

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
ANNUAL AND REGULAR BOARD OF DIRECTORS MEETING
July 18, 2007
9:00 a.m.
1002 N. School Street, Bldg. E
Honolulu, Hawaii 96817**

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting June 21, 2007
- B. Executive Session Meeting, December 21, 2006
- C. Executive Session Meeting, February 15, 2007
- D. Executive Session Meeting, March 26, 2007
- E. Executive Session Meeting, April 10, 2007
- F. Executive Session Meeting, May 11, 2007
- G. Executive Session Meeting June 21, 2007

III. ELECTION OF BOARD OFFICERS

- A. Chairperson
- B. Vice-Chair
- C. Secretary

IV. REPORTS

- A. Report of the Executive Director Program/Project Updates.
- B. Report of Task Force Committees.
 - Finance / Audit – T. Thompson, E. Beaver & L. Smith
 - Human Resources / Personnel – H. Oliva, C. Ignacio & M. Yoshioka
 - Homelessness – K. Park, C. Ignacio & A. Beck
 - Public Housing Operations – M. Yoshioka, C. Hosino & C. Ignacio
 - Asset Management – L. Smith, E. Beaver & T. Thompson
 - Tenant / Tenant Relations – C. Hosino, A. Beck & K. Park

V. DISCUSSION AND/OR DECISION MAKING

- A. Decision Making: Resolution No. 08 Expressing Appreciation to Ms. Pamela Y. Dodson.
- B. Decision Making: Reappointment of Mr. James E. DeMello, Mr. Robert Palea, Ms. Eleanor Garcia and Ms. Juliette Tulang to the Hilo Eviction Board for a Two-Year Term Expiring on July 31, 2009.
- C. Decision Making: Reappointment of Ms. Radiant Chase, Mr. Earl Mente, Ms. Joyce R. Nakamura, Ms. Jane Moana Gray, Ms. Sylvianne Young, Mr. Solomon Kuresa, Jr. and Mr. Wayne Fujikane to the Oahu Eviction Board for a Two-Year Term Expiring on July 31, 2009.
- D. Decision Making: Reappointment of Ms. Hannah M. Wilson, Mr. Wayne Gocke and Mr. Ross Oue to the Kona Eviction Board for a Two-Year Term Expiring on July 31, 2009.
- E. Decision Making: Approval of the Revision to Chapter 8 of the Section 8 Housing Choice Voucher (HCV) Program Administrative Plan.

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AGENDA Continued

VI. FOR INFORMATION

- A. Hawaii Administrative Rules §17-2028-22 Eligibility for Admission and Participation. (a) (1) (F).

VII. EXECUTIVE SESSION

The Board of Directors of the Hawaii Public Housing Authority anticipates convening in executive session, pursuant to 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 following matter:

1. Current Assets – Inventory of Vacant Land.

VIII. TRAINING

Board Training Provided by MDStrum Housing Services, Inc.

1. U.S. Department of Housing and Urban Development's (HUD) Requirement for Public Housing Authority (PHA) Conversion to Asset Management.
2. Key Financial Implications of the Transition to Asset Management.
 - a. Concept of Asset Management Projects (AMP)
 - b. Concept of the Central Office Cost Center
 - c. Project Expense Levels for Hawaii Public Housing Authority's AMPs

IX. 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, JUNE 21, 2007,
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, June 21, 2007 at 9:04 a.m.

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

CALL TO
ORDER/
ROLL CALL

PRESENT: Director Travis O. Thompson, Chairperson
Director Eric Beaver
Director Anne Marie Beck
Director Clarissa Hosino
Director Carol Ignacio
Director Kaulana Park
Director Linda Smith
Director Matilda Yoshioka
Designee Henry Oliva

Executive Director Chad Taniguchi
Deputy Attorney General, Diane K. Taira

STAFF PRESENT: Shirley Befitel, Special Assistant, Personnel
Dexter Ching, Section 8 Subsidy Programs Branch Chief
Derek Fujikami, Construction Mgmt. Unit 2 Chief
Lili Funakoshi, Hearings Officer
Michael Hee, Contract Administration Section Chief
Norman Ho, Property Mgt. & Maint. Svcs. Branch Chief
Mitchell Kawamura, Construction Mgmt. Unit 1 Chief
Clifford Laboy, Program Specialist and Tenant Services
Patti Miyamoto, Compliance Officer
Sandra Miyoshi, Homeless Prog. Branch Administrator
Edmund Morimoto, Construction Mgmt. Section Chief
Gary Nakatsu, Data Processing System Analyst
Rick Sogawa, Program Specialist
Dionicia Piiohia, Secretary to Board

OTHERS: Dave Birr, Synchronous Energy Solution, Inc.
Wilcox Choy, KMH, LLP
Michael Flores, U.S. Dept. of Housing & Urban
Development (HUD)
Lisa Groulx, Recorder
Larry Jones, MDStrum Housing Services, Inc.
Liz Raman, Dept. of Business, Economic Development
& Tourism (DBEDT)
Carilyn Shon, DBEDT
William Sabalbuero, HUD
Mei Tong, HUD
Thomas VanLiew, DBEDT

Chairperson Travis Thompson declared a quorum present.

QUORUM

The Chairperson introduced the new Board Member Ms. Anne Marie Beck, Executive Director of the Honolulu Habitat for Humanity. She gave a brief background on herself. Then all the Board members introduced themselves.

ANNOUNCE-
MENT

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Director Kaulana Park entered the meeting at 9:07 a.m.

Director Smith moved, seconded by Director Ignacio,

That the minutes of the Regular Meeting held on April 10, 2007 be approved as circulated.

APPROVAL OF MINUTES REGULAR MEETING 4/10/07

Director Hosino questioned page 107, paragraph 5 on the amendment to the Public Housing Authority (PHA) policy regarding the safety for children living in the high-rise projects. The Chairperson suggested that the PHA policy that the PHA will use high-rise elevator project for families with children be discussed at the July Board meeting.

There being no further discussion,

The motion was unanimously carried.

Director Beaver moved, seconded by Director Park,

That the Minutes of the Regular Meeting held on May 11, 2007 be approved as circulated.

APPROVAL OF MINUTES REGULAR MEETING 5/11/07

The motion was unanimously carried.

Mr. Chad Taniguchi, Executive briefed the Board of his goals to improve the HPHA staff and projects, working with residents to comply with housing policies, in caring and maintaining the properties, and help residents to move forward to homeownership. Also utilize the housing inventory and vacancies, set plans to utilize the Capital Improvement Project (CIP) funds, and to incorporate systems used by Saint Paul, Minnesota, one of the high performers in public housing.

REPORT OF THE EXECUTIVE DIRECTOR ADDEMDUM

Mr. Taniguchi gave an update on the elevators and that effective July 1, 2007, a new contractor will be hired.

The Chairperson stated that there are issues that have some potential liability, and asked for a motion to go into Executive Session.

EXECUTIVE SESSION

Director Ignacio moved, seconded by Director Yoshioka,

That the Board meets in Executive Session at 9:52 a.m.

The motion was unanimously carried.

* * * * *

The Board moved out of Executive Session and into recess at 10:25 a.m. The Chairperson called the meeting back to order at 10:49 a.m.

RECESS RECONVENED

Mr. Taniguchi reported that HPHA has to submit to the U.S. Department of Housing and Urban Development (HUD), 1) the resubmission of audit that is due June 26, 2007, 2) use of Capital Fund Program (CFP) funds to cover operating costs deadline is June 30, 2007, and 3) submit financial Statements into HUD's FDS in Real Estate Assessment Center (REAC). He introduced Mr. Wilcox Choy, of KMH, LLP. Mr. Choy explained the various types of audits to be submitted and the difficulties they are encountering.

The Chairperson asked what if the report is not acceptable to HUD. Ms. Patti Miyamoto, Compliance Officer stated that HPHA will have a late presumptive failure score of zero, and it would generate a memorandum of agreement (MOA) from HUD, but can be appealed. Mr. Choy mentioned that there is a major rejection in the report and that Ms. Miyamoto is coordinating a meeting with Mr. Ben Greenberg a representative of the REAC.

HAWAII PUBLIC HOUSING AUTHORITY

Mr. Taniguchi informed the Board that the transfer of operating funds from the capital fund account to the public housing operating fund account report will meet the June 30, 2007 deadline. The third item to be submitted is the unaudited financial statements by August 30, 2007. Ms. Nancy McWaters from Emphasys is helping to compile the report. Mr. Taniguchi also gave the Board the performance indicators that Saint Paul Housing Authority uses and expects to implement their processing system in a year.

Mr. Dexter Ching, Section 8 Subsidy Programs Branch Chief reported that there are two issues. One is that HUD funds us on a calendar year and our agency operates on a mid fiscal year. We are going to utilize all of the Housing Assistance Payments (HAP) by the end of the year, and we need to meet our Section Eight Management Assessment Program (SEMAP) scores for mid year.

Mr. Ching reported that the state rent supplement utilization is about 70 percent of the budget and would like to be at 100 percent. If we don't spend the allotted amount, the legislature takes back the money.

Director Smith commented that this is a state program in state statute and you have to be very low income, less than 50 percent of the Adjusted Monthly Income (AMI), and when you're in that category, you chose Section 8 because it gives you an average of \$700 a month. Effective July 1, 2007 the legislation increased the income level to 95 percent of AMI. The bill states that the HPHA Board will determine what that dollar amount should be.

The Chairperson suggested that the Board come up with rules that go up to 95 percent. Director Ignacio recommended utilizing the Partners in Care staff as part of a consultant group to the Board. The Chairperson requested that at the next meeting staff will bring this subject item to the Board for recommendation and decision making, and to also check if there are any other changes in the laws. Ms. Miyamoto stated that the effective date is January 1, 2008 knowing that we had to go through rule making and public hearings.

The Chairperson commented that the state and the city and county were working to integrate the Section 8 Programs. Director Smith recalled that we wanted to transfer the program over but the City and County of Honolulu refused to take it in 2005.

Ms. Sandra Miyoshi reported on the shelter renovations utilizing the \$10 million dollars that was appropriated in the 2006 legislature. Maui County is in the process of signing the MOA on the language they agreed on the project.

Director Smith asked for confirmation that the MOA that Ms. Miyoshi started working on in April 2006 in anticipation of the fact that on July 1, 2006 they should have all been in place and the moneys released to the counties. And those 11 months have passed and we're still waiting for some of the counties to make the final changes so they can get their money to address the homeless situations in their respective jurisdiction. Ms. Miyoshi confirmed. Director Smith stated for the record it's not the agency and commended Ms. Miyoshi for starting early.

Ms. Miyoshi commented that the contract for \$2 million was used for the renovation at Nakolea facility for working homeless single persons living there.

The Chairperson suggested that Mr. Taniguchi start now and set a target of having this money out like by July or August 2007. Ms. Miyoshi added that \$13.3 in our budget and an additional \$6 million in a separate bill.

Mr. Norman Ho, Property Management and Maintenance Service Branch, Chief, reported that 70 families were placed and has a plan on how to get the A, B and C units completed.

The Chairperson asked Mr. Ho what are some suggestions he has in filling the

REPORT
OF THE
EXECUTIVE
DIRECTOR
PROGRAM/
PROJECT
UPDATES

HAWAII PUBLIC HOUSING AUTHORITY

vacant units. Mr. Ho stated that eliminating the three offers should take place on August 1st and purging the wait list by sending letters out to see if they are still interested

Director Hosino commented that there is a problem where friends or families are given the units to people who shouldn't have the priority. Also that the Resident Association Board (RAB) was against the one offer.

Director Smith commented that she also heard a lot of comments, and just because people aren't showing up at the public hearing process, we need to revisit this issue as a Board in terms of what are implications for the people we're supposed to be addressing, and what it means if we only give them one choice. Because we also have a rule that says once you're in a unit you can't move, so they are locked in. This is an issue we need to be mindful of and decide how we're going to resolve it in the context of how we get our vacant units filled.

Mr. Ho commented that the public hearings were published for over a month, very few people attended, and no comments were made on the one offer. We had one comment on anyone evicted after 1985 is not allowed to reenter public housing. That can go forward to the Governor for signature and then everything else will be adopted.

Director Beaver commented that we had this discussion and the objective for this agency is to provide safe, clean housing. If we start to cater to some of the preferences of the people, trying to have some people come here or go there and so forth, I can't imagine a state agency being involved in that process. Director Beaver stated that his is not in favor of revisiting this issue and do a better job at managing the properties to get them clean and safe.

The Chairperson commented that the way HUD looks at us and their standards are much higher, that's another consideration we have to look at.

Ms. Lili Funakoshi, Hearing Officer commented that a committee is reviewing the rule changes for that particular Hawaii Administrative Rule and is reviewing comments made by staff. Some of the changes might be substantial, depending on whether the Attorney General says we should go back out for public hearing depending on whether or not the changes would be substantive.

The Chairperson stated that this subject needs to be discussed as an agenda item at the next meeting, and that there is a process the way the Board approves then goes to public hearing came and then you could propose amendments to those rules.

Director Hosino commented that when it went out to public, there was not enough advertisement to let the public know that there was an open public hearing so that they could attend to hear what the Public Housing Authority (PHA) Policy Plan was.

Mr. Taniguchi stated that recommendations will be made to the Board.

The Chairperson expressed to Mr. Ho the Board's pleasure to work with him and to see the results of his efforts that made a significant impact on the agency in the brief time he has been here, and thanked him. Mr. Ho commented that he committed himself and enjoyed the work and that the employees are outstanding workers, dedicated workers and thanked everyone.

The Chairperson called for a five minute recess at 12:27 p.m.

RECESS

Director Beaver moved, seconded by Director Smith

EXECUTIVE
SESSION

That the Board meets in Executive Session at 12:32 p.m.

The motion was unanimously carried.

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* * * * *

Director Smith left the meeting during the Executive Session. The Chairperson called the meeting back to order at 2:30 p.m.

RECONVENED

The Chairperson stated that the Board will proceed with the processing of the proposed person for the Executive Assistant position and that the process be taken in an expeditious manner. The Chairperson stated that the Board had a thorough and full discussion of the hiring of an Executive Assistant. Director Beaver commented that Mr. Taniguchi has the Board's full support.

HIRING OF AN EXECUTIVE ASSISTANT

Director Beaver wants to confirm the public housing vacancy rate, Exhibit A where it states that there is a seven percent vacancy. Ms. Miyamoto explained that the occupancy rate is going up and we do have vacant units to be occupied.

CONTINUATION OF THE REPORT OF THE EXECUTIVE DIRECTOR PROGRAM/ PROJECT UPDATES

The Chairperson stated that Director Beaver and Mr. Taniguchi will discuss the Capital Improvement Projects (CIP), Exhibits B and C at a later date and that this subject and be deferred. Director Ignacio also has questions and asked to e-mail each other.

The Chairperson asked in reference to Exhibit E, Analysis on the Collection Performances, if it is possible to provide the Board with information about what the amounts receivable from people still occupying the units. The report shows about \$4.8 million in balances due. That would be focused on our evictions and hearing. He asked that Mr. Taniguchi could propose a summary of this plus addressing what we're doing about it.

The Chairperson appointed the Board Members to the following committees.
Finance and Audit – Directors Beaver, Smith, Yoshioka, Park, and Thompson.
Human Relations and Personnel, Designee Oliva and Director Ignacio.
Homelessness - Directors Park, Ignacio and Beck.
Operations – Directors Yoshioka, Ignacio and Hosino.
Asset Management, Directors Beaver, Smith and Thompson.
Tenant and Tenant Relations – Directors Hosino, Ignacio and Park.

REPORT OF TASK FORCE COMMITTEES

The Chairperson stated the he will inform the committees who will convene the meetings.

Director Beaver moved, seconded by Director Yoshioka,

That the Board appoint Ms. Yolanda Jetnil to the Maui Eviction Board for a two-year term expiring on June 30, 2009.

APPOINTMENT OF MS. YOLANDA JETNIL TO THE MAUI EVICTION BOARD FOR A TWO-YEAR TERM EXPIRING ON JUNE 30, 2009

Ms. Funakoshi stated that a tenant member is needed to serve on the Maui Eviction Board and Ms. Jetnil was the only one who responded that she was interested in serving on the Board. In order to conduct a hearing we need to have a resident member pursuant to statute.

The Chairperson is concerned that she noted in her letter the possibility of retribution. Ms. Funakoshi stated that she spoke to the members about what types of issues have been raised in the past with respect to members, resident members being contacted by other residents who have sat before the eviction board, and that was one of the things raised with her and she said she had no problem with that.

There being no further discussion,

The motion was unanimously carried.

HAWAII PUBLIC HOUSING AUTHORITY

Director Beaver moved, seconded by Designee Oliva,

That the Board appoint Ms. Jane Moana Gray to the Hilo, Kona, Kauai and Maui Eviction Boards for a two-year term expiring on June 30, 2009.

Ms. Funakoshi stated that Ms. Gray is currently a member of the Oahu Eviction Board. Ms. Funakoshi received feedback that the communities are smaller and they may be related to those coming before the Board. There may be a conflict of interest that arises more frequently than, on Oahu. It was decided that to not stop the hearing process we would fly the Oahu board member out there so there is no conflict. We checked with the Attorney General's office and its okay that we have the Oahu member appointed to the other islands.

The motion was unanimously carried.

Mr. Taniguchi reported that \$4 million is spent in a year on water and electrical expenses and that there is potential to save about 20 percent of that if we were to replace with more energy efficient appliances and go to solar heating and so forth. HUD provides utility allowances to us and if we do it with our CAP funds or CIP funds, HUD is not going to continue giving us the same amount of money we had prior to retrofit. If we go through an energy performance contract, they will continue to give us the current level of dollars for utilities so that the savings actually becomes something we can use for other costs. We would first do an industrial grade energy audit that would tell us, of each building we have, what the state of the utilities and water situation is and what we could do to save money. Then we could decide whether to go forward or not with improvements.

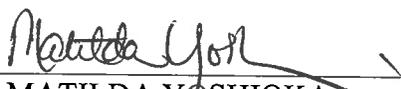
Mr. Taniguchi stated that the value of the industrial grade energy audit work would cost us between \$100,000 and \$300,000. That's an investment we would make to help us determine whether to take the next step. We will go forward and bring back more information.

Mr. Taniguchi gave a brief summary on the drainage pipe and sewer pipe that needs to go from the transitional housing through a ditch or stream that the housing authority owns. He stated that it serves a good purpose to allow the transitional housing to go forward with sewer, but in the long run the housing authority may be burdened with the cost of maintaining and replacing the pipe. In the 10 to 20 year term, maintenance and replacement is unnecessary because the pipes would have a 50 to 100 year life. This pipe is needed and it serves a state purpose that is a priority to the homeless. We will try to have the city accept the pipe and dedication. If that doesn't happen, we will bring it back for Board approval.

Director Beaver moved, seconded by Designee Oliva,

That the meeting be adjourned at 2:55.m.

The motion was unanimously carried.


MATILDA YOSHIOKA

Approved: JUL 18 2007

APPOINTMENT OF MS. JANE MOANA GRAY TO THE HILO, KONA, KAUAI AND MAUI EVICTION BOARDS FOR A TWO-YEAR TERM EXPIRING ON JUNE 30, 2009

ENERGY PERFORMANCE CONTRACTING PROGRAM (EPCP) FOR ALL FEDERAL AND STATE PROJECTS STATEWIDE

DRAINAGE CANAL WORK AT THE VILLAGES OF MAILI TRANSITIONAL HOUSING SITE

ADJOURNMENT

- Executive Director's Report
- Month of July 2007

1. Elevators

- Of 9 nonworking elevators
 - 3 have been repaired in the last three weeks
 - 4 more are targeted for repair in the next month
 - 2 at Kuhio Park Terrace are scheduled for complete modernization (replacement).
 - (see spreadsheet) all 35 elevators scheduled for major modernization (28) or minor modernization (7) in next 1-3 years.

2. Work priorities

- fixing vacant units
 - 5,363 Federal public housing units
 - 864 State rental housing units
 - 6,227 total units
- 346 vacant units
 - 112 rent ready
 - 126 A&B (R&M K)
 - 108 C
 - 115 Modernization C
 - 20 Lanakila (Hilo)
 - 481 to be put back in service X \$230/mo. X 12mo.= \$1.327m/yr.

78 Lanakila (Hilo) demolish, possible rebuild in future
 [72 mistakenly counted twice (KVH)]
29 deprogrammed for office, maintenance, security uses
 588 [+72 = 660 (incorrect)]

- HUD Special Account section is asking about mandatory conversion (removal from public housing stock) of Kalihi Valley Homes based on old demolition request of 72 units for open space and demolition of 22 units because of retaining wall problem. HPHA is planning to renovate all 94 units, but must persuade HUD to allow change of direction.
- Focus use of \$29.5 state CIP and federal Cap funds on vacant units
- Attempt to complete vast majority in 2007-08 fiscal year to limit effect on scores
- filling vacant units, improving fill speed with new administrative rules
 - targeting effective date 8/1/07
 - allow one choice instead of three
 - notices to be mailed to all; will result in purged/streamlined waiting lists

- public hearing issues resolved
 - more rules changes to be sought anew
 - Waitlist is as much as 18,000 people (includes duplicate applications)
- evictions for nonpayment of rents and rules violations
 - lists of those with over 3 months delinquent sent to MUs to refer for eviction
 - lists of residents that violate rules/laws requested from MUs to refer for eviction
 - coordinate volumes to match eviction board hearing dates
 - support from vast majority of rent-paying, rules-following residents
- finishing emergency and regular work orders
 - goal to reduce outstanding work orders
 - goal to improve annual unit inspections/work orders with hand-held technology
- staff performance evaluations
 - catch up on honest performance evaluations to improve team members
 - accountability by each level of supervision to level above
 - evaluations of supervisors by staff
3. Regular meetings with management units, homeless providers
- a. -once a month visits by Project Management: Joanna (state), Mike H (private)
 - b. -once a quarter visits by Chad and other staff
 - c. -focus on the MUs, walk around management, asset management requirements
 - d. -once a month visits to homeless providers
4. Project Management Organization, recruitment
- a. -Patti acting branch chief
 - b. -Joanna and Mike maintaining positions
 - c. -chief applications received via newspapers, PHADA
5. Community Organizing
- a. Government cannot do it all; all stakeholders must contribute
 - b. Public housing is the most affordable housing in Hawaii.
 - c. Regular help is needed from residents and volunteers to maintain grounds (litter, mowing, raking), paint exterior walls, keep units clean, and do minor repairs, so that hired staff can do the difficult, specialized work needed for repair and maintenance.
 - d. Direct education, discussion, and leading by example are necessary to change expectations and culture; all staff must be involved and live up to core values

- e. Staff duties must move from being unnecessary servants to partners and leaders
 - f. Volunteers are important; need to monitor staff costs, benefits, discuss with union, assign complete units where possible, involve residents
 - g. Crime and safety improvements are moving forward
 - additional, redeployed security
 - cooperation with police; use of off-duty police and sheriffs
 - neighborhood walks
 - security lighting, cameras
 - trimming trees and vegetation
6. Privately managed public housing contracts
- o Ten Management Units with 2590 housing units are operated by private management companies; state workers maintain 3,637 units.
 - o Data comparisons are being started between costs/benefits of state v. privately managed units
 - o Federal asset management policies will make more management units accountable for spending only the amount of rent collected and applicable federal operating subsidies.
 - o Central office staffing may be reduced or moved to the management units. The role of central staffing is to support the management units.
7. Section 8 landlord payments and rent bills
- a. -Problems occurred while converting/upgrading software to Emphasys for financial management and accounting that delayed landlord payments for 9 days
 - b. -Rent bills were also delayed
 - c. -Changes made to improve hardware, communication, and priorities to prevent future occurrences
 - d. -Regular mailings will be used as regular communication opportunities

Rent assistance programs

- e. Section 8 housing vouchers
 - o 1,820 families assisted; 3,058 vouchers possible.
 - o \$15.5 million maximum rental assistance allowed; increased to \$17.4 million for calendar year; additional families being helped
 - f. State rent supplement program
 - o 359 families assisted, \$146 average per month
 - o \$632,454 utilized in FY2006-07 (66.9%)
 - o new eligibility guidelines and maximum assistance to be implemented 1/1/08 (attachment)
8. Homeless programs
- a. 15,000 individuals and families served; 4,000-person shelter capacity; 8,000 served in and out of shelters on any given day

- b. \$17 million in state operating funds
- c. up to \$7 million in federal operating funds
- d. See new reporting format requested by Board's Homeless Task Force; in progress

9. Construction schedule

- a. See attachment; in progress
- b. introduction of construction management staff
- c. Repair and Maintenance gap
 - o Housing stock and infrastructure are aging.
 - o \$600 million in repairs identified in IBM study five years ago.
 - o The gap between federal and state funding provided and the amount needed to maintain the housing stock for the long term is in the tens of millions per year.
 - o HPHA is developing information to demonstrate long term annual repair and maintenance needs for each project.

10. General Ledger progress toward August 30, 2007 HUD deadline

- a. see attachment

Funding and budget

- b. In the last three fiscal years the federal public housing units have had a deficit of \$2 million, \$3 million, and \$2 million.
- c. The state rental housing units have had a deficit of approximately \$800,000 per year based on rental income of \$900,000 per year.
- d. Public housing rental income has been steady at approximately \$13 million per year.
- e. Federal operating subsidies have been declining, currently funded at approximately \$13 million per year, or 83 percent of required funding as determined by HUD.
- f. HPHA receives no regular general funded budget from the state except for \$500,000 per year for repair and maintenance of state rental housing.
- g. HPHA periodically receives state CIP and general fund grants.
- h. In addition to operating subsidies, the federal government provides \$12 million per year in capital funding.
- i. CPA firm being recruited for one year

11. HUD Improvement Plan, deadlines

see attachment

12. Hiring

- a. Approximately 350 of 411 state positions are filled. HPHA is not moving to fill all positions because of budget shortfalls.

- b. Currently recruiting project management chief, fiscal officer, executive assistant (deputy), and financial advisor (similar to chief financial officer).

13. School Street Offices

- a. -Executive, crime/safety/volunteers, life cycle planning, financial advisor, and project management staff moving to Building E.
- b. -Building M to be built for Accounting, currently in temporary quarters; power, internet speed and reliability being improved.

14. Other matters

- a. Follow up items
- b. other

Progress Report: Hawaii Public Housing Authority Elevators reported as of 7/13/07

REPAIR OF NONFUNCTIONING ELEVATORS											Modifications Planned	
Repair Priority	Name	Type	Elevators Down	No. of Elevators	Elevators Working	Percentage Working	Repair	Contractor Name	Start Date	Estimated Completion	Major	Minor
1	Kuhio Park Terrace B	Family	2	3	1	33%	PO has been processed for Kone to repair one elevator	KONE	06/29/07	07/27/07	3	
1	Kuhio Park Terrace A	Family	2	3	1	33%	PO has been processed for Kone to repair one elevator	KONE	07/06/07	07/27/07	3	
1	Paoakalani	Elderly	1	2	1	50%	Kone started repairs on 7/13	KONE	06/29/07	07/27/07	2	
1	Kalakaua Home	Elderly	1	2	1	50%	second part broke 7/11; Kone started repairs on 7/13	KONE	07/11/07	07/27/07	2	
1	Honolulu Elderly	Elderly	0	2	2	100%	COMPLETED	KONE	06/29/07	07/06/07		2
1	Kalanihua	Elderly	0	2	2	100%	COMPLETED	State Elevators	06/29/07	07/06/07	2	
1	Kamalu Elderly	Elderly	0	2	2	100%	COMPLETED	Thyssen Krupp	06/29/07	07/05/07		2
	Makamae	Elderly	0	2	2	100%					2	
	Makua Alii	Elderly	0	2	2	100%					2	
	Punchbowl Homes	Elderly	0	2	2	100%					2	
	Banyan St Manor	Family	0	1	1	100%					1	
	Hale Poi	Elderly	0	2	2	100%					2	
	Halia Hale	Elderly	0	1	1	100%						1
	Kulaokahua	Home less	0	2	2	100%						2
	Laiola	Elderly	0	2	2	100%					2	
	Pumehana	Elderly	0	2	2	100%					2	
	Salt Lake Apts	Family	0	1	1	100%					1	
	Wiilikina Apts	Family	0	2	2	100%					2	
		Total:	6	35	29						28	1

7/16/07

Hawaii Public Housing Authority (HPHA)
Proposal Regarding Crime and Safety Issues

Objective

The primary objectives of this effort are 1) to attempt to create a better, safer and more secure living and working environment for residents and staff of HPHA housing projects; and 2) to utilize the proposed policies, strategies and other elements as means to collect information, data and documentation for use as the foundation for, or to support any criminal, summary possession (eviction), or other legal proceedings which may be instituted by HPHA, or in which HPHA may find itself involved.

