

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
October 19, 2006
9:15 a.m.
Maui Economic Concerns of the Community, Inc.
670 Waiale Road
Wailuku, Hawaii 96793**

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting August 17, 2006
- B. Regular Meeting September 21, 2006
- C. Executive Session Meeting, July 20, 2006
- D. Executive Session Meeting August 17, 2006
- E. Executive Session Meeting September 21, 2006

III. DISCUSSION AND/OR DECISION MAKING

- A. Adoption of Amendments to and Compilation of Chapter 17-2028 "Federally-Assisted Housing Projects", Hawaii Administrative Rules.
- B. Status of the Executive Director Search

IV. FOR INFORMATION

- A. Update of Section 8 Management Assessment Program (SEMAP) Certification.
- B. Banyan Street Manor Real Estate Assessment Center (REAC) Physical Inspection Score.

V. REPORT OF THE EXECUTIVE DIRECTOR

- A. Contract and Change Orders Over \$25,000
- B. Project Updates
- C. Budget Follow-Up Questions
- D. Property Management Contract Schedule
- E. Request for Proposal (RFP) for Energy Performance Contracting Program
- F. Personnel Staffing Update

VI. EXECUTIVE SESSION

- A. Discussion of personnel matters, pursuant to Section 92-5(a)(2), Hawaii Revised Statutes, as it relates to the hire and evaluation of named candidates for the Executive Director position.
- B. Discussion of duties and liabilities, pursuant to Section 92-5(a)(4), Hawaii Revised Statutes, as it relates to the following matters:
 - 1. Rodell Smith v. HCDCH, 3rd Circuit (Civil No. 04-1-0069K) Update of Settlement
 - 2. Mara Amone v. Averio, U.S. District Court (Civil No. 04-00508) Update of Settlement

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AGENDA, Continued

3. Jack Waters v. HCDCH, 1st Circuit (Civil No. 05-0815-05) Update of Settlement
4. Status of Maintenance and Repair of HPHA Elevators
5. Security Regarding Access to Hawaii Automated Welfare Information (HAWI)
6. Discussion of duties and liabilities and options for disposition, pursuant to Section 92-5(a)(4), H.R.S., as it relates to: Audrey Kalai v. HPHA, U.S. District Court (Civil No. 06-00433 JML LEK)
7. Discussion of duties and liabilities and options for disposition, pursuant to Section 92-5(a)(4), H.R.S., as it relates to: Ahbe Svoboda, Inc. (ASI) v. HCDCH, 1st Circuit (Civil No. 06-1-0533-03)
8. Discussion of duties and liabilities and options for disposition, pursuant to Section 92-5(a)(4), H.R.S., as it relates to: Toelupe v. SOH Dept of Human Services, HPHA, and Urban Real Estate Co. U.S. District Court, Civil No. 06-00516 SOM (KSC)

The Board of Directors of the Hawaii Public Housing Authority anticipates convening in executive session, pursuant to Sections 92-5(a)(2) and 92-5(a)(4), Hawaii Revised Statutes, to consult with the Board's attorney on questions and issues pertaining to personnel matters and the Board's powers, duties, privileges, immunities, and/or liabilities as it relates to the foregoing matters.

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

If any person requires special needs (i.e. large print, taped materials, sign language interpreter, etc.), please call the Secretary to the Board at (808) 832-3818 by close of business two days prior to meeting date.

HAWAII PUBLIC HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING
OF THE HAWAII PUBLIC HOUSING AUTHORITY
HELD AT 1002 N. SCHOOL STREET, BLDG. L
ON THURSDAY, AUGUST 17, 2006,
IN THE CITY AND COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Meeting at 1002 N. School Street, on Thursday, August 17, 2006 at 10:40 a.m.

The meeting was called to order by the Chairman Charles Sted and , on roll call, those present and absent were as follows:

CALL TO
ORDER/
ROLL CALL

PRESENT: Director Charles A. Sted, Chairman
Director Eric Beaver
Director Clarissa Hosino
Director Carol Ignacio
Director Charles Ridings
Director Linda Smith
Director Travis O. Thompson
Director Matilda Yoshioka
Designee Henry Oliva

STAFF PRESENT: Deputy Attorney General, Nalani Wilson-Ku
Barbara Arashiro, Acting Contracts & Procurement
Officer
Shirley Befitel, Special Assistant
Dexter Ching, Public Housing Supervisor
Lili Funakoshi, Hearings Officer
Michael Hee, Contracts Administration Section Chief
Patti Miyamoto, Compliance Officer
Sandra Miyoshi, Homeless Program Section
Administrator
Edmund Morimoto, Construction Mgmt. Section Chief
Gary Nakatsu, Data Processing System Analyst
Dionicia Piiohia, Clerk Typist/OED
Allan Sagayaga, Program Specialist & Tenant Services
Rick Sogawa, Acting Resident Services Section Manager

OTHERS: Doug Allen, Resident Advisory Board
William Barton, Recorder
Melissa Chun, PACT, Kuhio Park Terrace Family Center
Patricia Deliz, Wilikina Apartments, Tenant
Julia Estrella, Island Tenant on the Rise
Wendell Gau, Tenant
Jerry Ross Gomes, Tenant
Nancy Heck, Queen Liliuokalani Children Center
Dolly Kema, Koolau Village Resident Association Board
Vai Leatiota, Honolulu Community Action Program
Mary Manewa, Wahiawa Terrace
S. Mote, Honolulu Police Department
Marsha Rodrigues, Resident Association Board
John Unruh, Legal Aid
David Yaw, Resident Advisory Board

Chairman Sted declared a quorum present.

QUORUM

Director Ridings moved, seconded by Director Ignacio

That the minutes of the Annual and Regular Meeting held on

APPROVAL
OF MINUTES
ANNUAL AND

HAWAII PUBLIC HOUSING AUTHORITY

July 20, 2006 be approved as circulated.

Director Thompson requested an amendment on page 13, that the names of the volunteers for the Asset Management Task Force be listed.

Director Yoshioka moved, seconded by Director Ridings that the minutes be amended to indicate that:

Directors Sted, Smith, Thompson and Ignacio volunteered to be members on the Asset Management Task Force.

Director Thompson had a question that the Chairman is on every task force.

Director Smith and Deputy Attorney General Nalani Wilson-Ku said that the Chairman can be on every task force.

The motion was unanimously carried.

Designee Oliva thanked Directors Hosino, Smith and Thompson for their participation in the Search Committee's work. He reviewed the committee's process of the search with the help of Shirley Befitel and Patty Taketa. There were twenty-one interested parties, interviews were conducted and a short list would be available for the Board members.

Chairman Sted asked if the Directors would like to be involved in the interview of the applicants or set up a task group. The majority preferred a task group.

Director Thompson asked if the recommendation of the task force be subject to the approval from the entire Board.

Chairman Sted said yes and appointed Director Oliva to be the Chair of the group and Directors Beaver, Ignacio, and Thompson volunteered.

Director Thompson, seconded by Director Yoshioka

To nominate Ms. Patti Miyamoto to serve as the Interim Executive Director until the Board selects a permanent Executive Director.

Chairman Sted announced that Ms. Aveiro retired effective August 1, 2006. Pursuant to the By-Laws, Executive Assistant Pamela Dodson became the operational head.

Director Thompson added that his nomination reflected the recommendations of both the prior Executive Director and her Executive Assistant.

The motion was unanimously carried.

Director Thompson announced that Ms. Dodson's father passed away and asked that a moment of silence be observed in respect of Ms. Dodson. A moment of silence was observed and Director Thompson thanked everyone.

Chairman Sted received a facsimile this morning from Mr. David Nakamura, Executive Director of the Mutual Housing Association of Hawaii (MHAH). He read the letter stating that MHAH the discussion on the privatization of Palolo Valley Homes be removed from the Agenda on behalf of the president of the Palolo Valley Homes Resident Ohana Association.

Chairman Sted said that we will honor his request and take the item off the agenda and that an appropriate action would be a motion to defer in which we can request

REGULAR
MEETING
7/20/2006

STATUS OF
EXECUTIVE
DIRECTOR
SEARCH

APOINTMENT
OF INTERIM
EXECUTIVE
DIRECTOR

DISCUSSION
ON THE PRI-
VATIZATION
OF PALOLO
VALLEY
HOMES

HAWAII PUBLIC HOUSING AUTHORITY

their presence to explain what's happening.

Director Beaver moved, seconded by Director Oliva

That discussion on the privatization of Palolo Valley Homes be deferred.

Director Smith suggested that MHAH, the Resident Association and residents be present at the meeting. It is important for us to hear directly from those individuals who were personally affected by this.

Director Thompson asked if the Chairman would entertain either a second motion later or an amendment to this motion to indicate that in accordance with Director Smith's expression that the Legislature also be notified of the actions we're taking and why?

Director Beaver moved, seconded by Designee Oliva that

That the motion be amended to indicate that the Hawaii Public Housing Authority communicate with the Legislature with regard to what has transpired and the Board's action to defer and to obtain additional information.

The motion was unanimously carried.

Director Thompson moved, seconded by Director Hosino

That the Board approve Resolution Number 02 Approving the Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year Ending June 30, 2006.

Ms. Miyamoto introduced Dexter Ching, Public Housing Supervisor to present the For Action.

Mr. Ching reported that the SEMAP is a management assessment system that the Department of Housing and Urban Development (HUD) uses to measure the performance of all housing agencies (HA) that administer the Section 8 tenant-based rental assistance program annually. SEMAP sets 14 indicators to measure program performance and enables HUD to ensure program integrity and accountability by identifying HA management capabilities and deficiencies and by improving risk assessment to effectively target monitoring and program assistance. The HA's uses the SEMAP performance analysis to assist in their program operations.

Mr. Ching explained what the indicators entailed on the list. After analyzing the documents, the anticipated points that HPHA would like to declare for this fiscal year period would be 115 points out of a total of 145 points of which five points is coming from the de-concentration bonus. This will put the agency at 79 percent. The amended For Action reflects HUD's confirmatory review.

Director Ridings pointed out several amendments to the For Action:

- Page 2 under item 9, second line, the word "lease" should be "least";
- Number 11 on the first line the word "united" should be "units.";
- SEMAP certification is being submitted for fiscal year ending June 30, 2005. should June 30, 2006;
- The 125/145, should be 115/145.

Mr. Ching agreed to the changes and explained that the denominator is 145 and not 150. Under indicator 15 there are bonus points that are not calculated into the denominator. The concentration bonus is not part of the maximum points. It's a bonus point. The maximum points you can gain from de-concentration is either zero or five.

APPROVAL OF
RESOLUTION
NO. 02
APPROVING
THE SECTION
8 MANAGE-
MENT ASSESS-
MENT SYSTEM
(SEMAP)
CERTIFICA-
TION FOR
FISCAL YEAR
ENDING
JUNE 30, 2006

HAWAII PUBLIC HOUSING AUTHORITY

Mr. Ching explained that certain indicators like indicator 13, is zero, 15, or 20 and some are just all or nothing. Indicator 3 and 13, you can take partial points. HUD has already looked at this and is comfortable with the 115 points. Indicator 7 in our Public Housing Administrative (PHA) Plan has no written policies on how to expand the housing opportunities. The new document included this component but was deferred by the previous Board. The new PHA Plan will be introduced to the Board and will include that component and then we will be in compliance.

When the files were reviewed, errors in Indicator 10 were found and reported to HUD. HUD conferred with our findings and that's how we got zero. Under the lease-up, we opened up the waiting list which was closed since 1999. We literally exhausted the eligible names on that list. Because the list was closed, action was taken to amend the five-year PHA Plan that the wait list would remain closed. A decision was made to wait until the new fiscal year, July 2006 to come out with the opening of the Section 8 wait list.

Mr. Ching explained the lease up, where HUD gives 3,058 vouchers as a baseline figure. They reviewed the budget utilization based on monies that are given out, and are telling the PHA's to manage within that HA's \$50 million. The two ways of measuring your lease-up is that HUD reviews if you can reach your voucher amount. If you are not able to do that, then are you utilizing your monies? At this time, indicator 13 lease-up on the baseline of 3,058 vouchers is 63 percent. Our budget utilization for the last fiscal year has reached 93.4 percent. We are about five to six points away from hitting a hundred percent of utilization. To get additional points we need 95 to 97 percent for 15 points.

Director Smith added that we would either have used up all 3,058 vouchers or all \$50 million and we would have gotten twenty points. In this particular case we used \$47.9 million, about 93 percent of it. We did not hit the 95 percent threshold. Our voucher level is very low because there are not affordable housing units out there for people to rent. The reason why we get the dollar figure is because our rents are high, so we can use up the money, but not the vouchers.

Mr. Ching said one of the indicators is the payment standards. HUD sets a fair market rent nationwide. In October 2005, we increased our payment standards up to 110 percent. Ten percent more than what HUD will allow, so the increase was effective December 2005 and January 2006.

Director Ignacio asked we are looking at creating incentives for landlords to open some of their units for Section 8?

Mr. Ching explained that every year we have an outreach inviting current and new landlords, the private sector or those not in the program and invite them to come to a one-day symposium. This is done in conjunction with the City and County of Honolulu. The program includes what it can and cannot do and information on landlord/tenant codes. An attorney is on site to answer questions. Landlords were asked what were their needs and their comments and our needs were compiled and presented it at the outreach symposium. We are always looking for new ideas to attract landlords, whether it's a financial incentive or assisting them with rent deposit.

Director Ignacio suggested looking at the private sectors models in developing solution program such as landlords opening up units, case management and a 24-hour, or a staff to handle issues that landlords cannot solve.

Director Smith thanked Director Ignacio for the encouraging ideas, and mentioned for the record, Oahu's chapter of property management owners are either people who own buildings and rent them out or realtors who are in the business of property management. Oahu's chapter is the single largest chapter in United States with over 300 member, they meet monthly with all major owners and managers of rental apartments on this island. They have chapters on the neighbor islands to explain to the Section 8 program and ask the very questions that Director Ignacio suggested in

HAWAII PUBLIC HOUSING AUTHORITY

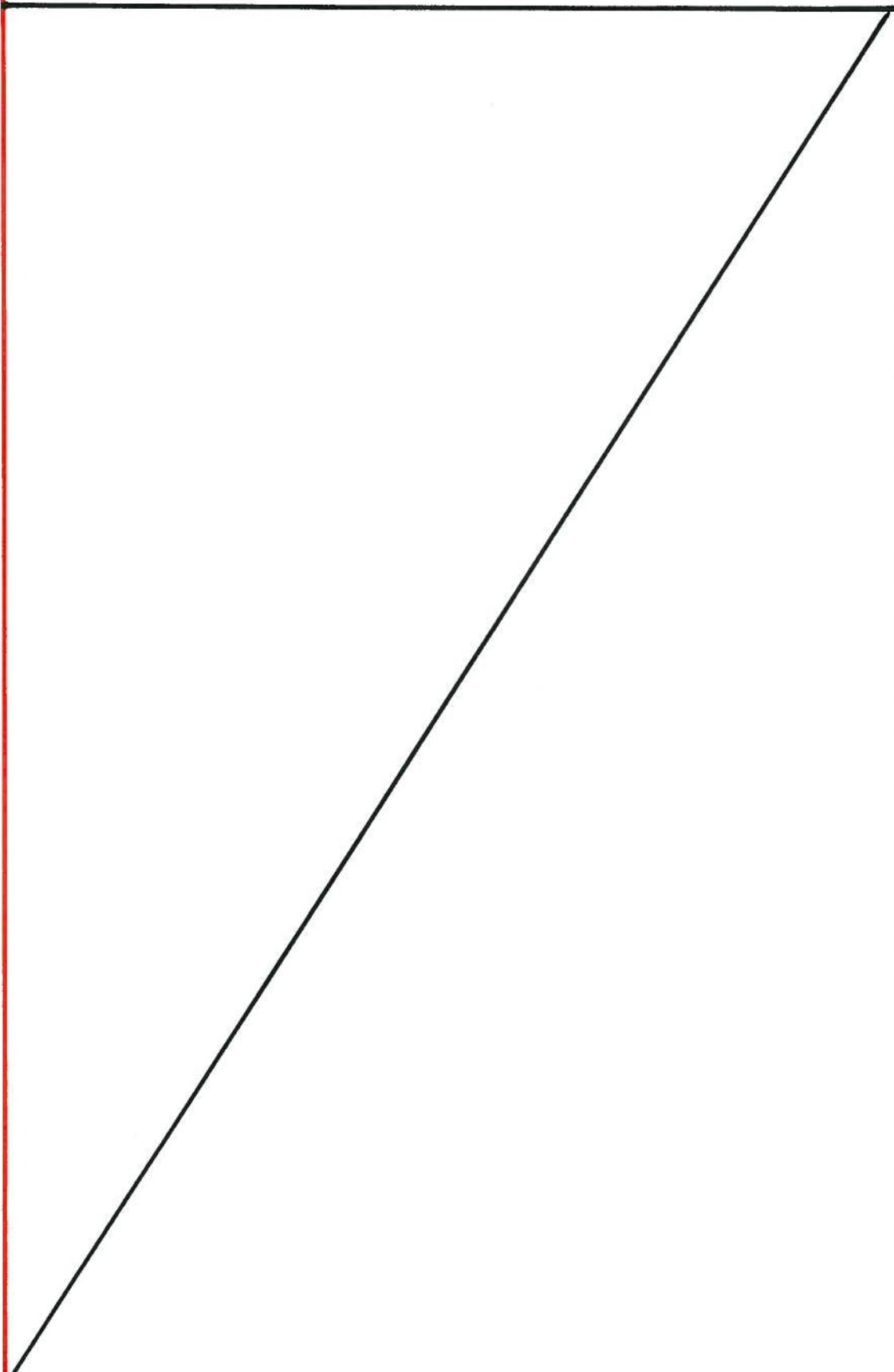
terms of what, can we do to work with you to open up their units for Section 8 tenants. So I encourage talking to that group.

Mr. Ching said that the HPHA and the city was invited to one of their chapter meetings, and spoke to them about the program, encouraging the property managers to be participants in the program.

Director Thompson asked to call the question.

Chairman Sted said a question has been called by Director Thompson. All in favor of the motion?

The motion was unanimously carried.



RESOLUTION NO. 02

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

RESOLUTION APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
(SEMAP) CERTIFICATION

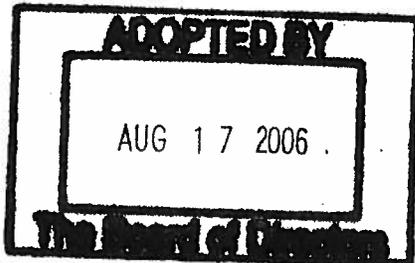
WHEREAS, the Board of Directors of the Hawaii Public Housing Authority, in compliance with the U.S. Department of Housing and Urban Development (HUD) management performance requirements for Fiscal Year 2006, has reviewed the Section 8 Management Assessment Program (SEMAP) Certification, herein attached, and

WHEREAS, the Section 8 Management Assessment Program (SEMAP) provides policies and procedures for HUD's use in identifying Public Housing Agency management capabilities and deficiencies, and

WHEREAS, HUD will utilize and allow the Section 8 Management Assessment Program (SEMAP) to practice accountability, monitoring, and risk management.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approve the SEMAP Certification for FY ending June 30, 2006.

The UNDERSIGNED, hereby certifies that the foregoing Resolution was duly adopted by the Directors of the Housing and Community Development Corporation of Hawaii on August 17, 2006.



Charles Sted, Chairperson

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Director Smith moved, seconded by Director Thompson

That the Board approve Resolution No. 03 Approving the Public Housing Assessment System (PHAS) Certification for fiscal year ending June 30, 2006.

Ms. Miyamoto presented the For Action and explained the indicators and points.

Director Thompson asked where we need to be to get points.

Ms. Miyamoto said the annual unit inspections must be at least 93 percent inspected. For building and systems at least 60 percent needs to be inspected. We anticipate getting all 4 points for security. That consists of tracking crime-related problems, screening of applicants, lease enforcement, and grant program goals. The last indicator is economic self-sufficiency. We met our goal with 100 percent, taking the 7 full points which brings us to a total of 18 out of the 30 points. We're anticipating physical inspection to score about 21 points.

Until the Real Estate Assessment Center (REAC) comes and conducts the physical inspections, our score is an estimate. For financial indicator, we won't know until April of next year. We expect the score to drop because of the current ratio and we anticipate getting about 22 points. For the resident services satisfaction we anticipate 9 points which brings us to a total of 70 out of 100, which is a standard performance.

Director Thompson asked how much margin do we have, sixty?

Ms. Miyamoto pointed out on the standard performer score is not less than sixty percent of total available points. We would be going in as a standard performer. HUD would then come in and do a confirmatory review once we submit to confirm that score.

Director Beaver asked for a short summary be given on the indicators and why we are not taking any points or planning on achieving those points.

Ms. Miyamoto explained that on indicator 3, emergency and non-emergency work orders, work orders were incomplete or work wasn't done within 24 hours and we can't count that. Emergency work order is supposed to be completed or abated within 24 hours. In some cases it was not done within 24 hours or it wasn't even abated. Another training session with the management units to review work orders and non-emergency work orders will be done. Ms. Dodson has been working with and monitoring each of the management unit staff to find out exactly what the problem is. It's a combination of the work not being done or work orders not closed out.

The Directors suggested a report as to what causes these unfinished open work orders. That the Board review with staff what the Agency is doing to work on this and recommend what can be done. And go to those low performing areas and ask the residents for their inputs, then improvements can be done.

Ms. Miyamoto refreshed the Directors on the sub-indicator five under security and crime-related, that the score is 91 percent, and that each management unit has to submit their log of what was reported. On sub-indicator 4 the inspections of the common areas, dwelling units, and systems are 58 percent. We have a form that we use that utilizes the Uniform Physical Condition Standard Protocol that HUD provides. By following that, they have to fill it out a certain way, and open the work order on the day of inspection. In auditing the inspection reports, the reports were not filled out correctly, so we can't count them. Because HUD comes in for a confirmatory, that's going to be taken away due to paperwork and in some cases the inspection was not done.

Director Ridings asked if it is possible for a resident or tenant to continue to live in

APPROVAL OF
RESOLUTION
NO. 03
APPROVING
THE PUBLIC
HOUSING
ASSESSMENT
SYSTEM
(PHAS) CER-
TIFICATION
FOR FISCAL
YEAR ENDING
JUNE 30, 2006

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a unit if a unit has been put into this capital fund exemption classification and the criteria for putting the vacancy days into the capital fund.

Mr. Edmund Morimoto, Construction Management Section Chief explained that there are actually two types of criteria. If we have a scheduled modernization and a block of 75 units that is going to be done, HUD is notified and it goes into a Public Housing Agency (PHA) plan which HUD has to approve. When HUD approves that plan, the 75 units up for modernization are exempt. Units may not be vacant at that point. During the period of exemption the design will be done. We'll move the people out, do the construction and when finished, the people move back in. On the date of return from construction, it leaves the exemption and becomes another unit that has to be filled. The second criteria is we have vacant units in bad conditions and are classified as A's, B's, and C's. The units that we are exempt from are the ones that our management people cannot do. So these units are put on a schedule to be repaired, and it goes back into the PHA plan. The day the PHA plan is approved to be repaired those units are now exempted from the count.

Director Ridings asked if the empty units that need a stove to be replaced, would that not be in the capital funds exemption. Mr. Morimoto said no, it would have to be something like the damaged floors in the building where it is not safe for people to walk through get hurt.

Director Ignacio asked if the elderly project in Honokaa that has vacant units over two years, needing very little repair and new appliances have a management agent.

Ms. Miyamoto said that the Request for Proposal (RFP) will be going out to procure a management agent for that area and that staff in Honolulu flies over to do repairs and management work.

There being no further discussion,

The motion was unanimously carried.

RESOLUTION NO. 003

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

RESOLUTION APPROVING THE PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)
MANAGEMENT OPERATIONS CERTIFICATION

WHEREAS, the Board of Directors of the Hawaii Public Housing Authority, in compliance with the U.S. Department of Housing and Urban Development (HUD) management performance requirements for Fiscal Year 2005, has reviewed the Public Housing Assessment System (PHAS) Management Operations Certification, herein attached, and

WHEREAS, the Public Housing Assessment System (PHAS) provides policies and procedures for HUD's use in identifying Public Housing Agency management capabilities and deficiencies, and

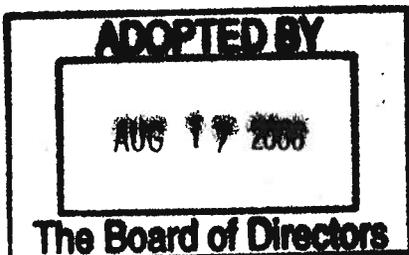
WHEREAS, HUD will utilize and allow the Public Housing Assessment System (PHAS) to practice accountability, monitoring, and risk management.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approve the PHAS Management Operations Certification for FY ending June 30, 2006.

The UNDERSIGNED, hereby certifies that the foregoing Resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on August 17, 2006.



Charles Sted, Chairperson



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Chairman Sted suggested moving to the next item on the agenda of the reappointment, then crime and safety item, then meet in Executive Session, having lunch at the same time to deal with the legal matters that are calendared for the Executive Session.

Director Thompson moved, seconded by Director Oliva

That the Board reappointment of Ms. Thelma Akita-Kealoha to the Maui Eviction Board for a two-year term expiring August 31, 2008.

The motion was unanimously carried.

Director Hosino introduced Mr. David Yaw, the Chairman for our Resident Advisory Board (RAB), and the Resident Association for Kaahumanu Homes. Mr. Yaw has concerns with the crime and safety in public housing.

