Reviewed and Approved by the Executive Director CY
January 15, 2009

FOR ACTION

SUBJECT: To Appoint Mr. Melvin M. Kawahara to the Hilo Hearing Board for a Two-Year Term Expiring on January 31, 2011

I. FACTS

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

B. Pursuant to HRS 356D, the Hawaii Public Housing Authority is authorized to appoint an eviction board in each county to hear cases for eviction. In accordance with HRS 356D, the Eviction Board has an authorized composition of at least three members, one of which must be a resident of public housing.

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

D. Mr. Melvin Kawahara resides in Hilo and has extensive work experience as a social worker in the private and public sector. Mr. Kawahara has expressed a willingness to serve on the Hilo Hearing Board for a two-year term.

II. RECOMMENDATION

That Mr. Melvin M. Kawahara be appointed to the Hilo Hearing Board for a two-year term expiring on January 31, 2011.

Prepared by: Renee Blondin-Nip, Hearings Officer RN

Reviewed and Approved by the Executive Director CT
January 15, 2009

FOR ACTION

SUBJECT: To Authorize the Executive Director to Proceed to Issue a Request for Proposals for a Consultant to Assist the HPHA in Reviewing and Updating Preliminary Feasibility Analysis for Mixed Income Redevelopment at Kuhio Park Terrace and Kuhio Homes and to Draft a Developer Request for Proposal

I. FACTS

A. The Hawaii Public Housing Authority (HPHA) will need $900 million to renovate 6,200 Federal and State public housing units statewide over a 30-year period from 2003 – 2033, an average of $30 million per year in capital investments.

B. The HPHA introduced the concept of mixed income redevelopment at community meetings held statewide within the past seven months. Residents have been generally supportive of the concept and understand the long term capital shortfall and the possible consequences to the pubic housing supply.

C. In October 2008, the HPHA's Board of Directors authorized the Executive Director to issue a request for proposals to hire a consultant to assist the HPHA in reviewing and updating preliminary feasibility analysis for mixed income redevelopment and to help design a developer request for proposals or request for qualifications.

D. On December 18, 2008, Urban Housing Communities, LLC (UHC), an affordable housing development partner of Morgan Stanley, submitted an unsolicited proposal to the HPHA's Board of Directors to form a public/private partnership with the HPHA for the purpose of revitalizing and modernizing Kuhio Park Terrace and Kuhio Homes.

II. DISCUSSION

A. UHC's proposal focuses on the restoring of the original buildings and substantially upgrading the interior and exterior finishes to include, but not limited to the following:

- Modernizing the mechanical, electrical and plumbing systems.
- Renovating common areas, including hallways and stairways.
- Repairing and repaving roadways, sidewalks, and parking areas.

B. UHC's proposal includes a financial model that identifies 50% of the units for public housing, 25% for project-based vouchers and 25% for tax credits with deep income restrictions.

C. Staff has consulted with the State Comptroller, the State Procurement Office, the Department of the Attorney General and the U.S. Department of Housing and Urban Development regarding the HPHA's ability to accept UHC's unsolicited modernization proposal and enter into exclusive negotiations for a public-private partnership agreement. All four parties concurred that the HPHA is required to execute an open competitive process to select a developer.

D. Timeline for the completion and issuance of the Consultant RFP is as follows:

Activity	Date
Completion of Draft RFP	1/22/09
Completion of AG Review	1/29/09
Issuance of RFP	2/02/09
Proposal Deadline	3/02/09
Proposal Evaluation	3/02/09 – 3/09/09
Best and Final Offer	3/16/09
Notice of Award	3/23/09
Start of services	4/01/09
Issue Developer RFP	8/2009

E. The developer RFP would be issued by August 2009. A developer could be contracted by January 2010. As is done by other public housing authorities, the consultant would draft a developer request-for-proposals and assist with proposal evaluation, monitoring of the developer, and train HPHA staff.

III. RECOMMENDATION

Staff recommends that the HPHA's Board of Directors authorize the Executive Director to proceed to issue a request-for-proposals for a consultant to assist the HPHA in reviewing and updating preliminary feasibility analysis for mixed income redevelopment that may include Kuhio Park Terrace and Kuhio Homes, to draft a developer request-for-proposals or request-for-qualifications.

Prepared by: Rick T. Sogawa, Acting Procurement Officer RS

Reviewed by: Chad K. Taniguchi, Executive Director _____

Reviewed and Approved by the Executive Director CT
January 15, 2009

FOR ACTION

SUBJECT: To Ratify the Hawaii Public Housing Authority's Fiscal Plan for the Remainder of the Fiscal Year Ending June 30, 2009

I. FACTS

A. The Board of Directors approved the HPHA Fiscal Year 2009 operating budget at its regular meeting on June 19, 2008.

B. The approved budget indicated a year end deficit of $4,221,785, and included a turnaround plan to balance the budget.

C. The Hawaii Public Housing Authority (HPHA) intended to request that the Board of Directors approve a formal budget revision at its January 2009 meeting, but due to incomplete expense information preparation the revision has had to be deferred.

II. DISCUSSION

A. Federal Low Rent (Public Housing) Program adjustments include:

1. Increase of $ 2,246,458 in the U.S. Department of Housing and Urban Development (HUD) subsidies due to adjustments in base subsidy and increase in proration.

2. Net reduction of expenses of $1,107,024 based on:
   a. Reduction in expenses by $2,315,024 due to deletion of duplicate bad debt expense on the advice of the HUD Real Estate Assessment Center (REAC) financial team.
   b. Reduction in expenses by $112,000 due to double count of a management contract for a state project.
   c. Increase in expenses of $1,320,000 for fee for services for Central Maintenance and Applications staff.

B. State Family (Public Housing) Program adjustment:

1. Reduction in expenses by $600,000 due to deletion of duplicate bad debt expense, based on the recommendation by the HUD REAC financial team, for the Federal Public Housing program.

C. State Elderly (Public Housing) Program adjustment:

1. Reduction in expenses by $50,000 due to deletion old bad debt expense based on the recommendation for the Federal Public Housing program by the HUD REAC financial team.

D. Section 8 Housing Choice Voucher Program adjustment:

1. Adjustments to program size and HUD subsidies are pending.

E. State Rent Supplement adjustments:

1. Reduction of $59,755 due to reduction in program size.

F. Homeless Programs: No adjustment.

G. Central Office Cost Center (Administration) adjustments:

1. Net increase in revenues of $891,562 based on:
   a. Increase in revenues of $700,000 due to assessment and proper crediting of fee for services for the Department of the Attorney General and Hearings Office. Programs were assessed the fees, which were not credited to the Central Office.
   b. Increase in revenue due to assessment of fee for services for Special Teams (Vacant Unit, Applications, and Collections).

2. Increase of $166,930 in expenses due to unbudgeted increase in staffing of Fiscal Management Office to address areas of critical need.

H. HPHA is still working to reduce the deficits for the State Family and State Elderly public housing programs. The agency prepared a request for an emergency appropriation to address the shortfall, which was not approved. Other measures include possible reductions in administrative overhead assessed against the State programs and utilizing as much of the existing State appropriated Repair and Maintenance and Vacant Unit funds to supplement State program rent revenues.

I. Staff plans to submit a budget revision for the March 2009 Board meeting.

III. RECOMMENDATION

Staff recommends that the Board of Directors ratify the Hawaii Public Housing Authority's fiscal plan for the remainder of Fiscal Year ending June 30, 2009.

Attachment

Prepared by: Michael J. Hee, Contract Administration Section Chief

Reviewed by: Gary Marushige, Chief Financial Management Advisor

HPHA FY 2009 Projected Agency Budget

Program	06/19/08 Budget	01/15/09 Revised Fiscal Plan	01/15/09 Adjustments (see pgs 1 & 2)
Federal Low Rent Program			
Rental/Other Income	18,729,075	18,729,075	
State R & M	3,433,996	3,433,996	
Federal Subsidy	19,524,209	21,770,667	2,246,458
Expenses	43,225,192	$42,118,168	1,107,024
Net P/L	**(1,537,912)**	**1,815,570**	**3,353,482**
State Family Program			
Rental Income	794,109	794,109	
State R & M	243,393	243,393	
State Subsidy	0	0	
Expenses	2,645,898	2,045,898	600,000
Net P/L	**(1,608,396)**	**(1,008,396)**	**600,000**
State Elderly Program			
Rental Income	1,872,437	1,872,437	
State R & M	103,430	103,430	
State Subsidy	0	0	
Expenses	2,511,359	2,461,359	50,000
Net P/L	**(535,492)**	**(485,492)**	**50,000**
Section 8 Housing Choice Voucher			
Other Income			
Federal	22,504,247	22,504,247	
Expenses	22,789,542	22,789,542	
Net P/L	**(285,295)**	**(285,295)**	**0**
Section 8 Project Based Program			
Other Income			
Federal	19,577,307	19,577,307	
Expenses	19,460,275	19,460,275	
Net P/L	**117,032**	**117,032**	**0**
State Rent Supplement			
Other Income			
State	1,185,540	1,185,540	
Expenses	1,245,295	1,185,540	59,755
Net P/L	**(59,755)**	**0**	**59,755**
Homeless Programs			
State/Federal Sources	23,031,965	23,031,965	
Expenses	22,878,117	22,878,117	
Net P/L	**153,848**	**153,848**	**0**
Central Office Cost Center (Administration)			
Fee Income	5,794,733	6,686,295	891,562
Expenses	6,260,548	6,427,478	(166,930)
Net P/L	**(465,815)**	**258,817**	**724,632**
Capital Program			
Federal Contribution	23,325,709	23,325,709	
State Contribution	31,950,536	31,950,536	
Projects	55,276,245	55,276,245	0
Net P/L	**0**	**0**	
Totals	**(4,221,785)**	**566,084**	**$4,787,869**

Notes: Net P/L = Net Profit or Loss
( ) = negative
R & M = Repair and Maintenance

Reviewed and Approved by the Executive Director CT
January 15, 2009

FOR ACTION

SUBJECT: Ratify the Hawaii Public Housing Authority's (HPHA) Policy Requiring Visitors to Kalihi Valley Homes (KVH) and Other Public Housing Projects to Provide a Driver's License or Other Identification for Retention by Security While on the Premises

I. FACTS

A. In early December 2008, there was a gang related incident that occurred at Puuwai Momi in Aiea, where a resident was severely beaten. The incident continued and spread to Kalihi Valley Homes which resulted in the 6 resident-owned vehicles being damaged. After the incident ended, there were rumors of future attacks and retaliation between youth residing at other housing projects and Kalihi Valley Homes.

B. On December 16, 2008, the Hawaii Public Housing Authority (HPHA) staff met with the Honolulu Police Department, Alii Security Systems, and Honolulu Towing Company. The purpose of the meeting was to discuss the numerous complaints, recent confrontations at Kalihi Valley Homes, and strategies to prevent entry into Kalihi Valley Homes by unwanted persons.

C. Prior to implementation, staff received approval from the Department of the Attorney General to implement the new procedures at the security gates.

D. On December 23, 2008, the HPHA initiated the practice of requiring guests entering Kalihi Valley Homes to surrender their driver's license at the guard gate.

II. DISCUSSION

A. The following major issues were discussed at the December 16th meeting:
1. Recent confrontations between residents of Kalihi Valley Homes and other housing projects;
2. Entry into Kalihi Valley Homes property by unauthorized persons;
3. Visitors who were unlicensed and/or uninsured;
4. Reduction of security hours due to lack of funds; and
5. Failure of guests to return the visitor's pass and the reuse of those passes by others.

B. Mr. Harvey Hisatake of Alii Security Systems (who recently retired from 33 years of service with the Honolulu Police Department) suggested that HPHA implement a procedure where guests who wish to enter Kalihi Valley Homes by vehicle must surrender their driver's license to the security guard and in turn, are issued a guest pass.

C. As discussed, the reasons for retaining the driver's licenses included:

1. Lack of space to hold vehicles at the entry gate while guards are recording information;
2. Lack of guards to record information – the other security guard is roving the projects due to recent altercations;
3. Retention of the driver's license forces guests to exit through the staffed gates;
4. Changes the current practice of restricting visitor entry after midnight to accommodate residents unable or unwilling to walk from the gate to their housing unit; and
5. Visitors who refuse to surrender their license and "run" the gate through the barricade can be charged with criminal property damage.

D. When guests exit the KVH property, they sign the security log indicating that their driver's license was returned to them.

E. Mr. Harvey Hisatake conferred with the Honolulu Police Department and the Honolulu Prosecutor's Office to confirm that the practice of temporarily retaining a guest's driver's license is not in violation of any statutory provision.

F. Recent monitoring of the problem at KVH indicate that beat officers for the KVH area indicate a decrease in trouble calls. Security guards report that known "trouble makers" are not making entry into KVH in order to avoid being identified. Residents have also reported to the security company that they feel better that individuals entering the property can be identified.

G. With the Board's approval, the staff will consider expanding the practice of requiring visitors at other housing projects to provide a driver's license or other form of identification for retention while on the premises.

H. Staff will continue to work with the Honolulu Police Department, Alii Security Systems, and the residents at Kalihi Valley Homes to evaluate the practice of retaining a guest's driver's license and will update the Board on the results

III. RECOMMENDATION

Ratify the Hawaii Public Housing Authority Policy Requiring Visitors to Kalihi Valley Homes (KVH) and Other Public Housing Projects to Provide a Driver's License or Other Identification for Retention by Security While on the Premises

Prepared by: Clifford Laboy, Security Specialist C.L.

Reviewed by: Chad K. Taniguchi, Executive Director

Reviewed and Approved by the Executive Director CT
January 15, 2009

FOR ACTION

SUBJECT: To Authorize the Executive Director to Pursue Elderly Families Only Designation for Targeted Federal Public Housing Project(s)

I. FACTS

A. Section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) provides public housing agencies with the option to designate public housing projects, or portions of public housing projects for occupancy by disabled families, elderly families, or mixed populations of disabled and elderly families.

B. Implementing regulations at volume 24 code of federal regulations (CFR) 945.201 require public housing agencies that intend to operate elderly only designated housing to obtain special approval from the U.S. Department of Housing and Urban Development (HUD) for its allocation plan in compliance with §945.203 CFR. Public housing for mixed populations of disabled and elderly families do not require HUD approval.

C. §945.203, CFR includes specific consultation requirements which apply to the development of an initial allocation plan. In preparing the draft plan, the HPHA is required to consult with the following groups:

1. The State or unit of general local government where the project is located;
2. Public and private service providers;
3. Representative advocacy groups for each of these family types: disabled families, elderly families, and families with children, where such advocacy groups exist;
4. Representatives of the residents of the projects proposed for designation, including representatives from resident councils or resident management corporations where they exist; and
5. Other parties that the HPHA determines would be interested in the plan, or other parties that have contacted the HPHA and expressed an interest in the plan.

Following the completion of the draft plan, the HPHA must:

1. Issue public notices regarding its intention to designate housing and the availability of the draft plan for review;
2. Contact directly those individuals, agencies and other interested parties, and advise them of the availability of the draft plan for review;
3. Allow not less than 30 days for public comment on the draft allocation plan;
4. Make free copies of the draft plan available upon request, and in accessible format, when appropriate;
5. Conduct at least one public meeting on the draft allocation plan; and
6. Give fair consideration to all comments received.

D. The HPHA operates federally-funded elderly and disabled housing as listed in Attachment A.

E. All designations are in effect for five years from the date of HUD's notification of approval of the Plan. A public housing agency may amend

its Plan before the expiration of the five-year period by submitting a revised Plan to HUD.

II. DISCUSSION

A. Based on numerous instances of conflicts between elderly residents and non-elderly disabled residents, the staff recommends that the HPHA pursue elderly only designated housing for the benefit of the majority of elderly residents.

B. The HPHA will submit a list of targeted sites for the Board's approval after staff review of the proposed project(s) profile, including but not limited to the following information:

1. The total number of families currently occupying the project, including the number of families who are members of the group for whom the project is to be designated, and the number of families who are not members of the group for whom the project is to be designated;

2. An estimate of the total number of elderly families and disabled families who are potential tenants of the project (i.e., as the project now exists), based on information provided by the waiting list and a housing needs survey, such as the CHAS for the jurisdiction served by the HPHA project;

3. An estimate of the number of potential tenants who will need accessible units based on information provided by the needs assessment prepared in accordance with 24 CFR 8.25, and a housing needs survey;

4. The number of units in the project that became vacant and available for occupancy during the year preceding the date of submission of the allocation plan to HUD;

5. The average length of vacancy for dwelling units in the project for the year preceding the date of submission of the allocation plan to HUD;

6. An estimate of the number of units in the project that the PHA expects to become vacant and available for occupancy during the two-year period following the date of submission of the allocation plan to HUD (i.e., if the project were not to be designated); and

7. An estimate of the average length of time elderly families and non-elderly persons with disabilities currently have to wait for a dwelling unit.

C. The HPHA is also required to identify strategies to address the current and future housing needs of non-elderly persons with disabilities, including access to supportive services and housing assistance.

D. The HPHA is also required to complete a needs assessment prepared in accordance with 24 CFR 8.25 to determine the housing needs of persons with disabilities.

E. Nothing in the CFR or PIH Notices relieves the HPHA from complying with non-discrimination provisions of Federal civil rights laws, including, but not limited to section 504 of the Rehabilitation Act, the Fair Housing Act, and the Americans with Disabilities Act and their implementing regulations.

F. Elderly families shall not be required to live in elderly only designated housing.

G. The HPHA's proposed project timeline for designation of elderly only housing is as follows:

1/15/09	Board approval of For Action
4/1/09	Completion of project profile for all Federal elderly projects
5/15/09	Submit recommendation to HPHA Board for targeted project(s)
6/15/09	Initiate consultation process
7/15/09	Secure consultant to complete needs assessment & draft allocation plan
12/1/09	Produce draft allocation plan;
4/1/10	Complete public hearing and 60 day comment period
5/1/10	Revise allocation plan and address all comments
6/1/10	Submit allocation plan to HUD for approval. HUD has 90 days to review and approve the HPHA's allocation plan.
9/1/10	HUD Approval (tentative)

H. At a minimum, the HPHA's allocation plan must address and comply with the criteria described below:

1. Justification for Designation. HPHA must establish that the designation of the project is necessary to achieve the housing goals for the jurisdiction under the Comprehensive Housing Affordability Strategy, part of a jurisdiction's Consolidated Plan, and to meet the housing needs of the low-income population of the jurisdiction.

2. Project Description. The plan must include a description of a project (or portion of a project) to be designated; the types of tenants for which the project is to be designated; any supportive services to be provided to tenants of the designated project (or portion); and how the design and related facilities (as such term is defined in Section 202 (d)(8) of the Housing Act of 1959 as such statute existed prior to October 1, 1991) of the project accommodate the special environmental needs of the intended occupants;

3. Alternative Resource. The plan must include a description of any plans to secure additional resources or housing assistance to provide assistance to families that may have been housed if occupancy in the project were not restricted pursuant to this section.

4. No Eviction or Lease Termination Due to Designation. A PHA may not evict or terminate the lease of any tenant lawfully residing in a dwelling unit in public housing because of the designation.

5. Voluntary Relocation Because of the Designation. A PHA must provide the following to persons and families who agree to be relocated in connection with a designation:

a. A notice of the designation and an explanation of available relocation benefits, as soon as is practicable for the agency and the person or family.
b. Access to comparable housing (including appropriate services and design features), which may include tenant-based rental assistance under the Housing Choice Voucher Program, at a rental rate paid by the tenant that is comparable to that applicable to the unit from which the person or family has vacated.
c. Payment of actual, reasonable moving expenses.

6. Eligibility of near-Elderly Families If the housing agency determines there are insufficient numbers of elderly families to fill all the designated units, the housing agency may provide in the Plan that it will admit a near elderly family to a project (or portion of a project) designated for occupancy by only elderly families.

III. RECOMMENDATION

That the HPHA Board of Directors authorize the Executive Director to pursue elderly families only designation for targeted federal public housing projects. Once a targeted project(s) has been identified, staff shall seek approval from the Board of Directors to proceed with the required consultation and application process for the targeted site(s).

Prepared by: Barbara Arashiro, Executive Assistant

Reviewed and Approved by the Executive Director C1
January 15, 2009

FOR ACTION

SUBJECT: Whether or Not to Pursue the Establishment of Ombudsman Position for Hawaii Public Housing Authority

I. FACTS

A. Over the past several months, public housing residents and neighboring community members have submitted complaints and testified at HPHA Board meetings about various concerns. The complaints ranged from concerns with ineffective security services and management practices, increased vandalism, and fear of retaliation by perpetrators or management staff, to disorderly neighbors and disruptive behaviors.

B. There is no specific time set aside for responses by HPHA staff members to present another side of the story. HPHA Board members are concerned that resident concerns are not being heard, and that HPHA management at the AMP level and Central Office level does not respond to resident calls for action. Board members suggested that lists of complaints and responses be provided, and that HPHA investigate establishment of an ombudsman for HPHA residents.

II. DISCUSSION

A. HPHA's current procedures require staff to respond to complaints within a reasonable amount of time. All written complaints are responded to in writing, where a contact name and address are provided.

B. There are established procedures for management actions, such as issuing violations of the lease agreement, grievance procedures for tenants, and eviction procedures.

C. Confidentiality provisions prevent HPHA staff from revealing specific information about the identity of specific residents subject to disciplinary action or the specific nature of management actions taken. The lack of knowing what has happened to a complaint made against another resident causes the complainant to think that management has done nothing, leading to frustration.

D. Concerns voiced at HPHA Board meetings are referred to the appropriate Branches for investigation and follow-up. Up until now staff members have resolved the complaints, but have not reported the actions taken to the board to demonstrate that appropriate follow-up has occurred.