In response to the growing concerns of the HPHA Office of the Executive Director relating to crime and safety within HPHA projects, information was sought through a fact-finding investigation, which included the following:

- Meetings held with:

Honolulu Police Department (HPD)

Sgt. John W. Kauwenaole, Weed & Seed, DEFY Coordinator
Lt. Kent K. Harada, Central Patrol Bureau, District 5
Capt. Moana Heu, Central Patrol Bureau, District 5
Major Kurt B. Kendro, Central Patrol Bureau, District 5
Assistant Chief Michael H. Tamashiro, Regional Patrol Bureau
Assistant Chief Michael D. Tucker, Central Patrol Bureau

State Department of Public Safety

Mr. James L. Propotnick, Deputy Director, Law Enforcement

State of Hawaii Resident Advisory Board (RAB)

Mr. David R. Yaw, Chairman
Ms. Clarissa Hosino, Member

HPHA

Property Managers (Management Units 3 and 5)
Ms. Lili Funakoshi, Hearings Officer
Aii Security, Inc., Current HPHA Security Contractor

- Review of documents including the current Housing Security Contract and current Rental Agreement together with supporting contract documents;

7/16/07

- Assessment of the Voluntary Resident Patrol Program (currently in effect at some HPHA projects), the Admission and Continued Occupancy Policy (ACOP) (primarily Chapter 12), State trespass laws, the HPHA Property Manager's Contract, as well as environmental/design and community strategies.

It is proposed that these efforts be implemented by the PMMB in conjunction with the RAB, the staff of the respective Management Units (MUs), together with the resident associations of each project, and the security contractors.

Based on the information obtained through the above investigative efforts, the following recommendations are proposed:

Pilot Program

Due to the limited availability of funding and the large number of housing projects, it is suggested that the HPHA team develop a pilot program which would initially be implemented only at the following housing projects:

	<u>Housing Project</u>	<u>Responsible Managing Unit (MU)</u>	<u>Manager</u>
1.	Kalihi Valley Homes	MU 2	Ligo Letuli
2.	Mayor Wright Homes	MU 3	Wendell Chu
3.	Puuwai Momi	MU 1	Robyn Valluzzi
4.	Punchbowl Homes	MU 5	Gail Lee
5.	Kamehameha Homes	MU 3	Wendell Chu
6.	Kaahumanu Homes	MU 3	Wendell Chu

Recommended Programs and Strategies

In an attempt to address existing crime and safety issues, it is recommended that the following actions, strategies and programs be considered as part of the pilot program proposed to be implemented at the above-identified housing projects:

1. Reassessment of the Voluntary Resident Patrol Program (and Training Manual), together with the support of, and guidance from HPD. (See attached Voluntary Resident Patrol Training Manual.)
2. Strengthening of the HPHA Rental Agreement and related lease documents, including the following:
 - a. Zero Tolerance Policy. Development of a Zero Tolerance Policy (which would be part of the Zero Tolerance Campaign described below), which may be added as a fourth document in Section (P) of the Rental agreement. (See attached draft Policy.)
 - b. Fines for Rule Violations. Implementation of a fine collection system for violation of project rules (e.g., off limits zones, etc.) could be explored, however, it must be noted that the assessment and collection of fines may require an administrative board or other panel which would be responsible for making determinations as to the violations and the applicable penalties, as well as collections in the event of non-payment by rule violators. (See proposed description of Policy, attached.)
 - c. Uniform House Rules for Projects. Development of uniform house rules for 1) all family housing projects; and 2) all elderly and disabled housing projects.
3. Development and implementation of a Zero Tolerance Campaign, which would include distribution of informational flyers bi-annually to residents by HPHA MUs and their management staff.

4. Amendment of the current "Scope of Services" section contained in HPHA's current Security Contract. (See Proposed Amendments, attached.)
5. Review and assessment of environmental/design strategies which may be applied to the above-mentioned properties. (See suggestions, attached.)
6. Development of community and social strategies collaboratively with and between HPD, and HPHA property management and administrative staff. (See recommendations, attached.)
7. Emphasizing enforcement of trespassing laws.
8. Development of an HPHA Safe Housing Hotline Program, whereby residents may call in (or potentially email) to report any violations of rules applicable to HPHA projects (e.g., house rules), or terms of the HPHA Rental Agreement.

Issues Regarding, and Proposed Amendments to, the HPHA Security Contract

Proposed Amendments to Current "Scope of Services" Section

HPHA proposes to amend the "Scope of Services" section of the current HPHA Security Contract as follows:

Paragraph (6)(o) should be revised to include the right of HPHA to require, at its discretion, Contractor to rotate its security staff among the State housing projects, so that different security teams may be assigned to the projects from time to time to avoid potential collaboration between security and problem residents, and to avoid any issues which may arise as a result.

Paragraph (6)(p) should be revised to provide HPHA the right to disallow, at its discretion, Contractor to assign any of its security officers or employees who may reside at a HPHA project to perform security, or security-related work at that project.

Other Issues Concerning, and Proposed Amendments to, the HPHA Security Contract

1. HPHA to have the flexibility to relocate security guards assigned to one State housing project, to another State housing project. (E.g., In an emergency situation, State to have the right to be able to take the security guards assigned to Punchbowl Homes and have them report to the Mayor Wrights Housing Project.)
2. HPHA to have the right to reduce or replace, at its discretion, any number of contracted security guards at any State housing project, with other law enforcement or security officers, so long as it shall provide notice to Contractor.
3. HPHA to be afforded the flexibility to reasonably adjust, and possibly extend hours of security guard coverage.
4. Contractor shall be available to attend, if necessary, meetings with HPHA staff within 24 hours' notice, except in emergency situations, in which case Contractor must be available for meetings called by HPHA with less than 24 hours' notice.
5. Contractor must be held more accountable for, and be more timely with, its reporting of events to HPHA management. Better communication must be established between the security personnel and the property management staff.

Environmental/Design Strategies

(SUGGESTIONS)

This is the one area over which management potentially has the most control. (Management is responsible for enforcing rules.)

1. Surveillance Cameras. All mid to high rise buildings should be secured, if possible, with digital surveillance cameras at all entry access areas.
2. Fencing. Perimeter fencing should be installed at all projects with restricted access, if geographically possible, and visible "Government Property" signs should be posted. Such improvements create a sense of a gated community instead of public housing.
3. Lighting. Supplemental lighting should be installed in dark areas to brighten the environment, and to secure against vandalism, deter loitering and prevent other criminal activity. Critical areas include parking lots, stairways, and perimeter areas, particularly if there are grassy areas surrounding the project.
4. Controlled Vehicle Access. The idea of electronic gates with card access should be explored. Only residents with registered vehicles should be allowed entry to premises. Visitor areas; pick-up and drop off areas; and other assigned areas should be clearly designated.
5. Maintenance of Landscaping and Overgrown Vegetation. Bushes and heavily vegetated areas should be cut back and maintained to create a better environment and improve visibility for security personnel.
6. Signage. Visible No Parking/Tow Away signs should be posted consistently throughout the projects.
7. Off Limits Zones. Off limits night and/or day zones should be established on the properties to mitigate trespass and loitering.

Community & Social Strategies

(RECOMMENDATIONS)

1. Management must take the lead and actively work with HPD. It is critical that residents, from time to time, see the project manager(s) actively participate in community policing.
2. Management must be visible, and need to be seen walking the project properties both day and night. Such visibility indicates to residents that the managers care about, and have a personal commitment to the project and the residents.
3. Management must be firm, fair and consistent in holding tenants accountable for compliance with the terms of the lease, including the conduct of themselves, their household members, guests and visitors, at all times while on HPHA premises.
4. Management must be firm in the enforcement of the terms of the Security Contracts, and need to build better working relationships with its security contractor.
5. Management should work with the HPHA hearings officers to establish better guidelines relating to violations of the Rental Agreement and the eviction process, including the following comments/suggestions:
 - a. It is important that there is consistency among the MUs on when they should refer a tenant for eviction based on violations of the Rental Agreement involving crime/safety issues. (i.e. Some MUs refer after 1-2 incidents/complaints received over the course of 1-2 months vs. other MUs that refer after 10 incidents/complaints received over the course of 14 months for the same type of violation). Sometimes the inconsistency is so obvious that the Eviction Board members have asked the MUs about the delay in referring the case for eviction. Management input should be obtained to determine what guidelines they could follow regarding the number of incidents that occur before the MU refers the case for eviction. This might depend on the severity of the incident observed or complained about: arguments vs. threats with a weapon.
 - b. When sending out the Notice of Violation to the Tenant, the Notice should be as descriptive and detailed as possible and this detail should carry over to the Interoffice Memorandum so when the Eviction Board reviews the case, it is clear that the MU has a strong case for ordering an eviction. NOTE: Please check whether the Violence Against Women's Act (VAWA) would apply in this situation before making the referral.
 - c. If the incident involves a police report, it's very helpful to have the police report number contained within the referral because the Hearings Office will subpoena the report(s) for the hearing.

Zero Tolerance Policy

(DRAFT)

This document sets forth the Zero Tolerance Policy of (name of Project) for family dwellings. The policy is made a part of the rental agreement between (the State of Hawaii or name of Project) and Tenant ("Rental Agreement"), and applies to all tenants, each member of tenant's family, and tenant's employees and visitors.

The following shall constitute enforceable Zero Tolerance rules, despite the language in which the same may be expressed:

General Provision

Tenant agrees that Management may immediately terminate the Rental Agreement if Management determines that any member of tenant's household, including any family member, guest, or visitor, has engaged in any of the following activities, which shall be considered due cause for termination and eviction from the HPHA housing unit:

Drugs

Any drug-related activity on or off the HPHA housing property, including, but not limited to, the manufacture, production, sale, or purchase of any drug. Management shall have the discretion to consider all the circumstances and effects of the violation.

Physical Violence

Any physical violence, altercation, or confrontation that threatens the health, safety and right to a safe environment of HPHA housing residents, surrounding neighbors, or HPHA staff.

Property Damage

Any destructive activity, including, but not limited to, graffiti, damage to, or removal of HPHA government property.

Alcohol

Any loitering and drinking of alcoholic beverages in the HPHA housing common areas as defined in the housing project rules.

Off Limits Zones

Violation of rules relating to off limits zones designated throughout the HPHA housing property.

Hawaii Public Housing Authority
Zero Tolerance Policy Acknowledgement Form

Project Name _____

Unit Number _____

I have read and fully understand the rules and regulations of the Zero Tolerance policy and acknowledge that I/We and members of my family agree to fully comply.

Print Name of Tenant

Signature of Tenant

Date

Date

Fines for Rule Violations Policy

(PROPOSED DESCRIPTION)

This policy is intended to be used to impose a tangible consequence upon tenants for failure to adhere to the terms of the rental agreement, and all related and supporting documents, including but not limited to any all of the following:

1. project rules
2. house rules
3. grievance procedures
4. pet policies
5. zero tolerance program policies
6. parking rules
7. ACOP rules

The following fine process is proposed to be instituted for violations of any of the above-mentioned rules, procedures, and policies:

First Offense:

Verbal warning and written citation

Second Offense:

Written citation, \$50 fine, and possible eviction (depending upon the nature of the violation)

Third Offense:

Eviction

HAWAII PUBLIC HOUSING AUTHORITY
REPAIR & MAINTENANCE AND CAPITAL PROJECTS

2007-2008 Repair and Maintenance Funds (\$4.5M)

\$ 3,000,000.00 Vacant Unit Repairs = \$1.5M contract costs (50 KVH/ 50 Oahu/50 Hilo); \$1.5M for MUs new/existing vacants
 \$ 1,000,000.00 General R&M (approx. \$180/unit)
 \$ 500,000.00 Annual Base R&M

	<u>Design Costs</u>	<u>Construction</u>	<u>Notes</u>
Lai'ola: Fire Alarm System	\$ 50,000.00	\$ 300,000.00	Infrastructure (108 units) (Wahiawa)
Kupuna Home Waialua: Sewage Trtmnt Plant	\$ 30,000.00	\$ 170,000.00	Infrastructure (40 units) (Waialua)
Puuwai Momi: Roof & Gutter Repair	\$ -	\$ 70,000.00	in-house design; administrative offices (Halawa)
Kalanihuia: Trash Chute Repair	\$ -	\$ 15,000.00	Infrastructure (151 units)
Kuhio Park Terrace: Repair Burned Unit	\$ -	\$ 50,000.00	1 long term vacant
Hilo: OCCC (Unit and Site Repairs)	\$ -	\$ 162,000.00	Hilo Projects, primarily landscaping
Ho'olulu/Kamalu: Emergency Call System	\$ 50,000.00	\$ -	(1) Construction charged to '07 CIP (Waipahu)
Elevator Consulting Services	\$ 100,000.00	\$ -	Inspect all projects; modernize KPT
Recurring Maintenance Contracts	\$ -	\$ 503,000.00	tree trimming, refuse, sewage treatment plant, fire alarms, boilers, etc.
SUBTOTALS	\$ 230,000.00	\$ 1,270,000.00	
TOTAL (Design and Construction)		\$ 1,500,000.00	

2006-2007 Capital Improvement Program (\$4.9M)

\$ 950,000.00 Design
 \$ 3,950,000.00 Construction

	<u>Design Costs</u>	<u>Construction</u>	
Hawaii Vertical Transportation (Elev. R&M)	\$ -	\$ 913,000.00	Maximum contracted cost (10/06-8/07)
Puahala: Site Work, Sidewalks, Retaining Wall	\$ 199,758.00	\$ 1,500,000.00	Infrastructure (128 units) (Honolulu)
Hale Poai: Fire Alarm/Sprinklers, Heat Pumps	\$ 173,000.00	\$ 1,500,000.00	Infrastructure (208 units) (Honolulu)
Elevator Consulting Services	\$ 577,242.00	\$ -	Actual contracted cost (5 yrs)
SUBTOTALS	\$ 950,000.00	\$ 3,913,000.00	
TOTAL (Design and Construction)		\$ 4,863,000.00	

2007-2008 Capital Improvement Program Elevators (\$5M)

Minor Elevator Modernization at Ho'olulu, Kamalu, Halia Hale, Kulaokahua	\$ 50,000.00	\$ 690,000.00	(Oahu)
Kalakaua Elevator Improvements	\$ 40,000.00	\$ 660,000.00	(Oahu)
Kuhio Park Terrace Elevator Modernization	\$ -	\$ 3,000,000.00	(Oahu)
Kalanihuia - Elevator Improvements	\$ 40,000.00	\$ 520,000.00	(Oahu)
SUBTOTALS	\$ 130,000.00	\$ 4,870,000.00	
TOTAL (Design and Construction)		\$ 5,000,000.00	

HAWAII PUBLIC HOUSING AUTHORITY
REPAIR & MAINTENANCE AND CAPITAL PROJECTS

2007-2008 Capital Improvement Program (\$20M)

\$ 2,000,000.00 Design
\$ 18,000,000.00 Construction

	<u>Design Costs</u>	<u>Construction</u>	
Lanakila: Disability Fair Housing Renovations	\$ 300,000.00	\$ 3,000,000.00	Phase I (80 units in complex)
Makani Kai Hale: Siding & Electrical Work	\$ 80,000.00	\$ 750,000.00	Infrastructure (29 units) (Maui)
Kahekili Terrace: Roof & Solar Repairs	\$ 60,000.00	\$ 400,000.00	Infrastructure (82 units) (Kahului)
Puuwai Momi: Electrical Distribution System	\$ 100,000.00	\$ 1,000,000.00	Infrastructure (280 units) (Halawa)
HPHA Building A: Asbestos Abatement	\$ 300,000.00	\$ 3,000,000.00	Administrative Offices
Hale Hauoli: Roofing and Interior Repairs	\$ 200,000.00	\$ 2,000,000.00	Infrastructure (40 units) (Honokaa)
Kuhio Park Terrace: Sewer Repair	\$ 150,000.00	\$ 2,000,000.00	Infrastructure (572 units Towers A&B)
Ho'olulu/Kamalu: Emergency Call System	\$ -	\$ 500,000.00	⁽¹⁾ Design charged to R&M (Waipahu)
Lokahi: Site Work and Bath Renovations	\$ 170,000.00	\$ -	⁽²⁾ Construction charged to '08 CIP (Hilo)
Mayor Wright Homes: Solar Water	\$ 300,000.00	\$ -	Use CFP 716 for construction (Honolulu)
Mayor Wright Homes: Kitchen/Bath Repairs	\$ 100,000.00	\$ -	⁽³⁾ Construction charged to '08 CIP (Honolulu)
Cesspool Conversions to Sewer Hook Up	\$ -	\$ 2,000,000.00	
Paoakalani - Elevator Improvements	\$ 40,000.00	\$ 550,000.00	(Oahu)
Makua Alii - Elevator Improvements	\$ 35,000.00	\$ 550,000.00	(Oahu)
Pumehana Elevator Improvements	\$ 35,000.00	\$ 550,000.00	(Oahu)
Punchbowl Elevator Improvements	\$ 35,000.00	\$ 450,000.00	(Oahu)
Makamae Elevator Improvements	\$ 35,000.00	\$ 450,000.00	(Oahu)
Salt Lake Apt Elevator Improvements	\$ 20,000.00	\$ 250,000.00	(Oahu)
Hale Poai Elevator Improvements	\$ 20,000.00	\$ 350,000.00	(Oahu)
Laiola Elevator Improvements	\$ 20,000.00	\$ 200,000.00	(Oahu)
SUBTOTALS	\$ 2,000,000.00	\$ 18,000,000.00	
TOTAL (Design and Construction)		\$ 20,000,000.00	

CAPITAL FUND CONTRACTS FFY2006 (\$10M)

Kalihi Valley Homes Phase 3B Construction	\$ 6,300,000.00
Paoakalani - Roofing, Conc Spall Repair & Parapet Wall Constr	\$ 400,000.00
Kuhio Park Terrace Fire Alarm - Design/Build	\$ 2,000,000.00
Kaimalino, Misc. Exterior Repairs and Painting	\$ 1,300,000.00
TOTAL	\$ 10,000,000.00

CAPITAL FUND CONTRACTS FFY2007 (\$10M)

Kealakehe - Roofing and Exterior Repairs	\$ 1,200,000.00
Mayor Wright Homes Solar Water Heater Improvements	\$ 3,000,000.00
Nani Olu Roofing and Exterior Repairs	\$ 1,200,000.00
Hale Hookipa Roofing and Exterior Repairs	\$ 1,100,000.00
Cesspools - Kaimalino	\$ 2,000,000.00
Type "C" - Vacant Units	\$ 1,000,000.00
Mayor Wright Homes Roof Repair	
KPT Termite Repair	
Kauikalanani Roof Repair	
Wahiawa Roof Repair	
Kaahumanu Roof Repairs	
KPT Roof Repairs	
KPT - Trash Chutes	\$ 500,000.00
TOTAL	\$ 10,000,000.00

Jobs and Estimated Costs are Subject to Change

HAWAII PUBLIC HOUSING AUTHORITY PROJECT STATUS

LOCATION	PROJECT NAME	FAMILY OR ELDERLY, STATE	DATE OF 1ST OCCUPANCY	YRS OLD	TOTAL UNITS	VACANT UNITS (FEDS)	VACANT UNITS (STATE)	FUTURE AND CURRENT (BOLD) CONSTRUCTION WORK	EST. COMP. DATE
OAHU									
Waiea	Puuwai Momi	F	1969	38	260	3		Roof and gutter repair	Dec-07
Pearl City	Hale Laulima	F	1981	26	36	0			
Vaipahu	Waipahu I	F	1970	37	19	0			
Vaipahu	Waipahu II	F	1970	37	20	0			
Vaipahu	Kamalu	E,S	1993	14	109		2	Emergency Call System	Oct-07
Vaipahu	Ho'olulu	E,S	1992	15	112		10	Termite Damage Repair in 9 vacant units	Nov-07
								Emergency Call System	Oct-08
Vaianae	Waimaha-Sunflower	F	1980*	32	130	7			
Vaianae	Kau'iohalani	F	1995	12	50	10			
Vaianae	Maili I	F	1969	38	20	0			
Vaianae	Maili II	F	1999	8	25	3			
Vaianae	Nanakuli Homes	F	1969	38	36	1			
Kaneohe	Koolau Village	F	1969	38	80	2			
Kaneohe	Hookipa Kahaluu	F	1983	24	56	13			
Kaneohe	Kaneohe Apts.	F	1984	23	24	1			
Vaimanalo	Kauhale Ohana	F	1995	12	25	6			
Vaimanalo	Waimanalo Homes	F	2001	6	29	0			
Vaimanalo	Waimanalo Homes II	F	2001	6	22	0			
Vahiawa	Kauhale Nani	F	1980	27	50	9			
Vahiawa	La'iola	E,S	1991	16	108		9	Upgrade fire alarm system	Jun-08
								Elevator Improvements	Aug-10
Vahiawa	Wahiawa Terrace	F	1966	41	60	8		Roof Repair	May-08
Vaialua	Kupuna Home O Waialua	E	1977	30	40	8		Sewage Treatment Plant - Infrastructure	Jun-09
Salt Lake	Salt Lake	F	1982**	38	28	0		Elevator Improvements	Aug-10
Kalihi	Kalihi Valley Homes	F	1953	54	373	36		Modernization Phase 3b	Aug-08
Kalihi	Hauiki Homes	F,S	1964	43	46		15	Hazardous Materials Abatement	Jan-08
Kalihi	Puahala Homes I	F,S	1952	55	28		37*****	Infrastructure - site work, sidewalks,	Dec-08
Kalihi	Puahala Homes II	F,S	1952	55	20			retaining wall	Dec-08
Kalihi	Puahala Homes III	F,S	1959	48	40			"	
Kalihi	Puahala Homes IV	F,S	1959	48	40			"	
Kalihi	Mayor Wright Homes	F	1952	55	363	18		Roof Repair and vacant unit "C"	May-08

HAWAII PUBLIC HOUSING AUTHORITY PROJECT STATUS

LOCATION	PROJECT NAME	FAMILY OR ELDERLY, STATE	DATE OF 1ST OCCUPANCY	YRS OLD	TOTAL UNITS	VACANT UNITS (FEDS)	VACANT UNITS (STATE)	FUTURE AND CURRENT (BOLD) CONSTRUCTION WORK	EST. COMP. DATE
								Solar Water	Jun-09
								Kitchen & Bath Repairs	Jun-09
Kalihi	Kaahumanu Homes	F	1958	49	152	6		Roof Repair	May-08
Kalihi	Kamehameha Homes	F	1997	10	221	9			
Kalihi	Kuhio Park Terrace	F	1965	42	615	38		Telephones in Building B	Aug-07
								Sewer Line Repairs - Type "C" Units	Nov-08
								Termite Damages - Type "C" units	May-08
								Roof Repair - Type "C" units	May-08
								Repair burned unit	Oct-07
								Sewer Repair (infrastructure towers A & B)	Oct-08
								Elevator Improvements	Oct-09
Kalihi	Kuhio Homes	F	1953	54	134	2			
Kalihi	Hale Po'ai	E,S	1989	18	206			Fire Alarm/Sprinklers, heat pump	Jun-09
								Elevator Improvements	Aug-10
Kalihi	Halia Hale	E,S	1995	12	41			Removal of Man-lift	Aug-07
Honolulu	Kalakaua Homes	F	1983	24	221	8		Elevator Improvements	Aug-10
Honolulu	Makua Alii	E	1967	40	211	1		Sewer Line Renovation - "C" units	Sep-07
								Spall Repairs	Jun-09
								Elevator Improvements	Aug-10
Honolulu	Paoakalani	E	1970	37	151	3		Elevator Improvements	Aug-10
Honolulu	Punchbowl Homes	E	1960	47	156	5		Elevator Improvements	Aug-10
Honolulu	Kalanihua	E	1969	38	151	5		Trash chute repair	Sep-07
								Elevator Improvements	Aug-10
Honolulu	Makamae	E	1971	36	124	10		Structural Repairs	Sep-07
								Elevator Improvements	Aug-10
Honolulu	Spencer House	F	1986***	39	17	10			
Honolulu	Pumehana	E	1972	35	139	3		Elevator Improvements	Aug-10
Honolulu	Palolo Valley Homes	F	1957	50	118	3			
HAWAII									
Hilo	Lanakila Homes I	F	2000****	7	100	4		Fair Housing Renovations	Dec-08
Hilo	Lanakila Homes II	F	2000****	7	44	6		Demolition of Phase 3 & 4	Nov-07
Hilo	Lanakila Homes III	F	1962	45	30	0		Physical Improvements - Construction	Sep-08
Hilo	Lanakila Homes IV	F	2005	2	48	3			

HAWAII PUBLIC HOUSING AUTHORITY PROJECT STATUS

LOCATION	PROJECT NAME	FAMILY OR ELDERLY, STATE	DATE OF 1ST OCCUPANCY	YRS OLD	TOTAL UNITS	VACANT UNITS (FEDS)	VACANT UNITS (STATE)	FUTURE AND CURRENT (BOLD) CONSTRUCTION WORK	EST. COMP. DATE
Keeau	Hale Aloha O Puna	E	1977	30	30	9			
Hilo	Hale Olaloa	E	1976	31	50	3			
Hilo	Kauhale O'Hanakahi	F	1997	10	20	6			
Hilo	Lokahi	F,S	1962	45	30		16	Site work and bath renovations	Dec-08
Pahala	Pahala	E	1972	35	24	6		Lg Capacity Cesspool Conversion	Sep-07
Hilo	Pomaikai Homes	E	1967	40	20	5			
Hilo	Punahale Homes	F	1967	40	30	3			
								Contract with OCCC for unit and site work for all Hilo projects-currently doing landscaping	Jun-08
Kamuela	Noelani II	F	1988	19	24	5		Reroofing and misc. exterior repairs	Sep-08
								Lg Capacity Cesspool Conversion	Feb-08
Honokaa	Hale Hauoli	E	1970	37	40	4		Roofing and Interior Repairs	Jun-09
Waikoloa	Ke Kumu Ekolu	F	1997	10	20	2			
Waikoloa	Ke Kumu Elua	F,S	1995	12	16		9		
Kamuela	Noelani I	F	1983	24	19	3		Reroofing and misc. exterior repairs	Sep-08
								Lg Capacity Cesspool Conversion	Feb-08
Kailua-Kona	Ka Hale Kahaluu	F	1981	26	50	0		Modernization (Physical Improvements)	Oct-07
Kealahou	Hale Hookipa	E	1976	31	32	11		Tree Removal	Aug-07
Kailua-Kona	Kaimalino	F	1971	36	40	1		Lg Capacity Cesspool Conversion	Aug-08
Kailua-Kona	Kealahou	F	1985	22	48	2		Lg Capacity Cesspool Conversion	Apr-08
Kealahou	Nani Olu	E	1981	26	32	8		Roofing and misc. repairs	Dec-08
KAUAI									
Kapaa	Kapaa	F	1966	41	36	2			
Kilauea	Hale Hoolulu	E	1974	33	12	0			
Kapaa	Hale Nana Kai O Kea	E	1977	30	38	0			
Hanalei	Hui O Hanalei	F	1966	41	46	2			
Kalaheo	Kalaheo	F	1967	40	8	3			
Koloa	Kawaiahae State	F,S	1993	14	26				
Kekaha	Kekaha Ha'aheo	F	1982	25	77	1			
Elele	Elele Homes	F	1966	41	24	0			
Elele	Hale Hoonanea	E	1976	31	40	1			
Vaimea	Home Nani	E	1970	37	14	0			

HAWAII PUBLIC HOUSING AUTHORITY PROJECT STATUS

LOCATION	PROJECT NAME	FAMILY OR ELDERLY, STATE	DATE OF 1ST OCCUPANCY	YRS OLD	TOTAL UNITS	VACANT UNITS (FEDS)	VACANT UNITS (STATE)	FUTURE AND CURRENT (BOLD) CONSTRUCTION WORK	EST. COMP. DATE
Koloa	Kawailehua - Federal	F	1993	14	25	0			
MAUI									
Mailuku	Kahekili Terrace	F	1966	41	82	12		Roof and Solar Repairs	Jun-09
_ahaina	David Malo Circle	F	1966	41	18	1			
Waiehu	Makani Kai Hale	F	1995	12	25	5		Siding and Electrical Work	Jun-09
_ahaina	Piilani Homes	E	1970	37	42	2			
Waiehu	Makani Kai Hale II	F	1998	9	4	2			
Maunaloa	Kahale Mua - Federal	F	1993	14	25	6			
Maunaloa	Kahale Mua - State	F,S	1992	15	32		7		
					6227	346	105		
* Waimaha-Sunflower was built in 1975 & acquired by HPHA in 1980									
** Salt Lake was built in 1969 but acquired by HPHA in 1982									
*** Spencer House was built in 1968 but acquired by HPHA in 1982									
**** Lanakila Homes I & 2 were built in 1951 but demolition and brought back up as new construction									
***** 37 vacancies are for Puahala I, II, III and IV									

Update on status of General Ledger for July 1, 2006 through June 30, 2007

Working with both Gary Nakatsu and Nancy McWatters from Emphasys, the Accounting Section is moving to post our 2007 Fiscal Year general ledger to the Emphasys software. This is because after evaluating the past progress that our IT department and accounting section have completed, we have come up with an external stand alone copy of the general ledger (excel worksheet files) that can be imported into the Emphasys software. These external files contain the general ledger postings for the months of July through November 2006. And although these journal entries balance, a few problems were encountered in preparing the file for import to Emphasys.