Mr. Yaw thanked the Board Members for allowing him to speak at the meeting. He mentioned that there was confusion of information provided to the previous Board of the Housing and Community Development Corporation of Hawaii (HCDCH) from staff. There are incidences of drugs, gangs, managers involved in putting tenants against tenants. Tenants feel submissive when they approach the HA because they feel they will be intimidated by eviction or reprisals. He and other tenants we have been given Temporary Restraining Order (TRO) when speaking about issues in our communities, trying to find out what happened to financial resources within our community.

Mr. Yaw cited vacant units and crime in the community as a concern. He cited issues that have been going on for the last three years and nothing has been done. He called HUD in Washington D.C. and found out if there is an issue with the PHA plan. You can hold it back and not forward the plan, but the consequence is you hold back funding. We held back that one component of crime and safety and allowed the PHA plan to go through. HUD recommended we hold a special meeting to solve the problems.

In the PHA Plan under Crime and Safety, the crime statistic report attachment to the plan was missing. The physical need assessment for each community that is done by HUD is an underlying problem. When crime and violence is committed in the community, management and tenants are not meeting to see what can be done. The Weed and Seed program ends in two years. He gave incidences of problems they encountered between the tenants and management.

Director Ignacio requested that Mr. Yaw provide the Board with the names of the management agencies and individuals he complained about so it can be investigated.

Mr. Yaw agreed and wants to see complaints kept confidential and that the community and tenants become self sufficient and excel beyond the minimal requirements.

Chairman Sted asked is the Board going to get the information that Director Ignacio requested. Mr. Yaw said that he has been working with Director Hosino. The Chairman said that Mr. Yaw has expressed to the Board what's going on and opened up our eyes to more of what's happening and asked if the Directors if they had any questions. Mr. Yaw said that there are guests present that would like to also comment.

Director Yoshioka asked Ms. Miyamoto about the discussion of funding that is now gone and if that was for crime and security. Ms. Miyamoto explained that the Public Housing Drug Elimination Grant was done away with. Funding of those

REAPPOINTMENT OF MS. THELMA AKITA-KEALOHA TO THE MAUI EVICTION BOARD FOR A TWO-YEAR TERM EXPIRING ON AUGUST 31, 2008

DISCUSS CRIME AND SAFETY IN PUBLIC HOUSING

HAWAII PUBLIC HOUSING AUTHORITY

activities comes out of the operating subsidy. Chairman Sted added that Congress discontinued that fund.

Director Smith mentioned that the law changed. They used to say our public housing was private property so the police could not go on that private property, even though there was a call made. We got the law changed to allow police officers to come on property when you call 911. She asked if that made any difference. Mr. Yaw said no and that they tried initiating the No Trespass Bill, and that was defeated by the Police Department and the Attorney General's office. Director Smith said we need to reintroduce that bill to the Legislature.

Mr. Yaw wants to see changes within the public housing to help people that need the help. Chairman Sted agreed and asked if anyone would like to address the Board.

Mr. Douglas Allen of Waianae said that the problem mentioned about the management companies not doing their job should be rid of. If they don't do the job and they are working for this company, tell them to go. You got somebody else. They are not doing the job, and you all will put up with it and next year you hire them back again.

Ms. Marsha Lee from Wahiawa, Kauhale Nani, said that in their community there are a lot of drinking, kids running around late at night, stealing of bicycles, gasoline, and car equipments. But thinks we can have our community together. Management should keep complaints confidential and not the person who made the complaint on him. During evictions, an individual who has to testify should be kept confidential because it takes time to get evicted and there's retaliation between families. I have a TRO on one of my tenants plus five more on him. Ms. Lee mentioned that the tenants want complaints to management be kept confidential.

Ms. Melissa Chun from Parents and Children Together thanked the Board for allowing her to say a few words and that Mr. Yaw had her statements in writing. Her concern is that she meets with families regularly and share concerns about safety and crime. She also commented on the crimes committed at the project, conflicts between residents and that Urban Real Estate management company in terms of security, places trespasses on people in the community at their will. She also gets many maintenance concerns. Plumbing and sewage problems that don't get fixed. Sewage spilling in units, damaged personal belongings has not been replaced or compensated for, medical emergencies by the elderly and broken elevators. Those are just some of the concerns that the residents tell her.

Chairman Sted thanked everyone for coming today and that it was an opportunity for Board to have this kind of connection and a sharper focus on the issues.

Mr. Yaw thanked the Board and expressed his appreciation.

Mr. Allen added that he has been telling the Board since 1999 that we're trying to work with you not against you because we all want the same thing, and to be treated like the best. He thanked the Board for listening to them.

Directors Hosino, Ridings and Beaver requested from Mr. Yaw in writing the list of testimonies and signatures of the tenants.

Mr. Yaw said that he will do a full assessment of what he did and will put it all down and include the testimonies of the nonprofits and get it to the Board on September 1, 2006.

Director Beaver also requested that he submit to the Board an idea of what he said when he talked to a number of people in the community and give in terms of how many people he talked to so the Board understands the basis for what he is bringing.

HAWAII PUBLIC HOUSING AUTHORITY

EXECUTIVE SESSION

Director Ridings moved, seconded by Director Beaver

That the Board move into Executive Session at 12:40 p.m.

The motion was unanimously carried.

* * * * *

RECONVENED

Chairman Sted left the meeting at 1:02 p.m., and Vice-Chairman Thompson called the meeting to order.

Ms. Miyamoto reported that the Office of Information Practices (OIP) reported that the decision where the HCDCH withheld the asset management report that was requested by Senator Donna Mercado Kim was proper. This was a response to a complaint filed with the OIP.

OIP DECISION 07-01, (JULY 26, 2006) CONSULTANT ASSET MANAGEMENT REPORT (APPEAL 06-03)

Director Smith explained that Senator Kim claimed that Chairman Sted was withholding information that should have been in the public arena. The judgment was that this is a pre-decisional document and it contains highly confidential proprietary information. It is a document that we are using to make some determination about the assets and the best use of the assets that are under the purview of this Board. We had the OIP, Les Kondo come and hear comments from our predecessor Board, and on the information he collected plus the rules that he has to follow under Freedom of Information requirements and open records practice, he made a determination that the bulk of the report is not releasable, except for certain factors. Like the name and address of each one of the properties that we own does have to be released back to the Senate.

Vice Chairman Thompson further explained what the Board's plans were and that a task force was formed to review and determine what needs to be done, but the report has not yet been finalized and that copies of the report were given to the members of the Asset Management Task Force to keep it confidential.

Director Smith commented that this is a national trend that HUD is recommending, that public housing agencies look at their asset base, determine where you can monetize that base to leverage both, to build more affordable housing as well as better utilize or manage your assets. HUD is encouraging entities such as ours to look at your assets and their value to see what you should be doing in terms of spending, the law, increasing densities, and the whole spectrum of options. We are responding in part to that suggestion from HUD.

Ms. Miyamoto commented that the tenants concerns discussed today are valid. Each complaint that comes through to the office individually is investigated to see whether there is merit to the complaint and if there are other factors involved. Sometimes there are other situations that brought that situation on and we have to address that. It's a variety of reasons as to why some of these complaints are voiced.

Director Ignacio asked if there's a central records of complaints and what actions were taken, so an analysis can be made to see if there are trends that show up.

A database system will track all the complaints set up at the office of the Executive Director. Ms. Miyamoto will check to see that it was actually implemented.

Vice Chairperson Thompson said that the Board's role is essentially to provide general policy direction, to assure that processes are in place that allows our current Agency to be looking at this and to make sure that the treatment is fair handed.

Director Beaver said that one of the principles in property management is you need a property manager that will be fair and objective and be firm with the rules and consistent.

HAWAII PUBLIC HOUSING AUTHORITY

Vice Chairman Thompson asked the Board for their comments for the Hawaii Public Housing Authority (HPHA) long and short term goals and objective.

Director Ignacio wants the agency to be high performing and not accepting the standard performance. She suggested looking at the system from all angles, restructuring the Agency and the organization. As a short-term goal we access the work done by the prior Board to identify what the strengths, the weaknesses, the opportunities and threats are as a PHA. That the Board be brought up to speed with issues that have been identified and what is the next step of the plan. The long-term is my vision that public housing in Hawaii will be a place that any one of us would be proud to be a resident.

Director Ridings commented that we should go out of the business and not be in the, we don't know how to do it and we can't figure out how to do it right. When listening to these tenants this morning, the very simple goal is to provide clean, safe, and secure housing to people in the low income arena. I will quote then Mayor Lingle in 1992 when we did our blessing at our Homeless Resource Facility, she said there are some things that the private sector can do more efficiently, more economically, and timely than the public sector, and one of those is housing. We shouldn't be in housing. I've been to Kahekili Terrace and Wilikina, and both are a disgrace to their respective communities. Our goal should be to begin to privatize those projects that can be privatized, and refurbish them so they can be used. Sell off the rest of them to the private sector. That way they know that the people that are going to provide this service will do it correctly or they will get fired. There should be restrictive covenants saying that it will remain that way into perpetuity. We're in the wrong business. We have a lot of money we could put towards going to the private sector. That is the long-term goal.

The short-term and immediate term goal is to substantially improve the facilities that we currently have. Director Ridings' strong recommendation is that we set ourselves up to put ourselves out of business. But in the interim put in the appropriate money, time, and dedication to let people live in a clean, safe, and secure environment so that we can then get them ready to go into the housing that they really deserve. Nobody wants to live in public housing. They are there because almost all cases, they don't have a choice. But we are taking advantage of that because they don't have any alternatives. And because of that, we should be ashamed of ourselves as a state. Director Ridings suggested that it's time for us to face up to our past predecessors and move forward, we don't have much time and get it done quickly.

Director Beaver said he needs to learn a lot more. Health and safety are critical and we need to get on top of those right away. The issue of people not being able to feel safe when they call 911 is very disturbing. If you can't rely on the law enforcement, that's an issue. The short-term goal is we've got to address the immediate public safety and health issues.

Director Hosino said that crime and safety is very important and so is the health and safety of the living environment. I have sent out a survey to each association and managers as to what we can do to improve the safety guidelines in the projects, and hopefully I'll get a reply back. To me that survey is very important.

Designee Olivia said that since we first started and looking at the progress that's been made and how far we still have to go, the inspiration I got today from listening to people makes me realize why I'm here. It's not easy, it's really hard work and we all desire the same thing for those that we are serving, and making decisions. The challenge is a big one, I'm up to it, and whatever it's going to take for us to make the assessment of whether we're headed in the right direction, or change in direction, for myself I'm doing the best I can to make sure we take care of those that depend on us for the things we are supposed to be providing for them.

Director Yoshioka said that she agrees with Director Ridings. On Kauai the private sector is doing low-end modern income housing, and they do a great job because

DISCUSSION
OF THE
HAWAII
PUBLIC
HOUSING
AUTHORITY
(HPHA) LONG
TERM AND
SHORT TERM
GOALS AND
OBJECTIVES

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they don't have all these barriers that public housing and the government goes through. She feels that we should dissolve public housing as we see it today and have the private sectors because they are proving that it works. It can work you don't need to have all these tenants coming in with all these complaints.

Vice Chairman Thompson said that the HCDCH Annual Report spells out the goals and objectives and improving the housing for families and communities, and helping the homeless. There are aspects of what we're into that are challenging. We've made a lot of progress but it hurts to see the conditions of the housing to see how it could be and it's not. To be realistic and say I know I'd like to get out, but we've got to find some options that will work. An exit strategy is one of them, but that's a three to five-year plan. If that's one way, we should think about that as a Board. In the interim we have challenges ahead of us and work to do. The financial side continues to be an agency that is standard performance. I don't want to be troubled again. The Legislature felt that we were in such bad shape that there was a potential of being taken over and the assets and State assets, would all accrue to the Federal. That's why the Board was split. We are losing \$1 million plus a year. How do we handle multi-island with the 24-hour rule on work orders when you have to come here and get them and go back? It takes information, help, direction and implementation by the organization.

Director Smith said she sees us as having three spheres of responsibility. One is 8,000 public housing units. The other is the 3,000 vouchers plus the small amount that is our State supplement to utilize getting people into housing utilizing the private sector. We haven't talked today about the homeless programs, emergency shelters, and transitional shelters. Those are the three pieces that we are responsible for. We have to work with our own staff and out of 400 people, we have an approximately 100 vacancies including Executive Director. We get about \$50 million dollars for housing vouchers which goes out and about \$13 million from the Feds to run all 67 of our public housing projects. As Director Thompson said, we're losing money big time. So we have to figure out how do we get a handle on our costs? We all want to renovate these units but every time we renovate we are deeper in the hole in terms of our finances. So that is a real challenge that the Board has to deal with in the next couple of months.

The third piece is the development of our resources after our staff and our dollars are used on our actual physical properties. That is where we have the opportunity for the Board to see how we leverage or work with those who have the ability to get us out of this money situation so we can do all of the renovations, so we can maybe get these properties to a point to where they become attractive and we can work to put them in hands of people who can better manage them in the long run. That's how I see our responsibility.

Every year a subsidy calculation is done for the budget and the legislature gives State money to supplement the Homeless Program. Everything else is Federal dollars, set by the Feds. A two-year plan for the budget is put together and each year we're on probation from the Legislature. The agency receives no State money for administrative costs. It comes from each of those three programs.

Designee Oliva commented that we were able to cover a lot of our expenses from the activities which were previously in HCDCH and are now in the Hawaii Housing Finance Development Corporation (HHFDC). Upon the split, HHFDC took everything with them.

Director Ignacio asked if the legal settlements come out from our budget. Director Smith explained that we are not the only entity that gets sued. It's across the Board where they get millions of dollars of settlement all put in lump sum, and they go to the Legislature saying these are the total claims of settlements not covered by insurance against the State of Hawaii.

Director Ridings moved, seconded by Director Beaver to

To defer further discussion until the next meeting, and that

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Interim Executive Director, Patti Miyamoto summarize the points discussed.

The motion was unanimously carried.

Ms. Miyamoto presented the report listing all contracts over \$25,000 that was executed the month of June of this year.

Director Ignacio asked how the contracts are done and if we could entertain a process to make sure that the Hawaii Affordable Properties and the Urban Real Estate Company, which has been identified by our tenants and who have recently been awarded contracts, that we be on top of it so next year we are not back to the same situation. I don't know what leverage we have with these groups to ensure that some of their management methods are improved.

Ms. Miyamoto asked Mr. Hee, to explain what his office is doing in terms of contract monitoring of private management.

Mr. Hee explained that we had three-year contract with these companies, and they had options to extend. They were due at the same time with other contracts. We don't tie them to fiscal year but these happen to fall on that date. The Purchasing Office is assisting with the contracts. We are trying to monitor the PHAS indicators, and investigate complaints that are valid or not. Our job is to take care of these complaints and resolve them within the boundaries of our agency. We are trying to build staff to do it and meet monthly. HUD is watching us and is interested in how we do this. That was part of the independent assessment that we monitor the contracts.

Vice Chairman Thompson asked what would your recommendation be as to how would you stimulate more bidding and competition for contracts. Mr. Hee said we tried to do some outreach but there are inherent problems dealing with public housing. First clientele, state procedures, the legal side, the indemnity clause, and other issues. Managing agents decline because of the procedures and policies, especially the federal part.

Designee Oliva asked if new language with performance outcomes were included in the contracts for these agencies and specifics like resident satisfaction and other issues.

Mr. Hee said we are concentrating on the PHAS indicators, looking at trends to improve. In our contracts it states that they have to work with the resident associations and cooperate with the changes. We both have to be flexible in letting them deal with those particular issues. But we control all the capital projects so that becomes an issue.

Vice Chairman Thompson pointed out to the Board that the Agency uses two different models. First, go outside and privatize to property management firms, and solicit bids. Second, we do it ourselves, and neither works.

Director Ignacio asked how it is decided as to which ones are privatize and which ones are done by the agency.

Mr. Hee said that HUD requested to look for areas where we could geographically group them and put them out. The criteria for privatization or doing it ourselves is a combination of geographic and availability of staff at that time.

A discussion on having a tenant as a manager at the project was suggested but when issues arises, or new rules, investment money handling is involved, issues with other residents, there may be retaliation, they get ostracized. Designee Oliva suggested possibly a resident facilitator. If we have other discussions about third or fourth options, we can look at how to do it so it benefits the residents, the State or the management company. Mr. Hee said that the resident associations are looking

REPORT OF
THE
EXECUTIVE
DIRECTOR

REPORT ON
CONTRACTS
AND CHANGE
ORDERS OVER
\$25,000

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at those options and they report it the management company or us, and there are feedbacks and reactions to that.

Director Smith expressed her appreciation to Ms. Sandra Miyoshi of the Homeless Branch for getting the contracts out quickly. Thank you.

Vice Chairman Thompson, and that the Board move into Executive Session. Deputy Attorney General Wilson-Ku said that an amendment has to be made.

AGENDA
AMENDED

Vice Chairman Thompson proposed an amendment to the agenda.

Director Smith moved, to amend the Agenda by including an Executive Session pursuant to Section 92-5(a)(2), Hawaii Revised Statute, for the purpose of considering the hire and named candidates for Executive Director. Director Ignacio seconded the motion, and by unanimous vote of all eight (8) members of the Board,

The motion was carried.

Director Beaver moved, seconded by Director Ridings,

EXECUTIVE
SESSION

That the Board meets in Executive Session at 2:32 p.m.

The motion was unanimously carried.

* * * * *

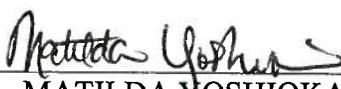
The Board moved out of Executive session at 3:05 p.m.

ADJOURNMENT

Vice Chairman Thompson declared

That the meeting be adjourned at 3:05 p.m.

The motion was unanimously carried.


MATILDA YOSHIOKA

Approved: OCT 19 2006

HAWAII PUBLIC HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING
OF THE HAWAII PUBLIC HOUSING AUTHORITY
HELD AT 4398 A PUA LOKE STREET
LIHUE, KAUAI, HAWAII 96766
ON THURSDAY, SEPTEMBER 21, 2006,
IN THE CITY AND COUNTY OF KAUAI, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Meeting at 4398 A Pua Loke Street, on Thursday, September 21, 2006 at 9:05 a.m.

The meeting was called to order by the Vice-Chairman Travis Thompson and, on roll call, those present and absent were as follows:

CALL TO
ORDER/
ROLL CALL

PRESENT: Director Travis O. Thompson, Vice-Chairman
Director Eric Beaver
Director Clarissa Hosino
Director Carol Ignacio
Director Charles Ridings
Director Linda Smith
Director Matilda Yoshioka
Designee Henry Oliva

Patti Y. Miyamoto, Interim Executive Director

EXCUSED: Director Charles A. Sted

STAFF PRESENT: Deputy Attorney General, Margaret Leong
Pamela Dodson, Executive Assistant
Michael Hee, Contracts Administration Section Chief
Sandra Kido, Public Housing Supervisor, MU 8
Dionicia Piiohia, Clerk Typist/OED

OTHERS: William Barton, Recorder

Vice Chairman Thompson declared a quorum present.

QUORUM

Director Smith moved, seconded by Director Yoshioka

That the minutes of the Regular Meeting held on August 17, 2006 be approved as circulated.

APPROVAL
OF MINUTES
REGULAR
MEETING
8/17/2006

Director Ridings requested that staff review the minutes to provide a more concise summary.

Director Ridings moved, seconded by Director Hosino

That the Board move into Executive Session pursuant to HRS Chapter 92, Section 5(a)(4) to consult Boards Attorney on the minutes at 9:10 a.m.

EXECUTIVE
SESSION

The motion was unanimously carried.

* * * * *

The Vice-Chair reconvened the meeting at 9:26 a.m.

RECONVENED

The Vice-Chairman called for a motion to defer approval of the minutes of August 17, 2006. It was moved, seconded and unanimously carried. The Vice-Chairman requested that the staff provide a concise summary of the minutes.

HAWAII PUBLIC HOUSING AUTHORITY

The Vice-Chairman asked staff to introduce themselves to the Board members.

Director Smith moved, seconded by Director Beaver

Approval of the operating budget for calendar year 2007 for the Federal Low Rent Program.

APPROVAL OF THE OPERATING BUDGET FOR CALENDAR YEAR 2007 FOR THE FEDERAL LOW RENT PROGRAM

Ms. Patti Miyamoto presented and read the For Action. The U.S. Department of Housing and Urban Development (HUD) changed the format in calculating the operating subsidy. The inflation factors are included and we have to fill out certain fields.

The Vice-Chairman complimented Ms. Miyamoto for her the work done. And asked about the fiscal year versus the calendar year. Ms. Miyamoto explained that expenses and income over the fiscal year were broken down to a monthly amount and calculated for a calendar year budget.

Director Smith clarified that we have 65 projects with 5,363 individual housing units that cost approximately \$35.3 million to manage and operate. Including the utilities, minor repairs and maintenance, organizations to manage the project, and any overhead or essential staff that helps with that management, with this formula, we are going to get the \$17.1 million along with the rent amount of \$15.1 million. Because that doesn't add up to \$35.2 million, we will run a deficit of about \$3.4 million. That will draw down against the reserves of \$10.9 million in our bank account to approximately \$7.5 million. HUD has a threshold below which we begin to again become a troubled agency.

Ms. Miyamoto said that it would not make it a troubled agency. But it would definitely reduce our score for the financial indicator. HUD will refuse to give us a dollar amount for the threshold. Ms. Miyamoto believes it is between \$6 and \$7 million. That's why with this biennium budget, we requested to convert our administrative type positions. Also, to request general funds for support offices to convert it from federal funds to general funds, we have also asked to increase our baseline for maintenance and repair for the State projects from \$.5 to \$1 million, plus money to replace old appliances, and various Capital Improvement Program (CIP) requests.

Designee Oliva added that the ~~\$35.7~~ million is a one-time appropriation. It was requested that he share with the Board the whole budget and that it be listed on the agenda for the next meeting.

\$3.75
(Corrected
10/19/06)

The Vice-Chairman requested a report for the past three or four years as to what the balance of reserves has been starting at about \$18 million. Ms. Miyamoto said that she will provide that information to the Board.

Director Ridings asked the cause for the increase in "administrative salaries" from last year to this year and what is comprised in "other income, other administrative expenses, and other utilities expenses".

Ms. Miyamoto explained that in the past we were able to charge off to other funds that moved to the Hawaii Housing Finance Development Corporation (HHFDC) side. Now we have to absorb that primarily between Federal low rent, Section 8, and State programs. Ms. Miyamoto would get back to the Board on the other details.

Director Ridings is concerned that the interest on the general fund investments are low and for the investments be looked at.

Ms. Miyamoto explained that the federal money is held outside the State treasury, and that there are restrictions. The accountants are doing the investments and we hope the Financial Chief Officer we hire would do the analysis on investments.

The Vice-Chairman requested that Ms. Miyamoto retrieve from the minutes

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additional information that has been requested and provide it to the Board.

The Directors did not feel comfortable in voting for a budget with Director's questions pending and that it is difficult to vote for a budget that has over a \$3 million deficit.

Director Ridings also requested more information on the "Labor", how that is different than the ordinary maintenance and operations labor of \$3 million. Also the high cost salaries that we're paying to the maintenance versus administrative, technical, or non-technical as to why it's higher.

The Vice-Chairman commented that the finance committee should have reviewed the budget with Ms. Miyamoto before presenting it to the Board.

Director Ridings questioned the process of ordering a large amount of appliances and if the price includes extended warranties, because instead of having to depend on our maintenance people, a phone call to the vendor will come and fix it.

The Vice-Chairman commented that the process that the agency went through is to come up with specification, and then go out for bid. Apparently the warranty could have been included was not included.

Director Ridings commented that with all due respect, he wants the record to reflect that it's a dumb bid. Because it doesn't make sense of ordering a refrigerator to somebody specked out and when the appliance is broken we have to pay a lot of money or bring somebody out there and he suggested going back to square one.

Ms. Miyamoto added that the contract ends June 30, 2007 and that's the basis that was used to include as far as our expenses and number of appliances.

The process of a Request for Proposal (RFP) was explained to the Directors. And that staff needs to start reviewing the contracts, look at the language that's been contained and not just do it the same way that it's been done.

The Vice-Chairman asked when the operating budget to HUD is due. Ms. Miyamoto said that it needs to be submitted prior to July 1, 2007. However, the operating subsidy is due the end of this month. Because the operating budget certification and the resolution can go in at a later date, we have submitted it in the past together because it reflects our operating subsidy. If the operating budget is approved today and it goes to HUD, we can always amend it.

Director Yoshioka asked are you going to go to the Legislature to ask for the \$3.4 million deficit. Ms. Miyamoto said that the request is being made and that it is not incorporated in here because we don't have the money. Director Smith said that we will go to the Legislature and request State money to help run the federal public housing project. The third option is HUD wants the agency to look at our assets, the properties we own and see if in some way to turn around our income stream to be self-sustainable.

Director Smith commented that at the national level expects public housing agencies to sell off their property but in Hawaii, we have not done that yet.

Director Beaver asked who owns the HUD housing. Director Smith explained that they were built using federal funds. The federal government gives us money to operate them on a yearly basis and the Agency holds the title to them, the State of Hawaii.

Director Ridings said that the operating budget was developed with certain assumptions such as rent collection that would remain the same. Director Ridings asked what is the rent collection percentage assumption.

Ms. Miyamoto said that the April 2006 numbers show a 97 percent collection rate. She explained that if we fill more vacant units, it generates more income, but it is not incorporated into the budget. The assumption is that the rent amount is the

HAWAII PUBLIC HOUSING AUTHORITY

same that we collected for the approximately 600 unoccupied units with the average rent of \$212.00.

