

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING**

December 21, 2006

9:00 a.m.

**1002 N. School Street, Bldg. L
Honolulu, Hawaii 96817**

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting November 16, 2006
- B. Executive Session Meeting, November 16, 2006

III. DISCUSSION AND/OR DECISION MAKING

Status of the Executive Director Search.

IV. FOR INFORMATION

- A. Status Report on Banyan Street Manor Real Estate Assessment Center (REAC) Physical Inspection.
- B. Community Service Requirements for Federal Public Housing Residents.

V. REPORT OF THE EXECUTIVE DIRECTOR

Program/Project Updates

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 the Board's powers, duties, privileges, immunities, and/or liabilities, pursuant to Section 92-5(a)(4), Hawaii Revised Statutes, as it relates to the following matters:
 - 1. Jack Waters v. HCDCH, 1st Circuit (Civil No. 05-0815-05) Update of Settlement
 - 2. Rodell Smith v. HCDCH, 3rd Circuit (Civil No. 04-1-0069K) Update of Settlement
 - 3. 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)
 - 4. Palolo Valley Homes

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, NOVEMBER 16, 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, November 16, 2006 at 10:05 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 Charles Ridings
Director Linda Smith
Director Matilda Yoshioka
Designee Henry Oliva
- EXCUSED: Director Carol Ignacio
Director Travis O. Thompson
- STAFF PRESENT: Deputy Attorney General, Nalani Wilson-Ku
Barbara Arashiro, Acting Procurement Officer
Shirley Befitel, Special Assistant
Pamela Dodson, Executive Assistant
Derek Fujikami, Construction Mgmt. Unit 1 Chief
Lili Funakoshi, Hearings Officer
Michael Hee, Contracts Administration Section Chief
Michael Isobe, Public Housing Supervisor, Section 8
Glori Inafuku, Acting Compliance Officer
Edmund Morimoto, Construction Mgmt. Section Chief
Charlene Nakamoto, Hsg. Compliance & Eval. Specialist
Gary Nakatsu, Data Processing System Analyst
Dionicia Piiohia, Clerk Typist/OED
Allan Sagayaga, Program Specialist & Tenant Services
Richard Speer, Acting Dev. Support Section Chief
- OTHERS: Keefelyne Aipia
Lea Atiga, MHAH
Susan Akin, Kapiolani Community College (KCC)
Dahlia Asuega, Mutual Hsg Assn. of HI, Inc. (MHAH)
Tutamo Chipen, Palolo Valley Home, Resident
Lezley P. Faleafini, Urban Real Estate (URBAN)
Lui Faleafini, URBAN
Bob Franco, KCC
Halepuna Hodges, URBAN
Jan M. Ii, Palolo Valley Homes Ohana Association
Desiree Kihano, Resident Advisory Board, Palolo VHDA
Frank Kingery, Tetra Tech
Judi Kirkpatrick, KCC
Yvonne Mori
David Nakamura, MHAH
James Nakapaaha, Olelo
Dalphne Nisa, Palolo Valley Homes Ohana Association
Candice Sakuda, Palolo Homes Partners, Chaminade Univ.
William Sabalbuo, U.S. Dept. of Housing & Urban Dev.
Auale Sefo, URBAN
Lusila Sefo, Palolo Homes Resident
Brendalee Tausaga, MHAH, Tenant Assn.

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Joni Toyama, MHAH
Nhi Tran, Legal Aid
Lomalinda Yuhashi, MHAH
David Yaw, President, Resident Advisory Board

Chairman Sted declared a quorum present.

QUORUM

The Chair changed the order of the agenda to approve the regular minutes, items for actions, move item III. C Status of the Executive Director search to the end of the meeting after the Executive Session. Move the Privatization of Palolo Valley Homes up to the first item then take the Energy Performance Contract presentation second.

Director Ridings moved, seconded by Director Hosino

APPROVAL
OF MINUTES
REGULAR
MEETING
10/19/2006

That the minutes of the Regular Meeting held on October 19, 2006 be approved as circulated, with the following corrections:

Page 44, last line under approval of Regular Meeting 8/17/06, "and is available" should read "and are available"; and Page 50, last line under Reconvened, "the Board well move" should read "the Board will move".

The motion was unanimously carried.

The Chair said that the Executive Session Minutes will be taken up during the Executive Session.

Director Yoshioka moved, seconded by Director Oliva,

APPROVAL OF
THE REVISION
TO CHAPTERS
2, 9, 10, 13 AND
15 OF THE
SECTION 8
HOUSING
CHOICE
VOUCHER
(HCV) PRO-
GRAM ADMIN-
ISTRATIVE
PLAN FOR
THE HAWAII
PUBLIC
HOUSING
(HPHA)

That the Board approve the revision to chapters 2, 9, 10, 13, and 15 of the Section 8 Housing Choice Voucher (HCV) Program Administrative Plan for the Hawaii Public Housing Authority.

Ms. Pamela Dodson, Executive Assistant, introduced Mr. Michael Isobe, of the Section 8 program. Mr. Isobe presented the For Action and briefly explained the major changes to the Section 8 HCV.

Chapter 2 creates a new chapter for the Fair Housing and Equal Opportunity policy which addresses persons with disabilities and limited English proficiencies.

Chapter 9 amends policies that allow flexibility in approving an initial lease term of less than one year. Section 8 HCV will be able to address the market trends on initial leases.

Chapter 10 amends the policy to allow HPHA to use a client's current annual recertification when they move to a new unit within the public housing authority (PHA) jurisdiction. This would streamline HPHA's operation, landlords would know what the housing assistance would be and would not delay the process of leasing to families.

Chapter 13 is creating a policy on expanding housing opportunities as required by CFR 982.301. The policy is written to encourage participation by owners of units located outside the areas of poverty or minority concentration. The current policy is not written in the current administrative plan, therefore we were unable to claim five points in the previous Section 8 Management Assessment Program (SEMAP) scoring.

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Chapter 15 is a new chapter for "special housing types." This Chapter on home ownership policy would be in line with the PHA plan.

Director Ridings asked how the area of poverty or minority concentration is defined in Chapter 13. Mr. Isobe explained that a census track map shows all the poverty areas.

Director Yoshioka asked by changing the lease term to less than a year, would that cause an administrative burden on the agency. Mr. Isobe said that the market trend is less than one year and the City and County Section 8 office also has that flexibility.

Director Ridings stated that under the current Section 8 HCV, after one year the lease is month-to-month. He expressed concern that with a shorter lease, it would be month to month after that.

There being no further discussion, the Chair asked if the Directors are in favor of the motion.

The motion was unanimously carried.

Director Ridings moved, seconded by Director Smith,

That the Board approve the revision to Chapter 7 of the Admissions and Continued Occupancy Policy (ACOP) for Federal Public Housing.

Ms. Dodson introduced and asked Ms. Glori Inafuku, Acting Compliance Officer, to present the For Action. Ms. Inafuku explained that in December 2005, the Board approved a revision to Chapter 7 to include the Enterprise Income Verification (EIV) system. Subsequent to that, there have been changes in the EIV procedures. We have updated Chapter 7 to include the changes.

Director Ridings stated that there seems to be a contradiction between Discussion, B 8 and 10 because if we cannot get a verification of a divorce, how are we going to verify the alimony or child support that results from that divorce. Ms. Inafuku said that number 8 clarifies that, due to civil rights concerns, we will not be looking at the verification of marital status as a practice. However, when families disclose that they have different sources of income, which includes child support, then item number 10 addresses the order of priority for that verification. Then the copy of the divorce decree can serve as verification.

Director Ridings suggested that staff check on page 7-24 under Unreimbursed Expense. He stated that on Maui the state no longer pays the child care providers directly. They pay the family because the family changes child care providers frequently, and they were having to ask for the money back. That would then flow over to page 7-25 under the allowable child care. Ms. Inafuku will look into it.

Director Smith asked on page 7-20 if the three-month recertification for families with zero income is a HUD standard that we are following. Ms. Inafuku said that it is a HUD recommendation that we do an update every three months.

There being no further discussion, the Chair asked if the Directors are in favor of the motion.

The motion was unanimously carried.

APPROVE THE REVISION TO CHAPTER 7 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) FOR FEDERAL PUBLIC HOUSING

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The Chair moved to Agenda Item IV. B. For Information. Privatization of Palolo Valley Homes. House Concurrent Resolution No. 51 requesting the United States Department of Housing and Urban Development (HUD) to assist in the privatization of its Palolo Valley Homes project. Ms. Dodson presented and provided background information on the federal Palolo Valley Homes and the Palolo Homes state project.

Director Smith asked to hear from the Palolo Valley Homes Ohana Association to understand the chronology of what occurred

Ms. Dalphne Nisa., President of the federal Palolo Valley Homes Ohana Association, said that in the past, the tenants wanted the housing to be privatized and be a part of Mutual Housing Association of Hawaii (MHAH). After two years, many had a change of heart and they no longer want the housing to be privatized. She stated that the buildings are solid but the plumbing is very bad. She and others just want a healthy, safe community to live in.

Director Smith thanked Ms. Nisa for coming and explaining the situation to the Board. She was impressed that many members living in Palolo Valley Homes wanted to move in another direction, working toward finding an organization to upgrade the properties, and allow it to be managed independent of this organization. Even going as far as having a resolution in the Legislature, and then within a relatively short time we were asked to stop moving along this path. The issues that have been identified are the set rent, fees and concerns about renovations that need to be readdressed. She asked if Ms. Nisa can explain each one of the concerns and how can the Board address those concerns.

Ms. Nisa said they lack information as to what the rules and regulations are on the MHAH side. It is hearsay from friends and families at the MHAH side. Director Smith asked if they want the information gap to be bridged to make sure that everybody understood what the arrangements are. Ms. Nisa wants to leave things as they are and they will try to get resources to move the renovations forward.

Ms. Dodson said that staff is aware of the plumbing issues and that there is capital fund money being allocated.

Director Smith stated that we have to think about other creative ways to find the resources for all federally funded housing projects because the federal government monies are decreasing.

Ms. Brenda Tausaga, President of the MHAH Palolo Homes, said that Ms. Nisa is her sister who lives on the federal side. She asked if the Board had any questions for her.

Director Smith said that some tenants on the federal side were interested in working with MHAH, but some concerns were raised about the renovated cabinets, questions on the rents and fees. She asked Ms. Tausaga about her experience with the cabinets.

Ms. Tausaga explained that the cabinet latches were not the best quality but all the cabinets have been redone. The fee is a \$25 late fee if you're late on your rent. On rents, we have set rents; if you qualify for Section 8, you'll get it. People who do not qualify pay the cap rent. If your income increases, your rent stays the same and you can save a little. On the federal side the rent is based on your income.

The Chair thanked Ms. Tausaga and informed the guests if they would like to address the Board, a three minutes time limit will be invoked.

PRIVATIZATION
OF PALOLO
VALLEY HOMES
HOUSE CON-
CURRENT RESO-
LUTION NO. 51
REQUESTING
THE UNITED
STATES DE-
PARTMENT OF
HOUSING AND
URBAN DEVEL-
OPMENT (HUD)
TO ASSIST IN
THE PRIVATI-
ZATION OF ITS
PALOLO
VALLEY HOMES
PROJECT

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Ms. Lusila Sefo, Treasurer from the federal Palolo Valley Homes, stated that they don't want to be privatized. They are Federal and they want it that way. There's nothing wrong with their side, everything is good and management and everybody's happy. Ms. Sefo said that as the years went by residents found out what was not good so they changed their minds not to be privatized.

The Chair thanked Ms. Sefo for clarifying the issue because it hasn't been clear and it now helps give the Board guidance.

Ms. Desiree Kihano, of Urban Management and a member of the Resident Advisory Board (RAB), commented that the best thing that happened is the split from the state project and to be ourselves. They are able to address the crime and to improve the project. At their last meeting everybody decided they don't want to be privatized. We want to stay low income because the purpose of public housing is to help low income people to make a better life for them and their families. The rents are thirty percent of your income and people can afford to raise their children where it is safe and not worry about how they are going to make their rent. There are programs under HPHA such as the self-sufficiency program. She participates in that program and currently everything that she pays goes into an escrow account. She has two more years left and hopes to leave public housing and buy a home. Nobody promised them homeownership. They thought of that because HPHA had done something like that at Waimanalo. But as far as the federal side, they want to be as they are and stay that way.

Ms. Jan Ii, Palolo Valley Homes Ohana Association Board Vice President, said that they don't want to be privatized. They voted in August as a community and not just the five Board Members are saying that they don't want to be privatized. Their tenants had a say and they voted to not be privatized. They are fine just the way they are and they deal with their plumbing and potholes.

Mr. David Yaw, Resident Advisory Board Chairperson, said that the community has spoken out against being privatized. The association is the voice of the community and the concern that they have is regarding the condition of the community. It needs to be fixed properly.

Director Smith asked Mr. David Nakamura, President of MHAH, to inform the Board about the efforts that went on and the issues that were raised by some of the community. Mr. Nakamura said that in the past, the Palolo Federal community did want to be privatized. MHAH had been working with them for about two and a half years. With the change of heart, MHAH support what their neighbors want to do and wishes them all the best in their efforts.

Director Smith asked what options he sees out there knowing that federal funds are diminishing. One possible option was the Section 22 program which allows for the voluntary conversion of public housing. That allows the community to have access to vouchers which would come from the federal government. You could pull those subsidies in from outside and maybe use those rent subsidies to leverage through tax credits or bonds to renovate the buildings.

The Chair thanked all for coming to make their concerns clear as to what they and the community want and he appreciates that.

The Chair called for a recess at 10:52 a.m.

RECESS

The Chair reconvened the meeting at 10:59 a.m.

RECONVENED

The Chair introduced the next item on the Agenda, the Energy Performance Contract presentation by Tetra Tech EM, Inc., Consultant Mr. Frank Kingery. Mr. Derek Fujikami, Construction Management Unit 2 Chief, presented a Power Point on what is an Energy Performance Contract (EPC). The reasons for doing an EPC is that the Legislature passed a bill requesting all state

ENERGY
PERFORMANCE
CONTRACT
PRESENTATION
BY TETRA

HAWAII PUBLIC HOUSING AUTHORITY

agencies to draft an energy savings plan and in addition to that, HUD has an energy federal policy for public housing.

The Agency plans to have an RFP drafted to invite Energy Services Company (ESCO) to tell us what they can do. An Investment Grade Audit will be done where the selected ESCO will go to all 68 federal projects and they will do an inventory of each room of the light fixtures, toilets, refrigerators, and come up with bottom lines for each project.

The Chair asked if HUD is supportive of housing authorities moving in this direction. Mr. William Sabalbuero, of HUD, said they have been doing this for a long time.

Mr. Richard Speer, Acting Development Support Section Chief, is working with Mr. Fujikami on this project and on the request for proposal (RFP). He informed the Board of the research he and Mr. Fujikami have done on energy performance contracts.