There are five consistent problems we are running into when extracting and preparing information for the external stand alone copy:

1. **GL Account no. does not exist** –when information is extracted and converted to the Emphasys software, our old system used a three segment code for each account title (ex. 332-1129.00-035 -> Fund-G/L Account no.-project). The Emphasys system utilizes a six segment code instead of three; so when g/l information is converted for Emphasys, the G/L Account no. needs to be converted.
2. **Account combinations do not exist**- After information is converted, a few G/L account nos. do not match Emphasys' chart of accounts. These entries need to be matched to their proper g/l account and reinputted into the stand alone copy.
3. **Format errors** – Information is only as good as its original input. Our general ledger was inputted from three different sources: Data Entry Institute, ICSD, and Accounting staff. However, the data was not inputted 100% correctly which forces us to refer to the original source documents to correct them. Example: Amount should be \$5.01; amount is inputted as \$5.10.
4. **Unknown Account Descriptions** – General ledger accounts converted to Emphasys format (in our external working file) do not have transaction descriptions. This prevents us from accessing the source documents to identify the item.
5. **Duplicate entries** – Just recently we discovered that certain data items were inputted twice. This means that journal entries were recorded twice.

Presently, we plan to test the July 2006 general ledger transactions with the Emphasys software on July 23rd. If this test is successful, our action plan is to have a live General Ledger on the Emphasys software by August 15th. Nancy McWatters returns to Hawaii on August 6. The report to HUD is due 8/30/07.

7/17/07

HPHA Improvement Plan
(Revision 1 - Effective March 1, 2007)

Element 1: Vacancies	
Target	
1. 95% occupancy in each project	
2. 30-day unit turnaround for units that become vacant	
Reports	Target Date
1. By development, status of vacant unit turnaround each month. Include the PHA-wide average unit turnaround starting from 7/1/06 and ending each reporting month or period.	1. By the 15 th of each month for the preceding month
2. Draft written procedure for handling move-outs, unit renovation, and re-renting units	2. By 4/15/07

Element 2: Condition of Units	
Target	
1. 100% of projects achieve a score of 60 or better on REAC inspections	
2. 100% of units inspected annually following UPCS protocol	
3. 100% quality control reviews of annual unit inspection (AUI) UPCS forms	
Reports	Target Date
1. By development, monthly unit inspections planned and completed in accordance with established protocol and percentage of quality control reviews completed each month.	1. By the 15 th of each month for the preceding month

Element 3: Work Orders	
Target	
1. 97% of emergency work orders completed within 24 hours; no emergency work orders open for more than 30 days	
2. 100% of non-emergency work orders completed within an average of less than 25 calendar days	
3. 100% of work orders that are open for one year or more are closed	
Reports	Target Date
1. By development, number of emergency and routine work orders completed and outstanding	1. By the 15 th of each month for the preceding month
2. Written procedure for work order processing	2. By 4/15/07

Element 4: Rent Collection <i>4m 1.4 still in</i>	
Target	
1. Reduce Tenant Receivable Outstanding to achieve a score of 2.0 out of 4.5 points under PHAS	
2. Achieve rent collection ratio of 98%	
3. Compliance with HPHA rent collection policy and procedures	
4. Eviction Board hears non-payment of rent cases within 90 days of delinquency	
Reports	Target Date
1. By development, Aging Report on TARS (30 days, 60 days, and 90 days) with subtotals by projects; Rent Collection Report (rent collected, tenant rent, repayment amount, and collection ratio); and Tenant Receivable Outstanding score for PHAS for the month reporting.	1. By the 15 th of each month for the preceding month
2. By development and by unit, status of action to evict for nonpayment of rent (amount of delinquency, date of delinquency, date of referral for eviction, date of eviction hearing, list of special cases that are delinquent since 2005 and prior and reasons for delay in hearing).	2. By 15 th of each month for the preceding month

Element 5: Procurement and Contract Administration	
Target	
1. Fill Contracting and Procurement Officer (CPO) position with qualified person to oversee all procurement and contracting activities	
Reports	Target Date
1. Report to HUD action(s) HPHA will undertake in response to HUD non-concurrence letter dated January 9, 2007.	1. By 4/15/07

Element 6: Evictions Non-Rent Cases	
Target	
1. Violators of rules of tenancy are evicted if they fail to comply	
2. Eviction Board hears non-rent cases within 120 days of referral	
Reports	Target Date
1. By development, unit and tenant name, status of action to evict for non-rent violations (violation, date of violation, date of referral for eviction, date received by Hearings Office, action taken by Hearings Office, hearing date, status). Provide detail status including justification(s) and monthly PHA follow-up action(s) taken for those referrals exceeding 120 days.	1. By the 15 th of each month for the preceding month

Element 7: Resident on HPHA Board of Directors	
Target	
1. Resident on HPHA Board of Directors	
Reports	Target Date
1. Key action steps and target dates for appointment of resident to the HPHA Board of Directors	1. Completed

Element 8: Management Information System	
Target	
1. Management Information System able to produce standalone generated reports for financial data, tracking of work orders deferred to the modernization program, for MASS certification, etc.	
2. Achieve 95% accurate reporting rate in PIC	
Reports	Target Date
1. Status report on accuracy of PIC data and PIC reporting	1. By the 15 th of each month for the preceding month

Element 9: Budget Monitoring (<i>material weakness</i>)	
Target	
1. HPHA resources are targeted to priority needs of the housing projects	
Reports	Target Date
1. Monthly actual income and expense to budgeted income and expense comparison	1. To be determined
2. Status report on filling the vacancies and training of new staff in Accounting division.	2. By the 15 th of each month for the preceding month
3. Status report on actions taken to provide training and implement the Accounting Module.	3. By the 15 th of each month for the preceding month

Element 10: Public Housing Agency	
Target	
1. Viable public housing agency in place	
Reports	Target Date
1. Current organizational structure and chart with total number of positions for each division with names and titles.	1. By 4/15/07
2. Status report on implementing the organizational structure and filling the positions.	2. By the 15 th of each month for the preceding month

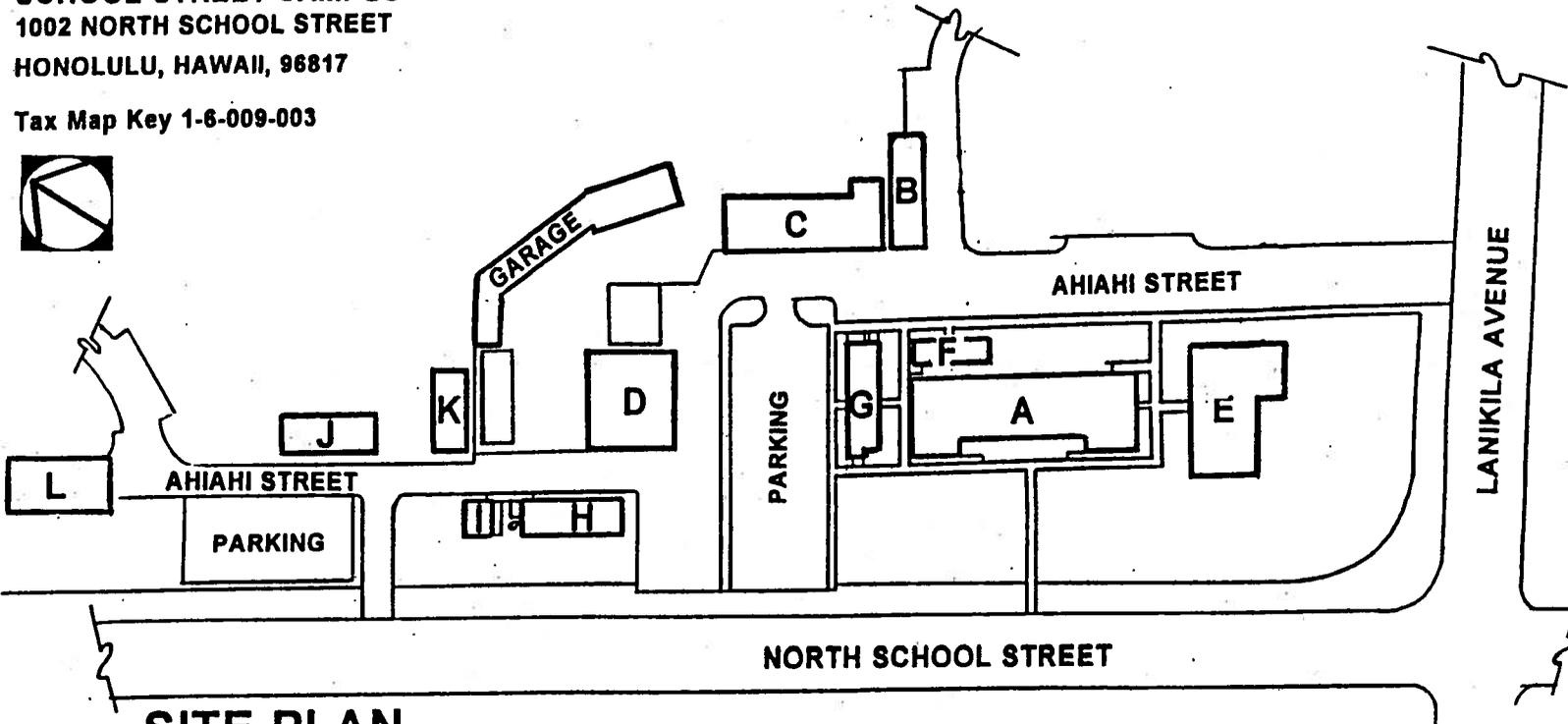
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)

SCHOOL STREET CAMPUS

1002 NORTH SCHOOL STREET

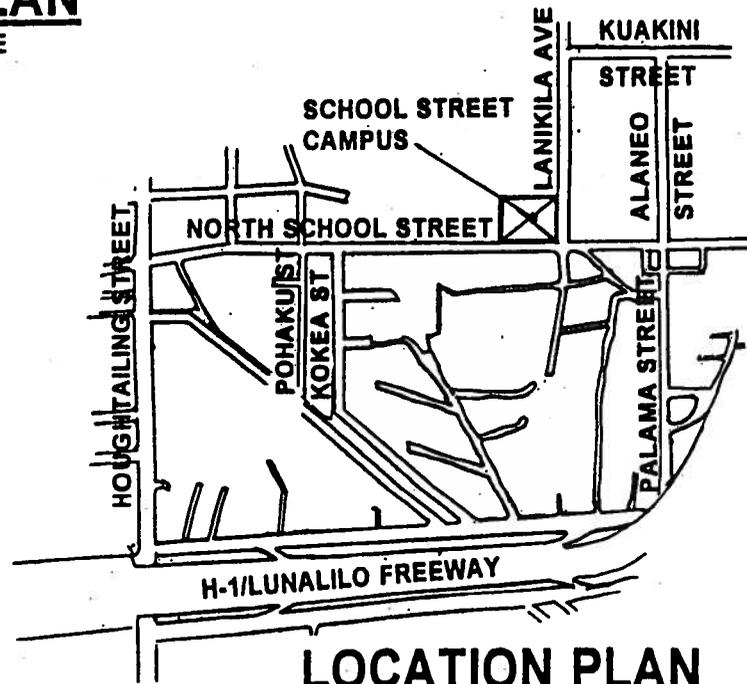
HONOLULU, HAWAII, 96817

Tax Map Key 1-6-009-003



SITE PLAN

NOT TO SCALE



LOCATION PLAN

NOT TO SCALE

BUILDING IDENTIFICATION LEGEND

- A CENTRAL OFFICE
- B ADMINISTRATIVE SERVICES
- C ACCOUNTING
- D MAINTENANCE SHOP
- E ADMINISTRATIVE OFFICE
- F HEARING OFFICE
- G HOUSING MANAGEMENT
- H HOMELESS
- I ENGINEERING ASBESTOS BUILDING
- J ENGINEERING MAIN OFFICE
- K ENGINEERING/INSPECTION SERVICES
- L RESIDENT TRAINING

July 5, 2007

Follow up Action Requested by Board of Directors

Regarding No. 1:

Federal laws require that Public Housing Authorities treat all applicants and participants equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. To prohibit children from residing or visiting high-rise apartments would be a violation of familial status.

Hawaii Public Housing Authority (HPHA) has a Section 8 Project Based Voucher (PBV) Program that is allowable under The Department of Housing and Urban Development (HUD) regulations. HPHA has a Housing Assistance Payment Contract with Palolo Valley Homes, LLP, who operates Palolo Valley Homes. Palolo Valley Home is the only PBV project on Oahu. Palolo Valley Homes consist of 63 semi-detached and townhouse type buildings. There are 306 units within this project and each building is greater than 2 floors. Ingress into the second floor units are via a stairway with a landing (porch) and a concrete barrier surrounding the stairway and landing.

Regarding No. 4:

The Rent Supplement Program (RSP), a State funded rental assistance program, currently provides a maximum \$160 per month to eligible qualified tenants. The 2007 legislature passed HB 1364 and SB 1450, allowed Hawaii Public Housing Authority to adjust the subsidy amount to reflect current market conditions effective January 1, 2008. In addition, the median income used to determine income eligibility has been increased from 50% of the county median income to 95% of the county median income. By allowing the increase in income limits, the program seeks to reduce homelessness for those families who do not qualify of any federal assistance programs.

The current appropriation for FY 2006-2007 was \$945,872. The average subsidy is \$147 per month which can assist a total of 536 families. Currently, there are 357 families on this program. HPHA is working towards fulfilling their obligation by adding 179 families onto the program.

It is proposed that HPHA increase the RSP maximum subsidy amount to \$230. The program will support 396 families with an average subsidy of \$199. HPHA will add to this program an additional 39 families. The increase would affect 301 families who are currently receiving the \$160 maximum subsidy.

THE SENATE
THE TWENTY-FOURTH LEGISLATURE
REGULAR SESSION OF 2007

COMMITTEE ON HUMAN SERVICES AND PUBLIC HOUSING

Senator Suzanne Chun Oakland, Chair
Senator Les Ihara, Jr., Vice Chair

NOTICE OF PUBLIC HOUSING BRIEFING

DATE: Monday, July 16, 2007
TIME: 10:00 a.m.- 12:00 p.m.
PLACE: Conference Room 229
State Capitol
415 South Beretania Street

A G E N D A

- I. Welcome and Introductions
- II. State-of-the-State on Hawaii's Public Housing-
Chad Taniguchi, Executive Director, Hawaii Public
Housing Authority
- III. Role of Housing and Urban Development-
Mike Flores, HUD
- IV. Tenant Participation in Public Housing
Improvements- Diane Tiara, Deputy Attorney
General, Office of the Attorney General
Tenant Association Representatives
- V. Announcements
- VI. Next Meeting: November 7, 2007, 10:30 am-12pm,
Rm. 229
- VII. Adjournment

If you require special assistance or auxiliary aids or services to participate in the public hearing process (i.e., sign language interpreter, wheelchair accessibility, or parking designated for the disabled) please contact the committee clerk 24 hours prior to the hearing so arrangements can be made.

FOR FURTHER INFORMATION, PLEASE CALL THE COMMITTEE CLERK AT 586-6130.

Senator Suzanne Chun Oakland
Chair

HSPhearingnotice
HSPhearingnotice
HSPhearingnotice

THE SENATE

THE TWENTY-FOURTH LEGISLATURE
REGULAR SESSION OF 2007

COMMITTEE ON HUMAN SERVICES AND PUBLIC HOUSING

Senator Suzanne Chun Oakland, Chair

Senator Les Ihara, Jr., Vice Chair

NOTICE OF PUBLIC HOUSING BRIEFING

DATE: Wednesday, November 7, 2007
TIME: 10:30 a.m.- 12:00 p.m.
PLACE: Conference Room 229
State Capitol
415 South Beretania Street

AGENDA

- I. Welcome and Introductions
- II. Progress Report on Hawaii's Public Housing- (do you have any specific topics you plan to discuss?)
Chad Taniguchi, Executive Director, Hawaii Public Housing Authority
- III. Potential 2008 Legislation
- IV. Announcements
- V. Next Meeting: suggested date?
- VI. Adjournment

If you require special assistance or auxiliary aids or services to participate in the public hearing process (i.e., sign language interpreter, wheelchair accessibility, or parking designated for the disabled) please contact the committee clerk 24 hours prior to the hearing so arrangements can be made.

FOR FURTHER INFORMATION, PLEASE CALL THE COMMITTEE CLERK AT 586-6130.

Senator Suzanne Chun Oakland
Chair

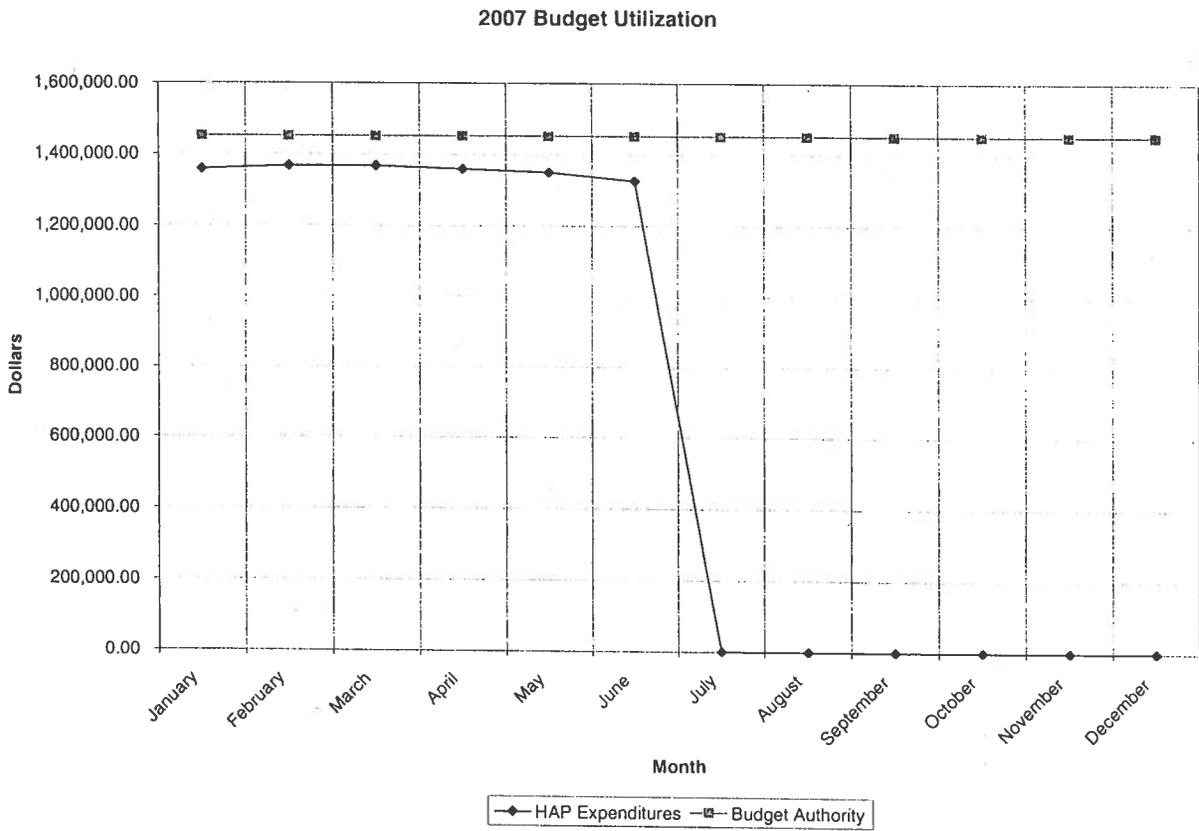
**Executive Director's Report
Month of July 2007**

1. Elevators
2. Priorities
 - a. Fixing vacant units
 - b. Filling vacant units, administrative rules
 - c. Evictions for nonpayment of rents and rules violations
 - d. Finishing work orders
 - e. Performance evaluations
3. Regular meetings with management units, homeless providers
4. Project Management Organization, recruitment
5. Community organizing
 - a. Volunteers
 - b. Education
6. Privately managed public housing contracts
7. Section 8 landlord payments and rent bills
8. Homeless programs
9. Construction Schedule
10. General ledger progress toward August 30, 2007 deadline
11. HUD Improvement Plan, deadlines
12. Hiring
13. School Street offices
14. Other matters
 - a. Section 8 Subsidy Programs Branch – Exhibit A
 - b. Homeless Programs Branch – Exhibit B
 - c. Construction Management Section – Exhibit C
 - d. Personnel Office – Exhibit D
 - e. Hearings Office – Exhibit E
 - f. Compliance Office – Exhibit F
 - g. Information Technology Office – Exhibit G
 - h. Fiscal Management Office – Exhibit H
 - i. Contract Procurement Office – Exhibit I
 - j. Property Management & Maintenance Services Branch – Exhibit J

Section 8 Subsidy Programs Branch
Program Report

As of June 30, 2007

- For CY 2007, unadjusted monthly voucher lease up is 1,820. The Housing Assistance Payments (HAP) unadjusted budget utilization average is 93.33%. The monthly average per unit cost subsidy is \$741.00 per month. The percentage reduction in the CY 2007 Budget Utilization is a result of The Department of Housing and Urban Development (HUD) 2007 Final Funding Allocation that gave Hawaii Public Housing Authority (HPHA) \$17,408,280. The increase in funding will allow HPHA to approximately assist an additional 137 families.



- For FY 2006-2007, the unadjusted budget utilization average is 99.1%. The average per unit cost subsidy is \$728.00 per month.
- For FY 2006-2007, the average lease-up (Total Participant to Annual Contribution Contract (ACC) Units is 61.0%

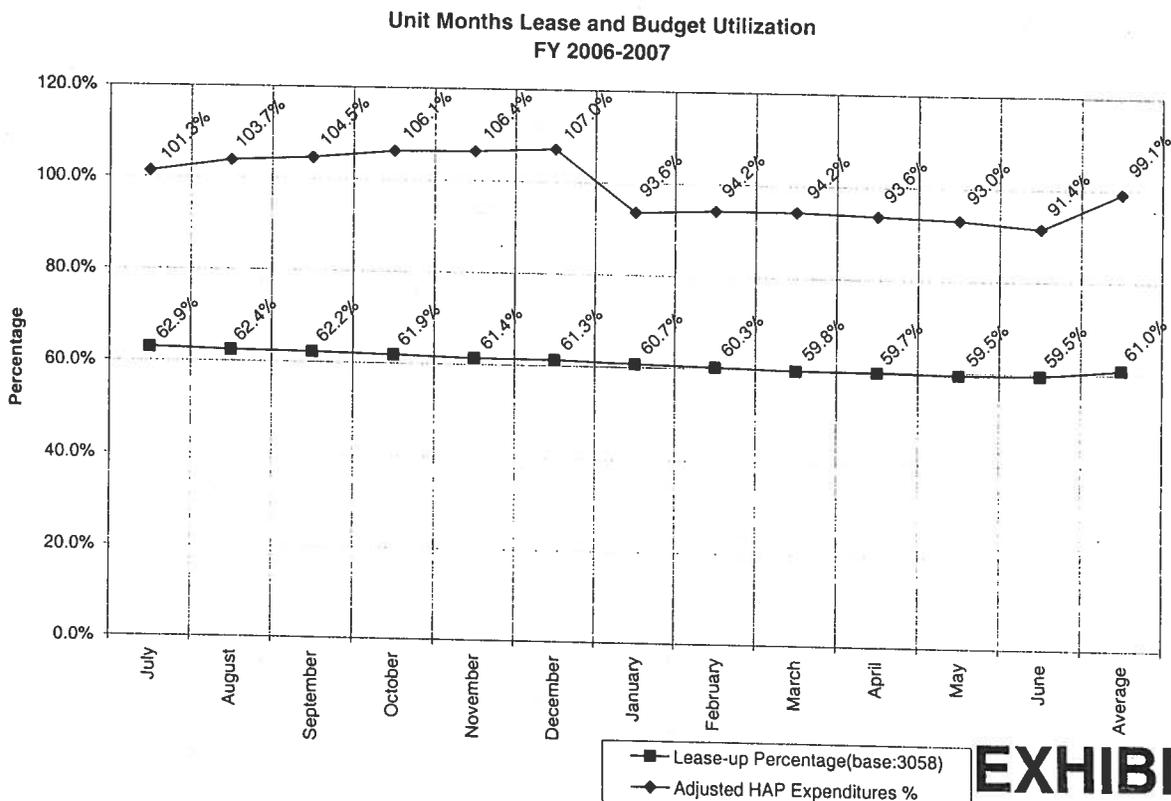
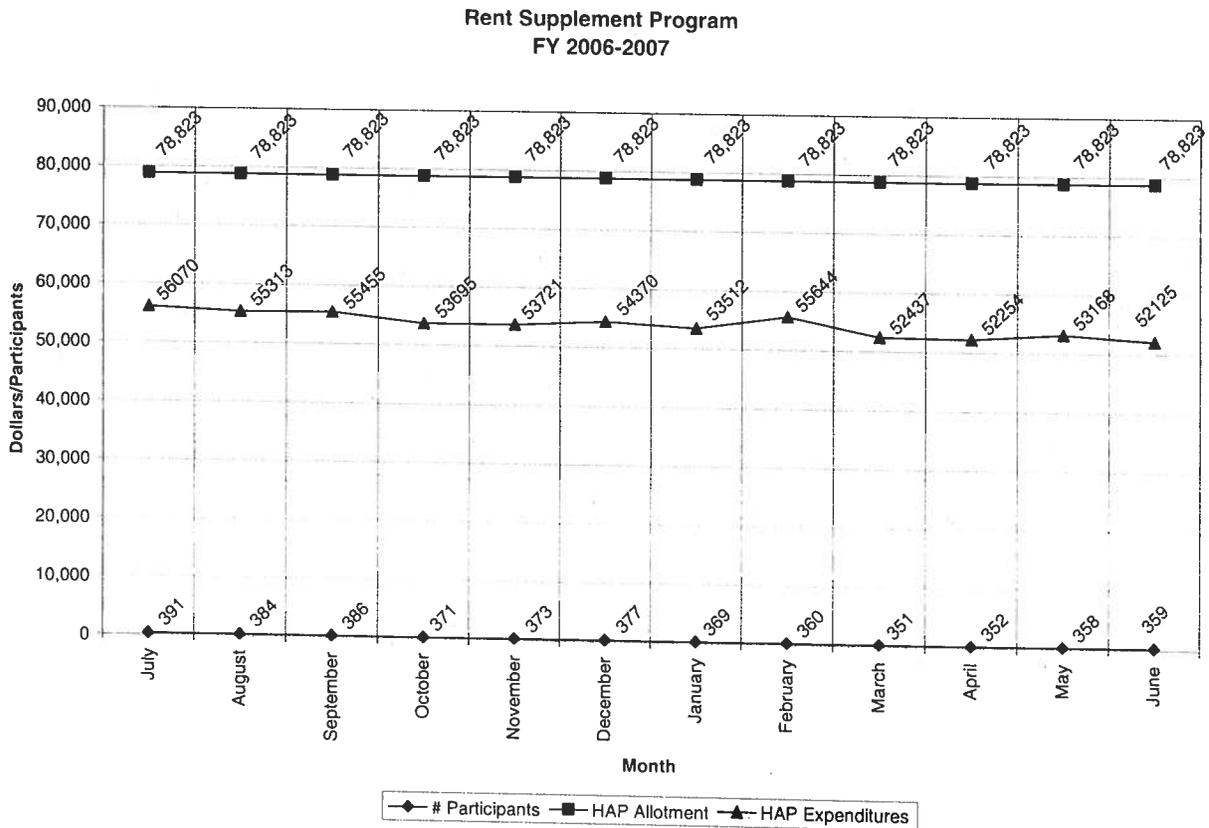


EXHIBIT A

- There are 359 Rent Supplement Program participants. The budget utilization average is 68.4% with the average per unit cost of \$146.00 per month.