Director Beaver asked if HUD assumes that because it's a benefit for your state, the State needs to participate, and HUD is only going to fund a certain percentage of the overall project cost.

Ms. Miyamoto said that the subsidy amount that we get has never been enough to really sustain the projects, and that's why HUD is pushing for asset management. HUD wants agencies to look at their assets and come up with ideas on how to balance the budget. They want to mirror the multi-family program. The argument that advocates for public housing have is funding is not enough to sustain the properties.

Director Ignacio explained to Director Beaver that the tenant rents are either a flat rate or thirty percent of their income. If they are not working and they are on general assistance, thirty percent is what tenants pay.

The Vice-Chairman added that the properties we have average 40 years old and we have not received or there's nothing being generated to do the maintenance. Assets are deteriorating so we concluded we must go to the Legislature to balance the equation.

Director Ridings asked if the rent is inclusive of the electrical cost for that unit. Ms. Miyamoto explained that we have a combination, in some projects the tenants pay the utilities and they get an allowance. In other projects where they are not individually metered, we pay the utilities. Staff is working on an RFP for an energy contract which will assess all the projects and do an energy assessment to see where our cost savings can be.

Director Ridings asked if there is an option for inclusive pricing with electricity and if there is a way to split the cost to the tenants. Mr. Hee explained that under the federal low rent housing formula, rents include electricity. But you can have your buildings metered separately. However, you have to provide tenants with a utility allowance. The water case is one of those issues, so we have to calculate what the average usage would be and we would have to update that annually. HUD has allowed us to go for energy contracting or come up with energy savings. We can freeze our baseline on utilities and use the difference of what we save in the future to fund the upgrades, such as converting all our projects to fluorescents. The appliance contract we have went to Energy Star who has energy saving appliances. Other issues are the hot water heaters, we can go solar, but you have to include the cost of electricity and/or gas in your rent.

Director Ridings commented that before we go to the Legislature, we need to know what our costs are. We should be looking at initiatives we can show saying these are the things that we are looking at that could reduce in some of our areas, but in the meantime we need some help from the Legislature

Director Smith agreed with Director Ridings suggestions and if there is an RFP in this area that the Board can comment on. There are companies willing to come in at no cost and change out all of your systems, and you share in the savings between that company and the entity. We need to think creatively and it's encouraging to hear of ways of which we have no out-of-pocket expense but reap some benefits. Mr. Hee added that we are working with the Department of Business, Economic Development and Tourism who has provided us a lot of input.

The Vice-Chairman called for the vote on the motion.

The motion was unanimously carried.

RESOLUTION NO. 004

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

RESOLUTION APPROVING THE OPERATING BUDGET FOR THE CALENDAR
YEAR 2007 FOR THE FEDERAL LOW RENT PROGRAM

WHEREAS, the Board of Directors of the Hawaii Public Housing Authority in compliance with the U.S. Department of Housing and Urban Development (HUD) annually request a Performance Funding System (PFS) operating subsidy to cover the difference between an allowable level of expenses and available income,

WHEREAS, THE PFS operating subsidy becomes a part of the operating budget to be used to determine the bottom line, and

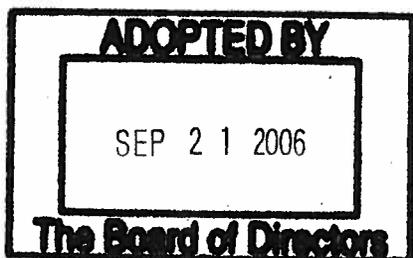
WHEREAS, HUD's Final Rule published in the Federal Register On October 24, 2005 (70 FR 61355) requires PHAs to submit a board resolution certifying to the PHA's Board of Director's review of the operating budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approve the Operating Budget for Calendar Year 2007 for the Federal Low Rent Program.

The UNDERSIGNED, hereby certifies that the foregoing Resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on September 21, 2006.



Charles A. Sted, Chairperson



HAWAII PUBLIC HOUSING AUTHORITY

Director Ridings moved, seconded by Designee Oliva

That the adoption of amendments to and compilation of Chapter 17-2028 Federally-Assisted Housing Projects, Hawaii Administrative Rules, be approved by the HPHA Board of Directors.

Ms. Miyamoto presented the For Action. She explained that the actual program changes include amending our preferences. It is a long process to work out the wait list. The three preferences for public housing, federal public housing, include victims of domestic violence, displacement by government action, or homeless persons who are participating in or graduated from a homeless program and who are in compliance with the social service plan. The second change is the applicants are given one offer not three, unless they turn it down for a good reason. The third one is to allow for special reexaminations of family income at any time necessary until the next annual recertification or reexamination. And number four is minimum rent changed from \$50 to zero.

Director Hosino would like to amend the motion and for staff to make a change under Section 17-2028-39, second line the "one offer" to "two offer". Director Ridings seconded the motion.

Ms. Dodson for clarification explained the application process and how this would work, and mentioned that transfers take precedence over new placements.

After further discussion, the Vice-Chairman said that there is a motion for the amendment to the motion.

The motion was unanimously opposed.

Director Yoshioka asked if the changes subject to Chapter 91 go to public hearing? Deputy Attorney General Margaret Leong said yes and that it is presented to the Board first and there may be changes.

Director Yoshioka asked the rationale of the minimum rents going from fifty to zero, and whether this change is reflected in the budget.

Ms. Miyamoto explained that it is reflected in the budget and that it was put into the PHA plan that was approved by HUD, but changes weren't made to the administrative rules. In consultation with the Attorney General's (AG) office, since there was no negative impact on the tenant we implemented the change.

Mr. Hee added that although the minimum rent is \$50, they can still apply for hardship rent which could be zero. Director Ridings added that zero rent, they also get a check for electricity to pay from us, so we're paying a double hit.

Director Smith said for clarification purposes, this change is to make sure that our administrative rules are consistent with the public housing plan that we submitted to the HUD office, and right now we have a discrepancy.

The Vice-Chairman noted that the attached information in the back of the For Action is calculations for domestic hot water heaters and appliance usage, and is incorporated as part of the administrative rules.

Director Ignacio noticed some pages of the HRS are missing some subchapters.

Deputy Attorney General Leong advised the Board that on the record, we can either do a motion to defer until the next Board meeting, or withdraw the motion.

Director Beaver moved, seconded by Designee Oliva

That the For Action be deferred and be put on the Agenda for the next HPHA Board meeting.

ADOPTION OF AMENDMENTS TO AND COMPI- LATION OF CHAPTER 17-2028 "FEDERALLY- ASSISTED HOUSING PROJECTS", HAWAII AD- MINISTRATIVE RULES

HAWAII PUBLIC HOUSING AUTHORITY

The motion was unanimously carried.

The Vice-Chairman declared a recess at 11:09 a.m.

RECESS

The Vice-Chairman called the meeting back to order at 11:23 a.m. He outlined the Agenda as to what will be next. Status of the Executive Director, For Information on the homeless programs and then a report of the Executive Director. Then we'll do the HHA Wilikina Apartments Project Agenda. Ms. Dodson mentioned the tour of the projects.

RECONVENED

Designee Oliva provided a brief status on the Executive Director search that we've completed all the reference checks. One candidate withdrew his name from being considered and we have three left. Today we will do an interview here on Kauai after the meeting, and then early next week we have scheduled two other interviews for the remaining candidates. Directors Ignacio, Beaver and Oliva will be doing the interviews. He asked if anyone would like to join Director Beavers and himself on the next scheduled interviews on Tuesday because Director Ignacio will not be available.

STATUS OF THE
EXECUTIVE
DIRECTOR
SEARCH

Designee Oliva said he received information that HUD will participate in the Executive Director's selection. It would be a courtesy of running it by them with regard to participants and the person we select.

The Vice-Chairman asked how is the process made in selecting the Executive Director. The work at the task force is presented to the Board. The Executive Director and Executive Assistant are appointed by the Board. Director Smith mentioned that the Governor was informed at the time the Board made a selection, but will clarify with the Governor. She wanted clarification if HUD has veto power over our selection. Ms. Miyamoto clarified that they said they have to approve it.

Director Smith suggested that the candidate names be presented to HUD before we bring it to the Board.

Ms. Dodson presented the For Information on the Homeless Programs Contract Details for FY 2007.

The Vice-Chairman asked if the \$10 million appropriation for renovation of state and federal buildings could be used to renovate vacant units that are uninhabitable that would help homeless. Ms. Dodson said that they tried to make that argument. However, in Act 100 it specifically states for existing shelter for transitional and homeless facilities. The ruling we got from the Attorney General's office is that we could not use it because public housing is not termed transitional. During the Legislature, the language to change in the bill was never incorporated.

HOMELESS
PROGRAMS
CONTRACT
DETAILS –
FY 2007

Director Smith asked if the stipend program outreach and grant program listed in item 2 is different from the \$6.5 and the \$27 million. She recalled the \$10 million for the renovation of existing buildings, that included repair of fire escapes, kitchen and bathroom facilities, in existing transitional emergency shelters.

Ms. Dodson said that she had to defer to Ms. Sandra Miyoshi, Homeless Programs, Administrator and get back to the Board on the amount. She also explained that the language in the bill was it had to be existing shelters on State property. If it was on private property, we couldn't use that.

Ms. Miyamoto presented the Report the contracts and change orders over \$25,000. As requested by the Vice Chairman, a schedule as to when the contracts come up for award or extension will be provided to the Board.

REPORT ON
CONTRACTS
AND CHANGE
ORDERS OVER
\$25,000

Director Smith asked if the information about the elevators is for Kuhio Park Terrace. Ms Miyamoto explained that we have an RFP that's being reviewed by the AG's office for a contract to go out for solicitation for a contract for the maintenance and repair of the elevators. This specific change order is for all our

HAWAII PUBLIC HOUSING AUTHORITY

projects with elevators to do a survey and evaluation and, assess to see whether they should be modernized or what has to be done. Ms. Dodson added that the work has already been completed and that this was a change to the contract to take back the \$17,000.

There being no further questions or comments on the contracts and change orders, the Vice-Chairman requested that Ms. Miyamoto provide additional information on the account receivable, percentage occupancy, the spreadsheet or the total number of units, total occupied, total under maintenance, the Executive Director's report, and recurring items that come up on the agenda such as the audit and finance committee, and the asset management. Ms. Miyamoto said she will provide the information.

Director Smith moved, seconded by Director Ignacio,

EXECUTIVE
SESSION

That the Board move into Executive Session at 11:45 a.m.

The motion was unanimously carried.

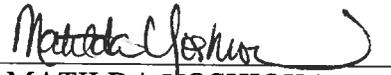
* * * * *

Vice Chairman Thompson declared

ADJOURNMENT

That the meeting be adjourned at 12:30 p.m.

The motion was unanimously carried.


MATILDA YOSHIOKA

Approved: OCT 19 2006

FOR ACTION

SUBJECT: Adoption of Amendments to and Compilation of Chapter 17-2028
"Federally-Assisted Housing Projects", Hawaii Administrative Rules

I. FACTS

- A. Act 196, Session Laws of Hawaii (SLH) 2005, as amended by Act 180, SLH 2006, separated the housing financing and development functions from the Housing and Community Development Corporation of Hawaii (HCDCH) and created the Hawaii Housing Finance and Development Corporation (HHFDC), and the Hawaii Public Housing Authority (HPHA). Act 196 became effective on July 1, 2006. Act 196 provided that all HCDCH administrative rules would remain in effect until amended.
- B. Amendments to Chapter 17-2028, Hawaii Administrative Rules (HAR), were approved by the HCDCH Board of Directors on March 17, 2005, and went into effect on July 21, 2005. These amendments specifically addressed the adoption of new utility allowance standards and calculation methodology.
- C. The HPHA has subsequently adopted several changes to its Admissions and Continued Occupancy Policy (ACOP) for federal public housing that will require the adoption of administrative rule amendments to implement.

II. DISCUSSION

- A. The proposed amendments to Chapter 17-2028 fall into two categories:
 - 1. Housekeeping, grammatical, and clarifying amendments; and
 - 2. Amendments to implement program changes.
- B. The housekeeping amendments are as follows:
 - 1. All references to the HCDCH were amended to refer instead to the HPHA.
 - 2. All references to chapter 201G, HRS were amended to refer to the new HPHA chapter in the HRS. The new HPHA chapter is not yet codified, a process that is not expected to be completed until late Fall 2006. Accordingly, a placeholder chapter number ("XXX") has been used in the appropriate places throughout the proposed amendments.
 - 3. Where practicable, exhibits were eliminated or incorporated into the body of the rules itself for the sake of clarity. For example, occupancy guidelines are currently located in exhibit "F" of chapter 17-2028. The proposed amendments incorporate the occupancy standards contained in exhibit "F" directly in §17-2028-5 (pages 2028-12 through 2028-13).
 - 4. Language was added throughout the rules to allow the HPHA to amend its policies to conform to mandatory HUD guidelines, policies, and standards without need for public hearing. For example, HUD publishes income limits on an annual basis. The HPHA has no discretion to adjust or change the income limits set by HUD. Accordingly, section 17-2028-3 (p. 2028-12) is being amended to allow the HPHA to adjust the income limits in accordance with HUD guidelines without a public hearing as required by section 91-3, HRS.

C. Amendments implementing program changes are as follows:

1. Preferences (§17-2028-34, pp. 2028-23 to 2028-24; §17-2028-35, p. 2028-25)
Amendments to this section implement reductions in the number of preferences for admission to federal public housing made in the ACOP and PHA Plan. Preferences would only be available for families that have been involuntarily displaced by government action, are victims of domestic violence, or are homeless persons who are participating in or graduating from a homeless program and who are in compliance with a social services plan.
2. Number of Offers of a Housing Unit (§17-2028-35, p. 2028-25; §17-2028-39, pp. 2028-27 through 2028-29)
Applicants must accept an offer of a housing unit or be removed from the wait list, unless there is good cause for refusal of the offer.
3. Special Reexaminations (17-2028-55, p. 2028-32)
The HPHA may schedule special reexaminations of family income at any time necessary prior to the next annual reexamination, if at the time of admission or reexamination, a family's income cannot be reasonably anticipated for the next twelve-month period.
4. Minimum rents (§17-2028-61, pp. 2028-36 to 2028-37)
The minimum rent was reduced from \$50 per month to \$0.

III. RECOMMENDATION

That the HPHA Board of Directors:

1. Approve the proposed amendments to and compilation of Chapter 17-2028, Hawaii Administrative Rules;
2. Subject to the Governor's approval, authorize the Interim Executive Director or her designated representative(s) to conduct public hearings on the amendments to and compilation of Chapter 17-2028, Hawaii Administrative Rules;
3. Authorize the Interim Executive Director to make any non-substantive amendments to the draft amendments to and compilation of Chapter 17-2028, Hawaii Administrative Rules prior to or following the public hearing;
4. Authorize the Interim Executive Director to make all appropriate amendments to all HRS references in the proposed amendments to and compilation of Chapter 17-2028, Hawaii Administrative Rules; and
5. After the public hearings, authorize the Interim Executive Director to transmit amendments to and compilation of Chapter 17-2028, Hawaii Administrative Rules, to the Governor for final approval provided that no substantive amendments are made.

Attachment: Exhibit "1" – Proposed Amendments to and Compilation of Chapter 17-2028, Hawaii Administrative Rules

Prepared by: Mavis Masaki, HHFDC Planner
Reviewed by: Janice Takahashi, HHFDC Chief Planner

**Approved by the Board of Directors at its meeting on
OCT 19 2006**

PLANNING OFFICE

Please take necessary action

HAWAII ADMINISTRATIVE RULES

TITLE 17

DEPARTMENT OF HUMAN SERVICES

SUBTITLE 5

~~[HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF
HAWAII]~~ HAWAII PUBLIC HOUSING AUTHORITY

CHAPTER 2028

FEDERALLY-ASSISTED HOUSING PROJECTS

Subchapter 1 General Provisions

§17-2028-1	Purpose
§17-2028-2	Definitions
§17-2028-3	Income limits
§17-2028-4	Asset transfers
§17-2028-5	Occupancy guidelines
§17-2028-6	Occupancy standards
§17-2028-7	Utility allowance
§17-2028-8	Verification of information
§17-2028-9	Misrepresentation

Subchapter 2 Eligibility

§17-2028-21	Applicants
§17-2028-22	Eligibility for admission and participation
§17-2028-23	Notification of eligibility
§17-2028-24	Informal hearing for applicants determined to be ineligible for admission

Subchapter 3 Tenant Selection

§17-2028-31	Nondiscrimination
§17-2028-32	Income targeting
§17-2028-33	Deconcentration
§17-2028-34	Local preferences
§17-2028-35	Loss of preference
§17-2028-36	Waiting list
§17-2028-37	Removal from waiting list
§17-2028-38	Closing the waiting list
§17-2028-39	Offers
§17-2028-40	Occupancy of accessible dwelling units

Subchapter 4 Occupancy and Rental Agreement

§17-2028-51	Rental agreement
§17-2028-52	Eligibility for continued occupancy
§17-2028-53	Reexamination
§17-2028-54	Reexamination results
§17-2028-55	Special reexamination
§17-2028-56	Interim rent adjustment
§17-2028-57	Tenant transfers
§17-2028-58	Backcharges
§17-2028-59	Rental agreement termination

Subchapter 5 Rents and Security Deposits

§17-2028-61	Minimum rents
§17-2028-62	Choice of rent
§17-2028-63	Security deposits

Subchapter 6 Family Self-Sufficiency Program

§17-2028-71	Family self-sufficiency program
§17-2028-72	Eligibility
§17-2028-73	Recruitment and outreach
§17-2028-74	Selection
§17-2028-75	Termination or withholding of service

Subchapter 7 Special Programs

- §17-2028-81 Special programs
- §17-2028-82 Occupancy by police officers
- §17-2028-83 Designated housing

Subchapter 8 Household Pets

- §17-2028-91 Pet ownership
- §17-2028-92 Conditions of pet ownership

Subchapter 9 Miscellaneous Provisions

- §17-2028-10 Severability
- §17-2028-102 Number and gender

Historical Note: Chapter 2028 of Title 17, Hawaii Administrative Rules, is substantially based upon Chapter 17-535, Hawaii Administrative Rules, [Eff 1/1/81; am and comp 2/11/85; am and comp 5/26/98; R 12/03/01], and Chapter 15-190, Hawaii Administrative Rules [Eff 12/03/01; R 7/21/05]

SUBCHAPTER 1

GENERAL PROVISIONS

§17-2028-1 Purpose. These rules are adopted under chapter 91, HRS, and shall govern the admission to and the continued occupancy of federally-assisted housing projects owned or operated by the ~~corporation~~ authority. [Eff 7/21/05; am and comp _____] (Auth: HRS §XXX-13) (Imp: HRS Chapter XXX; 24 CFR Parts 5, 960, and 965)

§17-2028-2 Definitions. As used in these rules, except otherwise required by context:

"Accessible dwelling unit" means an apartment that is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical handicaps or an apartment which meets the requirements of applicable standards that address the particular disability or impairment of an individual.

"Adjusted income" means "annual income" minus any HUD allowable expenses and deductions as defined in 24 CFR §5.611 [~~which is incorporated by reference and attached as exhibit A~~] as may be amended from time to time.

"Annual income" means the gross amount of income anticipated to be received by the family during the twelve months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which has been excluded by HUD, as defined in 24 CFR §5.609 [~~which is incorporated by reference and attached as exhibit B~~] as may be amended from time to time.

"Applicant" means an individual or family that submits an application for admission to the program but is not yet a participant in the program.

"Authority" means the Hawaii public housing authority.

"Assets" or "net family assets" means net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment as defined in 24 CFR §5.603 [~~which is incorporated by reference and attached as exhibit C~~] as may be amended from time to time.

"Assisted housing" means housing assisted under the United States Housing Act of 1937.

"Backcharge" means the amount of arrears in rent owed to the [~~corporation.~~] authority by the tenant.

"Broad range of income" means attaining a tenant population in a housing project with a broad range of

income that is generally representative of the range of income and the rent paying ability of lower income families.

"CFR" means the United States Code of Federal Regulations.

"Certification" means a written assertion, based on supporting evidence, which must be kept available for inspection by HUD, its Inspector General, and the public, which assertion is deemed to be accurate for purposes of this part, unless HUD determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

"Community service" means the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

"Community wide" means inclusive of any location that is under the jurisdiction of the ~~[corporation.]~~ authority.

"Continuously assisted" means that the applicant is currently receiving assistance under any program of the United States Housing Act of 1937, as amended, and there is no break in assistance to the family.

~~["Corporation" means the housing and community development corporation of Hawaii, and successor to the Hawaii housing authority.]~~

"Covered families" means families who receive welfare assistance or other public assistance benefits ("welfare benefits") from a State or other public agency ("welfare agency") under a program for which federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.

"Designated housing" or "designated project" means a project (or projects), or a portion of a project (or projects) that has been designated for occupancy by disabled families, elderly families, or

mixed populations of disabled families and elderly families.

"Disabled family" means a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

"Displaced family" means a family that has been involuntarily displaced.

"Domestic violence" means the actual or threatened physical violence directed against a family member by a spouse or other household member who lives in the dwelling unit with the family.

"Drug related criminal activity" means the manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance as defined in 21 U.S.C. 802 and which activity is conducted on or near the premises of the assisted dwelling unit.

"Dwelling unit" means a residential unit in a housing project.

"Economic self-sufficiency program" means any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families.

~~"Elderly" or "elderly family" means [a family whose head, spouse, or sole member is a person who is at least sixty two years of age; or two or more persons who are at least sixty two years of age living together; or one or more persons who are at least sixty two years of age living with one or more live-in aides.]~~ households in which at least one member is sixty-two years of age, the spouse or partner has attained eighteen years of age, and the remaining members have attained the age of fifty-five years at the time of application to the project.

"Eligible family" means a family that meets the qualifications and requirements of the program.

"Exempt individual" means an individual who is exempt from complying with community service or self-sufficiency activities and which is further defined in 24 CFR §960.601(b) [~~which is incorporated by~~

~~reference and attached as exhibit D.]~~ as amended from time to time.

"Extremely low income family" means a family whose annual income does not exceed thirty per cent of the median income for the area, with adjustments for smaller and larger families, except that income ceilings higher or lower than thirty per cent of the median income for the area may be established if such variations are necessary because of unusually high or low family incomes.

"Family" means:

- (1) Two or more persons who live or intend to live together as a unit and whose income and resources are available to meet the family's needs and who may be related by blood, marriage, or operation of law and whose head of family has reached the age of majority. Family may include foster children and hanai children;
- (2) An elderly family;
- (3) A disabled family;
- (4) A displaced family;
- (5) The remaining member of a tenant family who is recorded as an authorized occupant on the current list of household members and who has reached the age of majority; or
- (6) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

"Family self-sufficiency program" or "FSS program" means the program established by the corporation in accordance with 24 CFR Part 984 to promote self-sufficiency of assisted families, including the coordination of supportive services.

"Federally-assisted housing projects" means the low-income federal assisted public housing projects as established by the United States Housing Act of 1937, as amended.

"Foster children" means a person or persons, under eighteen years of age who is not related to the

foster parent by blood, marriage, or adoption and who is in need of parenting care.

"Foster parent" means any adult person who gives parenting care and maintenance to a foster child pursuant to placement by an authorized agency.

"HAR" means the Hawaii Administrative Rules.

"Hanai children" means a person or persons, under eighteen years of age, for whom an applicant or participant provides food, nourishment and support for a minimum period of at least a year or has been recognized in the household for support by the department of human services and who is acknowledged as the applicant's or participant's child among friends, relatives and the community.

"Handicapped" means the same as "disabled family".

"Housing projects" means those rental projects owned or operated by the [~~corporation.~~] authority.

"HRS" means the Hawaii Revised Statutes.

"HUD" means the United States Department of Housing and Urban Development.

"Imputed welfare income" means the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

"Involuntarily displaced" means an applicant who has vacated or will have to vacate the dwelling unit where the applicant lives because of one or more of the following:

- (1) Displacement by disaster;
- (2) Displacement by governmental action; or
- (3) Displacement by action of housing owner for reasons beyond the applicant's control and despite the applicant meeting all previously imposed conditions of occupancy. The action taken by the owner is for reasons other than rent increase.

"Live-in aide" means a person who resides with one or more elderly persons, or near elderly persons, or persons with disabilities, and who:

- (1) Is determined to be essential to the care and well-being of the persons;
- (2) Is not obligated for the support of the persons; and
- (3) Would not be living in the unit except to provide the necessary support services.

A live-in aide shall not be considered an assisted family member, has no rights or benefits under the program, and may not be considered as a remaining member of the tenant family.

"Location" means any site comprising a common geographic area undivided by natural or man-made barriers (such as rivers, highways, railroads, or other major obstructions) that block or impede normal pedestrian traffic and which may contain more than one project.

"Low income family" means a family whose annual income does not exceed eighty per cent of the median income for the area, with adjustments for smaller and larger families, except that income ceilings higher or lower than eighty per cent of the median income for the area may be established if such variations are necessary because of unusually high or low family incomes.

"Near elderly family" means a family whose head, spouse, or sole member is at least fifty years of age but below the age of sixty two, or two or more persons who are at least fifty years of age but below the age of sixty two living with one or more live-in aides.

"Part-time resident aide" or "nineteen hour tenant aide" means a tenant of a housing project, employed by the [~~corporation,~~] authority, who works not more than nineteen hours a week.

"PHA plan" means the [~~corporation's~~] authority's public housing agency plan that is prepared pursuant to 24 CFR Part 903.