E. The executive director believes that the AMP managers and Central Office staff respond appropriately to complaints, and that many times the tenants/complainants do not accept the legitimate decisions made by HPHA staff members following the established laws, rules, lease agreements and policies.

F. Therefore, the executive director requests that the Board allow HPHA staff to provide written summaries of actions taken with respect to complaints for three months to demonstrate that

complaints are being addressed appropriately, before deciding to establish an ombudsman position. Residents would also be able to see the information about the issue they are concerned about.

G. HPHA does not have a position that could be converted to an ombudsman function. HPHA would need to establish a new position.

H. HPHA previously had a resident services staff consisting of 8 staff members who would resolve resident complaints and provide a mediation function between managers and residents. These staff members were cut several years ago in anticipation of asset management.

I. HPHA is currently attempting to further reduce positions and have current staff members become more productive in order to balance the budget. HPHA intends to hire another state public housing manager to provide more monitoring capability in addition to the property management and maintenance services branch chief, and three staff monitors. HPHA believes that this state property housing manager will assist in ensuring that resident complaints are timely and properly handled.

J. HPHA will prepare a for-action for the April 2009 meeting for the Board to decide on establishing an ombudsman position.

III. RECOMMENDATION

That the Board of Directors review public information made available by HPHA staff regarding management and staff actions regarding specific complaints by tenants to the board and ask for confidential information in executive session where desired, to determine whether complaints are being addressed timely and appropriately, before deciding to establish an ombudsman position during the April 2009 Board meeting.

Prepared by: Barbara E. Arashiro, Executive Assistant Ba

Reviewed by: Chad K. Taniguchi, Executive Director CT

Executive Director's Report
January 15, 2009

Highlights:

A. FY 2009 Budget

Year to Date (YTD) Financial Variance Report by Program for November, 2008 (see ED Report pages 50) [Fiscal Management Office report from emPHAsys].

- Total positive cash flow of $6,050,955.
  - Cash basis reporting underreports liabilities not yet paid.
  - Target is to achieve accrual reporting by 1/31/09; this is a 30 day setback due Fiscal Management Office has been working on the November financial reports since the beginning of December. Several new problems with the EmPHAsys general ledger have not been resolved.
  - The tenant rents since November have been charged to the tenants but the data cannot be transferred to the general ledger because the tenant ledger is out of balance. Our Information Technology Office (ITO) is working with Emphasys tech support since 12/4/08. Our usual tech support person is not available.
  - In addition, expenses for the month are unreasonably low. For example, utilities show no expenses. Our staff has made the payments but the data is not being transferred to the general ledger. ITO is working with emPHAsys tech support on this.
  - When the general ledger issues are resolved and we have verified the accuracy of the data, we will be preparing and distributing the completed report .
  - Rental program income "Budget" column based on FY2007 collections.
  - "Actual" columns based on 100% charges to tenants.

Rent Collection Rate from 7/01/08 – 12/31/2008 (see ED Report pages 51-52) [Property Branch report from emPHAsys].

- Federal data show 99.21% rental collection rate over first 6 months; state data show 121.24% collection.
  - The collections percentage (Federal) is currently 95.6%, but occupancy is still at 93%.
  - The collections percentage (State) is currently 99.37%, but occupancy is still at 91%.

Federal HPHA Island Overview Report as of 12/31/08 (see ED Report pages 53-54)
State HPHA Island Overview Report as of 12/31/08 (see ED Report page 55-56)

Vacant Units Repairs Federal and State combined (see ED Report pages 57-58) [manually compiled reports from Special Teams, Derek Kimura; Construction Management Services, Marcel Audant; Property Branch, Stephanie Fo]

- 324 "old vacant units" of 537 units vacant as of 6/30/08 have been repaired in six months.

- Remaining 213 scheduled to be repaired by 6/30/09 (58 to be under contract but not completed by then).
- Since 7/1/08 334 additional units became vacant, 207 repaired; 128 unrepaired. AMPs responsible to keep up with turnarounds of newly vacated units.

B. Fiscal Management Office

- Audit reports to independent auditors delayed again to 1/31/09; will not meet state Consolidated Annual Financial Report deadline.
- HUD technical assistance contract with MDStrum will be extended for six months at reduced cost.
- Submittal of HUD Financial Data Schedules (FDS) planned for February 2009 with final due by April 13, 2009.

C. Mixed Income Redevelopment Update

- Request for Proposal for consultant is being worked on.

D. Property Management & Maintenance Services Branch

- Time to fill units has significantly improved to 8.5 days, due to increase in pools of rent ready families (now totaling 190 families) by Applications special team. (See ED Report page 59)
- Number of delinquent tenants and amounts owed increased again after decrease last month.
- Collections team is focusing on collections and evictions at Kalihi Valley Homes AMP with high delinquencies.
- Still working on engaging tenant monitors to assume after hours contacts.
- Information and responses to previous public testimony. See ED Report pages 60-69)

E. Resident Community Meetings Status

- The first meeting of the second round was held at Aiea AMP on 1/7/09. Eight residents attended. Maintenance issues were largely resolved, but parking, security, and resident association involvement need more work.
- Information is on HPHA website under "community meetings."

F. Construction Management Branch

- Kuhio Park Terrace Tower B Elevator #6 underwent 5-year inspection by State inspector; minor repairs were cited.
- Tower B #5 will be repaired by Thyssen elevators, with follow up maintenance by Kone.
- Kuhio Park Terrace elevator modernization contract was rebid with Kone submitting only bid at $4.1 million.

G. Personnel Office

- Currently HPHA has 273 full time employees statewide and 99 vacant positions.
- Will be meeting with Budget & Finance and Governor's Office to discuss need to fill critical leadership full-time positions.
- UPW and HGEA meetings were held to update progress of 2009 Turnaround Plan.

H. Reports

- Elevator Repair Report – page 70
- Elevator Modernization Report – page 71-72

- Current listing of Construction Management Services projects (forthcoming, will distribute at meeting)
- Status of the economic stimulus request for the President-elect pages 73-75
- 2010-11 CIP request listing of projects – page 76
- Hearings-Results of Eviction Referrals – page 77
- Procurement including contract status - page 78-79
- Section 8 Subsidy Program Branch – pages 80-86
- Homeless Programs Branch - page 87-88
- Personnel Issues – pages 89-93

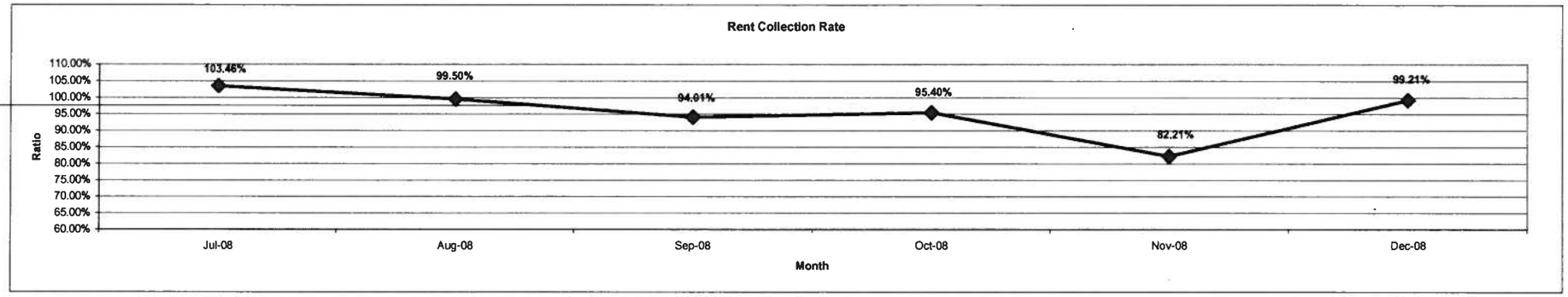
HAWAII PUBLIC HOUSING AUTHORITY
G/L BUDGET COMPARISON REPORT
MAJOR PROGRAMS

	Nov-09				Year-To-Date				Total Year
	Budget	Actual	Difference	%	Budget	Actual	Difference	%	Budget
Federal Low Rent Program									
Rental Program	1,412,527	0	(1,412,527)	0%	7,062,635	5,589,776	(1,472,859)	79%	16,950,324
State and Federal Subsidy	1,614,756	0	(1,614,756)	0%	8,073,780	6,030,320	(2,043,460)	75%	19,377,072
Other Revenue	36,705	2,806	(33,899)	8%	183,525	102,965	(80,560)	56%	440,460
Expenses	3,192,147	810,031	2,382,116	25%	15,960,735	11,155,128	4,805,607	70%	38,305,764
NET PROFIT	(128,159)	(807,225)	(679,066)	630%	(640,795)	567,933	1,208,728	-89%	(1,537,908)
State Family Program									
Rental Program	65,981	76,222	10,241	116%	329,905	367,958	38,053	112%	791,772
State Subsidy	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0
Other Revenue	190	3,474	3,284	1828%	950	11,057	10,107	1164%	2,280
Expenses	200,204	149,798	50,406	75%	1,001,020	654,996	346,024	65%	2,402,448
NET PROFIT	(134,033)	(70,102)	63,931	52%	(670,165)	(275,981)	394,184	41%	(1,608,396)
STATE ELDERLY PROGRAM									
Rental Program	156,034	159,663	3,629	102%	780,170	788,387	8,217	101%	1,872,408
State Subsidy	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0
Other Revenue	0	75	75	#DIV/0!	0	(4,432)	(4,432)	#DIV/0!	0
Expenses	200,619	41,061	159,558	20%	1,003,095	827,168	175,927	82%	2,407,428
NET PROFIT	(44,585)	118,677	163,262	-266%	(222,925)	(43,213)	179,712	19%	(535,020)
SECTION 8 HOUSING CHOICE VOUCHER									
Federal Subsidy	1,687,210	1,582,899	(104,311)	94%	8,436,050	7,914,495	(521,555)	94%	20,246,520
Other Revenue	188,135	198,829	10,694	106%	940,675	806,078	(134,597)	86%	2,257,620
Expenses	1,899,114	1,618,111	281,003	85%	9,495,570	8,031,132	1,464,438	85%	22,789,368
NET PROFIT	(23,769)	163,617	187,386	-688%	(118,845)	689,441	808,286	-580%	(285,228)
SECTION 8 PROJECT BASED PROGRAM									
Federal Subsidy	1,499,994	1,789,183	289,189	119%	7,499,970	8,931,178	1,431,208	119%	17,999,928
Other Revenue	131,441	73,622	(57,819)	56%	657,205	573,124	(84,081)	87%	1,577,292
Expenses	1,621,681	1,789,183	(167,502)	110%	8,108,405	9,183,595	(1,075,190)	113%	19,460,172
NET PROFIT	9,754	73,622	63,868	755%	48,770	320,707	271,937	658%	117,048
STATE RENT SUPPLEMENT									
State Subsidy	0	0	0	#DIV/0!	0	248,341	248,341	#DIV/0!	0
Other Revenue	98,794	0	(98,794)	0%	493,970	59,916	(434,054)	12%	1,185,528
Expenses	103,768	94,718	9,050	91%	518,840	490,157	28,683	94%	1,245,216
NET PROFIT	(4,974)	(94,718)	(89,744)	1904%	(24,870)	(181,900)	(157,030)	731%	(59,688)
HOMELESS PROGRAMS									
State and Federal Subsidy	1,818,167	0	(1,818,167)	0%	9,090,835	12,572,266	3,481,431	138%	21,818,004
Other Revenue	101,155	1,978	(99,177)	2%	505,775	2,009	(503,766)	0%	1,213,860
Expenses	1,906,496	31,838	1,874,658	2%	9,532,480	6,229,170	3,303,310	65%	22,877,952
NET PROFIT	12,826	(29,860)	(42,686)	-233%	64,130	6,345,104	6,280,974	9894%	153,912
CENTRAL OFFICE COST CENTER									
Other Revenue (Fees)	482,894	806,974	324,080	167%	2,414,472	1,917,751	(496,721)	79%	5,794,733
Expenses	521,712	167,817	353,895	32%	2,608,562	2,936,187	(327,625)	113%	6,260,548
NET PROFIT	(38,818)	639,157	677,975	-1647%	(194,090)	(1,018,436)	(824,346)	525%	(465,815)
SUB-TOTAL OPERATIONS	(351,758)	(6,832)	344,926	2%	(1,758,790)	6,403,656	8,162,446	-364%	(4,221,095)
CAPITAL FUND									
State and Federal Subsidy	4,606,353	0	(4,606,353)	0%	23,031,765	2,135,226	(20,896,539)	9%	55,276,236
Expenses	4,606,353	903,334	3,703,019	20%	23,031,765	4,246,717	18,785,048	18%	55,276,236
NET PROFIT	0	(903,334)	(903,334)		0	(2,111,490)	(2,111,490)		0
GRAND TOTAL AGENCY	(351,758)	(910,166)	(558,408)	259%	(1,758,790)	4,292,166	6,050,955	-244%	(4,221,095)

FEDERAL PUBLIC HOUSING

Rent Collection from 07/01/2008 to 12/31/2008

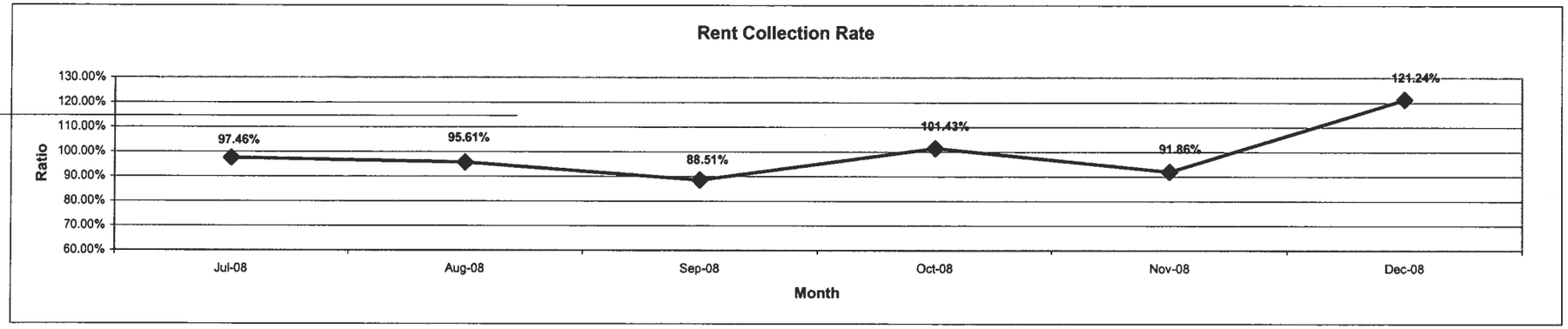
	Jul-08			Aug-08			Sep-08			Oct-08			Nov-08			Dec-08			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 115,319.00	119,449.48	103.58%	$ 119,739.00	123,291.73	102.97%	$ 123,999.00	118,218.20	95.34%	$ 124,435.00	113,831.67	91.48%	$ 129,547.00	107,343.64	82.86%	$ 128,781.00	124,755.92	96.87%	$ 741,820.00	$ 706,890.64	95.29%
Kauai	$ 79,207.00	75,823.71	95.73%	$ 79,485.00	75,606.72	95.12%	$ 75,965.00	86,830.99	114.30%	$ 78,673.00	81,695.40	103.84%	$ 79,849.00	69,530.33	87.08%	$ 80,041.00	90,334.96	112.86%	$ 473,220.00	$ 479,822.11	101.40%
Maui	$ 51,024.00	45,173.29	88.53%	$ 49,455.00	48,172.59	97.41%	$ 48,272.00	44,977.14	93.17%	$ 46,012.00	46,440.18	100.93%	$ 47,977.00	36,940.13	77.00%	$ 46,632.00	46,911.49	100.60%	$ 289,372.00	$ 268,614.82	92.83%
Oahu	$ 1,193,678.00	1,248,572.63	104.60%	$ 1,196,461.00	1,190,819.05	99.53%	$ 1,198,132.00	1,109,679.21	92.62%	$ 1,202,730.00	1,143,130.55	95.04%	$ 1,212,460.00	994,477.73	82.02%	$ 1,220,327.00	1,202,102.86	98.51%	$ 7,223,788.00	$ 6,888,782.03	95.36%
Total	$ 1,439,228.00	$ 1,489,019.11	103.46%	$ 1,445,140.00	$ 1,437,890.09	99.50%	$ 1,446,368.00	$ 1,359,705.54	94.01%	$ 1,451,850.00	$ 1,385,097.80	95.40%	$ 1,469,833.00	$ 1,208,291.83	82.21%	$ 1,475,781.00	$ 1,464,105.23	99.21%	$ 8,728,200.00	$ 8,344,109.60	95.60%



STATE PUBLIC HOUSING

Rent Collection from 07/01/2008 to 12/31/2008

	Jul-08			Aug-08			Sep-08			Oct-08			Nov-08			Dec-08			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 11,693.00	$ 11,046.23	94.47%	$ 11,028.00	$ 8,885.00	80.57%	$ 10,794.00	$ 8,577.00	79.46%	$ 10,794.00	$ 9,230.00	85.51%	$ 11,223.00	$ 7,705.00	68.65%	$ 11,620.00	$ 9,513.33	81.87%	$ 67,152.00	$ 54,956.56	81.84%
Kauai	$ 5,861.00	$ 5,247.05	89.52%	$ 6,313.00	$ 6,044.95	95.75%	$ 6,444.00	$ 5,191.00	80.56%	$ 6,279.00	$ 6,314.62	100.57%	$ 6,854.00	$ 5,551.00	80.99%	$ 6,859.00	$ 7,178.00	104.65%	$ 38,610.00	$ 35,526.62	92.01%
Maui	$ 4,477.00	$ 3,985.06	89.01%	$ 4,508.00	$ 4,147.94	92.01%	$ 4,556.00	$ 4,686.00	102.85%	$ 4,380.00	$ 2,722.00	62.15%	$ 4,304.00	$ 2,955.00	68.66%	$ 4,203.00	$ 3,124.00	74.33%	$ 26,428.00	$ 21,620.00	81.81%
Oahu	$ 210,497.00	$ 206,334.62	98.02%	$ 211,703.00	$ 204,218.97	96.46%	$ 214,215.00	$ 190,444.64	88.90%	$ 213,978.00	$ 220,536.57	103.07%	$ 214,258.00	$ 201,154.60	93.88%	$ 214,175.00	$ 267,344.66	124.83%	$ 1,278,826.00	$ 1,290,034.06	100.88%
Total	$ 232,528.00	$ 226,612.96	97.46%	$ 233,552.00	$ 223,296.86	95.61%	$ 236,009.00	$ 208,898.64	88.51%	$ 235,431.00	$ 238,803.19	101.43%	$ 236,639.00	$ 217,365.60	91.86%	$ 236,857.00	$ 287,159.99	121.24%	$ 1,411,016.00	$ 1,402,137.24	99.37%



HPHA Island Overview Report
As of December 31, 2008

Federal

	Occupancy					Monthly Activity				Federal Waiting List	
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Units Vacated	Units Filled	Transfers	Evictions	Family	Elderly
Hawaii	592	541	91.39%	51	10	7	17	5	0	1,423	167
Kauai	315	309	98.10%	6	2	0	3	1	0	118	53
Maui	196	140	71.43%	56	2	0	2	0	0	179	70
Oahu	4,038	3,828	94.80%	210	35	21	40	14	2	6,771	1,709
Total	5,141	4,818	93.72%	323	49	28	62	20	2	8,491	1,999

	Non Vacated Delinquencies				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	103	$ 56,398.42	66	$ 106,656.43	$ 128,781.00	$ 124,755.92	96.87%
Kauai	31	$ 14,154.59	13	$ 19,974.08	$ 80,041.00	$ 90,334.96	112.86%
Maui	36	$ 23,870.16	46	$ 98,487.04	$ 46,632.00	$ 46,911.49	100.60%
Oahu	609	$ 394,035.76	362	$ 895,363.23	$ 1,220,327.00	$ 1,202,102.86	98.51%
Total	779	$ 488,458.93	487	$ 1,120,480.78	$ 1,475,781.00	$ 1,464,105.23	99.21%

Federal LIPH
HPHA Island Overview Report
As of December 31, 2008

AMP	Occupancy					Monthly Activity				Federal Waiting List	
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Units Vacated	Units Filled	Transfers	Evictions	Family	Elderly
30P-Aiea	361	355	98.34%	6	2	1	7	0	0	616	155
31P-KVH	332	314	94.58%	18	2	4	9	0	0	615	156
32P-MWH	363	353	97.25%	10	0	1	4	0	0	615	156
33P-Kam/Kaamanu	371	362	97.57%	9	0	1	5	1	0	615	156
34P-Kalakaua	568	560	98.59%	8	1	1	3	2	0	615	155
35P-Kalanihuia	557	509	91.38%	48	20	6	0	1	0	616	155
37P-Hilo	291	263	90.38%	28	3	4	7	1	0	474	56
38P-Kauai	315	309	98.10%	6	2	0	3	1	0	118	53
39P-Maui	196	140	71.43%	56	2	0	2	0	0	179	70
40P-KPT	738	705	95.53%	33	1	1	7	3	2	616	155
43P-Kona	200	192	96.00%	8	2	2	10	3	0	474	56
44P-Leeward Oahu	258	220	85.27%	38	6	3	0	0	0	616	155
45P-Windward Oahu	226	208	92.04%	18	1	1	4	1	0	616	155
46P-Kamuela	101	86	85.15%	15	5	1	0	1	0	474	56
49P-Central Oahu	150	130	86.67%	20	2	2	1	6	0	616	155
50P-Palolo	114	112	98.25%	2	0	0	0	0	0	616	155
Total	5,141	4,818	93.72%	323	49	28	62	20	2	8491	1999