- Section 8 Subsidy Programs Branch represented HPHA in the 2007 Community Homebuyer Fair which was held on June 23, 2007 at Kapolei Hale. 375 people attended the all day affair presented by 29 vendors. The fair provided workshops on credit counseling basics, information on qualifications for a mortgage and how to qualify for a mortgage. Additional information regarding how to choose a Realtor®, various downpayment programs, self-help housing and community organizations that assist in the homebuying process were in attendance.

HOMELESS PROGRAMS BRANCH
MONTHLY STATUS REPORT
JUNE 2007

- I. FY 2007 Budget and Funding Appropriations
 - A. **2007 Homeless Programs Budget.** All funds appropriated in 2007 were expended.
 - B. **2007 Omnibus Housing Bill (Act 100).** All Grants in Aid (7), allocations to the four counties (4), shelter renovation funds (\$10 million), and operations and renovations appropriation (\$5 million) were expended.
- II. FY 2008 Homeless Budget and Funding Appropriations
 - A. **2008 Homeless Programs Budget.** The following represents the cumulative value of service contracts, by program, which will be encumbered in July 2007:
 - **Stipend Program: \$10,975,833**
 - **Outreach Program: \$2,517,315**
 - **Grant Program: \$345,000**
 - **Community Reintegration Housing: 400,000**
 - B. **2008 Federal Grant Appropriations** The following represents the cumulative value of service contracts, using federal program dollars, which will be encumbered in July 2007.
 - **Emergency Shelter Grant: \$216,910**
 - **Housing Opportunities for Persons with AIDS: \$150,400**
 - **Housing Placement Program: \$2,763,324 (TANF funds)**

EXHIBIT B

Construction Management Branch

July 10, 2007

Project Name	Estimated or Actual Costs	Start Date	End Date
Federal Capital Fund Projects (CFP)			
CFP Construction			
KPT Telephone - Construction	200,000	Feb-07	Jun-07
Makamae Structural Repairs - Construction	3,377,300	Oct-06	Sep-07
Noelani I&II Re-roofing and Misc. Exterior Repairs - Construction	2,387,931	Aug-07	Sep-08
Kahale Kahaluu Physical Improvements (modernization) - Construction	10,555,500	Jan-07	Oct-07
Kalanihulia Structural Restoration and Spall Repairs - Warranty	4,730,524	Sep-04	Dec-05
Pumehana Structural Restoration and Spall Repairs - Warranty	2,211,650	Sep-04	Dec-05
Makua Alii Sewer Line Renovation (Vacant Unit C) - Construction	33,440	Jul-07	Sep-07
Makua Alii Spall Repairs - Construction	7,500,000	Jun-08	Jan-00
KPT Fire Alarm - Design/Build	2,000,000	Sep-07	Sep-08
Lanakila Homes Physical Improvements - Demo of Ph 3 & 4	1,650,000	Sep-07	Nov-07
Lanakila Homes Physical Improvements - Phase 3a - Construction	7,177,082	Sep-07	Sep-08
Kaimalino - Misc. Exterior Repairs and Painting - Construction	1,070,000	Jul-08	May-09
Kealakehe - Roofing and Misc. Exterior Repairs - Construction	1,070,000	Jan-09	Nov-09
Nani Olu Roofing and Misc. Exterior Repairs - Construction	1,060,000	Aug-07	Jul-08
Hale Hookipa Roofing and Misc. Exterior Repairs - Construction	1,060,000	Jan-08	Dec-08

EXHIBIT C

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
CFP Design			
Kahale Kahaluu Physical Improvements (modernization) - Design	596,603	Jan-06	Sep-06
Makamae Structural Repairs - Design	466,914	Jun-04	May-06
Noelani I&II Re-roofing and Misc. Exterior Repairs - Design in CMS 06-14 - Various projects	120,000	Aug-06	Jun-07
KVH Phase 3B Design	767,000	Jan-07	Jul-07
and install New Safety Parapet wall - Design	685,775	Aug-06	May-07
Makua Alii Sewer Line Renovation (Vacant Unit C) - Design	done in house	Oct-06	Apr-07
Makua Alii Spall Repairs - Design	750,000	Sep-07	Mar-08
Kaimalino - Misc. Exterior Repairs and Painting - Design	107,000	Jan-08	May-08
Kealakehe - Roofing and Misc. Exterior Repairs - Design	107,000	Jul-08	Nov-08
Nani Olu, Design in CMS 06-14 - Various projects - Roofing and Misc. Exterior Repairs Design	-	Aug-06	Jun-07
Hale Hookipa Roofing and Misc. Exterior Repairs - Design	106,000	Aug-07	Dec-07
Puuwai Momi Electrical Distribution	1,000,000	Sep-07	Jan-08
KPT Trash Chutes	700,000	Sep-07	Jan-08
CFP Planning			
2008 Physical Needs Assessment Report and Energy Audit for Federal Projects - Plans	400,000	Apr-07	-

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
State Capital Improvement Projects (CIP)			
CIP Construction			
Hauiki - Hazardous Materails Abatement - Construction	860,000	Jan-07	Nov-07
Improvements to Teacher Cottages at Pahala & Kau - Construction	100,000	Jul-07	Dec-07
KPT Elevator Repair and Maintenance	375,000	Dec-06	Jun-07
Pahala Elderly, Large capacity Cesspool Conversions	380,000	Aug-06	Jun-07
Noelani I&II Large Capacity Cesspool Conversion - Construction	650,000	Jul-07	Feb-08
Kaimalino - Large Capacity Cesspool Conversion - Construction	1,800,000	Jul-07	Aug-08
Kealakehe Large Capacity Cesspool Conversions - Construction	2,500,000	Jan-07	Apr-08
Lailani Large Capacity Cesspool Conversions - Construction	2,500,000	Jan-07	Apr-08
KPT Elevator Modernization - Phase 1 - Construction	4,500,000	Nov-07	Feb-09
Paoakalani - Roofing, Concrete Spall Repair & Parapet wall - Construction	400,000	Sep-07	Mar-08
KPT Sewerlines Repair (type C) - Construction	1,000,000	Nov-07	Nov-08
Lanakila Homes Fair Housing Renovations Ph 1 - Construction	3,000,000	Jan-08	Dec-08
Kahale Mua Site and Building Modernization - Construction	800,000	Feb-08	Jan-09
Lokahi Site and Building Modernization - Construction	1,000,000	May-08	Apr-09
KVH Retaining Walls, Renovate vacant buildings - Type C Construction	500,000	Jun-08	May-09
KVH Retaining Walls, Renovate vacant buildings - Type C Construction	4,500,000	Jun-08	May-09
KPT Roof Repair (type C) - Construction	150,000	Feb-08	May-08
Kaahumanu Homes Roof Repair - Construction	150,000	Feb-08	May-08
Ke Kumu Elua Site and Building Modernization - Construction	1,000,000	May-08	Apr-09

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
CIP Design			
Hauiki - Hazardous Materails Abatement - Design	130,000	Dec-05	Nov-07
Improvements to Teacher Cottages at Pahala & Kau - Design	10,000	Dec-06	Dec-07
KPT Elevator Modernization - Phase 1 - Design	231,082	Apr-07	Aug-07
Kamalu Repair Emergency Cail System - Construction 06-07R&M Design	100,000	n/a	Feb-08
Lanakila Homes Fair Housing Renovations Ph 1 - Design	300,000	Jul-07	Jan-08
Ke Kumu Elua Site and Building Modernization - Design	200,000	Aug-07	Mar-08
Lokahi Site and Building Modernization - Design	250,000	Mar-08	May-08
Kahale Mua Site and Building Modernization - Design	100,000	May-07	Nov-07
KPT Sewerlines Repair (type C) - Design	100,000	Apr-07	Aug-07
CIP Planning			
State Physical Needs Assessment Report - Plans	280,000	Jul-06	Sep-07
KPT Roof Repair (type C) - Design	15,000	Jun-07	Nov-07
Kaahumanu Homes Roof Repair - Design	15,000	Jun-07	Nov-07

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
State Repair and Maintenance (R&M)			
R&M Maintenance			
Maintenance Services for the Sewage Lift/Pump Station - Maintenance	39,626	May-07	Jun-10
Services for the Sewage Treatment Plant - maintenance	108,646	May-07	Jun-10
Corrections Maintenance Agreement - Maintenance	50,000	-	-
R&M Construction			
Hoolulu Termite Damage Repair in 9 Units - construction (design in house)	68,405	Aug-07	Nov-07
Kahekili Terrace Hot Water System tank and solar panel bypass	12,400	Apr-07	Jul-07
Kahale Mua ADA Units Repairs - Construction	50,000	Mar-07	Apr-07
Mayor Wright Homes Roof Repair at 3 Buildings - Type C - Construction	150,000	Feb-08	May-08
Hoolulu Repair Emergency Call System - Construction	100,000	May-08	May-09
Kauhale Ohana Unit Repairs, 4 Type C Units - Construction (design in house)	150,000	Oct-07	Jan-08
Kau'iokalani Roof Repair - Construction	150,000	Feb-08	May-08
Wahiawa Terrace Roof Repair - Construction	150,000	Feb-08	May-08
Hanamaulu Repair of Termite Damages, Exterior Paint - Construction	800,000	Oct-07	Oct-08
Laiola Elderly Replace Water Booster Pump at Bldg. B - Construction (design in house)	16,000	May-07	Jun-07
Makani Kai Hale Roof, Siding & Electrical - Construction	750,000	Jul-08	Nov-10
KPT Trash Chute Repairs & Chute Opener Replacement - Construction	400,000	Jun-07	Dec-07
KPT Repair of Termite Damages (type C) - Construction	100,000	Feb-08	May-08
Ke Kumu Elua Relocate propane storage tank - Construction	2,500	May-08	Apr-09

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
R&M Design			
Kamalu Repair Emergency Call System - Design 06-07CIP for Construction	50,000	Aug-07	Feb-08
Puahala Homes - Stair, walkway, paving repairs, retaining wall - Design	150,000	May-07	Oct-07
Mayor Wright Homes Roof Repair at 3 Buildings - Type C - Design	15,000	Jun-07	Nov-07
Hoolulu Repair Emergency Call System - Design	50,000	Aug-07	Feb-08
Hanamaulu Repair of Termite Damages, Exterior Paint - Design	100,000	Jul-07	Sep-07
Kau'iokalani Roof Repair - Design	15,000	Jun-07	Nov-07
Wahiawa Terrace Roof Repair - Design	15,000	Jun-07	Nov-07
Makani Kai Hale Roof, Siding & Electrical - Design	50,000	Jul-07	Apr-08
KPT Trash Chute Repairs & Chute Opener Replacement - Design	40,000	Feb-07	Apr-07
KPT Repair of Termite Damages (type C) - Design	15,000	Jun-07	Nov-07

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
State School St. Renovations (SS)			
SS Construction			
School St. Renovations, RFP for New Office Trailer - Design / Build	610,000	Jan-08	May-08
School St. Renovations, Bldg E Renovation - Design / Build	640,000	Feb-07	Aug-07
School St. Renovations, Upgrade light fixtures for energy-savings - Construction	25,000	Jun-07	Jun-07
State Act 100 FY06-07 Housing Omnibus Act			
Nakolea Homeless Modernization - Design / Build	2,000,000	May-07	Dec-08
State Special Project Funds (Teacher Cottages, Banyan St. Manor)			
Special Project Funds			
Molokai Teachers Cottages New Waterline - Construction	111,792	Dec-05	Jul-07
Banyan Street Manor Repairs - Design	174,000	Jan-07	Apr-07
Banyan Street Manor Repairs - Construction	1,400,000	Jul-07	Sep-07

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
Federal Operating Funds (181)			
Federal Operating (General Operating)			
Generator Maintenance at Various Oahu Projects (in house design) - Maintenance	275,000	Dec-06	Dec-07
Hale Hookipa Tree Removal - In house design - Construction	72,000	Sep-06	Aug-07
Kalaheo Repair of Termite Damages - Design	80,000	Jul-07	Oct-08
Kalaheo Repair of Termite Damages - Construction	600,000	Jul-07	Oct-08
Lanakila Homes Disposition Application - 2 acres for County Fire Department	-	Sep-06	n/a
Puuwai Momi Office Reroofing	75,000	May-07	Sep-07
KVH Office Reroofing and Asbestos Abatement	150,000	Sep-07	May-08
State Act ? FY07-08 Housing Omnibus Act			
and Other Areas - Type C - Design	-	Jul-07	Nov-08
and Other Areas - Type C - Construction	-	Jul-07	Nov-08

Construction Management Branch			
July 10, 2007			
Project Name	Estimated or Actual Costs	Start Date	End Date
Elevator Planning, Design, Construction, and Maintenance			
Maintenance and repair of All federal funded HPHA Elevators	166,218	Mar-07	Jul-07
Maintenance and repair of All State funded HPHA Elevators	109,600	Apr-06	Jul-07
Maintenance of All HPHA Elevators - Design	400,000	Mar-07	Aug-07
Maintenance of All HPHA Elevators - Design for Maintenance	389,433	Jul-07	Oct-07
KPT Elevator Modernization - Phase 2 - Design	80,000	Apr-07	Oct-08
KPT Elevator Modernization - Phase 2 - Construction	3,420,000	Feb-09	Feb-10
Pumehana Elevator Improvements to High Rise Buildings - Design	40,000	Jul-08	Jul-09
Pumehana Elevator Improvements to High Rise Buildings - Construction	800,000	Oct-09	Feb-11
Kalakaua Elevator Improvements to High Rise Buildings - Design	40,000	Jul-08	Jul-09
Kalakaua Elevator Improvements to High Rise Buildings - Construction	800,000	Oct-09	Feb-11
Makamae Elevator Improvements to High Rise Buildings - Design	40,000	Jul-08	Jul-09
Makamae Elevator Improvements to High Rise Buildings - Construction	800,000	Oct-09	Feb-11
Makua Alii - Elevator Improvements to High Rise Buildings - Design	40,000	Jun-07	Oct-07
Makua Alii - Elevator Improvements to High Rise Buildings - Construction	800,000	Jan-08	Mar-09
Laiola Elderly Elevator Improvements to High Rise Buildings - Design	40,000	Jul-08	Jul-09
Laiola Elevator Improvements to High Rise Buildings - Construction	800,000	Oct-09	Feb-11
Hoolulu Elevator Improvements to High Rise Buildings - Design	40,000	Jul-08	Jul-09
Hoolulu Elevator Improvements to High Rise Buildings - Construction	800,000	Oct-09	Feb-11
Kamalu Elevator Improvements to High Rise Buildings - Design	40,000	Jul-08	Jul-09
Kamalu Elevator Improvements to High Rise Buildings - Construction	800,000	Oct-09	Feb-11
Banyan Street Manor, Elevator Improvements to High Rise Buildings - Design	40,000	Jul-08	Jul-09
Banyan Street Manor, Elevator Improvements to High Rise Buildings - Construction	800,000	Oct-09	Feb-11

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of July 10, 2007

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Class Code	Auth Sal Rnge	STATUS
OFFICE OF THE EXECUTIVE DIRECTOR						
42095	CS	Secretary II	03	1.036	SR14	Recommendation made; pending start date.
FISCAL MANAGEMENT OFFICE						
41041	CS	Fiscal Officer	93	2.330	SR26	Recommendation made; applicant declined and will request another listing from DHRD.
42097	CS	Account Clerk III	03	1.338	SR11	Supervisor and HPHA Personnel is currently reviewing position description.
2798	CS	Accountant V	13	2.320	SR24	Recommendation made; pending start date.
41252	CS	Accountant IV	13	2.318	SR 22	Internal Vacancy Announcement to be conducted.
92003B	T	Account Clerk II	03	1.337	SR08	No action, cost savings.
97902K	T	Account Clerk III	03	1.338	SR11	No action, cost savings.
96907K		Asset Mgmt Contract Spclt				Variance and establish as Financial Advisor.
97901K		Clerk III	03	1.007	SR08	Position not established; cost savings.
BUDGET STAFF						
41267	CS	Prog Budget Analyst IV	73	2.924	SR22	HPHA Personnel is currently reviewing position description.
INFORMATION TECHNOLOGY OFFICE						
100924	EX	HPHA Systems Analyst	13	22.002	99	Recommendation made; applicant declined; will continue to review resumes.
105642	EX	HPHA Systems Analyst	13	22.002	99	Non-selection; continuous recruitment via HPHA website.
PERSONNEL OFFICE						
51784	CS	Clerk Typist II	03	1.036	SR08	No action, cost savings.
PLANNING OFFICE						
102034	EX	Housing Planner (Supervisor)	13	22.002	SR22	No Action; cost savings.
107934	EX	Housing Planner	13	22.002	99	Recruitment through HPHA Website.
97903K	T	Clerk Typist II	03	1.036	SR08	HPHA is currently reviewing position description.
PROCUREMENT OFFICE						
100882	EX	Contracts & Proc Ofcr	13	22.002	SRNA	Temporary Assigned HPHA staff.
31664	CS	Proc & Supply Spclt III	13	2.611	SR20	No action, cost savings.
117691	EX	Contract Specialist	22	22.002	SRNA	DHS currently reviewing position description.
CONSTRUCTION MANAGEMENT BRANCH						
25649	CS	State Hsg Dev Admin	93	17.352	EM07	No action, cost savings.
2800	CS	Secretary IV	63	1.151	SR18	No action, cost savings.
102205	SH	Student Helper II	00	44.205	NA	No action, cost savings.
Construction Management Section						
5857	CS	Secretary II	03	1.149	SR14	Supervisor and HPHA Personnel is currently reviewing position description.

EXHIBIT D

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of July 10, 2007

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS
Construction Management Unit 1						
103024	EX	Contract Admin	13	22.002	99	DHS currently reviewing position description.
100439	EX	Hsg. Warr/Insp. Asst.	03	21.003	SRNA	Supervisor and HPHA Personnel is currently reviewing position description.
100202	EX	Property Management Asst	13	23.318	SRNA	Supervisor and HPHA Personnel is currently reviewing position description.
Development Support Section						
100886	EX	Hsg Dev Spclt I	13	22.002	99	Supervisor and HPHA Personnel is currently reviewing position description.
HOMELESS PROGRAMS						
103011	EX	Homeless Program Specialist	13	23.002	SRNA	Recommendation made. Pending start date.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
96904K		Hsg Maintenance Manager	13		SR26	No action, cost savings.
96905K		Secretary II	03	1.149	SR14	No action, cost savings.
32210	CS	Clerk Typist II	03	1.036	SR08	No action, cost savings.
CENTRAL MAINTENANCE SERVICES						
5647	CS	Clerk IV	03	1.008	SR10	No action, cost savings.
6728	CS	General Laborer II	01	9.010	BC03	No action, cost savings.
6787	CS	Heavy Truck Driver	01	10.745	BC07	DHS currently reviewing position description.
MANAGEMENT UNIT 1						
105749	TA	Social Service Aide I	63	23.005	SRNA	No action, cost savings.
5951	CS	Carpenter I	01	10.010	BC09	Interviews scheduled for this month.
6305	CS	Building Maintenance Worker I	01	10.240	BC09	Non-selection. Request a new list.
42292	CS	Social Svc. Asst. IV	03	3.075	SR11	Applicant declined; received eligible listing and will interview end of July.
MANAGEMENT UNIT 2						
21546	CS	Public Hsg Spclt IV	23	3.712	SR22	Supervisor and HPHA Personnel is currently reviewing position description.
30242	CS	Clerk III	03	1.007	SR08	Supervisor and HPHA Personnel is currently reviewing position description.
9203	CS	Account Clerk II	03	1.337	SR11	Recommendation made; pending hire date.
2806	CS	Building Maint. Helper	01	10.235	BC05	Recommendation made; pending hire date.
6642	CS	Truck Driver	01	10.740	BC06	Supervisor is currently reviewing position description.
MANAGEMENT UNIT 3						
5035	CS	Public Hsg Supervisor IV	23	3.712	SR22	DHS currently reviewing position description.
6281	CS	Gen Const & Maint Spvr I	02	10.215	F1 10	Applicant declined, pending eligible list.
8834	CS	Bldg Maint Wkr I	01	10.240	BC09	Interview will be schedule this month.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of July 10, 2007

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS
8843	CS	Bldg Maint Wkr I	01	10.240	BC09	Pending selection.
8851	CS	Bldg Maint Wkr I	01	10.240	BC09	Applicant selected, pending hire date.
101117	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
101118	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
105745	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
8760	CS	Painter I	01	10.090	BC09	Supervisor and HPHA Personnel is currently reviewing position description.
		MANAGEMENT UNIT 4				
6693	CS	Public Hsg Spvr IV	23	3.712	SR22	Pending eligible listing from DHRD.
6729	CS	General Laborer I	01	9.005	BC02	Interviews will be conduct this month.
39983	CS	General Laborer I	01	9.005	BC02	Interviews will be conduct this month.
101127	TA	Social Service Aide I	63	23.005	SRNA	No action, cost savings.
105744	TA	Social Service Aide I	61	29.008	SRNA	No action, cost savings.
		MANAGEMENT UNIT 5				
9204	CS	Public Hsg. Supr IV	23	3.712	SR22	DHS currently reviewing position description.
41666	CS	Public Hsg Spcrl I	13	3.708	SR16	Applicant selected, pending start date
23698	CS	Public Hsg Spcrl I	13	3.708	SR16	Interviews scheduled this month.
41066	CS	General Laborer II	01	9.010	BC03	Recommendation made; pending starte date.
41350	CS	Painter I	01	10.090	BC09	Supervisor and HPHA Personnel is currently reviewing position description.
43948	CS	General Laborer II	01	9.010	BC03	No Action; cost savings.
12703	CS	General Laborer II	01	9.010	BC03	Pending Internal Vacancy Announcement.
		MANAGEMENT UNIT 7				
6931	CS	Bdg Maint. Supervisor I	02	10.250	F109	Pending eligible listing from DHS.
101113	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
101112	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
		MANAGEMENT UNIT 8				
102241	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
101124	TA	Social Service Aide I	61	29.008	SRNA	No action, cost savings.
		MANAGEMENT UNIT 9				
23050	CS	Public Hsg Spvr III	13	3.710	SR20	Supervisor and HPHA Personnel is currently reviewing position description.
45873	CS	Social Services Asst. IV	3	3.075	SR 11	Pending eligible listing from DHRD.
101121	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
101122	TA	General Laborer I	61	29.008	SRNA	No action, cost savings.
101134	TA	Clerk I	63	21.006	SR04	No action, cost savings.
		PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)				

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of July 10, 2007

Pos. No.	CS EX TA	Authorized Position Title	Auth BU	Auth Class Code	Auth Sal Rnge	STATUS
117929	EX	Property Management Specialist	13	23.002	SR22	Recommendation made; pending hire date.
102048	EX	Property Management Specialist	13	23.002	SR22	No action, cost savings.
96903K		Clerk III	03	1.007	SR08	No action, cost savings.
RESIDENT SERVICES SECTION						
51818	CS	Clerk Typist II	03	1.036	SR08	No action, cost savings.
103043	TA	Social Service Aide I	63	23.005	SR05	No action, cost savings.
103036	EX	Prog Spclt & Tnt Svc	13	23.002	99	DHS currently reviewing position description.
111874	EX	Prog Spclt & Tnt Svc	13	23.002	99	No action, cost savings.
INSPECTION UNIT						
111494	EX	Housing Inspector	13	23.005	99	No action, cost savings.
100572	EX	Housing Inspector	13	23.005	99	No action, cost savings.
101130	TA	Clerk I	63	21.006	SR04	No action, cost savings.
RENT SUBSIDY SECTION 1						
29009	CS	Clerk Typist II	03	1.036	SR08	Interviews scheduled this month.
23029	CS	Public Hsg Spclt II	13	3.708	SR18	Supervisor and HPHA Personnel is currently reviewing position description.
28655	CS	Clerk Typist II	03	1.036	SR08	Interviews scheduled this month.
28995	CS	Public Hsg Spclt II	13	3.708	SR18	Pending Internal Vacancy Announcement for MU 7.
RENT SUBSIDY SECTION 2						
10306	CS	Clerk Typist II	03	1.036	SR08	Interviews scheduled for this month.
28654	CS	Clerk Typist II	03	1.036	SR08	Interviews scheduled for this month.
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	3.708	SR18	No action, cost savings.
111469	CS	Public Hsg Spclt II	13	3.708	SR18	Supervisor and HPHA Personnel is currently reviewing position description.