The Chair asked how long has staff been working on this project. Mr. Speer said eight months. The Chair asked if Mr. Kingery is a consultant to help the Board understand this opportunity and to help put together an RFP. Mr. Kingery said he is working with the Department of Business Economic Development and Tourism (DBEDT), and that DBEDT has a technical support role with HPHA.

The Chair mentioned that there were a lot of questions raised today and that maybe there are other angles to look at this more broadly than it may have been up to this point. He asked staff to show the RFP to the Board before it is finalized to make sure staff gets the support at that level. And when staff gets a bid back and selects the contractor, they can be sure that the Board's issues have been addressed.

Mr. Speer said that they have no problem showing the draft RFP to the Board and having them make comments, so those comments can be included in the RFP.

Director Smith is concerned about HPHA's liability. From what she has reviewed, she sees a loan created by HPHA to make improvements and wants to know what's involved. Mr. Fujikami said that there is a liability because we have a loan, but it's paid by the energy savings and the ESCO guarantees those savings. Director Smith wants to better understand the scope of the RFP and wants to rethink this approach.

The Chair wants to know when staff will be ready to come back to the Board for another discussion and to respond to the questions and suggestions that have been raised.

Mr. Sabalbuero commented that he worked with energy performance contracts fifteen years ago and one way to minimize the risk to the housing authority is to have the contractor finance the whole thing. Most of the risk is on the contractor. Another housing authority in Minneapolis selected to issue bonds because the money then was cheaper. In effect, they got more savings and more money. It doesn't really affect HUD. Go ahead and do your own financing as a housing authority, or let the contractor do everything. That's a matter of choice.

Director Smith commended the staff for looking at ways we can save money imaginatively, effectively, and for working with private sector entities. The Board needs to have a basic understanding of the risks that are being taken by this Board and this agency. What you're doing is the right thing in terms of figuring out how to save money and using these private companies to help us do that.

TECH EM INC.
CONSULTANT,
FRANK
KINGERY

HAWAII PUBLIC HOUSING AUTHORITY

The Chair thanked everyone for the discussion. He changed the order of the agenda to discuss the items in Executive Session before he had to leave. He asked for a motion to go into Executive Session.

EXECUTIVE SESSION

Director Beaver moved, seconded by Director Smith,

That the Board meets in Executive Session at 11:45 a.m.

The motion was unanimously carried.

The Chair left the meeting at 11:55 a.m.

* * * * *

Acting Chair, Director Yoshioka, reconvened the meeting at 12:30 p.m. At the advice of the Deputy Attorney General, the Board will be adjourning the meeting and taking up the Banyan Street Manor item at the next meeting, due to lack of quorum.

RECONVENED

Deputy Attorney General Nalani Wilson-Ku stated that the problem is receiving information without a quorum even though no action is being taken. She asked that the Board take a recess.

The Acting Chair called for a recess at 12:31 p.m.

RECESS

The Acting Chair reconvened the meeting at 12:44 p.m.

RECONVENED

The Acting Chair was advised by our attorney that since there is no quorum, the Board is unable to ask questions on any material that's going to be presented. It would be in the Board's best interest to adjourn and defer any further items on this agenda to the next meeting.

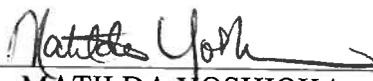
Directors Hosino, Smith and Beaver stated that they agree to put the remaining Agenda items on the next meeting's Agenda.

Director Smith moved, seconded by Director Beaver,

ADJOURNMENT

That the meeting be adjourned at 12:46 p.m.

The motion was unanimously carried.


MATILDA YOSHIOKA

Approved: **DEC 21 2006**

December 21, 2006

FOR INFORMATION

SUBJECT: Status report on Banyan Street Manor Real Estate Assessment Center (REAC) Physical Inspection

I. FACTS

- A. On August 28, 2006, HUD's contractor performed a second physical inspection of the Banyan Street Manor. The first inspection on June 2, 2006, which was performed by USGI, Inc.'s contractor, was rejected because the inspector failed to follow HUD's inspection protocol.
- B. On September 9, 2006, HUD informed the HPHA that the Banyan Street Manor received a failing physical inspection score of 50.
- C. On September 20, 2006, HPHA submitted a request for a technical review of the inspection report (Exhibit A).
- D. On October 19, 2006, HUD informed the HPHA that based on the documentation provided, the PIH-REAC was unable to approve the item as requested (Exhibit B). Therefore, the physical inspection summary report score of 50 has not changed and is now final.

II. DISCUSSION

The property management contractor has corrected a majority of the deficiencies cited by the REAC inspector (Exhibit C).

At this stage, there are no penalties for the failing score if the project passes the follow-up inspection that is to be scheduled.

Reviewed by: Michael J. Hee, Private Management Contracts Section Chief ms
Norman Ho, Property Management & Maintenance
Services Branch Chief NH

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817
FAX: (808) 832-6030

September 20, 2006

Exhibit A

PATTI Y. MIYAMOTO
INTERIM EXECUTIVE DIRECTOR

PAMELA Y. DODSON
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:

06:PM/28

HUD/PIH/REAC
550 12th Street S.W., Suite 100
Washington, DC 20410

Attention: PASS Technical Review

Subject: Banyan Street Manor
REAC Inspection

The Hawaii Public Housing Authority (fka Housing and Community Development Corporation of Hawaii) has reviewed the Inspection Summary Report 245225 for the REAC inspection, that was conducted on August 28, 2006, and are requesting a Technical Review of the Inspection report and an adjustment to the REAC score.

Enclosed are the applicable Request for Technical Review Forms for your consideration.

If you should have any questions, please contact Mr. Michael Hee at (808) 832-5970.

Sincerely,

A handwritten signature in cursive script that reads "Patti Y. Miyamoto".

Patti Y. Miyamoto
Interim Executive Director

Enclosures

Exhibit B



U.S. Department of Housing and Urban Development
550 12th Street, SW
Suite 100
Washington, DC 20410

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

October 19, 2006

Ms. Patti Y. Miyamoto
Interim Executive Director
State of Hawaii Public Housing Authority
1002 North School Street
P.O. Box 17907
Honolulu, HI 96817

RE: Inspection Number: 245225
Property Name: BANYAN STREET MANOR
Property ID: 800005085
Original Physical Inspection Score: 50

Dear Ms. Miyamoto:

Thank you for your letter dated September 20, 2006. The Office of Public and Indian Housing Real Estate Assessment Center (PIH-REAC) has completed its review of your technical review request. The review was conducted in accordance with the Federal Regulations 24 CFR Parts 5 and 200, which govern the HUD REAC inspection.

Based on the documentation provided, the PIH-REAC is unable to approve the items requested; and the physical inspection summary report score has not been changed and is now final.

The review report enclosed with this letter lists each deficiency challenged and explains the results of the review. Please contact me at 202-475-8584 with any questions.

Sincerely,

Leonard L. Nowak
Technical Review/Database Adjustment Manager

Enclosure.

cc: Richard Pace, Headquarters, Office of Multifamily Housing Program
Mary Felton, Headquarters, Office of Multifamily Housing Programs
Ronald Mathews, Senior Enforcement Analyst, Departmental Enforcement Center
Sylvette Mendez, Director, Caribbean Field Office, Office of Multifamily Housing

Tracking Number: MTR-5713/TAC-33170/TAT



Detailed Review Report

Inspection - 245225 - BANYAN STREET MANOR

Location: Bldg: 1

Deficiency: BS - Fire Protection - Missing/Damaged/Expired Extinguishers**

Documentation: An inspection and service report from Alii Fire Protection Company was submitted, indicating that the extinguishers were inspected on 8/22/06.

Comments: Documentation proved inconclusive or could not be objectively verified - The inspector does not specifically note that the extinguisher tags were expired and the inspection report is not self-explanatory. It would have proved useful if Alii Fire Protection Company wrote a letter stating that they came back to the project site and re-inspected all building extinguishers to find them in proper working order.

Approved: No

Location: Bldg: 1 Unit: 202

Deficiency: DU - Kitchen - Range/Stove - Missing/Damaged/Inoperable**

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 202

Deficiency: DU - Kitchen - Refrigerator - Missing/Damaged/Inoperable

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 202

Deficiency: DU - Electrical System - GFI - Inoperable

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 202

Deficiency: DU - Kitchen - Dishwasher/Garbage Disposal - Inoperable

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 210

Deficiency: DU - Electrical System - GFI - Inoperable

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 210

Deficiency: DU - Kitchen - Dishwasher/Garbage Disposal - Inoperable

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 210

Deficiency: DU - Kitchen - Range/Stove - Missing/Damaged/Inoperable**

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 310

Deficiency: DU - Electrical System - GFI - Inoperable

Documentation: A tenant listing for Banyan Street Manor was submitted.

Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.

Approved: No

Location: Bldg: 1 Unit: 310
 Deficiency: DU - Kitchen - Dishwasher/Garbage Disposal - Inoperable
 Documentation: A tenant listing for Banyan Street Manor was submitted.
 Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.
 Approved: No

Location: Bldg: 1 Unit: 310
 Deficiency: DU - Kitchen - Range/Stove - Missing/Damaged/Inoperable**
 Documentation: A tenant listing for Banyan Street Manor was submitted.
 Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.
 Approved: No

Location: Bldg: 1 Unit: 413
 Deficiency: DU - Kitchen - Dishwasher/Garbage Disposal - Inoperable
 Documentation: A tenant listing for Banyan Street Manor was submitted.
 Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.
 Approved: No

Location: Bldg: 1 Unit: 410
 Deficiency: DU - Kitchen - Range/Stove - Missing/Damaged/Inoperable**
 Documentation: A tenant listing for Banyan Street Manor was submitted.
 Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.
 Approved: No

Location: Bldg: 1 Unit: 413
 Deficiency: DU - Electrical System - GFI - Inoperable
 Documentation: A tenant listing for Banyan Street Manor was submitted.
 Comments: Documentation proved inconclusive or could not be objectively verified - The Tenant Listing is not dated, and shows units vacant as early as May 2005. Further REAC's multifamily protocol states that even vacant units are to be inspected if they appear in the Sample for projects with a vacancy rate of 15% or more. The project's occupancy rate was recorded as 84% on the day of the REAC inspection.
 Approved: No

Tracking Number: MTR-5713/TAC-33170/TAT

	Observation	Status
Certificates		
Elevator	State is behind in inspection	
Lead Based Paint Disclosure Form		Pending State Elevator Inspection
Lead Based Paint Inspection Report		Certification given when tenant signs paperwork
Sprinkler System		Report is at the project office
		None - Not Required
Site		
Deficiencies		
Grounds	Erosion/Rutting Areas**	
Market Appeal	Graffiti**	Completed
Parking Lots/Driveways/Roads	Potholes/Loose Material**	Completed
		Completed
Building 1 - Building Exterior		
Walls	Stained/Peeling/Needs Paint	Completed
Building 1 - Systems		
Fire Protection	Missing/Damaged/Expired Extinguishers**	Completed
Building 1 - Common Areas		
Halls/Corridors/Stairs		
Laundry Room	Ceiling - Holes/Missing Tiles/Panels/Cracks**	Completed
	Ceiling - Peeling/Needs Paint**	Completed
	Electrical - Blocked Access to Electrical Panel** (NLT) - Locked. Key Could not be located	Completed
	Walls - Peeling/Needs Paint**	Completed
Storage	Windows - Cracked/Broken/Missing Panes (NLT)	Completed
Trash Collection Areas	Outlets/Switches/Cover Plates - Missing/Broken	Completed
	Chutes - Damaged/Missing Components**	Completed
Building 1 - Unit 202 (VACANT UNIT)		
Bathroom	Lavatory Sink - Damaged/Missing**	Pending Bid for Contractor
	Shower/Tub - Damaged/Missing**	Completed
Doors	Damaged Hardware/Locks**	Completed
Electrical System	GFI - Inoperable (NLT)	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
Kitchen	Dishwasher/Garbage Disposal - Inoperable	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
	Range/Stove - Missing/Damaged/Inoperable**	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
	Refrigerator - Missing/Damaged/Inoperable (NLT)	Refrigerator being replaced
Lighting	Missing/Inoperable Fixture**	Pending contract for replacement
Windows	Cracked/Broken/Missing Panes	Completed

Building 1 - Unit 207		
Bathroom	Shower/Tub - Damaged/Missing**	Completed
Doors	Damaged Hardware/Locks**	Completed
	Missing Door	Completed
Electrical System	GFI - Inoperable (NLT)	Completed
Building 1 - Unit 207 - Health & Safety		
Air Quality	Mold and/or Mildew Observed (NLT)	Completed
Infestation	Insects (NLT)	Completed
Building 1 - Unit 210 (VACANT UNIT)		
Electrical System	GFI - Inoperable (NLT)	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
Kitchen	Dishwasher/Garbage Disposal - Inoperable	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
	Range/Stove - Missing/Damaged/Inoperable**	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
	Refrigerator - Missing/Damaged/Inoperable (NLT)	Refrigerator being replaced
Building 1 - Unit 211		
Bathroom	Bathroom Cabinets - Damaged/Missing**	Pending Bid for Contractor
	Lavatory Sink - Damaged/Missing**	Pending Bid for Contractor
Kitchen	Cabinets - Missing/Damaged**	Pending Bid for Contractor
	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
Windows	Cracked/Broken/Missing Panes (NLT)	Completed
Building 1 - Unit 211 - Health & Safety		
Infestation	Insects (NLT)	Completed
Building 1 - Unit 212		
Bathroom	Lavatory Sink - Damaged/Missing**	Pending Bid for Contractor
	Shower/Tub - Damaged/Missing**	Completed
Doors	Damaged Hardware/Locks**	Completed
	Damaged Surface - Holes/Paint/Rusting/Glass**	Completed
	Missing Door	Completed
Kitchen	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
Building 1 - Unit 212 - Health & Safety		
Infestation	Insects (NLT)	Completed

Building 1 - Unit 215		
Bathroom	Lavatory Sink - Damaged/Missing**	Pending Bid for Contractor
	Shower/Tub - Damaged/Missing**	Completed
Doors	Missing Door	Completed
Kitchen	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
Outlets/Switches	Missing/Broken Cover Plates (LT)	Completed
Building 1 - Unit 215 - Health & Safety		
Infestation	Insects (NLT)	Completed
Building 1 - Unit 300		
Bathroom	Shower/Tub - Damaged/Missing**	Completed
Doors	Damaged Surface - Holes/Paint/Rusting/Glass**	Completed
Windows	Cracked/Broken/Missing Panes	Completed
Building 1 - Unit 310 (VACANT UNIT)		
Bathroom	Bathroom Cabinets - Damaged/Missing**	Pending Bid for Contractor
Doors	Missing Door (NLT)	Completed
Electrical System	GFI - Inoperable (NLT)	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
Kitchen	Cabinets - Missing/Damaged**	Completed
Switches	Refrigerator - Missing/Damaged/Inoperable (NLT)	Refrigerator being replaced
	Missing/Broken Cover Plates (LT)	Completed
Building 1 - Unit 311		
Bathroom	Shower/Tub - Damaged/Missing**	Completed
Windows	Cracked/Broken/Missing Panes	Completed
Building 1 - Unit 312		
Doors	Damaged Hardware/Locks**	Completed
Kitchen	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
Outlets/Switches	Missing/Broken Cover Plates	Completed
Walls	Peeling/Needs Paint**	Completed
Windows	Cracked/Broken/Missing Panes	Completed
Building 1 - Unit 401		
Bathroom	Shower/Tub - Damaged/Missing**	Completed
Doors	Damaged Hardware/Locks**	Completed
Kitchen	Cabinets - Missing/Damaged**	Pending Bid for Contractor
Outlets/Switches	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
Walls	Missing/Broken Cover Plates (LT)	Completed
	Damaged**	Completed