"Refusal of an offer" means an applicant declines an offer made by the [~~corporation~~] authority for a specific unit from any waiting list or an applicant's failure to respond to a written offer from the [~~corporation~~] authority for a specific unit within the time specified in the offer.

"Rental agreement" means the agreement containing the conditions of occupancy entered into by the tenant and [~~corporation-~~] authority.

"Resident" means a United States citizen or a permanent United States resident who is able to demonstrate [~~his or her~~] the intent to reside in Hawaii. Intent to reside in Hawaii may be demonstrated by the following: length of time spent in Hawaii; leasing or renting of a home in Hawaii; filing of personal Hawaii income tax returns; registering to vote in Hawaii. Hawaii driver's license; record of Hawaii motor vehicle registration; notification of hire to work in Hawaii; records of employment in Hawaii; military records substantiating Hawaii residency; enrollment of minor children in Hawaii schools; establishment of bank accounts and other accounts in Hawaii; written reference from Hawaii residents, relatives, or social agencies; and any other indicia which could substantiate a claim of an intent [~~of~~] to reside.

"Security deposit" means a deposit required of each tenant prior to admission for the cost of loss or damage of the [~~corporation's~~] authority's property (reasonable wear and tear excepted) and non-payment of rent.

"Serviceman" means a person active in the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States, and since July 29, 1945, the Commissioned Corps of the U.S. Public Health Service who has served therein at any time:

- (1) On or after April 6, 1917, and prior to November 11, 1918;
- (2) On or after September 16, 1940, and prior to July 26, 1947;
- (3) On or after June 27, 1950, and prior to February 1, 1955; or
- (4) On or after August 6, 1964 and prior to May 7, 1975.

"Staff" means the employees or agents of the [~~corporation-~~] authority.

"Substandard housing" means a unit that:

- (1) Is dilapidated;

- (2) Does not have operable indoor plumbing;
- (3) Does not have a usable flush toilet inside the unit for the exclusive use of a family;
- (4) Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;
- (5) Does not have electricity, or has inadequate or unsafe electrical service;
- (6) Does not have a safe or adequate source of heat;
- (7) Should, but does not, have a kitchen; or
- (8) Has been declared unfit for habitation by an agency or unit of government.

"Tenant" means the person or persons who enter into a rental agreement with the [~~corporation~~] authority for a dwelling unit.

"U.S.C." means the United States Code.

"Utility allowance" means the value of utilities such as electricity, gas, and water costs that are included in the gross rent of the participant. This does not include telephone or cable television services.

"Utility reimbursement" means the amount, if any, by which the utility allowance for the unit exceeds the total tenant payment of the family occupying the unit.

"Very low-income family" means a family whose annual income does not exceed fifty per cent of the median income for the area, with adjustments for smaller and larger families, except that income ceilings higher or lower than fifty per cent of the median income for the area may be established if such variations are necessary because of unusually high or low family incomes.

"Veteran" means any person who served in the military or naval forces of the United States who has been discharged or released from active service under conditions other than dishonorable.

"Violent criminal activity" means any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

[Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR Part 5, Subparts A, D, F, 24 CFR §960.102)

§17-2028-3 Income limits. (a) Income limits for an applicant's admission to a housing project shall be as prescribed by ~~[exhibit E, which is incorporated by reference and attached.]~~ HUD annual income limit guidelines.

(b) The authority shall adjust the income limits as established and required by HUD.

(c) Because the HUD income limits are mandatory and the Authority has no discretion to amend or change the income limits, the income limits shall be established without a public hearing as provided in Chapter 91-3D, HRS. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §201H Part I; 24 CFR §5.601)

§17-2028-4 Asset transfers. (a) All assets transferred or assigned to another person, within a twenty-four month period prior to ~~[submitting an application]~~ admission, or at any time during occupancy shall be included in determining an applicant's assets.

(b) The value of the assets shall be based on the fair market value. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §5.603)

§17-2028-5 Occupancy guidelines. (a) The ~~[corporation]~~ authority shall establish occupancy guidelines to maintain the maximum usefulness of the dwelling units, while preventing excessive wear and tear or underutilization. ~~[The occupancy guidelines are incorporated by reference and attached as exhibit F.]~~

~~(b) The occupancy guidelines shall provide for minimum and maximum unit sizes depending on the number~~

~~of persons in a household for purposes of determining unit size for the wait list.]~~ The occupancy guidelines are not to be confused with the ~~[corporation's]~~ authority's occupancy standards, which are based on prevailing county building codes.

(b) The occupancy guidelines for determining unit size shall be applied in a manner consistent with fair housing guidelines. For purposes of this section, an adult is a person 18 years or older. All guidelines relate to the number of bedrooms in the unit.

(c) Dwelling units will be so assigned that one bedroom will be generally assigned for every two family members.

(d) The authority shall consider factors such as family characteristics including sex, age, or relationship, the number of bedrooms and the size of sleeping areas or bedrooms and the overall size of the dwelling unit. Consideration shall also be given for medical reasons and the presence of a live-in aide.

(e) Single person families shall be allocated one bedroom.

(f) The minimum number of persons in the household shall be:

- (1) For a 0 bedroom unit: 1 person;
- (2) For a 1 bedroom unit: 1 person;
- (3) For a 2 bedroom unit: 2 persons;
- (4) For a 3 bedroom unit: 3 persons;
- (5) For a 4 bedroom unit: 4 persons; and
- (6) For a 5 bedroom unit: 6 persons.

(g) The maximum number of persons in the household shall be:

- (1) For a 0 bedroom unit: 1 person;
- (2) For a 1 bedroom unit: 2 persons;
- (3) For a 2 bedroom unit: 4 persons;
- (4) For a 3 bedroom unit: 6 persons;
- (5) For a 4 bedroom unit: 8 persons;
- (6) For a 5 bedroom unit: 10 persons.

[Eff 7/21/05; am and comp] (Auth: HRS \$XXX-13) (Imp: HRS \$XXX-31; 24 CFR §960.202).

§17-2028-6 Occupancy standards. (a) Applicant and tenant shall abide by the occupancy standards for the admission and continued occupancy in housing projects. [~~as prescribed by the occupancy standards which are incorporated by reference and attached as exhibit G.~~]

(b) [~~The~~] In the City and County of Honolulu, the standards [~~follow~~] shall be the occupancy codes of the [~~county in which the units are located.~~] City and County of Honolulu.

(c) In all other counties, the occupancy standard shall be two persons per living area in the unit. [Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §960.202).

§17-2028-7 Utility allowances. (a) The monthly rent for a tenant residing in a federally assisted housing project shall include utility allowances established in accordance with HUD's standards for utility allowances.

(b) Utility allowances shall be calculated by determining the utility rate then multiplying it by the applicable quantity allowance. [A] The schedule of applicable quantity allowances for lighting, electric domestic hot water heaters, miscellaneous electrical, gas domestic hot water heaters is incorporated by reference and attached as exhibit [H] A.

(c) The [~~corporation~~] authority shall conduct a review of utility rates in January of each year. Electric and gas rate schedules for all providers shall be collected and reviewed for each month from the preceding January through December of the calendar year prior to the fiscal year beginning July 1. These monthly rates shall be averaged over the year period.

(d) The new utility allowances shall be posted and [~~noticed~~] mailed to residents at least sixty (60) days prior to the implementation date, during which time residents shall have the opportunity to present written or oral comments. The applicable schedules

shall be publicly posted in a conspicuous manner at the [~~corporation's~~] authority's project offices and shall be furnished upon request. The implementation date for new allowances shall be July 1, or as soon thereafter as is practicable.

(e) Implementation of all new allowances or components of allowances, by utility, shall be required when there is more than a ten per cent change in rates. In cases when a utility is granted a substantial rate increase in between the annual review, a mid-year allowance adjustment may be required.

(f) The [~~corporation~~] authority may update the quantity allowances. To update the quantity allowance, units of various sizes in a sampling of different types of developments shall be surveyed to determine the types of existing equipment as well as to identify any factors affecting energy efficiency. If there is a variance in energy consumption factors among housing projects, the worst case scenario shall be identified and utilized for calculating the quantity allowances.

(1) Allowances for lighting shall be developed by conducting a field survey of various units to determine the number and type of fixtures. The following factors shall be used to determine the kilowatt hour per month allowance for each unit size:

- (A) The number of fixtures;
- (B) Watts per fixture; and
- (C) Hours of use per day.

(2) Allowances for miscellaneous electric equipment shall be based upon usage of a television, radio, miscellaneous small appliances, and a fan.

(3) The allowance for refrigerators is based on a new, but non-energy efficient model. For 0, 1, and 2 bedroom units a 14 cubic foot model utilizing 155 kilowatt hours per month is assumed. For a 3, 4 and 5 bedroom unit, a 16 cubic foot model utilizing 165 kilowatt hours per month is assumed.

- (4) Allowances for cooking shall be 930 kilowatt hours per year for 0, 1, and 2 bedroom units, and 1140 kilowatt hours per year for 3, 4, and 5 bedroom units, respectively.
- (5) Allowances for electric domestic hot water heating shall be based on engineering calculations for each bedroom size assuming a certain number of occupants. The data used in the calculations include estimated consumption per occupant per day, temperature of incoming water, temperature of hot water supply, efficiency of heater, and energy required to heat water to supply temperature.
- (6) Allowance for solar domestic hot water shall be based on a cost analysis of a domestic hot water heating system.
- (7) Gas consumption allowances shall be developed using the same methodology as the electric consumption allowance.

(g) The [~~corporation~~] authority shall provide medical disability allowances for residents who have provided proof of medical necessity to the corporation. The quantity allowances for medical equipment shall be as follows:

- (1) For window air conditioners, 229 kilowatt hours per month;
- (2) For oxygen concentrators, 219 kilowatt hours per month;
- (3) For nebulizers, 5 kilowatt hours per month;
- (4) For electric hospital beds, 1 kilowatt hour per month;
- (5) For alternating pressure pads, 51 kilowatt hours per month;
- (6) For low air-loss mattresses, 88 kilowatt hours per month;
- (7) For power wheelchairs or scooters, 33 kilowatt hours per month;
- (8) For CPAP machines, 9 kilowatt hours per month; [~~and~~]

(9) Feeding tube, 44 kilowatt hours per month; and

(10) For any other medical equipment, the quantity allowance shall be determined by taking the equipment's average energy consumption multiplied by the normal frequency of usage.

(h) A tenant shall pay for utility usage in excess of the applicable utility allowance.

(i) A tenant shall receive a utility reimbursement when the utility allowance exceeds the total tenant payment with the exception of tenants paying a flat rent. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §§5.603, 5.632, 960.253, Part 965 Subpart E, §966.4)

§17-2028-8 Verification of information. An applicant or tenant shall provide documentation to verify information upon request of the staff. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §§960.202, 960.259)

§17-2028-9 Misrepresentation. An applicant may be denied admission to a housing project if the applicant has submitted false information, withheld information, or made willful misstatements. A tenant who does the same may be denied continued eligibility and have the rental agreement terminated. [Eff 7/21/05; am and comp] (Auth: HRS § XXX-13) (Imp: HRS XXX-31; 24 CFR §966.4)

SUBCHAPTER 2

ELIGIBILITY

§17-2028-21 Applicants. (a) A person seeking admission to a housing project shall submit a completed pre-application form prepared by the [~~corporation~~] authority. The applicant may file at any of the [~~corporation's~~] authority's in-take offices and apply for any and all waiting list areas prescribed in 17-2028-36.

(b) The initial pre-application review shall not require an interview. Only applicants who are determined to be eligible in the initial review shall be placed on the waiting list. A final eligibility review shall be conducted when the applicant reaches the top of the waiting list.

(c) An applicant who has misrepresented material information shall not be eligible to file an application with the [~~corporation~~] authority for twelve months from the date of written notification from the [~~corporation~~] authority.

[Eff 7/21/05; am and comp] (Auth: HRS §XXX-13; 24 CFR §960.202) (Imp: HRS §XXX-13; 24 CFR §§960.204, 960.205)

§17-2028-22 Eligibility for admission and participation. (a) To be eligible for participation in the program, the applicant and household members or live-in aide shall meet all of the requirements of the pre-application and final-application phases as set forth below:

- (1) During the pre-application phase, the applicant and adult household members shall:
 - (A) Qualify as a family;
 - (B) Be income eligible as determined under section 17-2028-3;
 - (C) Not have an outstanding debt owed to the [~~corporation~~] authority as a participant in any of its programs;
 - (D) Not have an outstanding liability for unpaid rent or damages incurred while previously participating in any section 8 rental subsidy program;

- (E) Provide a social security number for all family members who are at least six years of age or certify that the person does not have a social security number;
- (F) Not have been evicted since March 1, 1985, from a public housing program administered by the [~~corporation~~] authority or its [~~predecessor~~], predecessors, the housing and community development corporation of Hawaii, and the Hawaii housing authority;
- (G) Not have been evicted from assisted housing by reason of drug-related criminal activity for a three-year period beginning on the date of the eviction unless the evicted tenant successfully completes a rehabilitation program approved by the corporation;
- (H) Not have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal or state housing program;
- (I) Not be illegally using a controlled substance or give the [~~corporation~~] authority a reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance or abuse alcohol by a household member, (or pattern of abuse) may interfere with the health, safety, or right to peaceful enjoyment of a rental premises by other residents
 - (i) For the purposes of this subsection, "reasonable cause to believe" means by a preponderance of the evidence;
 - (ii) For the purposes of this subsection, in determining whether to deny eligibility based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household

member, the [~~corporation~~]
authority may consider
rehabilitation as provided for
under 42 U.S.C. §13661(b) (2) (A) -
(C) [~~effective October 1, 1999,~~
~~which is incorporated by reference~~
~~and attached as exhibit I] as
amended from time to time;~~

- (J) Not currently or during a three year period preceding the date when the applicant household would otherwise be selected for admission be engaged in any drug-related criminal activity or violent criminal activity which would adversely affect the health, safety, right to peaceful enjoyment of the premises by other residents, the owner, or [~~corporation~~] authority employees;
 - (K) Not have been convicted in the manufacture, production, or distribution of methamphetamines; and
 - (L) Not subject to lifetime registration requirements under any State sex offender's registration program.
- (2) [~~During the final application phase, the~~] At all times, the applicant and all adult household members shall meet the requirements as set forth in (1), above, as well as the following requirements:
- (A) Not have engaged in or threatened abusive or violent behavior toward the [~~corporation's~~] authority's personnel. For purposes of this subsection, "threatened" means an oral or written threat or physical gestures that communicate intent to abuse or commit violence. Abusive or violent behavior may be verbal or physical and include use of expletives that are generally considered insulting, racial epithets, or other language, written or oral,

that is customarily used to insult or intimidate; and

- (B) Furnish evidence of citizenship or eligible immigrant status as provided for in 24 CFR §5.508 [~~which is incorporated by reference and attached as exhibit J.~~] as amended from time to time.

(b) An applicant who is continuously assisted under the U.S. Housing Act of 1937 [~~Housing Act~~], as amended, shall be admitted to the program as though the applicant was already a program participant. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §§5.216, 5.852, 960.202, 960.204, 960.205)

§17-2028-23 Notification of eligibility. (a) Upon making a determination of eligibility, the [~~corporation~~] authority shall mail a written notification to an applicant. The notification shall specifically state the reasons for determination.

(b) An eligible applicant shall be placed on the waiting list.

(c) An applicant determined to be ineligible for admission or participation in the program shall be provided an opportunity for an informal hearing pursuant to section 17-2028-24. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR §960.204)

§17-2028-24 Informal hearing for applicants determined to be ineligible for admission. (a) An applicant determined to be ineligible for admission or participation in the program may request an informal hearing by submitting a written request within fourteen working days from the date of notification of ineligibility.

(b) The informal hearing shall be scheduled within twenty-one working days from the date the written request is received and shall be conducted by

any person or persons designated by the [~~corporation,~~] authority, but shall not be a person who made or approved the determination of ineligibility or a subordinate of this person.

(c) The applicant shall be given the opportunity to present evidence, which shall be considered by the hearing officer, along with the data compiled by the [~~corporation.~~] authority.

(d) A written notice of the hearing officer's decision shall be mailed to the applicant within twenty-one working days after the hearing. The notice shall include an explanation of the reasons for decision. [Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: §XXX-13; 24 CFR §960.202)

SUBCHAPTER 3

TENANT SELECTION

§17-2028-31 Nondiscrimination. Tenant selection and assignment shall be made without regard to race, color, sex, religion, marital status, creed, national or ethnic origin, age, familial status, handicap or disability or HIV infection. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-7; 24 CFR §960.103)

§17-2028-32 Income targeting. Not less than forty per cent of families admitted to the program during the fiscal year from the waiting list shall be extremely low income families. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR §960.202)

§17-2028-33 Deconcentration. (a) [~~For~~ ~~federally assisted housing projects,~~ ~~the corporation~~] The authority shall give priority to applicants to

ensure that, to the maximum extent feasible, the housing projects will include families with a broad range of income generally representative of low income families in the [corporation's] authority's area of operation. The [corporation] authority shall not allow dwelling units to remain vacant awaiting an applicant who meets the appropriate income range.

(b) The [corporation] authority may not concentrate very low-income families in dwelling units in certain public housing projects or certain buildings within projects. Additionally, the [corporation] authority may not concentrate higher income families in dwelling units in certain housing projects or certain buildings within projects.

[Eff 7/21/05; am and comp] (Auth: HRS SXXX-13) (Imp: SXXX-31; 24 CFR §§5.607)

§17-2028-34 Local preferences. (a) Eligible applicants shall be given preference for admission in the program in the order of the dates of their applications if, at the time they are seeking housing assistance, they fall within the following preference categories:

- ~~(1) The following preferences shall be given first priority but have equal weight within this group:
 - ~~(A) Involuntarily displaced;~~
 - ~~(B) Victims of domestic violence; or~~
 - ~~(C) Homeless families that are residing in transitional shelter for the homeless and who are in compliance with a social service plan.~~~~
- ~~(2) The following preferences shall be given second priority but have equal weight within this group:
 - ~~(A) Living in substandard housing; or~~
 - ~~(B) Paying more than fifty per cent of annual income for rent.~~~~
- ~~(3) The following are other preferences having equal weight:~~

- ~~(A) Veterans and veterans' surviving spouse;~~
- ~~(B) Residents who live and/or work in the jurisdiction (by county);~~
- ~~(C) Families that contribute to meeting the corporation's income targeting requirements;~~
- ~~(D) Victims of reprisals or hate crimes; or~~
- ~~(E) Working families and those unable to work because of age or disability.]~~

- (1) Involuntarily displaced;
- (2) Victims of domestic violence who are participating in or graduated from a program with case management in a domestic violence shelter or clearance house; or
- (3) Homeless persons who are participating or graduating from a homeless program (which includes transitional shelters, supportive housing programs, and unsheltered homeless programs), and who are in compliance with a social service plan.

(b) Each preference in each priority group is of equal weight and an applicant who qualifies for any of the preferences shall receive assistance before any other applicant who is not so qualified regardless of:

- (1) Place on the waiting list; or
- (2) Date or time of submission of an application.

~~[(c) A single applicant who is elderly, disabled or displaced shall be given preference over all other single applicants, regardless of the other single applicant's local preference.]~~

~~[(d)]~~ (c) An applicant shall not receive preference if any adult member of the applicant family is a person who was evicted or terminated from any housing program operated by the corporation for a three-year period beginning on the date of eviction because of drug-related criminal activities unless the adult member has successfully completed a rehabilitation program approved by the ~~[corporation.]~~ authority. [Eff 7/21/05; am and comp]

(Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §960.204)

§17-2028-35 Loss of preference. An applicant who declines [~~three offers~~] an offer of a housing unit, without just cause, or who voluntarily requests cancellation of the application after declining an offer, shall be removed from the wait list. Such applicants may reapply, but they shall lose all preferences and priorities. [~~for a period of twelve months from the date the offer was declined or from the date of the request for cancellation.~~]

[Eff 7/21/05; am and comp] (Auth: 24 CFR §960.204; HRS §XXX-13) (Imp: 24 CFR §960.204; HRS §XXX-31)

§17-2028-36 Waiting list. (a) The [~~corporation~~] authority shall maintain geographical waiting lists, which are community wide in scope and consist of all eligible applicants as follows:

- (1) City and County of Honolulu
 - (A) Honolulu (Red Hill to Palolo);
 - (B) Central Oahu (Wahiawa to Waialua);
 - (C) Windward Oahu; and
 - (D) Leeward Oahu (Aiea to Makaha).
- (2) County of Hawaii
 - (A) East Hawaii (Hilo, Honokaa to Ka'u); and
 - (B) West Hawaii (Kona, Kohala, Waimea).
- (3) County of Maui
 - (A) Maui; and
 - (B) Molokai.
- (4) County of Kauai
 - (A) East Kauai (Hanamaulu to Kapaa, Kilauea); and
 - (B) West Kauai (Koloa to Kekaha).

(b) Applicants shall be notified of the opportunity to apply for and be placed on any and all waiting lists through notices posted in a conspicuous place at the [~~corporation's~~] authority's offices that

accept applications and printed statements in the [~~corporation's~~] authority's informational material on its application process.

(c) Placement of applications on the waiting list shall be based upon the following:

- (1) Geographic preference;
- (2) Size of dwelling unit required based on occupancy standards;
- (3) Type of dwelling unit required (e.g., accessible for persons with disabilities);
- (4) Local preference, and
- (5) Date and time of receipt of application.

(d) Applicant cannot remain on a waiting list if they are currently the lessee in any federal public housing program.

(e) An applicant shall notify the [~~corporation~~] authority of any [~~change,~~] change which will affect applicant's place on the waiting list and the [~~corporation's~~] authority's ability to contact applicant. Changes include, but are not limited to, family status, financial status, preference status, mailing address, and current residence. [~~An~~] Except as provided in subsection 17-2028-36(d), applicant may continue to be on the waiting list even though applicant is a tenant in or receiving housing assistance from another housing program.

[Eff 7/21/05; am and comp] (Auth: 24 CFR §§1.4, 960.202; HRS §XXX-13) (Imp: 24 CFR §960.204; HRS §XXX-31)

§17-2028-37 Removal from waiting list. [~~(a)~~] An applicant shall not be removed from the waiting list unless:

- (1) The applicant requests that applicant's name be removed;
- (2) The applicant fails to notify the [~~corporation~~] authority of applicant's continued interest for housing at least once every twelve months;

- (3) The applicant no longer meets the eligibility criteria set forth in 17-2028-22;
- (4) The applicant fails to respond to the [~~corporation's~~] authority's reasonable contact efforts. Correspondence to the last known address will constitute reasonable effort to contact;
- (5) The applicant fails without good cause to keep a scheduled interview or to provide requested information necessary to determine eligibility; or
- (6) The applicant misrepresents any material information to the [~~corporation~~] authority in the application or otherwise.
 [Eff 7/21/05; am and comp]
 (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §§960.202, 960.206, 960.208)

§17-2028-38 Closing the waiting list. (a) The [~~corporation,~~] authority, at its discretion, may restrict acceptance of applications, and close the waiting list in whole or in part, when it determines that it will be unable to assist all the applicants on the waiting list within a reasonable period of time.

(b) The [~~corporation~~] authority shall announce any closure and reopening of the application process by publishing notices in a newspaper of general circulation and minority newspapers, and notifying social service organizations.

(c) During periods when application acceptance is closed and until it is reopened, the [~~corporation~~] authority shall not maintain a list of persons to be notified when application acceptance is reopened.
 [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §960.202)

§17-2028-39 Offers. (a) An applicant shall be afforded [~~three offers~~] one offer to lease a suitable unit.

(b) Offers to eligible applicants shall be made in sequence based upon the following:

- (1) Geographical preference;
- (2) Size of dwelling unit required;
- (3) Type of dwelling unit required (e.g. accessible units for the mobility, hearing or visually impaired);
- (4) Factors affecting priorities and preferences as established by the corporation;
- (5) Broad range of income families in the area; and
- (6) Date and time the application was received.

(d) Upon refusal of [~~three offers~~] an offer, without good cause, the applicant's name will be cancelled from all waiting lists on which the applicant's name has been placed.

(e) An applicant shall not be considered to have been offered a unit if an offer has been declined for good cause. Good cause may include, but is not limited to the following:

- (1) The unit is not of the proper size or type and the applicant would be able to reside there only temporarily (e.g., a specially designed unit that is awaiting a person with a disability needing such a unit);
- (2) The unit offered is unsuitable for health or safety reasons for the applicant;
- (3) The applicant is unable to move at the time of the offer and presents clear evidence which substantiates this to the [~~corporation's~~] authority's satisfaction, including, but not limited to:
 - (A) A doctor verifies that the applicant has just undergone major surgery and needs a period to recuperate;
 - (B) A court verifies that the applicant is serving on a jury which has been sequestered; or
 - (C) A landlord verifies that the applicant has an existing lease that cannot be breached without causing undue financial hardship.

- (4) The applicant's acceptance of the offer would result in undue hardship not related to considerations of race, color, national origin, or language and the applicant presents evidence which substantiates this to the [~~corporation's~~] authority's satisfaction (e.g., where current employment or day care facilities are inaccessible).
[Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §960.202)

§17-2028-40 Occupancy of accessible dwelling units. (a) The [~~corporation~~] authority shall take the following nondiscriminatory steps to maximize the utilization of accessible units by eligible individuals whose disability requires the accessibility features of the particular unit. When an accessible unit becomes vacant the [~~corporation~~] authority shall, before offering such units to an applicant without a disability, offer such unit:

- (1) First, to a current occupant of another unit of the same project or other projects within the same housing program, having handicaps requiring the accessibility features of the vacant unit and occupying a unit not having such features, or, if no such occupant exists, then
- (2) To an eligible qualified applicant on the waiting list having a disability requiring the accessibility features of the vacant unit.