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
MANPOWER REPORT
As of July 10, 2007**

Branch	Section	Total Full Time Positions			% Vacant			Active Recruitment	
		Civil Svc	Exempt	Total	Occupied	Vacant	Vacant	Yes	No
OED		5	2	7	6	1	14.29%	1	0
		5	2	7	6	1	14.29%	1	0
PEO		1	2	3	0	3	100.00%	2	1
		1	2	3	0	3	100.00%	2	1
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	4	0	4	2	2	50.00%	0	2
	Acctg Sec	11	0	11	8	3	27.27%	1	2
	Pay & Disb	4	0	4	3	1	25.00%	0	1
	Budget	1	1	2	1	1	50.00%	1	0
	Asset Mgt	1	1	2	0	2	100.00%	0	2
		20	2	23	14	9	39.13%	2	7
ITO		1	5	6	5	2	33.33%	2	0
		1	5	6	5	2	33.33%	2	0
PERS		4	1	5	4	1	20.00%	0	1
		4	1	5	4	1	20.00%	0	1
PO		5	3	8	5	3	37.50%	1	2
		5	3	8	5	3	37.50%	1	2
DEV	Dev Branch	2	0	2	0	2	100.00%	0	2
	CMS	3	0	3	2	1	33.33%	0	1
	CMS 1	2	7	9	7	3	33.33%	0	3
	CMS 2	4	3	7	7	0	0.00%	0	0
	DSS	1	2	3	2	1	33.33%	0	1
		12	12	24	18	7	29.17%	0	7
HPB	Homeless	1	8	9	9	0	0.00%	0	0
		1	8	9	9	0	0.00%	0	0
SEC 8	Sec 8 Office	2	0	2	2	0	0.00%	0	0
	Insp Unit	1	8	9	7	2	22.22%	0	2
	Rent Sub Sec 1	15	0	15	11	4	26.67%	2	2
	Rent Sub Sec 2	13	0	13	9	4	30.77%	1	3
		31	8	39	29	10	25.64%	3	7
PMMSB	PMMSB	3	2	5	3	2	40.00%	0	2
	MGT SEC	1	1	2	2	0	0.00%	0	0
	APP	7	0	7	7	0	0.00%	0	0
	RSS	3	8	11	9	2	18.18%	0	2
	PMCS	2	5	7	6	1	14.29%	0	1
	CMSS	24	0	24	21	3	12.50%	0	3
	OAHU 1	25	0	25	22	3	12.00%	3	0
	OAHU 2	28	0	28	25	3	10.71%	3	0
	OAHU 3	35	0	35	31	4	11.43%	3	1
	OAHU 4	25	0	25	22	3	12.00%	3	0
	OAHU 5	31	0	31	26	5	16.13%	5	0
	HAWAII 7	15	0	15	14	1	6.67%	1	0
	KAUAI 8	10	0	10	10	0	0.00%	0	0
	MAUI 9	13	0	13	11	2	15.38%	2	0
	222	16	238	209	29	12.18%	20	9	
TOTAL		304	66	371	308	65	17.52%	31	34

Hearings Office

June 2007 Accomplishments and Objectives Report

Accomplishments:

The following are the number of eviction referrals and appeals that were heard and resolved from July 2006 through June 2007.

MONTH	RENT	OTHER	EVICT	EVICT With COND	10-DAY CURE	DISMISS	CONTIN
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
DEC 06	3	3	3	0	0	0	3
JAN 07	9	0	4	2	0	0	3
FEB 07	16	1	3	4	0	0	10
MAR 07	17	8	12	6	0	0	7
APR 07	7	8	4	3	1	2	5
MAY 07	11	2	5	2	0	1	5
JUNE 07	16	6	12	6	1	0	3
TOTAL	139	61	97	44	5	3	51

Objectives:

1. To recommend qualified persons, especially qualified residents to fill positions for the neighbor island eviction boards.
2. To provide updated training in conjunction with the AG's office for the Eviction Board Members regarding issues relating to evictions (i.e. LEP, MEID, VAWA, duties and powers).
3. Continue to provide assistance to HPHA staff regarding evictions procedure or concerns regarding the eviction process in the form of training, etc., as needed.
4. Continue to provide assistance to HPHA staff regarding the grievance procedure.
5. Schedule properly referred cases to meet the timelines set forth by HUD in the Improvement Plan regarding evictions for delinquent rent and nonrent cases.

Compliance Office

Submitted Supervisors Review Log, Error Analysis Report and Income Discrepancy (ID) Report to HUD.

Prepared Board of Directors Monthly Report on PHAS Indicators.

Received 25 Reasonable Accommodation requests from MU's.

Auditing Annual Unit Inspections completed by the Management Unit for compliance to HUD's Uniform Physical Condition Standards.

Preparing for the audit of documentation for the year end PHAS certification.

Worked on the PIC unit discrepancies. Worked with MU's on fatal errors and updated unit status in PIC.

Developing a training program to be implemented agency wide through the Compliance Office for new and existing employees.

Assisting PMMSB in the overall operations since the departure of the Branch Chief.

Working on administrative rule changes for future amendments.

Monitoring write offs at the MUs for both vacated and non-vacated tenants.

EXHIBIT F

Information Technology Office Status Report – July 6, 2007

Staffing

Two ITO positions are still vacant. One position was offered to a new recruit on 7/3/07, and we are waiting for his answer.

Direct Connection to State Network

A formal request has been filed through the Information and Communication Services Division to begin work on a high speed direct fiber connection between the Hawaii Public Housing Authority's (HPHA) data center at School St. and the Department of Human Services building on Miller St. A purchase order for \$100,350 was sent directly to Oceanic Time Warner Cable.

This new high speed fiber optic line will connect HPHA directly to the State's network backbone, and allow faster more reliable data connections.

Network Cabling at School St

Hawaiian Telcom has received our telecom request for upgrading the network cabling within the School St campus, but cannot proceed until new conduits are installed.

Accounting - Emphasys

Nancy McWatters of Emphasys was on site from June 4 – 29, 2007, to provide consulting and training for the Accounting staff.

HPHA Accounting staff has received the following training:

GL Training Overview (set ups, journal entry system, budgets, reports)

AP Training Overview (vendor card file, voucher processing, check processing, reports)

Some (Acc II & III) have also learned how to:

Add missing GL account combinations

Import beginning balances

Fix balances in two projects

Fix Pre-pays for Vacated tenant accounts

Write-off old tenant accounts

Additional training will be done on an individual basis, depending upon each accountant's job function. Onsite training will continue next week, and in August for three weeks. This will be supplemented with remote training, as needed.

The status of the GL is as follows:

Finished importing the beginning balances

Created closing accounts for each fund, and assigned for each valid account combination

Posted beginning balances

Imported and balanced AP data for July

The Emphasys system was down for about 10 days, but service has been restored, and the importing of GL data can now continue.

HPHA Improvement Plan
Element 4:
Aged Receivables Report
For The Month of June 2007

Project #	Name	Area	Collected ratio	Non Vacated Tenants					Total Non Vacated	Vacated Tenants					Total Vacated	Total TAR					TOTAL
				Prepays	0 - 29 days	30 - 59	60 - 89	90+		Prepays	0 - 29	30 - 59	60 - 89	90+		Prepays	0 - 29	30 - 59	60 - 89	90+	
HI001026	Puuwai Momi	01		(6,682.72)	22,562.84	9,341.22	5,425.86	12,509.59	43,156.79	(228.14)		17.79	2,065.13	124,775.79	126,630.57	(6,910.86)	22,562.84	9,359.01	7,490.99	137,285.38	169,787.36
HI001027	Hale Laulima	01		(402.73)	1,682.73	904.95	516.79	1,487.47	4,189.21					54,802.29	54,802.29	(402.73)	1,682.73	904.95	516.79	56,289.76	58,991.50
HI001038	Waipahu I	01		(47.00)	1,352.46	487.58	395.00	2,378.51	4,566.55					354.86	354.86	(47.00)	1,352.46	487.58	395.00	2,733.37	4,921.41
HI001039	Waipahu II	01			1,908.13	51.14	66.25	59.55	2,085.07					9,560.92	9,560.92	-	1,908.13	51.14	66.25	9,620.47	11,645.99
HI001066	Salt Lake	01		(43.00)	785.16		142.00		884.16	(22.00)				21.30	(0.70)	(65.00)	785.16	-	142.00	21.30	883.46
HI001005	Kalihi Valley Homes	02		(8,190.60)	55,057.09	40,527.10	11,966.07	295,816.72	395,176.38	(903.00)		1,666.00	428.75	239,757.20	240,948.95	(9,093.60)	55,057.09	42,193.10	12,394.82	535,573.92	636,125.33
HI001003	Mayor Wright Homes	03		(2,941.61)	21,314.84	12,057.15	5,988.04	84,609.15	121,027.57	(260.44)	134.00	430.00	6,089.81	120,876.54	127,269.91	(3,202.05)	21,448.84	12,487.15	12,077.85	205,485.69	248,297.48
HI001009	Kaahumanu Homes	03		(3,089.53)	5,858.75	2,549.96	802.00	6,602.43	12,723.61	(941.19)	-	-	25.64	55,261.10	54,345.55	(4,030.72)	5,858.75	2,549.96	827.64	61,863.53	67,069.16
HI001099	Kamehameha Homes	03		(2,420.75)	4,499.33	2,703.37	1,009.00	15,976.52	21,767.47	(206.69)	666.92	111.00	127.64	18,201.19	18,900.06	(2,627.44)	5,166.25	2,814.37	1,136.64	34,177.71	40,667.53
HI001012	Makua Alii	04		(876.00)	888.50				12.50	-	67.64		2,684.74	2,752.38	(876.00)	956.14	-	-	2,684.74	2,764.88	
HI001036	Paoakalani	04		(584.20)	347.17				(237.03)	-	-	95.33	-	2,217.44	2,312.77	(584.20)	347.17	95.33	-	2,217.44	2,075.74
HI001062	Kalakaua Homes	04		(5,961.33)	1,092.76	0.55			(4,868.02)	-	1.27		7,059.83	7,061.10	(5,961.33)	1,094.03	0.55	-	7,059.83	2,193.08	
HI001011	Punchbowl Homes	05		(1,378.00)	3,519.77	2,129.70	1,941.51	7,889.49	14,102.47	(356.25)	-	296.71	181.57	10,314.26	10,436.29	(1,734.25)	3,519.77	2,426.41	2,123.08	18,203.75	24,538.76
HI001024	Kalaniihulia	05		(2,295.48)	641.38	432.00	432.00		(790.10)		171.00	245.55	1,913.99	2,330.54	(2,295.48)	812.38	432.00	677.55	1,913.99	1,540.44	
HI001046	Makamae	05		(1,060.62)	1,172.42	685.78	553.58	8,905.61	10,256.77	(2,632.58)	200.85	258.67	381.64	7,060.44	5,269.02	(3,693.20)	1,373.27	944.45	935.22	15,966.05	15,525.79
HI001047	Pumehana	05		(963.00)	1,986.33	937.10	857.00	2,320.32	5,137.75	(7.55)	279.69	93.24	55.00	10,635.85	11,056.23	(970.55)	2,266.02	1,030.34	912.00	12,956.17	16,193.98
HI001073	Spencer House	05		(404.00)	622.00	99.50	5.00	10.00	332.50	-	-	206.22	208.00	1,196.91	1,611.13	(404.00)	622.00	305.72	213.00	1,206.91	1,943.63
HI001004	Lanakila Homes I	07		(837.10)	1,651.13	1,051.00	396.30	3,569.53	5,830.86	(116.52)				38,371.71	38,255.19	(953.62)	1,651.13	1,051.00	396.30	41,941.24	44,086.05
HI001013	Lanakila Homes II	07		(770.83)	2,583.72	1,041.90	980.20	138.14	3,973.13	(668.26)				37,753.79	37,085.53	(1,439.09)	2,583.72	1,041.90	980.20	37,891.93	41,058.66
HI001014	Lanakila Homes III	07							-				61,997.62	61,997.62	-	-	-	-	61,997.62	61,997.62	
HI001014	Lanakila Homes IV	07		(76.90)	3,151.86	1,224.13	966.95	823.92	6,089.96	-	158.00	158.00	210.75	3,229.22	3,755.97	(76.90)	3,309.86	1,382.13	1,177.70	4,053.14	9,845.93
HI001028	Punahale Homes	07		(490.31)	1,688.72	646.00	415.09	9,174.84	11,434.34					4,748.76	4,748.76	(490.31)	1,688.72	646.00	415.09	13,923.60	16,183.10
HI001029	Pomaikai Homes	07			177.71			15.92	193.63					2,264.00	2,264.00	-	177.71	-	-	2,279.92	2,457.63
HI001045	Pahala	07		(781.00)	246.55	210.00	56.92	2.00	(265.53)	(150.00)				5,407.07	5,257.07	(931.00)	246.55	210.00	56.92	5,409.07	4,991.54
HI001051	Hale Aloha O Puna	07			189.00	171.00	171.00	1,236.91	1,767.91	(119.36)				1,282.60	1,163.24	(119.36)	189.00	171.00	171.00	2,519.51	2,931.15
HI001052	Hale Oialoa	07			233.96	-	265.67	6.00	505.63	(135.00)	406.91			728.00	999.91	(135.00)	640.87	-	265.67	734.00	1,505.54
HI001018	Kapaa	08		(161.80)	4,003.79	2,783.04	2,174.00	16,748.16	25,547.19	-				14,524.90	14,524.90	(161.80)	4,003.79	2,783.04	2,174.00	31,273.06	40,072.09
HI001019	Hale Hoolulu	08		-	30.13				30.13					-	-	-	30.13	-	-	-	30.13
HI001021	Hui O Hanamaulu	08		-	5,685.23	5,003.29	3,365.00	49,424.35	63,477.87	-				24,843.89	24,843.89	-	5,685.23	5,003.29	3,365.00	74,268.24	88,321.76
HI001022	Kalahao	08			898.93	830.00	433.00	3,415.78	5,577.74					10,330.60	10,330.60	-	898.93	830.00	433.00	13,746.38	15,908.31
HI001054	Hale Nana Kai O Kea	08			1,456.02	1,009.00	177.00	2,556.01	5,198.03					-	-	-	1,456.02	1,009.00	177.00	2,556.01	5,198.03
HI001016	David Malo Circle	09		(348.00)	3,722.36	2,379.85	1,745.00	4,803.09	12,302.30					61,568.89	61,568.89	(348.00)	3,722.36	2,379.85	1,745.00	66,371.98	73,871.19
HI001017	Kahekihi Terrace	09		(2,622.06)	21,234.96	15,748.88	14,700.02	88,803.49	137,865.29	(686.85)	1,790.58	1,157.00	328.00	432,655.14	435,243.87	(3,308.91)	23,025.54	16,905.88	15,028.02	521,458.63	573,109.16
HI001044	Piilani Homes	09		(158.00)	1,721.00	885.00	848.00	6,962.87	10,258.87			101.00	302.00	12,457.67	12,860.67	(158.00)	1,721.00	986.00	1,150.00	19,420.54	23,119.54
HI001092	Makani Kai Hale	09		(104.00)	4,804.00	4,995.91	2,891.90	23,655.74	36,243.55	(384.70)				83,660.71	83,276.01	(488.70)	4,804.00	4,995.91	2,891.90	107,316.45	119,519.56
HI001097	Makani Kai Hale II	09		(1,740.00)	6,989.73	2,805.69	1,365.48	22,262.16	31,683.06					75,019.66	75,342.44	(1,740.00)	6,989.73	2,805.69	1,688.26	97,281.82	107,025.50
HI001088	Kahale Mua	09			3,213.00	2,428.55	377.24	18,412.85	24,431.64	(1,662.33)	1,144.56		54.00	37,285.01	36,821.24	(1,662.33)	4,357.56	2,428.55	431.24	55,697.86	61,252.88

EXHIBIT A

HPHA Improvement Plan
Element 4:
Aged Receivables Report
For The Month of June 2007

Project #	Name	Area	Collected ratio	Non Vacated Tenants					Vacated Tenants					Total TAR							
				Prepays	0 - 29 days	30 - 59	60 - 89	90+	Total Non Vacated	Prepays	0 - 29	30 - 59	60 - 89	90+	Total Vacated	Prepays	0 - 29	30 - 59	60 - 89	90+	TOTAL
HI001007	Kuhio Homes	40		(4,363.09)	16,627.45	3,810.91	2,640.15	5,925.32	24,640.74	(158.00)	267.71	2,228.68	-	52,829.21	55,167.60	(4,521.09)	16,895.16	6,039.59	2,640.15	58,754.53	79,808.34
HI001010	Kuhio Park Terrace	40		(29,751.84)	58,299.89	17,512.22	7,218.96	55,299.06	108,578.29	(2,368.32)	537.81	2,428.69	3,237.74	344,516.10	348,352.02	(32,120.16)	58,837.70	19,940.91	10,456.70	399,815.16	456,930.31
HI001020	Eleele Homes	41			988.00	864.87	406.00	3,613.40	5,872.27	-				38,712.21	38,712.21	-	988.00	864.87	406.00	42,325.61	44,584.48
HI001023	Home Nani	41		(0.01)	171.00				170.99					1,144.35	1,144.35	(0.01)	171.00	-	-	1,144.35	1,315.34
HI001055	Hale Hoonanea	41		(1,046.76)	1,136.98	540.00	540.00	8,190.86	9,361.08	(97.00)	49.00	293.00	293.00	20,298.81	20,836.81	(1,143.76)	1,185.98	833.00	833.00	28,489.67	30,197.89
HI001064	Kekaha Ha'aheo	41		(1,009.26)	1,971.55	739.88	344.62	6,682.67	8,729.46	(1,552.10)		29.72		41,029.51	39,507.13	(2,561.36)	1,971.55	769.60	344.62	47,712.18	48,236.59
HI001086	Kawaiihua-Federal	41		(782.91)	3,200.92	2,340.00	1,001.00	28,444.28	34,203.29	(71.00)		707.00		21,627.45	22,263.45	(853.91)	3,200.92	3,047.00	1,001.00	50,071.73	56,466.74
HI001032	Kaimalino	43		(212.50)	2,881.00	1,625.00	334.00	4,632.10	9,259.60					20,209.40	20,209.40	(212.50)	2,881.00	1,625.00	334.00	24,841.50	29,469.00
HI001053	Hale Hookipa	43			658.00	475.00	177.00	185.25	1,495.25					143.18	143.18	-	658.00	475.00	177.00	328.43	1,638.43
HI001061	Ka Hale Kahaluu	43												32,665.84	32,665.84	-	-	-	-	32,665.84	32,665.84
HI001063	Nani Olu	43		(279.00)	63.00				(216.00)		17.00	43.00		228.20	288.20	(279.00)	80.00	43.00	-	228.20	72.20
HI001070	Kealakehe	43		(878.07)	5,013.01	2,696.50		5,690.18	12,521.62	(165.00)			18.00	58,913.47	58,766.47	(1,043.07)	5,013.01	2,696.50	18.00	64,603.65	71,288.09
HI001033	Mali I	44		(442.59)	2,053.71	2,223.00	598.34	8,222.91	12,655.37					1,465.30	1,465.30	(442.59)	2,053.71	2,223.00	598.34	9,688.21	14,120.67
HI001035	Nanakuli Homes	44		(5,863.32)	7,254.05	3,847.96	3,369.09	21,040.98	29,648.76	(10.00)	432.00	87.00	1,366.83	18,990.38	20,866.21	(5,873.32)	7,686.05	3,934.96	4,735.92	40,031.36	50,514.97
HI001042	Mali II	44								(33.33)	1,647.92			6,245.08	7,859.67	(33.33)	1,647.92	-	-	6,245.08	7,859.67
HI001057	Waimaha -Sunflower	44		(1,598.24)	9,089.53	5,244.00	3,659.89	35,764.38	52,159.56	(925.00)		549.00	549.00	58,839.11	59,012.11	(2,523.24)	9,089.53	5,793.00	4,208.89	94,603.49	111,171.67
HI001091	Kau'iokalani	44		(317.00)	6,792.08	5,324.23	2,553.72	45,442.48	59,795.51	(5.00)	913.00	913.00	861.77	37,143.82	39,826.59	(322.00)	7,705.08	6,237.23	3,415.49	82,586.30	99,622.10
HI001108	Mali II (new)	44		(4,779.00)	6,372.11	2,614.00	2,292.78	30,405.50	36,905.39	(67.00)					(67.00)	(4,846.00)	6,372.11	2,614.00	2,292.78	30,405.50	36,838.39
HI001025	Waimanalo Homes	45			1,502.00				1,502.00	(2,233.00)	251.00			8,978.30	6,996.30	(2,233.00)	1,753.00	-	-	8,978.30	8,498.30
HI001030	Koolau Village	45		(3,398.81)	4,532.79	1,943.30	41.77	3,002.18	6,121.23	(91.00)				48,163.73	48,072.73	(3,489.81)	4,532.79	1,943.30	41.77	51,165.91	54,193.96
HI001069	Kaneohe Apartments	45		(1,844.00)	1,370.00				(474.00)		201.00			33,209.12	33,410.12	(1,844.00)	1,571.00	-	-	33,209.12	32,936.12
HI001072	Hookipa Kahaluu	45		(523.00)	2,316.00	1,671.62	585.00	9,882.28	13,931.90	(2,476.09)				118,265.57	115,789.48	(2,999.09)	2,316.00	1,671.62	585.00	128,147.85	129,721.38
HI001090	Kauhale O'hana	45		(1,182.38)	2,920.00	2,698.62	1,365.00	13,479.00	19,280.24					54,425.70	54,425.70	(1,182.38)	2,920.00	2,698.62	1,365.00	67,904.70	73,705.94
HI001107	Waimanalo Homes II	45		(111.96)	331.00				219.04					-	(111.96)	331.00	-	-	-	219.04	
HI001031	Hale Hauoli	46		(127.90)	389.00				261.10					5,575.12	5,575.12	(127.90)	389.00	-	-	5,575.12	5,836.22
HI001071	Noelani I	46		(639.00)	1,777.00	1,227.00	845.00	15,191.67	18,401.67					6,325.56	6,325.56	(639.00)	1,777.00	1,227.00	845.00	21,517.23	24,727.23
HI001078	Noelani II	46		(269.08)	1,652.00	1,021.00		3,598.37	6,002.29	(233.00)			109.53	49,655.31	49,531.84	(502.08)	1,652.00	1,021.00	109.53	53,253.68	55,534.13
HI001015	Wahiawa Terrace	49		(619.00)	4,712.00	2,857.00	1,800.00	16,331.29	25,081.29	(839.00)		386.00		67,277.74	66,824.74	(1,458.00)	4,712.00	3,243.00	1,800.00	83,609.03	91,906.03
HI001050	Kupuna Home O'Wai'alu	49		(189.00)	656.00	171.00	182.97	182.97	1,003.94	(663.00)				21,156.22	20,493.22	(852.00)	656.00	171.00	182.97	21,339.19	21,497.16
HI001056	Kauhale Nani	49		(2,590.51)	2,087.00	1,837.00	534.00	22,295.89	24,163.38	-				37,737.60	37,737.60	(2,590.51)	2,087.00	1,837.00	534.00	60,033.49	61,900.98
HI001008	Palolo Valley Homes	80		(9,778.84)	7,896.25	1,982.00	542.08	7,774.20	8,415.69	(61.00)	137.00	-	393.00	2,160.83	2,629.83	(9,839.84)	8,033.25	1,982.00	935.08	9,935.03	11,045.52
TOTAL				(118,027.64)	343,686.78	181,386.45	92,460.24	1,041,854.34	1,541,360.17	(21,528.70)	9,474.86	12,256.05	17,855.13	2,782,756.11	2,800,813.45	(139,556.34)	353,161.64	193,642.50	110,315.37	3,824,610.45	4,342,173.62
															Adjusted Amt						Adjusted Amt
															(720.08)						(214.00)
															Actual Amt						Actual Amt
															2,800,093.37						4,341,959.62

**Contract & Procurement Office
Monthly Status Report for June 2007**

Solicitations Issued, Contracts and Change Orders Executed in June 2007

Solicitation No.	Project	Deadline
	Teacher Cottage Improvements at Pahala Job No. 00-002-T14-Y	July 12, 2007
IFB-PMB-2007-29	Refuse Collection Services for Various State and Federally Funded Projects on the Islands of Kauai, Oahu and Hawaii	July 18, 2007

Contract No.	Contractor & Project	Amount
CMS 07-09	Hawaii Modular Space School Street trailer M June 20, 2007 to April 18, 2008	\$609,790.00
CMS 07-10	O & M Enterprises Operation and preventive maintenance services for the sewage treatment plant at Kupuna Home O Waialua June 15, 2007 to June 14, 2010	\$108,646.00
CMS 07-11	O & M Enterprises Replacement of the emergency generator and preventive maintenance services for the sewage lift-pump at Wahiawa Terrace June 15, 2007 to June 14, 2010	\$39,626.00
CMS 07-12	CC Engineering & Construction, Inc. Design-Build renovation of Nakolea June 21, 2007 to December 30, 2007	\$1,493,510.00
CMS 07-05 SA 01	Metcalf Construction Company, Inc. Renovation of Onemalu and Solar Installation at Onelauena, Relocation of Waipahu bath-house June 29, 2007 to May 15, 2008	\$668,493.00
CMS 06-15 CO 01	Society Contracting, LLC. Hazardous Materials Abatement at Hauiki June 29, 2007 to November 30, 2007	\$7,205.00
CMS 03-14 CO 03	Punaluu Builders, Inc. ADA Compliance for Kahale Mua June 28, 2007 to August 31, 2007	\$22,500.00
CMS 07-01 SA 01	C C Engineering and Construction, Inc. School Street Building E AC upgrade June 27, 2007 to August 1, 2007	\$5,617.50
CMS 07-01 SA 02	C C Engineering and Construction, Inc. School Street Building E Water Fountain June 27, 2007 to August 1, 2007	\$1,042.21
CMS 07-01 SA 03	C C Engineering and Construction, Inc. School Street Building E Extend VCT to front door June 27, 2007 to August 1, 2007	\$898.05
RSS 05-03 SA 03	Honolulu Disposal Service, Inc. Refuse collection services at MU 2, 5, 40, 42, 44, 45, 49 July 1, 2007 to June 30, 2008	\$762,928.32
RSS 05-07 SA 02	Pacific Waste, Inc. Refuse collection services at MU 43 July 1, 2007 to June 30, 2008	\$91,796.64
PUR 06-02 SA 03	Pacific Appliance Group Appliances for state and federal projects July 1, 2007 to June 30, 2008	\$1,639,930.00
PMB 05-10 SA 03	Urban Management Corporation Property management and maintenance services at Banyan Street Manor November 1, 2006 to June 30, 2007	\$83,832.00

PMB 06-01 SA 02	Alii Security Systems, Inc. Security Services at Wilikina Apartments July 1, 2007 to June 30, 2008	\$95,460.00
HPS 06-14 SA 01	Kauai Economic Opportunity, Inc. Emergency Shelter Grant Program July 1, 2007 to June 30, 2008 Primary Contract \$48,269	No cost extension
HPS 06-19 SA 01	Office for Social Ministry State Homeless Outreach Program July 1, 2007 to July 31, 2007 Primary Contract \$750,000	No cost extension
HPS 06-24 SA 01	Office for Social Ministry State Homeless Emergency Loans and Grants Program July 1, 2007 to June 30, 2008 Primary Contract \$180,000	No cost extension
HPS 07-06	Office for Social Ministry Dental Services to the uninsured homeless on the Big Island June 29, 2007 to June 30, 2008	\$100,000.00
HPS 07-08	Kauai Economic Opportunity, Inc. Emergency and Transitional Services August 1, 2007 to July 31, 2008	\$390,000.00
HPS 07-09	Hybrid International, LLC Generate reports and make revisions to the Homeless Management Information System (HMIS) July 1, 2007 to June 30, 2010	\$44,502.60
TBD	Catholic Charities Hawaii Housing Placement Program July 1, 2007 to June 30, 2008	\$913,324.00
TBD	Family Life Center Housing Placement Program July 1, 2007 to June 30, 2008	\$330,000.00
TBD	Institute for Human Services Housing Placement Program July 1, 2007 to June 30, 2008	\$330,000.00
TBD	Kauai Economic Opportunity Housing Placement Program July 1, 2007 to June 30, 2008	\$290,000.00
TBD	Office for Social Ministry Housing Placement Program July 1, 2007 to June 30, 2008	\$600,000.00
TBD	Waianae Community Outreach Housing Placement Program July 1, 2007 to June 30, 2008	\$300,000.00
TBD	Maui AIDS Foundation Housing Opportunity for Persons with AIDS July 1, 2007 to June 30, 2008	\$155,200.00
MOA	City and County of Honolulu Create shelter opportunities for Waianae shelter Renovations of bathroom facilities at IHS Acquire home to be used as emergency shelter	\$2,000,000.00
MOA	County of Kauai Secure and renovate shelter and contract for services with Kauai Economic Opportunity	\$400,000.00
MOA	County of Hawaii Purchase and provide maintenance for 2 houses in Hilo and services with Office for Social Ministry	\$400,000.00
MOA	County of Maui Additional renovations to the Family Life Center	\$400,000.00
MOA	Department of Accounting and General Services Emergency and transitional shelters for homeless individuals living on the Leeward Coast	\$1,000,000.00

Program Highlights

1. **Procurement Office:** Effective July 1, 2007, Marcel Audant was deployed from the Construction Management Section to the Procurement Office as a contract specialist. He will focus on updating reports on construction activities, major systems, warranty information and wage and hour review, and conduct the review of HPHA's consultant and construction contracts for procurement issues.
2. **Homeless:** HPHA received a monitoring report from HUD's Office Community Planning and Development, dated June 5, 2007. Areas reviewed included project progress, supportive services and homeless prevention activities, subrecipient monitoring, overall program management, cost allowability and procurement. The report noted several areas of concern. A copy of the on-site monitoring is attached.
3. **PMMSB:** In April 2007, the HPHA issued a request for proposal for private management services at Banyan Street Manor. No proposals were received in response to that RFP. On June 28, 2007, the HPHA received approval from the State Procurement Office to extend the current contract with Urban Management Company for four (4) additional months. The contract extension will allow HPHA time to re-issue the RFP.
4. **Construction Management:** In June 2007, the HPHA received and responded to a protest of the award of the elevator maintenance contract to KONE, Inc. The grounds for the protest was reviewed by the State Procurement Office, Office of the Attorney General, and HUD, all of whom agreed that HPHA ruled correctly that the bid offer from ThyssenKrupp Elevator Corporation was non-responsive. ThyssenKrupp failed to completely fill out the bid prices for emergency repair work thus making the bid non-responsive. On June 29, 2007, the HPHA issued a notice of award to KONE, Inc.