Building 1 - Unit 401 - Health & Safety		
Air Quality	Mold and/or Mildew Observed (NLT)	Completed
Building 1 - Unit 403		
Ceiling	Water Stains/Water Damage/Mold/Mildew**	Completed
Doors	Damaged Hardware/Locks**	Completed
Kitchen	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
Walls	Peeling/Needs Paint**	Completed
Building 1 - 403 - Health & Safety		
Garbage and Debris	Indoors (NLT)	Completed
Hazards	Tripping (NLT)	Completed
Building 1 - Unit 407		
Bathroom	Lavatory Sink - Damaged/Missing**	Pending Bid for Contractor
Ceiling	Peeling/Needs Paint**	Completed
Doors	Missing Door	Completed
Kitchen	Cabinets - Missing/Damaged**	Pending Bid for Contractor
	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
Building 1 - Unit 407 - Health & Safety		
Air Quality	Mold and/or Mildew Observed (NLT)	Completed
Building 1 - Unit 408		
Kitchen	Cabinets - Missing/Damaged**	Pending Bid for Contractor
Outlets/Switches	Missing/Broken Cover Plates	Completed
Walls	Damaged**	Completed
Building 1 - Unit 413 (VACANT UNIT)		
Bathroom	Bathroom Cabinets - Damaged/Missing**	Pending Bid for Contractor
	Lavatory Sink - Damaged/Missing**	Pending Bid for Contractor
	Shower/Tub - Damaged/Missing**	Completed
Electrical System	GFI - Inoperable (NLT)	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
Kitchen	Cabinets - Missing/Damaged**	Pending Bid for Contractor
	Range/Stove - Missing/Damaged/Inoperable**	No Power - Unable to properly determine status. Power will be turned on prior to the inspection.
	Refrigerator - Missing/Damaged/Inoperable (NLT)	Refrigerator being replaced
Lighting	Missing/Inoperable Fixture**	Completed
Building 1 - Unit 414		
Bathroom	Shower/Tub - Damaged/Missing**	Completed
Kitchen	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced

Building 1 - Unit 414 - Health & Safety		
Air Quality	Mold and/or Mildew Observed (NLT)	
Infestation	Insects (NLT)	Completed
		Completed
Building 1 - Unit 415		
Doors	Damaged Hardware/Locks**	Completed
Walls	Damaged**	Completed
Building 1 - Unit 415 - Health & Safety		
Hazards	Tripping (NLT)	
Infestation	Insects (NLT)	Completed
		Completed
Building 1 - Unit 416		
Bathroom		
Doors	Shower/Tub - Damaged/Missing**	Completed
Kitchen	Damaged Hardware/Locks**	Completed
Outlets/Switches	Refrigerator - Missing/Damaged/Inoperable	Refrigerator being replaced
	Missing/Broken Cover Plates (LT)	Completed
Building 1 - Unit 416 - Health & Safety		
Infestation	Insects (NLT)	Completed

FOR INFORMATION

SUBJECT: Community Service Requirements for Federal Public Housing Residents

I. FACTS

- A. As part of the Public Housing Reform Act of 1998, Congress issued a legislative mandate requiring low income families in public housing to contribute or participate for 8 hours a month in a community service or self-sufficiency activity, as a condition of receipt of Federal housing assistance.
- B. The Hawaii Public Housing Authority (HPHA) issued an administrative memorandum on October 10, 2003, provided written notice to all management units to inform residents of the community service requirement.
- C. The community service and self-sufficiency requirement applies to all adult residents in public housing between the ages of 18-61, except those exempted under Section 12 (c) of the Act.
- D. The community service and self-sufficiency requirement doesn't apply to Section 8 tenants.
- E. The community service requirement is a condition on the resident's lease agreement.

II. DISCUSSION

- A. Residents who fall into the following categories are exempt from being required to perform 8 hours a month of community service:
 - 1. 62 years of age or older;
 - 2. Blind or disabled, and provides certification that the disability prevents him/her from doing community service;
 - 3. Needed at the home to care for another household member who is blind or disabled, and provides certification that the disability prevents him/her from participating in community service;
 - 4. Unable to engage in any substantial gainful employment of at least 30 hours a week, for a period of more than 30 days from the onset of the illness, incapacity or disability due to a physical or mental impairment, as determined by a licensed physician or psychologist;
 - 5. Needed at the home to care for another household member who is ill, incapacitated, or disabled, as determined by a licensed physician or psychologist;
 - 6. The parent or relative of a child under six months of age who is personally providing care for the child. Only one parent or another relative for this situation may claim this exemption;
 - 7. Engaged in a work activity at least 30 hours per week.
 - a) Work Activities include:
 - (1) Unsubsidized employment;
 - (2) Subsidized private-sector employment;
 - (3) Subsidized public-sector employment;
 - (4) Work experience (including work associated with the refurbishing of publicly assisted housing);
 - (5) On-the-job training;
 - (6) Job-search and job-readiness assistance;
 - (7) Community service programs;
 - (8) Vocational educational training (not to exceed 12 months);
 - (9) Job-skills training directly related to employment;

- (10) Education directly related to employment in the case of a recipient who has not received a high school diploma or certificate of high school equivalency; and/or,
- (11) Enrollment in a GED or CBASE program.

8. Member of a family receiving TANF assistance, benefits, or services under a State program and is in compliance with that program;
9. Participant of the State's First-to-Work Program;
10. Participant in the Volunteers in Service to America (VISTA) program or any Americorps program;
11. A Domestic violence victim that provides written documentation of being a victim of domestic violence and is receiving assistance from the Domestic Violence Clearing House program. As long as the resident is receiving assistance from the Domestic Violence Clearing House program the exemption period may not exceed 24 months after the date of the reported incident and requires an annual recertification; and/or,
12. Other household adults living with an adult that has claimed for an exemption for being a victim of domestic violence with all requesting adults required to complete the community service exemption certification form. The exemption for the other adults is valid as long as the victim of domestic violence is participating in the Domestic Violence Clearing House program.

B. Residents filing an exemption must complete and submit the "Community Service Exemption Certification" form with proper documentation and verification for review and approval.

1. Management Units will verify and notify in writing the residents who qualify for an exemption.
2. Annual recertification is required and the Management Units will verify and notify in writing of the renewal for the next 12 months.
3. Resident is obligated to notify in writing to the Management Units within 10 days of any status change that they no longer qualify for an exemption.

C. Non-compliance of the community service requirements is considered a lease violation and is grounds for non-renewal of the lease agreement.

1. HPHA will not renew the lease agreement UNLESS:
 - a) All non-compliant residents execute a written agreement with the approval of HPHA to cure the non-compliance; or,
 - b) All remaining adult members of the household and residents on the lease are in compliance with the community service requirements, and all non-compliant residents are no longer residing in the unit.

D. Length of time for the residents who are non-compliant with the community service requirements to cure the non-compliance prior to termination of the lease agreement due to a lease violation (reference: Public Housing Reform Act of 1998, passed by Congress).

1. After the first period of non-compliance, residents will be given 12 months to make up the community service hours that are owed.
2. After the second period of non-compliance, residents will be given 3 months to make up the community service hours owed.
3. No third period or opportunity to cure the non-compliance of community service requirements. The lease agreement is not renewed or terminated due to lease violation. If the household does not vacate from the premises on the termination date, then HPHA will initiate eviction proceedings.

Prepared by: Allan Sagayaga, PMMSB, Program Specialist 
Reviewed by: Norman Ho, Property Management and Maintenance Services Branch Chief 

Community Service Monitoring Report

Purpose of this report:

The purpose of the Community Service Monitoring Report is to help field offices monitor public housing agencies (PHA) compliance with Notice PIH 2003-17, Reinstatement of the Community Service and Self-Sufficiency Requirement, and focus their follow up with the PHAs.

Data used in this report:

The Community Service Monitoring Report identifies public housing residents who are potentially eligible to participate in the community service program from the Form HUD-50058 annual reexamination (2a=2) and flat rent update (2a=12) records. While the report provides the best possible data from the PIC system to help field offices monitor compliance, the data in the report does not tell the whole story. There may be instances in which residents appear, based on the Form HUD-50058 data, to be required to perform community service, whereas in reality they are exempt. Field offices need to work with their PHAs to fully understand which residents are exempt.

Field office uses for this report:

Field offices should use the report in conjunction with other available information to monitor PHA compliance with the community service requirement. This report is not meant to replace site visits and/or the review of tenant files. Numbers from this report may indicate that follow-up with the PHA is necessary. **Each field office should establish thresholds for the data in columns I – N to help determine when follow-up with a PHA is necessary.**

How to use this report:

Field offices should focus their attention on columns I - N in this report. These columns indicate how the PHA completed line 3q (Meeting the Community Service and Self-Sufficiency Requirement?) on the Form HUD-50058 for its eligible residents.

The numbers in column G represent residents who reside in public housing, are between 18 and 61 years old, are not disabled, not live-in aides and not full time students. Column G is an overall count of residents who are in the target group from which the count of those residents eligible for community service will be drawn.

Column H contains the numbers and percentages of residents in column G who do not have wages or welfare income thereby making them eligible to participate in community service or self-sufficiency. The numbers in column H are used as the denominator for the percentages displayed in columns I-N. Each percentage shows the percentage of eligible residents for whom the PHA entered a specific code (1, 2, 3, 4 or 5).

The table below provides guidance on the meaning behind each count and percentage displayed in the spreadsheet for each option (1, 2, 3, 4 or 5) entered in line 3q of Form HUD-50058.

Column Title	Response to line 3q	What does the data suggest?
Col. I = Eligible residents who are completing their community service and self-sufficiency requirements	1 (yes)	A low percentage indicates that the field office may want to follow up with the PHA to determine why more of its residents are not meeting this requirement.
Col. J = Eligible residents who are NOT completing their community service or self sufficiency requirements	2 (no)	A high percentage indicates that the field office many want to follow up with the PHA to determine why more of the residents are not meeting this requirement.
Col. K = Eligible residents for whom the PHA still needs to verify if the tenant is meeting his or her community service or self sufficiency requirement	3 (pending)	A high percentage indicates that the field office should monitor the PHA's performance on future reports to see if this number stays high or becomes smaller.
Col. L = Eligible residents who meet the exemptions listed in 24 CFR 960.601(b) and are not required to complete the community service or self sufficiency requirements	4 (exempt)	A high percentage indicates that the field office should confirm that the PHA fully understands when residents can be exempt from the community service requirement.
Col. M = Eligible residents for whom the PHA entered "n/a" in line 3q	5 (n/a)	<p><u>Any</u> number entered in this line indicates that the PHA does not understand that the community service requirement is now in effect. The field offices should ensure that the public housing agencies know how to properly complete line 3q of the Form HUD-50058.</p> <p><i>This option was used to display the number of residents for whom a Form HUD 50058 record was submitted to PIC during the period of time that a PHA had not developed and/or implemented a community service and self-sufficiency requirements policy. After September 2004, public housing agencies will receive a fatal error if this option is used.</i></p>
Col. N = Eligible residents for whom the PHA did not use one of the codes provided (1, 2, 3, 4, or 5) to complete line 3q.	Blank	<u>Any</u> number of blank responses indicates that the PHA may not know how to complete line 3q of the Form HUD-50058 as blank is not a proper response.

**Community Service Monitoring Report for Honolulu Hub Office (9CPH)
Reporting Period: June 1 2005 - September 30 2006**

Purpose

The purpose of the Community Service Monitoring Report is to provide headquarters and field office staff with a tool to monitor PHA compliance with the community service and self-sufficiency requirement.

Data

The report lists public housing agencies (PHA) with Public Housing programs under the field office's jurisdiction.

The data in the report comes from the PIC Form 50058 module.

The report contains data that meet the criteria that each household:

**Participates in the Public Housing program

**Had a Form HUD-50058 submitted with an effective date of action (line 2b) within the period of June 1 2005 and September 30 2006 with the type of action (line 2a) being either annual reexamination (line 2a=2), interim reexamination(line 2a=3), other change of unit (line 2=7), flat rent annual update (line 2a=12) or historical adjustment (line 2a=14);

**Has a family member reported on the Form HUD-50058 records that meets the criteria of being a resident between the ages of 18 and age 61, inclusive, and who is non-disabled, not a live-in aide, not a full time student and does not have wages or welfare

The report excludes PHAs that participate partially or fully in the MTW program.

If a PHA does not appear on the report it means that no Form HUD-50058 containing a family member with the above criteria was submitted to PIC within the period of the effective dates of this report, on or before the data extraction date **(see footer for the data extraction date)

A Hub Code	B Hub Name	C Field Office Code	D Field Office Name	E PHA Code	F PHA Name	G Residents who may be eligible to participate in the community service or self-sufficiency requirement		H Residents who are eligible to participate in the community service or self-sufficiency requirement		I Eligible residents who are completing their community service or self-sufficiency requirements		J Eligible residents who are NOT completing their community service or self-sufficiency requirement		K Eligible residents for whom the PHA still needs to verify if the tenants are meeting their service or self-sufficiency requirement		L Eligible residents who meet the exemptions listed in 24 CFR 960.60 and are not required to complete the community service or self-sufficiency requirement		M Eligible residents for whom the PHA did enter "n/a" in line 3q. PHA should no longer be selecting this option since the community service requirement is now		N Eligible residents for whom the PHA did not use one of the codes provided (1, 2, 3, 4, or 5) to complete line 3q of Form HUD-50058	
						Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
9HHON	Honolulu Hub	9CPH	Honolulu Hub Office	GQ001	Ghura	833		255	30.61%	22	8.63%	0	0.00%	176	69.02%	57	22.35%	0	0.00%	0	0.00%
9HHON	Honolulu Hub	9CPH	Honolulu Hub Office	HI001	Hoha	4,329		1,419	32.78%	281	19.80%	158	11.13%	527	37.14%	453	31.92%	0	0.00%	0	0.00%

**Executive Director's Report
Month of November 2006**

Section 8:

Current voucher lease up is 1,898 and the unadjusted budget utilization average is 99.41%. The average per unit cost subsidy is \$671.00 per month.

Rent Supplement:

The Rent Supplement Program participants waiting period is approximately 14 months. 1,155 families are on the RSP waiting list. The budget utilization average is 51%.

Homeless:

Onelau'ena - All three floors of the new emergency – transitional shelter at Kalaeloa are occupied.

Waianae Civic Center - The emergency – transitional shelter at the Waianae Civic Center is on schedule. We are working with a potential provider and designing the interior spaces for residency and programs for 300 persons.