(b) When an applicant without a disability requiring the accessibility features of the unit accepts such unit, the applicant shall be required to agree to move to a non-accessible unit when one becomes available. [Eff 7/21/05; am and comp] (Auth: §XXX-13) (Imp: HRS §XXX-31; 24 CFR §§8.27, 5.410, 960.202; HRS §XXX-31)

SUBCHAPTER 4

OCCUPANCY AND RENTAL AGREEMENT

§17-2028-51 Rental agreement. (a) A tenant shall enter into a rental agreement with the [~~corporation~~] authority that sets forth the conditions of occupancy for the tenant including, but not limited to, the rental terms, security deposit, eligibility reexaminations and rental adjustments, and for welfare recipients, authorization for the [~~corporation~~] authority to draw rental payments directly from their [~~EBT~~] electronic benefit transfer or bank accounts.

(b) No tenant shall be permitted to remain in a housing project without a valid rental agreement.
[Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §966.4)

§17-2028-52 Eligibility for continued occupancy.

(a) To be eligible for continued occupancy in a housing project, the tenant shall:

- (1) Qualify as a family;
- (2) Conform to the occupancy standards;
- (3) Not have a record of conduct or behavior which may be detrimental to the project, its tenants or employees; and
- (4) Except for an exempt individual, conform to the following community service and economic self-sufficiency requirements:
 - (A) Contribute eight hours per month of community service (not including political activities);
 - (B) Participate in an economic self-sufficiency program for eight hours per month; or
 - (C) Perform eight hours per month of combined activities as described in paragraphs (A) and (B), above.

(b) Except for a newborn child, a person shall not be permitted to join or rejoin the family until it

is verified that the person meets the eligibility requirements set forth in section 17-2028-22. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; CFR §§960.202, 960.603)

§17-2028-53 Reexamination. (a) For tenants who pay an income-based rent, the [~~corporation~~] authority shall reexamine a tenant's annual income, assets, family composition, and any other matter necessary to determine a tenant's rent and eligibility for continued occupancy at least once every twelve months. For tenants who pay a flat rent pursuant to section 17-2028-62, the [~~corporation~~] authority shall conduct reexaminations as follows:

- (1) At least once every twelve months, the [~~corporation~~] authority shall reexamine a tenant's family composition and any other matter necessary to determine a tenant's eligibility for continued occupancy; and
- (2) At least once every three years, the [~~corporation~~] authority shall reexamine a tenant's annual income, assets and any other matter necessary to determine a tenant's eligibility for continued occupancy.

(b) For all tenant families who include non-exempt individuals, the [~~corporation~~] authority shall also annually reexamine compliance with community service and economic self-sufficiency requirements. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR §966.4)

§17-2028-54 Reexamination results. (a) A tenant shall be given written notification within a reasonable time, after determination by the staff, of both the tenant's eligibility for continued occupancy and rent schedule.

(b) A tenant found ineligible for continued occupancy by the staff shall be required to vacate the dwelling unit.

(c) A tenant aggrieved by the reexamination results may request a hearing pursuant to the ~~[corporation's]~~ authority's grievance procedure as provided in chapter 17-2021, Hawaii administrative rules. [Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR §966.4)

§17-2028-55 Special reexamination. ~~[If at the time of admission or reexamination, a family's income cannot be reasonably determined for the next twelve months, a special reexamination shall be scheduled for either one, two, or three months.]~~ If at the time of admission or reexamination, a family's income cannot be reasonably anticipated for the next twelve-month period, the authority may schedule a special reexamination at any time prior to the next annual reexamination when deemed necessary.

[Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §5.609)

§17-2028-56 Interim rent adjustment. (a) The ~~[corporation]~~ authority may adjust a tenant's rent between reexamination if a tenant reports a change in family income. However, adjustments to rent shall not be made for covered families with reduced welfare benefit payments resulting from welfare sanctions for noncompliance with welfare self-sufficiency and work activity requirements.

(b) Adjustments, reflecting a lower rent, shall be made effective on the first of the month following the month the report was made.

(c) A tenant who has obtained a decrease in rent under this section, shall report all income increases which occur prior to the next reexamination and rent shall be readjusted accordingly. Any increase in rent shall be effective on the first day of the second month following the month in which the change occurred.

(d) A tenant who fails to report any increase in income after obtaining a decrease in rent under this section shall be subject to a back rent charge retroactive to the month in which the rent increase should have been made.

(e) A tenant shall report to the [corporation] authority any changes in family composition. Rent adjustment shall be made between reexaminations when a person with income is added to the family and the rent adjustment shall be effective on the first of the second month following the approved inclusion.

[Eff 7/21/05; am and comp] (Auth: HRS XXX-13) (Imp: HRS XXX-31; 24 CFR §§5.615, 966.4)

§17-2028-57 Tenant transfers. (a) Tenant transfers shall be made without regard to race, sex, color, creed, age, religion, handicap, national origin, or familial status.

(b) The [~~corporation~~] authority may transfer a tenant to another dwelling unit:

- (1) To prevent overcrowding or under utilization of a dwelling unit as determined by the [~~corporation~~] authority at the time of the annual or interim reexamination;
- (2) To preserve the purpose for which a project or unit was specifically developed or designed such as to meet the needs of the elderly or persons with disabilities;
- (3) To meet a verifiable health or safety need;
- (4) For economic reasons affecting the tenant or the [~~corporation~~] authority; or
- (5) For administrative reasons determined by the [~~corporation~~] authority including, but not limited to, permitting modernization work and transferring eligible tenants with disabilities from State-aided public housing projects to federally-assisted housing projects.

(c) Tenant transfers shall take priority over new admissions.

(d) A tenant shall be afforded one offer to transfer to a unit that meets the criteria set forth in (b) above within the same housing project in which the tenant resides. If such unit is not available, tenant may then be offered a unit in another housing project under the control of the management unit. If such a unit is not available, tenant may then be offered a suitable unit on the island on which tenant resides. Declining an offer to transfer for good cause as determined by the [~~corporation~~] authority shall not be considered a refusal.

(e) A tenant shall not be transferred during periods when eviction proceedings have been initiated or are in process against such tenant or during any periods of conditional deferment of eviction action against such tenant.

(f) A tenant who is not current with rent or other charges and who does not have an approved payment arrangement shall not be transferred until the situation is resolved to the satisfaction of the [~~corporation~~] authority.

(g) A tenant shall not be transferred between any federally-assisted housing programs.

(h) The [~~corporation~~] authority may terminate the rental agreement of a tenant who refuses to transfer as required by the [~~corporation~~] authority.
[Eff 7/21/05; am and comp] (Auth: HRS \$XXX-13) (Imp: HRS \$XXX-31; 24 CFR §966.4)

§17-2028-58 Backcharges. A tenant shall pay in full any backcharges within one hundred eighty days from the date of notification of the backcharge. Failure to do so shall result in the termination of the rental agreement. [Eff 7/21/05; am and comp] (Auth: HRS \$XXX-13) (Imp: HRS \$XXX-31; 24 CFR §966.4)

§17-2028-59 Rental agreement termination. (a) Tenant shall give the [~~corporation~~] authority at least

twenty-eight days written notice that the tenant will vacate the tenant's unit prior to the vacate date.

(b) The [~~corporation~~] authority may terminate a rental agreement when tenant, any member of the tenant's household, or any guest or other person under the tenant's control:

- (1) Fails to observe or perform any covenant or obligation of the rental agreement, or rule of the [~~corporation~~] authority or housing project, or law or ordinance of a governmental agency that pertains to or establishes standards of occupancy;
- (2) Engages in the illegal use of a controlled substance or gives the [~~corporation~~] authority a reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of a rental premises by other residents;
- (3) Whose illegal use of a controlled substance, or abuse of alcohol, is determined by the [~~corporation~~] authority to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- (4) Who the [~~corporation~~] authority determines engages in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents;
- (5) Who the [~~corporation~~] authority determines engages in any drug-related criminal activity on or near the [~~corporation's~~] authority's property; or
- (6) [~~Tenant threatens~~] Threatens or implies to threaten an [~~employee/contractor or agency~~] employee, contractor, or agent.

(b) The [~~corporation~~] authority shall give a tenant written notice of the proposed termination of the rental agreement of not less than:

- (1) Fourteen days in the case of failure to pay rent;
 - (2) A reasonable time commensurate with the exigencies of the situation in the case of creation or maintenance of a threat to the health or safety of other tenants or project employees; or
 - (3) Thirty days in all other cases.
- (c) The ~~[corporation]~~ authority shall terminate a rental agreement in accordance with chapter ~~[201G.]~~ XXX, HRS. [Eff 7/21/05; am and comp]
(Auth: \$XXX-13) (Imp: HRS \$XXX-92; 24 CFR §966.4)

SUBCHAPTER 5

RENTS AND SECURITY DEPOSITS

§17-2028-61 Minimum rents. ~~[(a)]~~ There is established a minimum rent of ~~[\$50.00]~~ \$0.00 per month.

~~[(b) Exception to the payment of the minimum rent shall apply if the family is unable to pay because of financial hardship which is determined pursuant to 24 CFR §5.630 (2000) and includes the following situations:~~

- ~~(1) The family has lost eligibility or is awaiting an eligibility determination for federal, state, or local assistance;~~
- ~~(2) The family would be evicted as a result of the imposition of the minimum rent requirement;~~
- ~~(3) The income of the family has decreased because of changed circumstances, including:~~
 - ~~(A) Loss of employment;~~
 - ~~(B) An income producing family member dies; and~~
 - ~~(C) Other circumstances beyond the family's control as determined by the corporation.]~~ [Eff 7/21/05; am and

comp] (Auth: HRS §XXX-
13) (Imp: HRS §XXX-13; 24 CFR 5.630)

§17-2028-62 Choice of rent. Once a year, the [~~corporation~~] authority shall give each tenant the opportunity to choose between two methods of determining the monthly tenant rent. The tenant may choose to pay either a flat rent or income-based rent.

(a) The flat rent shall be the fair market rents (or "FMRs") that are determined by HUD, at least annually, pursuant to 24 CFR §888.113. [~~These fair market rents, which include utilities (exclusive of telephone and cable television), are established for dwelling units of various bedroom sizes, and which are incorporated by reference and attached as exhibit K.~~] The authority shall adjust the FMRs in accordance with HUD guidelines. Because the Authority has no discretion to amend or change the FMRs, the FMRs shall be adjusted without a public hearing as provided in Chapter 91-3D, HRS.

(b) The income-based rent is based on thirty per cent of tenant's adjusted income or ten per cent of income, whichever is greater.

- (1) The income-based rent does not include charges for excess utility consumption or other charges.
- (2) For purposes of establishing the income-based rent, the [~~corporation~~] authority shall exclude from annual income the earned income of previously unemployed family members and increases in earnings of a family member during participation in any economic self-sufficiency or other job training program as provided for in 24 CFR §960.255 and the PHA plan.

(c) If a tenant is unable to pay the flat rent because of financial hardship, the tenant may at any time request a switch to payment of income-based rent prior to the next annual option to select the type of rent. [Eff 7/21/05; am and comp] (Auth:

HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §§5.628, 960.255)

§17-2028-63 Security deposits. Prior to admission to a housing project, a tenant shall pay a security deposit in an amount not to exceed one month's rent. The authority shall not increase the security deposit after admission. The security deposit may be applied to rent or used to repay charges owed to the [~~corporation~~] authority upon the termination of the rental agreement. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-31; 24 CFR §966.4).

SUBCHAPTER 6

FAMILY SELF-SUFFICIENCY PROGRAM

§17-2028-71 Family self-sufficiency program. The objective of the [~~corporation's~~] authority's family self-sufficiency (FSS) program is to reduce the dependency of low-income families on welfare assistance, section 8, public housing, or any federal, state, or local rent or homeownership subsidies. Under the family self-sufficiency program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance, while living in assisted housing, so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR Part 984)

§17-2028-72 Eligibility. (a) Tenants in the [~~corporation's~~] authority's federal public housing program are eligible to participate in the family self-sufficiency program.

(b) Preference shall be given to applicants who already receive family self-sufficiency-related support services for fifty per cent or less of the allocations. [Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR Part 984)

§17-2028-73 Recruitment and outreach. (a) The [~~corporation~~] authority shall conduct outreach programs to recruit participants for the family self-sufficiency program.

- (b) Outreach efforts may include the following:
- (1) Sending informational brochures to each family participating in the corporation's federal public housing program;
 - (2) Conducting orientation sessions for families who express an interest in participating in the family self-sufficiency program; and
 - (3) Identifying and targeting potential families in the [~~corporation's~~] authority's caseloads.

[Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR Part 984)

§17-2028-74 Selection. (a) Families will be selected without regard to race, color, religion, sex, [~~handicap~~] disability, familial status, or national origin.

(b) Families will be selected by date of receipt of the family self-sufficiency application.

(c) In the event there are more applicants than family self-sufficiency allocations available, the [~~corporation~~] authority shall conduct a lottery to determine placement on the waiting list.

(d) Initially, up to twenty-five tenants may be selected to participate in the family self-sufficiency program. [Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR Part 984)

§17-2028-75 Termination or withholding of service. (a) The [~~corporation~~] authority shall monitor and assess the family self-sufficiency participant's progress and compliance with the goals set forth in the contract of participation. When the [~~corporation~~] authority determines that the family self-sufficiency participant is not making progress or complying with the goals of the contract of participation, the [~~corporation~~] authority shall notify the family self-sufficiency participant of such determination and provide the family self-sufficiency participant six months to demonstrate compliance with the plan of the contract of participation.

(b) If no progress has been made or the family self-sufficiency participant is still not complying with the contract of participation after the six-month period, the [~~corporation~~] authority shall provide the family self-sufficiency participant with a written notice of intent to terminate or withhold services and of the opportunity to request an informal hearing. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR Part 984)

SUBCHAPTER 7

SPECIAL PROGRAMS

§17-2028-81 Special programs. The [~~corporation~~] authority may administer programs that are created for special or specific purposes to benefit specific categories of persons pursuant to HUD regulations governing those programs. This may include selection from wait lists and lists of participants using criteria that are different from those provided in this chapter. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR 960.505)

§17-2028-82 Occupancy by police officers. (a) For purposes of this section, "police officer" means a person determined by the [~~corporation~~] authority to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a federal, State or local government or by any agency of these governments.

(b) For the purpose of increasing security for residents of a public housing project, the [~~corporation~~] authority may allow police officers that would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit.

(c) The [~~corporation~~] authority shall include in the PHA annual plan or supporting documents the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents.

(d) Occupancy by police officers shall be carried out pursuant to 24 CFR §960, subpart E. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR §960.505)

§17-2028-83 Designated housing. (a) The [~~corporation~~] authority may 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) The [~~corporation~~] authority shall designate public housing projects, or portions of public housing projects in accordance with 24 CFR Part 945. The [~~corporation~~] authority shall also include a description of the designation activity in the PHA plan. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR Part 945)

SUBCHAPTER 8

HOUSEHOLD PETS

§17-2028-91 Pet ownership. (a) The [~~corporation~~] authority may permit pet ownership by residents of public housing, subject to compliance with the [~~corporation's~~] authority's pet policy established in the PHA plan.

(b) This subchapter does not apply to animals that assist, support or provide service to persons with disabilities. [Eff 7/21/05; am and comp] (Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24 CFR §§960.705, 960.707)

§17-2028-92 Conditions for pet ownership. (a) A resident shall comply with the [~~corporation's~~] authority's reasonable conditions for pet ownership that include, but are not limited to, the following:

- (1) Obtaining a permit from the [~~corporation~~] authority to own a pet pursuant to the requirements set forth in the [~~corporation's~~] authority's pet policy established in the PHA plan; and
- (2) Complying with the [~~corporation's~~] authority's rules for pet ownership.

(b) The [~~corporation~~] authority may revoke a pet permit for the following reasons:

- (1) The [~~corporation~~] authority determines that the pet is not properly cared for;
- (2) The pet presents a threat to the safety and security of other tenants, employees of the [~~corporation,~~] authority, contractors and others on the premises;
- (3) The pet is destructive or causes an infestation;
- (4) The pet disturbs other tenants for reasons including, but not limited to, noise, odor,

cleanliness, sanitation, and allergic reactions;

- (5) The pet owner fails to provide an annual update on the pet as required in the pet rules;
 - (6) The resident association or project pet committee, which consists of residents with and without a pet, recommends to the [~~corporation~~] authority that the pet permit be revoked due to a demonstrated lack of cooperation and responsibility in maintaining the pet; or
 - (7) Tenant fails to pay on a timely basis the following applicable pet fees:
 - (A) An initial pet deposit of \$75.00 or an amount equal to the total tenant payment, whichever is lower and
 - (B) For owners of a dog or cat, a non-refundable monthly fee of \$5.00.
- [Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: HRS §XXX-13; 24
CFR §§960.705, 960.707)

SUBCHAPTER 9

MISCELLANEOUS PROVISIONS

§17-2028-101 Severability. If any part, section, sentence, clause, or phrase of this chapter, or its application to any person or transaction or other circumstances, is for any reason held to be unconstitutional or invalid, the remaining parts, sections, sentences, clauses, and phrases of this chapter, or the application of this chapter to other persons or transactions or circumstances, shall not be affected. [Eff 7/21/05; am and comp]
(Auth: HRS §XXX-13) (Imp: HRS §1-23)

§17-2028-102 Number and gender. Words in the singular or plural number and masculine gender shall have the same meaning as defined in section 1-17, HRS. [Eff 7/21/05; am and comp] (Auth: HRS \$XXX-13) (Imp: HRS §1-17)

DEPARTMENT OF HUMAN SERVICES

Amendments to and compilation of chapter 17-2028, Hawaii Administrative Rules, on the Summary Page dated _____, 2006, were adopted on _____, following a public hearing held on _____, after public notice was given in the Honolulu Star-Bulletin, The Garden Island, The Maui Times, West Hawaii Today, and Hawaii Tribune-Herald on _____.

They shall take effect ten days after filing with the Office of the Lieutenant Governor.

CHARLES A. STED, Chairperson
Hawaii Public Housing
Authority

APPROVED AS TO FORM:

Deputy Attorney General

APPROVED:

LINDA LINGLE
Governor
State of Hawaii

Dated: _____

Filed

DEPARTMENT OF HUMAN SERVICES

Amendment and Compilation of Chapter 17-2028,
Hawaii Administrative Rules

_____, 2006

SUMMARY

1. §§17-2028-2 to 17-2028-7 are amended.
2. §§17-2028-21 and 17-2028-22 are amended.
3. §§17-2028-33 to 17-2028-35 are amended.
4. §17-2028-39 is amended.
5. §17-2028-51 is amended.
6. §17-2028-55 is amended.
7. §§17-2028-59 to 17-2028-63 are amended.
8. §17-2028-74 is amended.
9. Chapter 2028 is compiled.

LIGHTING USAGE TABLES

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 0

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	1	120	3	1095	131
Lamps	2	60	4	1460	175
Living Room	1	120	5	1825	219
Hall/Stairs	1	60	3	1095	66
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	986

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 1

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	1	120	3	1095	131
Lamps	2	60	4	1460	175
Living Room	1	120	5	1825	219
Hall/Stairs	1	60	3	1095	66
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	986

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 2

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	2	120	3	1095	263
Lamps	3	60	4	1460	263
Living Room	1	120	5	1825	219
Hall/Stairs	2	60	3	1095	131
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	1270

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 3

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	3	120	3	1095	394
Lamps	4	60	4	1460	350
Living Room	1	120	5	1825	219
Hall/Stairs	2	60	3	1095	131
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	1485

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 4

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	2	120	2	730	175
Bedroom	4	120	3	1095	526
Lamps	5	60	4	1460	438
Living Room	1	120	5	1825	219
Hall/Stairs	3	60	3	1095	197
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	1862

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 5

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	2	120	2	730	175
Bedroom	5	120	3	1095	657
Lamps	6	60	4	1460	526
Living Room	1	120	5	1825	219
Hall/Stairs	3	60	3	1095	197
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	2081

CALCULATIONS FOR ELECTRIC DOMESTIC HOT WATER HEATERS

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS	
Project Name: Name	HCDCH 0 BR
Unit Type:	0 BR
Number of Bedrooms:	0 Bedrooms
Estimated Number of Occupants:	1 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	30 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	100%
Assumed Standing Pilot?	no
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Electric
Pilot Consumption:	kBtu/yr
Total Energy Lost:	680 kBtu/yr
Consumption Energy Required:	<u>2,843</u> kBtu/yr
Total Energy Required:	3,523 kBtu/yr
Primary Fuel Required:	1,032 kWh/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 1 BR
Unit Type:	1 BR
Number of Bedrooms:	1 Bedrooms
Estimated Number of Occupants:	2 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	30 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	100%
Assumed Standing Pilot?	no
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Electric
Pilot Consumption:	kBtu/yr
Total Energy Lost:	680 kBtu/yr
Consumption Energy Required:	5,687 kBtu/yr
Total Energy Required:	6,367 kBtu/yr
Primary Fuel Required:	1,866 kWh/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	BKDCH 2 BR
Unit Type:	2 BR
Number of Bedrooms:	2 Bedrooms
Estimated Number of Occupants:	3 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	30 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	100%
Assumed Standing Pilot?	no
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Electric
Pilot Consumption:	kBtu/yr
Total Energy Lost:	680 kBtu/yr
Consumption Energy Required:	8,530 kBtu/yr
Total Energy Required:	9,210 kBtu/yr
Primary Fuel Required:	2,699 kWh/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 3 BR
Unit Type:	3 BR
Number of Bedrooms:	3 Bedrooms
Estimated Number of Occupants:	5 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	40 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	100%
Assumed Standing Pilot?	no
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Electric
Pilot Consumption:	kBtu/yr
Total Energy Lost:	827 kBtu/yr
Consumption Energy Required:	14,217 kBtu/yr
Total Energy Required:	15,044 kBtu/yr
Primary Fuel Required:	4,408 kWh/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 4 BR
Unit Type:	4 BR
Number of Bedrooms:	4 Bedrooms
Estimated Number of Occupants:	7 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	40 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	100%
Assumed Standing Pilot?	no
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Electric
Pilot Consumption:	kBtu/yr
Total Energy Lost:	827 kBtu/yr
Consumption Energy Required:	<u>19,903</u> kBtu/yr
Total Energy Required:	20,730 kBtu/yr
Primary Fuel Required:	6,074 kWh/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 5 BR
Unit Type:	5 br
Number of Bedrooms:	5 Bedrooms
Estimated Number of Occupants:	9 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	40 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	100%
Assumed Standing Pilot?	no
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Electric
Pilot Consumption:	kBtu/yr
Total Energy Lost:	827 kBtu/yr
Consumption Energy Required:	25,590 kBtu/yr
Total Energy Required:	26,417 kBtu/yr
Primary Fuel Required:	7,740 kWh/Year

CALCULATIONS FOR GAS DOMESTIC HOT WATER HEATERS

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS	
Project Name: Name	HCDCH 0 BR
Unit Type:	0 BR
Number of Bedrooms:	0 Bedrooms
Estimated Number of Occupants:	1 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	50 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	75%
Assumed Standing Pilot?	yes
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Natural Gas
Pilot Consumption:	3,504 kBtu/yr
Total Energy Lost:	680 kBtu/yr
Consumption Energy Required:	<u>2,843</u> kBtu/yr
Total Energy Required:	7,027 kBtu/yr
Primary Fuel Required:	94 Therms/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 1 BR
Unit Type:	1 BR
Number of Bedrooms:	1 Bedrooms
Estimated Number of Occupants:	2 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	30 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	75%
Assumed Standing Pilot?	yes
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Natural Gas
Pilot Consumption:	3,504 kBtu/yr
Total Energy Lost:	680 kBtu/yr
Consumption Energy Required:	<u>5,687</u> kBtu/yr
Total Energy Required:	9,871 kBtu/yr
Primary Fuel Required:	132 Therms/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 2 BR
Unit Type:	2 BR
Number of Bedrooms:	2 Bedrooms
Estimated Number of Occupants:	3 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank-Size:	30 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	75%
Assumed Standing Pilot?	yes
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Natural Gas
Pilot Consumption:	3,504 kBtu/yr
Total Energy Lost:	680 kBtu/yr
Consumption Energy Required:	<u>8,530</u> kBtu/yr
Total Energy Required:	12,714 kBtu/yr
Primary Fuel Required:	170 Therms/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 3 BR
Unit Type:	3 BR
Number of Bedrooms:	3 Bedrooms
Estimated Number of Occupants:	5 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	40 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	75%
Assumed Standing Pilot?	yes
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Natural Gas
Pilot Consumption:	3,504 kBtu/yr
Total Energy Lost:	827 kBtu/yr
Consumption Energy Required:	14,217 kBtu/yr
Total Energy Required:	18,548 kBtu/yr
Primary Fuel Required:	247 Therms/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 4 BR
Unit Type:	4 BR
Number of Bedrooms:	4 Bedrooms
Estimated Number of Occupants:	7 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calender Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	40 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	75%
Assumed Standing Pilot?	yes
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Natural Gas
Pilot Consumption:	3,504 kBtu/yr
Total Energy Lost:	827 kBtu/yr
Consumption Energy Required:	<u>19,903</u> kBtu/yr
Total Energy Required:	24,234 kBtu/yr
Primary Fuel Required:	323 Therms/Year

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	HCDCH 5 BR
Unit Type:	5 BR
Number of Bedrooms:	5 Bedrooms
Estimated Number of Occupants:	9 Occupants
Estimated Consumption Rate:	14 Gallons/Occupant/Day
Specific Heat of Water:	1.00 Btu/lb/F
Specific Volume of Water:	62.32 lb/cf
Volume Conversion:	7.48 gal/cf
Heuristic Exponent:	0.68
Estimated Service Water Inlet Temperature:	55 F
Hot Water Supply Temperature:	120 F
Delta T:	65 F
Calendar Schedule:	365 days/yr
Daily Schedule:	24 hrs/day
Total Operating Hours:	8,760 hrs/yr
Estimated Air Temperature At Tank:	72 F
Estimated Tank Size:	40 gal
Assumed Tank Insulation (R-Value):	12.00 F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62 F-sf-hr/Btu
Estimated System Efficiency:	75%
Assumed Standing Pilot?	yes
Pilot Consumption Rate:	400 Btu/hr
Fuel Type:	Natural Gas
Pilot Consumption:	3,504 kBtu/yr
Total Energy Lost:	827 kBtu/yr
Consumption Energy Required:	25,590 kBtu/yr
Total Energy Required:	29,921 kBtu/yr
Primary Fuel Required:	399 Therms/Year

MISCELLANEOUS ELECTRIC ALLOWANCES

Housing and Community Development Corporation of Hawaii

Miscellaneous Electrical Allowances (all in kWh)

Bedroom Size	Television	Radio	Small Appliances	Fan	Total Annual Consumption	Total Monthly Consumption
0	250	35	300	25	610	51
1	250	35	350	25	661	55
2	250	35	375	50	712	59
3	250	35	400	70	758	63
4	250	35	425	100	814	68
5	250	35	450	125	865	72

FOR INFORMATION

**SUBJECT: UPDATE OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
(SEMAP) CERTIFICATION**

- I. SEMAP is a management assessment system that the Department of Housing and Urban Development (HUD) will annually use to measure the performance of all housing agencies (HAs) that administer the Section 8 tenant-based rental assistance program.
- II. SEMAP sets forth the following fourteen (14) indicators to measure program performance. SEMAP enables HUD to ensure program integrity and accountability by identifying HA management capabilities and deficiencies and by improving risk assessment to effectively target monitoring and program assistance. HAs can use the SEMAP performance analysis to assess their own program operations.
- III. The SEMAP score and overall performance rating identifies housing agencies as high performer, standard, or troubled and identifies and requires corrective actions for SEMAP deficiencies, and imposes sanctions for troubled performers.
- IV. 2005–2009 HPHA Plan and 2005 Annual Plan’s objectives were to improve the voucher management as a High Performer Rating.
- V. HPHA Section 8 Management Assessment Program Certification submission for FY ending June 30, 2006, was 115/145=79%, Standard Performer Rating.