AMP	Non Vacated Delinquencies				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	52	25,929.91	22	12,418.37	$ 151,300.00	139,095.48	91.93%
31P-KVH	76	68,739.69	39	322,388.50	$ 114,300.00	93,055.35	81.41%
32P-MWH	34	20,821.01	18	49,376.10	$ 116,694.00	109,804.40	94.10%
33P-Kam/Kaamanu	35	15,063.35	14	39,319.77	$ 110,209.00	108,152.79	98.13%
34P-Kalakaua	4	2,162.78	0	0.00	$ 129,867.00	134,726.51	103.74%
35P-Kalanihuia	28	21,897.02	19	48,083.87	$ 124,712.00	181,445.54	145.49%
37P-Hilo	33	18,214.28	18	15,334.32	$ 59,985.00	60,246.56	100.44%
38P-Kauai	31	14,154.59	13	19,974.08	$ 80,041.00	90,334.96	112.86%
39P-Maui	36	23,870.16	46	98,487.04	$ 46,632.00	46,911.49	100.60%
40P-KPT	196	111,020.64	91	81,517.36	$ 277,318.00	262,356.71	94.61%
43P-Kona	38	24,925.00	22	36,517.92	$ 47,342.00	44,137.37	93.23%
44P-Leeward Oahu	98	55,678.60	77	234,472.45	$ 50,849.00	44,268.65	87.06%
45P-Windward Oahu	47	46,396.98	59	71,020.04	$ 74,928.00	61,372.68	81.91%
46P-Kamuela	32	13,259.14	26	54,804.19	$ 21,454.00	20,371.99	94.96%
49P-Central Oahu	21	16,056.00	16	29,359.76	$ 39,314.00	39,098.00	99.45%
50P-Palolo	18	10,269.78	7	7,407.01	$ 30,836.00	28,726.75	93.16%
	779	$ 488,458.93	487	$ 1,120,480.78	$ 1,475,781.00	$ 1,464,105.23	99.21%

State HPH

HPHA Island Overview Report

As of December 31, 2008

	Occupancy *					Monthly Activity				Federal Waiting List	
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Units Vacated	Units Filled	Transfers	Evictions	Family	Elderly
Hawaii	56	29	51.79%	27	0	1	0	0	0	1,218	0
Kauai	26	25	96.15%	1	0	0	1	0	0	39	0
Maui	33	28	84.85%	5	0	0	0	0	0	37	0
Oahu	750	709	94.53%	41	16	1	12	1	0	8,185	489
Total	865	791	91.45%	74	16	2	13	1	0	9,479	489

	* Non Vacated Delinquencies				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	12	$ 6,887.00	12	$ 12,480.54	$ 11,620.00	$ 9,513.33	81.87%
Kauai	4	$ 1,715.00	1	$ 409.46	$ 6,859.00	$ 7,178.00	104.65%
Maui	13	$ 2,966.00	21	$ 16,950.53	$ 4,203.00	$ 3,124.00	74.33%
Oahu	45	$ 26,089.76	72	$ 309,785.19	$ 214,175.00	$ 267,344.66	124.83%
Total	74	$ 37,657.76	106	$ 339,625.72	$ 236,857.00	$ 287,159.99	121.24%

State HPH
HPHA ~~Island~~ Overview Report
As of December 31, 2008

Occupancy *						Monthly Activity				Federal Waiting List	
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units	Units Rent Ready	Units Vacated	Units Filled	Transfers	Evictions	Family	Elderly
2201-Hauiki	46	44	95.65%	2	1	0	0	0	0	1365	82
2202-Puahala Homes	128	97	75.78%	31	9	1	4	1	0	1364	82
2204-Kawailehua	26	25	96.15%	1	0	0	1	0	0	39	0
2205-Kahale Mua	33	28	84.85%	5	0	0	0	0	0	37	0
2206-Lokahi	30	17	56.67%	13	0	0	0	0	0	609	0
2207-Ke Kumu Elua	26	12	46.15%	14	0	1	0	0	0	609	0
2401-Hale Po'ai	206	205	99.51%	1	0	0	0	0	0	1364	82
2402-La'iola	108	103	95.37%	5	4	0	5	0	0	1364	81
2403-Kamalu-Ho'olulu	221	220	99.55%	1	1	0	3	0	0	1364	81
2404-Halia Hale	41	40	97.56%	1	1	0	0	0	0	1364	81
Total	865	791	91.45%	74	16	2	13	1	0	9,479	489

	* Non Vacated Delinquencies				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	11	$ 8,681.20	20	$ 129,147.81	$ 20,946.00	44,471.37	212.31%
2202-Puahala Homes	26	$ 15,741.56	36	$ 175,331.73	$ 32,709.00	35,646.29	108.98%
2204-Kawailehua	4	$ 1,715.00	1	$ 409.46	$ 6,859.00	7,178.00	104.65%
2205-Kahale Mua	13	$ 2,966.00	21	$ 16,950.53	$ 4,203.00	3,124.00	74.33%
2206-Lokahi	6	$ 3,314.00	3	$ 8,776.57	$ 7,604.00	6,322.33	83.14%
2207-Ke Kumu Elua	6	$ 3,573.00	9	$ 3,703.97	$ 4,016.00	3,191.00	79.46%
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	$ 56,287.00	66,925.00	118.90%
2402-La'iola	3	$ 393.00	8	$ 2,992.26	$ 29,575.00	33,127.00	112.01%
2403-Kamalu-Ho'olulu	3	$ 733.00	3	$ 29.39	$ 62,210.00	73,018.00	117.37%
2404-Halia Hale	2	$ 541.00	0	$ -	$ 12,448.00	14,157.00	113.73%
Total	74	$ 37,657.76	106	$ 339,625.72	$ 236,857.00	$ 287,159.99	121.24%

Vacant Units as of 6/30/2008

Vacant Unit Completion Status
1/9/2009

VACANT UNIT REPAIRS

Project	Actual												Projected					
	Vacant Units	Completed	To Be Completed	Assigned to AMP, Team, Others	Assigned to CMS	Assigned to CMS/Team	July 2008	Aug. 2008	Sept. 2008	Oct. 2008	Nov. 2008	Dec. 2008	Jan. 2009	Feb. 2009	Mar. 2009	Apr. 2009	May 2009	June 2009
AMP 30 (Halawa)	4	4	0	0	0		3 A		1 A									
AMP 31 (Kalihi Valley Homes)	130	81	49	0	49	0	1 A	3 T	16 C/T	2 T					27 C			22 C (2/10)
							49 C/T			10 C/T								
AMP 32 (Mayor Wright Homes)	11	4	7	1	6		3 A					1 T	1 A			4 C		
													2 C					
AMP 33 (Kaahumanu/Kam)	15	13	2	1	1		7 A	3 A	3 A				1 C/A					
													1 C					
AMP 34 (Kalakaua)	22	9	13	0	3	10	1 A	2 A			4 T						10 C/T	3 C
							2 C											
AMP 35 (Punchbowl)	44	36	8	1	4	3	1 A			11 A		24 C/T	3 C/T					
													1 A					
													4 C					
AMP 37 (Hilo)	51	28	23	11	12			1 A	2 A		16 C	9 T	11 T			12 C		
AMP 38 (Kauai)	22	12	10	2	8		6 A	3 A	2 A	1 A			2 A			4 C		4 C
AMP 39 (Maui)	61	36	25	17	8		8 A	5 A	12 C			5 C	1 A		5 C		1 T	
								6 C					3 C		15 T			
AMP 40 (Kuhio Park Terrace)	32	8	24	0	24		6 A			2 A							1 A/C	23 C
AMP 43 (Kona)	33	28	5	2	3		10 A							3 C				
							18 C							2 T				
AMP 44 (Leeward Coast)	25	4	21	12	9		4 A						7 A			7 C		2 C
													5 I					
AMP 45 (Windward Oahu)	22	18	4	4	0		2 A		3 A	1 T/A		8 T/A	4 A					
							4 C											
AMP 46 (North Hawaii)	31	13	18	16	2		3 A	3 A	2 A	5 A			6 A	10 A				2 C
MU 48 (Waipahu)	15	15	0	0	0		2 A		5 A			1 T						
									7 V									
AMP 49 (Wahiawa/Waialua)	16	13	3	0	3		9 A					4 T	1 C					2 C
AMP 50 (Palolo)	3	2	1	0	1			2 V						1 C				
Total	537	324	213	67	133	13	139	28	53	32	20	52	53	16	47	27	12	58

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

Vacant Unit Completion Status
Units Vacated After 7/1/08
As of 12/31/08

Project	Total Vacant Units from 7/1/08	Completed	To be completed	Jan '09	Feb '09	Mar '09	Apr '09	May '09	Jun '09	FY 09-10
AMP 30 (Halawa)	27	25	2	1	1					
AMP 31 (Kalihi Valley Homes)	19	10	9	5	1	3				
AMP 32 & 33 (Mayor Wright Homes)	24	15	9	9						
AMP 34 (Kalakaua)	15	8	7	2	5					
AMP 35 (Punchbowl)	35	13	22	9	11	2				
AMP 37 (Hilo)	27	7	20	10	10					
AMP 38 (Kauai)	19	17	2		2					
AMP 39 (Maui)	21	8	14	2	10	1				1
AMP 40 (Kuhio Park Terrace)	37	27	10	10						
MU 42 (State Elderly)	43	43	0							
AMP 43 (Kona)	10	9	1	1						
AMP 44 (Leeward Coast)	13	6	7	3	3				1	
AMP 45 (Windward Oahu)	7	7	0							
AMP 46 (North Hawaii)	4	2	2		1	1				
AMP 49 (Wahiawa/Waialua)	18	7	11	2	3				6	
AMP 50 (Palolo)	1	0	1	1						
State Public Housing	14	3	11	7	3				1	
Totals	**334**	**207**	**128**	**62**	**50**	**7**	**0**	**0**	**8**	**1**

Previous reports incorrectly reflected vacant units prior to 7/1/08

HONOLULU	TOTAL
ELDERLY 0	16
ELDERLY 1	14
ELDERLY 2	1
HONOLULU FAMILY	
1 BEDROOM	13
2 BEDROOM	16
3 BEDROOM	24
4 BEDROOM	27
5 BEDROOM	3
CENTRAL	**TOTAL**
ELDERLY 0	9
ELDERLY 1	0
CENTRAL FAMILY	
1 BEDROOM	12
2 BEDROOM	10
3 BEDROOM	5
4 BEDROOM	2
LEEWARD FAMILY	**TOTAL**
1 BEDROOM	7
2 BEDROOM	11
3 BEDROOM	5
4 BEDROOM	2
WINDWARD FAMILY	**TOTAL**
1 BEDROOM	2
2 BEDROOM	2
3 BEDROOM	6
4 BEDROOM	3

TOTAL: 190
DUPLICATED: 7

1/7/2009

Testifiers Name	AMP	Nature of Testimony	Notes
Fetu Kelekolio	32 MWH	On 11/28/08 he called Ali'I Security regarding a vacan unit 5 times. The sixth call was to HPD because no response from Ali'i.	2 IR's on file for the 28th - At 2048 hr., HPD responded to a complaint at bldg. 28, left site with nothing to report. At 2311 hr., security responded to a noise complaint, parking lot, bldg. 32 (teenagers playing ukulele & talking stories), security asked group to leave.
			IR's for period 11/17/08 - 12/24/08 Micronesian complaints - 26 Portugese complaints - 1 Asian complaints - 2 Tongan - 1 Samoan complaints - 13 Noise complaints - 33 Other misc. complaints - 15 HPD on site - 29 x's
			Calls made by Fetu & f-up by Security/staff
			11/29/08 - bldg. 29 loitering/noise, loud stereo 12/10/08 - 33L, 8F & 34L micro/samoans making noise.
		Residents in cars making noise, pounding their radio. Now they are playing music, ukulele's. If it is Micronesian people the gaurds make them stop. If it is Samoan people the gaurds let them continue to play their music.	see comment above
		Fireworks are being set off monthly.	11/28/08 received a complaint from Fetu stating - was shooting off rockets. w/maintenance staff verified no fireworks from this unit.

Jesse Ponce Deleon	34 Kalakaua	Kamalani refused to let seniors set up computer training for kids. Wants a separate association for families and seniors. Kama is going into HPD unit during off hours Kama is pyschologically torturing residents talking to resident from 30-40 feet away Traffic in & out of Lester Lopes house lead to death of neighbor	see attached
Leonard Lester	32 MWH	Fireworks-5 years ago neighbor dealing fireworks, illegal rocket busted windshield, he had to get a new car because he couldn't replace the windshield. Kids set off fireworks under his car and security did nothing to stop them.	No current reported incident of illegal firework sale. No complaint filed with the office.
Frances Labatte	34 Kalakaua	12/11/08 lost power and previously there was a roof leak. No one said anything to them. Got a letter on how to submit claim. Is there a way to do a blanket claim?	see attachment
Roy Nakamura	34 Kalakaua	10/26/08 Jan and Chad were witnesses. Filed a claim for new carpets. Whe does he have to wait? Talked to Maria in claims office. 12/15/08 33 hours w/out power. Who else do they have to see?	see attachment

Tim Garry	31	Fireworks going off from Puahala. People in parking lot drinking.	Meeting held January 7, 2008 with community reps, HPD, DLNR, and HPHA
Sharlene Chang	34 Kalakaua	Wants violation letter removed from her file. Wrote Jan a letter and did not get a response.	Checked with manager received more than two complaints before sending violation letter.
Jan I'i	50 Palolo	Wants to change office hours to 745pm-1145pm or 430pm-830pm. Dumpsters are not cleaned daily Does Mutual Housing want their property?	See attachment
Delphine Nissa	50 Palolo	Will Mutual still do their side? Want their old management back. Took a survey. 63 responses. 33 voted for R&L	
Jean Peters	34 Kalakaua	Need to improve communication. More response from management. Issues are not being answered.	Scheduled mandatory training for all managers
Kelly Conlin	34 Kalakaua	Applied for a handicapped unit. Said we were heartless	Added to mothers lease 6 months ago as a household member w/her children. Requested a split household transfer was denied due to new rule. Applied for own housing on 6/18/06, currently on waitlist. Will be at least 2 year wait.
Desiree Kihano	50 Palolo	Kama said at last board meeting that HPHA saved $30,000 by managing ourselves, should have been more savings.	Actual savings approximately $134,000

BOD follow-up
AMP 34 & 50

AMP 34

- **Provide time of events/staff action/problem/etc. of the power outage - 12/11 to 12/14. Could staff have responded sooner in restoring power and informing residents of the problem and when power would be restored?**

Response: AMP staff responded as quickly as possible to restore power to the mid-rise and 2 high-rises (Makua Alii and Paoakalani), after the transformer fuses had blown twice; 12/11 and 12/12 over 2 days. Mr. Electric responded to both situations and HECO verified that high voltage electrical service was being provided to the AMP. Mr. Electric replaced 1 set (double) of fuses on 12/12 and replaced 2 sets (double) of fuses on 12/12. Each fuse is triplex high voltage fuses and the fuses blown and needed to be replaced were different from each other.

On 12/11 at approx. 1735 hrs, Area staff was notified by the HPD Officer-In-Residence< Glen Luecke of intermittent power at Midrise. Later found several other units in Kalakaua Homes to not have any power. Staff responded and contractor, Mr. Electric diagnosed problem after HECO sent out emergency crew. Power restored at 00:40 hrs on 12/12.

On 12/12, Kone tried to replace the elevator fuse that blew as a result of the 12/11 power outage.

On 12/12 at approx. 1500 hrs, entire AMP wide power outage. Emergency generators on to provide some electricity to power elevators and provide emergency walkway lighting.

On 12/12 at approx. 1845 hrs, the Housing Specialist (HS) was contacted by the Working Foreman, via approval by the Area Manager requesting for assistance in that there is no electrical service and need additional high voltage fuses to change out at the electrical vaults. According to Mr. Electric, the high voltage fuses were not working and additional replacements was not in stock inventory and HECO was at the property to diagnose the service problem again.

Note: The fuses were being blown because the transformer was not working. The transformer is owned by the HPHA. HECO only is responsible for service to the electrical vault on HPHA property. There are less than 7 high voltage specialists that work in the State of Hawaii and most electricians, especially high voltage specialists do NOT work during rain storms. Companies specializing in high voltage do NOT

have an emergency contact telephone number, nor dispatch emergency work crews. Earliest estimation for high voltage specialist to respond would have been Monday, 12/15 and then temporary power would not have been provided until 12/16. AMP staff and contractors worked in inclement weather from 12/11 to 12/13.

On 12/12, at 2030 hrs, high voltage specialist (HVS) from WASA Electric (Jeff Pong) responded to a personal call from HS and worked throughout the inclement weather (heavy rains) trying to diagnose the problem.

On 12/13 at 0230 hrs, WASA Electric completed initial tests of the high voltage lines with Mr. Electric staff and AMP staff assisting. High voltage specialist able to determine at least one transformer is inoperable. Additional tests to the other transformer and electrical lines to be conducted during daylight.

On 12/13, at 0600 hrs, Maintenance staff and HVS started with WASA to test high voltage lines and other transformer. A loaner transformer, owned by WASA, was checked on capability and if able to help power 3 buildings, Mid-rise, Paoakalani and Makua Alii. Loaner transformer was not available for use until Monday due to additional requirements needed to power the building.

On 12/13, at 1000 hrs, Area staff hand-posted notices to residents.

On 12/13, at 1300 hrs, WASA able to determine that Makua Alii transformer is still operable, however Paoakalani transformer is inoperable. HS approved the rental of the back-up generator (after calling 6 companies in the AM) and for the tow of the generator (500 kva generator is transported in a 20' container) since the generator rental company does not provide own transport.

On 12/13, at 1630 hrs, rental generator arrives. WASA with maintenance staff assisting to connect the high voltage electrical lines (note: still bad weather; rain storms while working with electricity).

On 12/13, at 1630 hrs, HS and Area Manager informed by WASA that temporary power to be restored within 4 to 5 hours. HS and Area Manager decided to cancel food service for Paoakalani and Makua Alii.

On 12/13, at 1645 hrs, WASA turned on the Makua Alii transformer after inspecting the high voltage electrical lines and connections to the building.

On 12/13, at 2100 hrs, temporary power restored at the cost of approx. $6,000 rental cost per day of the generator.

On 12/13, at 2200 hrs, Precision Air checked heat pumps and booster pump to verify that pumps are working correctly.

On 12/14, throughout the day, WASA and maintenance staff (and HS), checked on the generator operation, including but not limited to fuel level. WASA filled up back-up generator with its own diesel fuel since no fuel delivery service was available.

On 12/14, 0800 hrs, Lowrise tenant called and said there was no hot water. Maintenance staff checked and found water heater operating properly.

On 12/15 - WASA and HS working on providing temporary connection with back-up generator. HS found out HECO has a transformer available for rent, but requires PUC approval to rent to State of Hawaii. HECO has no transformer available for sale; transformers are incompatible (500 kva WYE). Cost to manufacture a new transformer is $75,000, plus installation ($25,000) and approx. 4 to 6 months to fabricate and manufacture.

On 12/16 - WASA informed HS, through a UHM contact that UHM Facilities Mgmt may have an extra transformer available that matches the inoperable one (500 kva Delta). WASA determines that transformer matches, however UHM needs to transfer item to HPHA. HS initiates contact for its transfer. WASA starts the coordination with Hawaiian Crane and Rigging for the pick-up and transport of the replacement generator. Unitek tests transformer for pcp; transformer built in 1992 and should not have any pcp. HECO will submit "after-the-fact" PUC approval for loan/rental of transformer to HPHA. HECO transformer will serve as standby back-up.

On 12/16 - notices delivered to residents informing of temporary power outage due to the transfer from rental generator to transformer will occur on Friday, 12/18. If no approval from UHM provided by 1500 hrs to transfer transformer, then work is rescheduled to 12/18.

12/17 - UHM gives approval to HS to take possession of the 500 kv Delta transformer. WASA confirms the pick-up and delivery and continues to prepare for the electrical connection and disconnect of the temporary generator to the replacement transformer.

12/18 - Work started at 7:00 am and completed by 5:00 pm. Replacement generator was installed by WASA. Back-up transformer

provided by HECO and second back-up provided by WASA in event the transformer is inoperable.

12/19 - WASA provides follow-up inspection to the replacement generator. Clean-up.

NOTE: No cost to HPHA for the UHM transformer ($0.00).

Estimated costs:

- Island Power: generator rental - $25,000 - $30,000 (est. $2,000/day or $6,000/wk + diesel fuel at approx. $3,000/day)
- WASA: emergency response $25,000 (includes hook-up to generator rental)
- Mr. Electric: emergency response - $7,500
- WASA: transformer installation $35,000 (includes Hawaiian Crane and Rigging)
- Unitek Solvent Solutions - $5,000 transformer test
- misc: other vendors, Precision Air, Siemens, Kone, etc. (ie. booster pump, elevator) - $10,000 (includes transformer fluid testing for hazardous materials and disposal of transformer)

- **Provide response to Residents submittal of Tort Claim for damages due to the power outage - 12/12 to 12/14. Is staff responsible to notify residents to file Tort Claim, receive the claims, etc.**

Response: State of Hawaii is self-insured. DAGS/Risk Management is the department that oversees all insurance claims filed against HPHA. Risk Management has instructed in their training, as well as stated on the tort claim form for each complainant to submit their claim and supporting documents directly to Risk Management and NOT to the defending agency (ie. HPHA). Therefore, staff is not responsible to notify residents to submit a claim, receive a claim, review the claim or approve the claim. Resident is responsible to directly submit the claim to Risk Management and Risk Management is the approving or denying authority. The Tort Claim form requires that a resident attach all documentation to prove cost value, such as purchase receipts. HPHA is not responsible to receive or send the claim to Risk Management. The complainant is responsible to submit tort claim and support documentation.

