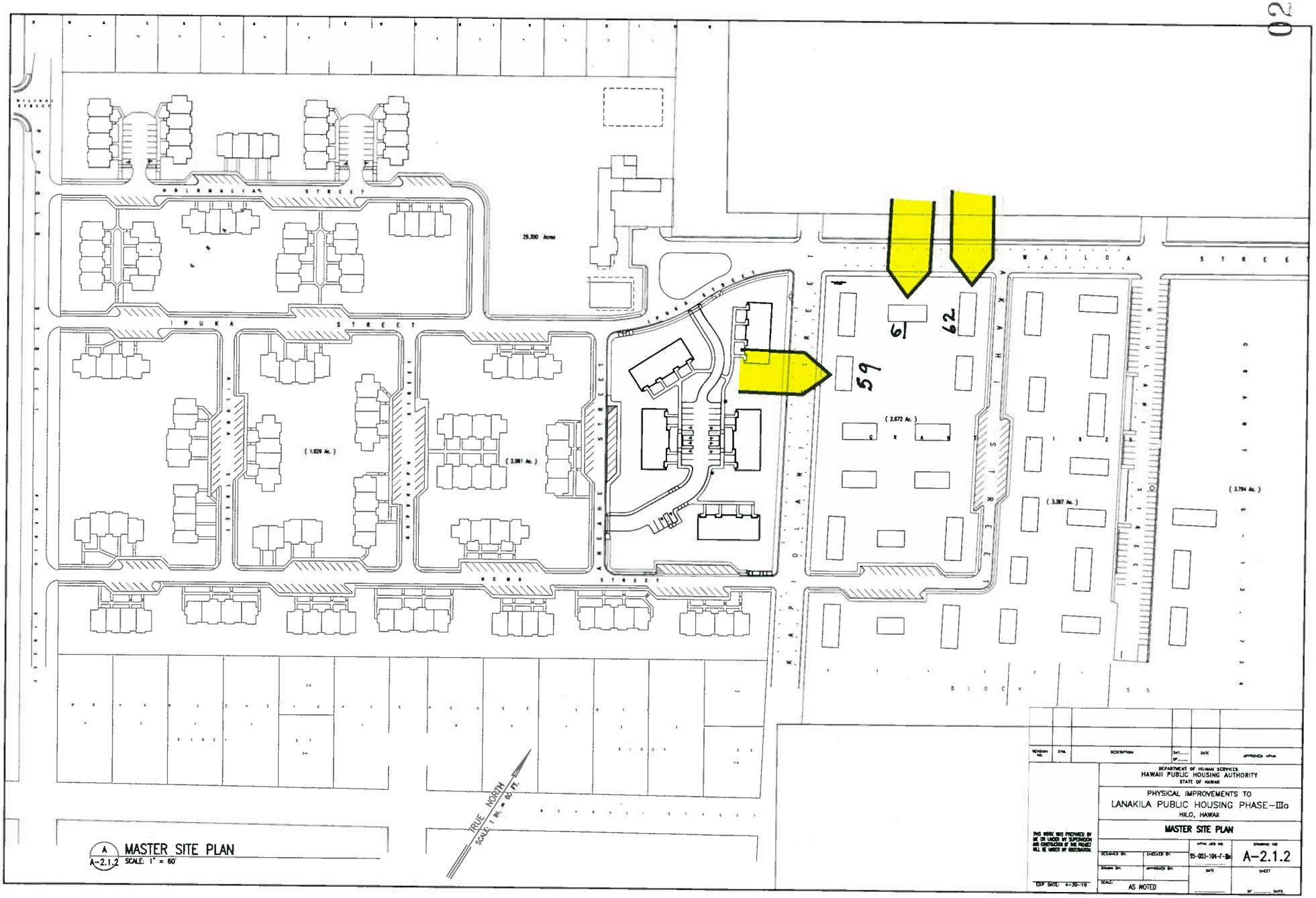
The action the staff is proposing for this project is to demolish all structures and begin a design plan for replacement of the units.

The suggested steps would be as follows:

- Secure site: install/repair existing fence, board-up units and clean-up site
- Reapply for approval to demolish the 3 buildings

- Secure funding to demolish existing structures, grade out the area and remove debris
- Secure funding for design and construction-perhaps mixed financing project

This may take 36 months to assemble all the project components; however certain aspects of the project could proceed, e.g., demo of structures.



HOLOMALIA STREET
IPUKA STREET
WAILOA STREET
ANEAHE STREET
KAPIOLANI STREET
AKAHI STREET
GRANT STREET
BLOCK 55
29.300 Acres
(1.929 Ac.)
(2.081 Ac.)
(2.672 Ac.)
(3.387 Ac.)
(3.794 Ac.)
59
61
62
TRUE NORTH
SCALE: 1 IN. = 60 FT.
A
A-2.1.2
MASTER SITE PLAN
SCALE: 1" = 60'
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII
PHYSICAL IMPROVEMENTS TO
LANAKILA PUBLIC HOUSING PHASE-IIIa
HILO, HAWAII
MASTER SITE PLAN
95-003-104-F-IIIa
A-2.1.2
AS NOTED
EXP DATE: 4-30-10

FFY 1997 Demolition Application

Justification for Action – 24 CFR 970.6

970.6 (a) (3) – Other factors which have seriously affected the marketability, usefulness, or management of the property.

In August and September of 1995, W.H.T. Leong & Associates, Architects, Inc., conducted a detailed site and dwelling investigation. The evaluation included the current existing physical condition of the project, an assessment of the types and extent of repairs and improvements required relative to the *Physical Needs Assessment*, and to address supplementary considerations proposed by the Hawaii Housing Authority. Based on these findings, a subsequent estimate of probable costs of construction was prepared and submitted to the Hawaii Housing Authority, which reflected that a budget of approximately *$26,963,000.00*, would be required to fully address the required repairs and improvements to the project.

The following factors affected the marketability, usefulness, or management of the property and contributed to the higher costs for repairs and renovations, which were not fully addressed in the original *Physical Needs Assessment*:

1. Building ages averaged over 40 years old, and were deemed beyond the life cycle for similar construction. Replacement and repair of specific building elements due to age, wear and tear, damages, and non-compliance with current building and life safety codes increased construction costs. Repairs and replacement of materials and elements would extend the life of the structures, but would require continual maintenance.

2. Installation of specific improvements required demolition and replacement of functional existing elements to allow access to address improvements.

3. All interior improvements required demolition of specific existing conditions.

4. Presence of asbestos-containing materials (ACM) and lead-based paint (LBP) attributed to increased costs for encapsulation and/or replacement of existing elements.

5. Installation of structural reinforcement for conformance with current seismic requirements required removal and replacement of existing building elements and members. Structural improvements may not comply with projected FEMA, HUD, and Hawaii Housing Authority's construction standards.

Deficiencies which have been identified:

1. Presence of asbestos containing materials (ACM) and lead based paint on the majority of the exterior walls. The lead based paint posed a serious health risk, and was in violation of HUD guidelines.

2. All structures did not meet current seismic (earthquake) and wind loading (hurricane) code requirements. This posed a serious life safety risk to the residents.

3. Existing gas distribution system was above and below grade galvanized piping, which were badly corroded. Due to the extensive corrosion, gas leaks were a potential problem all through the system and required continual repair and maintenance.

4. Similar problems existed for existing waste distribution system (sewers) of the project. Cast iron and galvanized waste lines were corroding and were highly prone to failure.

5. All existing plumbing fixtures were outmoded, corroded, stained, and in need of constant repair and maintenance.

6. Existing interior unit electrical systems did not conform to current NEC (National Electrical Code) requirements (e.g. no GFCI protection, no ground conductor, inadequate number of receptacles, lack of smoke detectors in the bedrooms). Existing wiring, electrical devices, and light fixtures were old and in poor condition.

7. There was inadequate water pressure for fire protection of the structures. The existing fire hydrants had less than the minimum flow required by the County of Hawaii Water Supply Standards.

8. There was inadequate sewer capacity to handle the existing unit density at Lanakila Homes. The existing main sewer line was under-sized, leading to recurrent raw sewage overflows.

9. Existing metal roofs were in poor condition with roof leaks in many of the structures. Persistent roof leaks have lead to extensive water damage (dry rot) to the roof framing and stud walls. Many units were vacant and unlivable due to water damage. The damages to these units were irrepairable.

Revised Scope of Work

Due to the substantial increase in projected construction costs for the repairs and renovation of the project, the Hawaii Housing Authority requested W.H.T. Leong & Associates, conduct a preliminary cost study and comparison to evaluate the economic

feasibility of demolishing the existing 230 dwelling units, and replacing them with new construction. The study was based upon the premise of replacement of the existing dwelling units by construction of the new units comprised of similar floor areas, unit quantities, and base amenities. The results of the evaluation was submitted and presented to the Hawaii Housing Authority on November 3, 1995, (see attached Exhibit 3), and reflected that the projected costs for new construction would require a construction budget of approximately *$27,000,000.00*, including minor repairs and improvements to the existing Administration Offices and Community Center. Projected costs were formulated upon an average cost per square foot basis (parametric). The estimated costs did not include demolition and/or replacement of the site's utilities infrastructure along or within the primary dedicated County of Hawaii roadways, which are to remain, contingencies, or escalation factors for project phasing.

As the study indicated that the existing dwelling units and structures within the project could be replaced by new construction for a comparable construction budget, Hawaii Housing Authority elected to amend the project Scope of Work to reflect that the project would address demolition of the existing dwelling units and structures, and replacement with new construction.

Partial Demolition *(Not applicable)*

- Ensure useful life of remaining part of development (density reduction)

Disposition *(Not applicable)*

- Developmental changes in the area adversely affecting residents and/or operations of the development; OR
- Allow for acquisition, development, or rehabilitation of other properties that will be more efficiently operated; (only applies if the PHA is getting at least the same number of units back); OR
- Other factors consistent with interests of the residents.

Disposition of Non-dwelling Facilities *(Not applicable)*

- Property is in excess of needs; OR
- Disposition is incidental to, or does not interfere with continued operation of development.

W.H.T. LEONG & ASSOCIATES, ARCHITECTS, INC.

03 November 1995 (revised)

State of Hawaii
Department of Human Services, Hawaii Housing Authority
1002 No. School Street
P.O. Box 17907
Honolulu, Hawaii 96817

Attention : Mr. Mitchell Kawamura, Contracting Officer

Project : **PHYSICAL IMPROVEMENTS TO LANAKILA HOMES I, II and III**
Hilo, Hawaii
Project No. 95-003-104-F : HA 1-04, HA 1-13 and HA 1-14

Subject : **Project Development Costs**

Dear Mr. Kawamura,

Pursuant to our meeting with yourself and representatives of Hawaii Housing Authority on 25 October 1995, we have evaluated the economic feasibility of demolishing the existing 230 dwellings (115 buildings), and construction of an equal amount of units as requested.

Our evaluation was based upon a comparison of the construction costs attributed to repair and improvements to the existing project, versus new construction. Projected costs are formulated upon a cost per square foot basis, and is based on replacement of comparable dwelling units.

The following parameters were utilized :

Existing Dwelling Units and Buildings:

Type of Unit (Existing)	Approximate Floor Area (Square Feet)	Quantity of Units	Total Floor Area (S.F.)
One Bedroom	546 s.f.	30	16,380 s.f.
Two Bedroom	702 s.f.	66	46,332 s.f.
Three Bedroom	910 s.f.	88	80,080 s.f.
Four Bedroom	1,196 s.f.	46	55,016 s.f.
Total		230	197,808 s.f.
Total No. of Buildings	115		

architecture planning interior design

[illegible] BETHEL STREET • SUITE 300 • HONOLULU, HAWAII 96813 • TEL (808) 531 4621 • FAX (808) 531 4621

■ Repair and Improvements of Project Cost of Construction :

- **Dwelling Improvements**

Scope of Work	Total Area (s.f.)	Cost per s.f.	Total Cost
Architectural/Structural	197,808	$83.28	$16,474,450
Mechanical/Plumbing	197,808	$10.43	$ 2,063,560
Electrical	197,808	$6.73	$ 1,331,000
Total	197,808	$100.44	$19,869,010

- **Site Improvements**

Scope of Work	Total Area	Total Cost
Civil Site Improvements	L.S.	$6,663,000
Electrical Site Utilities	L.S.	$ 178,250
Landscaping	L.S.	$ 150,000
Total		$6,991,250

- **Miscellaneous Improvements** Administration and Community Center

Scope of Work	Total Area (s.f.)	Cost per s.f.	Total Cost
Architectural/Structural	N/A	N/A	$57,450
Mechanical/Plumbing	N/A	N/A	$28,650
Electrical	N/A	N/A	$17,000
Total			$103,100

- **Summary :**

a) Total Dwelling *Improvement* Cost : **$19,869,010**
Dwellings improvement Cost per square foot: **$100.44/s.f.**

b) Total Dwelling and Site Improvement Cost : **$26,860,260.**
Total cost per square foot (based upon total unit floor area of 197,808 s.f.) : **$135.78/s.f.**

c) Total Administration and Community Center Improvement Cost : **$103,100.**

d) **Total Project Development Cost : $26,963,360.**

■ New Construction of Units and Project Improvements Cost of Construction :

The following is based upon the premise of *replacement* of the existing dwelling units by construction of *new units* comprised of similar floor areas, unit quantities, and basic amenities.

- **Construction of New Dwellings (230 Units)**

Scope of Work	Total Area (s.f.)	Cost per s.f.	Total Cost
Architectural/Structural	197,808	$59.30	$11,730,014
Mechanical/Plumbing	197,808	$15.10	$ 2,986,901
Electrical	197,808	$10.60	$ 2,096,765
Total	197,808	$85.00	$16,813,680

- **Site Improvements**

Scope of Work	Total Area	Total Cost
Demolition of Existing Structures	197,808 s.f.	$1,500,000
Civil Site Improvements, Utilities, Parking*	L.S.	$6,500,000
Electrical Site Utilities	L.S.	$ 250,000
Landscaping	L.S.	$ 550,000
Total		$8,800,000

*Based on the assumption that Hilo County Public Works Dept. and BWS will not require upgrading of roadways and primary utilities within county right-of-ways, and that the site work improvements shall be completed in various phases in lieu of one phase.