Less than 60% = Troubled Performer Rating
60%-89% = Standard Performer Rating
90% plus = High Performer Rating

- VI. HUD’s final review of HPHA 2006 SEMAP certification has been approved and the scores have been adjusted to 130/145=90%, High Performer Rating.
 - HPHA initially declared Indicator 13, Lease Up, 0 out of 20 points. HUD’s final assessment gave HPHA 15 out of 20 points. This increased our overall score to 130 points.
- VII. This is the second consecutive year that HPHA has achieved its goal of maintaining a High Performer Rating.

Prepared by: Dexter Ching, Section 8 Subsidy Program Branch Chief 



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RECEIVED
HAWAII PUBLIC
HOUSING AUTHORITY

U.S. Department of Housing and Urban Development

Hawaii State Office
500 Ala Moana Boulevard, Suite 3A
Honolulu, Hawaii 96813
<http://www.hud.gov>

September 21, 2006

Ms. Patti Miyamoto
Interim Executive Director
Hawaii Public Housing Authority
P.O. Box 17907
1002 N. School St.
Honolulu, HI 96817

Dear Ms. Miyamoto:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for fiscal year end June 30, 2006, for the Hawaii Public Housing Authority. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide a more effective program assistance to PHAs.

The HCDCH's final SEMAP score for fiscal year ended 6/30/2006 is 90. The following are your scores on each indicator:

Indicator	
1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a)) 15
2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507) 20
3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516) 15
4	Utility Allowance Schedule (24 CFR 982.517) 5
5	HQS Quality Control (24 CFR 982.405(b)) 5
6	HQS Enforcement (24 CFR 982.404) 10
7	Expanding Housing Opportunities 0
8	Payment Standards (24 CFR 982.503) 5
9	Timely Annual Reexaminations (24 CFR 5.617) 10
10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K) 0
11	Pre-Contract HQS Inspections (24 CFR 982.305) 5
12	Annual HQS Inspections (24 CFR 982.405(a)) 10
13	Lease-Up 15
14	Family Self-Sufficiency (24 CFR 984.105 and 984.305) 10
15	Deconcentration Bonus 5

Your overall performance rating is High.

We have recorded that your PHA has been rated zero on two of the performance indicators. For each zero on the performance indicators, you must send to our office a Corrective Action Plan (CAP) showing its goals and strategies to correct the deficiencies and the dates it plans to complete the goals. CAP must be submitted within 45 days of this letter.

If you disagree with any of the scores, you may submit a letter of appeal to our office within 30 days upon receipt of this letter.

Thank you for your cooperation with the SEMAP process. If you have any questions, you may contact Jun Chung at (808) 522-8175, extension 260.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael S. Flores". The signature is fluid and cursive, with the first name being the most prominent.

Michael S. Flores
Director
Office of Public Housing

Section 8 Corrective Action Plan

HPHA is taking the following steps to resolve the Section 8 SEMAP performance Indicator 7, Expanding Housing Opportunities and Indicator 10, Correct Tenant Rent Calculations:

1. Indicator 7, Expanding Housing Opportunities – HPHA will include in the current Administrative Plan a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration; informs rental voucher holders of the full range of areas where they may lease units both inside and outside the PHA's jurisdiction; and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.
2. Indicator 10, Correct Tenant Rent Calculation – HPHA Section 8 office supervisor will provide additional rent calculation training at each monthly staff meetings. In addition, the interviewer will employ form HUD-52667, Allowances For Tenant Furnished Utilities and Other Services, to determine the utilities that the family may be entitled to. By manually completing HUD-52667, it will ensure that the inspection report, the rental contract, and the HAP contract are consistent with the allowances given.

FOR INFORMATION

SUBJECT: Banyan Street Manor Real Estate Assessment Center (REAC) Physical Inspection Score

I. FACTS

- A. On June 2, 2006, USGI, Inc.'s contractor performed a physical inspection of the Banyan Street Manor.
- B. On June 9, 2006, Hawaii Public Housing Authority (HPHA) was informed that the physical inspection was rejected because the inspector failed to follow HUD's inspection protocol and a new inspection would be scheduled.
- C. On August 28, 2006, HUD's contractor performed a second physical inspection of the Banyan Street Manor.
- D. On September 9, 2006, HUD informed the HPHA that the Banyan Street Manor received a failing physical inspection score of 50.

II. DISCUSSION

HPHA staff reviewed the inspection report and discussed the results with managing agent, Urban Management, who reported that there were errors in the report. Upon verification of the discrepancies, HPHA submitted a request for a Technical Review of the inspection report on September 20, 2006.

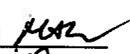
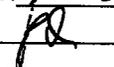
The request was based on two significant issues:

The first issue was that although the fire extinguisher tags indicated that the inspection had expired, the extinguishers were serviced on August 22, 2006. The vendor forgot to update the tags. A copy of the servicing invoice was attached to the request.

The second issue was that four vacant units inspected listed as occupied. The ground fault interrupter electric outlets, garbage disposals and electric ranges in these units were listed as not working. The items could not be tested because there was no electrical service to the units. The project tenant's are responsible for the electric bills and management does not keep the power on unless it is needed for maintenance.

HPHA has not received a response to the request for the Technical Review.

The management agent's staff is addressing the other deficiencies noted in the report in order to be ready for HUD's follow up inspection in the next couple of months.

Reviewed by: Michael J. Hee, Chief, Private Management Contracts Section 
Pamela Dodson, Acting Property Management Branch Chief 

**Contract & Procurement Office
Monthly Status Report for September 2006**

Solicitations Issued, Contracts and Change Orders Executed in September 2006

Solicitation No.	Project	
06-043-000-S	Renovation of Building E at 1002 North School Street Submission deadline: October 12, 2006 at 2:00 p.m.	

Contract No.	Contractor & Project	Amount
Pending	Ali'i Security System, Inc. – Security Services for Puuwai Momi (10/01/06-06/30/07)	\$218,548
HPS 06-48	River of Life Mission – State Homeless Shelter Stipend Program for FY 2007 (10/01/06-09/30/07)	\$402,895

Change Order No.	Project	Amount
	None	

VACANCY REPORT SEPTEMBER 30, 2006

PROJECT	ID NO.	TOTAL UNITS	OCCUPIED		OCCUPIED BY EMPLOYEE		UNIT AVAILABLE		MAINT HOLD		ADMIN HOLD		ON SCHEDULE MOD		SOCIAL SERVICE UNIT		CAPITAL FUND		SCHED. FOR DEMO		SENT TO MAINT	
			6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH
Mayor Wright Homes	HI001003	364	341	343			9	6	7	7			5	4	1	2					1	2
Lanakila Homes	HI001004	102	32	30			0	1	1	2							1	1	63	63	5	5
Kalihi Valley Homes	HI001005	373	230	238					7	5			1	1	2	2	125	92	34	34	1	1
Kuhio Homes	HI001007	134	126	124			5	5	1	0							1	1			1	4
Palolo Valley Homes*	HI001008	118	109	110	1	1	2	2	3	2	2	2									1	1
Kaahumanu Homes	HI001009	152	143	145			0	1	2	0			4	4	1	1					2	1
Kuhio Park Terrace	HI001010	614	522	535			55	44	5	6	3	3			2	2			4	4	23	20
Punchbowl Homes	HI001011	156	151	151			4	1							1	1					0	3
Makua Alii	HI001012	211	202	204	1	1	1	0	1	0	1	1					5	5				
Lanakila Homes	HI001013	42	37	41					4	1											1	0
Lanakila Homes	HI001014	30																	30	30		
Wahiawa Terrace	HI001015	60	47	47			3	3	10	10												
David Malo Circle	HI001016	18	15	17					2	0											1	1
Kahekili Terrace	HI001017	82	68	67					14	15												
Kapaa	HI001018	36	35	34					0	1					1	1						
Hale Hoolulu	HI001019	12	11	11					1	1												
Eleele	HI001020	24	21	21					3	3												
Hui O Hanamaulu	HI001021	46	43	42					0	1					1	1	2	2				
Kalaheo	HI001022	8	5	5													3	3				
Home Nani	HI001023	14	14	14																		
Kalanihuaia	HI001024	151	146	146			1	2			1	1			1	1					1	1
Waimanalo Homes	HI001025	41	41	41																		
Puuwai Momi	HI001026	260	246	247			6	6	3	4	1	1									4	2
Hale Laulima	HI001027	36	35	35																	1	1
Punahale	HI001028	30	27	26					2	1							1	1			0	2

VACANCY REPORT SEPTEMBER 30, 2006

PROJECT	ID NO.	TOTAL UNITS	OCCUPIED		OCCUPIED BY EMPLOYEE		UNIT AVAILABLE		MAINT HOLD		ADMIN HOLD		ON SCHEDULE MOD		SOCIAL SERVICE UNIT		CAPITAL FUND		SCHED. FOR DEMO		SENT TO MAINT	
			6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH
Pomaikai	HI001029	20	15	16					3	2											2	2
Koolau Village	HI001030	80	73	74			0	3	7	3												
Hale Hauoli	HI001031	40	36	36			1	1	2	2											1	1
Kaimalino	HI001032	40	33	35			0	2	7	2	0	1										
Maili I	HI001033	20	20	20																		
Nanakuli Homes	HI001035	36	35	35													1	1				
Paoakalani	HI001036	151	136	139			5	2									10	10				
Waipahu I	HI001038	19	18	16											1	1					0	2
Waipahu II	HI001039	20	18	18			0	1							1	1					1	0
Maili II	HI001042	24	22	22					1	1							1	1				
Piilani	HI001044	42	40	40					2	2												
Pahala	HI001045	24	17	16					7	6											0	2
Makamae	HI001046	124	89	89			4	4							1	1	29	29			1	1
Pumehana	HI001047	139	130	130			8	6			1	1									0	2
Kupuna Home O'Waialua	HI001050	40	29	29			1	1	9	9	1	1										
Hale Aloha O Puna	HI001051	30	24	24					6	5											0	1
Hale Olaloa	HI001052	50	43	43					6	5											1	2
Hale Hookipa	HI001053	32	24	24			0	2	8	6												
Hale Nani Kai O Kea	HI001054	38	37	38					1	0												
Hale Hoonanea	HI001055	40	38	38					1	1											1	1
Kauhale Nani	HI001056	50	44	42			0	1	6	7												
Waimaha-Sunflower	HI001057	130	110	114			1	11	1	2	1	1					15	1			2	1
Ka Hale Kahaluu	HI001061	50	18	14									32	36								
Kalakaua Homes	HI001062	221	216	215			3	4	0	1	1	1										
Nani Olu	HI001063	32	26	29			1	0	5	3												

VACANCY REPORT SEPTEMBER 30, 2006

PROJECT	ID NO.	TOTAL UNITS	OCCUPIED		OCCUPIED BY EMPLOYEE		UNIT AVAILABLE		MAINT HOLD		ADMIN HOLD		ON SCHEDULE MOD		SOCIAL SERVICE UNIT		CAPITAL FUND		SCHED. FOR DEMO		SENT TO MAINT	
			6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH	6/30/06	CURRENT MONTH
Kekaha Ha'aheo	HI001064	78	73	73					3	3	2	2										
Salt Lake	HI001066	28	28	26			0	1	0	1												
Kaneohe Apartments	HI001069	24	22	21			0	1	2	2												
Kealakehe	HI001070	48	45	43			0	3	3	1	0	1										
Noelani I	HI001071	19	15	15			2	2	1	1	1	1										
Hookipa Kahaluu	HI001072	56	43	42			3	3	10	11												
Spencer House	HI001073	17	16	16					1	0						0	1					
Noelani II	HI001078	24	14	12			2	1	8	9										0	2	
Kawaiihua	HI001086	25	25	25																		
Kahale Mua	HI001088	25	19	19					5	5											1	1
Kauhale Ohana	HI001090	25	19	19					6	6												
Kau'iohalani	HI001091	50	43	37					3	9											4	4
Makani Kai Hale I	HI001092	25	18	17					7	8												
Kauhale O'Hanakahi	HI001097	20	14	14					3	3						1	1				2	2
Ke Kumu Ekolu	HI001097	20	17	17					1	1											2	2
Makani Kai Hale II	HI001097	4	3	3					1	1												
Kamehameha Homes	HI001099	221	212	212			5	3	2	3			1	1	1	1					0	1
Lanakila Homes IV**	HI001104	48	46	45					1	0											1	3
TOTAL		5,363	4,610	4,626	2	2	122	123	195	180	15	17	43	46	14	15	195	149	131	131	61	74

PHAS INDICATORS
For the period 7/1/06 - 9/30/06

*Corrected
10/19/06*

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Avg. Unit Turn-around	Plcmt.	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Emerg. WO's	# of Non- ^{OPEN} Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs	No. of Bldgs Inspect	%
MU 1	1026	Puuwai Momi	HI001000030P	260	13	111	14	11	8	73%	86	5	2	41	0	0%	28	0	0%
	1027	Hale Laulima		36	1	NA		0		NA	76	7	0	5	0	0%	10	0	0%
	1066	Salt Lake		28	2	NA		2	1	50%	105	8	0	21	0	0%	1	0	0%
	1038	Waipahu I		19	3	NA		0		NA	37	5	0	2	0	0%	1	0	0%
	1039	Waipahu II		20	2	104	1	0		NA	28	5	0	1	0	0%	1	0	0%
			Total		363	21	111	15	13	9	69%	332		2	70	0	0%	41	0
MU 2	1005	Kalihi Valley Homes	HI001000031P	373	135	812	22	205	181	88%	558	34	11	375	0	0%	44	0	0%
		Total																	
MU 3	1003	Mayor Wright Homes	HI001000032P	364	21	181	5	57	46	81%	977	48	6	749	0	0%	36	0	0%
		Total																	
MU 3	1009	Kaahumanu Homes	HI001000033P	152	7	94	3	141	126	89%	445	32	4	188	0	0%	19	0	0%
	1099	Kamehameha Homes		221	9	186	5	38	18	47%	457	45	16	350	0	0%	29	0	0%
		Total		373	16	151	8	179	144	80%	902		20	538	0	0%	48	0	0%
MU 4	1062	Kalakaua Homes	HI001000034P	221	6	99	2	10	10	100%	313	11	0	137	23	10%	10	0	0%
	1012	Makua Alii (E)		211	7	63	4	7	7	100%	233	10	0	80	23	11%	1	0	0%
	1036	Paoakalani (E)		151	12	85	7	9	9	100%	219	6	0	69	20	13%	1	0	0%
		Total		583	25	80	13	26	26	100%	765		0	286	66	35%	12	0	0%
MU 5	1011	Punchbowl Homes (E)	HI001000035P	156	5	217	3	56	54	96%	426	24	8	209	0	0%	2	0	0%
	1024	Kalanihuia (E)		151	5	57	2	16	15	94%	302	60	1	241	0	0%	1	0	0%
	1046	Makamae (E)		124	35	138	3	17	14	82%	88	32	0	50	0	0%	1	0	0%
	1073	Spencer House		17	1	NA	0	7	7	100%	22	47	0	23	0	0%	1	0	0%
	1047	Pumehana (E)		139	9	360	3	33	30	91%	178	14	3	134	0	0%	1	0	0%

PHAS INDICATORS
For the period 7/1/06 - 9/30/06

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Avg. Unit Turn-around	Plcmt.	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Emerg. WO's	# of Non-Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs	No. of Bldgs Inspect	%
		Total		587	55	205	11	129	120	93%	1016		12	657	0	0%	6	0	0%
MU 7	1004	Lanakila Homes I	HI001000037P	102	72	NA	0	8	7	88%	59	31	2	32	0	0%	39	0	0%
	1013	Lanakila Homes II		42	1	292	4	8	5	63%	58	35	3	26	0	0%	11	0	0%
	1014	Lanakila Homes III		30	30	NA	0	0		NA	9	52	0	4	0	0%	15	0	0%
	1104	Lanakila Homes IV		48	3	175	4	9	4	44%	57	48	2	29	0	0%	15	0	0%
	1051	Hale Aloha O Puna (E)		30	6	NA	0	4	1	25%	34	34	3	13	0	0%	9	0	0%
	1052	Hale Olaloa (E)		50	7	235	2	4	4	100%	72	32	0	30	0	0%	26	0	0%
	1097	Kauhale O'Hanakahi		20	6	105	1	2	2	100%	63	39	0	21	0	0%	10	0	0%
	1045	Pahala (E)		24	8	292	1	1	1	100%	12	22	0	4	0	0%	6	0	0%
	1029	Pomaikai Homes (E)		20	4	128	3	5	4	80%	49	25	1	15	0	0%	2	0	0%
	1028	Punahele Homes		30	4	308	1	2	0	0%	34	23	1	11	0	0%	16	0	0%
		Total		396	141	214	16	43	28	65%	447		12	185	0	0%	149	0	0%
MU 8	1018	Kapaa	HI001000038P	36	2	NA	0	4	4	100%	112	56	0	79	0	0%	20	0	0%
	1019	Hale Hoolulu (E)		12	1	110	1	1	1	100%	35	49	0	18	0	0%	5	0	0%
	1054	Hale Nana Kai O Kea (E)		38	0	61	2	0		NA	89	39	0	50	0	0%	20	0	0%
	1021	Hui O Hanamaulu		46	4	NA	0	2	2	100%	40	46	0	33	0	0%	24	0	0%
	1022	Kalaheo		8	3	NA	0	4	2	50%	7	91	2	16	0	0%	4	0	0%
MU 41	1064	Kekaha Ha'aheo		78	5	64	3	6	6	100%	167	2	0	1	0	0%	31	0	0%
	1020	Eleele Homes		24	3	49	1	3	2	67%	15	2	0	0	0	0%	12	0	0%
	1055	Hale Hoonanea		40	2	75	3	0		NA	34	4	0	0	0	0%	21	0	0%
	1023	Home Nani		14	0	NA	0	0		NA	6	5	0	0	0	0%	2	0	0%
	1086	Kawaiaehua		25	0	NA	0	1	1	100%	28	5	0	1	0	0%	4	0	0%
		Total		321	20	70	10	21	18	86%	533		2	198	0	0%	143	0	0%
MU 9	1017	Kahekili Terrace [A &	HI001000039P	82	15	391	2	3	2	67%	118	17	0	51	0	0%	15	0	0%

PHAS INDICATORS
For the period 7/1/06 - 9/30/06

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Avg. Unit Turn-around	Plcmt.	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Emerg. WO's	# of Non-Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs	No. of Bldgs Inspect	%
	1016	David Malo Circle		18	1	612	2	0		NA	39	22	0	8	0	0%	9	0	0%
	1092	Makani Kai Hale		25	8	NA	0	3	3	100%	27	19	0	14	0	0%	8	0	0%
	1044	Piilani Homes (E)		42	2	NA	0	1	1	100%	42	23	0	13	0	0%	9	0	0%
	1097	Makani Kai Hale II		4	1	NA	0	0		NA	0		0	6	0	0%	1	0	0%
	1088	Kahale Mua		25	6	33	1	0		NA	122	4	0	14	0	0%	9	0	0%
		Total		196	33	408	5	7	6	86%	348		0	106	0	0%	51	0	0%
MU 40	1010	Kuhio Park Terrace	HI001000040P	614	79	347	32	91	89	98%	641	11	0	45	0	0%	17	0	0%
	1007	Kuhio Homes		134	10	287	5	8	8	100%	129	9	0	413	0	0%	21	0	0%
		Total		748	89	339	37	99	97	98%	770		0	458	0	0%	38	0	0%
MU 43	1061	Ka Hale Kahaluu	HI001000043P	50	36	NA	0	2	2	100%	16	25	0	3	0	0%	5	0	0%
	1053	Hale Hookipa (E)		32	8	NA	0	3	2	67%	34	46	1	16	0	0%	8	0	0%
	1032	Kaimalino		40	5	1417	2	7	6	86%	87	37	0	31	0	0%	12	0	0%
	1070	Kealakehe		48	5	NA	0	6	4	67%	77	61	1	42	0	0%	5	0	0%
	1063	Nani Olu (E)		32	3	582	1	3	3	100%	29	35	0	13	0	0%	5	0	0%
		Total		202	57	1139	3	21	17	81%	243		2	105	0	0%	35	0	0%
MU 44	1057	Waimaha-Sunflower	HI001000044P	130	16	515	4	5	3	60%	191	25	1	107	0	0%	10	0	0%
	1091	Kau'iokalani		50	13	NA	0	1	0	0%	86	33	1	60	0	0%	13	0	0%
	1033	Maili I		20	0	NA	0	1	0	0%	35	16	1	14	0	0%	20	0	0%
	1042	Maili II		24	2	34	1	1	0	0%	41	39	0	28	0	0%	18	0	0%
	1035	Nanakuli Homes		36	1	NA	0	1	1	100%	52	35	0	35	0	0%	36	0	0%
		Total		260	32	419	5	9	4	44%	405		3	244	0	0%	97	0	0%
MU 45	1030	Koolau Village	HI001000045P	80	6	161	2	5	5	100%	88	7	0	3	0	0%	19	0	0%
	1072	Hookipa Kahaluu		56	14	335	1	2	2	100%	60	18	0	12	0	0%	8	0	0%

PHAS INDICATORS
For the period 7/1/06 - 9/30/06

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Avg. Unit Turn-around	Plcmt.	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Emerg. WO's	# of Non-Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs	No. of Bldgs Inspect	%
	1069	Kaneohe Apartments		24	3	NA	0	8	8	100%	46	30	0	24	0	0%	2	0	0%
	1090	Kauhale O'hana		25	6	443	2	0		NA	22	14	0	2	0	0%	5	0	0%
	1025	Waimanalo Homes		41	0	NA	0	3	3	100%	30	4	0	0	0	0%	41	0	0%
		Total		226	29	308	5	18	18	100%	246		0	41	0	0%	75	0	0%
MU 46	1078	Noelani II	HI001000046P	24	12	NA	0	3	2	67%	42	72	1	35	0	0%	2	0	0%
	1031	Hale Hauoli (E)		40	4	NA	0	2	2	100%	35	49	0	22	0	0%	11	0	0%
	1097	Ke Kumu 'Ekolu		20	3	NA	0	0		NA	5	73	0	12	0	0%	3	0	0%
	1071	Noelani I		19	4	NA	0	0		NA	26	76	0	21	0	0%	2	0	0%
		Total		103	23	NA	0	5	4	80%	108		1	90	0	0%	18	0	0%
MU 49	1056	Kauhale Nani	HI001000049P	50	8	NA	0	0		NA	3	70	0	0	0	0%	10	0	0%
	1015	Wahiawa Terrace		60	13	NA	0	0		NA	2	2	0	0	0	0%	9	0	0%
	1050	Kupuna Home O'Waialua (E)		40	11	NA	0	0		NA	3	32	0	0	0	0%	21	0	0%
		Total		150	32	NA	0	0	0	NA	8		0	0	0	0%	40	0	0%
MU 80	1008	Palolo Valley Homes	HI001000050P	118	8	244	2	0		NA	43	5	0	1	0	0%	20	0	0%
		Total		5363	737														

FOLLOW-UP ON QUESTIONS REGARDING BUDGET

1. What is included in other income?

Laundry, antennas pole rentals, and misc. tenant charges.