AMP staff was receiving quite a number of resident requests to file a claim. As added service to the residents, AMP staff posted a notice on the bulletin boards informing residents to submit claim and tort form by a specific date. AMP staff had received prior approval to post a notice indicating that their office will receive the completed Tort claim

and supporting documentation as a favor to the residents and send to Risk Management, via PMMSB. This plan was executed, contrary to the recommendation by Risk Management instructions to the benefit of the residents.

Note: Lease agreement, Item 10, subitem (e): Management shall not be liable to Tenant or any other person for the temporary failure of the gas, electrical or water service, or from failures or breakdown of any appliance or equipment, not caused by the omission of Management.

- **Provide response to alleged misconduct between Ms. Kamalani Rodrigues and HPD Officer-in-Residence. Is staff permitted to visit HPD Officer unit, during and after office hours?**

Response: It is Management's practice that any employee shall have a work order or written documentation for entering any unit during business hours.

The HPD Officer-in-Residence program is part of the HUD approved program to minimize crime in the Federal LIPH. Ms. Rodrigues and other staff members, including maintenance and contracted security personnel have met with the HPD Officer, during and after office hours. Staff with authorization may work on a flex time and is not similar to the office hours. The HPD Officer has assisted staff after office hours to respond to maintenance and non-maintenance emergencies or situations where staff will meet for a follow-up report.

Complaint regarding alleged "Affair" with HPD Officer. False, no affair occurring with any staff and HPD Officer.

- **Provide response regarding request for bbq activity at the property, such as where is it stated in Project Rules or addendums prohibiting activity or allow for Management to permit or deny request.**

Response: BBQ is not allowed at the Kalakaua complex. The Lease agreement governs each individual unit. Due to safety and health, bbq is not allowed in the buildings walkways.

1. Lease agreement, Item 8, subitem (d): Observe all applicable laws, rules, regulations, and ordinances of governmental authorities that pertain to and establish standards for residential occupants. Note: According to HFD, no open fires are allowed on lanais and 2nd floor and above walkways.
2. Lease agreement, Item 8, subitem (e): Abide by the Project Rules and all applicable rules, regulations, and supplemental agreements which shall be posted in the Project Office and incorporated by reference herein.

3. Lease agreement, Item 8, subitem (f): Not commit or suffer any damage to the dwelling unit, any act shall cause increase in the premiums for fire and other casualty insurance on the building, or any noise or nuisance to the disturbance of other Tenants of the Project.
4. Lease agreement, Item 8, subitem (t): Comply with all obligations imposed upon Tenants by applicable provisions of building and housing requirements of applicable building codes, housing codes, health codes, materially affecting health and safety. Note: According to HFD, no open fires are allowed on lanais and 2nd floor and above walkways.
5. Project Rules, Resident shall: Item 2: Obey all laws, applicable to tenants materially affecting health and safety with respect to maintenance, use or appearance of the rented premises.
6. Orientation booklet (given to each resident), What to do in event of the fire, item 9 (page 8): Open fires are not allowed within or near the building. Do not use hibachis, smokers or gas grills in the stairwells, walkways, or other common areas.

- **Provide response about current and inactive Resident Associations at Kalakaua Complex. Could each section have their own Resident Associations?**

Response: Each section: Kalakaua Homes, Makua Alii, and Paoakalani may have their own Resident Association. The mid-rise is part of Kalakaua Homes. Currently, there is an active Resident Association for Kalakaua Home, which includes the mid-rise. There is no active Resident Association for Makua Alii and Paoakalani. Management staff has encouraged the residents at Makua Alii and Paoakalani to reform a Resident Association, however the residents have not shown any interest to form an active Resident Association.

AMP 50

- **Provide response - trash area dirty**

Response: Management staff has responded to the concerns of the residents and have implemented daily inspections of the trash areas during the workweek. Large items are re-stacked neatly and trash thrown outside and around the trash enclosures are picked up daily during the workweek. In addition, the Management staff has provided during the month of November and December additional trash bins for holiday trash and other bulky items (Thanksgiving to New Year Eve). Furthermore, Management has reminded the disposal company of their responsibility to sanitize the trash receptacles.

Trash stations at Lot A is being cleaned by (2) tenants, Lot B trash stations is never bad and Lot C is kept clean by maintenance staff. (2) CM workers (when available) are assigned full days at AMP 50 on

Mondays and Thursdays and BMW I (TA) assigned at 50 also cleans trash stations daily. Poor condition during non-business hours will be cleaned on the next business day. It is also tenant responsibility to properly dispose trash in bins by lifting the lid and inserting securely wrapped trash.

- **Provide response - exterior building light not working**

Response: The exterior light on the building 1 has been repaired. The conduit wires needed to be replaced. Furthermore, HPHA has initiated an energy conservation contract and Palolo Homes is one of the projects where the company will be addressing the exterior and interior lighting features.

- **Provide response - canal/storm drain blockage**

Response: The canal/storm drain is not owned by HPHA. However, upon receiving indication of any major rain storm, staff is assigned to inspect areas of the storm culvert. In addition, regular monthly visits are made by the maintenance staff to remove large debris, such as bicycles, mopeds, car tires, car parts, furniture, toys, beds, and other debris items.

Staff checks the canal/storm drain at least bi-monthly or as often as needed based upon weather conditions.

- **Provide response - Bldg 4 sewer drain leak**

Response: CMS was assigned to locate and repair leak. In Oct/Nov determined that not water line leak, but sewer drain. In Dec, CMS notifies PMMSB to contract work using CM to expose the drain. CM is unavailable and AMP staff is given task to locate leak and complete repair (01/09).

- **Provide response - tenant monitor program**

Response: AMP staff is waiting for additional information, including but not limited to the following: contract agreement, roles and responsibilities, interview process, rent waiver, effect on reexamination process for rent waiver (is the rent waiver considered income, etc), distribution of tenant roster, etc.

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 12/31/08

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of October			No. and duration of Repairs to Elevator between 7/1/07 to 12/31/08			Start Date	Date or Estimated Completion of Major Repair	Total Repair Cost as of Report Date
				Less than one day	2 to 7 days	More than 7 days	Less than one day	2 to 7 days	More than 7 days			
Kuhio Park Terrace A	Family	1					24	3	2			$ 112,378.75
		2		5			20	4	2			$ 68,027.85
		3					2					$ 2,475.06
Kuhio Park Terrace B	Family	4	Parts used to repair #5	Cannot be repaired.					1	06/29/07	Cannot be repaired.	
		5		Cannot be repaired. Elevator is down since 08/26/08			12	1	2			$ 138,931.39
		6					41					$ 5,362.50
Paoakalani	Elderly	1					2					
		2					1		1			$ 17,038.90
Kalakaua Home	Elderly	1		1			14	1	1			
		2					5	1				$ 14,538.60
Ho`olulu Elderly	Elderly	1							1			$ 12,140.20
		2					3					
Kalanihuia	Elderly	1					13	1	1			$ 27,626.25
		2					15					137.5
Kamalu Elderly	Elderly	1					5	2	1			$ 9,330.00
		2					3					
Makamae	Elderly	1		1			4		1			$ 2,722.51
		2		1			2					
Makua Alii	Elderly	1		1			9	2	1			$ 137.50
		2					3					
Punchbowl Homes	Elderly	1					8	2				$ 23,350.78
		2					6	1	1			$ 137.50
Banyan St Manor	Family	1					3					$ 2,722.51
Hale Poai	Elderly	1		1			8	2				$ 137.50
		2		1			3					
Halia Hale	Elderly	1					1					$ 3,323.02
Kulaokahua	Homeless	1		1			5					
Laiola	Elderly	1					1					
		2					4					
Pumehana	Elderly	1					6	2				$ 17,726.24
		2					5					$ 240.63
Salt Lake Apts	Family	1					2					$ 23,350.78
Wilikina Apts	Family	1					5	1				$ 3,323.02
		2					4					$ 17,038.90
Total		34		12	0	0	247	24	15			
											Total Cost for Repairs to date	$ 502,197.88

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 1/9/09

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS

Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Kuhio Park Terrace A	Family	1	1964	44	271	16	3		$4,152,919	To be funded w/ FY08 Elevator CIP	Sep-07	Jun-10	Oct-10
		2	1964	44							Sep-07	Nov-10	May-11
		3	1981	27							Sep-07	May-09	Apr-10
Kuhio Park Terrace B	Family	4	1964	44	298	16	3			To be funded w/ FY08 Elevator CIP	Sep-07	May-09	Apr-10
		5	1964	44							Sep-07	Jun-10	Oct-10
		6	1981	27							Sep-07	Nov-10	May-11
Kalanihuia	Elderly	1	1968	40	151	15	2		$520,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-09	Nov-09
		2	1968	40							Aug-08	Dec-09	Mar-10
Kalakaua Home	Elderly	1	1983	25	221	10	2		$650,000	To be funded w/ FY09 Elevator CIP	Aug-08	Feb-10	May-10
		2	1983	25							Aug-08	Jun-10	Sep-10
Punchbowl Homes	Elderly	1	1961	47	144	7	2		$400,000	To be funded w/ FY09 Elevator CIP	Aug-08	Nov-10	Feb-11
		2	1961	47							Aug-08	Mar-11	Jun-11
Paoakalani	Elderly	1	1970	38	151	17	2		$550,000	To be funded w/ FY09 Elevator CIP	Aug-08	Feb-10	May-10
		2	1970	38							Aug-08	Jun-10	Sep-10
Pumehana	Elderly	1	1972	36	139	21	2		$540,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-09	Nov-09
		2	1972	36							Aug-08	Dec-09	Mar-10
Makua Alii	Elderly	1	1967	41	211	20	2		$540,000	To be funded w/ FY09 Elevator CIP	Aug-08	Feb-10	May-10
		2	1967	41							Aug-08	Jun-10	Sep-10
Salt Lake Apts	Family	1	1970	38	28	8	1		$750,000	To be funded w/ FY09 Elevator CIP	Aug-08	Feb-10	May-10

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 1/9/09

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Makamae	Elderly	1	1971	37	124	4	2		$630,000	To be funded w/ FY09 Elevator CIP	Aug-08	Nov-10	Feb-11
		2	1971	37							Aug-08	Mar-11	Jun-11
Hale Poai	Elderly	1	1989	19	206	7		2	$320,000	To be funded w/ FY09 Elevator CIP	May-09	Oct-09	Mar-10
		2	1989	19							May-09	Dec-09	May-10
Halia Hale	Elderly	1	1995	13	41	5		1	$255,000	To be funded w/ FY09 Elevator CIP	May-09	Oct-10	Mar-11
Laiola	Elderly	1	1991	17	108	6		2	$220,000	To be funded w/ FY09 Elevator CIP	May-09	Dec-09	Feb-10
		2	1991	17							May-09	Mar-10	May-10
Kulaokahua	Homeless	1	1992	16	30	3		1	$60,000	To be funded w/ FY09 Elevator CIP	May-09	Oct-09	Mar-10
Ho`olulu Elderly	Elderly	1	1994	14	112	7		2	$245,000	To be funded w/ FY09 Elevator CIP	May-09	Oct-10	Mar-11
		2	1994	14							May-09	Dec-10	May-11
Kamalu Elderly	Elderly	1	1993	15	109	7		2	$240,000	To be funded w/ FY09 Elevator CIP	May-09	Oct-10	Mar-11
		2	1993	15							May-09	Dec-10	May-11
Wilikina Apts	Family	1	1977	31	119	9							
		2	1977	31									
Banyan St Manor	Family	1	1977	31	55	3							
	TOTAL	34			2,518	181	21	10	$10,072,919				
	Average age of elevators			31									

EXECUTIVE CHAMBERS

HONOLULU

LINDA LINGLE
GOVERNOR

December 12, 2008

The Honorable Barack Obama
President-Elect
Presidential Transition Team
Washington, D.C. 20270

Dear President-Elect Obama:

Thank you for your December 3, 2008 letter. I regret I was not able to attend your meeting in Philadelphia with my fellow Governors. I appreciate this opportunity to provide Hawaii's perspective on the unique challenges ahead for our nation and state.

I have been closely following the work of your incoming Administration in addressing our economic challenges and commend your efforts. I share your commitment to re-vitalize our nation with a particular focus on funding infrastructure projects and agree that this form of investment can provide both long-term economic stability and immediate job growth.

My Administration has worked over the past 60 days in partnership with key political, community, labor, and business stakeholders to implement a 5-point economic action plan for Hawaii that includes substantial infrastructure funding. I welcome a collaborative effort with your Administration to identify specific projects eligible for federal funding that would reinforce these and other initiatives.

A key priority of our 5-point economic plan complements your focus on the immediate infusion of dollars into our economy for infrastructure improvements. We have specific projects that we would like to propose as a part of your economic initiative package that would stimulate private sector investment. Attached is a list of "ready-to-go" projects that are currently unfunded. I would like to discuss these projects in further detail with you or with Mr. Nick Rathod at your earliest convenience.

The remaining four points of our economic action plan focus on increased tourism outreach and marketing, lowering business fees and providing tax relief, attracting private investment, especially in energy and maximizing federal dollars and partnerships.

On December 8, 2008, I met with Senator Daniel Inouye to discuss some of these initiatives and will continue to work closely with him and other Congressional leaders in the weeks ahead. Our discussion focused on meeting the needs of our state well into the future. We agreed that Hawaii is uniquely positioned to be a national, if not worldwide, leader in many

areas. We spoke about renewable energy and 21st technology such as the expansion of our broadband infrastructure, both of which Senator Inouye has been a strong supporter and long-time advocate. I am told you share much of his passion for these issues. We also shared some of our plans for a highway modernization program and several highway projects that are critical in providing congestion relief to our kamaaina, tourists, and our business community. Additionally, modernizing our aging public housing stock will bolster the construction industry and provide long term benefits to low-income residents. These kinds of projects and initiatives will assist in moving Hawaii forward as well as preserving a way of life that is cherished by us all.

As you know, Hawaii is uniquely positioned to play a key role in reestablishing America's economic prosperity. Just days prior to your meeting with the Governors, I returned from a 10-day trip to Asia as part of our 5-point economic action plan. The purpose of my trip was to meet with key Asian leaders to reaffirm confidence in Hawaii's economy.

Countries throughout Asia are looking to the United States to reestablish financial stability around the world. I believe Hawaii's cultural diversity and level of familiarity and comfort of our Asian partners uniquely position the Aloha State to facilitate your Administration's efforts to attract foreign investment back to the United States. I would specifically like to offer my and my Cabinet's assistance in this effort.

I understand you will be returning to Hawaii for the holidays. Should your schedule permit, I would welcome the opportunity to meet with you to discuss these proposals further.

The opportunities before us are enormous and I look forward to working with you to take full advantage of them.

I wish you and your family peace and happiness during this holiday season.

Sincerely,

LINDA LINGLE

Attachment

Hawaii Public Housing Authority --Stimulus Request

Priority	Hawaii Public Housing Authority Modernization & Extraordinary Maintenance Federal Public Housing Needs with No Current Source of Funding	DESIGN TO BE COMPLETED	ESTIMATED CONSTRUCTION BUDGET
1	**Kuhio Park Terrace, Honolulu, HI** -- Sewerline Replacement for 614 Units and Renovation of 46 Units	March 2009	$6,280,000
2	**Kahekili Terrace, Maui, HI** --Spalling and Roof Repairs, Solar Water Heating System Replacement, Weatherproofing/Painting -- 82 Units	January 2009	$3,446,740
3	**Makua Alii, Honolulu, HI** -- Concrete and Structural Repairs to Elderly Highrise -- 221 Units	April 2009	$6,677,556
4	**Mayor Wright Homes, Honolulu, HI** -- Roof Repairs and Replacement of Solar Water Heating System -- 364 Units	February 2009	$7,528,571
5	**Kalihi Valley Homes, Honolulu, HI** - (Phase IV) Retaining Wall/Foundation Restoration, and Renovation -- 22 Units 3 Buildings	May 2009	$6,136,400
6	**Kaahumanu Homes, Mayor Wright Homes, Wahiawa Terrace, Kuhio Park Terrace and Kauiokalani, Oahu, HI** - Roof Repairs -- 251 units	May 2009	$2,446,072
7	**Makani Kai Hale, Maui, HI** - Upgrade Electrical Distribution System, Roof and Siding Repairs, Weatherproofing/Painting and ADA Renovations -- 24 units;	January 2009	$2,218,003
	Total		**$34,733,342**

Request to Legislature - 1st year (2008-09 Legislature)
CIP APPROP. REQUEST FY2010-2011 BIENNIUM

NOTE: ALL PROJECTS REQUESTED ARE IN PROGRESS

					Request to Legislature - 1st year (2008-09 Legislature) CIP APPROP. REQUEST FY2010-2011 BIENNIUM			
					Total, yr 1		Total yr 2	
					B09 4xxK (D)	B09 4xxK (C)	B10 4xxK (D)	B10 4xxK (C)
	FUTURE PROJECTS (FUNDING APPROPRIATION TO BE REQUESTED) FY10-11		Cofund		500	7413	1000	9000
1	- Kuhio Park Terrace: Sewer Repair (Const)	Improve sewer system at high rise to eliminate sewage backup into 56 1st & 2nd floor units, and to repair the units. In design phase CMS 08-24		C		4500		5000
2	- Kekaha Ha'aheo Ph. 2 - Large Capacity Cesspool Conversions (Const)	Conversion of Large Capacity Cesspools to comply with EPA regs In design phase CMS 08-14	720	C		1513		
3	- Hale Aloha O`Puna ADA units & mod (Const)	Roofing improvements, asbestos abatement, ADA modifications, interior renovations, exterior repair and paint.		C		1400		
4	- Lanakila Homes Physical improvements (Design)	Match HUD Development Funds, Develop Phase 3b		D	200			
	- (Const)		CFP/RHF 3032.281	C				1600
5	- School St Bldg A Hazmat Abatement (design)	Abate asbestos in Bldg A. Design to be procured (start in FY10)		D	300			2000
	(const)			C				
6	- Ke Kumu Elua: Roofing & Interior Repairs	Repair roofs, exterior paint, interior paint. Includes Repairs of Earthquake Damage		C			130	1200
7	- Various Physical improvmts for Homeless (Const)	Site and Building Improvements for Exterior repairs at Nakolea and Weinberg Village, Waimanalo		C				200
8	- Hale Nana Kai O Kea Physical improv. (Design)	Site and Building Improvements for ADA accessibility, Exterior repairs and paint, Roof improvements, Window upgrades (Design FY11)		D			120	
9	- Salt Lake Apartments Bldg Improvements (Design)	Improve and renovate plumbing and electrical systems, kitchen and baths, and Hazmat abatement (Design FY11)		D			400	
10	- Hale Hoolulu Physical improvements (Design)	Site and Building Improvements for ADA accessibility, Exterior repairs and paint, Roof improvements, Emergency call system upgrades (Design FY11)		D			50	
11	- Puahala Homes I, II, III & IV Abatement and modernization (Design)	Lead based paint and asbestos abatement, kitchen and bath renovations, ADA modifications (Design FY11)		D			200	
12	- Piilani Homes Physical improvements (Design)	Site and Building Improvements for ADA accessibility, hazmat abatement, interior renovation, including kitchen and bath (Design FY11)		D			50	

RESULTS OF EVICTION REFERRALS

July 2007 – December 2008

	REFERRALS								
	TOTAL	REASON FOR REFERRAL		RESULT OF EVICTION REFERRAL					
MONTH		Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
July 07	21	11	10	9	3	2	0	7	14
Aug 07	12	7	5	2	5	2	1	2	10
Sept 07	13	7	6	6	1	0	0	6	7
Oct 07	13	5	8	6	3	2	0	2	11
Nov 07	21	15	6	12	3	1	1	4	17
Dec 07	3	2	1	1	0	1	1	0	3
Jan 08	10	10	0	5	3	0	0	2	8
Feb 08	10	9	1	3	2	1	0	4	6
Mar 08	7	6	1	2	1	1	0	3	4
Apr 08	30	27	3	9	13	0	1	7	23
May 08	14	11	3	4	6	0	0	4	10
June 08	12	9	3	6	2	0	1	3	9
July 08	0	0	0	0	0	0	0	0	0
Aug 08	13	9	4	5	2	0	1	5	8
Sept 08	14	12	2	4	2	1	3	4	10
Oct 08	22	15	7	5	7	0	2	8	14
Nov 08	14	10	4	9	2	0	1	2	12
Dec 08	11	10	1	7	2	0	0	2	9
TOTALS	240	175	65	95	57	11	12	65	175

Contract & Procurement Office
Monthly Status Report for December 2008

Solicitations Issued in December 2008:

Solicitation No.	Project	Bid Opening/Proposal Deadline
RFI-HPB-2008-31	Provide tenant based rental assistance, short term rental assistance, permanent housing placement, and supportive services under the Housing Opportunities for Persons with AIDS (HOPWA) Program in the counties of Hawaii, Kauai and Maui.	January 23, 2009
RFI-HPB-2008-32	Provide shelter and supportive services to homeless individual and families under the Emergency Shelter Grant program in the counties of Hawaii, Kauai, and Maui.	January 23, 2009

Contracts Executed in December 2008:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
ASO 07-02 Supp. Agreement No. 2	Emphasys Computer Solutions Maintenance of Emphasys system (Flex/Elite) January 1, 2009 to December 31, 2009	$57,789.99	$424,591.13
CMS 08-26 Supp. Agreement No. 2	Constructors Hawaii, Inc. Physical Improvements – Lanakila Homes December 11, 2008 to March 21, 2009	$37,453.00	$956,293.00
CMS 08-32 Supp. Agreement No. 1	Artistic Builders Corp. Repair 24 vacant units – Maui December 9, 2008 to February 7, 2009	$32,416.64	$427,327.11
CMS 08-38	Ameresco/Pacific Energy Energy Investment Grade Audit January 16, 2009 to July 16, 2009	n/a	$151,436.00
CMS 08-09 Supp. Agreement No. 1	Koga Engineering & Construction Large Capacity Cesspool Conversion – Kaimalino December 17, 2008 to January 2, 2009	$7,484.00	$509,684.00
CMS -08-39	SSFM International, Inc. Structural Investigation and repairs – Makua Alii December 18, 2008 to November 22, 2011	n/a	$361,238.00
HPS 08-27	Catholic Charities Kawaihae Education & Employment Program February 1, 2008 to January 31, 2009	n/a	$41,788.00
HPS 06-52 Supp. Agreement No. 2	Alternative Structures International dba Ohana Ola O Kahumana Construction of Community Center December 1, 2008 to November 30, 2009	No-cost Extension	$2,100,000.00
HPS 08-28	Alternative Structures International dba Ohana Ola O Kahumana Provide services at various homeless shelters on the leeward coast October 1, 2008 to July 31, 2009	n/a	$1,111,727.00

Status Reports:

1. Sale of Wilikina Apartments

   a. The Dept of the Attorney General (AG) is finalizing the re-draft of the purchase and sales agreement with a targeted completion date of January 2009.
   b. Upon completion of the draft purchase and sales agreement by the AG's, the HPHA will review and forward the agreement to the HPHA's real estate advisor, Alvarez & Marsal Real Estate Advisory Services (A&M) for review by the potential buyer.
   c. Upon finalization of the purchase and sales agreement by the HPHA and potential buyer, the agreement will be executed.
   d. The potential buyer will then proceed with obtaining the necessary financing for the purchase which may include bonds and tax credits.
   e. Target date for completion of the sale has been revised to August 2009.
   f. Staff shall continue to communicate with and monitor A&M's activities to avoid delay of the sale of the property.