- **Miscellaneous Improvements** Administration and Community Center

Scope of Work	Total Area (s.f.)	Cost per s.f.	Total Cost
Architectural/Structural	N/A	N/A	$57,450
Mechanical/Plumbing	N/A	N/A	$28,650
Electrical	N/A	N/A	$17,000
Total			$103,100

- **Summary :**

a) Total Dwelling *Replacement* Cost: **$16,813,680**
Dwelling *replacement* cost per square foot: **$85.00/s.f.**

b) Total Dwelling and Site Improvement Cost: **$25,613,680**
Total cost per square foot (based upon total unit floor area of 197,808 s.f.) : **$129.48/s.f.**

c) Total Administration and Community Center Improvement Cost : **$103,100**

d) **Total Project Cost : $25,716,780**

■ Conclusion :

It appears that *replacement* of the existing dwelling units and structures is a viable alternative to the repair and renovation of the existing units. Projected construction costs attributed for new construction appears to be less than that for repair and modernization of the existing structures.

The following factors contributed to the higher costs for repairs and renovations :

1. Building ages average over 30 years old, and is deemed beyond the life cycle for similar construction. Replacement and repair of specific building elements due to age, wear and tear, and damages increased construction costs. Repairs and replacement of materials and elements will extend the life of the structures, but will require continual maintenance.

2. Installation of specific improvements require demolition and replacement of functional existing elements to allow access to address improvements.

3. All interior improvements require demolition of existing conditions.

4. Presence of asbestos containing materials (ACM) and lead-based paint (LBP) attributed to increased costs for encapsulation of existing elements.

5. Installation of structural reinforcement for conformance with current seismic requirements required removal and replacement of existing building elements and members. Structural improvements may not comply with projected FEMA, HUD and HHA construction standards.

Additional benefits which may be realized by *replacement* of the existing dwelling units are:

1. Decreased short-term and long-term maintenance costs.

2. Reconfiguration of structures and unit floor areas and types may better meet HHA occupancy goals and standards.

3. Specific site conditions may be improved by resiting of the structures, which will minimize the need for current remedial drainage improvements.

4. Construction criteria will be in conformance with current federal and local codes and standards.

We hope the preceding information will assist you and your staff in evaluating the functional and economic requirements and criteria of this project. We would like the opportunity to further discuss the preceding information with you to determine the project parameters and direction for this project.

If you have any questions in this regard, or wish to schedule a conference with our office and consultants, please do not hesitate to contact us.

Yours truly,

W.H.T. LEONG & ASSOCIATES, ARCHITECTS, INC.

Walter H.T. Leong, AIA
President

WHTL:jm

file: hhaproj/lanakila/lnkbudgt/lknwcst1

Scope of Work Description for
Lanakila Public Housing, Phase 4
Site Work Demolition and Renovation of Buildings 59, 61 & 62
5/20/10

Scope provided by Dennis Nakamoto of INK

Termite Survey Investigation Scope of Work

Provide destructive demolition services and investigation to determine extent of termite damage in each building.

- Provide 4 copies of termite investigation report.

Site Visits

Include number of site visits necessary to determine extent of termite damage in each building.

HazMat Scope of Work

Design Phase:

- Provide specifications for the handling of lead containing paint and any other materials determined to contain hazardous materials.
- All floor tile, tile mastic and sinks have been removed from the existing buildings.
- Loose and flaking lead containing paint has been removed from the existing buildings.
- TCLP test results were below the hazardous threshold so wood siding could be removed and disposed of as construction debris.
- Demolition work will include removal of canec ceilings, interior single wall panels, removal of exterior windows and frames, removal of metal corrugated roofing, all electrical wiring within each duplex unit.
- Provide cost estimate and specifications

Construction Phase:

Independent 3rd party air monitoring (shall be the contractor's responsibility)

Landscape Scope of Work

Design Phase:

- Provide a landscape plan for buildings 59, 61 and 62
- Provide specifications for grassing the entire Phase 4 site
- Provide design for temporary irrigation to maintain grassing during maintenance period
- Provide cost estimate and specifications
- No trees, palms only
- No shrubs or groundcover, grass only

Site Visits:

Provide one (1) site visit during the design phase
Two (2) site visits during construction
One (1) site visit for final inspection

Civil Scope of Work

Design Phase:

- Cut and cap all existing gas, water and sewer lines.
- Demolition and removal or abandon in place all underground utilities
- Demolition of 28 duplex structures
- Demolition and removal of all concrete foundations
- Demolish and remove Akahi and Ululani Streets. Provide grassing over roadways.
- Grading of area where concrete pads were removed.
- Clear and grub the entire site even along the makai property line.
- Re-grade along the makai property to provide drainage swale to protect privately owned properties
- Replace main water, gas and drain lines from street to 5 feet of the structure
- Provide dust screen around project site
- Process NPDES permits
- Provide water usage check meters for each unit (total of 6 units)
- Provide gas meters for each unit (total of 6 units)
- Provide trash enclosure pad/s
- Provide mailbox pad
- Provide accessible path to each building and unit
- Provide accessible path from building to public sidewalk
- Provide interior parking area to accommodate parking requirements for the 6 duplex units
- Provide accessible parking stall(s)
- Provide additional parking stalls for maintenance crew
- Provide access into grassed site for maintenance vehicles (gate or chain with bollards)
- Provide fencing around site to separate housing project from privately owned properties
- Provide cost estimate and specifications

Construction Phase:

Provide three (3) site visits during construction phase

Provide one (1) site visit for final inspection

Site Visits:

Provide two (2) site visits for preliminary meetings with County

Provide one (1) site visit for permitting

Include any additional site visits as necessary

Architectural Scope of Work

Design Phase:

Confirm and coordinate scope of work for all consultants with HPHA

Provide survey of existing buildings to determine their condition and extent of what needs to be replaced.

Assumptions:

- All metal roofing to be removed

- All interior wall partitions to be demolished
- All electrical wiring to be removed
- All plumbing lines to be demolished and/or abandoned
- All water, gas and drain lines to be demolished and/or abandoned
- Increase size of bathrooms and include full size tub/shower for each unit
- Replace all exterior windows
- Provide Rinnai heater
- Provide solar water heating system for each building
- Provide new kitchen
- Provide new flooring
- Provide new metal roofing with gutters
- Paint interior and exterior

Design buildings to meet current building code requirements
Provide fire separation wall between duplex units
Provide sound insulation in all party walls
Provide new interior gyp board partitions

Construction Phase:
Provide weekly site visits to monitor construction progress and to answer any questions brought up by the Contractor.

Site Visits:
Provide six (6) trips for site investigation phase to determine as-built conditions and for meetings with County
Provide three (3) trips for permit processing
Provide 1 trip for pre-bid meeting
Provide 1 trip for pre-construction meeting
Provide 36 – 40 trips (9 month construction x 4 weeks per month) during construction
Provide three (3) trips for final inspection

Structural Scope of Work
Design Phase:

- Provide four (4) site visits for site investigation work
- Provide structural upgrades for building to meet current building codes
- Review termite survey report
- Provide details for repair of foundations, termite damaged roof trusses and exterior perimeter walls
- Provide seismic and wind load evaluations

Construction Phase:
Provide six (6) site visits during construction
Provide site observation reports

Site Visits:
Provide four (4) site visits for site investigation work
Provide six (6) site visits during construction
Provide (1) site visit for final inspection

Mechanical Scope of Work

Design Phase:

- Demolish/remove all plumbing fixtures and utility lines in walls and under concrete floor slabs
- Provide gas meters, water check meters, Rinnai water heaters and solar heating system with hot water storage tank for each unit.
- Replace water, gas and drain lines out to 5 feet beyond the structure
- Provide gas stub outs for range and dryer
- Provide electrical 208 V line for dryer
- Provide cost estimate and specifications

Construction Phase:
Provide three (3) site visits during construction
Provide site observation reports

Site Visits:
Provide two (2) site visits during design phase
Provide three (3) site visits during construction
Provide two (2) trips for final inspection

Electrical Scope of Work

Design Phase:

- Provide three (3) site visits for site investigation
- Demolish all existing site utility lines
- Provide PV lighting in new parking lot
- Provide site lighting around perimeter of site
- Provide lighting for postal box and for trash collection pad
- Demolish all electrical utility lines inside of the duplex units
- Provide new power, communication and lighting for all duplex units
- Provide OH feeders from street to each duplex building
- Provide power for Rinnai water heaters
- Provide power for re-circulating pumps for solar water heating system
- Provide energy-efficient light fixtures
- Assist and coordinate with HELCO to provide electrical service
- Provide cost estimate and specifications

Construction Phase:
Provide three (3) site visits during construction
Provide site observation reports

Site Visits:
Provide three (3) site visits for site investigation work
Provide three (3) site visits during construction
Provide two (2) site visits for final inspection

Cost Estimate Scope of Work
Provide preliminary cost estimate (at 35% phase)
Provide pre-final cost estimate (at 95%)
Provide final cost estimate (100% phase)
Evaluate bids

Specification Writer Scope of Work
Provide specifications exclusive of hazmat, landscape, civil, structural, mechanical and electrical specifications
Prepare Special Provisions Section, Bid Proposal and assemble front end documents from HPHA
Review substitution requests
Assist in limited review of shop drawing submittals
Prepare addendums

Estimated Unit Renovation Cost

Work Items	Unit Cost
Lead-containing exterior paint mitigation	5,000
Termite fumigation	2,000
Termite-damage repair allowance	500
Selective interior demolition	1,000
Exterior sewerlines (bldg. to street lateral only)	10,000
Interior sewerlines	5,000
Exterior waterlines (bldg. to main lateral only)	5,000
Interior waterlines	5,000
Gas service lines	5,000
Exterior site work (walkways and landings)	5,000
Metal roof (replace)	6,000
Gutters and downspouts with splashblocks	3,000
Hurricane clips & fall protection	5,000
Fire separation wall between units	2,500
Gypsumboard ceiling with canec removal	3,500
Exterior entry doors & hardware	2,000
Security screen doors	1,000
Interior bedroom and bathroom doors & hardware	3,000
Windows with insect screens	8,000
Exterior painting	5,500
Exterior electrical meter and panel	3,000
Interior painting	2,500
Interior electrical panel and wiring	5,000
VCT flooring	2,000
Electrical lighting fixtures	2,000
Smoke detectors	500
Kitchen cabinets and counters	8,000
Bathroom vanity and mirror	500
Kitchen plumbing fixtures	1,000
Bathroom plumbing fixtures	2,000
Bathroom accessories	1,000
Bathtub with solid-surface surround	5,000
Bedroom closet & window treatment	500
Appliances	2,000
Tankless water heater with enclosure	3,500
Laundry tray and faucet	400
Laundry posts and clotheslines	500
Mailbox and post	100
Landscaping	2,400
Final janitorial cleaning	100
TOTAL AVERAGE COST PER UNIT:	$125,000

Approved by the Executive Director
September 16, 2010

FOR ACTION

MOTION: To Authorize the Executive Director to Execute the Settlement, Release, Indemnification and Assignment Agreement in the Matter of of Mc Millon et al. v. State of Hawaii and Hawaii Public Housing Authority (Civil No. CV08-00578) and Third Party Defendants, Urban Management Corporation dba Urban Real Estate Company, Subject to Approval by the U.S. Department of Housing and Urban Development

I. FACTS

A. On December 18, 2008, Named Plaintiffs Hazel McMillon, Gene Strickland, Trudy Sabalboro, Katherine Vaiola and Lee Sommers commenced a class action in the United States District Court for Hawaii, Case No. 08-00578 JMS-LEK , against the Hawaii Public Housing Authority, alleging discrimination in violation of the Americans with Disabilities Act ("ADA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Fair Housing Act Amendments regarding physical access for persons with disabilities at Kuhio Park Terrace (KPT) and Kuhio Homes.

B. On December 18, 2008, Named Plaintiffs Lewers Faletogo, Hazel McMillion, Gene Strickland, Trudy Sabalboro, and Lee Sommers filed a class action in the Circuit Court of the First Circuit for the State of Hawaii, Civil No. 08-1-2608-12 alleging breach of the implied warranty of habitability, breach of lease, breach of the management contract – third party beneficiary, unfair trade practices prohibited by HRS § 480-2, and medical monitoring.

C. The Defendants named were the State of Hawaii ("State"), Hawaii Public Housing Authority ("HPHA") (collectively "State Defendants"), and Realty Laua LLC ("Realty Laua"), formerly known as R&L Property Management LLC. Urban Management Corporation ("Urban Management") is a Third-Party Defendant.

D. On October 29, 2009, the District Court entered an Order certifying the following class in the Federal Action:

> *All present and future residents of KPT and Kuhio Homes who are eligible for public housing, who have mobility impairments or other disabling medical conditions that constitute "disabilities" or*

"handicaps" under federal disability nondiscrimination laws, and who are being denied access to the facilities, programs, services, and/or activities of the Defendants, and/or discriminated against, because of the architectural barriers and/or hazardous conditions described in the Complaint.

E. The Federal Action and the State Lawsuit are collectively referred to herein as the "Lawsuits".

II. DISCUSSION

A. The HPHA has been vigorously defended by the Department of the Attorney General.

B. However, in the interest of all the parties to resolve these matters and to avoid further costs, expense and time as a result of continued litigation and, without admitting liability of any kind, the parties have agreed to enter into a Settlement Agreement.

C. This Settlement, Release, Indemnification and Assignment Agreement (Settlement Agreement) is by and between Plaintiffs and the State Defendants only.

D. Since the filing of the lawsuit, the Board of Directors have been kept updated on the status of the negotiations with the plaintiffs by the Department of the Attorney General at its regular monthly meetings.

E. As the lawsuit was filed involving a federally subsidized public housing project, the Settlement Agreement is subject to approval by the U.S. Department of Housing and Urban Development. The DAGs will be the lead in obtaining HUD approval through HUD's general counsel.