Grants in Aid - Act 100 grants in aid are all in various contract stages. The grant allocations to the counties are available to be drawn down. We are working with each county to prepare their proposals for B&F approval. Upon said approval, memoranda of agreement will be signed with each county.

Property Management and Maintenance Services Branch (PMMSB):

Norman Ho, PMMSB Chief started on December 1st. PHAS indicator update (Exhibit A) and unit vacancy report (Exhibit B) is attached.

Construction Management Section:

Status of earthquake damage assessment, see Exhibit C.

Hearings Office:

MONTH	RENT	OTHER	EVICT	EVICT With CONDITIONS	10-DAY CURE	DISMISS	CONT'D
JULY 06	4	5	4	2	0	0	3
AUG 06	22	11	23	7	0	0	3
SEPT 06	17	10	15	6	3	0	3
OCT 06	9	2	5	3	0	0	3
NOV 06	8	5	7	3	0	0	3

Procurement Office:

Solicitations Issued, Contracts and Change Orders Executed in November 2006

Solicitation No.	Project
	None

Contract No.	Contractor & Project	Amount
CMS 06-19	Isemoto Contracting Company, Limited Ka Hale Kahaluu modernization project (11/28/06 – 11/28/07)	\$10,555,500.00

Approvals from the State Procurement Office

Extension of Time on Contracts

Number	Description	Amount
07-20-A	Property management services at Ke Kumu Ekahi Supplemental Contract no. 3 to Contract no. PMB 01-06 from November 30, 2006 to May 31, 2007	\$79,516.00
07-25-A	Property management services at MU 43 Ka Hale Kahaluu, Hale Hookipa, Kaimalino, Kealakehe, Nani Olu Supplemental Contract no. 2 to Contract PMB 05-01 from January 1, 2007 to April 30, 2007	\$181,640.00

Information Technology Office (ITO):

Working to reroute HPHA's main network line from Queen St. to DHS, since DBEDT will soon be incorporating HHFDC into their network.

Fiscal:

General Ledger has not been split for the two agencies. Mainframe is still experiencing problems. ITO staff continues to work closely with ICSD staff to resolve issues. The annual independent audit of the HCDCH for fiscal year ending June 30, 2006 is still on-going. The anticipated completion date has been delayed to January 2007. Status of our budget request is listed below.

Request	Amount	Status
Conversion of admin. positions to from either federal or revolving funds to general funds	\$1,400,000	Gov. Deleted
Increase in base budget for repair and maintenance	\$5,000,000	FY 08 - \$3,000,000 FY 09 - \$2,000,000
One time appropriation to reimburse funds used to cover shortfall for State Low Rent Program	\$3,750,000	FY 08 - \$3,750,000
Lump Sum CIP - Nonroutine Repair and Maintenance, Improvements, and Renovations, Statewide	\$40,000,000	FY 08 - \$20,000,000 FY 09 - \$20,000,000
Elevator Improvements Statewide	\$10,000,000	FY 08 - \$5,000,000 FY 09 - \$5,000,000

Personnel Office:

See attached manpower report, Exhibit D.

PHAS INDICATORS
For the period 7/1/06 - 11/30/06

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Placements	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Open Emerg. WO's	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Non-Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs. Inspect	No. of Bldgs	%
MU 1	1026	Puuwai Momi	HI001000030P	260	17	20	55	48	87%	9	803	5	66	101	39%	28	0	0%
	1027	Hale Lailima		36	3	2	0	0	NA	0	115	7	3	0	0%	10	0	0%
	1066	Salt Lake		28	2		2	1	50%	0	149	9	11	28	100%	1	0	0%
	1038	Waipahu I		19	3	1	0	0	NA	0	67	8	6	0	0%	1	0	0%
	1039	Waipahu II		20	2	1	0	0	NA	0	46	6	0	0	0%	1	0	0%
			Total		363	27	24	57	49	86%	9	1180		86	129	36%	41	0
MU 2	1005	Kalihi Valley Homes	HI001000031P	373	135	43	344	315	92%	3	768	46	309	278	75%	44	0	0%
		Total																
MU 3	1003	Mayor Wright Homes	HI001000032P	364	19	9	77	70	91%	9	1333	62	785	150	41%	36	0	0%
		Total																
MU 3	1009	Kaahumanu Homes	HI001000033P	152	9	3	145	129	89%	5	569	37	176	151	99%	19	0	0%
	1099	Kamehameha Homes		221	9	6	115	108	94%	27	738	53	444	221	100%	29	0	0%
		Total		373	18	9	260	237	91%	32	1307		620	372	100%	48	0	0%
MU 4	1062	Kalakaua Homes	HI001000034P	221	7	7	23	22	96%	2	578	9	89	162	73%	10	0	0%
	1012	Makua Alii (E)		211	10	4	18	17	94%	2	446	10	25	86	41%	1	0	0%
	1036	Paoakalani (E)		151	14	9	11	11	100%	0	366	4	88	68	45%	1	0	0%
		Total		583	31	20	52	50	100%	4	1390		202	316	54%	12	0	0%
MU 5	1011	Punchbowl Homes (E)	HI001000035P	156	5	5	74	73	99%	11	516	27	96	156	100%	2	0	0%
	1024	Kalanihuia (E)		151	4	3	31	29	94%	7	396	40	168	31	21%	1	0	0%
	1046	Makamae (E)		124	35	4	38	33	87%	5	133	29	44	0	0%	1	0	0%
	1073	Spencer House		17	1	0	11	11	100%	2	129	24	110	17	100%	1	0	0%
	1047	Pumehana (E)		139	12	4	72	68	94%	12	382	30	161	139	100%	1	0	0%

EXHIBIT A

PHAS INDICATORS
For the period 7/1/06 - 11/30/06

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Placements	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Open Emerg. WO's	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Non-Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs. Inspect	No. of Bldgs	%
		Total		587	57	16	226	214	95%	37	1556		579	343	58%	6	0	0%
MU 7	1004	Lanakila Homes I	HI001000037P	102	75	1	17	14	82%	0	91	27	21	0	0%	39	0	0%
	1013	Lanakila Homes II		42	0	4	14	10	71%	4	70	43	19	0	0%	11	0	0%
	1014	Lanakila Homes III		30	30	0	0	0	NA	0	14	56	6	0	0%	15	0	0%
	1104	Lanakila Homes IV		48	5	4	14	9	64%	1	68	67	25	0	0%	15	0	0%
	1051	Hale Aloha O Puna (E)		30	7	1	7	4	57%	3	51	38	13	0	0%	9	0	0%
	1052	Hale Olaloa (E)		50	7	3	9	9	100%	0	102	42	38	0	0%	26	0	0%
	1097	Kauhale O'Hanakahi		20	5	3	7	4	57%	1	85	51	28	0	0%	10	0	0%
	1045	Pahala (E)		24	8	2	3	3	100%	1	17	22	3	0	0%	6	0	0%
	1029	Pomaikai Homes (E)		20	3	4	9	8	89%	0	63	32	11	0	0%	2	0	0%
	1028	Punahele Homes		30	5	1	7	4	57%	1	41	26	11	0	0%	16	0	0%
		Total		396	145	23	87	65	75%	11	602		175	0	0%	149	0	0%
MU 8	1018	Kapaa	HI001000038P	36	2	1	22	22	100%	1	149	70	76	36	100%	20	0	0%
	1019	Hale Hoolulu (E)		12	0	2	1	1	100%	0	45	48	16	0	0%	5	0	0%
	1054	Hale Nana Kai O Kea (E)		38	0	2	10	10	100%	0	137	37	60	38	100%	20	0	0%
	1021	Hui O Hanamaulu		46	4	0	15	15	100%	0	97	33	65	46	100%	24	0	0%
	1022	Kalaheo		8	3	0	4	4	100%	0	9	118	7	8	100%	4	0	0%
MU 41	1064	Kekaha Ha'aheo		78	2	6	14	13	93%	1	246	3	17	0	0%	31	0	0%
	1020	Eleele Homes		24	0	4	11	9	82%	1	35	2	4	0	0%	12	0	0%
	1055	Hale Hoonanea		40	1	4	10	10	100%	0	98	10	46	40	100%	21	0	0%
	1023	Home Nani		14	0	0	5	5	100%	0	24	4	2	14	100%	2	0	0%
	1086	Kawailehua		25	0	1	2	2	100%	0	50	6	5	0	0%	4	0	0%
		Total		321	12	20	94	91	97%	3	890		298	182	57%	143	0	0%
MU 9	1017	Kahekili Terrace [A &	HI001000039P	82	15	2	5	4	80%	0	209	12	8	0	0%	15	0	0%

PHAS INDICATORS
For the period 7/1/06 - 11/30/06

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Placements	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Open Emerg. WO's	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Non-Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs.	No. of Bldgs Inspect	%
	1016	David Malo Circle		18	1	2	0	0	NA	0	65	18	7	0	0%	9	0	0%
	1092	Makani Kai Hale		25	8	0	3	3	100%	0	34	15	1	0	0%	8	0	0%
	1044	Piilani Homes (E)		42	3	0	2	2	100%	0	83	13	2	0	0%	9	0	0%
	1097	Makani Kai Hale II		4	1	0	0	0	NA	0	34	15	2	0	0%	1	0	0%
	1088	Kahale Mua		25	6	2	1	1	100%	0	187	4	5	0	0%	9	0	0%
		Total		196	34	6	11	10	91%	0	612		25	0	0%	51	0	0%
MU 40	1010	Kuhio Park Terrace	HI001000040P	614	71	69	157	150	96%	3	1267	21	467	568	93%	17	0	0%
	1007	Kuhio Homes		134	6	8	9	9	100%	0	241	12	60	0	0%	21	0	0%
		Total		748	77	77	166	159	96%	3	1508		527	568	76%	38	0	0%
MU 43	1061	Ka Hale Kahaluu	HI001000043P	50	50	0	2	2	100%	0	17	42	6	0	0%	5	0	0%
	1053	Hale Hookipa (E)		32	7	1	4	3	75%	1	47	55	21	0	0%	8	0	0%
	1032	Kaimalino		40	1	6	8	7	88%	0	110	45	31	0	0%	12	0	0%
	1070	Kealakehe		48	1	8	12	10	83%	0	104	77	56	0	0%	5	0	0%
	1063	Nani Olu (E)		32	5	1	4	4	100%	0	54	35	23	0	0%	5	0	0%
		Total		202	64	16	30	26	87%	1	332		137	0	0%	35	0	0%
MU 44	1057	Waimaha-Sunflower	HI001000044P	130	10	13	7	5	71%	1	257	46	161	0	0%	10	0	0%
	1091	Kau'iokalani		50	11	2	1	1	100%	0	130	56	92	0	0%	13	0	0%
	1033	Maili I		20	0	0	1	1	100%	0	55	35	32	0	0%	20	0	0%
	1042	Maili II		24	3	1	1	0	0%	0	66	61	49	12	50%	18	0	0%
	1035	Nanakuli Homes		36	1	0	29	27	93%	14	110	52	92	36	100%	36	0	0%
		Total		260	25	16	39	34	87%	15	618		426	48	18%	97	0	0%
MU 45	1030	Koolau Village	HI001000045P	80	3	6	19	19	100%	0	135	8	3	80	100%	19	0	0%
	1072	Hookipa Kahaluu		56	14	4	28	28	100%	0	155	25	36	56	100%	8	8	###

PHAS INDICATORS
For the period 7/1/06 - 11/30/06

MU No.	Proj. No.	Project Name	AMP NO.	No. of Units	No. of vacant units	Placements	No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs.	# of Open Emerg. WO's	# of Non-Emerg. WO's	Avg. Days to Repair	# of Open Non-Emerg. WO's	No. of Units Inspect.	%	No. of Bldgs. Inspect	No. of Bldgs	%
	1069	Kaneohe Apartments		24	3	1	9	8	89%	0	59	44	20	24	100%	2	0	0%
	1090	Kauhale O'hana		25	6	2	18	18	100%	0	63	28	19	25	100%	5	0	0%
	1025	Waimanalo Homes		41	1	0	17	17	100%	0	77	8	7	41	100%	41	0	0%
		Total		226	27	13	91	90	99%	0	489		85	226	100%	75	8	11%
MU 46	1078	Noelani II	HI001000046P	24	12	0	7	7	100%	0	31	106	37	0	0%	2	0	0%
	1031	Hale Hauoli (E)		40	4	1	3	2	67%	1	58	53	23	0	0%	11	0	0%
	1097	Ke Kumu 'Ekolu		20	3	0	0	0	NA	0	9	68	12	0	0%	3	0	0%
	1071	Noelani I		19	5	0	0	0	NA	0	31	106	23	0	0%	2	0	0%
		Total		103	24	1	10	9	90%	1	129		95	0	0%	18	0	0%
MU 49	1056	Kauhale Nani	HI001000049P	50	7	1	0	0	NA	0	4	86	1	0	0%	10	0	0%
	1015	Wahiawa Terrace		60	12	4	1	0	NA	1	24	21	23	60	100%	9	0	0%
	1050	Kupuna Home O'Waialua (E)		40	12	1	0	0	NA	0	9	26	5	0	0%	21	0	0%
		Total		150	31	6	1	0	NA	1	37		29	60	40%	40	0	0%
MU 80	1008	Palolo Valley Homes	HI001000050P	118	9	2	7	7	100%	0	141	4	1	43	36%	20	0	0%
		Total																
					735													

VACANT UNIT SUMMARY REPORT
November 30, 2006

Total Units		5363	
Less:			
Units to be demolished	143		
Mod Units	148		
Type C Units	82		
	<u>373</u>	<u>373</u>	
Net Available Units		4990	
Occupied Tenant Units	4632		
Deprogrammed Units	24		
Total Occupied Units	<u>4656</u>	<u>4656</u>	93.31%
Total Vacant Units		334	6.69%