2. What are other utility expenses?

Sewer

3. How is our money being invested?

We have been letting it mature in our passbook account at an interest rate of .4 % awaiting an investment plan.

4. What is the difference between ordinary maintenance and labor detailed on the operating expenditure sheet at \$3,755,000 vs. labor on the budget form of \$3,733,000?

Both numbers should reflect \$3,733,000.

5. What was the operating reserves over the past 3-4 years.

Information forthcoming.

5. Biennium Budget Request submitted to DHS:

See attached.

BIENNIUM BUDGET REQUEST

Add 1 temporary position for Homeless	\$42,348
Increase funding for homeless outreach, shelter and grant programs	\$6,874,964
Money for construction of new homeless shelters	\$50,000,000
	\$56,917,312
Change funding from Federal Funds to General Funds:	\$1,697,127
	\$1,697,127
Security for Puuwai Momi	\$335,000
Security for Kalihi Valley	\$595,000
Security for Mayor Wright	\$339,000
Security for Kalakaua Complex	\$113,000
Security for Kalanihuia	\$48,000
	\$1,430,000
Replace appliances in State Low Rent projects	\$405,000
	\$405,000
Increase R&M money for State Low Rent from \$500,000 to \$1,000,000	\$500,000
	\$500,000
One time appropriation to refund the disbursing account	\$3,750,000
	\$3,750,000
Total request	\$60,949,439

Date Prepared/Revised:

**FB 07-09 BUDGET
DEPARTMENT SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS
DEPARTMENT OF**

PART A: PROPOSED LAPSES						Amount	
Act/Yr	Item No.	Proj No.	Project Title and Reason for Lapsing	MOF	FY 08	FY 09	
TOTAL					-	-	

BY MOF				
General Fund	A	-	-	
Special Funds	B	-	-	
General Obligation Bonds	C	-	-	
Reimbursable GO Bonds	D	-	-	
Revenue Bonds	E	-	-	
Federal Funds	N	-	-	
Private Contributions	R	-	-	
County Funds	S	-	-	
Interdepartmental Transfers	U	-	-	
Revolving Funds	W	-	-	
Other Funds	X	-	-	

PART B: NEW REQUESTS							
Req Cat	Dept Pri	Prog ID	Proj No.	Project Title	MOF	FY 08	FY 09
HS	1			Large Capacity Cesspools - Statewide	A	2,000,000	2,000,000
G	1			Extraordinary Maintenance - Type C - Statewide	A	3,000,000	2,000,000
G	1			Vacant Unit Turn-arounds, types A & B, state and federal projects	A	3,000,000	2,000,000
HS	1			School Street Building A Asbestos Abatement, Structural Repairs, and Renovation	C	3,000,000	
HS	1			Roofing Improvements, state and federal projects	C	2,000,000	3,000,000
HS	1			Elevator Modernization, KPT, Makua Alii, Banyan Street Manor, Kalanihulia, Kalakaua Homes, Hale Poai	C	10,000,000	5,000,000
HS	1			Puuwai Momi Electrical Distribution System	C	500,000	1,500,000
HS	1			Asbestos and Lead Based Paint abatement, state and federal projects	C	3,000,000	7,000,000
HS	1			Accessibility Renovation and Barrier removal, state and federal projects	C	2,000,000	14,000,000
HS	1			Exterior weatherproofing improvements and structural repairs, state and federal projects	C	5,000,000	20,000,000
M	1			Bath and Kitchen Upgrades - Extraordinary Maintenance - Mayor Wright Homes	C	2,500,000	
HS	2			School Street Central Office and Puahala Homes Roadway and parking renovation	C	500,000	
M, E	2			Palolo Valley Homes Modernization	C		6,000,000
O, E	2			Central Office Building - Consolidation of Temporary Buildings	C	15,000,000	5,000,000
O	2			CIP Staff Costs	A	2,575,000	\$3,375,000.00
TOTAL						54,075,000	\$70,875,000.00

Request Category:
M Maintenance of Existing Facilities
C Completion of Current Projects
HS Health, Safety, Court Mandates
E Energy Efficiency
G Governor's Program Initiatives
O Other

BY MOF				
General Fund	A	10,575,000	9,375,000	
Special Funds	B	-	-	
General Obligation Bonds	C	43,500,000	61,500,000	
Reimbursable GO Bonds	D	-	-	
Revenue Bonds	E	-	-	
Federal Funds	N	-	-	
Private Contributions	R	-	-	
County Funds	S	-	-	
Interdepartmental Transfers	U	-	-	
Revolving Funds	W	-	-	
Other Funds	X	-	-	

PROPERTY MANAGEMENT CONTRACT SCHEDULE

Management Unit	Contractor	Effective Date	Completion Date	Total Revised Contract
MU 40	Urban Real Estate, Co.	07/01/06	03/31/07	\$1, 876,968.00
MU 41	Urban Real Estate, Co.	08/01/06	07/31/07	\$418,836.00
MU 42	Hawaii Affordable Properties, Inc.	08/01/06	07/31/07	\$323,592.00
MU 44	Urban Real Estate, Co.	08/01/06	07/31/07	\$520,740.00
MU 45	Hawaii Affordable Properties, Inc.	08/01/06	07/31/07	\$492,823.00
MU 49	Hawaii Affordable Properties, Inc.	08/01/06	07/31/07	\$217,122.00
MU 80	Urban Real Estate, Co.	08/01/06	07/31/07	\$365,220.00
Wilikina Apartments	Urban Real Estate, Co.	08/01/06	07/31/07	\$331,164.00
Ke Kumu Ekahi	Hawaii Affordable Properties, Inc.	12/01/05	11/30/06	\$107,574.00

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**HAWAII PUBLIC HOUSING AUTHORITY
1002 North School Street
Honolulu, Hawaii 96817**

REQUEST FOR PROPOSALS

FOR

ENERGY PERFORMANCE CONTRACTING PROGRAM

HPHA RFP NO. _____

APPROVED BY:

Executive Director
Hawaii Public Housing Authority

Date: _____

SET NO. ____

Energy Performance Contracting Program RFP

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Hawaii Public Housing Authority Request for Proposal Energy Performance Contracting Program

The Hawaii Public Housing Authority (HPHA) is seeking qualifications from interested Energy Services Companies (ESCOs) that are capable of providing comprehensive energy management and energy-related capital improvement services through an energy performance contract that will improve the energy efficiency of HPHA's housing complexes.

For purposes of this document request for proposal (RFP), an "energy performance contract" (EPC) shall mean a contract for energy and water efficiency services and equipment in which the payment of the obligation is guaranteed by the ESCO under contract to be less than the energy cost savings attributable to the services and equipment under the contract, for the term of the contract.

The HPHA is interested in contracting for a full range of energy services and energy-related capital improvements (financed through an ~~energy performance contract~~ EPC with guaranteed savings, at no initial capital cost to HPHA.) These services may include, but are not limited to: design, acquisition, installation, modification, maintenance and training in the operation of existing and new equipment, and through the use of appropriate renewable energy sources, which will reduce energy consumption associated with cooling and ventilation systems, lighting systems, water systems, and other energy using devices. The selected ESCO will be required to provide specific commissioning; measurement and verification (M&V); and operation, maintenance, repair and replacement (OMR&R) plans for each energy conservation measure (ECM), as appropriate.

I. Project Overview

HPHA administers over 8,100 units of Federal and State public housing located on five of the Hawaiian Islands. Included in this inventory are 5,363 residential units in 68 projects that are Federal housing developments operating on rental revenues and annual subsidies from the U.S. Department of Housing and Urban Development (HUD). The focus of this EPC will be HPHA's inventory of HUD-subsidized housing.

A detailed listing of all HUD-subsidized HPHA properties is included in Attachment A.

II. General Information

1. All energy performance contracts must comply with U.S. Department of Housing and Urban Development (HUD) regulations as defined in 24 CFR 990 and 24 CFR 965.

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2. No contract shall exceed twenty years in duration. [NEED TO RESOLVE WHETHER WE USE THE 20-YEAR CONTRACT TERM ALLOWED BY HRS 36-41 OR THE 15-YEAR TERM SPECIFIED IN ACT 196].
3. Only energy performance contract proposals based on a guaranteed savings agreement will be considered.
4. It is expected that the savings or guarantee(s) provided by the ESCO selected pursuant to this RFP will fully offset the HPHA project costs, unless otherwise determined by HPHA. Proposals should define arrangements for acquisition, financing, and ownership of equipment to be installed as part of this project that responsibly maximize the net economic benefit to HPHA or reduce their risk.
5. Proposers may include financing provided directly by the ESCO or through a third party where doing so will be advantageous.
6. The ESCO selected as a result of this RFP will be expected to provide comprehensive energy services, including but not limited to:
 - a. The performance of an investment quality comprehensive energy audit. The services must include an audit of current consumption and systems within the specified HPHA housing inventory. The energy audit should be completed utilizing the most current version of a building energy use simulation software package similar to one of the following:
 - i. DOE-2
 - ii. Power DOE
 - iii. EZDOE
 - iv. Visual DOE
 - v. TRACE 600 (Trane Air Conditioning Economics)
 - vi. EQUEST
 - b. The design and specification of energy efficient equipment and systems.
 - c. Services associated with the procurement, installation, and commissioning of new energy efficient equipment and systems.
 - d. Much of the HPHA housing inventory requires infrastructure improvements as well as the replacement and/or retrofit of old inefficient equipment. To the extent permitted by federal law and regulation, HPHA will consider expending capital improvement program (CIP), health and safety, maintenance and other available funds, for non-energy infrastructure and other capital needs to support or supplement capital investments paid for from savings in the EPC. The successful bidder may be engaged to carry out design and project management activities utilizing these funds.
 - e. Preventive and emergency maintenance and servicing of the equipment installed.
 - f. Ongoing operation, maintenance, repair and replacement of installed energy improvements by the selected ESCO are of considerable importance to HPHA, and will be the responsibility of the ESCO. [NOTE TO HPHA: THE COMPLETE

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DELEGATION OF OMR&R TO THE ESCO FOR THE LIFE OF THE CONTRACT IS A COSTLY OPTION.] A detailed listing designating responsibilities of the parties for maintenance, repair and/or replacement of installed improvements shall be agreed on and become part of the contract.

- g. Training of ~~HPHA~~ facility staff with respect to routine operations and maintenance of all improvements; provision of maintenance manuals.
- h. The ESCO shall identify and secure financing for the project.
- i. Energy savings performance guarantees.
- j. The ESCO must work cooperatively with HPHA staff in coordinating this project.
- k. The EPC cost structure should allow for the retention of an independent performance-contracting manager to oversee the EPC and ESCO, and represent HPHA's interests.
- l. Financial incentives and rate reductions available from companies supplying fuel oil, gas, electricity, or transmission and associated distribution services in compliance with HUD's rate reduction incentive regulations.
- m. The ESCO shall rank all energy conservation measures (ECMs) with 25-year paybacks or less, by project, listing the construction cost, energy usage and cost savings, the proposed metering configuration, proposed verification methodology, and application of weather adjustments. A sample cost savings summary format is attached ~~included in~~ (Attachment B).
- n. The general and specific terms and conditions that will be imposed contractually are contained in the attachments to this RFP (Section XI), and addressed in Section VI (Contract Negotiations and Contractual Provisions). Special conditions may also be imposed contractually by HPHA, as deemed necessary.

In submitting a proposal, each ESCO agrees to all terms and conditions of the State of Hawaii Agreement for Goods and Services Contract as they apply to this RFP. The ESCO also agrees to and must comply with the State of Hawaii Equipment Lease Rider. The Agreement for Goods and Services Contract and State of Hawaii Equipment Lease Rider are provided in Attachments C and D, respectively.

- o. ~~This~~ The proposal and the subsequent Energy Performance Contract EPC should address HPHA's complete inventory of HUD-subsidized housing (Attachment A). Once an ESCO has been selected, it is the intent of HPHA, in consultation with the ESCO, to identify specific projects or project bundles to be implemented on a Work Order (WO) basis. For example, bundling all residential units located on one island might constitute one WO.

III. Procurement Process

The HPHA will select an ESCO to implement the Authority's ~~HPHA's~~ Energy Performance Contracting Program through the following process:

- 1. **Pre-Proposal Meeting.** A pre-proposal meeting will be held at [TIME AND DATE] at [LOCATION AND ADDRESS]. The purpose of this meeting is to introduce HPHA's

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primary contact person; provide the time, date and location of a site visit to a representative HPHA housing complex; and respond to proposers' questions regarding the RFP, scope of work, proposal procedures, or other administrative matters. Attendance at this meeting is mandatory/highly recommended.

2. **Site Visit and Walk-Through Survey.** Interested firms are required—strongly encouraged to view a representative complex of HPHA's HUD-subsidized housing inventory. Logistical information regarding the site visit will be provided at the pre-proposal meeting. The site visit will also provide ESCO's the opportunity to further question HPHA staff about the project and HPHA's public-housing inventory.

As part of the site visit, proposers will be required to conduct a brief survey of the representative housing complex selected by the HPHA. This complex is hereinafter referred to as the "Sample Project". This RFP requires that the proposers provide certain technical and cost information regarding the potential for energy performance contracting in the Sample Project. The required information is described in Section V.2.d of this RFP.

It is not expected that an in-depth, highly technical audit of the Sample Project buildings, systems and operations be completed for this proposal. It is understood that the comprehensive building audit by the ESCO selected for this contract may identify efficiency measures, costs and savings that vary somewhat from the data presented as a result of the preliminary survey. However, labor and material costs and savings are expected to be at least within the ~~± 5-80% accuracy range~~. [MORE CLEARLY SPECIFY THE EXPECTED ACCURACY RANGE]. $\pm 20\%$

Proposers may arrange a time for a more in-depth survey of Sample Project with the HPHA Contact Person.

3. **Submission of Written Proposals.** ESCOs will be required to submit a qualifications and cost based proposal to HPHA for review. The requirements of the proposal are described in detail in Section V. The HPHA will select key staff within the agency to serve on a Selection-Review Committee. Selection-Review committee members will be responsible for individually reviewing and evaluating proposals. Proposals will be reviewed and ranked based on the scoring criteria established in Section IV. The topped ranked ESCOs will be invited to the interview phase of the selection process.
4. **Interview and Presentation.** After proposal evaluations are complete, the top rated ESCOs will be asked to prepare a brief presentation of the firm's experience with energy performance contracting. Upon the conclusion of the presentation, the firm will participate in a detailed interview to further discuss the firm's qualifications, experience, and approach to the project. The evaluation of the interview will be based on the criteria established in Section IV. Presentation and interview time will be limited to 60 minutes per ESCO.
5. **Selection of ESCO – Audit.** The HPHA will select the highest rated ESCO to conduct a complete technical analysis of HPHA's HUD-subsidized housing inventory. Based on this audit, the ESCO will propose costs and contract terms concerning a complete set of proposed energy improvements, the timetable for completing design, engineering and

construction work, a detailed description of services to be provided, specific financing arrangements and terms, and an estimate of energy savings, as well as special conditions offered by the firm. The HPHA intends to negotiate a final contract for these services, which includes a minimum savings guarantee. If an acceptable agreement cannot be reached within 60 days from the date of ESCO selection, the HPHA may, at its sole discretion, terminate negotiations and initiate negotiations with the second-ranked ESCO may be initiated.

6. **Selection of ESCO - Energy Performance Contract.** At the completion of the audit, the findings in the audit shall be presented to HPHA for review. HPHA will approve all energy and water conservation measures and energy savings services they wish to pursue and, working with the ESCO, define a specific project or project bundle to implement through the initial Work Order (WO). Subsequent WOs will be approached in a similar manner.

If the HPHA decides not to enter into an energy performance contract with the selected ESCO after the audit has been accepted, the ~~Authority~~-HPHA agrees to pay the negotiated cost of the audit, provided that all proposed contract terms offered by the ESCO meet the conditions set forth in this RFP.

[NEED TO RESOLVE THE CONCERN THAT THE PRECEDING SECTIONS 5 AND 6 REQUIRE THERE BE TWO SEPARATE CONTRACTS: THE FIRST FOR THE AUDIT AND THE SECOND FOR THE EPC].

IV. The Selection Process

1. Timetable

- a. Receipt of Proposals: [SPECIFY DATE]
 - b. ESCO Interviews: [SPECIFY DATE]
 - c. ESCO Selection: [SPECIFY APPROXIMATE DATE]
 - d. Contract Execution: [SPECIFY APPROXIMATE DATE]
- [ARE THERE ADDITIONAL MILESTONES WE SHOULD ADD TO THIS LIST; I.E. NOTICE TO PROCEED WITH AUDIT; NOTICE TO PROCEED ON INITIAL WORK ORDER?]

2. Proposal Evaluation Criteria – Proposals will be evaluated and scored on the basis of the following criteria:

- a. Qualifications and Project Experience {Maximum 20 points}

Points will be awarded based on the documented number of staff stationed in Hawaii, number of licensed or certified professionals, approach to project management, subcontractor selection and management, and program financing approach.

Points will be awarded based on demonstrated EPC experience with projects similar to HPHA's ~~Federal~~-~~HUD~~-subsidized housing inventory. Experience with these example projects will be understood to include development of performance

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contracts to furnish energy services in institutional or commercial facilities of similar size, systems, and use.

b. Staffing Plan (Maximum 20 points)

Points will be awarded based on the documented technical and project administration skills, licensure, certification, and experience of the proposed project team. Only those individuals proposed to work directly on the subject project should be included in the Staffing Plan. Consistency of staff in the example projects and the proposed team would be ranked higher. Also, project teams that are primarily or completely composed of staff from the proposed or related companies would be ranked higher.

c. Sample Project Technical Approach (Maximum 20 points)

Points will be awarded based on the effectiveness of the proposer in auditing the specified residential complex (Sample Project), identifying appropriate energy conservation measures, and providing sufficient cost information to determine the types of fees the proposer charges.

d. Technical Capacity (Maximum 20 points)

Points will be awarded based on the quality and comprehensiveness of the proposer's approach to complying with HUD requirements, completing comprehensive energy audits, energy baseline computation methodology, description of commissioning and measurement and verification methodology, and understanding of HUD and local utility incentives. [THE APPLICABLE HUD AND LOCAL UTILITY REQUIREMENTS REFERENCED IN THIS PARAGRAPH ARE INTENTIONALLY NOT SPECIFIED TO BETTER ALLOW THE PROPOSERS TO EXPRESS THEIR KNOWLEDGE IN THESE AREAS.]

e. Financial Terms (Maximum 40 points)

Consideration will be given to proposals that responsibly maximize the net economic benefit to the HPHA over the term of the energy services agreement, and that responsibly minimize the risk to the Authority-HPHA in connection with the proposed transaction. The savings or guarantees provided by the ESCO selected pursuant to this RFP will fully offset the project costs involved for the Authority HPHA.

Overhead costs will be evaluated for the value brought to the Authority-HPHA by the proposed approach to project implementation. The percentage of non-HUD incentives that will be given to the Authority-HPHA will be considered in evaluation of the financial benefits of the proposal.

f. Proposed Project Schedule (Maximum 20 points)

Proposals will be evaluated on the reasonableness, clear presentation, length and detail of the proposed project schedule. The proposal should include descriptions of how the ESCO intends to achieve the project schedule.

3. Interview

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Interviews will be held with up to three top ranked ESCOs to obtain clarification on issues raised during earlier stages of the evaluation process, and to assess the qualifications of the project team and its ability to implement all tasks and responsibilities in a prompt and efficient manner. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews. The proposed project team should be made available during the oral interview to discuss their individual experience, as well as their specific role in this project.

The ESCO with the highest combined points will be informed by the HPHA, in writing, of their selection. No work is to be undertaken without a written notice to proceed from the HPHA.

V. Proposal: Format and Content

1. Proposal Format

- a. Proposals must be submitted in the format outlined in this section. The HPHA reserves the right to eliminate from further consideration any proposals deemed to be substantially or materially non-responsive to the requests for information contained herein.
- b. Proposals are to be submitted on or before [DAY], [DATE], [TIME]. Any proposals not received by this time will not be considered. Federal Express and United Parcel Service deliveries are normally guaranteed in Hawaii by 5:00 pm. Proposers should make prior arrangements to ensure delivery of their proposal by the designated delivery time and date.
- c. An original and [HPHA TO SPECIFY THE NUMBER OF COPIES THAT WILL BE NEEDED BY THE EVALUATION COMMITTEE] copies of the proposal are required. To prevent opening by unauthorized individuals, your submittal should be identified on the package as follows:

**PROPOSAL ENCLOSED
TIMED AND DATED MATERIAL
Energy Performance Contracting Program**

- d. The proposals shall be addressed to:

HAWAII PUBLIC HOUSING AUTHORITY
[ADDRESS]
[CITY, STATE, ZIP CODE]
[ATTN: NAME]

2. Proposal Content

- a. **Section 1 - Statement of Qualifications:** Proposing company must include the following elements in response to this RFP:
 - i. Name and address of firm

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- ii. Telephone and fax numbers.
 - iii. Names, titles, and e-mail address of two individuals authorized to represent the firm on this project and answer any questions presented.
 - iv. Year firm was established.
 - v. Number and type of EPC program management and licensed and/or certified professionals in local Hawaii office. If your firm does not have a local office, discuss the mechanism that will guarantee the local support services necessary for completing and servicing this project through the term of the contract.
 - vi. Approach to project management including make-up of the project team and the proposed responsibilities of project team members.
 - vii. Describe the process to be followed in selecting and managing subcontractors.
 - viii. Description of proposed project financing approach.
- b. Section 2 - Project Experience:** Proposing company must describe three recent (within the past 5 years) example projects that best demonstrate the range of technical and financial services provided by the ESCO for a project similar to this one. Each project description (not to exceed 2 pages) should include:
- i. Customer's name and address
 - ii. Total contract cost.
 - iii. Type of contract; guaranteed savings, no guarantee, etc.
 - iv. Name and telephone number of references for the project. (HPHA presumes permission to contact).
 - v. Brief description of the project's scope of services and status. (Include type of facility at which project was implemented, whether the project was completed on the original schedule, and whether significant problems occurred that affected project performance. As appropriate, identify all prime contractors or subcontractors and their role in each project.) This section should be used to demonstrate the firm's experience in completing a project using the technologies relevant to the HPHA's facilities.
 - vi. Energy use and costs prior to project implementation.
 - vii. Level of projected annual energy cost savings and annual levels actually achieved.
 - viii. Level of projected annual water cost savings and annual levels actually achieved.
 - ix. Identify members of the proposed project team involved with the example projects and their current primary office location.
 - x. Type of HUD incentive utilized: Freezing the rolling base or add-on subsidy.
 - xi. Type of verification methodology utilized: Actual consumption versus stipulated.

- c. **Section 3 – Staffing Plan:** This section should include a complete description of the individual experience and qualifications of the proposed project staff. The staffing plan should include name, title, experience and relevant duties of each individual active in this specific project. No credit will be granted during the evaluation process for the experience of anyone who will not be involved in implementing this project.

In addition, any subcontractors the ESCO intends to use for the project shall be identified and their role(s) described. Provide subcontractor's name, address, responsible managing employee, phone number and relevant experience. Examples of subcontractors that shall be identified include but are not be limited to:

- i. Architectural/engineering firm that will be responsible for project design;
- ii. Energy auditing firm (if other than ESCO);
- iii. Construction Manager (if other than ESCO);
- iv. Mechanical, electrical and plumbing contractors;
- v. HVAC contractor;
- vi. Commissioning agent (if other than ESCO); and
- vii. Measurement and verification subcontractor (if other than ESCO).

- d. **Section 4 – Sample Project Technical Approach:** This section should provide the technical and cost information specified below regarding the potential for energy performance contracting in the Sample Project complex viewed during the site visit:

- i. Describe the potential energy, water, and/or renewable energy efficiency measures identified in the complex. Describe the proposed equipment to be installed. For each efficiency measure, provide installation cost, energy and cost savings, and simple payback.
- ii. Describe any operation and maintenance (O&M) measures identified.
- iii. Using the attached form (Attachment ?) [SPREADSHEET TO BE PROVIDED], describe the total Sample Project cost (audit fees, labor and materials, project management, OMR&R, M&V, taxes, overhead, profit, etc.) for all energy efficiency measures assuming tax-exempt financing and a 20-²(15-²) year contract term. Overhead costs should be broken out into the categories shown below in Section V.2.f.iii.
- iv. Identify the approximate dollar value of utility rebates that are available.

- e. **Section 5 – Technical Capability**

- i. In a Section to be labeled Section 5-1, the proposal must explain the approach your organization/the proposer will take in delivering the comprehensive technical services required to audit, design, install, and maintain the proposed

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energy efficiency improvements. Actual designs/specifications are not required at this time.