III. RECOMMENDATION

That the Hawaii Public Housing Board of Directors Authorize the Executive Director to Execute the Settlement, Release, Indemnification and Assignment Agreement in the Matter of of Mc Millon et al. v. State of Hawaii and Hawaii Public Housing Authority (Civil No. CV08-00578) and Third Party Defendants, Urban Management Corporation dba Urban Real Estate Company, Subject to Approval by the U.S. Department of Housing and Urban Development

Exhibit A: CONFIDENTIAL Draft Settlement, Release, Indemnification and Assignment Agreement

Prepared by: Barbara E. Arashiro, Executive Assistant

Adopted:

_____

Travis O. Thompson, Chair

Executive Director's August/September 2010 Board Status Report

Accomplishments

- Met with team from the Seawinds development. This is a project led by the nonprofit group Homeless Solutions. It is for a 50 unit development consisting of supportive housing and transitional shelter facility. The project is located in Waianae. The meeting was to resolve some long standing issues and to discuss the 50 year ground lease executed by the HPHA in 2005. Issues discussed were tapping into the HPHA's electrical; recordation of the lease was never done and other outstanding project issues.
- Director Linda Smith arranged a meeting with key staff including, the Governor's Chief of staff, Director of B&F, staff from DHRD to discuss essential positions and the most efficient way to fill them. Meeting was successful and recruitment for some of the positions is in process.
- Met with two representatives from LASH. Meeting included Deputy AG Krislen Chun. The purpose was to explain several processes within the HPHA and to open a dialogue with LASH.
- Met with HUD M. Flores and B. Sabalburo at the Maui ARRA projects. Meeting included B. Arashiro and Board Chair T. Thompson. HUD wanted to view the progress of the ARRA funded projects as the 60% funds expended deadline is March 17,2011. Given that 40% of the ARRA funds granted are committed to the Maui projects they wanted to see the progress to date. Meeting and site visits went well. Projects at this time are on target.
- Robert Garrett, Director of Inspector Administration came to Hawaii in response to the letter written regarding the REAC inspector's conduct during the property inspections conducted in July. He spoke with D. Wise, S. Fo and met with AMP Manager Tammy Passmore in Hilo. He stated he will be issuing his findings soon.
- Given the short staff situation with PMMSB, effective September 1st until December 1, 2010 the Central Maintenance Division will report to B. Arashiro and the Applications section will report to D. Wise. This will provide the Branch Chief with an opportunity to concentrate on the AMPs and staff up the administrative section of the branch.
- Issued memo to KMH, LLP to finalize delivery dates of items requested by auditors. This was done to ensure information and document requests were received timely.
- Received new servers which will provide additional storage space to consolidate data in one location, simplify backups, and prepare for large scale document scanning.

Planned Activities for August/September

- Meeting scheduled with Representative Karl Rhoads to discuss lack of hot water at Mayor Wright Homes.
- Working with B. Arashiro, M. Buflo, A. Sarhan, S. Fo, R. Sogawa and CMS staff to prioritize and schedule capital projects for the upcoming biennium budget. This will position projects for the CIP requests for State projects and will also set priorities for federal projects. Given the continuous reprioritization of projects during the past 18 months, due to failing systems and/or force de majeure, e.g., rock falls, this will give HPHA an opportunity to define criteria and prioritize projects with the most critical needs.
- Select legal counsel for the KPT redevelopment project.
- Conduct interviews for 7 essential positions and extend employment offers.
- Develop performance metrics in conjunction with Branch Chiefs to incorporate the 2010/2011 budget into performance measures. Work with Branch Chiefs to establish realistic benchmarks for

each branch including AMPs. Establish review periods, monitoring reports and corrective actions as needed.

- Prepare RFP for consultant to assist in HUD's Neighborhood Choice planning grant submission.
- Hold weekly conference calls with Michaels Development Group regarding KPT redevelopment project.
- Agency audit underway both single audit and State audit.
- Assess and review Grievance Hearing process and if needed, make revisions.
- Central Maintenance performing equipment inventory and disposing of equipment that is out dated and non-operable.
- Visit Kauai properties at end of September/October.
- Issue RFP for Owner's Representative for KPT redevelopment project.
- Research and resolve vacant unit count differences within PIH Information Center (PIC) system. The PIH Information Center (PIC) allows Housing Authorities (HAs) to electronically submit information to HUD.
- Review Applications' section processes and revise and/or streamline accordingly.

Trends/Issues

- The staffing situation has reached a critical point for the agency. Several positions are vacant and have been for some time. Coupled with retirements and resignations, in the past few months, the situation has grown critical. As a result, several projects may experience delays.
- Re-establishment of the Resident Services Section should provide immediate results in working with tenants and related issues.

Potential Risks

- Staffing issues may cause project delays
- Large Capacity Cesspools EPA grant out of compliance with reporting requirements
- Mayor Wright Homes failing hot water solar system replacement plan

Property Management and Maintance Services Branch (PMMSB)
Status Report August 2010

Completed Activities

- For the month of July, 2010, rent collections for HPHA State properties were 95.34% and the total tenant occupancy rate was 91%
- For the month of July, 2010, rent collections for HPHA Federal properties were 92.42% and the total tenant occupancy rate was 92.96%.
- Recruitment to fill essential vacant positions was approved by the Governor.
- The Waimaha-Sunflower and Kauiokalani parking lots (in Waianae, AMP 44) were re-striped and the Community Center at Kauiokalani was given a fresh new coat of paint.
- Attended training on Emergency Preparedness and Hawaii's Limited English Proficient Communities. The information will be incorporated into AMP evacuation plans and the resident orientation.
- Met with Robert Garrett, Director of Inspector Administration, came to Hawaii in response to the letter written regarding the REAC inspector's conduct during the REAC property inspections conducted in July. He met with the Hilo AMP manager to discuss information she provided. Report to be issued.

Planned Activities

- HUD will be conducting a quality assurance study of rent determinations. The report focuses on identifying households where an error was made when calculating the rent and providing nationally representative findings related to those errors.

Trends/Issues

- Recruitment efforts to fill vacant positions are top priority. The vacant positions have created a lag in customer service.
- PMMSB will need funding to secure a contractor to complete the elderly designation study and submission.
- Plans and Bids are in process to remedy the hot water issue at Mayor Wright Homes. The failing solar system is being replaced with tank less hot water heaters.

Risks

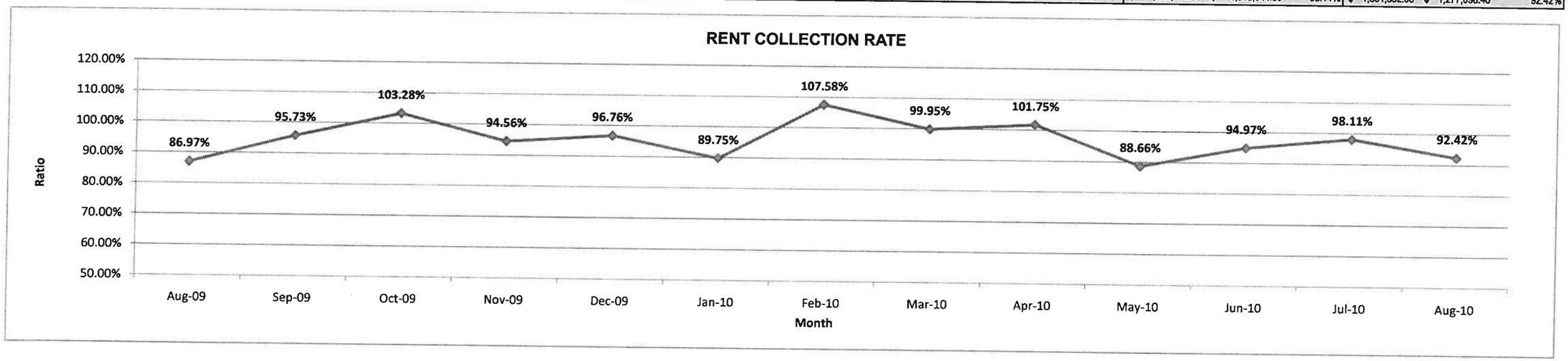
- PMMSB is still working with the Procurement Office to hire a contractor to correct the problem vouchers for Banyan Street Manor.

FEDERAL PUBLIC HOUSING

Rent Collection from August 2009 to August 2010

	Aug-09			Sep-09			Oct-09			Nov-09			Dec-09			Jan-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 119,391.36	$ 108,916.51	91.23%	$ 119,402.26	$ 122,538.77	102.63%	$ 120,399.00	$ 132,027.26	109.66%	$ 116,820.00	$ 112,301.32	96.13%	$114,069.72	$119,412.98	104.68%	$116,704.72	$100,450.20	86.07%
Kauai	$ 73,072.00	$ 64,423.31	88.16%	$ 73,104.00	$ 74,848.55	102.39%	$ 73,842.00	$ 76,756.23	103.95%	$ 75,024.00	$ 69,266.58	92.33%	$76,423.00	$75,161.64	98.35%	$76,185.00	$65,796.55	86.36%
Maui	$ 45,267.00	$ 37,689.39	83.26%	$ 44,707.00	$ 39,587.84	88.55%	$ 42,396.00	$ 42,742.85	100.82%	$ 41,421.00	$ 41,035.33	99.07%	$41,265.00	$42,481.46	102.95%	$41,683.00	$37,016.56	88.80%
Oahu	$ 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%	$ 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%
Total	$ 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%	$ 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%

	Feb-10			Mar-10			Apr-10			May-10			Jun-10			Jul-10			Aug-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 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	$ 106,671.27	94.35%	$ 112,822.92	$ 108,468.00	96.14%	$ 110,298.00	$ 117,841.39	106.84%	$ 123,375.00	$ 112,668.72	91.32%
Kauai	$ 79,317.00	$ 78,818.84	99.37%	$ 78,569.00	$ 73,688.81	93.79%	$ 75,812.00	$ 74,505.00	98.28%	$ 77,802.00	$ 64,010.35	82.27%	$ 78,374.00	$ 70,438.19	89.87%	$ 80,235.00	$ 72,583.50	90.46%	$ 86,709.00	$ 77,298.86	89.15%
Maui	$ 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	$ 35,857.47	84.80%	$ 41,116.00	$ 38,664.05	94.04%	$ 42,270.00	$ 40,957.84	96.90%	$ 42,014.00	$ 41,489.94	98.75%
Oahu	$ 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	$ 992,672.38	88.67%	$ 1,121,497.78	$ 1,068,095.60	95.24%	$ 1,106,181.86	$ 1,082,262.20	97.84%	$ 1,129,754.08	$ 1,045,640.94	92.55%
Total	$ 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%	$ 1,352,628.29	$ 1,199,211.47	88.66%	$ 1,353,810.70	$ 1,285,665.84	94.97%	$ 1,338,984.86	$ 1,313,644.93	98.11%	$ 1,381,852.08	$ 1,277,098.46	92.42%



Federal LIPH
HPHA Island Overview Report
August 2010

	Occupancy *							LIPH and Elderly Waiting List**				
Island	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	600	548	49	91.33%	5	2	3	Average Income	24	0.25%	9.08	4.19
Kauai	319	299	20	93.73%	2	0	0	Low Income (80%)	20	0.21%	3.38	2.12
Maui	196	138	55	70.41%	4	3	3	Very Low Inc. (50%)	223	2.30%	3.01	1.97
Oahu	4,123	3,884	221	94.20%	28	1	18	Extrmly Low Inc. (30%)	9,414	97.24%	2.53	1.74
Total	**5,238**	**4,869**	**345**	**92.96%**	**39**	**6**	**24**		**9,681**	**100.00%**	**2.56**	**1.76**

	Non Vacated Delinquencies***				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	76	$ 20,558.93	24	$ 24,612.63	$ 123,375.00	$ 112,668.72	**91.32%**
Kauai	51	$ 29,637.16	30	$ 46,547.44	$ 86,709.00	$ 77,298.86	**89.15%**
Maui	15	$ 5,351.50	8	$ 5,940.57	$ 42,014.00	$ 41,489.94	**98.75%**
Oahu	513	$ 214,320.51	140	$ 172,258.24	$ 1,129,754.08	$ 1,045,640.94	**92.55%**
Total	**655**	**$ 269,868.10**	**202**	**$ 249,358.88**	**$ 1,381,852.08**	**$ 1,277,098.46**	**92.42%**

* Occupancy also counts Scheduled for Modernization Units.

** Please notice WL Income Limits assumes 2010 HUD Family Income Limit for Hawaii.

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

Federal LIPH
HPHA Project Overview Report
August 2010

	Occupancy*						
AMP	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	Units Rent Ready
30P-Aiea	362	353	9	97.51%	1	0	0
31P-KVH	373	323	49	86.60%	3	0	1
32P-MWH	363	347	14	95.59%	1	0	2
33P-Kam/Kaamanu	371	364	5	98.11%	1	0	2
34P-Kalakaua	581	561	18	96.56%	3	1	2
35P-Kalanihuia	587	564	23	96.08%	2	0	0
37P-Hilo	300	271	28	90.33%	2	1	1
38P-Kauai	319	299	20	93.73%	2	0	0
39P-Maui	196	138	55	70.41%	4	3	3
40P-KPT	738	701	33	94.99%	14	0	4
43P-Kona	199	192	6	96.48%	3	1	1
44P-Leeward Oahu	258	223	29	86.43%	2	0	6
45P-Windward Oahu	225	217	8	96.44%	1	0	0
46P-Kamuela	101	85	15	84.16%	0	0	1
49P-Central Oahu	150	120	29	80.00%	0	0	1
50P-Palolo	115	111	4	96.52%	0	0	0
Total	5,238	4,869	345	92.96%	39	6	24

	Non Vacated Delinquencies**				Collection Rate		
AMP	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	42	25,960.09	8	9,465.00	$ 142,689.00	136,472.36	95.64%
31P-KVH	52	24,510.78	13	13,203.84	$ 95,298.00	84,690.50	88.87%
32P-MWH	38	13,552.73	8	15,708.65	$ 103,676.02	99,597.31	96.07%
33P-Kam/Kaamanu	31	15,725.86	16	17,693.82	$ 89,837.98	87,418.88	97.31%
34P-Kalakaua	10	2,748.92	3	1,404.70	$ 134,395.99	123,076.43	91.58%
35P-Kalanihuia	33	12,448.42	12	14,743.87	$ 140,756.50	129,776.89	92.20%
37P-Hilo	25	6,535.08	12	11,854.70	$ 65,527.00	59,509.58	90.82%
38P-Kauai	51	29,637.16	30	46,547.44	$ 86,709.00	77,298.86	89.15%
39P-Maui	15	5,351.50	8	5,940.57	$ 42,014.00	41,489.94	98.75%
40P-KPT	179	65,975.48	21	24,700.07	$ 247,325.00	221,683.45	89.63%
43P-Kona	31	7,357.85	4	1,373.00	$ 42,965.00	40,670.09	94.66%
44P-Leeward Oahu	63	30,573.79	36	50,769.55	$ 44,872.00	39,824.14	88.75%
45P-Windward Oahu	38	8,763.52	8	2,086.71	$ 66,339.00	65,215.95	98.31%
46P-Kamuela	20	6,666.00	8	11,384.93	$ 14,883.00	12,489.05	83.91%
49P-Central Oahu	14	3,490.24	4	2,112.48	$ 36,794.00	32,879.32	89.36%
50P-Palolo	14	10,570.68	11	20,369.55	$ 27,770.59	25,005.71	90.04%
Total	656	$ 269,868.10	202	$ 249,358.88	$ 1,381,852.08	$ 1,277,098.46	92.42%

* Occupancy also counts Scheduled for Modernization Units.