Vacancy Summary by Project and MU

12/6/2006

			Occupied	Occupied - Future MOD	Occupied - MOD	Occupied - Demo Approved	Vacant	Vacant - future MOD	Vacant - decommissioned	Vacant - Type "C" Mod	Vacant - Mod Vacancy Design	Vacant - Mod Vacancy Const	Demo Approved (not counted)	Demolished (not counted)	Sold (not counted)	Total Permanent Units	Total Permanent Units + Occupied Demo Units (this changes Total Permanent Units + Occupied Demo Units + Demo Units Vacant (HUD October 1, 1999 baseline)	% vacant - Regular Vacancies per Project	% vacant - Regular Vacancies per MU	% vacant - Regular Vacancies per Island	
Oahu	MU 1	Salt Lake HA1066	26	0	0	0	2	0	0	0	0	0	0	0	0	28	28	28	7.1%	6.6%	5.8%
Oahu	MU 1	Puuwai Momi HA1026	243	0	0	0	16	0	1	0	0	0	0	0	0	260	260	260	6.2%		
Oahu	MU 1	Hale Laulima HA1027	33	0	0	0	3	0	0	0	0	0	0	0	0	36	36	36	8.3%		
Oahu	MU 1	Waipahu 1 HA1038	16	0	0	0	2	0	1	0	0	0	0	0	0	19	19	19	10.5%		
Oahu	MU 1	Waipahu 2 HA1039	18	0	0	0	1	0	1	0	0	0	0	0	0	20	20	20	5.0%		
Oahu	MU 2	Kalihi Valley Homes HA1005	133	73	5	27	5	26	0	21	22	16	45	27	0	301	328	400	9.5%	9.5%	
Oahu	MU 3	Kaahumanu Homes HA1009	143	0	0	0	4	0	1	4	0	0	0	0	0	152	152	152	2.6%	2.6%	
Oahu	MU 3	Mayor Wright Homes HA1003	345	0	0	0	8	0	1	10	0	0	0	0	0	364	364	364	2.2%		
Oahu	MU 3	Kamehameha Homes HA1099	212	0	0	0	7	0	1	1	0	0	0	0	0	221	221	221	3.2%		
Oahu	MU 4	Makua Alii HA1012	201	0	0	0	8	0	2	0	0	0	0	0	0	211	211	211	3.8%	2.7%	
Oahu	MU 4	Paoakalani HA1036	137	0	0	0	3	0	1	0	10	0	0	0	0	151	151	151	2.0%		
Oahu	MU 4	Kalakaua Homes HA1062	214	0	0	0	5	0	2	0	0	0	0	0	0	221	221	221	2.3%		
Oahu	MU 5	Punchbowl Homes HA1011	151	0	0	0	4	0	1	0	0	0	0	0	0	156	156	156	2.6%	3.4%	
Oahu	MU 5	Kalanihuiia HA1024	147	0	0	0	2	0	2	0	0	0	0	0	0	151	151	151	1.3%		
Oahu	MU 5	Makamae HA1046	89	0	0	0	7	0	0	0	0	28	0	0	0	124	124	124	5.6%		
Oahu	MU 5	Pumehana HA1047	127	0	0	0	6	0	1	0	0	5	0	0	0	139	139	139	4.3%		
Oahu	MU 5	Spencer House HA1073	16	0	0	0	1	0	0	0	0	0	0	0	0	17	17	17	5.9%		
Oahu	MU 40	Kuhio Homes HA1007	128	0	0	0	6	0	0	0	0	0	0	0	0	134	134	134	4.5%	6.9%	
Oahu	MU 40	Kuhio Park Terrace HA1010	543	0	0	0	45	0	0	22	0	0	4	0	0	610	610	614	7.4%		

Vacancy Summary by Project and MU

12/6/2006

			Occupied	Occupied - Future MOD	Occupied - MOD	Occupied - Demo Approved	Vacant	Vacant - future MOD	Vacant - decommissioned	Vacant - Type "C" Mod	Vacant - Mod Vacancy Design	Vacant - Mod Vacancy Const	Demo Approved (not counted)	Demolished (not counted)	Sold (not counted)	Total Permanent Units	Total Permanent Units + Occupied Demo Units (this changes Total Permanent Units + Occupied Demo Units + Demo Units Vacant (HUD October 1, 1999 baseline)	% vacant - Regular Vacancies per Project	% vacant - Regular Vacancies per MU	% vacant - Regular Vacancies per Island	
Oahu	MU 44	Maii 1 HA1033	20	0	0	0	0	0	0	0	0	0	0	0	0	20	20	20	0.0%	8.1%	5.8%
Oahu	MU 44	Nanakuli Homes HA1035	35	0	0	0	0	1	0	0	0	0	0	0	0	36	36	36	0.0%		
Oahu	MU 44	Maii 2 HA1042	21	0	0	0	2	0	0	1	0	0	0	0	0	24	24	24	8.3%		
Oahu	MU 44	Waimaha / Sunflower	120	0	0	0	9	1	0	0	0	0	0	0	0	130	130	130	6.9%		
Oahu	MU 44	Kauioakalani HA1091	39	0	0	0	10	0	0	1	0	0	0	0	0	50	50	50	20.0%	9.3%	
Oahu	MU 45	Waimanalo Homes HA1025	40	0	0	0	1	0	0	0	0	0	0	9	41	41	50	2.4%			
Oahu	MU 45	Kauhale Ohana HA1090	19	0	0	0	2	0	0	4	0	0	0	0	25	25	25	8.0%			
Oahu	MU 45	Koolau Village HA1030	77	0	0	0	3	0	0	0	0	0	0	0	80	80	80	3.8%			
Oahu	MU 45	Kaneohe Apartments HA1069	21	0	0	0	3	0	0	0	0	0	0	0	24	24	24	12.5%			
Oahu	MU 45	Hookipa Kahaluu HA1072	42	0	0	0	12	0	0	2	0	0	0	0	56	56	56	21.4%			
Oahu	MU 49	Kauhale Nani HA1056	43	0	0	0	7	0	0	0	0	0	0	0	50	50	50	14.0%			
Oahu	MU 49	Wahiawa Terrace HA1015	48	0	0	0	11	0	0	1	0	0	0	0	60	60	60	18.3%			
Oahu	MU 49	Kupuna Home O Waialua HA1050	28	0	0	0	11	1	0	0	0	0	0	0	40	40	40	27.5%			
Oahu	MU 80	Palolo Valley Homes HA1008	109	0	0	0	4	4	1	0	0	0	0	0	0	118	118	118	3.4%	3.4%	10.2%
Hawaii	MU 7	Lanakila Homes HA1004,13,14,15	116	0	0	0	12	0	0	0	0	0	94	8	0	128	128	230	9.4%		
Hawaii	MU 7	Punahale HA1028	25	0	0	0	4	0	0	1	0	0	0	0	0	30	30	30	13.3%		
Hawaii	MU 7	Pomaikai HA1029	17	0	0	0	3	0	0	0	0	0	0	0	20	20	20	15.0%			
Hawaii	MU 7	Hale Olaloa HA1052	43	0	0	0	5	0	0	2	0	0	0	0	50	50	50	10.0%			
Hawaii	MU 7	Kauhale O Hanakahi HA1097a	15	0	0	0	3	0	0	2	0	0	0	0	20	20	20	15.0%			
Hawaii	MU 7	Hale Aloha O Puna HA1051	23	0	0	0	7	0	0	0	0	0	0	0	30	30	30	23.3%			
Hawaii	MU 7	Pahala Elderly HA1045	16	0	0	0	8	0	0	0	0	0	0	0	24	24	24	33.3%			
Hawaii	MU 43	Kaimalino HA1032	39	0	0	0	1	0	0	0	0	0	0	0	40	40	40	2.5%	6.9%		
Hawaii	MU 43	Kealakehe HA1070	47	0	0	0	1	0	0	0	0	0	0	0	48	48	48	2.1%			
Hawaii	MU 43	Hale Hookipa HA1053	25	0	0	0	7	0	0	0	0	0	0	0	32	32	32	21.9%			
Hawaii	MU 43	Ka Hale Kahaluu HA1061	0	0	0	0	0	0	0	50	0	0	0	0	50	50	50	0.0%			
Hawaii	MU 43	Nani Olu HA1063	27	0	0	0	5	0	0	0	0	0	0	0	32	32	32	15.6%			

Vacancy Summary by Project and MU

12/6/2006

			Occupied	Occupied - Future MOD	Occupied - MOD	Occupied - Demo Approved	Vacant	Vacant - future MOD	Vacant - deomissioned	Vacant - Type "C" Mod	Vacant - Mod Vacancy Design	Vacant - Mod Vacancy Const	Demo Approved (not counted)	Demolished (not counted)	Sold (not counted)	Total Permanent Units	Total Permanent Units + Occupied Demo Units (this changes Total Permanent Units + Occupied Demo Units + Demo Units Vacant (HUD October 1, 1999 baseline)	% vacant - Regular Vacancies per Project	% vacant - Regular Vacancies per MU	% vacant - Regular Vacancies per Island	
Hawaii	MU 46	Ke Kumu Ekolu HA1097b	17	0	0	0	2	0	0	1	0	0	0	0	0	20	20	20	10.0%	5.8%	
Hawaii	MU 46	Noelani 1 HA1071	0	0	14	0	0	0	0	0	0	5	0	0	0	19	19	19	0.0%		
Hawaii	MU 46	Noelani 2 HA1078	0	0	12	0	0	0	0	0	0	12	0	0	0	24	24	24	0.0%		
Hawaii	MU 46	Hale Hauoli HA1031	36	0	0	0	4	0	0	0	0	0	0	0	0	40	40	40	10.0%		
Maui	MU 9	Piilani HA1044	39	0	0	0	3	0	0	0	0	0	0	0	0	42	42	42	7.1%	15.2%	15.2%
Maui	MU 9	David Malo Circle HA1016	17	0	0	0	0	0	0	1	0	0	0	0	0	18	18	18	0.0%		
Maui	MU 9	Kahekili Terrace HA1017	67	0	0	0	15	0	0	0	0	0	0	0	0	82	82	82	18.3%		
Maui	MU 9	Makani Kai Hale 1 HA1092	17	0	0	0	7	0	0	1	0	0	0	0	0	25	25	25	28.0%		
Maui	MU 9	Makani Kai Hale 2 HA1097c	3	0	0	0	1	0	0	0	0	0	0	0	0	4	4	4	25.0%		
Molokai	MU 47	Kahale Mua HA1088	19	0	0	0	5	0	0	1	0	0	0	0	0	25	25	25	20.0%	20.0%	20.0%
Kauai	MU 8	Hale Hoolulu HA1019	12	0	0	0	0	0	0	0	0	0	0	0	0	12	12	12	0.0%	1.4%	1.6%
Kauai	MU 8	Kapaa HA1018	34	0	0	0	1	0	1	0	0	0	0	0	0	36	36	36	2.8%		
Kauai	MU 8	Hale Nana Kai O Kea HA1054	38	0	0	0	0	0	0	0	0	0	0	0	0	38	38	38	0.0%		
Kauai	MU 8	Hui O Hanamaulu HA1021	42	0	0	0	1	0	1	2	0	0	0	0	0	46	46	46	2.2%		
Kauai	MU 8	Kalaheo HA1022	5	0	0	0	0	0	0	3	0	0	0	0	0	8	8	8	0.0%		
Kauai	MU 41	Kawailehua HA1086	25	0	0	0	0	0	0	0	0	0	0	0	0	25	25	25	0.0%	1.7%	
Kauai	MU 41	Home Nani HA1023	14	0	0	0	0	0	0	0	0	0	0	0	0	14	14	14	0.0%		
Kauai	MU 41	Eleele HA1020	24	0	0	0	0	0	0	0	0	0	0	0	0	24	24	24	0.0%		
Kauai	MU 41	Hale Hoonanea HA1055	39	0	0	0	1	0	0	0	0	0	0	0	0	40	40	40	2.5%		
Kauai	MU 41	Kekaha Haaheo HA1064	76	0	0	0	2	0	0	0	0	0	0	0	0	78	78	78	2.6%		
Total			4501	73	31	27	308	26	24	82	82	66	143	35	9	5193	5220	5407		6.4%	All Units

4632 Occupied	334 Vacant	"D"	24	230 Vacant Exempt	Current Units	5220
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187 Demolished or to be Demolished
27 Occupied & Demolition Approved
214 Total to be Demolished

Actual Count

5407 Original prior to Lanakila and Kalihi Valley Homes
-88 Demolished for Lanakila Phase 1 (new)
-28 Demolished for Lanakila Phase 2a (new)
-20 Demolished for Lanakila Phase 2b (new)
-27 Demolished for Kalihi Valley Homes Ph. 2
-9 Sold for Waimanalo Homes
80 New Construction at Lanakila Homes Phase 1
28 New Construction at Lanakila Homes Phase 2a
20 New Construction at Lanakila Homes Phase 2b
5363 Total as Reported to HUD
-4 Demo approved for Kuhio Park Terrace
-72 Remaining Demo approved for Kalihi Valley Homes
-94 Remaining Demo approved for Lanakila Homes
5193 Total Correct Count after all demo complete
20 New Construction at Lanakila Homes Phase 3a
5043 Total Permanent Units
84 New Construction approved by HUD - Lanakila Homes 3b, 4 (future)
5127 Total Permanent Units (future)

HPHA Earthquake Damages

12/12/2006

List of Projects

Project Name	MU #	Project HA No.	Funding Source	Address	City	Island	Zip	Comments
Makua Alii	4	1012	Federal	1541 Kalakaua	Honolulu	Oahu	96826	structural damage
Hale Hauoli	46	1031	Federal	45-540 Kaniaka Pl.	Honokaa	Hawaii	96727	bath and non-structural damage
Ka Hale Kahaluu	43	1061	Federal	78-6725 Makolea	Kailua Kona	Hawaii	96740	no reported damage
Kaimalino	43	1032	Federal	74-5060 Kealaka St.	Kailua Kona	Hawaii	96740	non-structural damage
Ke Kumu Ekolu	46	1097b	Federal	68-3385 Ke Kumu Pl.	Waikoloa	Hawaii	96738	non-structural damage
Ke Kumu Elua	46	2207	State	68-3367 Ke Kumu Pl.	Waikoloa	Hawaii	96738	non-structural damage
Kealakehe	43	1070	Federal	74-991 Manawale'a Street	Kailua-Kona	Hawaii	96740	non-structural damage
Nani Olu	43	1063	Federal	81-6650 Mamalahoa Hwy	Kealakekua	Hawaii	96750	non-structural damage
Noelani I	46	1071	Federal	65-1191 Opelo Rd.	Kamuela	Hawaii	96743	non-structural damage
Noelani II	46	1078	Federal	65-1191 Opelo Rd.	Kamuela	Hawaii	96743	non-structural damage
Palolo Valley Home	80	1008	Federal	2107-A Ahe Street	Honolulu	Oahu	96816	non-structural damage
TEACHERS HOUSING (Possible Sites for Damage)								
Halaula		T12	State	53-3155 Mahukona Niuli'l Rd	Kapaau	Hawaii	96755	no reported damage
Hana "B"		T53	State	5071 Uakea Rd.	Hana	Maui	96713	no reported damage
Hohoka'a		T13	State	45-366 Ohelo Rd.	Honokaa	Hawaii	96727	non-structural damage
Ka'u		T14	State	96-3150 Pikake Street	Pahala	Hawaii	96777	no reported damage
Kaunakakai		T31	State	10 Kukui Pl.	K'kai	Molokai	96748	no reported damage
Lalakoa		R62	State	517 & 528 Akahi Pl.	Lanai City	Lanai	96763	no reported damage
Lanai City		T61	State	257 5th St.	Lanai City	Lanai	96763	no reported damage
Pahala		T15	State	36-1155 & 96-1161 Ohai St.	Pahala	Hawaii	96777	no reported damage
Waimea		T17	State	67-1225 Mamalahoa Hwy.	Kamuela	Hawaii	96743	no reported damage
Wakiu A-E		T51	State	Teacher Cottage Wakiu	Hana	Maui	96713	no reported damage
Wakiu F		T52	State	Lot 1, Hana Highway	Hana	Maui	6713	no reported damage