2. Sale of Banyan Street Manor

   a. Staff has completed its review of the draft Request For Proposal.
   b. RFP issuance date – January 2009.
   c. Staff will continue to communicate with and monitor A&M's activities to avoid any delay of the issuance of the RFP.

3. Sale of Vacant Parcel, Hana, Maui:

   a. Hana Coast Realty has received inquiries from two interested parties.
   b. Hana Coast Realty has recommended clearing of the parcel to increase the value of the parcel.
   c. Staff will continue to communicate with Hana Coast Realty, the real estate broker for the sale of the vacant parcel in Hana.

Section 8 Subsidy Programs Branch
Program Report

As of December 31, 2008

Federal Housing Choice Voucher (Section 8) Program

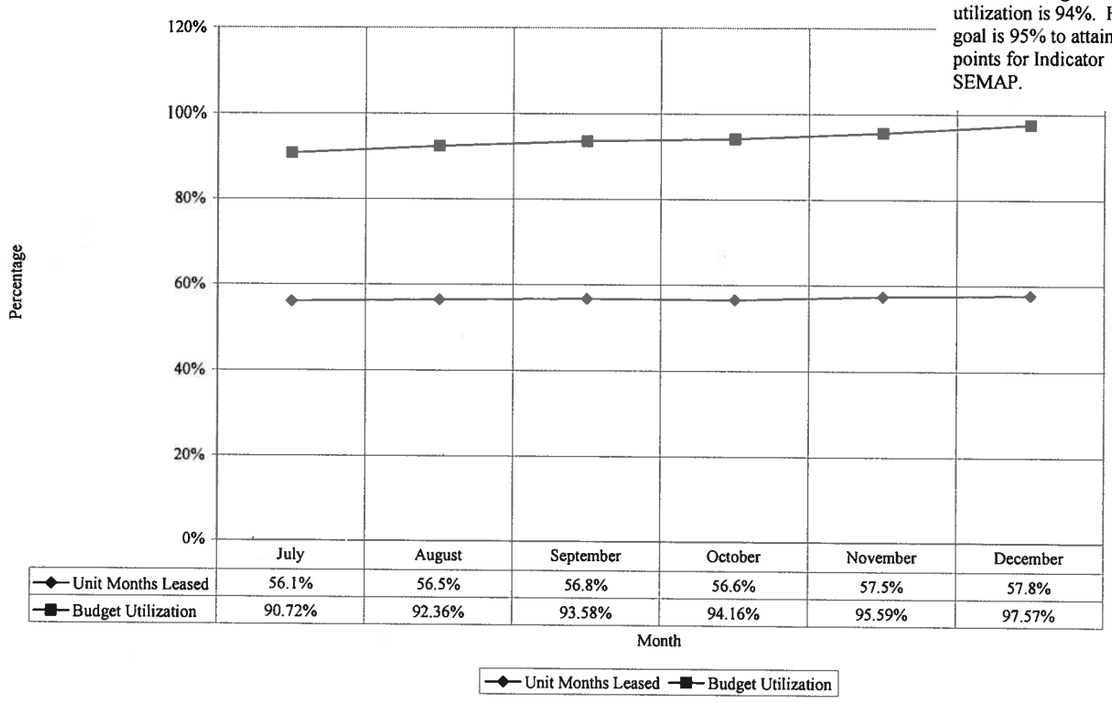
2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly voucher lease up is 1,739 or 56.87% of the total 3,058 baseline vouchers.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 94.0% of the total annual allocated budget of $18,994,788 or $1,582,899 per month.
- The monthly average per unit cost subsidy is $855.00 per month. The amount reflects the difference between what the family pays towards rent and the approved payment standard. Payment standards vary among bedroom sizes.
- December 2008 subsidy payments show a 1.98% monthly increase in subsidy expenditures from the previous month and a .3% increase in voucher usage.
- 5 Housing Choice Vouchers were issued for December 2008, bringing total FY 2009 voucher issuances to 51.
- The values for previous reports may not be the same as currently reported due to retroactive adjustments in lease up and subsidy payments.
- The anticipated budget authority for January and February 2009 is $1,499,441. The amount falls short of the average HAP expenses of $1,528,712. The unspent HAP reserves for CY2008 of $1,804,711 should be sufficient to cover FY 2009 HAP expenses.
- The anticipated prorated share of HAP budget authority has been calculated at 95% of the eligible allotment for CY 2009 as reported by the Department of Housing and Urban Development, Financial Management Center. However, the Branch will attempt to reach and maintain a 95% to 98% of the budget authority without exceeding 100% of the budget authority as Congress has yet to approve the CY 2009 budget.

Monthly Report (Monthly Snapshots)

FY 2009 Section 8 Budget Utilization and Unit Months Leased

Current average budget utilization is 94%. HPHA's goal is 95% to attain 15 points for Indicator 13 in SEMAP.



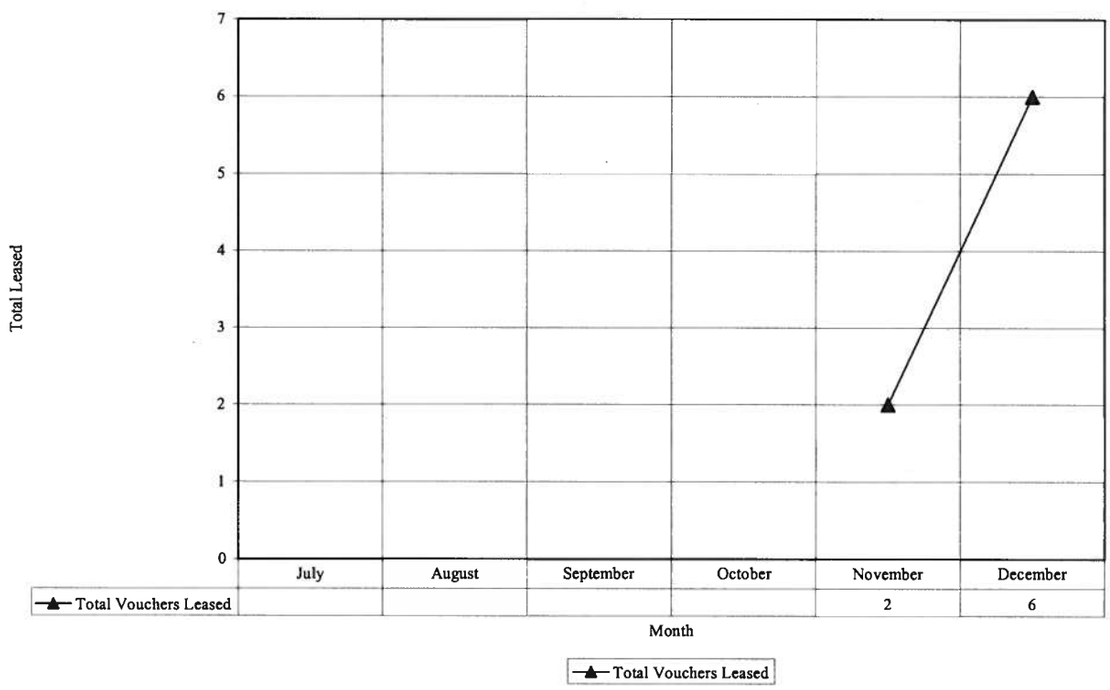
	July	August	September	October	November	December
Unit Months Leased	56.1%	56.5%	56.8%	56.6%	57.5%	57.8%
Budget Utilization	90.72%	92.36%	93.58%	94.16%	95.59%	97.57%

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

- HPHA has been awarded 70 Veterans Affairs Supportive Housing Vouchers to assist Veterans with housing assistance.
- Eligible applicants under this program are referred to HPHA from Veteran Affairs.
- Veterans Affairs coordinator has referred 4 families for December 2008. The Branch issued 4 VASH vouchers and 5 veteran families were able to attain housing assistance. To date, a total of 6 veteran families are receiving VASH assistance. VA has another 10 veteran families on their pending list to refer to this Branch.

Monthly VASH Report (Monthly Snapshots)

FY 2009 VASH Vouchers



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

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

	Indicator	Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
1	Wait List Selection (>98% = 15)	Wait List Selection Policies & procedures in place and being followed	15	15	15	Applicants are pulled from the Waiting List in compliance with the Hawaii Administrative Rules Chapter 15-185.
2	Reasonable Rent (>98% = 20; 80-97% = 15)	Procedure in place and being followed to document that rents are comparable to other units in census tract at initial lease up and annual recertification	20	15	20	HPHA's rent comparable data base is updated on a real time basis and reasonable rent is done during lease-up and re-certification. Random audits will be performed to ensure full compliance. 78% files contain no errors. EmPHAsys (ECS) Elite contains a rent comparable module to assist the HQS inspectors when making this determination and improving on this indicator.
3	Adjusted Income (>90% = 20; 80-89% = 15)	Rent computations to determine adjusted income being done accurately	20	15	20	Rent computations are formulated via ECS and backed up by manual calculations. This procedure is automated. Section 8 recipients' (S8R) file audits (10%) are conducted to ensure accuracy of the calculation. Current error rate is at 78%, however, the full quarter has not been reviewed as there is a time lag of two months to review tenant files.
4	Utility Allowance	Maintain and utilize current utility allowance rates (for each county)	5	5	5	All utility allowance schedules have been made current.
5	Housing Quality Standards (HQS) Control	Perform management inspection on 10% of units as quality control.	5	5	5	Although all the required inspections have not been completed, each month based on initial inspections, 2% of the inspections are reviewed.
6	HQS Enforcement	Enforce that landlords correct any emergency situations found during HQS inspections within 24 hours, non-emergency in 30 days	10	0	10	An extremely small percentage of the units have life threatening deficiencies reported during the HQS inspections. The Housing Inspectors immediately call to inform the landlord of all the deficiencies (life threatening and non-life threatening). Furthermore, a copy of the report and corrective actions required is mailed shortly thereafter. The inspectors schedule a follow-up inspection to ensure compliance. Any deficiencies that have not been corrected within 15 days, the HQS clerk contacts the owner/landlord to ensure that corrections were made or not. If corrections not made after 30 days, the HAP will be abated.

	Indicator	Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
7	Expand Housing Opportunities	Encourage landlord participation in minimal and poverty participating areas through outreach strategies	5	5	5	HPHA and the City & County of Honolulu, will co-sponsor a Landlord Outreach Seminar in 2009. The date has not been determined. These seminars are for landlords, property managers and service providers.
8	Fair Market Rent (FMR) Limit & Payment Standards	At least 98% of gross rents are less than or equal to current FMR or Payment Standard	5	5	5	HUD has issued a 2009 FMR update and HPHA has updated the payment standard equivalent to approximately 95% of the FMR. Exception is that for studio units, 100% of the FMR will be used to assist the elderly and disabled households. The intent is to assist families with overcoming high rent barriers.
9	Annual Re-examinations (<5% = 10; 5-10% = 5)	Complete annual recertification on time / less than 5% overdue	10	10	10	PIC SEMAP indicator shows 100% or number of families reported to be in compliance with annual re-certifications completed timely.
10	Tenant Rent Calculations	Calculations are done correctly / error rate of less than 2%	5	5	5	Monthly QC will determine whether tenant rent calculations are within the 2% error rate report.
11	Pre-contract HQS (<2%)	98% of units must pass HQS inspection before lease signed	5	5	5	QC audits will indicate whether a unit passed inspection before HAP payments are made.
12	Annual HQS Inspection	Each unit must be inspected annually / error rate of less than 2%	10	10	10	PIC Ad Hoc reports will determine whether unit inspected was completed with 12 months. QC audits will back up data.

	Indicator	Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
13	Lease Up (>98% = 30; 95-97% = 15)	Maximize lease up and utilization of Section 8 budget allocation.	20	0	15	As of 12/31/2008: **Adjusted Voucher Lease-Up Analysis:** Mainstream (175 / 175 or 100%) Section 8 (2,883 / 1,591 or 55.2%) VASH (70/6 or 8.6%) **Lease-Up (3,128/1,772 or 56.6%)** **Budget Authority to date ($10,445,990/$9,497,394 or 94.0%)** Improvement strategies • Increase payment standard to 95% of FMR. This will increase S8R opportunity to find affordable housing. • Continue to mass contact applicants on wait list and to conduct mass orientations. • Exhaust the "homeless" preference applicants to reach lease in placed applicants. • HUD is operating under a Continuing Resolution at this time and is authorized to only spend at the FY 2008 levels and in accordance with the requirements of the FY 2008 Appropriations Act. The estimated eligibility for all PHA has been totaled and compared to funds available to determine a standard pro-ration, which has been applied to each PHA's eligibility; that pro-ration was approximately 95%. Based on this information, HPHA will receive $87,440 less for the month of January and February 2009. Should the trend continue, the HCV program anticipates meeting indicator 13.
14	FSS (Oahu) (>80% & 30% escrow = 10; 60-79% & 30% escrow = 8; >80% & <30% escrow, or <60% & >30% escrow = 5; 60-79% & <60% escrow = 3)	Maximize enrollment up to budget allocation	10	8	8	The FSS coordinator has been receiving newly leased up referrals to increase the FSS program participants. It is anticipated to have 86 families under contract.
			145	103	138	
15	Deconcentration Bonus (Oahu)	Utilize Section 8 Vouchers to deconcentrate urban areas of poverty	5	5	0	PIC information not available. Points will be determined at the end of the FY 2009.
TOTAL SCORE PLUS BONUS POINTS			**150**	**108**	**138**	

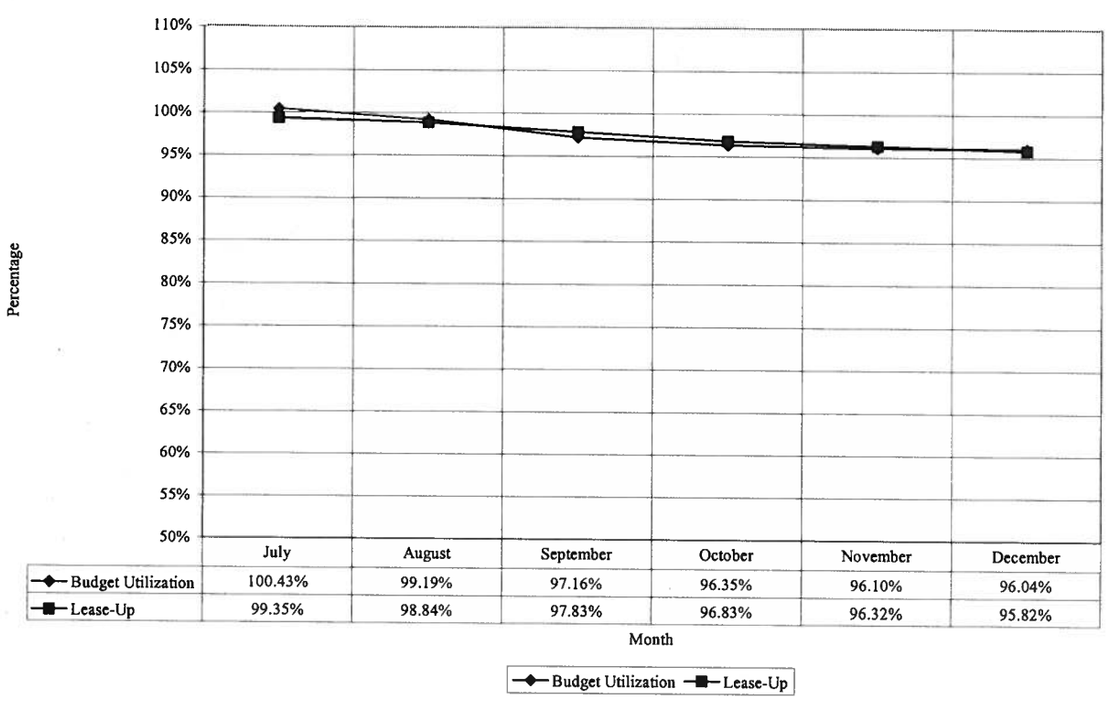
State Rent Supplement Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly lease up is 387 families or 97.54% of the total 396 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 97.54% of the total annual allocated budget of $924,720 or $77,060 per month.
- The monthly average per unit cost subsidy is $194.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of $230.00 per month.
- December 2008 Rent Supplement Subsidy payments show a .06% monthly decrease in from the previous month due to 2 families who left the program, which caused a reduction in the budget utilization.
- The program is expecting one family to complete their contract in late December or early January 2009.
- For FY 2010, the Department of Human Services anticipates elimination of 3 permanent general funded positions. Should personnel is loss due to elimination of these positions, the Branch would have to reduce the amount of eligible Rent Supplement assisted families to approximately 340 families.
- The values for previous reports may not be the same as the current reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Rent Supplement Program Budget Utilization and Lease Up



	July	August	September	October	November	December
Budget Utilization	100.43%	99.19%	97.16%	96.35%	96.10%	96.04%
Lease-Up	99.35%	98.84%	97.83%	96.83%	96.32%	95.82%

HOMELESS PROGRAMS BRANCH
January 15, 2009

I. ACCOMPLISHMENTS

A. Shelter Management

	Total Number of units:	Number of Vacant Units:	Wait List:
1. Weinberg Village Waimanalo (Waimanalo, Oahu) Family Shelter	30	1	57 families
2. Nakolea (McCully, Oahu) Working singles	88	2	1 individual
3. Kulaokahua (Makiki, Oahu) Single homeless seniors	29	0	36 families
4. Next Step Shelter (Kakaako, Oahu) Emergency shelter for singles & families	175	0	n/a
Next Step – Puahala	14	0	n/a
5. Onelau'ena (Kalaeloa, Oahu) Emergency shelter for singles/families	64 family/2 dorms	3 single beds/ 2 units	89 singles/ 36 families
6. Onemalu (Kalaeloa, Oahu) Transitional shelter for singles/families	44	4	108 families
7. Hale Ulu Pono (Kalaeloa, Oahu) Homeless mentally ill singles	72	6 beds	24
8. Paiolu Kaiaulu (Leeward Oahu) Emergency shelter for singles and families	125	6 singles	n/a
9. Kumuhonua (Kalaeloa, Oahu) Transitional shelter for adult familes Currently taking applications	69		
10. Ulu Ke Kukui (Leeward Oahu) Transitional shelter for families Currently taking applications	80		

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

1. Dedication and blessing of Kumuhonua and Ulu Ke Kukui was held on December 17, 2008. Governor Linda Lingle and Comptroller Russ Saito were special guest speakers at both events.

2. Lease documents for both Ulu Ke Kukui and Kumuhonua were completed and signed.

C. Federal Programs

1. Working with the three rural counties to produce a draft of the New Five Year Consolidated Plan for the years 2010 to 2014. The first draft must be completed by January 2009.

2. Coordinating with the four counties to execute the bi-annual statewide homeless point-in-time count for the last week of January 2009. Cleaning up the shelter data in HMIS and training outreach staff on all islands in preparation for the count.

3. Initiating the Request for Information and application forms for Emergency Shelter Grants and Housing Opportunities for Person with AIDS.