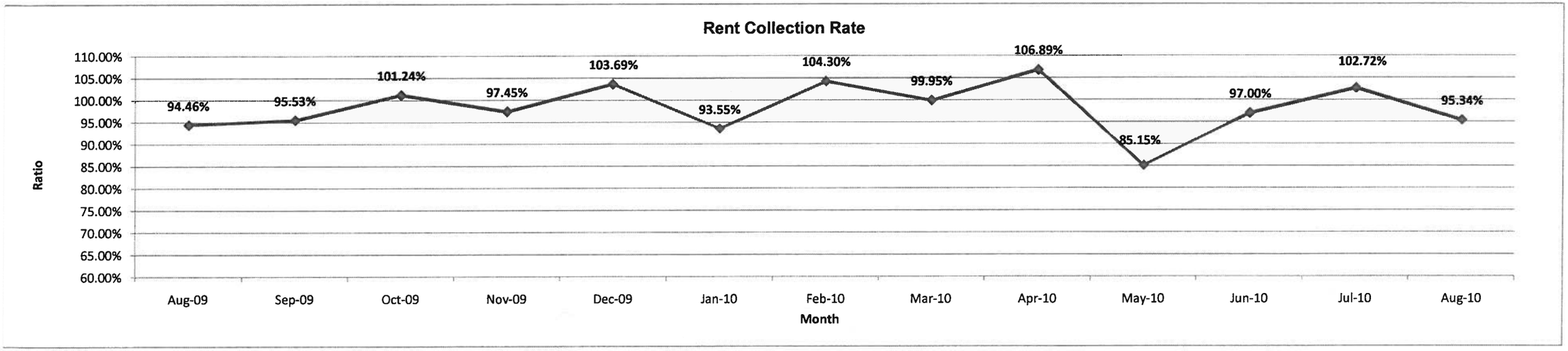
** Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).

STATE PUBLIC HOUSING

Rent Collection from August 2009 to August 2010

	Aug-09			Sep-09			Oct-09			Nov-09			Dec-09			Jan-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 8,258.00	$ 8,068.00	97.70%	$ 8,393.00	$ 8,211.00	97.83%	$ 8,335.00	$ 7,322.50	87.85%	$ 8,421.00	$ 8,585.00	101.95%	$ 8,209.00	$ 8,815.49	107.39%	$ 8,716.00	$ 8,408.62	96.47%
Kauai	$ 6,442.00	$ 6,505.00	100.98%	$ 5,330.00	$ 4,510.00	84.62%	$ 5,335.00	$ 3,896.00	73.03%	$ 5,269.00	$ 7,091.00	134.58%	$ 5,380.00	$ 4,518.00	83.98%	$ 5,639.00	$ 4,493.00	79.68%
Maui	$ 5,669.00	$ 4,471.00	78.87%	$ 5,669.00	$ 4,302.00	75.89%	$ 5,897.00	$ 4,221.00	71.58%	$ 5,352.00	$ 5,320.00	99.40%	$ 5,235.00	$ 5,065.00	96.75%	$ 5,195.00	$ 4,667.00	89.84%
Oahu	$ 227,378.00	$ 214,966.10	94.54%	$ 226,964.00	$ 218,326.72	96.19%	$ 227,844.00	$ 235,042.29	103.16%	$ 227,911.00	$ 219,664.64	96.38%	$ 228,223.00	$ 237,762.94	104.18%	$ 229,851.00	$ 215,748.79	93.86%
Total	$ 247,747.00	$ 234,010.10	94.46%	$ 246,356.00	$ 235,349.72	95.53%	$ 247,411.00	$ 250,481.79	101.24%	$ 246,953.00	$ 240,660.64	97.45%	$ 247,047.00	$ 256,161.43	103.69%	$ 249,401.00	$ 233,317.41	93.55%

	Feb-10			Mar-10			Apr-10			May-10			Jun-10			Jul-10			Aug-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 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%	$ 8,745.00	$ 7,718.66	88.26%	$ 8,850.00	$ 7,272.17	82.17%	$ 8,817.00	$ 7,512.28	85.20%
Kauai	$ 5,297.00	$ 4,164.11	78.61%	$ 5,297.00	$ 5,077.00	95.85%	$ 5,198.00	$ 4,418.00	84.99%	$ 5,599.00	$ 3,679.00	65.71%	$ 5,594.00	$ 4,927.00	88.08%	$ 5,795.00	$ 5,779.00	99.72%	$ 5,795.00	$ 4,190.00	72.30%
Maui	$ 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%	$ 5,488.00	$ 5,405.00	98.49%	$ 5,453.00	$ 5,337.00	97.87%	$ 5,365.00	$ 4,990.84	93.03%
Oahu	$ 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	$ 192,029.45	85.43%	$ 224,870.00	$ 219,304.48	97.53%	$ 226,317.00	$ 234,719.62	103.71%	$ 226,190.00	$ 218,001.22	96.38%
Total	$ 247,439.00	$ 258,090.36	104.30%	$ 246,470.00	$ 246,339.38	99.95%	$ 244,911.00	$ 261,787.60	106.89%	$ 245,052.00	$ 208,656.75	85.15%	$ 244,697.00	$ 237,355.14	97.00%	$ 246,415.00	$ 253,107.79	102.72%	$ 246,167.00	$ 234,694.34	95.34%



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State LIPH
HPHA Island Overview Report
August 2010

	Occupancy*							LIPH and Elderly Waiting List**				
Island	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	56	27	27	48.21%	7	4	2	Average Income	17	0.23%	9.00	4.50
Kauai	26	26	0	100.00%	1	0	0	Low Income (80%)	5	0.07%	2.60	1.60
Maui	32	28	4	87.50%	0	0	0	Very Low Inc. (50%)	128	1.70%	3.08	2.00
Oahu	749	721	23	96.26%	9	0	5	Extrmly Low Inc. (30%)	7,374	98.01%	2.41	1.65
Total	**863**	**802**	**54**	**92.93%**	**17**	**4**	**7**		**7,524**	**100.00%**	**2.44**	**1.66**

	Non Vacated Delinquencies***				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	11	$ 4,198.59	10	$ 16,691.17	$ 8,817.00	$ 7,512.28	**85.20%**
Kauai	3	$ 2,504.00	4	$ 6,718.46	$ 5,795.00	$ 4,190.00	**72.30%**
Maui	4	$ 1,016.00	18	$ 11,999.53	$ 5,365.00	$ 4,990.84	**93.03%**
Oahu	34	$ 19,428.20	56	$ 242,587.89	$ 226,190.00	$ 218,001.22	**96.38%**
Total	**52**	**$ 27,146.79**	**88**	**$ 277,997.05**	**$ 246,167.00**	**$ 234,694.34**	**95.34%**

* Occupancy also counts Scheduled for Modernization Units.

** Please notice WL Income Limits assumes 2010 HUD Family Income Limit for Hawaii.

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

State LIPH
HPHA Project Overview Report
August 2010

	Occupancy *						
Project	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	Units Rent Ready
2201-Hauiki	46	45	1	97.83%	0	0	0
2202-Puahala Homes	128	107	18	83.59%	0	0	3
2204-Kawailehua	26	26	0	100.00%	1	0	0
2205-Kahale Mua	32	28	4	87.50%	0	0	0
2206-Lokahi	30	13	15	43.33%	3	3	2
2207-Ke Kumu Elua	26	14	12	53.85%	4	1	0
2401-Hale Po'ai	206	204	2	99.03%	5	0	0
2402-La'iola	108	107	1	99.07%	2	0	0
2403-Kamalu-Ho'olulu	220	219	0	99.55%	1	0	1
2404-Halia Hale	41	39	1	95.12%	1	0	1
Total	863	802	54	92.93%	17	4	7

	Non Vacated Delinquencies**				Collection Rate		
Project	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	8	$ 5,215.94	14	$ 142,372.88	$ 19,019.00	$ 17,238.90	90.64%
2202-Puahala Homes	21	$ 13,103.26	28	$ 95,624.09	$ 42,722.00	$ 39,051.32	91.41%
2204-Kawailehua	3	$ 2,504.00	4	$ 6,718.46	$ 5,795.00	$ 4,190.00	72.30%
2205-Kahale Mua	4	$ 1,016.00	18	$ 11,999.53	$ 5,365.00	$ 4,990.84	93.03%
2206-Lokahi	4	$ 958.59	2	$ 12,591.50	$ 5,432.00	$ 5,008.28	92.20%
2207-Ke Kumu Elua	7	$ 3,240.00	8	$ 4,099.67	$ 3,385.00	$ 2,504.00	73.97%
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	$ 56,171.00	$ 54,337.00	96.73%
2402-La'iola	5	$ 1,109.00	8	$ 2,302.52	$ 34,038.00	$ 33,383.00	98.08%
2403-Kamalu-Ho'olulu	0	$ -	1	$ 4.40	$ 63,093.00	$ 62,812.00	99.55%
2404-Halia Hale	0	$ -	0	$ -	$ 11,147.00	$ 11,179.00	100.29%
Total	52	$ 27,146.79	88	$ 277,997.05	$ 246,167.00	$ 234,694.34	95.34%

* Occupancy also counts Scheduled for Modernization Units.

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

Construction Management Section (CMS)
Status Report August 25, 2010

16 Elevator Modernization Project

Completed Activities

- Invitation to Bid was issued on July 10, 2009.
- Bids were due and opened October 29, 2009.
- On February 1, 2010, CPO resolved issue with the bid submitted by Okada Trucking.
- On March 18, 2010, HPHA supplied the award letter and construction contract to Okada Trucking.
- Okada Trucking delivered the construction contracts to HPHA on April 19, 2010.
- Pre-Construction Conference held on April 19, 2010.
- Construction Contracts delivered to the Attorney General's Office on April 20, 2010.
- HPHA executed the final construction contract on May 3, 2010.
- Notice to Proceed occurred on July 26, 2010 at noon. Project keys and 24/7 service contract number have been transferred from Kone to Okada Trucking.
- Finalized supplemental contract extending the maintenance agreement with Kone until Okada Trucking assumes ownership of the project.

Planned Activities

- Execute a $35,028 supplemental contract for ECS (Gordon Ernst/elevator consultant) for 7 additional site visits.
    - We are concerned if Okada can perform quality work in a timely fashion. These additional site visits will allow ECS to conduct 2 site visits (not 1) per month.
        - If the HPHA and ECS are satisfied with Okada's performance: Then ECS site visits revert to 1/month and subsequent modernization projects proceed.
        - If the HPHA and ECS are dissatisfied with Okada's performance: Staff will report to the Board with a recommended action.

Trends/Issues

- Transfer of maintenance contracts from Kone to Okada were successful. No problems reported.
- CMS staff along with Gordon Ernst/Elevator Consultant, has determined the modernization project cannot be expedited. Okada Trucking and its subcontractor do not have the capacity to accelerate construction beyond the Elevator Consultant's schedule.
- Consultant has reviewed product submittals for Kalakaua Homes, material has been ordered.

Risks

There is concern about Okada's ability to perform as required in the original contract. The existing contract has been reviewed by HPHA's Procurement Office and it was determined that unless Okada Trucking is in breach, they must be allowed to perform.

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 08/30/2010

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 2	Family	3	1981	27	271	16	3		$3,970,469	FY08 Elevator CIP	Sep-07	Apr-09	Nov-10
Phase 3		1	1964	44							Sep-07	Nov-09	Mar-11
Phase 1		2	1964	44							Sep-07	May-10	completed, 5/10
Kuhio Park Terrace B Phase 1	Family	4	1964	44	298	16	3				Sep-07	Apr-09	completed, 5/10
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 08/30/2010

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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AMERICAN RECOVERY AND REINVESTMENT ACT
PROJECT STATUS REPORT
August 30, 2010

PROJECT	CONTRACT AMOUNT	ADVERTISE - INVITATION FOR BID	BID OPENING	APPROVAL GRANTED BY HUD	CONTRACT EXECUTED	NOTICE TO PROCEED	PRE-CONTRUCTION CONFERENCE	CONSTRUCTION START DATE	CONSTRUCTION COMPLETION
Hale Hauoli	$ 1,798,597.00	11/17/2009	12/29/2009	2/9/2010	2/23/2010	est. 9/1/2010	3/18/2010	est. 10/4/2010	est. 5/5/2011
Kahekili Terrace	$ 5,079,289.00	1/11/2010	2/4/2010	2/23/2010	3/11/2010	6/28/2010	4/20/2010	6/28/2010	2/8/2011
Kaimalino & Kealakehe	$ 1,836,041.00	6/15/2009	7/16/2009	1/7/2010	1/7/2010	2/1/2010	1/28/2010	2/1/2010	est. 9/29/2010
Kalanihuia	$ 196,865.00	12/4/2009	1/7/2010	2/26/2010	3/11/2010	4/19/2010	4/1/2010	4/19/2010	10/18/2010
Makani Kai Hale I & II	$ 1,412,267.00	1/11/2010	2/4/2010	2/25/2010	3/4/2010	6/4/2010	4/20/2010	6/4/2010	est. 01/2011
Makua Alii	$ 1,940,130.00	12/18/2009	1/12/2010	2/16/2010	3/11/2010	4/26/2010	4/21/2010	4/26/2010	8/19/2011
Kalakaua	$ 780,553.00	1/12/2010	2/9/2010	2/26/2010	3/11/2010	6/1/2010	3/22/2010	6/1/2010	est. 9/28/2010
Kalihi Valley Homes	$ 1,554,915.00	5/19/2009	7/12/2009	8/13/2009	9/12/2009	10/26/2009	9/18/2009	10/26/2009	est. 2/9/2009 (Will be delayed due to lock wall repair.)
Makua Alii Construction Management	$ 182,285.00	N/A	N/A	2/9/2010	3/9/2010	N/A	N/A	N/A	N/A
Sub-Total	**$ 14,780,942.00**								
Administration	$ 1,464,501.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sub-Total	**$ 1,464,501.00**								
TOTAL	**$ 16,245,443.00**								