EXHIBIT C

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
MANPOWER REPORT
As of December 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	10	4	25.00%	3	1
	Rent Sub Sec 2	13	1	14	8	6	42.86%	4	3
		31	10	41	27	12	29.27%	8	4
PMMSB	PMMSB	3	2	5	3	2	40.00%	2	0
	MGT SEC	1	1	2	1	1	50.00%	1	0
	APP	7	0	7	6	1	14.29%	1	0
	RSS	3	10	13	8	5	38.46%	0	5
	PMCS	2	5	7	5	2	28.57%	1	1
	CMSS	24	1	25	22	3	12.00%	1	2
	OAHU 1	25	4	29	28	1	3.45%	0	1
	OAHU 2	28	7	35	31	4	11.43%	3	1
	OAHU 3	35	6	41	32	9	21.95%	5	4
	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%	1	1	
KAUAI 8	10	3	13	11	2	15.38%	2	0	
MAUI 9	13	4	17	12	5	29.41%	4	1	
		222	53	275	227	48	17.45%	21	23
TOTAL		302	105	407	316	89	21.87%	43	42

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of December 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	No selection; continue with Executive Search.
42095	CS	Clerk Typist II	03	1.036	SR08	Currently updating Position Description to Secretary II.
FISCAL MANAGEMENT OFFICE						
41041	CS	Admin Svcs Off I	35	17.009	EM05	Position Description being reviewed by DHS; tentative recruitment 12/06 or 1/07.
2798	CS	Accountant V	13	2.320	SR24	Position Description being reviewed by DHS; tentative recruitment 12/06 or 1/07.
41252	CS	Accountant V	23	2.320	SR24	Position Description being reviewed by DHS; tentative recruitment 12/06 or 1/07.
5854	CS	Accountant IV	13	2.318	SR22	Position Description being reviewed by DHS; tentative recruitment 12/06 or 1/07.
46278	CS	Accountant IV	13	2.318	SR22	Position Description being reviewed by DHS; tentative recruitment 12/06 or 1/07.
111496	CS	Accountant III	13	2.316	SR20	Position Description being reviewed by DHS; tentative recruitment 12/06 or 1/07.
42107	CS	Accountant II	13	2.313	SR18	Position Description being reviewed by DHS; tentative recruitment 12/06 or 1/07.
		Asset Mgmt Contract Spclt				Position not established.
		Clerk III	3			Position not established.
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	Waiting for eligible listing from DHRD.
51784	CS	Clerk Typist II	03	1.036	SR08	No Action; cost savings.
PLANNING OFFICE						
102034	EX	Planner IV	13	22.002	SR22	Position Description is being reviewed by HPHA Personnel Office
107934	EX	Special Assistant	13	22.002	99	Position Description is being reviewed by HPHA Personnel Office
PROCUREMENT OFFICE						
100882	EX	Contracts & Proc Ofcr	13	22.002	SRNA	Temporary Assigned HPHA staff; awaiting for HUD approval.
31664	CS	Proc & Supply Spclt III	13	2.611	SR20	No action; cost savings.
117691	EX	Contract Specialist	22			Position Description is being reviewed by Procurement Office.
CONSTRUCTION MANAGEMENT						
25649	CS	State Hsg Dev Admin	93	17.352	EM07	Position Description completed and will send to DHS 12/12/06.
2800	CS	Secretary IV	63	1.151	SR18	Position Description being reviewed by Construction Mgt. Branch.
102205	SH	Student Helper II	00	44.205	NA	No Action; cost savings.
48707	CS	Clerk Typist II	03	1.036	SR08	No selection on 11/06; waiting for eligible listing from DHRD.
103024	EX	Contract Admin	13	22.002	99	Position Description is being reviewed by Construction Mgt. Branch.
100202	EX	Prop Mgt Coord Asst	03	23.718	99	Position Description is being reviewed by Construction Mgt. Branch.
100886	EX	Hsg Dev Spclt I	13	22.002	99	Position Description is being reviewed by Construction Mgt. Branch.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of December 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	No selection on 11/06; waiting for eligible listing from DHRD.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
96904		Hsg Maintenance Manager			SR26	No Action.
96905		Secretary II	3		SR14	No Action.
32210	CS	Clerk Typist II	03	1.036	SR08	Will conduct interview 12/12-12/22/06.
CENTRAL MAINTENANCE SERVICES						
5647	CS	Clerk IV	03	1.008	SR10	No action; cost savings.
6728	CS	General Laborer III	01	9.015	WS03	Position Description is being reviewed by HPHA Personnel Office.
6787	CS	Truck Driver	1	10.745	BC07	Position Description is being reviewed by HPHA Personnel Office.
APPLICATION						
117850	CS	Public Housing Specialist II	13	3.708	SR 18	Pending recommendation to hire.
MANAGEMENT SECTION						
8751	CS	Public Hsg Spvr VI	23	3.716	SR26	Currently open competitive recruitment; waiting for eligible listing from DHRD.
MANAGEMENT UNIT 1						
105749	TA	Social Service Aide I	63	23.005	SR05	No action; cost savings.
MANAGEMENT UNIT 2						
9203	CS	Account Clerk II	03	1.337	SR11	Position description is in final draft and will recruit 12/06.
9611	CS	Bldg Maint Wkr I	01	10.240	BC09	Interviews will be conducted 12/11 - 12/15/06.
5642	CS	Bldg Maint Helper	01	10.235	BC05	Waiting for eligible listing from DHRD.
101137	TA	Janitor II	61	29.008	BC02	No action; cost savings.
MANAGEMENT UNIT 3						
6281	CS	Gen Const & Maint Spvr I	02	10.215	F1 10	Position Description is being reviewed by DHS Personnel Office.
8641	CS	Bldg Maint Wkr I	01	10.240	BC09	Waiting for eligible listing from DHRD.
8851	CS	Bldg Maint Wkr I	01	10.240	BC09	Waiting for eligible listing from DHRD.
8047	CS	Carpenter I	01	10.010	BC09	Will conduct interview 12/13/06.
5637	CS	Public Hsg Spclt II	13	3.708	SR18	DHRD job search declined position; will recruit internally.
101117	TA	General Laborer I	61	29.008	BC02	No action; cost savings.
101118	TA	General Laborer I	61	29.008	BC02	No action; cost savings.
101125	TA	Social Service Aide I	63	23.005	SR05	No action; cost savings.
101126	TA	Social Service Aide I	63	23.005	SR05	No action; cost savings.
MANAGEMENT UNIT 4						

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

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS								
6693	CS	Public Hsg Spvr IV	23	3.712	SR22	Position Description being reviewed by DHS.								
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	Will conduct interview on 12/12-12/22/06.								
101127	TA	Social Service Aide I	63	23.005	SR05	No action; cost savings.								
MANAGEMENT UNIT 5														
8752	CS	Gen Const & Maint Spvr I	02	10.215	F1 10	Continous recruitment; waiting for eligible listing from DHRD.								
41066	CS	General Laborer II	01	9.010	BC03	No action; cost savings.								
43948	CS	General Laborer II	01	9.010	BC03	No action; cost savings.								
5861	CS	General Laborer I	01	9.005	BC02	Will conduct interview on 12/12-12/22/06.								
9719	CS	General Laborer I	01	9.005	BC02	Will conduct interview on 12/12-12/22/06.								
101114	TA	General Laborer I	61	29.008	BC02	No action; cost savings.								
101115	TA	General Laborer I	61	29.008	BC02	No action; cost savings.								
MANAGEMENT UNIT 7														
6045	CS	Bldg Maint Wkr I	01	10.240	BC09	Will conduct interview 12/17-12/22/06.								
101113	TA	General Laborer I	61	29.008	BC02	No action; cost savings.								
MANAGEMENT UNIT 8														
102241	TA	General Laborer I	61	29.008	BC02	No action; cost savings.								
102242	TA	General Laborer I	61	29.008	BC02	No action; cost savings.								
MANAGEMENT UNIT 9														
17665	CS	Public Hsg Spvr V	93	3.714	SR24	Continuous recruitment; as of 11/06 no eligible listing.								
101121	TA	General Laborer I	61	29.008	BC02	No action; cost savings.								
101122	TA	General Laborer I	61	29.008	BC02	No action; cost savings.								
46343	CS	Public Hsg Spclt II	13	3.708	SR18	Continuous recruitment; as of 11/06 no eligible listing.								
45873	CS	Social Svc Asst IV	03	3.075	SR11	Continuous recruitment; as of 11/06 no eligible listing.								
PROPERTY MANAGEMENT CONTRACT SECTION														
117929		Hsg Contract Specialist			SR22	Currently reviewing resumes.								
96909		Clerk III	3		SR08	No action; cost savings.								
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; cost savings.								
103044	TA	Social Service Aide I	63	23.005	SR05	No action; cost savings.								
103045	EX	Program Coordinator	13	23.002	99	Temporarily hired Fiscal Supervisor till 6/07.								
103036	EX	Prog Spclt & Tnt Svc	13	23.002	99	No action; cost savings.								
INSPECTION UNIT														

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of December 1, 2006

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS					
111494	EX	Housing Inspector	13	23.005	99	No action; cost savings.					
100572	EX	Housing Inspector	13	23.005	99	Will recruit on 11/19/06.					
RENT SUBSIDY SECTION 1											
14977	CS	Clerk Typist II	03	1.085	SR11	No selection made on 11/06; waiting for eligible listing.					
29009	CS	Clerk Typist II	03	1.036	SR08	No selection made on 11/06; waiting for eligible listing.					
5645	CS	Public Hsg Spclt II	13	3.708	SR18	Waiting for eligible listing.					
28995	CS	Public Hsg Spclt II	13	3.708	SR18	No action; cost savings.					
RENT SUBSIDY SECTION 2											
8849	CS	Public Hsg Spvr IV	13	3.712	SR22	Position Description still in review.					
10306	CS	Clerk Typist II	03	1.036	SR08	No selection made on 11/06; waiting for eligible listing.					
101132	TA	Clerk I	63	21.006	SR04	No action; pending management receive applications from residents.					
35416	CS	Public Hsg Spclt II	13	3.708	SR18	No action; cost savings.					
111467	CS	Public Hsg Spclt II	13	3.708	SR18	No action; cost savings.					
111468	CS	Public Hsg Spclt II	13	3.706	SR18	No action; cost savings.					

**HAWAII PUBLIC HOUSING
AUTHORITY**

Board of Directors Meeting

December 21, 2006

**For information:
Community Service
Requirements**

General Information

- Part of a legislative mandate by Congress as part of the Public Housing Reform Act of 1998.
- Requiring low-income families in public housing to contribute or participate 8 hours a month as a condition of receipt of Federal housing assistance.

HPHA Policy

- HPHA requires every adult (non-exempt) resident of federal public housing to perform on a monthly basis, 8 hours of community service or participate in a self-sufficiency program.
- Applies to all residents between the ages of 18-61.
- A resident may combine community service and participation in a self-sufficiency program to meet the 8 hours per month requirement.

Exempt Categories

- 62 years of age or older
- Is blind or disabled (as defined under 1614 of the Social Securities Act) and certifies that the disability prevents him/her from doing community service.
- Is needed at home to care for another household member who is blind or disabled and certifies that the disability prevents him/her from doing Community Service
- Is needed at home to care for another household member who is ill, incapacitated, or is disabled, as determined by a licensed physician or psychologist.

Exempt Categories (continued)

- Is unable to engage in any substantial gainful employment of at least 30 hours a week for a period of more than 30 days from an onset of an illness, incapacity or disability due to a physical or mental impairment, as determined by a licensed physician or psychologist.
- Is a parent or other relative of a child under six months of age who is personally providing care of the child. Only one parent or other relative in a case may claim this exemption.

Exempt Categories (continued)

- Is engaged in work activities at least 30 hours per week as defined in section 407(d) of the Social Security Act
- Unsubsidized employment
- Subsidized private-sector employment
- Subsidized public-sector employment
- On the job training
- Job Search and job readiness assistance

Exempt Categories (continued)

- Work activities (continued)
- Vocational educational training – not to exceed 12 months
- Job skills training directly related to employment
- Education directly related to employment in the case where the recipient has not received a high school diploma or certificate of high school completion.

Exempt Categories (continued)

- Work activities (continued)
- Satisfactory attendance at a secondary school in a course of study leading to a certificate of general equivalence (GED)

Exemptions (continued)

- Is a member of a family receiving TANF assistance, benefits or services under a State program and is in compliance with that program.
- Participation in Dept of Human Services First to Work Program.
- Participation in the Volunteers in service to America (VISTA) or Americorp program.
- Is a domestic violence victim (verification needed)

Filing an exemption

- Must complete and hand in to their MU's, the "Community Service Exemption Certification" form with proper verification and documentation attached.
- Each INDIVIDUAL household member who qualifies for the exemption must file. Exemptions are not given by households.
- MU's will notify residents who qualify for an exemption, but the resident is responsible to inform HPHA within 10 days that they no longer qualify for an exemption.
- Completed "Community Service Exemption Certification" form must be filed in the tenant's household folder

Compliance

- Tenant must complete 8 hours of community service each month.
- Each individual to turn in their timesheets by the 7th of each month.
- It is the tenant's responsibility to contact service organizations to see if volunteer opportunities are available.
- If requested, MU's may provide a tenant with a referral to non-profit agencies in the community.

Non-Compliance

- Under provision of law, noncompliance is a lease violation and is grounds for non-renewal of their lease at the END of the 12 month lease period.
- HPHA shall not renew the lease agreement upon expiration of the term UNLESS
 - Non compliant resident enter into a written agreement to cure such non-compliance.
 - All members listed on the lease are in compliance with the community service requirement OR they are no longer residing in the unit.