- ii. In a Section to be labeled Section 5-2, describe the Comprehensive Energy Audit that will be conducted for this project after selection of an ESCO on the basis of this RFP. ~~Your~~The proposal must include information on the systems to be covered, the personnel to be involved, and the general method to be used. Provide, as an attachment, an abridged copy of the Comprehensive Energy Audit developed for one of the three example projects listed above. The example audit provided should be similar to the Comprehensive Energy Audit anticipated for this project.
- iii. In a Section to be labeled Section 5-3, describe in detail the method ~~you~~ that will be used to compute the energy baseline. Attach a sample computation from a previous project done by ~~your~~the proposer's firm, with documentation of methods, assumptions and input data.
- iv. In a Section to be labeled Section 5-4, describe ~~your~~firm'sthe proposer's understanding of:
 - Resident paid utility allowances, the affect they have on this type of program, and your comprehension of 24 CFR 965 subpart E;
 - The three typical HUD incentives for energy cost reduction and which methodology is most utilized by your firm, how they interact, and why an incentive is chosen;
 - Explain how your firm contractually deals with utility unit costs in relation to the financial savings created by your programs;
 - Measurement and verification techniques utilized by your firm to establish and report on guaranteed savings.

f. Section 6 - Financial Terms

- i. HPHA requires that financing for the EPC be structured such that the total annual payment to the ESCO must be less than the annual guaranteed savings derived from energy conservation measures and services provided by the ESCO. The proposer may propose any underlying project financing mechanism so long as it meets the objectives above and complies with HUD and State of Hawaii laws, rules, and regulations.
- ii. For the purpose of calculating the overhead and profit percentages below, the unburdened construction cost shall be defined as the value of the construction bids received from the construction contractors.
- iii. Detailed financial information required in this Section includes the following estimated costs that are based on the information provided in this RFP.
 - Energy Performance Project Implementation Costs:
 - (a) Comprehensive Energy Audit: \$ _____

[Show costs (b)-(o) as a percentage of unburdened construction cost]

Percent

- (b) Designs and specifications (A/E Fees)
 - (c) Administration
 - (d) Cost of Risk
 - (e) Construction Management
 - (f) Hazardous Waste Administration
 - (g) Commissioning
 - (h) Bond Fees
 - (i) Guarantee Fees
 - (j) Financing Fees
 - (k) Other Fees and Permits
 - (l) Tax
 - (m) Profit
 - (n) Training
 - (o) Any Other Overhead Costs (specify)
- Ongoing Project Management Costs:

[Show costs (a)-(d) as a percentage of unburdened construction cost]

Percent

- (a) Yearly Measurement and Verification Costs
- (b) Yearly Resident Training Costs
- (c) Maintenance Costs
- (d) Commissioning
- (e) Other Yearly Service Fees (specify)

g. Section 7 – Proposed Project Schedule: The proposer must provide a schedule for achievement of all major project milestones for the initial Work Order under this contract, including but not limited to:

- i. Commencement and completion of energy audit;
- ii. Preparation of list of proposed improvements, baseline calculations, and final contract proposal;
- iii. Obtaining all required permits and government approvals;
- iv. Procurement of all major equipment;
- v. Commencement and completion of construction;

- vi. Training of facility personnel; and
- vii. Commencement of normal operations.

h. Section 8 - Official Statement of Proposer: The proposer shall include a statement to the effect that their proposal is a firm offer for a minimum 120-day period. The proposal shall also provide the: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the company, and who also may be contacted during the period of proposal evaluation.

VI. Contract Negotiations and Contractual Provisions

With the acceptance of the audit and proposed program, HPHA and the ESCO shall enter into a formal program contract EPC that shall include the following points or provisions, as summarized below and detailed in Attachments C through J to this RFP:

[ADD HIGHLIGHTED CLAUSES FROM HPHA RFP TO THIS SECTION; TO INCLUDE "REJECTION OF PROPOSALS," "NOTICE OF AWARD", "POST-AWARD CONFERENCE AND NOTICE TO PROCEED," AND "PROTESTS".

1. The contents of the RFP submission become part of the final contract.
2. Certifications and Representations of Offerers, Non-Construction Contract, form HUD-5369-C (Attachment E).
3. General Contract Conditions, Non-Construction, form HUD-5370-C (Attachment F).
4. HPHA retains final approval over the scope of work and end-use conditions.
5. The ESCO must provide a final schedule of project milestones, including equipment-servicing provisions, which will become part of the final contract. In the event any milestone or equipment servicing provision is not met as scheduled, without prior approval, HPHA reserves the right to consider it as default and withdraw from all contractual obligations without penalty.
6. The ESCO must carry an appropriate level of insurance for the construction and operations phase, as well as the monitoring phase. At a minimum, the ESCO must carry a Comprehensive Liability Insurance Policy, Worker Compensation Policy, and an Automobile Liability Policy. The ESCO must provide HPHA evidence of the insurance. Additionally, the State of Hawaii and the HPHA must be named as an additional insured party on the policies on the Comprehensive Liability Insurance, and the coverage shall indemnify HPHA against all claims and demands for injury, death or damage as a result of the negligence of the ESCO and/or its subcontractors, employees, agents, licensees, or invitees, in the performance of the contract.

[SHOULD A REQUIREMENT FOR PROFESSIONAL LIABILITY INSURANCE BE ADDED?]

[INSERT OR ADD REFERENCE TO OKADA RULING? ~~N~~]

7. The ESCO shall provide to HPHA assurance of completion in the form of separate performance bonds and labor and material payment bonds, each in the sum of 100% of all subcontracts.

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8. The HPHA must have access to inspect, test and approve both the work conducted in the facility, during construction and operations, as well as access to the books, records, and other compilations of data that pertain to the performance of the provisions and requirements of the agreement EPC. Records shall be kept on a generally recognized accounting basis, and calculations kept on file in legible form.
9. The ESCO will fully disclose all costs, including the cost of subcontractors, vendors, and materials.
10. The ESCO will be responsible for maintaining the levels of comfort for each building as specified. Persistent failure to maintain the defined climate and lighting conditions will constitute a default.
11. All drawings, reports and materials prepared by the ESCO specifically in performance of the contract shall become the property of HPHA, and shall be delivered to HPHA as needed or upon completion of construction.
12. All work completed under this contract must be in compliance with all State of Hawaii and Local building codes.
13. The selected firm must hold appropriate accreditation, certification and licensing standards to perform work in the State of Hawaii.
14. HPHA shall reserve the right to renegotiate the awarded contract if changes in the regulatory or utility climates or if the HPHA's use of energy warrant it and/or permit the addition of sites to the contract.
15. ~~At~~ Prior to the time of contract expiration, HPHA will have the option either to renegotiate the contract, subject to HUD approval, or terminate it without penalty. The option to extend is at the discretion of HPHA. [NEED TO SPECIFY THE OPTION PERIOD AND THE NUMBER OF OPTIONS AVAILABLE; I.E., TWO 5-YEAR OPTIONS.]
16. The contract must meet applicable HUD procurement requirements found at 24 Code of Federal Regulations (CFR) Title 24, CFR Part 85.36, and State of Hawaii procurement code at Chapter 103D, Hawaii Revised Statutes (HRS).
17. The contract and program must meet applicable HUD operating subsidy requirements found at 24 CFR Title 24, Part 990.110, as well as applicable energy performance requirements found at 24 CFR Title 24, Part 965.308

VII. Technical Requirements

The contract shall also address or acknowledge the following:

1. Specific standards of comfort will be defined and must be maintained throughout the term of the contract.
2. A registered professional engineer must, at a minimum, review and approve design work done under this contract.
3. HPHA requires a minimum guaranteed savings approach to the project. If the project does not generated the guaranteed level of savings in any given year, the ESCO will be

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responsible for reimbursing the Authority the amount of the shortfall necessary to pay for annual project financing and all related contract obligations.

4. The ESCO will be required to work with current building management and maintenance personnel in order to coordinate construction and provide appropriate training in retrofit operation to HPHA personnel and residents. No equipment shall be installed which would necessitate the Authority hiring additional personnel unless contract negotiations produce an explicit exemption from this provision.
5. The ESCO must provide Mylar, reproducible "as built," and three (3) sets of record drawings of all existing and modified conditions associated with this project, conforming to typical engineering standards. These should include architectural, mechanical, structural, and control drawings and operating manuals. Drawings must be provided to the Authority within 30 days of the completion of installation. Moreover, if these drawings are produced on a computer, the ESCO will also provide to the Authority a copy of the file and one licensed version of the program used to produce the drawing.
6. At least three (3) maintenance manuals per complex will be provided for all equipment provided under the contract. Manuals are subject to the approval of HPHA.
7. At least three (3) copies of record product data will be provided to HPHA for each location.
8. Upon the completion of the final contract, the ESCO shall provide HPHA a single comprehensive schedule of necessary preventative maintenance for all installations for the five (5) years following the contract closeout.

VIII. Other

HPHA reserves the right to reject any or all submissions for any reason whatsoever.

HPHA reserves the right to waive informalities and minor irregularities in submissions received and to accept any submission if deemed in the best interest of HPHA to do so.

Notwithstanding any manufacturer's warranties, the selected ESCO will remain responsible for any equipment they installed by the ESCO during the term of the performance contract EPC.

Payments will be made to the ESCO only after the completion of a work order, and certification that the ECMs are operating and producing savings as guaranteed.

There will be a liquidated damages clause in the performance contract. Since the breach of any of the covenants, agreements, conditions, or stipulations contained in the General Conditions (Attachment ?) will cause serious and substantial damage to HPHA, and because it will be difficult if not impossible to prove the amount of damage, the liquidated damages for failure to complete the work on schedule shall be in the sum of [\$500; \$1,500?] per calendar day.

IX. Labor Laws

The selected ESCO shall obey and abide by all the laws and regulations of the State of Hawaii and the U.S. Department of Housing and Urban Development relating to the employment of workers for construction and capital improvement projects.

The ESCO agrees not to discriminate against any employee, or applicant for employment, to be employed in the performance of this EPC with respect to hirehiring, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. The ESCO further agrees that every subcontract entered into will contain a provision requiring nondiscrimination in employment, as herein specified, binding upon each subcontractor.

All State Laws and Regulations, regarding the prevailing wage rates will be adhered to.

X. Assignment or Subletting of Contract

In the execution of the EPC it may be necessary for the ESCO to sublet part of the work to others; however, the ESCO shall not assign or subcontract any of the ESCO's duties, obligations, or interests under this Contract, and no such assignment or subcontract shall be effective unless: (1) the ESCO obtains the prior written consent of the State of Hawaii; and (2) the ESCO's assignee or subcontractor submits to the State a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service showing that all delinquent taxes, if any, levied or accrued under state law against the ESCO's assignee or subcontractor have been paid. Additionally, no assignment by the ESCO of the ESCO's right to compensation under this Contract shall be effective unless and until the Comptroller of the State of Hawaii approves the assignment, as provided in section 40-58, HRS (see State of Hawaii General Conditions, Attachment J-1). Further, the ESCO shall not award any work to any subcontractor without prior written approval of HPHA. Such approval shall not be given until the ESCO submits to HPHA a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as HPHA may require.

The ESCO shall be fully responsible to HPHA for the acts and omissions of subcontractors and of persons either directly or indirectly employed by the subcontractors, and for the acts and omissions of persons directly employed by the ESCO.

Nothing contained in this Agreement shall create any contractual relation between any subcontractor and HPHA.

When in the best interest of the HPHA, a successor in interest may be recognized in an assignment contract in which the State, the ESCO and the assignee or transferee (hereinafter referred to as the "Assignee") agree that:

1. The Assignee assumes all of the ESCO's obligations;
2. The ESCO remains liable for all obligations under this Contract but waives all rights under this Contract as against the State; and
3. The ESCO shall continue to furnish, and the Assignee shall also furnish, all required bonds.

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XI. Attachments

REVISE AND ADD ATTACHMENTS PER SPEER/FUJIKAMI COMMENTS]

Attachment A - HPHA Federal Housing Inventory

Attachment B - Sample Cost Savings Summary Form

Attachment C - State of Hawaii Agreement for Goods and Services Contract

Attachment D - State of Hawaii Equipment Lease Rider

Attachment E - Certifications and Representations of Offerers, Non-Construction Contract
(form HUD- 5369-C)

Attachment F - General Contract Conditions, Non-Construction (form HUD-5370-C)

Attachment G - HPHA General Conditions

Attachment H - HPHA Special Conditions

Attachment I - HPHA General Requirements

Attachment J - HPHA Appendix (Package of HPHA's standard contract forms)

~~1. General Conditions (Form AG-008)~~

2. Surety Proposal Bond

3. Contractor's licensing Requirements

4. Listing of General and Prime Contractors

5. Prime Contractor Certification of Subcontractor's Eligibility

6. Non-collusive/Non-identity of Interest Affidavit

7. State of Hawaii Agreement for Goods and Services (example)

8. Certification of Exemption from Civil Service

9. Standards of Conduct Declaration

10. Performance Bond (Surety)

11. Performance Bond (Contractor)

12. Labor and Material Payment Bond (Surety)

13. Labor and Material Payment Bond (Contractor)

14. Contractor Acknowledgement

15. Wage Rate Schedule—Contractor shall refer to the HPHA General Conditions

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 1, 2006

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS
OFFICE OF THE EXECUTIVE DIRECTOR						
102005	EX	Executive Director	93	23.001	99	Completed second interview pending recommendation by Board of Directors
42095	CS	Clerk Typist II	03	1.036	SR08	To be redescrbe to Secretary; pending approval of HPHA reorg.
FISCAL MANAGEMENT OFFICE						
41041	CS	Admin Svcs Off I	35	17.009	EM05	Pending the approval of HPHA reorganization.
2798	CS	Accountant V	13	2.320	SR24	Need to update position description; hired 89-day classifier to asst. in reviewing pd.
41252	CS	Accountant V	23	2.320	SR24	Need to update position description; hired 89-day classifier to asst. in reviewing pd.
5854	CS	Accountant IV	13	2.318	SR22	Need to update position description; hired 89-day classifier to asst. in reviewing pd.
46278	CS	Accountant IV	13	2.318	SR22	Need to update position description; hired 89-day classifier to asst. in reviewing pd.
111496	CS	Accountant III	13	2.316	SR20	Need to update position description; hired 89-day classifier to asst. in reviewing pd.
42107	CS	Accountant II	13	2.313	SR18	Need to update position description; hired 89-day classifier to asst. in reviewing pd.
		Asset Mgmt Contract Spclt Clerk III	3			
INFORMATION TECHNOLOGY OFFICE						
105642	EX	HCDCH Sys Anal/Prog IV	13	22.002	99	No action.
PERSONNEL OFFICE						
30111	CS	Pers Mgt Spclt IV	73	2.867	SR22	Pending on recommendation to hire.
51784	CS	Clerk Typist II	03	1.036	SR08	No Action; management froze position.
PLANNING OFFICE						
102034	EX	Planner IV	13	22.002	SR22	Position Description is being reviewed.
107934	EX	Special Assistant	13	22.002	99	Recommendation to hire 89 day Housing Information Specialist.
PROCUREMENT OFFICE						
100882	EX	Contracts & Proc Ofcr	13	22.002	SRNA	Temporary Assigned HPHA staff.
31664	CS	Proc & Supply Spclt III	13	2.611	SR20	No action; management froze position.
117691	EX	Contract Specialist	22			Position Description is being reviewed.
CONSTRUCTION MANAGEMENT						
25649	CS	State Hsg Dev Admin	93	17.352	EM07	No action; pending approval of HPHA reorganization.
2800	CS	Secretary IV	63	1.151	SR18	No action; pending approval of HPHA reorganization.
102205	SH	Student Helper II	00	44.205	NA	No Action; Management froze position at this time.
48707	CS	Clerk Typist II	03	1.036	SR08	Applicant declined position; interviewing for 89-day appt.
103024	EX	Contract Admin	13	22.002	99	Position Description is being reviewed.
100202	EX	Prop Mgt Coord Asst	03	23.718	99	Position Description is being reviewed.
100886	EX	Hsg Dev Spclt I	13	22.002	99	Position Description is being reviewed.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 1, 2006

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS
HOMELESS BRANCH						
27585	CS	Clerk Typist II	03	1.036	SR08	Waiting for external eligible listing.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
101072	EX	Public Hsg Mgr VII	93	23.717	SR28	Interview will be conducted 10/16-10/17/06.
96904		Hsg Maintenance Manager			SR26	No action until PMMSB chief is hired.
96905		Secretary II	3		SR14	No action until PMMSB chief is hired.
32210	CS	Clerk Typist II	03	1.036	SR08	Conducted interview pending recommendation.
CENTRAL MAINTENANCE SERVICES						
5647	CS	Clerk IV	03	1.008	SR10	No action; management froze position.
6728	CS	General Laborer III	01	9.015	WS03	Position Description is being reviewed.
MANAGEMENT SECTION						
8751	CS	Public Hsg Spvr VI	23	3.716	SR26	Internal Vacancy Announcement from 10/13/06 COB 10/23/06.
APPLICATION UNIT						
5635	CS	Public Housing Specialist II	23	3.714	SR24	Will conduct interview on 10/16- 10/20/06.
117850	CS	Public Hsg Spclt II	13	3.708	SR18	Waiting for eligible listing.
MANAGEMENT UNIT 1						
5643	CS	Bldg Maint Helper	01	10.235	BC05	Waiting for internal eligible listing.
6563	CS	Bldg Maint Helper	01	10.235	BC05	Waiting for internal eligible listing.
105749	TA	Social Service Aide I	63	23.005	SR05	No action; pending management receiving applications from residents.
MANAGEMENT UNIT 2						
9203	CS	Account Clerk II	03	1.337	SR11	Position Description is being reviewed.
9611	CS	Bldg Maint Wkr I	01	10.240	BC09	Request to Fill submitted on 10/09/06 to DHS.
5642	CS	Bldg Maint Helper	01	10.235	BC05	No action; manager did not request to fill.
101137	TA	Janitor II	61	29.008	BC02	No action; pending management receiving applications from residents.
MANAGEMENT UNIT 3						
6281	CS	Gen Const & Maint Spvr I	02	10.215	F1 10	Position Description is being reviewed.
8641	CS	Bldg Maint Wkr I	01	10.240	BC09	Request to fill submitted on 10/10/06 to DHS.
8851	CS	Bldg Maint Wkr I	01	10.240	BC09	Request to fill submitted on 10/10/06 to DHS.
8047	CS	Carpenter I	01	10.010	BC09	Position Description is being reviewed.
5637	CS	Public Hsg Spclt II	13	3.708	SR18	Posiiton on 'hold' for Statewide Job Search.
101117	TA	General Laborer I	61	29.008	BC02	No action; management froze position.
101118	TA	General Laborer I	61	29.008	BC02	No action; management froze position.
101125	TA	Social Service Aide I	63	23.005	SR05	No action; management froze position.
101126	TA	Social Service Aide I	63	23.005	SR05	No action; management froze position.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of October 1, 2006

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS
MANAGEMENT UNIT 4						
6693	CS	Public Hsg Spvr IV	23	3.712	SR22	Manager did not request to fill.
8853	CS	General Laborer II	01	9.010	BC03	Position on 'hold' for Statewide Job Search.
41256	CS	General Laborer I	01	10.740	BC06	Waiting for external eligible listing (DHRD).
101127	TA	Social Service Aide I	63	23.005	SR05	No action; pending management receiving applications from residents.
MANAGEMENT UNIT 5						
8752	CS	Gen Const & Maint Spvr I	02	10.215	F1 10	Waiting for external listing (DHRD).
41066	CS	General Laborer II	01	9.010	BC03	No action; management froze position.
43948	CS	General Laborer II	01	9.010	BC03	No action; management froze position.
5861	CS	General Laborer I	01	9.005	BC02	No action; management froze position.
9719	CS	General Laborer I	01	9.005	BC02	No action; management froze position.
101114	TA	General Laborer I	61	29.008	BC02	No action; management froze position.
101115	TA	General Laborer I	61	29.008	BC02	No action; management froze position.
MANAGEMENT UNIT 7						
6045	CS	Bldg Maint Wkr I	01	10.240	BC09	Submitted request to fill on 10/10/06.
101113	TA	General Laborer I	61	29.008	BC02	No action; pending management receiving applications from residents.
MANAGEMENT UNIT 8						
102241	TA	General Laborer I	61	29.008	BC02	No action; pending management receiving applications from residents.
102242	TA	General Laborer I	61	29.008	BC02	No action; pending management receiving applications from residents.
MANAGEMENT UNIT 9						
17665	CS	Public Hsg Spvr V	92	3.714	SR24	Will recruit open competitive on 11/06.
101121	TA	General Laborer I	61	29.008	BC02	No action; pending management receiving applications from residents.
101122	TA	General Laborer I	61	29.008	BC02	No action; pending management receiving applications from residents.
46343	CS	Public Hsg Spclt II	13	3.708	SR18	89-day appointment.
45873	CS	Social Svc Asst IV	03	3.075	SR11	Difficult to recruit position; open competitive 11/06.
PROPERTY MANAGEMENT CONTRACT SECTION						
102048	EX	Prog Spclt & Tnt Svc	13	23.002	99	Position used for 89-day appt for Personnel Office.
117929		Hsg Contract Specialist			SR22	Advertise position 10/8/06; COB 10/20/06.
96909		Clerk III	3		SR08	No action
RESIDENT SERVICES SECTION						
51818	CS	Clerk Typist II	03	1.036	SR08	Recommendation of 89-day appointment.
103043	TA	Social Service Aide I	63	23.005	SR05	No action; management froze position.
103044	TA	Social Service Aide I	63	23.005	SR05	No action; management froze position.
103045	EX	Program Coordinator	13	23.002	99	No action; management froze position.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 1, 2006

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Class Code	Auth Sal Rnge	STATUS
103036	EX	Prog Spcct & Tnt Svc	13	23.002	99	No action; management froze position.
		INSPECTION UNIT				
111494	EX	Housing Inspector	13	23.005	99	No action; management froze position.
		RENT SUBSIDY SECTION 1				
40643	CS	Clerk IV	3	1.008	SR10	Interview on 10/13/06.
14977	CS	Clerk Typist II	03	1.085	SR11	Pending external eligible listing.
29009	CS	Clerk Typist II	03	1.036	SR08	Pending external eligible listing.
5645	CS	Public Hsg Spcct II	13	3.708	SR18	Request to Fill submitted to DHS on 9/2/906.
28995	CS	Public Hsg Spcct II	13	3.708	SR18	No action; management froze position.
		RENT SUBSIDY SECTION 2				
8849	CS	Public Hsg Spvr IV	13	3.712	SR22	Position Description still in review.
111419	CS	Clerk IV	03	1.036	SR10	Interview on 10/13/06.
10306	CS	Clerk Typist II	03	1.036	SR08	Pending eligible external listing.
101132	TA	Clerk I	63	21.006	SR04	No action; pending management receive applications from residents.
35416	CS	Public Hsg Spcct II	13	3.708	SR18	No action; management froze position.
111467	CS	Public Hsg Spcct II	13	3.708	SR18	No action; management froze position.
111468	CS	Public Hsg Spcct II	13	3.706	SR18	No action; management froze position.
111469	CS	Public Hsg Spcct II	13	3.706	SR18	Request to Fill submitted on 9/29/06 to DHS.

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
MANPOWER REPORT AS OF OCTOBER 1, 2006**

Branch	Section	Total Full Time Positions			% Vacant			Active Recruitment	
		Civil Svc	Exempt	Total	Occupied	Vacant	% Vacant	Yes	No
OED		5	2	7	5	2	28.57%	1	1
		5	2	7	5	2	28.57%	1	1
PEO		0	2	2	0	2	100.00%	0	2
		0	2	2	0	2	100.00%	0	2
CO		1	3	4	4	0	0.00%	0	0
		1	3	4	4	0	0.00%	0	0
HIO		0	2	2	2	0	0.00%	0	0
		0	2	2	2	0	0.00%	0	0
HRO		1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
FMO	FM Office	3	0	3	2	1	33.33%	0	1
	Acctg Sec	10	0	10	3	7	70.00%	6	1
	Pay & Disb	3	0	3	3	0	0.00%	0	0
	Budget	1	1	2	1	1	50.00%	1	0
	Asset Mgt	1	1	2	0	2	100.00%	0	2
		18	2	20	9	11	55.00%	7	4
ITO		1	5	6	5	1	16.67%	0	1
		1	5	6	5	1	16.67%	0	1
PERS		4	1	5	3	2	40.00%	1	1
		4	1	5	3	2	40.00%	1	1
PO		5	3	8	5	3	37.50%	0	3
		5	3	8	5	3	37.50%	0	3
DEV	Dev Branch	3	0	3	0	3	100.00%	3	0
	CMS	3	0	3	2	1	33.33%	1	0
	CMS I	2	7	9	7	2	22.22%	0	2
	CMS 2	4	3	7	7	0	0.00%	0	0
	DSS	1	2	3	2	1	33.33%	0	1
		13	12	25	18	7	28.00%	4	3
HPB	Homeless	1	8	9	8	1	11.11%	1	0
		1	8	9	8	1	11.11%	1	0
SEC 8	Sec 8 Office	2	0	2	2	0	0.00%	0	0
	Insp Unit	1	8	9	7	2	22.22%	1	1
	Rent Sub Sec 1	15	1	16	11	5	31.25%	4	1
	Rent Sub Sec 2	13	1	14	6	8	57.14%	5	3
		31	10	41	26	15	36.59%	10	5
PMMSB	PMMSB	3	2	5	2	3	60.00%	2	1
	MGT SEC	1	1	2	1	1	50.00%	1	0
	APP	7	0	7	5	2	28.57%	2	0
	RSS	3	10	13	8	5	38.46%	0	5
	PMCS	2	5	7	4	3	42.86%	1	2
	CMSS	24	1	25	23	2	8.00%	1	1
	OAHU 1	25	4	29	24	5	17.24%	2	3
	OAHU 2	28	7	35	30	5	14.29%	3	2
	OAHU 3	35	6	41	32	9	21.95%	4	5
	OAHU 4	25	2	27	23	4	14.81%	3	1
	OAHU 5	31	3	34	27	7	20.59%	1	6
	HAWAII 7	15	5	20	18	2	10.00%	2	0
	KAUAI 8	10	3	13	11	2	15.38%	2	0
	MAUI 9	13	4	17	13	4	23.53%	4	0
		222	53	275	221	54	19.64%	23	25
TOTAL		302	105	407	309	98	24.08%	47	45