NOTE: 60% Expenditure deadline is March 17, 2011.
100% Expenditure deadline is March 17, 2012.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
EXPENDITURE REPORT

Current Date: 9/9/2010 12:12

Project	Contract No.	NTP Issued	Contract Amount	Reporting Year 1				Reporting Year 2		Total	% Complete
				Q1	Q2	Q3	Q4	Q1	Q2		
				Oct-Dec 09	Jan-Mar 10	Apr-Jun 10	Jul-Sep 10	Oct-Dec 10	Jan-Mar 11		
Makua Alii - Construction Mgt. Service (SSFM International, Inc.)	CMS 08-39-SA02	N/A	$182,285.00							$0.00	0.00%
Kalihi Valley Homes - Site & Dwelling Improvements, Phase 4A (Rainforest G Construction, LLC)	CMS 09-15-CO01	10/26/2009	$1,554,915.00			$525,000.00	$795,283.55			$1,320,283.55	84.91%
Kaimalino & Kealakehe - Reroofing & Misc. Repairs (Coastal Construction, Inc.)	CMS 10-01	2/1/2010	$1,836,041.00			$547,988.92	$702,794.70			$1,250,783.62	68.12%
Hale Hauoli - Reroof & Renovation (Isemoto Contracting Co., Ltd.	CMS 10-07		$1,798,597.00							$0.00	0.00%
Makani Kai Hale I & II - Physical Improvements (Artistic Builders Corporation)	CMS 10-08	6/4/2010	$1,412,267.00				$97,806.05			$97,806.05	6.93%
Makua Alii - Reroof and Structural Repairs (Hi-Tec Roofing, Inc.)	CMS 10-09	4/26/2010	$1,940,130.00				$417,024.22			$417,024.22	21.49%
Kalakaua Homes - Reroofing (Tory's Roofing & Waterproofing, Inc.)	CMS 10-10	5/20/2010	$780,553.00							$0.00	0.00%
Kahekili Terrace - Physical Improvements (F&H Construction)	CMS 10-11	6/28/2010	$5,079,289.00							$0.00	0.00%
Kalanihuia - Reroof & Elevator Lobby Improvements (ABC Design Center)	CMS 10-12	4/19/2010	$196,865.00				$20,330.00			$20,330.00	10.33%
Administration	N/A	N/A	$1,464,501.00		$601,688.00					$601,688.00	41.08%
Total Amount:			$16,245,443.00	$0.00	$601,688.00	$1,072,988.92	$2,033,238.52	$0.00	$0.00	$3,707,915.44	22.82%
Budget Balance:				$16,245,443.00	$15,643,755.00	$14,570,766.08	$12,537,527.56	$12,537,527.56	$12,537,527.56		
Percentage Expended:				0.00%	3.70%	10.30%	22.82%	0.00%	0.00%		

NOTE: HPHA must expend at least 60% of all ARRA Funds no later than March 17, 2011. The expenditure rate of 22.82% is actual expenditures made based on eLOCCS input and check cut by FMO as of August 30, 2010.

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ARRA ACTUAL/PROJECTED WORK-IN-PLACE SUMMARY SHEET

DATE	ACTUAL VALUE IN PLACE	PROJECTED VALUE IN PLACE	TOTAL TO DATE	AMOUNT REMAINING	% COMPLETE
ARRA GRANT				$16,245,443.00	0%
3/2010	$801,688.00		$801,688.00	$15,443,755.00	4.93%
4/2010	$325,000.00		$1,126,688.00	$15,118,755.00	6.94%
5/2010	$895,549.80		$2,022,237.80	$14,223,205.20	12.45%
6/2010	$289,948.07		$2,312,185.87	$13,933,257.13	14.23%
7/2010	$1,216,024.89		$3,528,210.76	$12,717,232.24	21.72%
8/2010	$939,876.80	$1,571,045.87	$6,039,133.43	$10,206,309.57	37.17%
9/2010		$1,854,779.27	$7,893,912.70	$8,351,530.30	48.59%
10/2010		$1,260,757.00	$9,154,669.70	$7,090,773.30	56.35%
11/2010		$1,662,461.00	$10,817,130.70	$5,428,312.30	66.59%
12/2010		$1,511,939.00	$12,329,069.70	$3,916,373.30	75.89%
1/2011		$1,520,766.00	$13,849,835.70	$2,395,607.30	85.25%
2/2011		$1,159,692.00	$15,009,527.70	$1,235,915.30	92.39%
3/2011		$431,415.00	$15,440,942.70	$804,500.30	95.05%
4/2011		$355,000.00	$15,795,942.70	$449,500.30	97.23%
5/2011		$174,930.00	$15,970,872.70	$274,570.30	98.31%
6/2011		$40,000.00	$16,010,872.70	$234,570.30	98.56%
7/2011		$50,140.00	$16,061,012.70	$184,430.30	98.86%
8/2011		$184,430.30	$16,245,443.00	($0.00)	100.00%
9/2011			$16,245,443.00	($0.00)	100.00%
10/2011			$16,245,443.00	($0.00)	100.00%
11/2011			$16,245,443.00	($0.00)	100.00%
12/2011			$16,245,443.00	($0.00)	100.00%
1/2012			$16,245,443.00	($0.00)	100.00%
2/2012			$16,245,443.00	($0.00)	100.00%
3/2012			$16,245,443.00	($0.00)	100.00%

Note: The "actual" amounts on this report are reflective of the value of actual work-in-place or work that has been completed. The ARRA Expenditure report is based on actual checks that have been paid to the contractors. While this reports the value of work in place,contractors are deficient on payment draw requirements (such as submitting certified payroll, section 3 certification, etc.) precluding approval of their payment requests. CMB staff is working on bringing deficient contractors current on their requirements so that the ARRA grant can be drawn down to reflect the value of the work in place.

Fiscal Management Office (FMO) Report

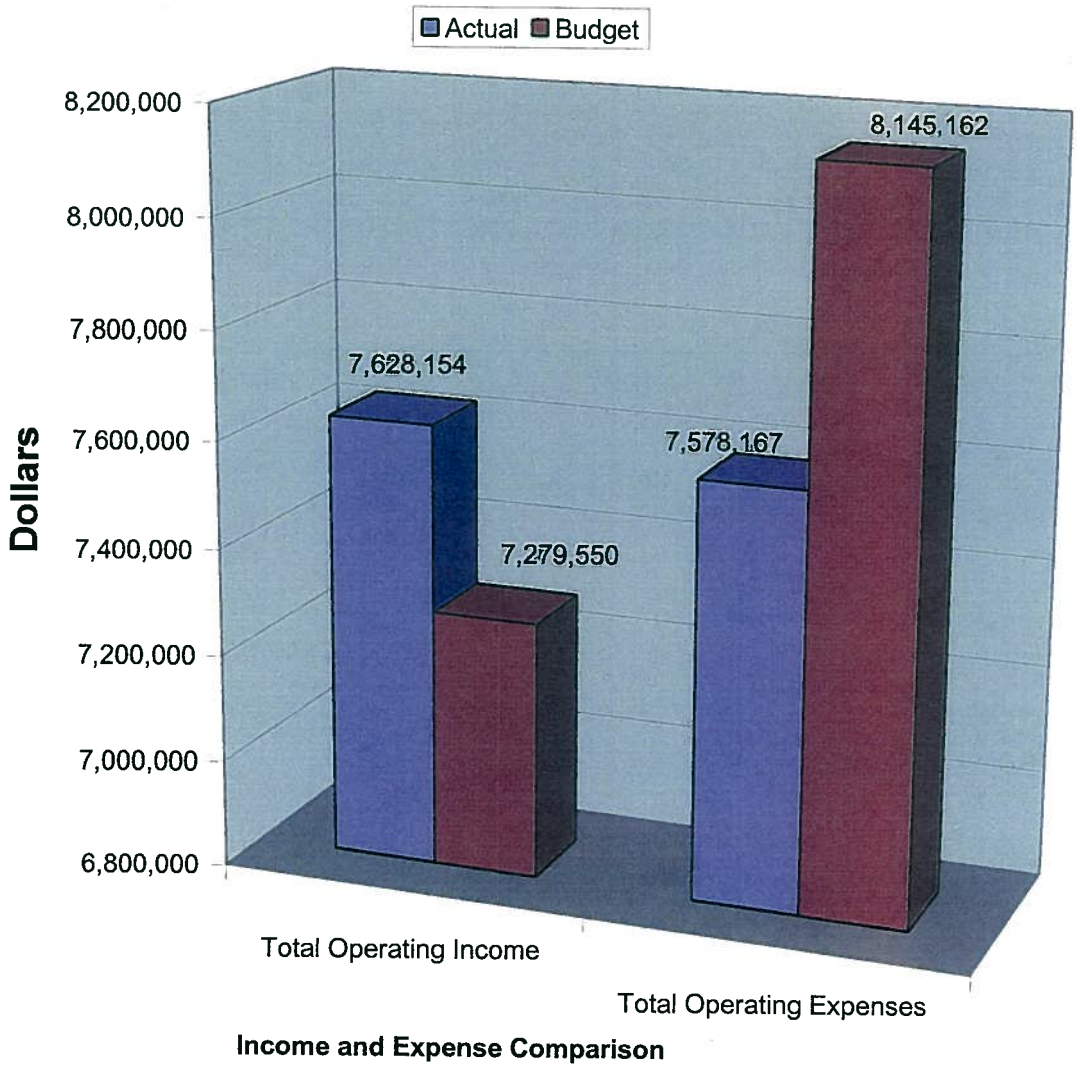
Budget to Actual

BUDGET COMPARISON
HAWAII PUBLIC HOUSING AUTHORITY
AGENCY TOTAL

	Agency Budget for Month of July 2010	Actual for Month of July 2010	Increase / (Decrease)	%	FY2011 YTD TOTALS (Actuals)	FY2010 YTD TOTALS	Increase / (Decrease)	%
Projected Revenue								
Dwelling Rental Income	1,556,894	1,492,458	(64,436)	-4%	1,492,458	1,563,722	71,264	5%
Non- Dwelling Rental Income	0	0	0	0%	0	0	0	0%
Total Rental Income	1,556,894	1,492,458	(64,436)	-4%	1,492,458	1,563,722	71,264	5%
HUD Operating Subsidies	5,281,427	5,449,962	168,535	3%	5,449,962	5,026,735	(423,227)	-8%
Hud Grant Income	0	0	0	0%	0	0	0	0%
COCC Fee Income	19,166	348,919	329,753	1721%	348,919	300,235	(48,684)	-14%
General Fund	87,458	87,459	1	0%	87,459	90,458	2,999	3%
Other Grant Income	0	0	0	0%	0	0	0	0%
Other Income*	334,605	249,355	(85,250)	-25%	249,355	230,662	(18,694)	-7%
Total Other Income	5,722,656	6,135,696	413,040	7%	6,135,696	5,648,090	(487,606)	-8%
Total Operating Income	**7,279,550**	**7,628,154**	**348,604**	**5%**	**7,628,154**	**7,211,812**	**(416,342)**	**-5%**
Projected Expenses								
Management Fees	256,903	325,389	(68,486)	-27%	325,389	299,481	25,908	8%
Bookkeeping Fees	51,636	55,554	(3,918)	-8%	55,554	61,388	(5,834)	-11%
Asset Management Fees	4,080	0	4,080	100%	0	0	0	0%
Housing Assistance Payments	3,617,175	3,715,962	(98,787)	-3%	3,715,962	3,562,648	153,314	4%
Administration*	1,275,215	869,606	405,609	32%	869,606	1,025,393	(155,787)	-18%
Tenant Services	38,520	0	38,520	100%	0	4,250	(4,250)	0%
Maintenance	734,732	607,310	127,422	17%	607,310	716,304	(108,993)	-18%
Utilities	1,032,208	1,085,696	(53,488)	-5%	1,085,696	599,878	485,818	45%
All Other Expenses*	1,134,693	918,649	216,044	19%	918,649	1,923,306	(1,004,657)	-109%
Total Operating Expenses	**8,145,162**	**7,578,167**	**566,995**	**7%**	**7,578,167**	**8,192,647**	**(614,480)**	**-8%**
Net Operating Income**	**(865,612)**	**49,987**	**915,599**	**-106%**	**49,987**	**(980,835)**	**(1,030,822)**	**-2062%**

*No budget amount set for COCC Fee Income
*Property Management Fees increased from $51.11 to $58.01

HPHA Budget vs Actual Comparison As of July 31, 2010



G/L BUDGET COMPARISION REPORT
FEDEREAL LOW RENT PROGRAM RENTAL REVENUES
AS OF JULY 31, 2010

	Fiscal 2011 - July 2010			FY 2009 (Prior Year)
	Budget	Actual	Variance	Jul-10
INCOME ACCOUNTS				
AMP 30 Net Tenant Rental Revenue	$ 143,113.00	$ 135,152.00	-5.6%	$ 144,021.00
AMP 31 Net Tenant Rental Revenue	82,329.00	74,492.32	-9.5%	79,535.60
AMP 32 Net Tenant Rental Revenue	103,047.00	101,217.00	-1.8%	96,685.71
AMP 33 Net Tenant Rental Revenue	91,068.00	85,107.00	-6.5%	91,550.98
AMP 34 Net Tenant Rental Revenue	130,437.00	128,169.00	-1.7%	123,059.00
AMP 35 Net Tenant Rental Revenue	140,926.00	140,140.41	-0.6%	136,200.93
AMP 37 Net Tenant Rental Revenue	56,317.00	58,006.00	3.0%	56,962.00
AMP 38 Net Tenant Rental Revenue	77,794.00	79,681.00	2.4%	72,653.00
AMP 39 Net Tenant Rental Revenue	42,281.00	41,240.00	-2.5%	45,411.00
AMP 40 Net Tenant Rental Revenue	254,083.00	216,882.00	-14.6%	250,451.04
AMP 43 Net Tenant Rental Revenue	37,585.00	33,206.00	-11.7%	39,029.00
AMP 44 Net Tenant Rental Revenue	39,871.00	37,954.62	-4.8%	32,215.00
AMP 45 Net Tenant Rental Revenue	64,728.00	54,351.00	-16.0%	67,716.00
AMP 46 Net Tenant Rental Revenue	14,069.00	11,378.00	-19.1%	15,444.00
AMP 49 Net Tenant Rental Revenue	37,061.00	36,334.38	-2.0%	42,217.00
AMP 50 Net Tenant Rental Revenue	21,633.00	13,167.00	-39.1%	24,711.00
TOTAL OF INCOME ACCOUNTS:	**$ 1,336,342.00**	**$ 1,246,477.73**	**-6.7%**	**$ 1,317,862.26**

*Highlights:

As illustrated in the report above, July 2010 revenue received from rents collected in the Federal low rent program when compared with July 2009 indicates as drop of 6% (decrease by $71,384.53).