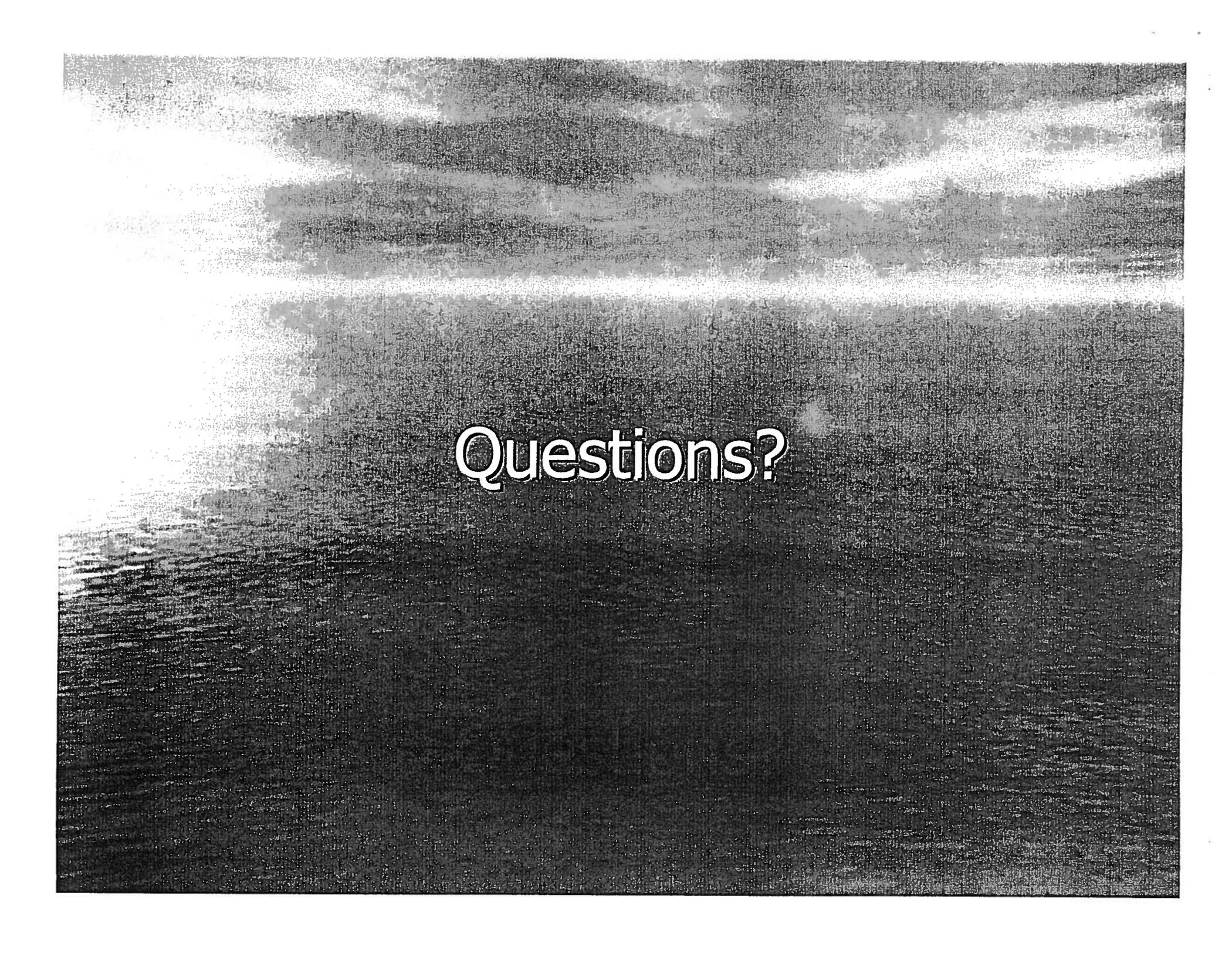
Non-compliance (continued)

- 1st Non-compliance:

Resident will be given 12 months to make up the community service hours owed.

- 2nd Non-compliance:

Resident will be given 3 months to make up the community service hours owed.

A grainy, black and white photograph of a landscape. The image is dominated by a bright, horizontal band of light, likely a sunset or sunrise, which creates a strong contrast with the darker, textured background. The overall appearance is that of a high-contrast, low-resolution scan of a photograph. The word "Questions?" is centered in the image in a white, sans-serif font with a thin black outline.

Questions?



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII
677 QUEEN STREET, SUITE 300
Honolulu, Hawaii 96813
FAX: (808) 587-0600

ADMINISTRATIVE MEMORANDUM

PROJECTS NO. 01
October 10, 2003

To: Property Management and Maintenance Branch, Management Units 1-9,
Contracts Administration Section and Resident Services Section

From: Robert J. Hall
Acting Executive Director

Subject: **COMMUNITY SERVICE REQUIREMENTS**

I. GENERAL

The community service and self-sufficiency requirement is a legislative mandate by Congress as part of the Public Housing Reform Act of 1998. This provision follows some of the themes of the Welfare Reform Act, by requiring low-income families in public housing to contribute or participate for 8 hours a month in a community service or self-sufficiency activity or combination of both, as a condition of receipt of Federal housing assistance.

II. POLICY

HCDCH requires every adult (non-exempt) resident of federal public housing projects to perform 8 hours of community service each month, or participate in a self-sufficiency program for at least 8 hours every month or a combination of each activity for a total of 8 hours each month.

The Community Service Requirement shall be implemented using the following procedures and any subsequent updates. Updates may be issued in the form of an administrative memo, notices, or any other appropriate form of communication (e.g., FAQ Notice) as determined by the Executive Director. All program updates issued shall supersede any previous directives and shall be implemented from the date issued. Unless specifically instructed, staff shall not implement new procedures retroactively.

If there is a conflict between these procedures and HUD policy and guidance, the HUD policy and guidance shall prevail.

III. PROCEDURES

A. Notify all residents of the community service requirement that requires all members of the household ages 18 – 61 to perform 8 hours per month of community service or participate in a self-sufficiency program for at least 8 hours a month, unless exempt. Residents may combine community service and participation in a self-sufficiency program to meet the 8 hours month requirement.

B. If a resident or household member falls into one of the following categories they are **exempt** from being required to perform 8 hours per month of community service:

- 62 years of age or older.
- Is blind or disabled (as defined under 216(i) or 1614 of the Social Security Act (42 U.S.C. 416 (i) (I); 1382c) and certifies that the disability prevents him/her from doing Community Service.
- Is needed at home to care for another household member who is blind or disabled and who certifies that the disability prevents him/her from doing Community Service (as defined under 216(k) or 1614 of the Social Security Act (42) U.S.C 416(i)(I); 1382c).
- Is unable to engage in any substantial gainful employment of at least 30 hours per week, for a period of more than thirty days from the onset of an illness, incapacity or disability due to a physical or mental impairment, as determined by a licensed physician or psychologist. (Verification must be provided)
- Is needed in the home to care for another household member who is ill, incapacitated, or disabled, as determined by a licensed physician or psychologist. (Verification must be provided).
- Is the parent or other relative of a child under six months of age who is personally providing care of the child. Only one parent or other relative in a case may claim this exemption. (Verification must be provided)
- Is engaged in work activities at least 30 hours per week as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d). (Verification must be provided).

Work activities include:

- Unsubsidized employment;
- Subsidized private-sector employment;
- Subsidized public-sector employment;
- Work experience (including work associated with the Refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
- On-the-job training;
- Job-search and job-readiness assistance;
- Community service programs;

- Vocational educational training (not to exceed 12 months with respect to any individual);
 - Job-skills training directly related to employment;
 - Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 - Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
 - The provision of childcare services to an individual who is participating in a community service program.
- Is a member of a family receiving TANF assistance, benefits, or services under a State program and is in compliance with that program or is participating in the Department of Human Services' First to Work Program. (Must provide verification.)
 - Is a participant in the Volunteers In Service To America (VISTA) program or any Americorp program. (Must provide verification.)
 - Is a domestic violence victim who meets the criteria established. (Must provide verification.)
 - Is the other adult in an assistance unit that contains a domestic violence victim who meets the criteria established. (Must provide verification.)
- C. Any adult, who claims an exemption from the Community Service Requirement, must complete the "Community Service Exemption Certification" form and attach the required verification if applicable. The Community Service Exemption Certification form must be completed by each individual who qualifies and requests an exemption. Exemptions are not granted by household. See attachment A: Community Service Exemption Certification (dated 11/2003) and attachment B: Community Service Exemption, Required Verification (Dated 11/2003).

Management unit staff should inform all adults who qualify for an exemption that it is their responsibility to inform HCDCH if they no longer qualify for an exemption during the lease period within 10 days.

- D. The above exemptions must be implemented on a retroactive basis. Any adult who previously did not qualify for an exemption and is qualified based on the list of exemptions dated 11//2003 shall be provided the opportunity to request an exemption at their next earliest convenience. All residents who qualify for an exemption shall be informed of the updated list of exemptions and complete the required forms.

Any resident who previously qualified for an exemption and is no longer qualified based on a list of exemptions dated 11/2003 shall be provided a notice in writing that they are required to comply with the Community Service Requirement and must comply with the requirement starting December 1, 2003.

- E. The completed Community Service Exemption Certification form and the verification must be filed in the tenant's household file. See attachment C: Uniformity of Tenant Files (Revised 07/2003). Provide a copy of the completed Community Service Exemption form to the tenant for their information and personal files.
- F. If a person does not claim to be exempt, does not qualify for an exemption, or does not request an exemption, inform them of their obligation to provide 8 hours community service each month, or participate in a self-sufficiency program for at least 8 hours every month or a combination of each activity for a total of 8 hours each month and provide them a copy with the monthly time sheet and instructions on the completion and submittal of the timesheet. See attachment D: Monthly Community Service Timesheet (dated 8/2003).

Each individual should submit the timesheet on a monthly basis for staff to keep in the Community Service timesheet binder. Timesheets are due to the Management staff by the 7th of each month. Staff is required to review the timesheets no less than once a year prior to the tenant's annual re-examination.

- G. If requested, staff may provide the tenant with a referral to various nonprofit agencies in the community. It is the tenant's responsibility to contact the service organization and determine whether volunteer opportunities exist. Refer to the HCDCH L: drive for possible volunteer sites.

Persons who are required to comply with the Community Service Requirement through the provision of community service or participation in self-sufficiency activities may perform 8 hours of community service each month, or participate in a self-sufficiency program for at least 8 hours every month or a combination of each activity for a total of 8 hours each month. See attachment E: Samples of Eligible Activities (dated 11/15/03).

- H. Under the provision of law, noncompliance with the community service and self-sufficiency requirement is a lease violation and is grounds for non-renewal of the lease at the end of a 12-month lease term, but not for termination of tenancy during the course of the 12-month lease term.

Each individual who is non compliant must be provided written notification

prior to the next annual re-exam. The notice must describe the noncompliance and inform the resident that their lease shall not be renewed at the end of the current 12-month lease term unless the resident complies with the written agreement to cure noncompliance. See attachment F: Notification of Non-Compliance (dated 11/15/03).

- I. If a resident or another adult family member has violated the community service and self-sufficiency requirement, the Corporation shall not renew the lease agreement upon expiration of the term unless the following conditions are met:
 1. The resident and any other noncompliant resident enter into a written agreement with the Corporation to cure such noncompliance by completing the additional hours required over the 12-month term of the new lease. See attachment G: Community Service Agreement (dated 11/15/03); and
 2. All other family members who are subject to the community services and self-sufficiency requirement are currently complying with the requirement or are no longer residing in the unit.
- J. After the first period of noncompliance, a resident will be given 12 months to cure the noncompliance and make up the hours of community service owed. After the second period of noncompliance or any subsequent occurrences, a resident will be given 3 months to cure the noncompliance.
- K. If a resident is noncompliant and works to cure the noncompliance, any hours of community service performed are first applied to the period of noncompliance. Hours are recorded on a first in-first out basis.
- L. Residents who would like to file a grievance regarding the Community Service Requirement may do so under the HCDCH's Grievance Procedures.
- M. A monthly report shall be submitted to the Office of the Executive Director, at a minimum, with information on the following:
 1. Number of adult residents required to provide community service or participate in a self-sufficiency activity;
 2. Number of residents who are providing community service on-site for the Management staff and off-site for various agencies;
 3. Number of residents who are noncompliant and have executed written agreements; and
 4. Concerns and/or barriers to implementation of the Community Service Requirement and recommended solutions.See attachment H: Monthly Report on Community Service (dated 11/15/03).

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Special Attention of:	NOTICE PIH 2003-17 (HA)
Regional and Field Office Directors;	
Public Housing Program Directors;	Issued: June 20, 2003
Public Housing Agencies;	
Resident Management Corporations (RMCs)	Expires: June 30, 2004

SUBJECT: Reinstatement of the Community Service and Self-Sufficiency Requirement

A. Purpose:

This Notice discusses the reinstatement of the public housing community service and self-sufficiency requirement authorized under Section 12 of the United States Housing Act of 1937, as amended, (the Act).

The community service and self-sufficiency requirement is intended to assist adult public housing residents in improving their own economic and social well-being and give these residents a greater stake in their communities. The community service and self-sufficiency requirement allows residents an opportunity to "give something back" to their communities and facilitates upward mobility.

B. Background:

Section 12(c) of the Act enacted on October 12, 1998, as section 512 of the Quality Housing and Work Responsibility Act of 1998, contained a community service and self-sufficiency requirement that every adult resident of public housing contribute eight hours of community service each month, or participate in an economic self-sufficiency program for eight hours each month. Regulations for this provision are provided in 24 CFR Subpart F §960.600-609 (see Attachment A).

The Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act signed on February 21, 2003, reinstated this provision by not extending section 432 of the Federal FY 2002 Act, which applied only to funds appropriated for Federal FY 2002.

C. Applicability:

The community service and self-sufficiency requirement applies to all adult residents in public housing except for those exempted under Section 12(c) of the Act. This requirement does not apply to Section 8 tenants.

The public housing tenants exempt from the community service and self-sufficiency requirement are those:

- Age 62 years or older.
- Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- Engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below:
 1. Unsubsidized employment;
 2. Subsidized private-sector employment;
 3. Subsidized public-sector employment;
 4. Work experience (including work associated with the Refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 5. On-the-job-training;
 6. Job-search and job-readiness assistance;
 7. Community service programs;
 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 9. Job-skills training directly related to employment;
 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
 12. The provision of childcare services to an individual who is participating in a community service program.

Public housing agencies (PHAs) are encouraged to consider 30 hours per week as the minimum number of hours for a work activity exemption as described in Section 407(d) of the Social Security Act, and implementing regulations 45 CFR Section 261.31(a)(1)). See Attachment B. PHAs can use reasonable guidelines in clarifying this statutory list of work activities in coordination with the Temporary Assistance to Needy Families (TANF) agency, as appropriate.

- Meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
- If a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

D. Noncompliance Requirements (24 CFR §960.605 & §960.607)

A resident who was delinquent in community service hours under the lease in effect at the time of the suspension will still be obligated to fulfill his/her community service and self-sufficiency requirements for FY 2001, provided that the resident was given notice of noncompliance prior to the expiration of the lease in effect at that time.

A copy of that notice of noncompliance should be included with the written notice to residents about the reinstatement of the community service and self-sufficiency requirement. The community service requirement would again be applicable for FY 2003 to all leases entered into on and after October 1, 2002. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

PHAs must offer the resident the opportunity to enter into written agreement with the PHA to cure the noncompliance with the community service and self-sufficiency requirements either under the current or delinquent lease. This agreement should include:

- The additional number of hours of community service or self-sufficiency work activities needed to make up the required number of hours under the current lease.
- Assurance that all members of the family who are subject to these requirements are in compliance with the requirements.
- Written assurances satisfactory to the PHA that any noncompliant resident no longer resides in the unit.

A PHA must inform residents that they may request a grievance hearing on the PHA's determination of noncompliance in accordance with Part 966, subpart B and that tenant may exercise any available judicial remedy to seek redress from the PHA's nonrenewal of the lease because of such determination.

A PHA must retain reasonable documentation of service requirement performance or exemption in participant files. A PHA must comply with nondiscrimination listed in 24 CFR 5.105(a).

E. Implementation Deadline:

In order to comply with Section 12, PHAs need to:

- By July 31, 2003, provide to all residents written notice about the reinstatement of the community service and self-sufficiency requirement as outlined in 24 CFR §960.605. This notification must alert residents of the requirement, whether or not they are exempt, and what they need to do in order to comply.
- By October 31, 2003, assure that all affected residents are performing their community service or self-sufficiency requirement.