U.S. Department of Housing and Urban Development

Honolulu Field Office – Region IX
500 Ala Moana Boulevard, Suite 3A
Honolulu, Hawaii 96813
<http://www.hud.gov>
<http://www.espanol.hud.gov>

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RECEIVED
HAWAII PUBLIC
HOUSING AUTHORITY

JUNE

5 2007

Mr. Chad K. Taniguchi
Executive Director
Hawaii Public Housing Authority
1001 N. School Street
Honolulu, HI 96817

Dear Mr. Taniguchi:

SUBJECT: Results of On-Site Monitoring Visit
April 2-5, 2007
Emergency Shelter Grant Program (ESG)
Grant Numbers: S-06-DC-150001, S-05-DC-150001, and S-04-DC-150001

This letter is to convey the results of the U.S. Department of Housing and Urban Development's (HUD) on-site monitoring that was conducted on the State of Hawaii's (State's) Emergency Shelter Grant Program (ESG) from April 2-5, 2007 and additional off-site follow-up through May 22, 2007. Areas reviewed included project progress, supportive services and homeless prevention activities, subrecipient management, overall program management, cost allowability, and procurement.

Overall, the State is generally implementing the ESG program for its homeless population by providing emergency shelter and services to homeless persons and victims of domestic violence living on the neighbor islands. The State is providing the services and addressing the beneficiaries and subpopulations as proposed in its Annual Action Plans. However, HUD noted, several areas of concern. Those concerns are noted on the enclosed Schedule of Findings and Concerns as either a finding, which identifies a regulatory non-compliance issue, or a concern, which recognizes a program weakness.

The State will have 30 days from the date of this letter to address HUD's findings, concerns, and corrective actions. If corrective actions cannot be achieved within this time period, the State must provide the status of the corrective actions and the proposed completion dates within the 30-day period.

In closing, HUD would like to extend its appreciation to the State's staff for the assistance and courtesy provided during the monitoring review. Should you have any questions, please call, Richard Knight, Community Planning and Development Representative, at 808-522-8180, extension 263.

Sincerely,



Mark A. Chandler, Director
Office of Community Planning
and Development

Enclosure

SCHEDULE OF FINDINGS AND CONCERNS
ON-SITE MONITORING
STATE OF HAWAII, HAWAII PUBLIC HOUSING AUTHORITY
EMERGENCY SHELTER GRANT PROGRAM
APRIL 2-MAY 22, 2007

Review Purpose:

U.S. Department of Housing and Urban Development (HUD) conducted an on-site monitoring visit of the State of Hawaii's (State) Emergency Shelter Grant Program (ESG) from April 2 to 5, 2007 and with additional follow-up through May 22, 2007. The State's ESG program is administered by the Hawaii Public Housing Authority.

Review Scope:

The monitoring consisted of a review and analysis of the State's ESG-funded program for the period July 1, 2004 through May 22, 2007 in the following areas:

- ESG Project Progress,
- ESG Supportive Services / Homeless Prevention,
- ESG Subrecipient Management,
- ESG Overall Management,
- ESG Cost Allowability,
- ESG Procurement,
- ESG Property and Equipment Disposition, and
- ESG Rehabilitation / Housing.

Summary

The State is generally implementing the ESG program and meeting the program objectives of providing emergency shelter and supportive services for its homeless population and victims of domestic violence by providing the services and addressing the beneficiaries and subpopulations as proposed in its Annual Action Plans. However, HUD found weaknesses in procurement, allowability of costs and project progress.

Findings

CPD Finding M07-034 (PRC) – Procurement and Cost Allowability

Criteria:

ESG Program regulations at 24 CFR 576.57(b) provide that the recipient must comply with the grant administrative requirements at 24 CFR 85 as well as the applicable Office of Management and Budget (OMB) Circulars. The ESG regulations at 24 CFR 576.21 clearly describe the eligible uses of ESG funds and limitations on certain expenses such as essential services and the salary component of shelter operations. ESG funds may only be expended to carry out the listed eligible activities. The overall grant administrative regulations at 24 CFR 85.36(d) provide for several methods of procurement, including the use of requests for proposals. OMB Circulars provide additional guidance on allowability of certain items of cost. HUD requires the State to use the Integrated Disbursement and Information System (IDIS) to set up projects and activities, document voucher payments, and report accomplishments. HUD requires that the project set-up in IDIS is the ESG assisted shelter and the IDIS activity is the ESG eligible activity funded at the shelter. HUD also requires the State to submit an Annual Action Plan (AAP) for each program year that identifies the ESG projects, activities and funding levels that the State will carry out during the program year. At the end of each program year, the State submits its Consolidated Annual Performance and Evaluation Report (CAPER) to HUD that provides information on the activities undertaken during the program year, the funds expended, and the accomplishments achieved. The information contained in the AAP and CAPER must be consistent with and supported by the data entered into the IDIS system.

Condition:

For the past several years, HUD has noted during the reviews of the State's AAPs and CAPERs that there have been discrepancies between the information reported in these documents and the IDIS system. In particular, both documents have incorrectly reported the proposed and actual expenditures for eligible ESG activities, including documentation of compliance with the ESG expense limitations for essential services and the salary component of shelter operations. The State had previously reported that it had corrected the discrepancies.

HUD reviewed the State's procurement records for the ESG program. None of the contracts reviewed contained a statement of work and associated budget that was consistent with the requirements for ESG eligible activities and allowable costs.

HUD reviewed a sample of voucher payments that were reported in the IDIS system for ESG activities. IDIS requires that each voucher payment be applied to a specific ESG eligible activity. Vouchers for reimbursement of expenses for the Kauai Economic Opportunity (KEO) project appeared to include general agency expenses for office supplies and not eligible ESG expenses. HUD is aware that KEO operates a Care-A-Van program but it was not clear from the information provided in the contracts that this was the intended recipient of the activity. HUD is not aware of any other activity undertaken by KEO during this time period that would qualify for the use of ESG funds.

The contract with EHCH beginning June 30, 2005 included \$13,600 for a project named "ESG Pahoa" and an additional \$36,500 for a project named "ESG EMERG." HUD was able to determine that the "ESG Pahoa" project was the Hale O Puna outreach/drop-in center and that the "ESG EMERG" was the Kihei Pua Emergency Shelter. A review of the budget for the Kihei Pua project revealed that even though the budget was confusing, the expenses were potentially eligible as operation, essential services and homeless prevention and were therefore, probably ESG eligible. The Hale O Puna center did not have any beds, did not function as a shelter and, therefore, did not qualify for use of ESG operations assistance. Many of the expenses for the Hale O Puna drop-in center appear to be organizational operating expenses and are therefore, ineligible. The questioned costs are:

Lease/rent space	\$2,000.00
Repair/maintenance	400.00
Telecommunications	1,500.00
Utilities	1,438.00
Direct Services	1,400.00
Total	\$6,738.00

A review of the contract with KEO beginning July 1, 2004, as amended, noted that the approved budget included several line items that did not appear to be eligible ESG program costs. The questioned costs include all items listed under "Other Current Expenses" and total \$8,058. Additionally, HUD was unable to determine based upon a review of the contract, the work to be performed for the salary component and therefore, these costs are also questioned. The total questioned costs for this contract is \$38,343. A review of another contract with KEO beginning June 30, 2005, and amended, noted similar issues with the approved budget. Both contract budgets include probable ineligible items such as:

- Audit services
- Contract services – administrative
- Liability insurance
- Lease/rental of equipment
- Mileage
- Postage
- Printing
- Supplies – program
- Pre-employment requirement
- Advertising.

The KEO 2005 contract was amended on February 13, 2007. Information contained with the amendment includes documentation indicating a majority of the salary and benefit expense was for the housing placement coordinator, which is a potentially eligible ESG expense. However, the position description was not included and HUD could not determine the eligibility of the projected expense.

The documentation also includes information indicating a portion of the salary and benefits for the fiscal officer, administrative officer, accountant and account clerk were also included in the ESG contract. The expenses for these positions are not eligible program costs and are questioned in the amount of \$2,220. The amended budget continued to include numerous ineligible items, as noted above, and did include one new item that may be eligible, security deposits / rental assistance, in the amount of \$9,460. However, there is no information to indicate how or when this assistance is provided or to whom. Therefore, the entire current expense budget of \$16,148 is questioned. Additionally, the budget includes a line item for KEO administrative expense of \$2,220 that is also questioned. This may be the same \$2,220 noted above for questioned salaries and benefits but it cannot be determined from the contract. Total questioned costs for this contract are \$20,588.

IDIS reports show that the EHCH activities have been completed but the amount expended is less than the contract amount. The IDIS activities for the KEO activities are still open, but include an activity for operations that is probably inappropriate since HUD has been advised that KEO does not operate an emergency shelter.

During the past several months, HUD has provided technical assistance to State staff on setting up ESG projects and activities in IDIS. HUD is aware that staff have attempted to address many of the IDIS documentation and reporting issues and HUD recognizes that the current year IDIS ESG activities appear to be set up in accordance with IDIS requirements with the shelter as the IDIS project and the ESG eligible activities as the IDIS activities under that project. Unfortunately, since the contracts, and even the recent amendment for KEO, do not provide a clear statement of work and budget consistent with ESG requirements, it is not possible to determine if the IDIS data is accurate and complete.

Cause:

The State issued a Request for Proposal (RFP-HPS-2004-2) for the ESG program on November 22, 2002. The RFP did include information on the ESG eligible activities and limitations on certain elements of expense as noted in the ESG regulations. However, the RFP did not require applicants to submit a statement of work and budget consistent with the ESG requirements. Instead, applicants were required to respond using a standard Budget, form SPO-H-204 (effective 10/01/98) that included numerous preprinted cost line items including several that are ineligible for the ESG program. The executed contracts incorporated these budget forms and failed to include sufficient information to document the potential ESG eligible activity and eligible expenses.

The State's failure to require applicants to submit a clear statement of work that defined the ESG eligible activity to be undertaken and an associated budget is the primary circumstance that resulted in inaccurate and incomplete information in the State's AAPs, CAPERS and IDIS reports. The use of inappropriate budget form in the RFP resulted in non-compliance with cost allowability and ESG eligibility requirements as well as with IDIS, AAP and CAPER requirements since the basic information necessary was never collected.

Consequence:

- IDIS data, including expenditure and beneficiary information for the ESG program, is not reliable since there is minimal correlation with the executed contracts and the data cannot be verified.
- The State cannot assure HUD that the expenditures charged to the ESG program are for eligible activities, are allowable costs, and meet the expense limitations as noted in the ESG regulations for salaries and essential services.
- Contracts with at least two entities resulted in over \$65,669 in questioned costs due to eligibility issues.
- HUD is unable to confirm that the IDIS activities identified as essential services, operations, and homeless prevention are accurate since the State did not amend any of the contracts to reflect appropriate ESG eligibility requirements.

Corrective Action:

1. The State should immediately amend or terminate all current ESG funded contracts that do not include a clear statement of work and appropriate budget that is consistent with the ESG program requirements.
2. The State must revise its procurement process to ensure that the contract requires that ESG funds are used for eligible activities and meet the requirements for limitations of certain expenses. Specifically, the statement of work must include the identification of the shelter as the ESG project, the specific ESG eligible activity for that project, and a budget consistent with the statement of work and eligible activity that separately identifies the line item expense. A separate budget should be provided for each eligible ESG activity. If ESG funds will be used for personnel expenses, then each position description must be included in the contract and only ESG eligible duties are to be reimbursed. Expense documentation for salaries must include personnel activity reports as required by OMB circulars.
3. The State must either immediately return to the ESG grant account all of the funds expended for the East Hawaii Coalition for the Homeless Hale O Puna project and the Kauai Economic Opportunity project or conduct a 100% review of the voucher payments for all contracts with these organization executed on or after July 1, 2004. The State must determine whether or not each expense is ESG eligible under either the essential services or homeless prevention activities. The State must report to HUD on the results of its review of this project. The report must include a copy of each voucher reviewed, a summary of the expenses by eligible activity and identification of any ineligible expenses. The State is expected to complete its review within 120 days of the date of this report and must include the status of the review in its monthly report to HUD. The State must reimburse the ESG grant for all ineligible expenses.

Concerns

CPD Concern M07-035 (PER) – Subrecipient Monitoring

Criteria:

ESG Program regulations at 24 CFR 576.57(b) provide that the recipient must comply with the grant administrative requirements at 24 CFR 85 as well as the applicable Office of Management and Budget (OMB) Circulars. The overall grant administrative regulations at 24 CFR 85.40(a) requires grantees to monitor grant and subgrant activities and requires monitoring of each program, function or activity. HUD requires the State to submit an Annual Action Plan (AAP) for each program year that includes its monitoring plan the ESG program. At the end of each program year, the State submits its Consolidated Annual Performance and Evaluation Report (CAPER) to HUD that includes the results of its monitoring activities. The ESG grant provides administrative funds that may be used for monitoring activities.

Condition:

HUD requested the State to provide documentation of its monitoring activities for the selected grants. The State provided documentation of on-site monitoring of only one activity – the Women Helping Women domestic violence shelter project funded by the PY 2005 ESG grant. The State asserted that it monitors its subrecipients by reviewing applications and vouchers to ensure compliance. HUD separately noted non-compliance with procurement and cost allowability. Therefore, HUD is concerned that the State's limited on-site monitoring and review of documentation is not effective.

The State noted in its AAP for Program Year 2005 that it "will conduct site visits to each of the agencies that administer the ESG program." The CAPER for the Program Year noted that only Women Helping Women was monitored and did not explain why the State did not meet its own AAP requirements. The State repeated its commitment to monitor all ESG agencies in its 2006 AAP. The CAPER is not yet due, but the State did not provide any documentation of on-site monitoring for Program Year 2006 activities in response to HUD's request for copies of all monitoring reports for the specified grant years.

Cause:

The State does not appear to have made ESG on-site monitoring a priority even though it has stated in its AAP that it will conduct the on-site monitoring.

Consequence:

HUD cannot be assured that the ESG funded activities provide the services identified in the State's AAP or that the accomplishments reported in the CAPER are accurate.

Recommended Action:

1. The State should develop and implement an effective ESG monitoring plan, summarize key items in its AAP, and summarize the results of its monitoring in the CAPER. The summaries should clearly note the distinction between on-site and remote monitoring.
2. Since the State has not completed on-site monitoring of almost all ESG funded projects in at least three years, the State should perform comprehensive on-site reviews of all ESG assisted projects over the next two program years (50 % each year) and then conduct risk based monitoring on an annual basis thereafter.

PHAS INDICATORS
For the period 7/1/06 - 6/30/07

MU No.	Proj. No.	Project Name	AMP NO.	No. of 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	%
MU 1	1026	Puuwai Momi	HI001000030P	260	52	135	122	90%	0	1881	10	54	260	100%	28	0	0%
	1027	Hale Laulima		36	8	9	7	78%	1	310	15	17	36	100%	10	0	0%
	1066	Salt Lake		28	2	2	1	50%	0	263	15	9	28	100%	1	0	0%
	1038	Waipahu I		19	3	6	6	100%	0	212	14	7	19	100%	1	0	0%
	1039	Waipahu II		20	2	2	2	100%	0	138	17	3	20	100%	1	0	0%
		Total		363	67	154	138	90%	1	2804		90	363	100%	41	0	0%
MU 2	1005	Kalihi Valley Homes	HI001000031P	373	94	580	536	92%	5	1531	57	329	278	75%	44	0	0%
		Total															
MU 3	1003	Mayor Wright Homes	HI001000032P	364	26	404	375	93%	0	2504	60	144	364	100%	36	0	0%
		Total															
MU 3	1009	Kaahumanu Homes	HI001000033P	152	12	179	165	92%	0	967	22	26	152	100%	19	0	0%
	1099	Kamehameha Homes		221	18	165	159	96%	0	1142	40	31	221	100%	29	0	0%
		Total		373	30	344	324	94%	0	2109		57	373	100%	48	0	0%
MU 4	1062	Kalakaua Homes	HI001000034P	221	15	75	70	93%	1	1293	8	27	221	100%	10	0	0%
	1012	Makua Alii (E)		211	13	57	48	84%	0	1022	9	11	211	100%	1	0	0%
	1036	Paoakalani (E)		151	15	36	36	100%		741	4	8	151	100%	1	0	0%
		Total		583	43	168	154	100%	1	3056		46	583	100%	12	0	0%
MU 5	1011	Punchbowl Homes (E)	HI001000035P	156	18	118	117	99%	0	816	24	9	156	100%	2	3	150%
	1024	Kalanihuia (E)		151	9	76	74	97%	0	792	38	4	151	100%	1	1	100%
	1046	Makamae (E)		124	14	64	60	94%	0	449	22	9	124	100%	1	1	100%
	1073	Spencer House		17	0	15	15	100%	1	180	70	7	17	100%	1	1	100%
	1047	Pumehana (E)		139	29	168	166	99%	0	600	28	7	139	100%	1	1	100%
		Total		587	70	441	432	98%	1	2837		36	587	100%	6	7	117%

EXHIBIT 5

PHAS INDICATORS
For the period 7/1/06 - 6/30/07

MU No.	Proj. No.	Project Name	AMP NO.	No. of 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	%	
MU 7	1004	Lanakila Homes I	HI001000037P	102	8	44	25	57%	2	164	40	24	78	76%	39	0	0%	
	1013	Lanakila Homes II		42	7	64	56	88%	0	158	42	9	44	105%	11	0	0%	
	1014	Lanakila Homes III		30	0	0	0	NA	0	14	94	0	16	53%	15	0	0%	
	1104	Lanakila Homes IV		48	8	47	39	83%	0	155	69	25	48	100%	15	0	0%	
	1051	Hale Aloha O Puna (E)		30	2	18	13	72%	0	114	51	25	30	100%	9	0	0%	
	1052	Hale Olaloa (E)		50	13	34	31	91%	2	195	52	32	50	100%	26	0	0%	
	1097	Kauhale O'Hanakahi		20	6	58	40	69%	1	192	74	28	20	100%	10	0	0%	
	1045	Pahala (E)		24	8	8	5	63%	3	72	29	10	24	100%	6	0	0%	
	1029	Pomaikai Homes (E)		20	6	19	14	74%	1	127	39	18	20	100%	2	0	0%	
	1028	Punahale Homes		30	6	25	20	80%	0	101	59	26	30	100%	16	0	0%	
			Total		396	64	317	243	77%	9	1292		197	360	91%	149	0	0%
	MU 8	1018	Kapaa	HI001000038P	36	5	27	27	100%	0	231	52	16	36	100%	20	0	0%
1019		Hale Hoolulu (E)		12	3	12	12	100%	0	79	15	0	12	100%	5	0	0%	
1054		Hale Nana Kai O Kea (E)		38	3	13	13	100%	0	225	22	10	38	100%	20	0	0%	
1021		Hui O Hanamaulu		46	3	20	20	100%	0	172	21	5	46	100%	24	0	0%	
1022		Kalaheo		8	0	5	5	100%	0	22	34	0	8	100%	4	0	0%	
MU 41	1064	Kekaha Ha'aheo		78	13	62	62	100%	0	507	3	0	78	100%	31	31	100%	
	1020	Eleele Homes		24	6	30	29	97%	0	100	5	0	24	100%	12	12	100%	
	1055	Hale Hoonanea		40	7	25	23	92%	0	191	8	0	40	100%	21	21	100%	
	1023	Home Nani		14	2	5	5	100%	0	44	5	0	14	100%	2	2	100%	
	1086	Kawailehua		25	3	29	29	100%	0	122	7	1	25	100%	4	4	100%	
		Total		321	45	228	225	99%	0	1693		32	321	100%	143	70	49%	
MU 9	1017	Kahekili Terrace [A & B]	HI001000039P	82	11	46	45	98%	0	641	9	29	82	100%	15	0	0%	
	1016	David Malo Circle		18	2	10	9	90%	0	158	15	7	18	100%	9	0	0%	
	1092	Makani Kai Hale		25	5	9	9	100%	0	131	9	7	25	100%	8	0	0%	
	1044	Piilani Homes (E)		42	3	16	16	100%	0	296	9	31	42	100%	9	0	0%	
	1097	Makani Kai Hale II		4	0	0	0	NA	0	0	NA	0	4	100%	1	0	0%	

PHAS INDICATORS
For the period 7/1/06 - 6/30/07

MU No.	Proj. No.	Project Name	AMP NO.	No. of 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	%
	1088	Kahale Mua		25	6	16	16	100%	0	504	5	9	25	100%	9	9	100%
		Total		196	27	97	95	98%	0	1730		83	196	100%	51	9	18%
MU 40	1010	Kuhio Park Terrace	HI001000040P	614	153	258	250	97%	0	2441	9	26	610	99%	17	0	0%
	1007	Kuhio Homes		134	28	53	51	96%	1	715	8	14	134	100%	21	0	0%
		Total		748	181	311	301	97%	1	3156		40	744	99%	38	0	0%
MU 43	1061	Ka Hale Kahaluu	HI001000043P	50	0	2	2	100%	0	17	47	0	0	0%	5	0	0%
	1053	Hale Hookipa (E)		32	2	20	18	90%	0	114	47	13	32	100%	8	3	38%
	1032	Kaimalino		40	6	42	40	95%	0	229	31	19	40	100%	12	0	0%
	1070	Kealakehe		48	9	61	55	90%	0	246	40	29	48	100%	5	0	0%
	1063	Nani Olu (E)		32	3	27	25	93%	0	145	50	22	32	100%	5	0	0%
		Total		202	20	152	140	92%	0	751		83	152	75%	35	3	9%
MU 44	1057	Waimaha-Sunflower	HI001000044P	130	31	37	33	89%	0	605	17	108	130	100%	10	0	0%
	1091	Kau'iokalani		50	11	10	10	100%	0	305	24	69	50	100%	13	0	0%
	1033	Maili I		20	1	12	7	58%	0	138	16	11	20	100%	20	0	0%
	1108	Maili II		24	2	14	12	86%	0	90	27	21	24	100%	18	0	0%
	1035	Nanakuli Homes		36	2	29	28	97%	0	188	27	27	36	100%	36	0	0%
		Total		260	47	102	90	88%	0	1326		236	260	100%	97	0	0%
MU 45	1030	Koolau Village	HI001000045P	80	11	65	63	97%	0	383	7	2	80	100%	19	19	100%
	1072	Hookipa Kahaluu		56	9	30	28	93%	0	223	32	16	56	100%	8	8	100%
	1069	Kaneohe Apartments		24	3	12	11	92%	0	99	6	0	24	100%	2	2	100%
	1090	Kauhale O'hana		25	4	18	18	100%	0	91	22	4	25	100%	5	5	100%
	1025	Waimanalo Homes		41	1	19	15	79%	0	132	17	1	41	100%	41	41	100%
		Total		226	28	144	135	94%	0	928		23	226	100%	75	75	100%

PHAS INDICATORS
For the period 7/1/06 - 6/30/07

MU No.	Proj. No.	Project Name	AMP NO.	No. of 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 Inspect	%
MU 46	1078	Noelani II	HI001000046P	24	9	23	15	65%	7	125	99	53	24	100%	2	2	100%
	1031	Hale Hauoli (E)		40	2	44	41	93%	1	160	44	41	40	100%	11	11	100%
	1097	Ke Kumu 'Ekolu		20	0	1	1	100%	8	18	158	47	20	100%	3	3	100%
	1071	Noelani I		19	2	11	7	64%	3	72	105	32	19	100%	2	2	100%
		Total		103	13	79	64	81%	19	375		173	103	100%	18	18	100%
MU 49	1056	Kauhale Nani	HI001000049P	50	6	19	18	95%	0	52	20	2	50	100%	10	0	0%
	1015	Wahiawa Terrace		60	14	8	8	100%	0	105	6	1	60	100%	9	0	0%
	1050	Kupuna Home O'Waialua (E)		40	9	2	1	50%	0	50	17	2	40	100%	21	0	0%
		Total		150	29	29	27	93%	0	207		15	150	100%	40	0	0%
MU 80	1008	Palolo Valley Homes	HI001000050P	118	9	32	31	97%	0	550	4	8	118	100%	20	20	100%
		Total		5363													

**PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH STATUS REPORT
Reporting for Month of June 2007**

Property Management & Maintenance Services Branch

Private Management Contracts Section

- Approved the consultant's 100% submittal of the plans and specifications for the renovation of the Banyan Street Manor. Bidding scheduled to begin first week of July 07.
- The follow-up REAC physical inspection of the Banyan Street Manor was conducted by HUD. Project received a passing score of 71.
- Proposals for the Real Estate consultant for the sale of Wilikina Apartments reviewed and contract expected to be executed by end of July.