July 2010 rental revenue	$ 1,246,477.73	
July 2009 rental revenue	1,317,862.26	
	($71,384.53)	-6%

Revenue budgeted was projected to be 1% higher than previous year actual (FY2009), the end result was a 7% difference in projected rental revenue.

Budgeted July 2010 rental revenue	$ 1,336,342.00	
July 2009 rental revenue	1,317,862.26	
Estimated/Projected Increase in rental revenue	$18,479.74	1%

July 2010 rental revenue	$ 1,246,477.73	
Budgeted July 2010 rental revenue	1,336,342.00	
	($89,864.27)	-7%

*With the exception of AMP 37 & 38, all AMPS rental revenue did not meet projected July 2010 budget.

BUDGET COMPARISION
FEDERAL LOW RENT PROGRAM

	Federal Low Rent Prog Budget for Month of July 2010	Actual for Month of July 2010	Increase / (Decrease)	%	FY2011 YTD TOTALS	FY2010 YTD TOTALS	Increase / (Decrease)	%
Projected Revenue								
Dwelling Rental Income	1,336,342	1,246,478	(89,864)	-7%	1,246,478	1,317,862	71,384	6%
Non- Dwelling Rental Income	0	0	0	0%	0	0	0	0%
Total Rental Income	1,336,342	1,246,478	(89,864)	-7%	1,246,478	1,317,862	71,384	6%
HUD Operating Subsidies	1,708,087	1,765,417	57,330	3%	1,765,417	1,848,705	83,288	5%
Hud Grant Income	0	0	0	0%	0	0	0	0%
COCC Fee Income	0	0	0	0%	0	0	0	0%
General Fund	0	0	0	0%	0	0	0	0%
Other Grant Income	0	0	0	0%	0	0	0	0%
Other Income*	44,397	13,384	(31,013)	-70%	13,384	66,114	52,730	394%
Total Other Income	1,752,484	1,778,800	26,316	2%	1,778,800	1,914,819	136,018	8%
Total Operating Income	**3,088,826**	**3,025,278**	**(63,548)**	**-2%**	**3,025,278**	**3,232,681**	**207,403**	**7%**
Projected Expenses								
Management Fees	197,293	258,466	(61,173)	-31%	258,466	236,159	22,307	9%
Bookkeeping Fees	32,701	36,587	(3,886)	-12%	36,587	41,268	(4,681)	-13%
Asset Management Fees*	4,080	0	4,080	100%	0	0	0	0%
Housing Assistance Payments	0	0	0	0%	0	0	0	0%
Administration*	399,208	337,704	61,504	15%	337,704	376,269	(38,565)	-11%
Tenant Services	10,520	0	10,520	100%	0	4,250	(4,250)	0%
Maintenance	589,941	494,359	95,582	16%	494,359	584,130	(89,772)	-18%
Utilities	888,094	962,782	(74,688)	-8%	962,782	476,032	486,750	51%
All Other Expenses*	1,040,451	790,667	249,784	24%	790,667	1,568,654	(777,987)	-98%
Total Operating Expenses	**3,162,288**	**2,880,565**	**281,723**	**9%**	**2,880,565**	**3,286,762**	**(406,197)**	**-14%**
Net Operating Income	**(73,462)**	**144,713**	**218,175**	**-297%**	**144,713**	**(54,081)**	**(198,794)**	**-137%**

BUDGET COMPARISION
STATE LOW RENT PROGRAM

	State Low Rent Prog Budget for Month of July 2010	Actual for Month of July 2010	Increase / (Decrease)	%	FY2011 YTD TOTALS	FY2010 YTD TOTALS	Increase / (Decrease)	%
Projected Revenue								
Dwelling Rental Income	70,888	81,543	10,655	15%	81,543	81,886	343	0%
Non- Dwelling Rental Income	0	0	0	0%	0	0	0	0%
Total Rental Income	70,888	81,543	10,655	15%	81,543	81,886	343	0%
HUD Operating Subsidies	0	0	0	0%	0	0	0	0%
Hud Grant Income	0	0	0	0%	0	0	0	0%
COCC Fee Income	0	0	0	0%	0	0	0	0%
General Fund	0	0	0	0%	0	0	0	0%
Other Grant Income	0	0	0	0%	0	0	0	0%
Other Income*	0	9,684	9,684	0%	9,684	1,644	(8,040)	-83%
Total Other Income	0	9,684	9,684	0%	9,684	1,644	(8,040)	-83%
Total Operating Income	**70,888**	**91,227**	**20,339**	**29%**	**91,227**	**83,530**	**(7,698)**	**-8%**
Projected Expenses								
Management Fees	10,788	13,168	(2,380)	-22%	13,168	11,755	1,413	11%
Bookkeeping Fees	1,581	1,703	(122)	-8%	1,703	1,725	(23)	-1%
Asset Management Fees	0	0	0	0%	0	0	0	0%
Housing Assistance Payments	0	0	0	0%	0	0	0	0%
Administration*	31,568	21,742	9,826	31%	21,742	6,581	15,161	70%
Tenant Services	0	0	0	0%	0	0	0	0%
Maintenance	39,465	31,310	8,155	21%	31,310	31,347	(37)	0%
Utilities	52,345	49,666	2,679	5%	49,666	42,846	6,820	14%
All Other Expenses	13,310	24,237	(10,927)	-82%	24,237	81,410	(57,173)	-236%
Total Operating Expenses	**149,057**	**141,826**	**7,231**	**5%**	**141,826**	**175,664**	**(33,838)**	**-24%**
Net Operating Income**	**(78,169)**	**(50,599)**	**27,570**	**-35%**	**(50,599)**	**(92,134)**	**41,535**	**-82%**

*Other expenses variance due to difference between the following budget to actual figures:

	Budgeted	Actual
Depreciation Expense	0	32,089.58

Note: Depreciation is a non-cash expense as such it was not budgeted for in FY2011.

BUDGET COMPARISION
STATE ELDERLY PROGRAM

	State Elderly Prog Budget for Month of July 2010	Actual for Month of July 2010	Increase / (Decrease)	%	FY2011 YTD TOTALS	FY2010 YTD TOTALS	Increase / (Decrease)	%
Projected Revenue								
Dwelling Rental Income	149,664	164,437	14,773	10%	164,437	163,974	(463)	0%
Non- Dwelling Rental Income	0	0	0	0%	0	0	0	0%
Total Rental Income	149,664	164,437	14,773	10%	164,437	163,974	(463)	0%
HUD Operating Subsidies	0	0	0	0%	0	0	0	0%
Hud Grant Income	0	0	0	0%	0	0	0	0%
COCC Fee Income	0	0	0	0%	0	0	0	0%
General Fund	0	0	0	0%	0	0	0	0%
Other Grant Income	0	0	0	0%	0	0	0	0%
Other Income*	4,647	4,907	260	6%	4,907	3,070	(1,837)	-37%
Total Other Income	4,647	4,907	260	6%	4,907	3,070	(1,837)	-37%
Total Operating Income	**154,311**	**169,344**	**15,033**	**10%**	**169,344**	**167,044**	**(2,300)**	**-1%**
Projected Expenses								
Management Fees*	26,651	32,950	(6,299)	-24%	32,950	28,928	4,021	12%
Bookkeeping Fees*	3,496	4,260	(764)	-22%	4,260	4,245	15	0%
Asset Management Fees	0	0	0	0%	0	0	0	0%
Housing Assistance Payments	0	0	0	0%	0	0	0	0%
Administration*	71,826	8,712	63,114	88%	8,712	26,950	(18,238)	-209%
Tenant Services	0	0	0	0%	0	0	0	0%
Maintenance	12,878	9,487	3,391	26%	9,487	14,538	(5,051)	-53%
Utilities	83,780	73,248	10,532	13%	73,248	72,579	669	1%
All Other Expenses	42,813	68,568	(25,755)	-60%	68,568	225,889	(157,322)	-229%
Total Operating Expenses	**241,444**	**197,224**	**44,220**	**18%**	**197,224**	**373,129**	**(175,905)**	**-89%**
Net Operating Income**	**(87,133)**	**(27,881)**	**59,252**	**-68%**	**(27,881)**	**(206,085)**	**(178,205)**	**639%**

*Other expenses variance due to difference between the following budget to actual figures:

	Budgeted	Actual
Private Management Contracts	0	24,735

Compliance Branch (CO)
Status Report August 2010

Accomplishments

- From January 1, 2010, to date resolved approximately 233 tenant Reasonable Accommodation Requests.
- Obtained emergency sole source procurement training.
- Reviewed RFP for study, consultation, training, and monitoring services regarding analysis of impediments to agency's compliance with § 504 (ADA), VAWA, and Haw. Rev. Stat.
  § 515-3.
- Responded to Hawai`i Civil Rights Commission (HCRC) and HUD complaints for 3 cases.
- Researched and reviewed legal obligations regarding request for documents pertinent to Wilikina RFP.
- Researched and reviewed legal obligations regarding recent ADA amendments, and money damages liability for civil rights violations.

Goals

- Obtain further procurement training from SPO.
- Obtain better understanding of property & asset management, and Banyan Street and Wilikina Sales obligations.
- Resolve settlement obligations for one case, and resolve 3 complaint cases.
- Obtain Tagalong, Ilocano, Samoan, Chukese, Cantonese, and Korean translations of essential documents for Section 8 and public housing clients.

Contract and Procurement Office
Monthly Status Report for August 2010

Completed Activities

1. Solicitation(s):
   - Issued Request-for-Proposals, CO-2010-16
     Request for Proposals to Conduct an Assessment of the Hawaii Public Housing Authority's Compliance with the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act, Section 504, Violence Against Women Act (VAWA) Section 515-3, Hawaii Revised Statutes, and Related State and Federal Laws in its Federal and State Public Housing Programs and its Non-Dwelling Facilities on 8/13/10.
     Proposal Due Date: September 15, 2010

2. Contract(s):
   - Executed contract with Lions' Cleaning and Maintenance to Furnish Custodial Services for the HPHA's School Street Administrative Offices on the Island of Oahu on 8/31/10.
     Time of Performance: September 1, 2010 to August 31, 2011
     Amount: $79,874.90
     Funding Source: Central Office Cost Center

   - Executed contract with Garden Isle Disposal, Inc. to Furnish Refuse Collection Services at Kawailehua – State and Kawailehua – Federal (AMP 38) on the Island of Kauai on 8/31/10.
     Time of Performance: September 1, 2010 to August 31, 2011
     Amount: $20,180.16
     Funding Source: Low Income Public Housing Operating Subsidy (Federal) / State Family (State)

   - Executed contract with Ewa Pointe Realty to Furnish Property Management, Maintenance and Resident Services at Kauiokalani, Waimaha/Sunflower, Maili I, Maili II, Nanakuli Homes (AMP 44) on the Island of Oahu on 8/31/10.
     Time of Performance: September 1, 2010 – August 31, 2011
     Amount: $607,002.08
     Funding Source: Low Income Public Housing Operating Subsidy (Federal)

   - Executed contract with Alii Security Systems, Inc. to Provide Security Services at Puuwai Momi (AMP 30) on the Island of Oahu on 8/31/10.
     Time of Performance: September 1, 2010 to August 31, 2011
     Amount: $259,988.40
     Funding Source: State of Hawaii Legislative Appropriation (State)

- Executed supplemental contract with EAH, Inc. to Continue to Furnish Property Management and Maintenance Services for Banyan Street Manor for an Additional 6-months on the Island of Oahu on 8/1/10.
  Time of Performance: August 1, 2010 to January 31, 2011
  Amount: $131,703.69 (Total contract - $514,877.09)
  Funding Source: Banyan Street Manor Project Funds (Federal)

- Executed supplemental contract with Alii Security Systems, Inc. to Continue to Furnish Security Services at Mayor Wright Homes (AMP 32) for an Additional 12-months on the Island of Oahu on 8/31/10.
  Time of Performance: September 1, 2010 to August 31, 2011
  Amount – $488,389.76 (Total contract - $976,779.52)
  Funding Source: State of Hawaii Legislative Appropriation (State)

- Executed supplemental contract with Millennium Security, Inc. to Continue to Provide Security Services at Kalihi Valley Homes (AMP 31), Punchbowl Homes, Makamae, and Kalanihuia (AMP 35) for an Additional 12-months on the Island of Oahu on 8/31/10.
  Time of Performance: September 1, 2010 to August 31, 2011
  Amount: $725,815.86 (Total contract - $1,452,128.72)
  Funding Source: State of Hawaii Legislative Appropriation (State)

  Purchase Orders/pCards/Central Stores Requisitions:
  - Processed 17 Central Stores Requisitions
  - Processed 454 pCards under $1,000
  - Processed 8 pCards over $1,000
  - Processed 136 Purchase Orders

Planned Activities

1. Solicitation(s):
   - Issue Request-for-Quotes on the Hawaii Electronic Procurement System for the Provision of Refrigerators for Asset Management Projects on Oahu on an interim basis until a contract is executed.
   - Issue Invitation-for-Bids for the Provision of Refrigerators for Asset Management Project Statewide.
   - Issue Request-for-Proposals for Property Management, Maintenance and Resident Services for AMP 49 (Kauhale Nani, Wahiawa Terrace, Kupuna Home O Waialua) on the Island of Oahu.