PHAs can implement the community service and self-sufficiency requirement with any funds available for expenditure during FY 2003.

F. Relationship to PHA Plan:

PHAs do not have to amend already approved FY 2003 Annual Plans or already submitted FY 2003 Annual Plans. However, for such PHAs, the Resident Advisory Board must be informed if there are any significant policy changes to an agency's previous community service and self-sufficiency requirements and next year's Annual Plan submission must contain the required attachment, if applicable.

For the FY 2003 PHA Annual Plan cycle, not yet submitted, PHAs are required to complete Component 12D as part of the PHA Plan submission. Component 12 D requires the PHA to include a description of its community service and self-sufficiency requirement as an attachment to the Annual Plan template. High performing agencies and small PHAs are exempt from completing Component 12.D as part of the streamlined Annual Plan submission, but are still required to implement the community service and self-sufficiency requirement and to have the policy locally available as a supporting document to the Annual Plan.

G. Reference Documents:

- 24 CFR Subpart F §960.601-609 (Attachment A)
- 45 CFR 261.31(a)(i) (Attachment B)
- Community Service and Self-Sufficiency training materials from the "Reforms for the 21st Century Conference" can be obtained by calling the Public and Indian Housing Resource Center at 1-800-955-2232.

H. Contact Information:

If you have any further questions, please contact your local public housing field office or the Public and Indian Housing Information and Resource Center at 1-800-955-2232.

I. Paperwork Reduction

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control numbers 2577-0226. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

/s/

Michael Liu, Assistant Secretary
for Public and Indian Housing

Attachment A, Subpart F, Part 960.600
Attachment B, Page 17886 Federal Register
Vol. 64, No. 69, 4/12/99
(Attachments not included in electronic file)

*Work activities:

1. Unsubsidized employment;
2. Subsidized private-sector employment;
3. Subsidized public-sector employment;
4. Work experience (including work associated with the Refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
5. On-the-job training;
6. Job-search and job-readiness assistance;
7. Community service programs;
8. Vocational educational training (not to exceed 12 months with respect to any individual);
9. Job-skills training directly related to employment;
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
12. The provision of childcare services to an individual who is participating in a community service program.

Community Service Exemption

Nov. 2003

Required Verification

Listed below are the reasons that a resident can obtain exemption from the Community Services and Self-Sufficiency Requirement and the types of documentation that is required to verify the exemption.

1. **I am 62 years of age or older.**
 - a. Resident is allowed to certify that he/she is 62 years of age or older by completing the Community Service Exemption Certification form; and
 - b. Management Unit is required to have a copy of the resident's birth certificate, Hawaii Driver's License, or State Identification Card; resident does not need to resubmit a copy if a copy was previously included in the tenant file.
 - c. This exemption is required only once while the resident is residing in federal public housing; Management staff is not required to recertify this every year.

2. **I am blind or disabled (as defined under 216(i) or 1614 of the Social Security Act (42 U.S.C. 416 (i) (I); 1382c) and I certify that this disability prevents me from doing Community Service.**
 - a. Resident is allowed to self-certify that his/her disability prevents him/her from doing community services by completing the Community Services Exemption Certification Form.
 - b. This exemption must be recertified, at a minimum, on an annual basis.

3. **I am needed at home to care for another household member who is blind or disabled and who certifies that the disability prevents him from doing Community Service (as defined under 216(k) or 1614 of the Social Security Act (42) U.S.C 416(i)(I); 1382c).**
 - a. Resident is allowed to certify that they are needed at home to care for another household member who is blind or disabled and that the household member's disability prevents him/her from doing Community Service by completing the Community Service Exemption Certification form; and
 - b. Management Unit must have signed Community Services Exemption Certification Form from the disabled household member on file.
 - c. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the

tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.

4. **I am unable to engage in any substantial gainful employment of at least 30 hours per week, for a period of more than thirty days from the onset of an illness, incapacity or disability due to a physical or mental impairment, as determined by a licensed physician or psychologist.**

- a. Resident is allowed to certify that he/she is unable to engage in substantial gainful employment of at least 30 hour per week for more than 30 days due to the onset of an illness, incapacity, or disability due to a physical or mental impairment by completing the Community Service Exemption Certification form; and
- b. Resident must provide written documentation from a licensed physician or psychologist which states that he/she is unable to engage in substantial gainful employment of at least 30 hour per week for more than 30 days due to the onset of an illness, incapacity, or disability due to a physical or mental impairment.

The documentation does not need to include the nature of the disability or mental impairment. Management Unit staff also may not request that the nature or diagnosis of the illness, incapacity or disability be disclosed in order to qualify for this exemption.

- c. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.

5. **I am needed in the home to care for another household member who is ill, incapacitated, or disabled, as determined by a licensed physician or psychologist.**

- a. Resident is allowed to certify that he/she is needed in the home to care for another household member who is ill, incapacitated, or disabled by completing the Community Service Exemption Certification form and providing the name of the household member who is ill, incapacitated or disabled; and
- b. Management Unit must have written documentation of file from a licensed physician or psychologist which states that the same household member named is unable to engage in substantial gainful employment of at least 30 hour per week for more than 30 days due to the onset of an illness, incapacity, or disability due to a physical or mental impairment.

(If the ill, incapacitated, or disabled household member does not claim an exemption from the Community Service Requirement, the caretaker is not eligible for this exemption.)

- c. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.
6. **I am the parent or other relative of a child under six months of age who is personally providing care of the child. Only one parent or other relative in a case may claim this exemption.**

- a. Resident is allowed to certify that he/she is the parent or other relative of a child under six months of age is personally providing care of the child by completing the Community Service Exemption Certification form. The child must be part of the resident's household to qualify for this exemption.
- b. Resident must indicate the name of the child, child's date of birth, and his/her relationship to the child; and
- c. Resident must provide proof of age of the child with a valid birth certificate.
- d. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.

7. **I am engaged in work activities at least 30 hours per week as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)).**

(The following list includes examples for reference purposes only – residents do not need to participating in the exact same activity as described. The examples are intended to give staff a general idea of the type of activity that is considered exempt.)

This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.

- a. **Unsubsidized employment** – includes employment for which the employer is not receiving government funds to specifically hire a category of personnel such as low-income individuals, public housing resident, ethnic minorities, etc.

Resident must provide proof of employment for at least 30 hours per week through written statement by the Employer. The letter must include the resident's name, address, place of employment, number of hours worked per week, supervisor's name and telephone number, and must be signed by the resident's supervisor and dated.

A resident who claims to be self-employed must also provide proof of employment for at least 30 hours by completing an affidavit. Resident must also provide proof of self-employment and verification of the business through copy of business license or income tax returns. Management staff should verify that the resident's claim of self-employment is supported by information used in the calculation of rent.

- b. **Subsidized private-sector employment** – includes employment for which the Employer is receiving government or special funds to specifically hire a category of personnel. Examples may include: 1) a private company/non-profit organization is given funds to hire low-income individuals under a section 3 program funded through HCDCH; 2) a private company/non-profit organization is receiving funds from the Department of Labor to hire immigrants.

Resident must provide proof of employment for at least 30 hours per week through written statement by the Employer. The letter must include the resident's name, address, place of employment, number of hours worked per week, supervisor's name and telephone number, and must be signed

- c. **Subsidized public-sector employment** - includes employment for which the government entity is receiving government or special funds to specifically hire a category of personnel. Examples may include: 1) HCDCH receives grant funds to hire public housing residents under a section 3 program; 2) City & County of Honolulu receives funds to hire low-income individuals to maintain the lawns at City properties.

Resident must provide proof of employment for at least 30 hours per week through written statement by the Employer. The letter must include the resident's name, address, place of employment, number of hours worked per week, supervisor's name and telephone number, and must be signed

- d. **Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available** – includes programs where residents are provided with work experience, but not paid for their service, and not part of a formal job training program. Example may include: 1) a resident is gaining experience working in an office doing such tasks as answering phones, filing, copying in a volunteer capacity, 2) a resident is obtaining experience caring for the elderly by volunteering at a nearby Hospice, but is not getting paid for his/her service.

Resident must provide proof of work experience for at least 30 hours per week through written statement by the Supervisor. The letter must include the resident's name, address, place of work experience, number of hours provided per week, supervisor's name and telephone number, and must be signed.

- e. **On-the-job training** – includes training programs where a resident is employed and receiving on-the-job training at the same time.

Resident must provide proof of enrollment in an on-the-job training program for at least 30 hours per week through written statement by the Employer or Supervisor. The letter must include the resident's name, address, place of employment, number of hours worked per week, supervisor's name and telephone number, and must be signed

- f. **Job-search and job-readiness assistance** – includes residents who are participating in a job search program or receiving job readiness assistance. Examples may include residents participating in

Resident must provide proof of participation in a job search or job readiness assistance program for at least 30 hours per week through written statement by the instructor, case manager, supervisor, or counselor. The letter must include the resident's name, address, place of participation, number of hours engaged in "work" per week, supervisor's name and telephone number, and must be signed by both parties.

A resident can only claim an exemption under job search for up to 6 weeks. After 6 weeks of job search, a resident is not considered to be engaged in a work activity as defined in 42 chapter 7.IV, part A section 607 of the Social Security Act.

- g. **Community service programs** – includes residents who are participating in community service programs. Examples may include: 1) a resident who volunteers time to serve meals to the needy under the "Meals On Wheels" program; 2) a resident who provides community service as a member of their local church doing park clean-ups or building bus shelters.

Resident must provide proof of participation in a community service or volunteer program for at least 30 hours per week through written statement by the supervisor, event planner, organizer, director, coordinator, etc. The letter must include the resident's name, address, place of participation, number of hours of community service provided per week, supervisor's name and telephone number, and type of community service provided.

- h. **Vocational educational training** (not to exceed 12 months with respect to any individual) – includes attendance at a vocational training institute, training facility or programs.

Resident must provide proof or attendance at a vocational training institute or facility. Documentation must include the resident's name, address, name of training facility, address, and dates of participation and must be signed by a current instructor.

- i. **Job-skills training directly related to employment** – includes residents who are actively participating in job skills training directly related to

employment. Examples may include a resident who is participating in the Department of Labor's Employment Core Service Program receiving acculturation classes and who will be placed in a job upon successful completion of the class.

Resident must provide proof of participation in job skills training that is directly related to employment. Documentation must include the residents name, address, name of the instructor and telephone number, and dates of participation.

- j. **Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency** – includes residents who are taking educational classes and who have not received a high school diploma or equivalent certificate. Example may include: 1) a resident who is studying to be an auto mechanic but does not have a high school diploma.

Resident must provide proof that his/her course of study is at least 30 hours per week through written statement by the Instructor. The letter must include the resident's name, address, place of instruction, number of hours worked per week, instructor's name and telephone number, and must be signed.

- k. **Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate** – includes residents in high school, those studying for a certificate of general equivalence (only if they haven't already received a certificate). Example may include: 1) a resident who is 18 years old, during their senior year in high school; prior to graduation is exempt; 2) a resident who is taking CBASE classes are exempt while class is in session.

- a. Resident must provide proof that he/she is attending high school through written statement by an Instructor, Counselor, or the school's administrative staff. The letter must include the resident's name, address, School, instructor's name and telephone number, and must be signed by both parties. Upon graduation, the resident will be required to comply with the Community Service and Self-Sufficiency Requirement; or
- b. Resident must provide proof that he/she is taking CBASE classes through written statement by their instructor. The letter must include the resident's name, address, location of classes, dates of class session, instructor's name and telephone number; and must be signed by both parties.
- c. When school or class is not in session, residents are required to comply with the Community Service Requirement.

1. **The provision of childcare services to an individual who is participating in a community service program** – includes residents who are providing childcare services for an individual who is participating in community service. Examples may include: 1) a resident who is being paid to care for another resident's child while he/she provides community service.

Resident must provide proof that he/she is providing childcare services for at least 30 hours per week through written statement from the parent's of the child(ren). The letter must include the resident's name, address, parent and child's name and address, dates and times of childcare being provided, and must be signed by both parties.

8. **I am a member of a family receiving TANF assistance, benefits, or services under a State program and am in compliance with that program or I am participating in the Department of Human Services' First to Work Program.**

- a. Resident must provide written verification that they are receiving TANF benefits. The documentation must include the residents name, address, benefits being received, and verification that the resident is in compliance with the TANF requirements; or

- b. Resident must also provide written documentation from their case manager at the Department of Human Services which states that they are participating in the First To Work Program and states their name, address, dates of participation and states that the resident is in compliance with the program requirements.

- c. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.

9. **I am a participant in the Volunteers In Service To America (VISTA) program or any AmeriCorps program.**

- a. Resident must provide written documentation from their case manager or supervisor which states that they are a participant in the Volunteers In Service To America (VISTA) program or any AmeriCorps program and includes their name, address and dates of participation.

- b. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.

10. **I am a domestic violence victim who meets the criteria established.**

- a. Resident must provide written documentation from one of the following to verify that he/she is a victim of domestic violence:

- Licensed physician;

- Police report;
- Domestic violence abuse counselor or case manager; or
- DHS counselor or case manager
- Temporary Restraining Order or other similar document from the Judiciary, Law Enforcement, Courts.

The documentation does not need to reveal the type of domestic violence suffered by the victim. The documentation should, however, indicate that the domestic violence victim meets the criteria established.

- b. "Domestic violence victim" means an individual who has been battered or otherwise subjected to extreme cruelty. Acts which constitute domestic violence include but are not limited to the following:
1. Physical acts that resulted in , or threatened to result in physical injury;
 2. Sexual abuse;
 3. Sexual activity involving a dependent child;
 4. Nonconsensual sexual acts;
 5. Threats of, attempts at, physical or sexual abuse;
 6. Mental or emotional abuse;
 7. Medical care deprivation or neglect; or
 8. Stalking.
- c. The time limit for domestic violence is 24 months from the time of the incident and the victim must be part of the Domestic Violence Clearing House program located at 250 N. Vineyard Blvd. If the resident terminates his/her participation in the Domestic Violence Clearinghouse program prior to the 24 months time limit, they will lose this exemption at the same time.
- d. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.
11. **I am the other adult in an assistance unit that contains a domestic violence victim who meets the criteria established.**
- a. Resident is allowed to certify that he/she is the other adult in an assistance unit that contains a domestic violence victim by completing the Community Service Exemption Certification form and clearly indicating the name of domestic violence victim. The resident is not automatically exempt and must complete the certification form required; and
 - b. Management Unit must have documentation from the victim which verifies that he/she is a victim of domestic violence on file.
 - c. This exemption does not include a requirement for there to be children in the household.

- d. This exemption must be recertified, at a minimum, on an annual basis. If the exemption no longer applies during the 12 month lease period, the tenant is obligated to inform the Management staff within 10 days as indicated on the certification form.

(If the victim of domestic violence does not claim an exemption from the Community Service Requirement, the other adults in the household may not claim this exemption.)