Oahu

- Applications completely processed - 96
- Number of vacancies filled - 25

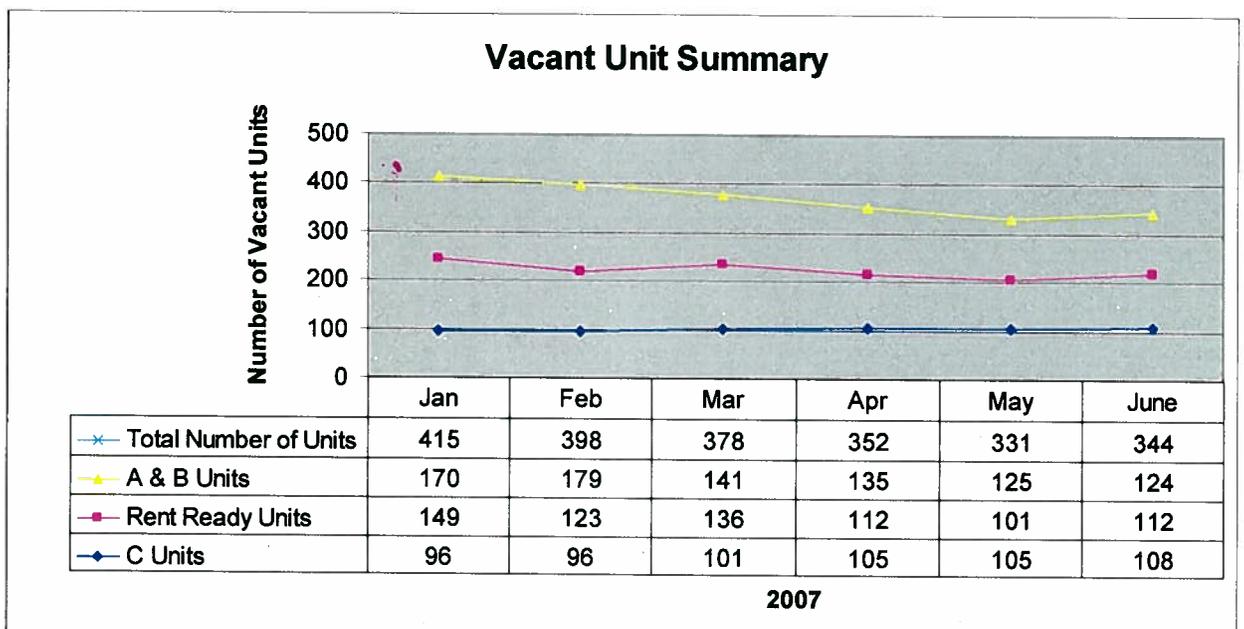
Big Island

- Two internal transfers for June.

Maui

- Placed 2 families for June.

Vacant Unit Summary



**PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH STATUS REPORT
Reporting for Month of June 2007**

Central Maintenance Services Section

- All maintenance staff are working on a daily (Monday - Friday) basis that will be repairing vacant units and daily work orders.
- Turned over Unit 42-D (3) Bedroom Unit on June 29, 2007 and currently working at MU 3 Vacant Units.

RESOLUTION NO. 08

EXPRESSING APPRECIATION TO MS. PAMELA Y. DODSON

WHEREAS, Ms. Pamela Dodson was appointed as the Executive Assistant for the Housing and Community Development Corporation of Hawaii (predecessor to the Hawaii Public Housing Authority) on December 3, 2003; and

WHEREAS, Ms. Dodson continued to serve as the Executive Assistant for the Hawaii Public Housing Authority (HPHA) from its inception on July 1, 2006 until July 9, 2007; and

WHEREAS, in addition to serving as the Executive Director's trusted "right-hand woman", Ms. Dodson oversaw the Property Management and Maintenance Branch with over 6,400 public housing and other subsidized developments and served as the spokesperson for the HPHA; and

WHEREAS, while petite in stature, due to her genuine concern for the less fortunate, no task was too large for Ms. Dodson to take head on. During her tenure, she worked closely with the managers, staff and residents to resolve various issues; and

WHEREAS, Ms. Dodson gained the respect and admiration of Board members, employees and residents, alike; now, therefore,

BE IT RESOLVED that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 08 Expressing Appreciation to Ms. Pamela Y. Dodson on this 18th day of July 2007; and

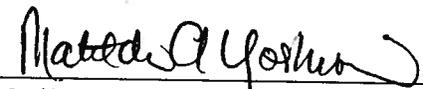
BE IT FURTHER RESOLVED that a copy of this Resolution be transmitted to Ms. Dodson along with expressions of gratitude for her commitment and tireless efforts to assist the citizens of the State of Hawaii.



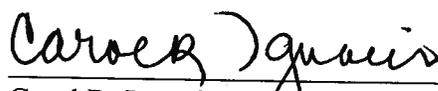
Travis O. Thompson, Chairman



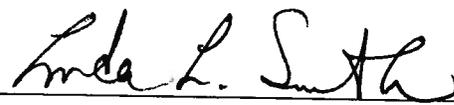
R. Eric H. Beaver, Vice Chair



Matilda A. Yoshioka, Secretary



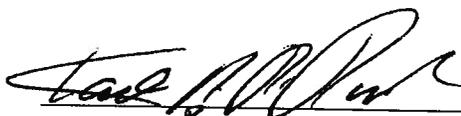
Carol R. Ignacio, Member



Linda L. Smith, Member



Lillian B. Koller, Member



Kaulana H.B. Park, Member



Clarissa P. Hosino, Member



Ann Marie Beck, Member



FOR ACTION

SUBJECT: Reappointment of Mr. James E. DeMello, Mr. Robert Palea, Ms. Eleanor Garcia and Ms. Juliette Tulang to the Hilo Eviction Board for a Two-Year Term Expiring on July 31, 2009

I. FACTS

- A. The Hilo Eviction Board, composed of members of the community, is responsible for affording public housing tenants a full and fair hearing during lease termination proceedings.
- B. Pursuant to Hawaii Revised Statutes (HRS) 356D, the Authority is authorized to appoint an eviction board in each county to hear cases referred for eviction. In accordance with HRS 356D, the Eviction Board has an authorized composition of at least three members, one of which must be a resident of public housing.
- C. Having more than the minimum amount of members appointed to the Hilo Eviction Board will allow the Hearings Office to process the requests for hearing in an efficient and timely manner, and avoid cancellation of hearings for lack of quorum.
- D. Mr. James E. DeMello is a resident of Hilo, Hawaii. He is employed with the University of Hawaii – Hilo as the Assistant Athletic Director. He served as a member of the Hawaii Hearing Board A, and has much experience to offer at these hearings. Mr. DeMello is currently the Chairman of the Hilo Eviction Board and has expressed a willingness to serve as a member of the Hilo Eviction Board for another two-year term.
- E. Mr. Robert Palea is a resident of Hilo, Hawaii. He has been employed with Hiromu Yamanaka Realty, Inc. since September 1973 as a real estate agent. His experience dealing with the community in housing and rental issues would be an asset to this board. He previously served on the Hawaii Hearing Board A and has expressed his willingness to serve as a member of the Hilo Eviction Board for another two-year term.
- F. Ms. Eleanor Garcia is a resident of Hilo, Hawaii. She is a resident at Lanakila Homes I. She previously served on the Hilo Appeal Board. Her experience and insight to tenant issues will be an asset to the eviction board. Ms. Garcia has expressed an interest to serve as a member of the Hilo Eviction Board for another two-year term.
- G. Ms. Juliette Tulang is a resident of Hilo, Hawaii. She is presently employed as a Foundation Associate with the Hawaii Community Foundation. She has extensive experience with assistance to the community, especially the elderly. Ms. Tulang previously served on the Hilo Appeal Board and has expressed a willingness to continue serving her community by serving as a member of the Hilo Eviction Board for another two-year term.

II. RECOMMENDATION

Reappointment of Mr. James E. DeMello, Mr. Robert Palea, Ms. Eleanor Garcia and Ms. Juliette Tulang to the Hilo Eviction Board for a Two-Year Term Expiring on July 31, 2009.

Prepared by: Lili A. Funakoshi, Hearings Officer *LF*

Approved by the Board of Directors at its meeting on

JUL 18 2007

HEARINGS OFFICE

Please take necessary action



EXECUTIVE DIRECTOR

FOR ACTION

SUBJECT: Reappointment of Ms. Radiant Chase, Mr. Earl Mente, Ms. Joyce R. Nakamura, Ms. Jane Moana Gray, Ms. Sylvianne Young, Mr. Solomon Kuresa, Jr. and Mr. Wayne Fujikane to the Oahu Eviction Board for a Two-Year Term Expiring on July 31, 2009

I. FACTS

- A. The Oahu Eviction Board, composed of members of the community, is responsible for affording public housing tenants a full and fair hearing during lease termination proceedings.
- B. Pursuant to Hawaii Revised Statutes (HRS) 356D, the Authority is authorized to appoint an eviction board in each county to hear cases referred for eviction. In accordance with HRS 356D, the Eviction Board has an authorized composition of at least three members, one of which must be a resident of public housing.
- C. Having more than the minimum amount of members appointed to the Oahu Eviction Board will allow the Hearings Office to process the requests for hearing in an efficient and timely manner, and avoid cancellation of hearings for lack of quorum.
- D. Ms. Radiant K. Chase is a resident of Oahu. She is employed at Kapolei Realty, Inc. as a broker and property manager. Her experience in property management will be of great assistance to the eviction board. Ms. Chase has expressed her willingness to serve as a member of the Oahu Eviction Board for a two-year term.
- E. Mr. Earl Mente is a resident of Honolulu, Hawaii. He is self-employed with his office Earl S. Mente Realtors located in Honolulu. He brings insight into tenant issues he has encountered in his experience with the realty market on Oahu. He currently serves as a board chairman for the Oahu Eviction Board, and his experience would be an asset to this board. Mr. Mente has expressed a willingness to serve as a member of the Oahu Eviction Board for an additional two-year term.
- F. Ms. Joyce R. Nakamura is a resident of Honolulu, Hawaii. She is employed as a broker with Global Realty Marketing. She has an extensive background in housing market issues. She currently serves as a board member on the Oahu Eviction Board and her experience and insight would be of great service to the eviction board. Ms. Nakamura has expressed a willingness to serve as a member of the Oahu Eviction Board for another two-year term.
- G. Ms. Jane Moana Gray is a resident of Honolulu, Hawaii. She was a former resident of public housing, transitioned to the private sector for a number of years and currently resides at Hale Po'ai. She was previously employed as a tutor, is active with the Lanakila Senior Center and provides care for her grandchildren. She serves on the Oahu Eviction Board and her insight as a resident of public housing is an asset to the eviction board. Ms. Gray was

has expressed a willingness to serve as a member of the Oahu Eviction Board for another two-year term.

- H. Ms. Sylvianne Young is a resident of Honolulu, Hawaii. She is the Owner/Broker at Young Properties, Inc. located in Honolulu. She has an extensive realty background and previously worked with the Department of the Navy providing counseling and information for continuing education and career opportunities. She currently serves on the Oahu Eviction Board and has expressed an interest in serving on the Oahu Eviction Board for another two-year term.
- I. Mr. Solomon Kuresa is a resident of Honolulu, Hawaii, and is a resident at Kalihi Valley Homes. He is a minister of Victory Samoan Assembly of God Church at Fort Shafter and coordinates citizen patrol community policing at Kalihi Valley Homes. He currently serves as a board member on the Oahu Eviction Board and his experience and insight as a resident of public housing would be of great service to the eviction board. Mr. Kuresa has expressed a willingness to serve as a member of the Oahu Eviction Board for another two-year term.
- J. Mr. Wayne Fujikane is a resident of Oahu. He recently retired from the Department of Commerce and Consumer Affairs where he was employed as a Consumer Protection Education Specialist for over 20 years. He also lectures at the Leeward Community College in the Language Arts Division and is involved with the Department of Education's Community School for Adults. Mr. Fujikane has expressed a willingness to serve as a member of the Oahu Eviction Board for another two-year term.

II. RECOMMENDATION

Reappointment of Ms. Radiant Chase, Mr. Earl Mente, Ms. Joyce R. Nakamura, Ms. Jane Moana Gray, Ms. Sylvianne Young, Mr. Solomon Kuresa, Jr. and Mr. Wayne Fujikane to the Oahu Eviction Board for a Two-Year term expiring on July 31, 2009.

Prepared by: Lili A. Funakoshi, Hearings Officer *LF*

**Approved by the Board of Directors at its meeting on
JUL 18 2007**

HEARINGS OFFICE

Please take necessary action



EXECUTIVE DIRECTOR

Reviewed and Approved by the Executive Director CA
July 18, 2007

FOR ACTION

SUBJECT: Reappointment of Mrs. Hannah M. Wilson, Mr. Wayne Gocke and Mr. Ross Oue to the Kona Eviction Board for a Two-Year Term Expiring on July 31, 2009

I. FACTS

- A. The Kona Eviction Board, composed of members of the community, is responsible for affording public housing tenants a full and fair hearing during lease termination proceedings.
- B. Pursuant to Hawaii Revised Statutes (HRS) 356D, the Authority is authorized to appoint an eviction board in each county to hear cases referred for eviction. In accordance with HRS 356D, the Eviction Board has an authorized composition of at least three members, one of which must be a resident of public housing.
- C. Mrs. Hannah Wilson is a resident of Kailua-Kona, Hawaii. She is currently a resident at the Kealakehe Housing Project and previously resided in Lanakila Homes. She has resided in public housing since 1984. She has done volunteer work for the 700 Club, worked as a caregiver at the Hilo Hospital, and currently serves as a board member on the Kona Eviction Board. Her insight as a resident of public housing would continue to be of great assistance to the eviction board. Mrs. Wilson has expressed a willingness to serve as a member of the Kona Eviction Board for another two-year term.
- D. Mr. Wayne Gocke is a resident of Kamuela, Hawaii. He also was a Grievance Hearing Officer on Oahu before relocating to Kamuela. He currently serves on the Kona Eviction Board and his past experience as a member of the Hawaii Hearing Board B and his working knowledge of the rental agreement would be an asset to this eviction board. Mr. Gocke has expressed his interest to serve as a member of the Kona Eviction Board for an additional two-year term.
- E. Mr. Ross Oue is a resident of Kona, Hawaii. He is a self-employed Certified Public Accountant and his office is located in Kailua-Kona. Additionally, he serves on the boards for the Hawaii Association of Public Accountants, the Kona Hospital Advisory Council, the Kona Japanese Civic Association, Selective Service Systems, the Hawaii Island Humane Society and the Kona Hongwanji Mission. Mr. Oue currently serves as the chairperson for the Kona Eviction Board and has expressed his willingness to serve for another two-year term.

Approved by the Board of Directors at its meeting on
JUL 18 2007

II. RECOMMENDATION

Reappointment of Mrs. Hannah M. Wilson, Mr. Wayne Gocke and Mr. Ross Oue to the Kona Eviction Board for a Two-Year Term Expiring on July 31, 2009.

Prepared by: Lili A. Funakoshi, Hearings Officer

HEARINGS OFFICE

27 
EXECUTIVE DIRECTOR

FOR ACTION

I. REQUEST

Approval of the Revision to Chapter 8 of the Section 8 Housing Choice Voucher (HCV) Program Administrative Plan.

II. FACTS

- A. The Public Housing Agency (PHA) must adopt a written administrative plan that establishes local policies for administration of the program in accordance with U.S. Department of Housing and Urban Development (HUD) requirements. The administrative plan states PHA policy on matters for which the PHA has discretion to establish local policies.
- B. The administrative plan must be in accordance with HUD regulations and requirements. The administrative plan is a supporting document to the PHA plan and must be available for public review.
- C. The PHA must revise the administrative plan if needed to comply with HUD requirements.
- D. The PHA must administer the program in accordance with the PHA administrative plan.
- E. Chapter 8 covers policies and procedures that relates to Housing Quality Standards and Rent Reasonableness.

III. DISCUSSION

- A. Changes to the Section 8 Housing Choice Voucher Program Administrative Plan will provide the general public and Section 8 personnel with clearer guidelines and policies that were not initially covered and not covered in the Hawaii Administrative Rules.

The Plan will be updated frequently as the Section 8 HCV program regulations changes.

- B. HUD requires that Public Housing Authorities determine that units rented by families assisted under the Section 8 HCV program have rents that are reasonable when compared to comparable unassisted units in the market area.

A letter sent to Ms. Joyce L. Lee, HUD San Francisco Regional Office, dated September 11, 2002, addressed the issue when comparable units could not be found within a designated area. The letter states that in certain cases where rent comparable unit data is unavailable in the immediate district and/or zip code area, the Agency will expand its search into the next adjacent district(s). The Management Unit will document on its Rent Reasonable Certification form that "Due to unavailable rent comparables in the immediate district, rent comparables from other areas used."

The Management Units were instructed of this procedure with an Interoffice Memorandum dated 07-12-2002, reference number 02:PM/201.

The current Section 8 Administrative Plan does not address situations when no comparable units can be found within the immediate district and/or zip code area.

The policy that has been established with the HUD September 11, 2002 letter will be incorporated into the Section 8 Administrative Plan.

IV. RECOMMENDATION

That the Hawaii Public Housing Authority approve the amendment to Chapter 8 of the Section 8 Administrative Plan.

Attachment: Chapter 8, page 8-21
IOM, Ref. No. 02:PM/201

Prepared by: Dexter Ching, Chief, Section 8 Subsidy Program Branch DC
Reviewed by: Chad K. Taniguchi, Executive Director CT

**Approved by the Board of Directors at its meeting on
JUL 18 2007**

SECTION 8 SUBSIDY PROGRAMS BRANCH

Please take necessary action


EXECUTIVE DIRECTOR

8-III.D. PHA RENT REASONABLENESS METHODOLOGY

How Market Data is Collected

PHA Policy

The PHA will collect and maintain data on market rents in the PHA's jurisdiction. Information sources include newspapers, realtors, market surveys, inquiries of owners and other available sources. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis and rent information that is more than 12 months old will be eliminated from the database.

How Rents are Determined

PHA Policy

The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area. The PHA will develop a range of prices for comparable units by bedroom size within defined market areas. Units proposed for HCV assistance will be compared to the units within this rent range. At least three comparable units will be used for each rent determination and of which at least two must have a gross rent that exceeds the subject gross contract rent, and the total average gross rent of the comparable units exceeds the subject gross rent. Because units may be similar, but not exactly like the unit proposed for HCV assistance, the PHA may make adjustments to the range of prices to account for these differences. In certain cases where rent comparable unit data is unavailable in the immediate district and/or zip code area, the agency will expand its search into the next adjacent district(s). The inspector will document on its Rent Reasonableness Certification form that "Due to unavailable rent comparables in the immediate district, rent comparables from other areas used."

The adjustment must reflect the local market. Not all differences in units require adjustments (e.g., the presence or absence of a garbage disposal may not affect the rent in some market areas).

Adjustments may vary by unit type (e.g., a second bathroom may be more valuable in a three-bedroom unit than in a two-bedroom).

The adjustment must reflect the rental value of the difference – not its construction costs (e.g., it might cost \$20,000 to put on a new roof, but the new roof might not make any difference in what a tenant would be willing to pay because rents units are presumed to have functioning roofs).

When a comparable project offers rent concessions (e.g., first month rent-free, or reduced rent) reported monthly rents will be adjusted accordingly. For example, if a comparable project reports rents of \$500/month but new tenants receive the first month's rent free, the actual rent for the unit would be calculated as follows: $\$500 \times 11 \text{ months} = 5500/12 \text{ months} = \text{actual monthly rent of } \488 .

The PHA will notify the owner of the rent the PHA can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable

INTEROFFICE MEMORANDUM
HOUSING & COMMUNITY DEVELOPMENT
CORPORATION OF HAWAII

REF. NO.: 02:PM/201
DATE: 7-12-02

SUSPENSE:

Subject: Amendment to Section 8 Rent Reasonableness -
Determination

Originator:

TO: MUs 7, 8, 9, RSU

FROM: D. Ching/ASP

THRU: B. Saito & K. Oda 

In reference to IOM 02:PM/55 dated 3/4/02 (copy attached for reference), "Section 8 Rent Reasonableness," Section B, 2, shall be amended with the following paragraphs:

At least three unassisted comparable units will be used for each rent determination and that the average of the three unassisted units must be greater than the subject unit.

The date for other unassisted units will be gathered from newspaper, realtors, professional associations, inquiries of owners, market surveys, and any other available sources.

A staff member of HCDCH who did the comparison will certify the rent reasonableness by signing the Rent Reasonableness Certification.

Should you have any questions, please feel free to call me.


Dexter Ching
ASP Chief

Attach.

BENJAMIN J. CAYETANO
GOVERNOR



SHARYN L. MIYASHIRO
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII
677 QUEEN STREET, SUITE 300
HONOLULU, HAWAII 96813
FAX (808) 587-0600

ROBERT J. HALL
EXECUTIVE ASSISTANT

September 11, 2002

Ms. Joyce L. Lee
U.S. Department of Housing & Urban Development
San Francisco Regional Office
450 Golden Gate Avenue
San Francisco, CA 94102

Re: Collection of Rent Reasonableness

Dear Ms. Lee,

Please find enclosed the Housing and Community Development Corporation of Hawaii's submission to your office for formal approval and elimination as a "Finding," the following protocol:

Collection of Rent Reasonableness

Furthermore, we would like to thank Mr. Byron Morris for providing technical assistance in this matter. Should there be any questions, please feel free to contact me at (808) 832-6034.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith I. Oda".

Keith I. Oda
Property Management & Maintenance Branch Chief

Attachment: Collection of Rent Reasonableness
cc: David Fischer
Lee Ottoson

Attachment (page 1 of 2):

A. Collection of Rent Reasonableness

The Housing & Community Development Corporation of Hawaii (HCDCH) is taking immediate steps to assure that all required data is collected and that comparable units in the same neighborhoods are used so that only reasonable rents are approved.

To assure that the data collected is readily available and kept current, the agency will make available Rent Comparable data base software for each MU with instructions on use and methodology of maintaining its Rent Comparable data.

Three Rent Comparable units will be used with copies attached to the Rent Reasonable Certification for the tenant file. The Rent Comparable units used will include quality (age/condition), size, unit type, amenities, and the age of the contract unit as well as its amenities, housing services, maintenance and what utilities are included in the rent. In certain cases where rent comparable unit data is unavailable in the immediate district and/or zip code area, the Agency will expand its search into the next adjacent district (s). The Management Unit will document on its Rent Reasonable Certification form that "Due to unavailable rent comparables in the immediate district, rent comparables from other areas used."

Each Management Unit will maintain its own database collecting and updating every six months or as needed.

B. Rent Reasonableness Determinations

1. Rent reasonableness determinations are made when unit are placed under HAP Contract for the first time, when owners request annual or contract rent adjustments under the Housing Choice Voucher Program, and when an owner requests for a rent increase.

For the Housing Choice Voucher Program, the HCDCH will determine and document on a case-by-case basis that the approved rent:

- a. Does not exceed rents currently charged by the same owner for comparable unassisted units in the same building or complex, and
- b. Is reasonable in relation to rents currently charged by other owners for comparable units in the unassisted market.

Attachment (page 2 of 2):

2. At least three unassisted comparable units will be used for each rent determination and that the average of the three unassisted units must be greater than the subject unit.

The data for other unassisted units will be gathered from newspapers, realtors, professional associations, inquiries of owners, market surveys, and any other available sources.

A staff member of HCDCH who did the comparison will certify the rent reasonableness by signing the Rent Reasonableness Certification.

C. Rent to Owner: Reasonable Rent.

1. The HCDCH may not approve a lease until it determines that the initial rent to owner is a reasonable rent.
2. HCDCH must re-determine the reasonable rent:
 - a. Before any increase in the rent to owner;
 - b. If there is a five percent decrease in the published FMR in effect 60 days before the contract anniversary as compared with the FMR in effect one year before the contract anniversary; or
 - c. If directed by HUD.
3. HCDCH must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units.
 - a. Three rent comparable studies will be used of which at least two must have gross rents that exceeds the subject gross contract rent and;
 - b. The total average gross rent of the rent comparables exceeds the subject gross rent.
4. The Manager or Deputy Manager in the Certificate and Voucher Programs will sign the Rent Reasonableness Certification.

FOR INFORMATION

SUBJECT: Hawaii Administrative Rules 17-2028-22 Eligibility for Admission and Participation. (a) (1) (F).

- I. On June 5, 2007 a public hearing was held for amendments to the administrative rules for the federally assisted public housing program. One comment was received from the general public. The comment referred to our administrative rule that prohibits any applicant or household member from returning to public housing if they were evicted after March 1, 1985. This individual felt that a 5 year ban would be more appropriate.
- II. To be eligible for participation in the program, applicant and household members shall meet all of the requirements of the pre-application and final-application phases as set forth below:
 - (1) During the pre-application phase, the applicant and adult household member shall:
 - (F) Not have been evicted since March 1, 1985, from a public housing program administered by the corporation or its predecessor, Hawaii housing authority;
- III. It was determined that households are provided with more than adequate notice and chances to correct lease violations by management before being recommended for eviction. The eviction process provides, through a series of appeals (including the State Supreme Court), adequate protection of the tenant's rights.
- IV. March 1, 1985 was the earliest the rule could become effective because all tenants had to be notified of the rule change before it could be implemented. The rule could not be applicable to households evicted prior to the effective date.
- V. In a letter to former Executive Assistant Pamela Dodson dated March 23, 2007 from Attorney Mr. Gavin Thornton of Legal Aid Society states, "I believe the rule is arbitrary because it denies admission to anyone who has been evicted since 1985 instead of a set period, such as two years. It violates federal law because tenant selection criteria must be "objective and reasonable." Perhaps the rules were reasonable if it were adopted in 1987 but each year that the rule remains on the books, it becomes more and more unreasonable. Applicants are now being punished for mistakes that they may have made over 20 years ago."
- VI. Mr. Thornton further states, "Compare this to persons who have engaged in drug activity or violent criminal activity, HPHA's policies deny admission to those who have engaged in drug activity or violent criminal activity within the last two years. Even the HPHA can consider mitigating factors to make exception to this rule and allow rehabilitated offenders to be admitted less than two years after the offense. There is no similar examination of mitigating factors for the 1985 eviction rule." Mr. Thornton suggests that HPHA change the rule to a more reasonable two or three year prohibition and allow for an examination of mitigating factors.

VII. Staff has been in contact with our Deputy Attorney General and a meeting will be held with Mr. Thornton regarding this matter.