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

Branch	Section	Total Full Time Positions Civil Svc	Exempt	Total	Occupied	Vacant	% Vacant	Active Recruitment Yes	No
Office of the Executive Director		5	3	8	8	0	0.00%	0	0
		5	3	8	8	0	0.00%	0	0
Planning and Evaluation Office		1	2	3	1	2	66.67%	0	2
		1	2	3	1	2	66.67%	0	2
Compliance Office		1	3	4	2	2	50.00%	1	1
		1	3	4	2	2	50.00%	1	1
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	0	2
	Acctg Sec	10	0	10	6	4	40.00%	0	4
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	2	0	0.00%	0	0
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		20	1	21	14	7	33.33%	0	7
Information Technology		1	5	6	3	3	50.00%	0	3
		1	5	6	3	3	50.00%	0	3
Personnel Office		4	1	5	4	1	20.00%	0	1
		4	1	5	4	1	20.00%	0	1
Procurement Office		5	4	9	5	4	44.44%	1	3
		5	4	9	5	4	44.44%	1	3
Construction Mgt. Branch		2	0	2	1	1	50.00%	1	0
	CMS	3	0	3	2	1	33.33%	1	0
	CMS I	2	7	9	5	4	44.44%	0	4
	CMS 2	4	3	7	6	1	14.29%	0	1
	DSS	1	2	3	2	1	33.33%	0	1
		12	12	24	16	8	33.33%	2	6
Homeless Branch	Homeless	1	10	11	10	1	9.09%	1	0
		1	10	11	10	1	9.09%	1	0
Section 8 Branch	Sec 8 Office	2	0	2	2	0	0.00%	0	0
	Insp Unit	1	7	8	6	2	25.00%	0	2
	Rent Sub Sec 1	14	0	14	10	4	28.57%	0	4
	Rent Sub Sec 2	13	0	13	6	7	53.85%	0	7
		30	7	37	24	13	35.14%	0	13
Property Management & Maint. Services Branch	PMMSB	3	2	5	1	4	80.00%	1	3
	MGT SEC	2	0	2	2	0	0.00%	0	0
	APP	7	0	7	5	2	28.57%	1	1
	RSS	3	8	11	7	4	36.36%	0	4
	PMCS	2	5	7	4	3	42.86%	0	3
	CMSS	23	0	23	19	4	17.39%	0	4
	OAHU 1	25	0	25	20	5	20.00%	1	4
	OAHU 2	28	0	28	21	7	25.00%	2	5
	OAHU 3	35	0	35	29	6	17.14%	3	3
	OAHU 4	27	0	27	21	6	22.22%	4	2
	OAHU 5	30	0	30	21	9	30.00%	3	6
	HAWAII 7	16	0	16	14	2	12.50%	1	1
	KAUAI 8	10	0	10	8	2	20.00%	2	0
	MAUI 9	13	0	13	10	3	23.08%	1	2
		224	15	239	182	57	23.85%	19	38
TOTAL		**305**	**67**	**372**	**273**	**99**	**26.61%**	**24**	**75**

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
January 05, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
COMPLIANCE OFFICE						
103020	EX	N	T	Chief Compliance Officer	SRNA	Advertised on HPHA website and SHRM.
41041	CS	W	P	Secretary I	SR12	No action; cost savings.
	FISCAL MANAGEMENT OFFICE					
41253	CS	N	P	Secretary II	SR14	No action; cost savings.
98903K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
		ACCOUNTING SECTION				
41252	CS	N	P	Accountant IV	SR22	No action; cost savings.
46278	CS	W	P	Accountant II	SR18	Unable to fill; state funded.
22265	CS	W	P	Account Clerk III	SR11	Unable to fill; state funded.
111496	CS	N	P	Accountant III	SR20	No action; cost savings.
		ASSET MANAGEMENT STAFF				
96908K	T	N	P	Office Assistant III	SR10	No action; cost savings.
HEARINGS OFFICE						
100913	EX	N	T	Hearings Officer	SRNA	89day appt.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
	PROCUREMENT OFFICE					
117691	EX	N	T	Contract Specialist	SRNA	No action; cost savings.
100882	EX	N	T	Contracts & Procurement Officer	SRNA	HPHA staff temporarily assigned.
31664	CS	W	P	Procurement & Supply Specialist II	SR20	No action; cost savings.
96903K	CS	N	P	Office Assistant II	SR10	No action; cost savings.
	CONSTRUCTION MGMT BRANCH					
25649	CS	N	P	State Housing Dev Administrator	EM07	Received eligilbe listing; pending interviews.
2800	CS	W	P	Secretary II	SR14	No action; cost savings.
102205	SH	N	T	Student Helper II	NA	No action; cost savings.
		CONSTRUCTION MGMT SECTION				
5857	CS	N	P	Secretary II	SR14	No action; cost savings.
			CONSTRUCTION MGMT UNIT 1			
103024	EX	N	T	Contract Administrator	SRNA	No action; cost savings.
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	State funded unable to fill.
100202	EX	W	T	Project Engineer	SRNA	State funded unable to fill.
102383	EX	N	T	Project Engineer	SR26	No action; cost savings.
			CONSTRUCTION MGMT UNIT 2			
102676	EX	W	T	Engineer (Building) IV	SRNA	State funded unable to fill.
			DEVELOPMENT SUPPORT SECTION			

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
January 05, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
	HOMELESS PROGRAM BRANCH (HPB)					
103011	EX	A	P	Homeless Program Specialist	SRNA	Continuous recruitment.
	INFORMATION TECHNOLOGY OFFICE					
51820	CS	N	T	Office Assistant III	SR08	No action cost savings.
100388	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
106429	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
	PERSONNEL OFFICE					
51784	CS	N	T	Office Assistant III	SR08	No action; cost savings.
	PLANNING AND EVALUATION OFFICE					
107934	EX	N	T	Housing Planner	SRNA	No action; cost savings.
98902K	EX	N	P	Office Assistant III	SR 10	No action; cost savings.
	PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH					
101072	CS	N	T	Public Hsg Mgr VII	SRNA	Pending recommendation.
96904K	EX	N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
96905K	CS	N	T	Secretary II	SR14	No action; cost savings.
32210	CS	W	P	Office Assistant III	SR08	No action; cost savings.
		CENTRAL MAINTENANCE SERVICES				
5968	CS	N	P	Welder I	BC10	No action; cost savings.
5647	CS	A	P	Office Assistant IV	SR10	State funded unable to fill.
8756	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
PMMSB-MS-APPLICATION SERVICES UNIT						
9648	CS	N	P	Public Hsg Spclt II	SR18	Pending eligible listing from DHS.
117850	CS	N	T	Public Hsg Spclt II	SR18	Pending request from PMMSB
		Asset Management Project 30 (MU 1)				
5636	CS	N	P	Public Housing Spclt II	SR18	No action; cost savings.
6171	CS	N	P	Account Clerk II	SR08	No action; cost savings.
42292	CS	N	P	Social Service Asst IV	SR11	selection made; pending start date.
6791	CS	N	P	General Laborer II	BC03	No action; cost savings.
4940	CS	N	P	General Laborer I	BC02	Employee retired 12/31/08.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
105756	TA	N	T	General Laborer I	SRNA	No action; cost savings.
		Asset Management Project 31 (MU 2)				
5855	CS	W	P	Secretary I	SR12	Stated funded unable to recruit.
30242	CS	N	P	Office Assistant III	SR08	Pending request to fill and updated position description from manager.
11626	CS	N	P	Building Maintenance Worker II	WS09	Pending interview date.
10879	CS	N	P	Building Maint. Worker I	BC09	No action; cost savings.
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
32407	CS	N	P	General Laborer I	BC02	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
January 05, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
105752	TA	N	T	Janitor II	BC02	No action; cost savings.
101119	TA	N	T	General Laborer I	BC02	No action; cost savings.
101137	TA	N	T	Janitor II	BC02	No action; cost savings.
101128	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
		Asset Management Project 32/33 (MU 3)				
5035	CS	N	P	Public Housing Suvr IV	SR22	Pending request to fill from PMMSB.
9619	CS	N	P	Secretary I	SR12	Ee retired 12/30/08.
6286	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
46195	CS	N	P	Social Service Asst IV	SR11	Pending request to fill from PMMSB.
8834	CS	N	P	Bldg Maint Wkr I	BCO9	No Action; cost savings.
10541	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
		Asset Management Project 34 (MU4)				
6693	CS	W	P	Public Hsg Spvr IV	SR22	State funded unable to fill.
23696	CS	W	P	Public Hsg Spclt II	SR18	State funded unable to fill.
6728	CS	N	P	Building Maint Wkr I	BC09	Start date 1/16/09.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.
8842	CS	N	P	Painter I	BC09	Pending eligible listing from DHS.
12703	CS	N	P	General Laborer I	BC03	Interviews completed; pending recommendation.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
119175	CS	N	T	Building Maint. Wkr I	BC09	Interviews scheduled for 1/12/09.
		Asset Management Project 35 (MU 5)				
41238	CS	N	P	Bldg. Maint. Wkr II	WS09	Employee retired 12/31/08.
23574	CS	N	P	Bldg. Maint Wkr I	BC09	Pending request to fill from Manager.
5640	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
10866	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
43948	CS	N	P	General Laborer II	BC03	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	State funded unable to fill.
41666	CS	N	P	Public Hsg Spclt II	SR18	Employee promoted to PHS IV (AMP 35)
8846	CS	N	P	Bldg. Maint. Wkr I	BC09	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
		Asset Management Project 37 (MU 7)				
6931	CS	N	P	Bldg. Maint. Supervisor	F109	Pending Start Date
8719	CS	N	P	Secretary I	SR12	No action; cost savings.
28995	CS	N	T	Public Housing Specialist I	SR16	No action; cost savings.
101123	TA	N	T	Social Services Aide I	SRNA	Start date 1/2/09
119121	CS	N	T	Building Maint Worker I	BC09	Interviews completed non-selection.
		Asset Management Project 38 (MU 8)				
8830	CS	N	P	Secretary I	SR12	Interview completed;pending hire date.
41349	CS	N	P	Public Housing Supervisor III	SR20	Pending request to fill from mgr.
102241	TA	N	T	General Laborer I	SRNA	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
January 05, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
		Asset Management Project 39 (MU 9)				
23050	CS	N	P	Public Hsg Spvr III	SR20	No action; cost savings.
6352	CS	N	P	Secretary I	SR12	No action; cost savings.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	IVA posted by 12/28/08/closes 01/07/09.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Clerk I	SR04	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
		PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)				
102048	EX	W	P	Property Management Specialist	SR22	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	State funded unable to fill.
96903K	EX	N	T	Office Assistant III	SRNA	No action; cost savings.
		RESIDENT SERVICES SECTION				
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
51818	CS	N	T	Office Assistant III	SR08	No action; cost savings.
103036	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SR05	No action; cost savings.
	SECTION 8 - INSPECTION UNIT					
101214	EX	N	T	Lead Housing Inspector	99	No action; cost savings.
100572	EX	N	T	Housing Inspector	SRNA	No action; cost savings.
101130	TA	N	T	Office Assistant II	SR04	No action; cost savings.
		RENT SUBSIDY SECTION 1				
29009	CS	N	P	Office Assistant III	SR08	No action; cost savings.
23029	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
28657	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
46983	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
		RENT SUBSIDY SECTION 2				
28654	CS	N	T	Office Assistant III	SR08	No action; cost savings.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
23103	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
111465	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111467	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111468	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111469	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant II	SRNA	No action; cost savings.

Reviewed and Approved by the Executive Director
January 15, 2009

FOR INFORMATION

SUBJECT: Discussion on Transitioning All Public Housing Projects on Kauai From Private Management to State Management

I. FACTS

A. West Kauai has been privately managed by private management contractors since 1994 when the Hawaii Housing Authority made an effort to reduce the number of units within the state managed area for greater efficiency and manageability due to the extensive relocation and construction work that resulted from Hurricane Iniki. It also allowed the agency to introduce new management concepts and ideas from the private sector.

B. In 2006, HUD required conversion of all projects to Asset Management Projects (AMP). The island of Kauai is currently made up of two management units, East Kauai with 6 projects (1 state funded) for a total of 166 units and West Kauai with 5 federal projects and a total of 181 units. Due to the total number of units and private management cost, it was determined that it would be cost effective to have AMP38 managed by State employees, rather than contracted out.

II. DISCUSSION

A. It was intended that the State would take over the management of West Kauai in 2007, however, the staffing for the area was not completed in time and a short term contract was issued. The private management companies were informed that the basis for the short term contract was to allow time to transition back to State managed operations.

B. Management, Inc. is the current contractor and their contract will expire on June 30, 2009. The current annual contract cost for salaries, benefits, insurance and management fees are $454,368.36.

C. The proposed staffing to be added to the AMP would include the following positions and the estimated cost is $340,667.

Additional Positions:

1) Deputy Manager
2) Public Housing Specialist II
3) Building Maintenance Worker I
4) Building Maintenance Worker I
5) Building Maintenance Helper
6) General Laborer

Attachments: Attachment A – Contractor Price Proposal
Attachment B – AMP 38 Proposed Additional Staffing

Prepared by: Sandra Kouchi, AMP 38 Manager and Glori Inafuku, Housing Compliance and Evaluation Specialist

Reviewed by: Stephanie L. Fo, Acting Property Management and Maintenance for Services Branch Chief

Exhibit A - Amended Budget

Contract No. PMB 08-03
Supplemental No. 1
Property Management and Maintenance Servcies - MU 41
Price Proposal

	Management, Inc. - Price Proposal July 1, 2008 - June 30, 2009	
	Monthly	Annual
Administrative Salaries:		
Manager	$ 4,300.00	$ 51,600.00
Housing Specialist	$ -	$ -
Clerk	$ 2,400.00	$ 28,800.00
Total Admin. Salaries	$ 6,700.00	$ 80,400.00
Admin. Payroll Taxes	$ 830.80	$ 9,969.60
Total Admin. Expenses	**$ 7,530.80**	**$ 90,369.60**
Maintenance Salaries:		
Working Foreman	$ 3,939.00	$ 47,268.00
Maintenance Worker II	$ 3,712.00	$ 44,544.00
Maintenance Worker II	$ 3,080.00	$ 36,960.00
General Laborer	$ 2,769.00	$ 33,228.00
Total Maint. Salaries	$ 13,500.00	$ 162,000.00
Maint. Payroll Taxes	$ 1,674.00	$ 20,088.00
Total Maint. Expenses	**$ 15,174.00**	**$ 182,088.00**
Admin./Maint. Benefits		
Payroll Medicare	$ 322.00	$ 3,864.00
Medical Insurance	$ 3,150.00	$ 37,800.00
TDI	$ 167.00	$ 2,004.00
Workers Comp Insurance	$ 1,671.00	$ 20,052.00
Total Admin./Maint.Benefits	**$ 5,310.00**	**$ 63,720.00**
Management Fee	$ 8,910.23	$ 106,922.76
Liability Insurance	$ 319.00	$ 3,828.00
Auto Insurance	$ 225.00	$ 2,700.00
Total Management Fee	**$ 9,454.23**	**$ 113,450.76**
Additional Expenses (Negotiated w/HPHA)		
Travel	$ 250.00	$ 1,500.00
Office Supplies	$ 270.00	$ 3,240.00
Total Additional Expenses	**$ 520.00**	**$ 4,740.00**
TOTAL PRICE PROPOSAL	**$ 37,989.03**	**$ 454,368.36**

Attachment B

Asset Management Project 38 Staffing
Additional Staffing

Position	Position Title	Status	Location	New Position Title	Salary + Fringe Benefits
96905K	Secretary I	T	PMMSB	Public Hsg Specialist IV	$ 64,262.16
96903K	Office Assistant	T	PMMSB/Contracts Section	Public Hsg Specialist II	$ 54,973.08
8756	Building Maint. Worker I	P	Central Maint.	Building Maint. Worker I	$ 61,791.84
17576	Building Maint. Worker I	P	Central Maint.	Building Maint. Worker I	$ 61,791.84
15486	General Laborer I	P	AMP 35	No redescription	$ 46,326.96
10541	Building Maint. Worker I	P	AMP 32/33	Builidng Maint. Helper	$ 51,521.40
				Total:	**$340,667.28**

Reviewed and Approved by the Executive Director CT
January 15, 2009

FOR INFORMATION

SUBJECT: Process for Performance Monitoring and Appraisals of Asset Management Project (AMP) Managers

I. FACTS

A. The Property Management and Maintenance Services Branch (PMMSB) is required to conduct performance appraisals for all staff. All of the AMP Managers have their performance monitored under the State's Performance Appraisal System (PAS) as required by the Department of Human Resources Development.

B. Section 76-41, Hawaii Revised Statutes states that the purpose of the PAS is to evaluate the performance of employees in the civil service system and to improve employee performance. The PAS is not a tool to discipline employees for misconduct or willful violation of agency policy.

C. In addition, the PMMSB monitors an AMP's progress towards meeting agency goals and compliance with federal and State requirements through monthly desk and site monitoring reviews.

II. DISCUSSION

A. HPHA Performance Appraisals

All AMP Managers are required to meet with the Property Management and Maintenance Services Branch Chief (or appropriate supervisor) regarding their performance appraisal.

1. New hires are put on a 6 month probationary period.
2. Once a new hire completes the 6 month probationary period, the PAS is done on an annual basis.
3. Goals and expectations are discussed with employees at the beginning of the rating period.
4. Throughout the rating period, supervisors monitor their staff's performance and any substandard performance is documented. Supervisors are required to provide coaching and training with the goal of improving performance. Continued monitoring occurs during this evaluation period.
5. Supervisors must continue on-going communication, and provide feedback on an employee's performance, including recognition for performance that exceeds expectations.

Included in Attachment A is the PAS overview and employee performance appraisal form.

B. Substandard Improvement Plan

1. After discussing with an employee his/her failure to perform and substandard performance continues, the HPHA must issue the employee a written "Notice to Improve Performance" memo. The employee is provided a reasonable period of time to improve (up to 3 months) to bring performance to a satisfactory level. Extensions to the improvement period may be given at the discretion of the HPHA.

2. If an employee fails to improve, the HPHA has three options: 1) demotion; 2) transfer; or 3) termination. Termination is usually used as the last option and the HPHA must demonstrate that the feasibility of transferring or demoting an employee to another position for which the employee qualifies was considered prior to termination.

C. Monitoring of Program Goals

1. The PMMSB has established objectives for each AMP. AMP monitors conduct desk and site visit reviews on a monthly basis to evaluate an AMP's progress. If deficiencies are identified by the AMP monitors, the AMP staff are required to implement corrective actions and report back to the AMP monitors. Attachment B is the monthly monitoring report form.

2. In addition, the PMMSB works with staff from the U.S. Department of Housing and Urban Development (HUD) who also conduct regular desk and site monitoring. By doing regular monitoring, HUD is able to immediately identify compliance issues which require corrective action and training.

3. The AMP facilities are also inspected on an annual basis by an independent party contracted by HUD to review HPHA's facilities, exterior grounds, and major systems. Known as REAC (Real Estate Assessment Center) inspections, AMPs are rated on a numeric rating system. A score of less than 60 (out of a possible 100) means that an AMP has failed the inspection.

D. Contract Administration

1. AMPs operated under a private management contract are monitored on a monthly basis using the same objectives as established for State managed properties. Attachment C is the monitoring report form for the privately managed AMPs.

2. Private management agents are not evaluated using the State's Performance Appraisal System.

E. Trainings for Managers

1. During the December 18, 2008 meeting, the Board was provided a copy of training classes that the AMP Managers attended.

2. Future training includes:

a. Scheduled

Communication Skills - Train the Trainer January 13, 2009. The training will be held from 8:15 a.m. to 12:00 noon.

PIH EIV System & Security Awareness Training, February 11-12, 2009.

"Unlawful Harassment in Employment: A Briefing for Supervisors" January 13 or February 17, 2009

b. Planned

Monday Morning Leadership	-	DHRD
7 Habits of Effective Managers	-	DHRD
Exploring Behavioral Styles	-	DHRD
Workplace Violence	-	DHRD
Improving Communication	-	DHRD
Unlawful Sexual Harassment	-	DOH
Workplace Investigation 101	-	DHRD
Handling Difficult Interactions	-	DHRD
Mediation Skills	-	DHRD
Beyond Basic Facilitation	-	DHRD

Attachments:

Attachment A - Employee Performance Appraisal
Attachment B - Monthly AMP Review Form
Attachment C - HPHA Property Management and Maintenance Services Branch AMP Monthly Monitoring Report

Prepared by: Stephanie L. Fo, Acting Property Management and Maintenance Services Branch Chief SF

Attachment A

State of Hawai'i
EMPLOYEE PERFORMANCE APPRAISAL

HRD 526 (Rev. 9/05)

Section #1

Name of Employee | Position Title

XXX-XX-

Social Security No. | Position No. | Salary Range/Step | Bargaining Unit

HUMAN SERVICES

Department | Division/Branch

Section #2

PERFORMANCE APPRAISAL CATEGORIES & EXPECTATIONS

(Complete this section by the beginning of the rating period.)

a. Goals/Projects: List any specific goals/projects, unless noted on other documents, to be accomplished during this rating period.

Supervisor's Signature | Date

b. Supervisor's discussion with employee: My current job description, job related performance requirements, and the Performance Appraisal System process have been discussed with me. I received a copy of the PAS Summary for Employees.

Employee's Signature | Date

Section #3

OVERALL RATING

(Complete at the end of the appraisal period)

Appraisal:

☐ Initial Prob ☐ New Prob ☐ Annual ☐ Partial Annual

Appraisal Period:

From: To:

☐ **Exceeds Expectations**
☐ **Meets Expectations**
☐ **Does Not Meet Expectations**

Section #4

SIGNATURES UPON COMPLETION OF PERFORMANCE APPRAISAL

Employee's Acknowledgement/Comments:

My performance for the rating period has been discussed with me. I understand that I may rebut this rating by attaching my comments.

My signature does not necessarily mean agreement.

(Check if comments attached.) ☐

Employee's Signature | Date

Supervisor's Certification:

This rating was discussed with the employee on the following date:

Supervisor's Signature | Date

Signature of Reviewing Officer | Date

Signature of Appointing Authority | Date

SUMMARY INSTRUCTIONS FOR COMPLETING THE EMPLOYEE PERFORMANCE APPRAISAL FORMS, HRD 526, 527, 528, and 529

(Refer to Performance Appraisal System Supervisory Manual, Revised July 2001, for more detailed information)

Section #1:

- Review preprinted information for errors. Check with your Departmental Personnel Office before changing/adding information.