2. Contract(s)
   - Award and execute contract to provide operational and preventive maintenance services for the sewage lift/pump station at Wahiawa Terrace (AMP 49) on the island of Oahu.

   - Award and execute contract for the large capacity cesspool conversions at Kekaha Haaheo, Kalaheo, and Kilauea (AMP 38) on the island of Kauai.

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

   - Award contract for legal services for the Kuhio Park Terrace and Kuhio Homes (AMP 40) Redevelopment Project.

Trends/Issues

1. Solicitation(s):
   - The number of solicitations is anticipated to increase due to the effort to obligate the funds under the Capital Improvement Program.

2. Contract(s):
   - The number of contracts to be executed under the Construction Management Branch is anticipated to increase due to the effort to obligate the funds under the Capital Improvement Program and Capital Fund Program.

   - The number of contracts to be executed under the Property Management and Maintenance Services Branch is anticipated to remain steady due to the majority of the recurring services such as refuse collection and appliances already extended as of June 30, 2010.

3. Purchase Orders/pCards/Central Stores Requisitions:
   - The number of pCard documents (under/over $1,000) processed remained relatively steady from last month (462 - 419). The trend for the next month is for the number to remain steady now that all the AMPs are submitting their documents in a timely fashion.

   - The number of purchase orders processed decreased by approximately 114% (136 – 291). A temporary suspension of all processing of purchase orders was in place for the month of June. All Central Office Cost Center's and AMP's were asked not to submit purchase orders with the exception of emergencies, in the month of June due to fiscal year closing. To that end, the number of purchase orders processed for the month of July was inflated with the number processed

for August returning to normal levels. The trend for the next month is for the number to remain steady.

- The number of Central Stores Requisitions remained steady from last month (22 – 17). The trend for the next month is for the number to remain steady.

Risks

1. Solicitation(s):
   - Failure to issue the Request-for-Quotes for the Provision of Refrigerators for Asset Management Projects on Oahu may delay the AMP management staff's ability to fill vacant units and negatively impact their revenue stream.

   - Failure to issue the Invitation-for-Bids for the Provision of Refrigerators - Statewide may delay the AMP management staff's ability to fill vacant units and negatively impact their revenue stream.

   - Failure to issue the Invitation-for-Bids (IFB) on a timely basis for refuse collection services for Kawailehua – State and Kawailehua – Federal under Asset Management Project 38 on the Island of Kauai will result in a loss of refuse collection which will pose a health and safety issue. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the supplemental contract.

2. Contract(s):
   - Failure to execute a for the large capacity cesspool conversions at Kekaha Haaheo, Kalaheo, and Kilauea (AMP 38) on the Island of Kauai timely may jeopardize the HPHA's ability to abide by the Environmental Protection Agency's Consent Decree.

   - Failure to execute a contract for tree trimming services may delay the re-roofing project to begin at Kaahumanu Homes.

   - Failure to award a contract for legal services for the Kuhio Park Terrace and Kuhio Homes (AMP 40) Redevelopment Project will delay the execution of a contract with The Michaels Development Company, the HPHA's selected developer. The delay will impact the progress of the redevelopment project and possibly impact closing date.

Contract & Procurement Office
Monthly Status Report for August 2010

Solicitations Issued in August 2010:

Solicitation No.	Title	Due Date
IFB-CO-2010-16	Request for Proposals to Conduct an Assessment of the Hawaii Public Housing Authority's Compliance with the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act, Section 504, Violence Against Women Act (VAWA) Section 515-3 Hawaii Revised Statutes and Related State Laws in its Federal and State Public Housing Programs and its Non-Dwelling Facilities	September 15, 2010

Contracts Executed in August 2010:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
CPO-10-01	Lions' Cleaning & Maintenance Furnish Custodial Services for the HPHA's School Street Administrative Offices on the Island of Oahu September 1, 2010 to August 31, 2011		$79,874.90
PMB 10-02	Garden Isle Disposal, Inc. Furnish Refuse Collection Services at Kawailehua – State and Kawailehua – Federal (AMP 38) on the Island of Kauai September 1, 2010 to August 31, 2011		$20,180.16
PMB 10-03	Ewa Pointe Realty Furnish Property Management, Maintenance and Resident Services for Asset Management Project 44 (Leeward Oahu) on the Island of Oahu September 1, 2010 to August 31, 2011		$607,002.08
PMB 10-04	Alii Security Systems, Inc. Furnish Security Services for Puuwai Momi (AMP 30) on the Island of Oahu September 1, 2010 to August 31, 2011		$259,988.40
PMB 07-07-SA02	EAH, Inc. Continue to Furnish Property Management and Maintenance Services for Banyan Street Manor on the Island of Oahu – 6-month Extension August 1, 2010 to January 31, 2011	$131,703.69	$514,877.09

Contract No.	Contractor & Project	Supp. Amount	Total Amount
PMB 09-04-SA01	Alii Security Systems, Inc. Continue to Furnish Security Services for Mayor Wright Homes (AMP 32) and Kamehameha Homes and Kaahumanu Homes (AMP 33) on the Island of Oahu – 12-month Extension September 1, 2010 to August 31, 2011	$488,389.76	$976,779.52
PMB 09-05-SA01	Millennium Security, Inc. Continue to Furnish Security Services at Kalihi Valley Homes (AMP 31), Punchbowl Homes, Makamae, and Kalanihuia (AMP 35) on the Island of Oahu – 12-month Extension September 1, 2010 to August 31, 2011	$725,815.86	$1,452,128.72

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	Total	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
June10	23	20	3	7	9	0	0	7	16
July10	20	12	8	10	4	2	0	4	16
Aug10	165	11	4	6	0	0	0	9	6
TOTALS	298	246	52	125	87	6	6	74	224

Total # of Cases Heard for the Month of August 2010: 15
(Oahu & Neighbor Islands)

Decisions Rendered:	Rent Violations	Other Violations
Eviction	4	2
Evict w/cond	0	0
10-day cure	0	0
Dismissal	0	0
Continued	7	2
TOTAL	11	4

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

AMP 31 Kalihi Valley Homes	$ 297.00
AMP 40 Kuhio Park Terrace	$ 6,109.23
AMP 37 Lanakila Homes	$ 3,000.70
Total:	$ 9,406.93

Hawaii Public Housing Authority
Eviction and Appeal Summary

COUNTY	LEGAL STATUS	NUMBER	REFERRED	BALANCE CURRENT	INCREASE / DECREASE
Oahu	Eviction for rent	3		$6,406.23	$6,406.23
	Non-Rent	1	n/a	$0.00	$0.00
	Appeals(rent/nonrent)	2	n/a	$0.00	$0.00
	Sub Total	6	0.00	$6,406.23	$6,406.23
Kauai, Maui & Hawaii	Eviction for rent	1		$3,000.70	$3,000.70
	Non-Rent	1	n/a	$0.00	$0.00
	Appeals(rent/nonrent)	0	n/a	$0.00	$0.00
	Sub Total	2	0.00	$3,000.70	$3,000.70
	Total	**8**	**0.00**	**$9,406.93**	**$9,406.93**

LEGAL STATUS	COUNTY	NUMBER	REFERRED	BALANCE CURRENT	INCREASE / DECREASE
Rent	Oahu	9	0.00	$6,406.23	$6,406.23
Rent	Kauai, Maui & Hawaii	4	0.00	$3,000.70	$3,000.70
	Total	**13**	**0.00**	**$9,406.93**	**$9,406.93**
Non-Rent	Oahu	1	n/a	n/a	n/a
Non-Rent	Kauai, Maui & Hawaii	1	0.00	n/a	n/a
	Total	**2**	**n/a**	**n/a**	**n/a**
Appeals	Oahu	2	n/a	$0.00	n/a
Appeals	Kauai, Maui & Hawaii	0	n/a	$0.00	n/a
	Total	**2**	**n/a**	**$0.00**	**n/a**

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Information Technology Office (ITO)
Status Report August 2010

Accomplishments

- Received new servers which will provide additional storage space to consolidate data in one location, simplify backups, and prepare for large scale document scanning. The equipment is being stored in the server room, until vendor installs next month.
- Remote Q&A Elite training for Section 8 staff took place on 8/3/10 & 8/12/10. The average length of each session was 4 hours, and appears to be an effective method to resolve their issues.
- Executed a new PO in the amount of $49,567.07 for printing & mailing of rent bills and 1099 forms for the period 9/1/10 through 8/31/11. The winning bidder was again EMSS, so there should not be any delays in billing tenants.

Planned Activities for Next Month

- Remote training sessions will continue for S8 staff to address their ongoing questions regarding the use of Elite software. Initial session for September is scheduled for 9/2/10. Other sessions will be scheduled as needed.
- A special remote training session to address Nelson's issues with Crystal Reports in Elite was moved from 8/31/10 to 9/1/10.
- Server equipment is scheduled to be installed on 9/8/10.
- Homeless server and has not yet been relocated, therefore may wish to charge for HPHA staff support time. Will make recommendation.
- Drafting modified LIPH implementation plan for Elite. Trying to finish up problems with the first phase of (S8) implementation first.

Trends/Issues

- FMO must communicate with the AMPs and COCC when they decide to make certain changes. In the August rent run, for example, the bank names were changed rendering the data file unusable. It cost $375 to modify the programming at EMSS, so that the rent bills could go out on time. In the September billing, it was discovered that the bank names got changed back again – thus conflicting with the new programming. This resulted in another $375 charge to revert back to the old programming.
- Still having problems with HUD secured systems administration. Opened multiple support tickets with both PIH and MF EIV help desks. Waiting for the activation codes to establish the relationship between my PH account and the MF side. My administrator account is rooted in the PH side, so it requires special permission to link to the MF side. The MF help desk was even on the phone with me twice last week as we talked to the REAC help desk, but in the end they said we just have to wait.

Risks

- Staffing still presents a problem with execution of duties and follow-up with projects.

Personnel (PERS)
Status Report August 2010

Completed Activities

1. **Recruitment**
   - Fiscal Officer candidate accepted position and declined. Received 4 applications from the open competitive recruitment and will schedule interviews mid September.
   - Interviews already scheduled for September: Housing Planner, Property Management Specialist (2 positions) and Budget Resource Specialist.
   - On August 24, 2010, Staff met with Governor's Chief of Staff, Deputy Chief of Staff, DHRD Staff, Budget and Finance Director and Governor's Policy Advisor to review and seek approval for 11 essential positions. Ten of the eleven positions are federally funded and the Project Engineer is State funded. (see attached)
   - As of September 7, 2010 the request to fill the 11 essential positions is still in review at DHS Office.
   - Additional positions that received approval: Section 8 Public Housing Specialists (2), Resident Service Specialist (2), State Housing Administrator (Construction Branch), Building Construction Inspector, Building Maintenance Worker I and Building Maintenance Worker II for AMP 39.
   - New Hire: Contract Administrator (Construction Branch) started September 1, 2010.
   - Total essential positions to fill = 17 exempt and civil services.
   - Personnel Office has received several resumes from out-of-state. This is a result of expanding advertising efforts by using: PHADA, CLPHA, HPHA website, Star Advertiser and Mid-Week.

2. **Safety/Workers Compensation:**
   - In the month of August one (1) accident report. Employee was involved in auto collision.
   - HPHA quarterly safety meeting held.

3. **Labor Relations:**
   - Discharge hearing scheduled for September 10, 2010.
   - Following-up with managers on Sick Leave Abuse for the period of January – June 30, 2010.

4. **Training:**
    - Los Angeles HUD Wage and Hour Office conducted on-site training for Construction Branch Staff, PMMSB and Compliance and Procurement on Davis Bacon Act on August 24, 2010.
    - A Separate training was held for HPHA Contractors on August 27, 2010.
    - In addition to the training, HUD Trainer also conducted on-site audit on Construction Branch's Wage and Hour administration and Personnel's record for prevailing wages.
    - Staff attended the following training in August: Hawaii Conference on Language Access, Employment Law 2010, Housing Choice Voucher Homeownership and PHA Emphasys Users.

Planned Activities

- Personnel will be working with managers in assisting them in reviewing all resumes, scheduling interviews and reviewing selection instruments.
- Goal – to conduct recruitment and recommend for hire all 17 essential positions in the coming months.
- Managers must communicate with Personnel to provide timeline for their interviews.
- Work with managers in providing webcam or skype interviews for out of state applicants.

Planning and Evaluation Office (PEO)
Status Report August 2010

Completed Activities

1. **Legislative Liaison Activities:**
   - Attended meeting with Senator Baker regarding status of Maui projects
   - Attended two HMS/HUS Committee Homeless Informational Briefings
   - Prepared information for and attended Kupuna Caucus meeting at Capitol
   - Discussed with Representative Magaoay's office the implications of change in management of AMP 49

2. **Planning Office Activities:**
   - Housing Planner position: re-recruitment effort, reviewed resumes, plans for interviews
   - Hana property sale: Held teleconference with AGs to discuss implications of realtor going out of business; discussed
   - Board Meeting Index: worked with Zach on setup of agendas and actions; reviewed and corrected work; set up in L: drive folder to make accessible
   - Attending weekly CMS status meetings
   - Drafted amended Visitor Policy to clarify grandchildren status, reviewed with PMMSB staff
   - PHA Plan: met with RAB on standardized House Rules
   - CIP Planning: meeting on 2011 request
   - Gathered info for a yearly calendar for Board
   - Wrote HPHA section of CAPER for HHFDC
   - KPT redevelopment: working on scoring responses to legal services RFP
   - Researched cat colony management, ownership of school street buildings, and wrote Board For Information on CATFRIENDS
   - Ongoing tracking of grant opportunities Grants.gov, and HUD PIH Notices
   - Set up new computer transferred files and settings; replaced wireless connection with Ethernet cable
   - Attended DHS employee awards ceremony

3. **Information Office Activities:**
   - Responded to HHFDC and C&C of Honolulu requests for data on Section 8
   - Researched and wrote rent insert on Office of the Ombudsman
   - Responded to developer request for information on sources of funding for affordable housing rehabs
   - Researched and responded to request for average number of people in public housing units

   - Responded to media information requests on post-KVH curfew plans

Planned Activities for September, 2010

- Arrange and conduct in person and web interviews for Housing Planner
- Work with PMMSB to develop Grandchildren strategy and course of action
- Initiate administrative rule process for something to replace curfew
- Work with RAB on standardized House Rules and other items for 2011 PHA Plan
- Continue work on CIP request
- Review Choice Neighborhoods HUD webcast and application materials

Trends/ Issues/Risks

Some of the projects assigned to the PEO will have to be put aside until additional staffing is on board and trained.