Section #2: *Phase I - Performance Planning, Communication of Performance Expectations/Requirements, and Goals/Projects*

- List any special goals/projects (related to employee's class of work), unless noted on other documents, to be completed during the rating period. If additional goals/projects are set during the rating period or original goals/projects are changed, discuss them with your employee at the time.
- Additional categories (i.e., "Optional" categories) may be selected if they apply to the employee's position by placing a checkmark (✓) in the appropriate boxes before meeting with the employee. Blue-collar non-supervisory workers should be rated on Performance Categories 1-5 only (i.e., "Fixed" categories), unless you strongly feel some of the "Optional" categories are applicable.
- Meet with the employee at the beginning or shortly after the start of the rating period to discuss how the PAS works. Explain the Performance Categories and your expectations/requirements to the employee. Explain how the employee can get an "Exceeds Expectations" rating.
- Inform the employee that if he/she gets a "Does Not Meet Expectations" rating in even one "Significant Category," noted by asterisk ("*"), the "Overall Rating" will be "Does Not Meet Expectations".
- Ask employee to sign.[1]

Sections #5 & 6: *Phase II - Performance Monitoring and Coaching*

- Observe, monitor, and coach the employee throughout the rating period.
- Talk to the employee throughout the rating period about his/her work performance.
- Record on the Supervisor's Discussion Notes Form, HRD 529, (SDN) significant incidents of outstanding and/or substandard work performance. If the notes describe performance problems/deficiencies, be sure to follow the steps in the PAS Supervisory Manual under "Documentation." Discuss these notes with the employee and ask him/her to initial the form.[1] Give the employee a copy of any notes describing performance problems/deficiencies.
- Encourage the employee to talk with you throughout the rating period about any job-related questions or concerns.

Sections #3, 4, 5: *Phase III - Completion of the Appraisal*

- Review the following and other relevant documents, which can help you to objectively rate the employee.
  - Performance expectations/requirements established in Phase I, Performance Planning.
  - Performance Categories, especially the Significant Categories of Quality & Quantity & Timeliness.
  - Supervisor's Discussion Notes (HRD 529).
  - Conditions beyond the employee's control that may have affected the employee's performance.
- Complete Section #3, "Overall Rating," based on the Final Ratings for the "Significant Categories."
  - An Overall "Exceeds Expectations" rating must be supported by notes on the SDN.
  - An Overall "Does Not Meet Expectations" may not be given unless the employee was first given a "Notice to Improve Performance" and given a reasonable period, up to three months, to bring the employee's performance to a satisfactory level.
  - You may use the "Supervisor's Comments" column to make any general employee performance comments.
- Set up a meeting with your employee to discuss the rating.
  - Encourage feedback from your employee.
  - Allow the employee to make written comments or a rebuttal on a separate sheet.
  - Have the employee sign Section #4.[1]
- Begin Phase I again for the next rating period.
- Give the employee a copy of the appraisal forms after the Reviewing Officer and the Appointing Authority sign the form.

---

[1] In phases I, II, & III if the employee does not wish to sign/initial the form, note: "Employee does not wish to sign/initial." You may ask a witness to date/sign, if necessary. Be careful the witness does not see confidential information.

Appraisal Period:

Name of Employee _____ Social Security No. XXX-XX- _____ From: _____ To: _____

Section #5 **PERFORMANCE CATEGORIES FOR *WORKERS* AND *WORKING SUPERVISORS*** **(BLUE COLLAR; WHITE COLLAR; REGISTERED PROFESSIONAL NURSE; INSTITUTIONAL, HEALTH & CORRECTIONAL WORKER; FIREFIGHTER; PROFESSIONAL & SCIENTIFIC)** Significant Categories are noted by "*"	**FINAL RATING** Expectations: Exceeds	Meets	Does Not Meet	**SUPERVISOR'S COMMENTS** At the end of the rating period, use this column to make any general comments on the employee's performance.
***QUALITY OF WORK** Worker Usually: completes assigned work in accordance with work expectations. For example, work is usually accurate, neat, and/or complete. 1	☐	☐	☐	
***QUALITY OF WORK UNIT OUTPUT** Working Supervisor Usually: work unit completes assigned work in accordance with work expectations. For example, work unit output is usually accurate, neat, and/or complete.	☐	☐	☐	
***QUANTITY & TIMELINESS OF WORK** Worker Usually: produces amount of work in accordance with work expectations; completes work on schedule. 2	☐	☐	☐	
***QUANTITY & TIMELINESS OF WORK UNIT OUTPUT** Working Supervisor Usually: work unit produces amount of work expected; completes work on schedule.	☐	☐	☐	
THE CATEGORIES BELOW MAY AFFECT THE RATINGS FOR QUALITY, QUANTITY & TIMELINESS				
RELIABILITY & INITIATIVE Usually: accepts responsibility; is flexible and, when requested, adjusts to varying job situations; and/or initiates work independently, as required for the job. 3	☐	☐	☐	
RELATIONSHIPS WITH OTHERS Usually: works well with supervisor, team members, and/or others on assignments; accepts suggestions for improvement; is cordial when serving the public; and/or provides information, help, and/or coverage to others when needed. 4	☐	☐	☐	
SAFETY & USE OF EQUIPMENT Worker Demonstrates possession and application of the knowledge of safety practices, rules, and procedures of the profession; uses and operates equipment in a safe manner; and maintains tools, equipment and other apparatus, including office related equipment, in a safe and acceptable manner. 5	☐	☐	☐	
Working Supervisor Instructs and monitors subordinates to follow safety rules and regulations.	☐	☐	☐	

HRD 527 (Rev. 9/05)

Section #5 (Page 2) **PERFORMANCE CATEGORIES FOR *WORKERS* AND *WORKING SUPERVISORS***	Exceeds	Meets	Does Not Meet	**SUPERVISOR'S COMMENTS**
CHECK ADDITIONAL CATEGORIES BELOW IF APPLY TO EMPLOYEE				
☐ **COMMUNICATION** Worker Usually: demonstrates oral and/or writing skills as required for the job. 6	☐	☐	☐	
Working Supervisor Usually: demonstrates oral and/or writing skills as required for the job; and/or demonstrates open communication by sharing information and encouraging subordinate participation/feedback.	☐	☐	☐	
☐ **JOB KNOWLEDGE** Usually: demonstrates knowledge of theoretical, practical, and/or routine aspects of present job in accordance with work expectations; works with minimal direction; applies the correct instructions, guidelines, policies, procedures, and rules to assigned work; remains up-to-date on current trends in the profession; offers ideas, concepts, techniques, and/or creative solutions; and/or seeks new approaches to simplify and/or improve procedures, techniques, and processes. 7	☐	☐	☐	
☐ **PROBLEM SOLVING & DECISION MAKING** Usually: identifies and clearly defines problems as they arise; accumulates and analyzes relevant information; uses discretion/judgement to select workable solutions to problems; presents alternative solutions when making recommendations; and/or gets opinions of others, when needed. 8	☐	☐	☐	
☐ **PLANNING, ORGANIZATION, SETTING PRIORITIES** Usually: prioritizes assignments satisfactorily to minimize crisis situations; shows foresight to prevent potential problems and works in contingencies when making short- and/or long-term plans; proposes and reviews benchmarks to monitor work progress and makes work plan adjustments as needed; and/or follows up on assignments. 9	☐	☐	☐	
☐ **OTHER** (Add, if needed) 10	☐	☐	☐	
ALSO COMPLETE CATEGORIES BELOW FOR WORKING SUPERVISOR				
SUPERVISION Usually: monitors work unit progress; provides adequate direction, training, and coaching to staff; takes/recommends the appropriate corrective and/or disciplinary action when needed; provides needed help and/or training for employees with performance problems; encourages career growth for staff members; and/or provides equal opportunity/treatment in all aspects of supervision. 11	☐	☐	☐	
APPRAISING SUBORDINATES Usually: follows performance appraisal policies, guidelines, and procedures; communicates performance expectations at the beginning of the rating period; oversees and monitors employee performance; and/or rates subordinates (or recommends ratings) objectively, on time, and on work expectations. 12	☐	☐	☐	

EMPLOYEE PERFORMANCE APPRAISAL
SUPERVISOR'S DISCUSSION NOTES

HRD 529 (Rev. 9/05)

Section #6

Appraisal Period:

_____	XXX-XX- _____	From: _____	To: _____
Name of Employee	Social Security Number		

INSTRUCTIONS

1. Use this sheet to keep a record of employee performance throughout the rating period, especially incidents of ***outstanding*** and/or ***substandard*** work performance.
2. Indicate the Performance Category number from Section #5 in the first column (e.g., the number of Quality of Work Unit Output is #1).
3. Be sure to have *timely* discussions with your employee for all notes made. If a notation describes ***substandard performance/ deficiencies,*** you must also:
   A. Give the employee suggestions on how to improve performance. If suggestions are given ***orally***, you must also include the following phrase in the notation: "I discussed with you suggestions for improvement." (Do not add to or modify this statement.) If suggestions are given in ***writing***, you must note the specific suggestions either on this form or on a separate sheet of paper that must be attached to this form, and
   B. Include in the notation efforts made to retrain your employee, and
   C. Be sure to advise your employee that he/she may rebut your notation by attaching a separate sheet of paper describing the rebuttal, and
   D. Give the employee a copy of this form each time a notation describing substandard performance is made.
4. Ask your employee to initial next to your notes to confirm your discussion with him/her.
5. At the end of the rating period, review your notes to help you to determine the Final Rating for each Performance Category and/or the Overall rating.
6. Attach this form to the other appraisal forms at the end of the rating period only if there are performance notes.

Indicate Performance Category # From Section #5	Discussion Date	Notes	Notes were discussed with me. I was given the opportunity to rebut substandard performance notes. Employee Initials & Date
		I discussed with you suggestions for improvement. See attached supervisors discussion notes.	
		I discussed with you suggestions for improvement. See attached supervisors discussion notes.	
		I discussed with you suggestions for improvement. See attached supervisors discussion notes.	

PERFORMANCE APPRAISAL SYSTEM (PAS) OVERVIEW

The law states that there must be a performance appraisal system for State employees. Section 76-41, Hawaii Revised Statutes, states that the purpose of the system is to ***evaluate*** the performance of employees in the civil service system and to ***improve*** employee performance. The PAS is used as the basis for evaluating whether employees in the civil service meet performance requirements for their positions.

This will only happen if employees and supervisors have good communication about performance expectations and requirements. The PAS gives supervisors the tools to set up clear communication and understanding with your employees.

The performance appraisal process is divided into ***three phases****:

☞**PHASE I** – ***Performance Planning, Communication of Performance Expectations/Requirements and Goals/Projects***

Planning takes place by, or shortly after, the **beginning** of the performance appraisal period. Supervisors should meet with their employees to discuss:

- Duties of the job
- PAS Performance Categories and how they relate to performance expectations/requirements and any specific goal/projects
- Importance of the "Significant" Performance Categories (Quality and Quantity/Timeliness of Work) and its impact on an Overall Rating
- How an employee can get an Overall Rating of "Meets Expectations"

Discussion should give employees a clear understanding of performance expectations. Be sure that employee has a copy of the "PAS Summary for Employees."

☞**PHASE II** – ***Performance Monitoring and Coaching***

This should be practiced throughout the appraisal period. To coach effectively, you should:

- Observe and develop supervisor's discussion notes for *significant* incidents
- Communicate regularly and clearly with employee. Discussions should provide information about: 1) specific performance deficiency(ies); 2) ongoing work expectations; and 3) supervisory assistance, as appropriate.

☞**PHASE III** – ***Completion of the Appraisal***

This phase comes at the end of the rating period. You must evaluate the employee's performance for the entire rating period and must:

- Complete the appraisal forms
- Conduct the performance appraisal conference with the employee

**reference:* *Performance Appraisal System, Supervisory Manual, pg. 5-6*

Due Date: **15th of each month**

MONTHLY AMP REVIEW

Site: _____
Date: _____

Manager Present for Site Visit ☐ Yes ☐ No
Other staff present, specify _____ ☐ Yes ☐ No

GROUNDS/ EXTERIOR

Signage visible	☐ Yes	☐ No	Signage presentable	☐ Yes	☐ No
Parking lot clean	☐ Yes	☐ No	Gates/ fences presentable	☐ Yes	☐ No
Dumpsters presentable	☐ Yes	☐ No	Dumpster area free of debris	☐ Yes	☐ No
Lawn/Trees/Shrubs neat/green	☐ Yes	☐ No	Trees/Shrubs dead/missing	☐ Yes	☐ No
Building exterior clean	☐ Yes	☐ No	Building exterior damage	☐ Yes	☐ No
Roof concerns – describe below	☐ Yes	☐ No	Pavement in good cond.	☐ Yes	☐ No
			Presence of graffiti	☐ Yes	☐ No

COMMON AREAS

Laundry Room clean	☐ Yes	☐ No	Damage	☐ Yes	☐ No
Lights Operating	☐ Yes	☐ No	Machines Operating	☐ Yes	☐ No
Money collected recently	☐ Yes	☐ No	Community room presentable	☐ Yes	☐ No
Community room rules posted	☐ Yes	☐ No	Safety Guidelines Followed	☐ Yes	☐ No
Gates/Fences secured	☐ Yes	☐ No	Elevators operational	☐ Yes	☐ No
Elevators clean	☐ Yes	☐ No			

MAINTENANCE SHOP

Clean/ organized	☐ Yes	☐ No	Storage areas well maintained	☐ Yes	☐ No
Inventory organized	☐ Yes	☐ No	On-call closet stocked	☐ Yes	☐ No
P. M. schedule current	☐ Yes	☐ No	Doors and windows secured	☐ Yes	☐ No
Shop free of safety hazards	☐ Yes	☐ No	Safety equipment available **(Gloves, dust mask, goggles, etc)**	☐ Yes	☐ No

MARKETING

Vacant units "sparkled" ☐ Yes ☐ No
Resident Selection Plan posted or in Application Package ☐ Yes ☐ No

OFFICE

Presentable/organized	☐ Yes	☐ No	Staff appearance appropriate	☐ Yes	☐ No
Fair Housing a nd Employment material posted	☐ Yes	☐ No			

Expenses and Income

Petty Cash Reconciliation	☐ Yes	☐ No	Purchase Orders logged and filed	☐ Yes	☐ No
Number of invoices on hand _____			Age of oldest invoice on hand _____		
Open Payables Reviewed	☐ Yes	☐ No	Cash Flow: Income on Budget	☐ Yes	☐ No
Expenses on Budget	☐ Yes	☐ No			

If no, Explanation: _____

Review of **Delinquencies**: AMOUNT CHARGED _____ AMOUNT RECEIVED _____ GOAL% _____ ACTUAL% _____

Comments:

Number of accounts with rent balance more than 90 days _____ Number referred to hearings _____
Number of accounts with rent balance more than 60 days _____ Number referred to hearings _____

Incident/Police Reports and monthly crime stats reviewed with manager ☐ Yes ☐ No
Monthly crime stats/ police reports reviewed with Security Patrol Rep ☐ Yes ☐ No
If no, why not? _____

Due Date: **15th of each month**

MONTHLY AMP REVIEW

WORK ORDERS

Emergency Work Order issues: _____

Work Order Log: Call residents with recent work orders to confirm completion and resident satisfaction.

Acceptable _____ # Unacceptable_____ Number of outstanding work orders: _____

Comments: _____

Charging for damages ☐ Yes ☐ No Emergencies Abated within 24 hours ☐ Yes ☐ No

APPLICATIONS/RECERTS

# of applications approved _____ # of applications pending _____ Total # of applications _____

Applications checked for accuracy ☐ Yes ☐ No List: _____

Recertification's processed timely ☐ Yes ☐ No TOTAL # COMPLETED ____ _ TOTAL OVER DUE ____

If no list reason _____

Re-certs checked for accuracy _____

VACANCY ANALYSIS

Confirm Move-ins ☐ Yes ☐ No Confirm Move-outs ☐ Yes ☐ No

Confirm Vacants ☐ Yes ☐ No Confirm Notices ☐ Yes ☐ No

Occupancy % _____

FILES

Attached are completed file audit forms for units (minimum of 3)

Files audited (unit/name) _____/_____, _____/_____, _____/_____

Applicant files audited: _____/_____, _____/_____, _____/_____

VACANT UNITS

Vacant units inspected: _____, _____, _____, _____, _____, _____, _____

Date unit vacant: ⇓_____, ⇓_____, ⇓_____, ⇓_____, ⇓_____, ⇓_____, ⇓_____

Vacant unit's condition matches condition stated on Vacancy Analysis ☐ Yes ☐ No

Do the vacant units match the List of Vacant Units from EMPHASYS? ☐ Yes ☐ No

Have any units been vacant for more than 20 days ☐ Yes ☐ No

If yes, please identify and explain: _____

Problem Areas: _____

_____

Solution: _____

_____

Completed file audit forms for at least 3 units, Vacancy Report and Vacancy Status Report from Emphasys must be attached. **For any item with an unfavorable answer, notes must be written above or attached.**

Pictures Attached ☐ Yes ☐ No ☐ N/A

List of other attachments: _____

Reviewed with Manager ☐ Yes ☐ No

Manager's Initials _____Date _____

_____ _____

Supervisor's Signature Date

HPHA – Property Management and Maintenance Services Branch
AMP Monthly Monitoring Report

Date: _____

Contractor: _____ Contract No. _____

AMP No.: _____ Management Fee MO/YR: _____

ADMINISTRATIVE REQUIREMENTS

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Supervisor's Review	10%				
Re-exams	5% or below				
EIV Discrepancy	Due by End of Month				
Community Service	At placement and annually reviewed				
Crime Reports	Incidents logged and semi annual reporting				
Pre-Rent Run	Due by Rent Run				
Occupancy Rate	95% or greater				

HPHA – Property Management and Maintenance Services Branch
AMP Monthly Monitoring Report

RENT COLLECTION & TENANT ACCOUNT RECEIVABLES

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Delinquency Rate	6% or below				Current Tenant Status Report
90 Day Accounts	All accounts following rent collection policy				Aged Receivables

VACANT UNIT TURNOVER

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Total Turnover Days/# of Placements	20 Days or less				PHAS Unit Turnaround Report

WORK ORDERS

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Emergency Work Orders	Closed/ Abated within 24 hrs		**N**		PHAS Work Order Worksheet
Non-Emergency Work Orders	Average Closed within 25 Days or Less				PHAS Work Order Worksheet

HPHA – Property Management and Maintenance Services Branch
AMP Monthly Monitoring Report

ROUTINE AND PREVENTIVE MAINTENANCE

Inspections	Scheduled	Completed	Satisfactory (Y/N)	Corrective Action Plan	Comments
Units					Annual Inspections Report
Buildings					Annual Inspections Report
Site					Annual Inspections Report

UNIT, COMMON AREA & GROUNDS

Site Visit Date	Site Name	Conducted by	Satisfactory(Y/N)	Corrective Action Plan	Comments

HPHA – Property Management and Maintenance Services Branch
AMP Monthly Monitoring Report

MANAGEMENT FEE CALCULATION:

MONTHLY FEE: _____

WITHHOLDING:

Administrative: _____
Rent Collection: _____
Unit Turnover: _____
Work Orders: _____
Routine and Preventive Maint.: _____
Unit, Common Area, Grounds: _____

Total Withholding: _____

NET MANAGEMENT FEE: _____

Report Completed by: _____ Phone No._____

OIC Signature: _____ Phone No. _____

Reviewed and Approved by the Executive Director CT
January 15, 2009

FOR INFORMATION

SUBJECT: Status of Contract with Ameresco for an Energy Performance/Investment Grade Audit of Federal Housing Projects

I. FACTS

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

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

C. A kick-off meeting was held on December 3, 2008. Participants at that meeting were key members of the Ameresco consultant's team, representatives from the Department of Housing and Urban Development (HUD), Mr. David Birr, Special Energy Consultant retained by the Department of Business Economic Development and Tourism (DBEDT) and HPHA staff.

D. Included at Attachment A is the schedule discussed at the kick-off meeting on December 3, 2008.

E. Included at Attachment B is the scope of work (pages 1 to 5) excerpted from the executed contract between HPHA and Ameresco.

II. DISCUSSION

A. Cost of Energy Audit. Ameresco will be compensated in an amount not to exceed $151,436.00 for the completion of an investment grade energy audit.

The current contract between the HPHA and Ameresco covers the investment-grade energy audit only. After completion of the investment-grade energy audit, the HPHA and the contractor will consider the development of an Energy Services Agreement (ESA) to implement cost effective energy conservation measures.

If the HPHA decides to accept the investment grade audit and NOT pursue any energy conservation measures under an ESA with Ameresco, the HPHA will pay Ameresco the contract amount of $151,436.00. If the HPHA proceeds to negotiate and execute an ESA the cost for the ESA will be covered under the energy saving generated.

B. Schedule/HPHA Board Action. Based on the current schedule, the staff will provide a progress report to the HPHA Board in April 2009. In June 2009, the staff will present recommended projects based on the results of the investment grade energy audit.