- PHA Plan process and legislative process will start to consume significant portion of available time in the coming months. PMMSB does not have the capacity to contribute to the PHA Plan or perform its duties regarding Administrative Rule changes, so the burden will fall on PEO.
- PEO does not have the capacity to handle Administrative Rule drafting, hearings and implementation.
- If a new Planner is hired the training of the Planner will consume a significant amount of time.

VI. FOR INFORMATION/DISCUSSION

A. For Discussion: Update on the Kalihi Valley Homes Rock Fall and Letter of Demand to the Honolulu Board of Water Supply (AG's)

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to the letter of demand to the Honolulu Board of Water Supply

Information will handed out in Executive Session

VI. FOR INFORMATION/DISCUSSION

B. For Discussion: Update on the Status of the Collapsed Retaining Wall at Kalihi Valley Homes and Letter of Demand to Rainforest G Construction

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to the Letter of Demand to Rainforest G Construction

Information will handed out in Executive Session

Approved by the Executive Director
September 16, 2010

FOR INFORMATION

SUBJECT: Report and Evaluation of Program Outcomes for the Transitional Homeless Shelter Program at Puahala Homes by the Department of Human Services

I. FACTS

A. Fourteen units at Puahala Homes were set aside for families from the Kakaako Next Step emergency shelter for transitional housing. The limited term for the set aside was two years. To prepare the units for occupancy, Homeless Programs paid for the lunches for work crews from the prison to do painting, repairs and grounds cleanup. Homeless Programs also purchased refrigerators and stoves for the fourteen units. All other furnishings were donated by the Navy as they renovated their inventory of furnished apartments on base. Their practice is to purchase new furnishings with each renovation.

B. The only costs to the program in unit preparation were lunches for the prison work crews and the new appliances purchased for the units. This investment meant that HPHA now has the fourteen units back and ready for occupancy with appliances that are only two years old.

C. **Outcomes:** Twenty one families were served in the thirteen units utilized in the program over 24 months. One unit of the fourteen was used as the base office for case managers and the resident manager's home.

D. Since June 2008, twelve families entered permanent housing; two families went to another shelter; two families moved in with relatives; two families were evicted; one family went to an unspecified location; one family is in the process of relocating to the mainland; and one family returned to Next Step.

E. The cost of the contract with H-5 to manage and operate the transitional housing component for the 21 families at Puahala was $94,140 per year for a total of $188,280 over the two years.

Prepared by: Sandra J. Miyoshi, Department of Human Services

Approved for the Executive Director
September 16, 2010

FOR DISCUSSION

SUBJECT: Progress on the Hawaii Public Housing Authority's Draft Capital Improvement Program (CIP) Biennium Budget Request to the State Legislature

I. FACTS

A. The Hawaii Public Housing Authority (HPHA) is in the process of preparing its CIP biennium budget request to the State legislature.

B. The process for requesting funds is generally as follows:

1. HPHA prepares a request for funds for its capital projects.
2. HPHA submits its request to the Governor's Office via the Department of Human Services (DHS) and the Department of Budget and Finance (B&F).
3. Once the CIP request is reviewed and approved through DHS and B&F, it will be submitted to the Governor's Office to be included in the administration's overall budget request to the legislature.

II. DISCUSSION

A. The CIP assumptions are based on the following documents:
1. Physical Needs Assessment and Energy Audit (PNA);
2. Asset Management Project (AMP) requests; and
3. Tenant requests; and
4. Accessibility Assessment (to be completed by an independent consultant).

B. Based on the assessment of the above listed items, the following priorities have been set and will be used to prepare the list of proposed projects:
1. Health and safety needs as identified in the PNA;
2. Renovations necessary to address accessibility issues;
3. Remediation of hazardous materials;
4. Elevator repairs;
5. Modernization at Mayor Wright Homes, Palolo Homes; and
6. Roof repairs.

C. Next month, the staff will present to the Board a proposed list of specific projects and estimated costs for design and construction for approval.

Prepared by: Barbara E. Arashiro, Executive Assistant

Approved by the Executive Director
September 16, 2010

FOR DISCUSSION

SUBJECT: Hawaii Public Housing Authority Board of Director's Roles and Responsibilities

I. FACTS

A. On July 16, 2010, the Hawaii Public Housing Authority (HPHA) Board of Directors participated in a training which included a discussion on roles and responsibilities of board members.

B. Mr. Bob Agres of the Hawaii Alliance for Community Based Economic Development presented the members with an exercise on board responsibilities versus staff responsibilities.

II. DISCUSSION

A. It was suggested at the July 16th training, that the HPHA Board discuss its role and responsibilities versus staff responsibilities and/or whether the board and staff are jointly responsible for certain areas of planning, programming, personnel, community relations, and committees.

B. It was noted that there were areas where the groups completed the matrix differently from others. Additional discussion by the Board would provide Board members and staff with clearer direction and understanding of individual or joint responsibilities.

C. Attached is a copy of the matrix that was discussed at the July 16th training.

Prepared by: Barbara E. Arashiro, Executive Assistant

Attachment: Board/Staff Roles and Responsibilities

Board/Staff Roles & Responsibilities

The Hawai'i Public Housing Authority helps provide Hawai'i residents with affordable housing and shelter without discrimination. HPHA efforts focus on developing affordable rental and supportive housing, public housing and the efficient and fair delivery of housing services to the people of Hawai'i.

BOARD	EXECUTIVE DIRECTOR
▸ Establishes policies and executive direction for HPHA. ▸ Approves programs and actions taken by HPHA. ▸ Approves for adoption and/or revision of administrative rules and procedure for the various HPHA programs.	▸ Serves as the focal point for the execution of the statutory provisions relating to housing management services, and the delivery of housing and housing services to the State of Hawai'i. ▸ Provides for the overall administration and management of all functions and activities related to the day-to-day operation of HPHA. ▸ Implements programs to meet agency-wide goals and objectives in consonance with applicable plans and guidelines. ▸ Establishes policies and procedures to guide program operations. ▸ Serves as the focal point for program and personnel evaluation and personnel development.

Governance & Leadership – the organization's board of directors is engaged and representative, with defined governance practices. The board effectively oversees the policies, programs, and organizational operations including reviewing achievement of strategic goals, financial status, and executive director performance. The organization is accomplished at recruiting, developing, and retaining capable staff and technical resources. The organization's leadership is alert to changing community needs and realities.

Board Governance – legal board, advisory board and managers work well together from clear roles; board fully understands and fulfills fiduciary duties; board actively defines performance targets and holds CEO/ED fully accountable; board empowered and prepared to hire or fire CEO/ED if necessary; board periodically evaluated.

Decision Making Framework – clear, formal lines/systems for decision making that involve as broad participation as practical and appropriate along with dissemination/interpretation of decision.

Board & Staff Responsibilities

modified from materials developed by Dr. Carter McNamara

PLANNING	Board	Staff	Joint
▸ Direct the process of planning			
▸ Provide input to long range goals			
▸ Approve long range goals			
▸ Formulate annual objectives			
▸ Approve annual objectives			
▸ Prepare performance reports on achievement of goals and objectives			
▸ Monitor achievement of goals and objectives			

PROGRAMMING	Board	Staff	Joint
▸ Assess stakeholder (customers, community) needs			
▸ Oversee evaluation of products, services, and programs			
▸ Maintain program records; prepare program reports			
▸ Prepare preliminary budget			
▸ Finalize and approve budget			
▸ See that expenditures are within budget during the year			
▸ Approve expenditures outside authorized budget			
▸ Insure annual audit of organization accounts			

PERSONNEL	Board	Staff	Joint
▸ Employ Chief Executive			
▸ Direct work of the staff			
▸ Hire and discharge staff member			
▸ Decision to add staff			
▸ Settle discord among staff			

COMMUNITY RELATIONS	Board	Staff	Joint
▸ Interpret organization to community			
▸ Write news stories			
▸ Provide organization linkage with other organizations			

BOARD COMMITTEES	Board	Staff	Joint
▸ Appoint committee members			
▸ Call Committee Chair to urge him/her into action			
▸ Promote attendance at Board/Committee meetings			
▸ Plan agenda for Board meetings			
▸ Take minutes at Board meetings			
▸ Plan and propose committee organization			
▸ Prepare exhibits, material and proposals for Board and Committees			
▸ Sign legal documents			
▸ Follow-up to insure implementation of Board and Committee decisions			
▸ Settle clash between Committees			

Board/Staff Roles & Responsibilities

duties of care, loyalty, and obedience –

Governance – *the board acts to* ***govern*** *the organization . . .*	**Support –** *the board acts to* ***support*** *the organization . . .*
Process For Action – ▸ The board acts as a body (with the assistance of committees).	*Process For Action –* ▸ Board members act as individuals or through committees.
Mandated Or Optional Function – ▸ Governance fulfills a legal responsibility to the community and, as such, is a mandated function.	*Mandated Or Optional Function –* ▸ The level of support expected from individuals or committees is optional and will vary from organization to organization.
Responsibilities – ▸ *Mission* – affirm mission and purpose. ▸ *Legal* – ensure compliance with federal, state, and local regulations and fulfillment of contractual obligations, including filing of required reports. ▸ *Financial* – safeguard assets from misuse, waste, and embezzlement. ▸ *CEO* – select the executive director and monitor and evaluate performance; delegate the day-to-day management to the CEO. If necessary, fire the CEO. ▸ *Planning* – participate with staff in determining program and administrative strategies and overall long-term and short-term priorities. ▸ *Programs* – approve an annual operating plan, monitor implementation, and make sure there are program evaluations to measure impact. ▸ *Efficiency & Impact* – ensure a realistic budget that maximizes use of resources. ▸ *Financial Viability* – make sure the organization has an overall resource development strategy to support the effective delivery of services, and monitor implementation of the strategy/funding model. ▸ *Policies* – approve personnel and other policies. Review periodically to ensure policies are up to date and relevant. ▸ *Evaluation* – assess whether the organization is achieving its purpose (*effectiveness*), at what cost (*efficiency*), and is meeting the needs of the community ▸ *Board Effectiveness* – ensure effective governance through evaluation of the board itself, committees, and board leadership.	*Responsibilities –* *Personal Commitment –* ▸ *Public Relations* – act as ambassadors to the community on behalf of the organization and its clients. *Professional Expertise –* ▸ Advise staff in areas of expertise. Act as a sounding board for executive director and other executive staff. *Credibility –* ▸ Lend names and personal reputation to the organization to use in brochures, grant proposals, and other marketing materials.

Organizational Culture

adapted from Brady, Weiser, Burns

form follows function –

	Position 1 – **Board Led**	Position 2 – **Unclear What Trust Exists**	Position 3 – **Executive Led**	Position 4 – **Board/Executive Led**
Responsibility	▸ Board	▸ Not Clear Who	▸ Board	▸ Allocated By Both
Communication	▸ Directive	▸ Poor	▸ Informative	▸ Open, Direct
Roles	▸ Board Micromanages	▸ Executive/Board Do Bits Of Every Job	▸ Board Is Figurehead	▸ Defined & Clearly Allocated
Possible Consequences	▸ Board is fully in charge. ▸ Executive "serves" the Board. ▸ Board knows what is going on and why success or failure can occur. ▸ *Potential Risk* – possible high turnover of Executives (*no authority but all the responsibility*) and Board members (*too much responsibility*)	▸ High risk of frustration. ▸ High risk that many operational and governance functions will not be accomplished.	▸ With high level of Executive ownership, tasks are attended to and possibly done well. ▸ *Potential Risk* – lack of strong Board role results in the absence of shared ownership and common knowledge, making it difficult for board members to fulfill fiduciary responsibilities.	▸ Organizational needs met through shared responsibility ▸ Clearly defined roles and responsibilities with accountability

(*Trust – the belief that what is promised will be delivered as promised*)

Shared Beliefs & Values – common set of basic beliefs and values (i.e., social, religious) exists and is widely shared within the organization; provides members sense of identity and clear direction for behavior; beliefs embodied by leader but nevertheless timeless and stable across leadership changes; beliefs clearly support overall purpose of the organization and are consistently harnessed to produce impact.

Shared Reference & Practices – common set of references and practices exist within the organization which may include: traditions, rituals, unwritten rules, stories, heroes or role models, symbols, language, dress; are truly share and adopted by all members of the organization; actively designed and used to clearly support overall purpose of the organization and to drive performance.

Improving Board Effectiveness

Roles & Responsibilities –

- *Governance* – the most important job of the board is governance.
- *Accountability & Expectations* – raise the bar (*of accountability*) and lower (*the number of*) expectations. Hold individuals accountable for high standards of performance but be realistic and about what we can and should expect from board members.
- *Funding* – Money does matter. Boards must help raise it and protect it.
- *Strategic Focus* – look at the horizon rather than your feet. Focus on where you need to go in addition to where you are or where you have been.

Board/Staff Partnership –

- *Leadership* – board leadership is essential for an effective board.
- *Governance & Management* – there is a fine line between effective governance (*oversight*) and micromanagement – but there is a line: [a] the role of the board is to hole the Executive Director accountable, not to run the organization; [b] since "fine line" is in a gray area, don't assume mal-intent – keep lines of communication open; and [c] clarify decision-making and how you will hold each other accountable.

Effective Processes –

- *Meaningful Work* – make the work of the board meaningful: [a] for each member, understand his or her motivational needs and assign work accordingly – understand and value the strengths that each member brings; and [b] for the board as a whole, make meetings more than a series of boring reports.
- *Board Development* – good boards are not born, they are trained and nurtured – but training will not always solve the problem. Board development, including evaluation of the Board, is essential for sustaining an effective Board.
- *Form Follows Function* – boards do not have one "predictable and normal" developmental "life cycle" – there are different ways that a board can govern and support an organiza5tion. Regularly assess and be more pro-active and intentional about "how" the board operates.