Attachments: Attachment "A" – Energy Audit Schedule
Attachment "B" – Scope of Work, Energy Performance Contract – Energy Audit

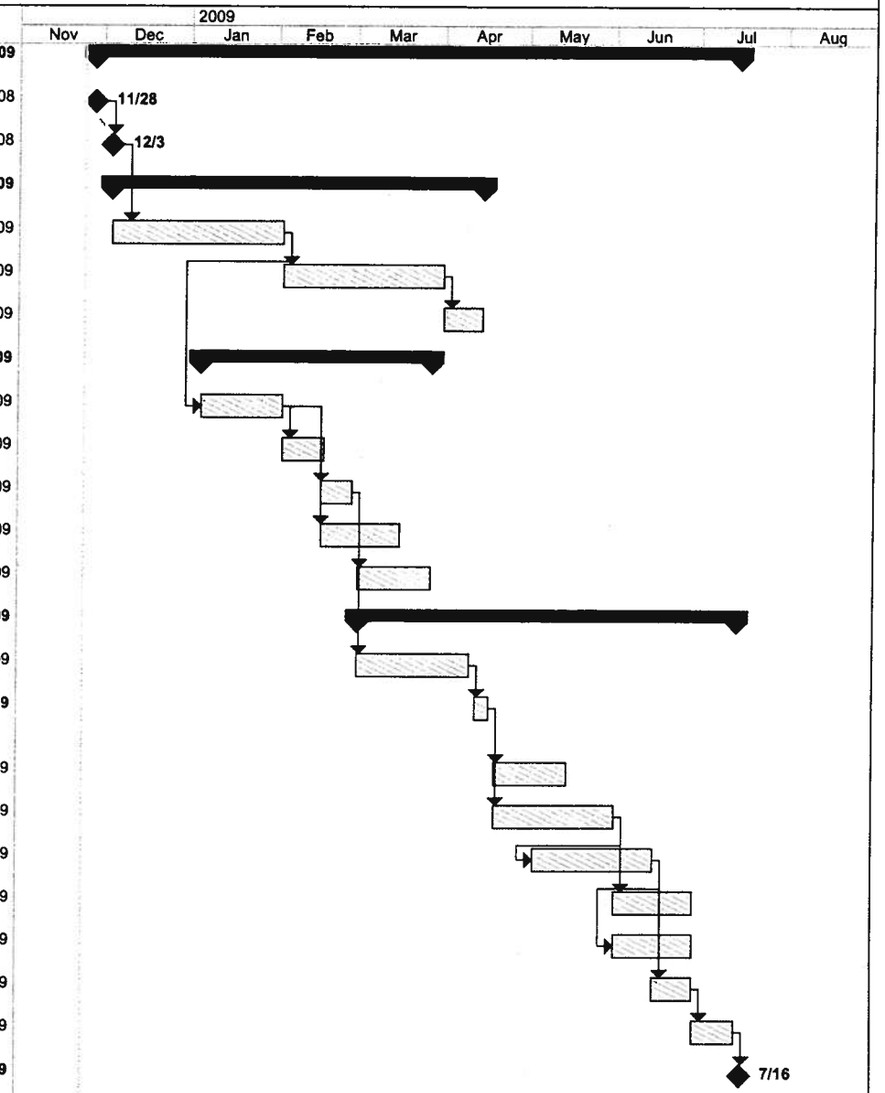
Prepared by: Glenn Sunakoda, Project Engineer

Reviewed by: Marcel Audant, Acting Construction Management Branch Chief

Energy Audit Schedule

Hawaii Public Housing Authority

ID	Task Name	Duration	Start	Finish
1	**Detailed Energy Audit Phase**	**156 days**	**Fri 11/28/08**	**Tue 7/14/09**
2	Audit Contract Executed by HPHA	0 days	Fri 11/28/08	Fri 11/28/08
3	Project Kickoff Meeting	0 days	Wed 12/3/08	Wed 12/3/08
4	**Baseline Development**	**90 days**	**Thu 12/4/08**	**Tue 4/14/09**
5	HPHA Provides Requested Information	8 wks	Thu 12/4/08	Mon 2/2/09
6	Compile Utility Data and Establish Utility Rates	8 wks	Tue 2/3/09	Tue 3/31/09
7	Baseline and Rate Review/QC	2 wks	Wed 4/1/09	Tue 4/14/09
8	**Field Audits**	**58 days**	**Mon 1/5/09**	**Fri 3/27/09**
9	Develop Apartment Audit Plan	4 wks	Mon 1/5/09	Mon 2/2/09
10	HPHA Issues Tenant Notifications	2 wks	Tue 2/3/09	Tue 2/17/09
11	Conduct Initial Apartment Inspections	1.8 wks	Tue 2/17/09	Fri 2/27/09
12	Conduct Inspections of Mechanical Rooms & Common Areas	4 wks	Tue 2/17/09	Mon 3/16/09
13	Compile Áudit Data	4 wks	Mon 3/2/09	Fri 3/27/09
14	**Measure Development and Costing**	**95 days**	**Mon 3/2/09**	**Tue 7/14/09**
15	Analyze Site Data, Develop Preliminary Measure Matrix, Costs & Savings	6 wks	Mon 3/2/09	Fri 4/10/09
16	**Interim Meeting at HPHA: Review Preliminary Measures and Cash Flow Options, Identify ECM's to Further Develop**	**1 wk**	**Mon 4/13/09**	**Fri 4/17/09**
17	Perform Detailed ECM Calcs	4 wks	Mon 4/20/09	Fri 5/15/09
18	Prepare Scope of Work for Each Measure	6 wks	Mon 4/20/09	Mon 6/1/09
19	Solicit Vendor and Subcontractor Bids	6 wks	Mon 5/4/09	Mon 6/15/09
20	Identify Available Rebates and Project Subsidies	4 wks	Tue 6/2/09	Mon 6/29/09
21	Prepare ECM Write-ups	4 wks	Tue 6/2/09	Mon 6/29/09
22	Finalize Costs, Savings and Financials	2 wks	Tue 6/16/09	Mon 6/29/09
23	Final Audit Text, Cut Sheets, Assemble Audit	2 wks	Tue 6/30/09	Tue 7/14/09
24	**Deliver Audit Report to HPHA**	**0 days**	**Thu 7/16/09**	**Thu 7/16/09**



Project: HPHA Job # 02566
Print Date: Mon 11/24/08

Task | Split | Progress | Milestone | Summary | Project Summary | External Tasks | External Milestone | Deadline

Ameresco

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ATTACHMENT "A"

Attachment – S1

STATE OF HAWAII

SCOPE OF WORK

Project: Energy Performance Contract – Energy Audit (State wide), Hawaii

Job No.: HPHA Job No. 07-043-000-F

The CONTRACTOR shall provide services for an investment grade energy audit of sixty nine (69) Federal Housing Projects. The sixty nine (69) projects (hereinafter collectively referred to as the "Facilities" and individually referred to as "Facility") and the numbers of housing units are listed below:

Site Name Project # # of Units

Development	Proj. #	# of Units
Oahu AMP 30		**363**
Puuwai Momi	1026	260
Hale Laulima	1027	36
Salt Lake	1066	28
Waipahu I	1038	19
Waipahu II	1039	20
Oahu AMP 31		**373**
Kalihi Valley Homes	1005	373
Oahu AMP 32		**737**
Mayor Wright Homes	1003	364
Kaahumanu Homes	1009	152
Kamehameha Homes	1099	221
Oahu AMP 34		**583**
Kalakaua Homes	1062	221
Makua Alii (E)	1012	211
Paoakalani (E)	1036	151
Oahu AMP 35		**587**
Punchbowl Homes (E)	1011	156
Kalanihuia (E)	1024	151
Makamae (E)	1046	124
Spencer House	1073	17
Pumehana (E)	1047	139
East Hawaii AMP 37		**396**
Lanakila Homes I	1004	100
Lanakila Homes II	1013	44
Lanakila Homes III	1014	30
Lanakila Homes IV	1104	48
Hale Aloha O Puna (E)	1051	30
Hale Olaloa (E)	1052	50
Kauhale O'Hanakahi	1097	20
Pahala (E)	1045	24
Pomaikai Homes (E)	1029	20
Punahele Homes	1028	30
East Kauai AMP 38		**143**
Kapaa	1018	36
Hale Hoolulu (E)	1019	12
Hale Nana Kai O Kea (E)	1054	38
Hui O Hanamaulu	1021	49
Kalaheo	1022	8
Maui AMP 39		**171**
Kahekili Terrace (a & b)	1017	82
David Malo Circle	1016	18
Makani Kai Hale	1092	25
Piilani Homes (E)	1044	42
Makani Kai Hale II	1097	4
Total from Above		3353

Development	Proj. #	# of Units
Oahu AMP 40		**748**
Kuhio Park Terrace	1010	614
Kuhio Homes	1007	134
West Kauai AMP 38		**181**
Kekaha Ha'aheo	1064	78
Eleele Homes	1020	24
Hale Hoonanea (E) (Port Allen)	1055	40
Home Nani (E)	1023	14
Kawailehua - Federal	1086	25
West Hawaii AMP 43		**202**
Ka Hale Kahaluu	1061	50
Hale Hookipa (E)	1053	32
Kaimalino	1032	40
Kealakehe	1070	48
Nani Olu (E)	1063	32
Oahu AMP 44		**260**
Waimaha-Sunflower	1057	130
Kau'iokalani	1091	50
Maili I	1033	20
Maili II	1108	24
Nanakuli Homes	1035	36
Oahu AMP 45		**226**
Koolau Village	1030	80
Hookipa Kahaluu	1072	56
Kaneohe Apartments	1069	24
Kauhale O'hana	1090	25
Waimanalo Homes	1025	19
Waimanalo Homes II	1107	22
North Hawaii AMP 46		**103**
Noelani II	1078	24
Hale Hauoli (E)	1031	40
Ke Kumu 'Ekolu	1097	20
Noelani I	1071	19
Molokai AMP 47		**25**
Kahale Mua - Federal	1088	25
Oahu AMP 49		**150**
Kauhale Nani	1056	50
Wahiawa Terrace	1015	60
Kupuna Home O'Waialua (E)	1050	40
Oahu AMP 80		**118**
Palolo Valley Homes	1008	118
Total from Above		2013
Grand Total Number of Units		5366

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Attachment – S1

STATE OF HAWAII

SCOPE OF WORK

Project: Energy Performance Contract – Energy Audit (State wide), Hawaii

Job No.: HPHA Job No. 07-043-000-F

The HPHA desires to participate in a utility savings program as permitted pursuant to the regulations providing incentives for energy conservation, which appear in Parts 965 and 990 of title 24 of the CODE OF FEDERAL REGULATIONS, as amended, by the United States Department of Housing and Urban Development ("HUD");

The CONTRACTOR and the HPHA agree that a utility savings program can only be accomplished by first performing an investment grade Energy Audit to determine the potential for utility savings, the approximate cost of the energy conservation measures necessary to achieve these savings, and a cash flow projection indicating the overall financial and programmatic effects of the utility savings program.

The CONTRACTOR will conduct an investment grade Energy Audit of the Facilities consisting of engineering analyses and written reports in conformance with the Scope of Work as set forth in section A.1 below. The analyses will validate utility-related billing and operating data and site and equipment conditions for the Facilities. The analyses will also include estimates of the installation costs and utility cost savings related to a proposed utility savings program.

A. SCOPE OF ENERGY AUDIT. The scope of the investment grade Energy Audit of the Facilities will be as follows:

1. The CONTRACTOR will examine the existing building envelope, mechanical, electrical, lighting, plumbing and control systems within the Facilities, in order to determine the potential for energy and water related improvements and associated consumption and cost savings. The CONTRACTOR shall be solely responsible to verify the building envelope, mechanical, electrical, lighting, plumbing, and control systems and shall not rely solely on building and equipment records provided by the HPHA. The CONTRACTOR will supplement its field examination by using HPHA-provided building and equipment records as described in Section A.2 below. The CONTRACTOR will begin to examine the Facilities as outlined below, within thirty (30) days of receipt of all of the utility consumption and cost data specified in Section A.2. The Scope of Work will be performed by the project and engineering staff identified in the Proposal or substitute personnel approved by the HPHA.

   The CONTRACTOR will inspect no less than ten percent (10%) of the dwelling units at the Facilities, and all of the Administrative, Maintenance, Laundry, and Community Buildings or spaces that are eligible for inclusion under 24 CFR 990. Based upon this inspection, the CONTRACTOR will compile and deliver to the HPHA a written description of the existing electrical, plumbing, HVAC and other energy and water consuming systems, as well as building shell systems. The CONTRACTOR'S on-site inspection will, at a minimum, include a review of the

existing equipment and systems, such as those listed below, to determine the potential for energy and water conservation measures ("ECMs") at each Facility listed above.

- Heating, heat distribution systems, associated piping, and insulation;
- Cooling and cooling distribution systems and related equipment;
- Apartment temperature controls and other energy-related control systems;
- Ventilation systems, exhaust systems, and related equipment;
- Domestic hot and cold water systems;
- Electric motors, transmission and drive systems;
- Interior and exterior lighting;
- Apartment appliances; and
- Building shell systems, including insulation, windows and doors.

The CONTRACTOR will provide the following information for each Facility in its investment grade Energy Audit Report:

- For heating, cooling, and hot water equipment, equipment types (e.g., space heater, window AC, centralized), description of distribution systems, locations, approximate age, condition, efficiency, and available nameplate information;
- For apartment temperature controls and other energy-related control systems, types of existing controls (if any) and status of condition or use;
- For window systems, window types, condition, and U-value and shading factors;
- For envelope systems, such as walls, ceilings, and floors, data on assembly components and insulating values. Estimated natural infiltration rates and mechanical ventilation rates will be provided for all Facilities;
- For lighting, fixture types, lamp/ballast types, counts, wattage, voltage/current, and location;
- Description of ventilation systems and equipment;
- For potable water systems, information on the existing infrastructure and plumbing fixtures;
- Types of apartment appliances, including refrigerator makes, model numbers, and rated energy consumption;
- For utility delivery, tables listing utility type, account numbers, payment type (by agency or tenant), and current rate schedule.

Attachment – S1

STATE OF HAWAII

SCOPE OF WORK

Project: Energy Performance Contract – Energy Audit (State wide), Hawaii

Job No.: HPHA Job No. 07-043-000-F

The investment grade Energy Audit Report shall include, at a minimum, the following:

- Executive Summary;
- Baseline Development;
- Energy Conservation Measures;
- Long Term Services;
- Existing Site Conditions Reports; and
- Attachments.

2. The CONTRACTOR will assess historic utility records, which will be provided by the HPHA and/or its utility providers (provided the HPHA provides consent to the CONTRACTOR to access such providers):

   For the "HPHA-paid" utilities, the CONTRACTOR will analyze not less than three (3) years of HPHA-provided historic monthly meter and account information; will approximate monthly master-metered usage by major end use; and will normalize weather-sensitive data for degree days to create a workable "Base Line" of utility usage. The CONTRACTOR will provide an analysis of utility consumption patterns, trends, benchmarks for all end-uses. For the "tenant-paid" utilities, if applicable, the CONTRACTOR will analyze HPHA-provided utility data, to the extent available, to determine whether utility usage assigned in the current tenant allowances is consistent with sample tenant use, for incorporation within the Base Line.

3. The CONTRACTOR will conduct interviews with the HPHA's maintenance and management staff, residents, as well as local utility company personnel in an effort to acquire information on the operating characteristics of the existing equipment and systems, the HPHA's goals for system improvements, and approximate future utility service provision and rate schedules.

4. The CONTRACTOR will perform a utility rate analysis for verified pre- and estimated post-retrofit usage to identify impacts of conservation on delivered costs to the HPHA.

5. The CONTRACTOR will determine the feasibility of and develop recommendations for, a long-term, utility-saving program including the following comprehensive energy services for the HPHA's Facilities:

   a. the design, selection and installation of energy and water efficient equipment and systems;

b. maintenance and service obligations for the newly-installed systems and equipment for the term of any CONTRACTOR-proposed long-term program or contract;

c. the maintenance or improvement of current levels of comfort and service conditions;

d. the possibility of arranging project financing, and the matters involved in successfully securing same, including, but not limited to: approximate current total utility use and cost; approximate capital costs to install utility-saving equipment and systems; approximate annualized program costs, including debt service and service fees; gross projected utility consumption and cost savings; approximate utility demand-side management ("DSM") funding available for work at the Facilities; and projected utility cost savings net of program costs. If applicable, the savings analyses will include the impact on the current tenant utility allowances provided by the HPHA.

6. The CONTRACTOR shall provide the following:

a. Preliminary Energy Audit Report
- Submit four (4) copies to the HPHA for review.

b. Final Energy Audit Report
- Four (4) "hard copies" of report.
- Digital Files: One (1) CD in electronic format (suitable for printing) of report.

c. A minimum of three oral presentations.

B. ENERGY SERVICES AGREEMENT. The HPHA and the CONTRACTOR will use the investment grade Energy Audit to consider the development of an Energy Services Agreement ("ESA") under the terms of which, the CONTRACTOR would design, install, arrange financing and provide certain annual services, such as monitoring, equipment inspections, and resident education on the energy conservation measures and the equipment in a manner substantially similar to that included in the CONTRACTOR's response to the HPHA's RFP. Any ESA, if considered by the HPHA, will be by a separate written instrument. Nothing in this Contract will obligate the HPHA to enter into such an ESA. The ESA will also include a guarantee of savings, in such form and with such risk protections as are mutually agreed, resulting from the installation of said equipment which, at a minimum, will allow the HPHA to cover debt and annual program costs incurred as a result of the installation of said equipment.

Reviewed and Approved by the Executive Director CT
January 15, 2009

FOR INFORMATION

SUBJECT: Discussion of Security Measures Employed by the Hawaii Public Housing Authority and Security Efforts to be Considered for Future Implementation

I. FACTS

A. Over the past several months, public housing residents and neighboring community members have submitted complaints and testified at HPHA Board meetings about security concerns. The complaints include concerns with ineffective security services and management practices, increased vandalism, fear of retaliation by perpetrators or management staff, and other criminal activities.

B. HPHA has contracted security guard service at 11 public housing sites on Oahu: Puuwai Momi, Kalihi Valley Homes, Mayor Wright Homes, Kalanihuia (Elderly), Kalakaua Homes, Makua Alii (Elderly), Paoakalani (Elderly), Kaahumanu Homes, Kamehameha Homes, Punchbowl Homes, and Makamae (Elderly). Security services are funded by Federal and State funds.

II. DISCUSSION

A. The HPHA recognizes that a multi-faceted approach is needed to address communities that have high crime, drug and other criminal activities. Additionally, each public housing community is at risk for different problems and implementing a planned and targeted response by community is most effective.

1. Crime Prevention. Crime prevention efforts are designed to create communities which have a greater likelihood of preventing crime before it happens. Although crime prevention efforts are geared primarily toward the lower level crimes and "first time" offenders, it is safer and healthier for communities to prevent crime, than deal with law enforcement issues, treatment for victims and other problem behaviors.

   Staff is proposing to implement a combination of programs in each community which would be tailored to that community's needs. The HPHA will implement crime prevention strategies, including but not limited to the following:

   a. Tenant Monitor Program. The HPHA will implement a pilot program at one site on Oahu, measure its effectiveness, and expand the program when appropriate.

   b. Formation of Voluntary Tenant Patrols and Neighborhood Watches. The HPHA will revive previous efforts to form active patrols and neighborhood watches in all public housing communities, in cooperation with local law enforcement agencies.

c. Security guards. The HPHA will continue the use of contracted security services, where the services are determined to be effective and necessary to maintain community safety.

d. Security features, such as security cameras, security gates, tiger teeth, key fobs, identification cards. The HPHA will install various security features, facilities, or improvements where necessary, subject to the availability of funds.

e. Crime Prevention Through Environmental Design (CPTED). The HPHA will promote CPTED strategies at all projects where feasible and in all future construction and/or modernization activities.

f. Suitability screening of new applicants. The HPHA will continue to monitor the consistent application of the requirement to screen new applicants for suitability.

g. Formation of Resident Associations. The HPHA will continue to work with each community to form resident associations. There are currently 31 active resident associations.

h. Police Presence. The HPHA will pursue an increased police presence in housing by offering dwelling units to the police for housing purposes, or non-housing purposes (such as an office). The HPHA will revive its efforts to meet with the Police Department to assist in the planning and evaluation of crime prevention activities, including the partial funding of police officers at certain sites, as practiced successfully by public housing authorities such as the St. Paul Housing Authority. The HPHA will request that AMP managers meet monthly with residents and police to discuss security matters and methods.

i. Drug Prevention Programs. The HPHA will continue to work with nonprofit service providers to make available drug prevention activities, and economic and social self-sufficiency programs for residents in public housing.

j Communication and Education. The HPHA will improve efforts to communicate with public housing families regarding their ability to improve community safety through participation in crime prevention activities.

2. <u>Enforcement (Laws, Rules, Lease Agreement)</u>

Enforcement activities are geared towards addressing crime, security issues or incidents that have already occurred in an attempt to prevent their reoccurrence.

a. Evictions. The HPHA will make efforts to enforce lease violations on a consistent basis to improve its ability to successfully evict tenants who are violating their lease agreement.

b. One Strike Policy. The HPHA will review and strengthen its policies regarding residents who violate their lease agreement and threaten the health and safety of other residents.

c. Law Enforcement. The HPHA will continue work with law enforcement agencies and cooperate in investigations, sting operations, drug busts, community education and management practices.

d. Grievance Hearings. The HPHA will continue to recruit and train grievance hearings officers who will work in the best interest of the residents and preserve a safe and health community.

B. The HPHA will gather baseline statistics and other qualitative information that will be used to determine the effectiveness of the strategies implemented. The staff will also work with the management staff, residents, law enforcement, and other interested parties to evaluate progress

C. The HPHA will continue to track crime and security concerns at all AMPs to compare those with baseline data.

Prepared by: Barbara E. Arashiro, Executive Assistant BA

Reviewed by: Chad K. Taniguchi, Executive Director CT