Prepared by: Michael J. Hee, Private Management Contracts Section Chief MJH
Patti Y. Miyamoto, Acting PMMSB Chief PY

HPHA Crime Statistics Report

The attached documents are crime incident reports for the year of 2006 and for the period from January 1, through March 31, 2007, setting forth the criminal activity reported to the Honolulu Police Department, Kalihi Substation, from or at the following HPHA Housing Projects:

<u>Housing Project</u>	<u>Sub-Beat</u>	<u>2006 Incidents</u>	<u>2007 First Qtr Incidents</u>	<u>2007 Yr-End Incidents (Estimated)</u>
Kalaniuhia	039F	557	169	676
Kaahumanu Homes	033B	1717	535	2140
Mayor Wright's Homes	039E	531	135	540
Hauiki Homes	026A	120	43	172
Kuhio Park Terrace	028E	1104	323	1292
Kalihi Valley Homes	026F	315	120	480
Kamehameha Homes	033A	36	24	96
Punchbowl Homes	045Y	155	35	140
Puuwaimomi	384E	<u>873</u>	<u>259</u>	<u>1036</u>
	Totals	5,408	1,643	6,572

(estimated increase of 1164 over 2006)

Informational Update on Villages of Maili

Developer: Stanford Carr Development under a Limited Liability Corporation

Landowner: Department of Hawaiian Home Lands

Location: Maili on the Leeward Coast near St. Johns Road

Configuration: 80 transitional housing units (one and two bedroom)

Administration offices

Laundry facilities

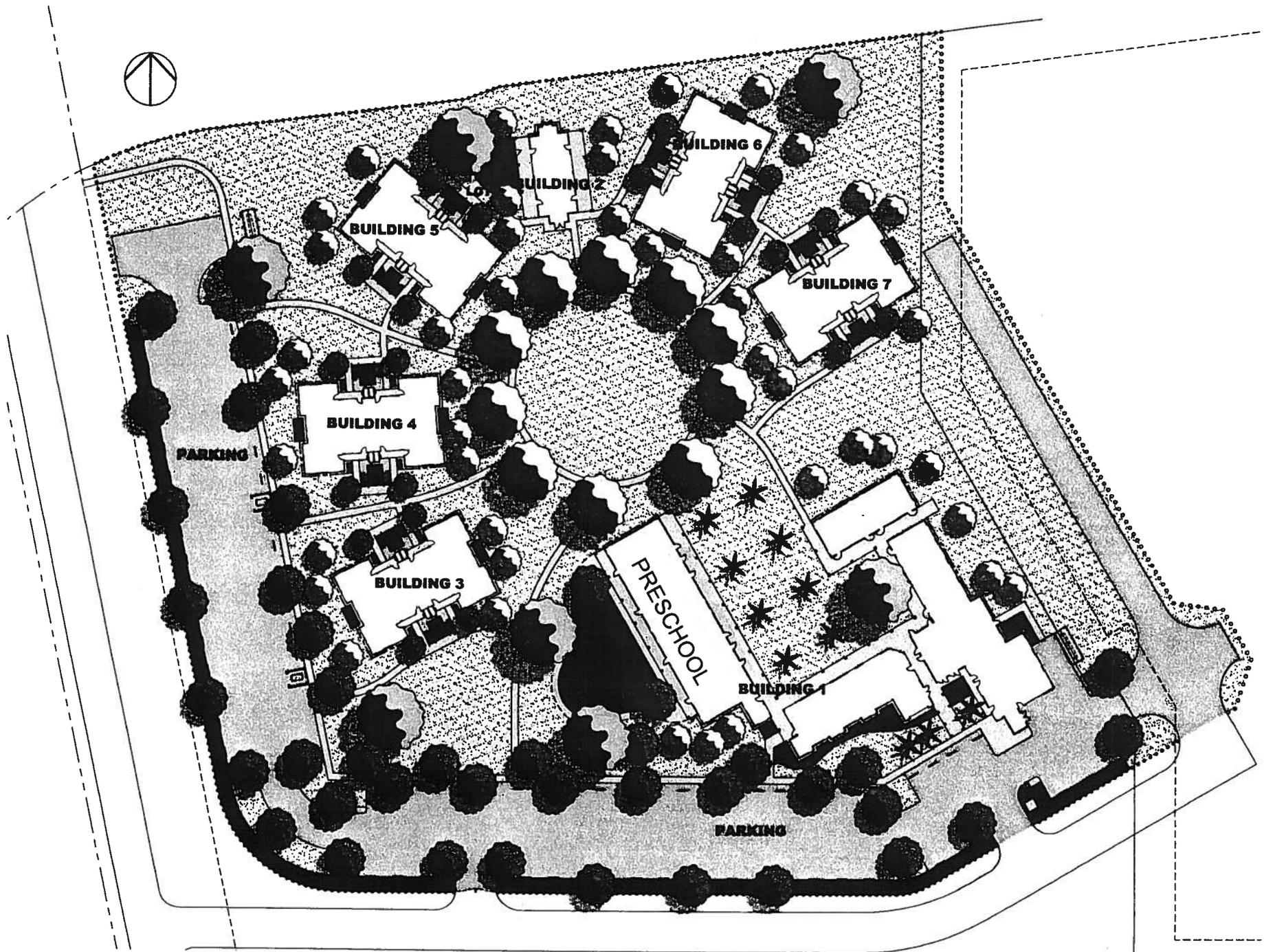
Community center building with kitchen facilities, dining room area, and meeting rooms

Preschool program and recreational play areas

Perimeter fencing and onsite security provisions

The Hawaii Public Housing Authority (HPHA) will have a lease with the Department of Hawaiian Home Lands (DHHL) for all of the land set aside for the Villages of Maili plus the foster child transitional facility site located near the villages, but outside of the perimeter fencing. Additionally, HPHA would own all of the buildings constructed on the site.

HPHA will enter into a Memorandum of Agreement (MOA) with the Department of Human Services (DHS) which would stipulate that DHS will enter into a contract with a private agency to provide the services and manage all facilities relating to the foster child transitional facility. Additionally, DHS will contract with a private entity to operate the preschool in the community center at the Villages.



LANDSCAPE PLAN

Shelter Capacity and Vacancy Summary (By County)
As of Monday, July 16, 2007

ISLAND	PROVIDER	SHELTER	CAPACITY (bed/unit)	VACANCY (bed/unit)	WAIT LIST (person)	COMMENTS	
Oahu	Affordable Housing and Homeless Alliance	Next Step	200	36	0		
	Alternative Structures International	Ohana Ola O Kahumanu	48	1	20		
	Catholic Charities Hawaii	Maili Land Transitional	44	10	22		
	Family Promise of Hawaii	Honolulu Family Center		28	4	0	
		Windward Family Center		14	0	12	Not opened yet
	Gregory House Programs	Gregory House		11	2	60	
		Waipahu		13	5	n/a	Newly opened
	Hale Kipa	Keeaumoku		2	2	2	
		Makaaloa		4	2	0	
		Apa'a		4	2	1	
	Holo Loa'a Inc./ HCAP	Onemalu Shelter		44	24	172	Phased shelter renovation - 50% at a time
		Weinberg Village Waimanalo		30	2	153	
	Housing Solutions Inc.	Na Kolea Transitional Housing		64	2	5	
		Loliana		42	0	1	
		Kulaokahua		29	0	44	
		Vancouver House		33	0	1	
	Institute for Human Services	Ka'aahi		120	0	21	
		Sumner		190	27	0	
	Mental Health Kokua	Safe Heaven		25	0	2	
	Steadfast Housing Development Corp.	Hale Ulu Pono		26	8	74	
United States Veterans	Waianae Civic Center		275	17	0		
	U.S. Vets		25	10	0		
Waianae Community Outreach	Onelau'ena		230	4	27		
Women In Need	WIN Family Resource Center		5	n/a	n/a	Not opened yet	
Hawaii	Catholic Charities Hawaii	Kawaihae Transitional	24	5	45		
	Faith Against Drugs Inc.	Faith Against Drugs Inc.	20	2	7		
	Office for Social Ministry	Beyond Shelter		7	1	8	
		Kihei		79	8	13	
		Wilder House		4	n/a	n/a	Not opened yet
Maui	Family Life Center	Ho'olanani	28	6	0		
	Maui Economic Concerns of the Community	KHAO	42			No response	
		NHOW	42			No response	

**Shelter Units Served Per Day
Fiscal Year 2008**

submitted by: Homeless Programs Branch
page 1 of 3

provider	shelter	unit size								capacity per day	contract amount
		mats	studio	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm	others		
STATE OF HAWAII GRAND TOTAL:		567	504	135	163	17	0	0	150 cu.	4,072	\$11,096,271.00
OAHU	SHELTER UNITS GRAND TOTAL:	455	429	67	88	13	0	0	150 cu.	3,024	\$8,604,471.00
Affordable Housing and Homeless Alliance (AHHA)											
	Next Step (T)								150 cu.	200	\$900,000.00
Alternative Structures International (ASI)											
	Ohana Ola O Kahumanu (T)			6	36	6				368	\$403,200.00
Catholic Charities Hawaii (CCH)											
	MauiLand (T)		19	17	8					242	\$303,600.00
Family Promise of Hawaii											
	Honolulu Family Center (E)	28								28	\$60,000.00
	Windward Family Center (E)	14								14	
Gregory House Programs (GHP)											
	Gregory House (T)			1	5					11	\$66,000.00
	Community Res. Program (T)		13							13	\$60,000.00
Hale Kipa, Inc. (HK)											
	TLP Young Men's, Ke'eaumoku (T)		2							8	\$11,787.00
	TLP Young Men's, Maka'aloa (T)		4							16	\$12,347.00
	TLP Young Women's Apaa (T)		4							16	\$12,347.00
HoloLoa'a, Inc. (HL)											
	Onemalu (E/T)	8	16		20					316	\$338,400.00
	Weinberg Village Waimanalo (T)		8	8	7	7				258	\$258,000.00
Housing Solutions, Inc. (HSI)											
	Kulaokahua (T)		24	5						34	\$140,000.00
	Loliana (T)		42							210	\$255,000.00
	Nakolea (T)		64							64	\$200,000.00
	Vancouver House (T)			25	8					228	\$205,000.00
Institute for Human Services (IHS)											
	Ka'aahi Street (E)	120								120	\$800,000.00
	Sumner Street (E)	190								190	\$1,100,000.00
Mental Health Kokua (MHK)											
	Safe Haven (T)		25							25	\$130,000.00
River of Life Mission (RLM)											
	Lighthouse Outreach Center (E)	95								95	\$375,290.00

**Shelter Units Served Per Day
Fiscal Year 2008**

provider	shelter	unit size							capacity per day	contract amount	
		mats	studio	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm			others
Steadfast Housing Development Corp. (SHDC)	Hale Ulu Pono (T)		26							28	\$75,000.00
	Walanae Coast Outreach (WCO)										
	Onelau'ena "Hope for a New Beginning Shelter" (E/T)		32		4					230	\$712,500.00
Women In Need	WIN Family Resource Center (T)			5						10	\$36,000.00
	United States Veterans Initiative (USVI)										
	US Vets (T)		25							25	\$150,000.00
	Waianae Civic Center "Paiolu Kaiaulu" (T)		125							275	\$2,000,000.00
HAWAII	SHELTER UNITS GRAND TOTAL:	0	6	44	11	4	0	0	0	319	\$675,200.00
Catholic Charities Hawaii (CCH)	Kawaihae (T)			20	4					172	\$177,600.00
	Faith Against Drugs, Inc. (FAD)										
	Faith Against Drugs (T)			20						20	\$132,000.00
Office for Social Ministry (OSM)	Beyond Shelter (T)		1	1	6					43	\$57,000.00
	Kiheipua Emergency Shelter (E)		5			4				79	\$279,800.00
	Wilder House (T)			3	1					5	\$28,800.00
MAUI	SHELTER UNITS GRAND TOTAL:	112	64	0	56	0	0	0	0	640	\$1,544,600.00
Family Life Center, Inc. (FLC)	Ho'olanani (E)	28								28	\$77,000.00
	Mau Economic Concerns of the Community, Inc. (MECC)										
	Ka Hale A Ke Ola Resource Center (E)	42								42	\$306,600.00
	Ka Hale A Ke Ola Resource Center (T)		40		32					312	\$508,800.00
	Na Hale O Wainee Resource Center (E)	42								42	\$306,600.00
	Na Hale O Wainee Resource Center (T)		24		24					216	\$345,600.00

Shelter Units Served Per Day
Fiscal Year 2008

provider	shelter	unit size								capacity per day	contract amount
		mats	studio	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm	others		
KAUAI	SHELTER UNITS GRAND TOTAL:	0	5	24	8	0	0	0	0	89	\$272,000.00
Kauai Economic Opportunity, Inc. (KEO)											
	KEO Emergency Shelter (E)			16						19	\$117,000.00
	KEO Transitional Shelter (T)			8						24	\$55,000.00
	Komohana Group Home (T)		5							6	\$36,000.00
	Lihue Court (T)				8					40	\$64,000.00

REMARKS:

- NOTE:**
- E** Emergency Shelter
 - T** Transitional Shelter
 - mats** 1-2 persons
 - studio** 1-4 persons
 - 1 bdrm** 1-4 persons
 - 2 bdrm** 3-6 persons
 - 3 bdrm** 6-9 persons
 - 4 bdrm** 8+ persons

Overview of Asset Management



HPHA Board Training
7/18/2007

MDStrum Housing Services

Overview of Asset Management

Overview of the PHA's New Way of
Doing Old Things

HPHA Board Training 7/18/2007



What is Asset Management?

...a process of making investment
decisions for a collection
(portfolio) of assets, based on the
mission, goals, and objectives of
the owner, lender, funder, or
regulatory body.

Asset Management Is:

- Deciding on the property's treatment
- Acquiring resources to invest
- Evaluating property performance



Asset Management Objectives

- Increasing income
 - Increase revenue, decrease operating and fixed expenses
- Increasing market value
 - Physical improvement, optimizing use, optimizing tenancy
- Must conform decisions with Strategic Plan

HUD's Requirement for PHA A.M.

- Improve mgmt efficiency, effectiveness
- Better preserve and protect
- Better performance monitoring
- Facilitate investment. reinvestment

Board's Fiduciary Responsibility

- Ensure families are appropriately housed
- Increase value of assets to community
- Preserve-increase assets' monetary value
- Save money (Harvard Study)



Board's Asset Management Tasks

- Engaging in capital and financial planning
- Monitoring portfolio's physical condition
- Monitoring portfolio's financial performance
- **Managing the CEO**

HUD Requirement for Conversion to Asset Management



24 CFR 990

24 CFR 990.260

PHAs that own and operate 250 or more dwelling rental units under title I of the 1937 Act, including units managed by a third-party entity (for example, a resident management corporation) but excluding section 8 units, are required to operate using an asset management model consistent with this subpart.

PHAs Have Asset Management Responsibilities (990.270)

- Long-term capital planning and allocation
- Setting of ceiling or flat rents
- Review of financial information and physical stock,
- Property management performance
- Long-term viability of properties
- Property repositioning and replacement strategies,
- Risk management responsibilities pertaining to regulatory compliance

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ABM Definitions



■ 24 CFR 990.115:

■ **Asset Based Management**: management model that emphasizes project based management, as well as long term strategic planning.

- **Project Based Management**: "... provision of property management services that is tailored to the unique needs of each property, given the resources available to that property."
- **Project Based Budgeting** is a list of all planned expenses for a particular project grouping.
- **Project Based Accounting** is the function of accounting for all income & expenses at the project level
- **Project** means each PHA project under an ACC to which the operating fund is applicable.
 - under asset management, (per subpart H of this part), "projects may be identified under the ACC or may be a reasonable grouping or portions of a project or projects under the ACC."

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Elements of Asset Management



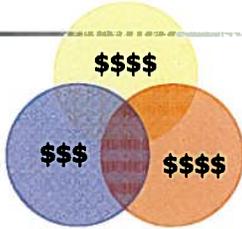
- Project-Based Accounting
- Project-Based Management
- Central Office Cost Center
- Centralized Services
- Review of Project Performance
- Capital Planning
- Risk Management/Regulatory Compliance

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COST CENTERS

What They Really Mean



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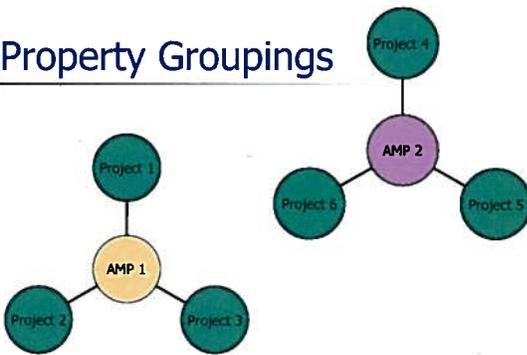
PHA Before Property Groupings



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Property Groupings



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Property Groupings

- To promote efficiency, effectiveness
- To provide focus on each project
- Reflective of distinctive characteristics
- Grouped according to factors
 - size, proximity, tenancy, type, facilities

Project Groupings

- "PHA's may identify projects as presently identified under the ACC or in a reasonable grouping of projects or portions of projects under the ACC.... by April 21, 2006"
 - Appears HUD thinks up to 250 units per project grouping as "ideal"; but not required
- Goal: Create Economy of Scale between currently unequal Developments

Property Grouping Criteria

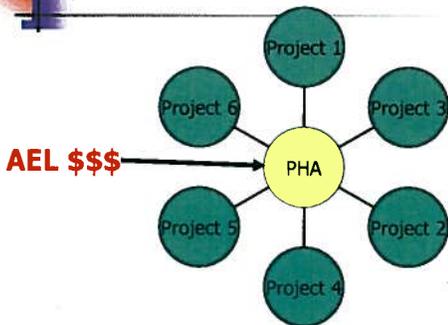
- Size – 80 to 249 units
 - Note: if grouping is 149 DUs or less PHA gets add'l subsidy/small amt: \$1.49/DU?
- Physical Proximity – mutual support
- Tenancy – Elderly, Family, Mixed
- Building Type – maintenance requirements
- Facilities – offices, communal space
- Other – condition, future plans

Impact of Grouping

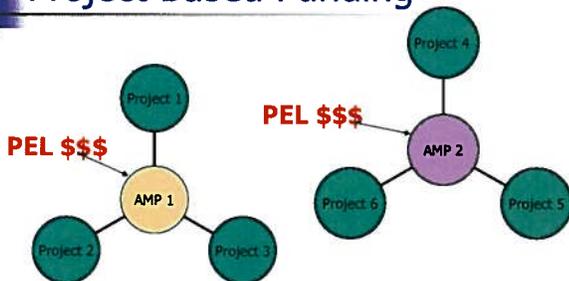
- New Project Number
- PIC Database
- New REAC Scoring
- Daily Operations and Management
- Budget, Accounting, Reporting



PHA-Level Funding



Project Based Funding



Project-Based Funding

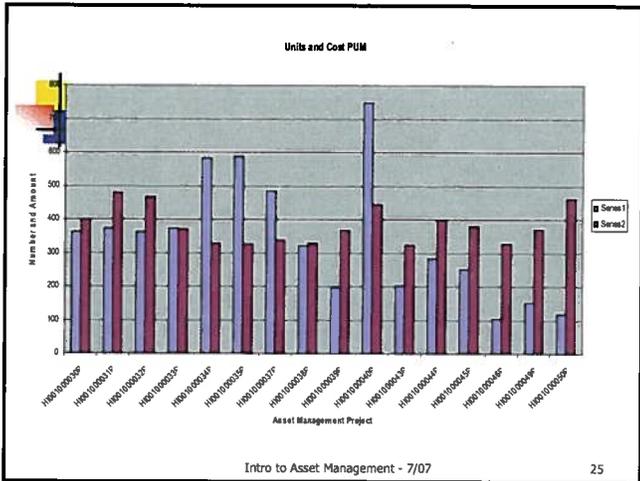
- Separate subsidy calculation for each project.
- Project Expense Level (PEL)
 - Model-generated estimate of cost to operate project
 - Exclusive of utilities and taxes
 - Based on operating cost of other assisted housing

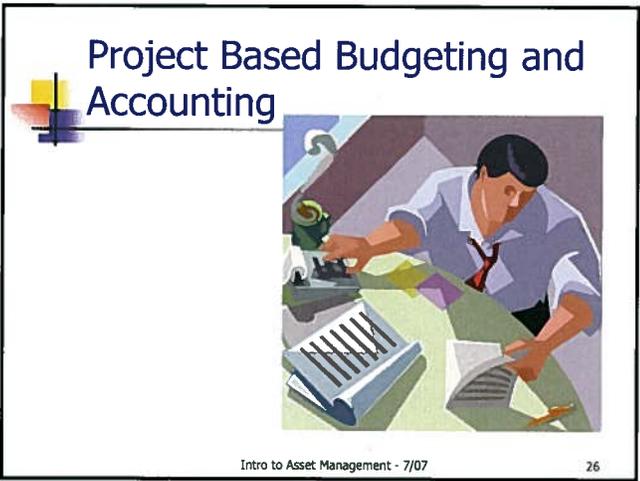
Project-Based Funding

- Based on a formula
- Various factors impact amount
- Each project may have different amount



AMP	Units	PEL
HI001000030P	363	\$399.55
HI001000031P	373	\$478.65
HI001000032P	364	\$466.27
HI001000033P	373	\$371.58
HI001000034P	583	\$327.83
HI001000035P	587	\$325.41
HI001000037P	484	\$337.56
HI001000038P	321	\$328.47
HI001000039P	196	\$368.85
HI001000040P	748	\$444.62
HI001000043P	202	\$323.21
HI001000044P	284	\$396.30
HI001000045P	253	\$381.45
HI001000046P	103	\$329.56
HI001000049P	150	\$371.58
HI001000050P	118	\$461.84





- ## Project-Based Budgeting
- Budget required for each Asset Management Project (AMP)
 - Must be Board-approved at start of FY
 - Budgets based on property's financial and management performance
-
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Agency Budgets and Project Groupings Program and Performance Budgets

- PHAs will develop an overall Agency wide Budget using Program/Performance Budget and Accounting Model
 - Within that Budget will contain budgets for each project grouping detailing annual operations
 - Agency Cost Centers budgets will be charged back to the appropriate project groupings or program based on use of the cost center.

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Project-Based Accounting

- Year-end financial statements on each project.
 - revenues, expenses, balance sheet items.
- Only able to charge projects for services actually received.
 - Can't simply to spread the cost of central maintenance across properties.
 - Fees for overhead and central services must be "reasonable," (what other efficient operators would charge)

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Monthly P-B Statements

- Proceeds from CFP, EPC, other must be reflected on PB statements
- Must represent financial performance
- Sums of each must total PHA's overall Public Housing program
- Records must support statements

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PB Budgeting and Accounting

PHA Fiscal Year End	Initial Compliance Year for Project-Based Budgeting and Accounting
Jun	7/1/07 - 6/30/08
Sept	10/1/07 - 9/30/08
Dec	1/1/08 - 12/31/08
Mar	4/1/08 - 3/31/09

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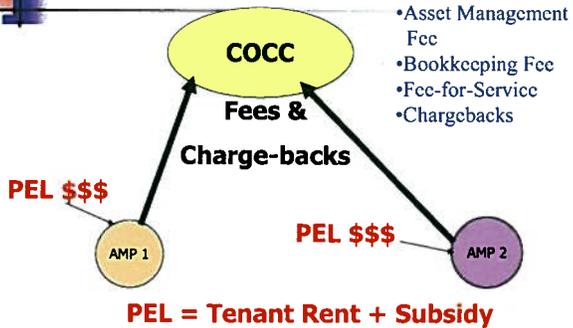
Central Office Cost Center

- Must operate only on
 - Allowable fees
 - Permitted reimbursements
 - Non-PH revenue
- All fees must be reasonable

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Support of the Central Office Cost Center



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Fees to COCC - Example

Fee	Fee Calculation	Amount
Property Management Fee	\$40 x 1,000 units x 12 months x 97% occupancy	\$465,600
Bookkeeping Fee	\$7.50 x 1,000 units x 12 months x 97% occupancy	\$87,300
Extermination Service	\$3 x 1,000 x 12 months	\$36,000
Public Housing Asset Management Fee	\$10 x 1,000 units x 12 months	\$120,000
Totals		\$708,900

The Service Delivery Model



How Things Get Done Under Asset Management

Service Delivery - Objective

"Property management services are arranged or provided in the **best interest of the project**, considering such factors as needs, cost, and responsiveness, relative to local market standards"



Centralized Services

- Consistent with needs of the projects
- Services in best interest of the projects
- Funded by fee-for-service or charge-backs
- Costs must be reasonable
- Must have systems to track costs
- Property performance must not be impeded

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Centralized Services

- At option of PHA
- Usually includes
 - Administrative Services
 - Accounting
 - Information technology support
 - General supervision
 - May include traditional property mgt. services
 - Applications
 - Recertifications
 - Specialized Maintenance



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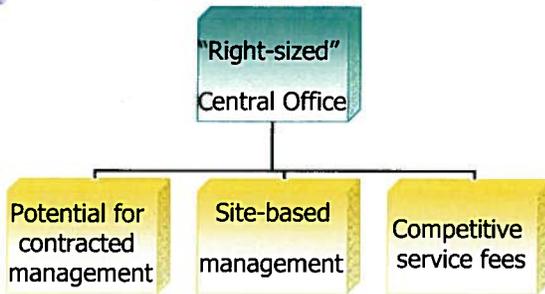
Project-Based Operations

- Strong property manager
- Field level decisions
- Field level service delivery
- Field level accountability
- PBM policies, procedures, systems



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Organizational Structure for Service Delivery



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A.M. Organization Issues

- Reorganization and Staffing
 - Collective bargaining units, personnel policies
 - Layoffs, selection, retention
- Centralized/Decentralized Services
 - Pure system
 - Hybrid system

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A.M. Organization Issues

- Outsourcing
 - Which functions?
 - Cost benefit & Cost comparison)
 - Securing and administering contracts
- Cost Containment
 - Reasonableness of fees for services
 - Resources available for all services

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Management Systems



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Financial Mgt Systems



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Financial Management

- "All PHAs...shall develop and maintain a system of budgeting and accounting for each project in a manner that allows for analysis of the actual revenues and expenses associated with each property."
- Agencies must follow GAAP and include revenues, expenses, assets, liabilities and equity data.

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Financial Management

- Establishment of cost centers
- Project-based accounting
- Financial reporting
- Charge-backs and fees for services
- Financial management issues
 - Project-based vs. centralized functions
 - Checks and balances



Info Technology Systems



Information Technology

- IT System must support operational and structural changes
- Computer System must capture and maintain data at an individual Property level and still "roll it up" into a "Corporate" reporting system

Information Technology

- Hardware
 - For Individual Properties setup
 - Additional Users
- Additional Software
 - Individual Properties
 - User Licenses
- Data Communications
 - In-house Upgrades, Remote Properties



Performance Monitoring and Evaluation Systems



Performance Evaluation

- "PHA must systematically review info regarding financial, physical and management performance of each project"
- **Continual monitoring is required!!!!**

Review of Project Performance

- Evidence of systematic, ongoing review
 - Reports, meetings, evaluations, audits
- Must review all major facets of performance
 - Financial
 - Physical
 - Management
 - Utility Consumption



Review of Project Performance

- Must identify non-performing properties
 - PASS <70%
 - Serious crime and drug problems
 - <95% occupancy, >7% TARs
 - >120% of Average Utility Consumption
 - ≤"D" in MASS Sub-indicators 1, 3
- Management Plan required for non-performing properties

Risk Management & Compliance



- Not troubled under PHAS
- No outstanding FHEO or VCA findings
- Current Energy Audit (<5 years old)
- No outstanding old IG Audit findings

Risk Management-Compliance

- In compliance with ACOP
- Satisfactory progress with RIM CAP
- >95% 50058 reporting to PIC
- CFP obligations/expenditures on schedule
- No other major compliance deficiencies

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What Drives Asset Management?

- Initially deciding on the property's treatment
 - *Retain or dispose?*
 - *Modernize or redevelop?*
 - *Grouping?*
- Determining method of management
 - *Private Management*
 - *PHA (Self) Management*
- Acquiring resources to invest for long-term:
 - viability
 - marketability
- Continually evaluating property performance

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Asset Management Decisions

- Which property treatment is best?
 - Maintain "as-is"
 - Modernize
 - Redevelop
 - Convert
 - Sell
 - Demolish



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Asset Mgt Implementation Schedule

New Funding Formula Implemented at Agency Level	CY2007
New Funding Formula Implemented at Project Level	CY2008
Electronic submission of subsidy forms for each project	CY2008
Develop project-based budgets prior to the start of the PHA fiscal year	Oct 2007
Comply with new rules regarding cost-reasonableness for centralized services, including management fees	Oct 2008
Implement a project-base assessment system	No later than the 2nd year of PBA

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HAWAII PUBLIC HOUSING AUTHORITY
TECHNICAL ASSISTANCE - CONTRACT NO. R-DEN-02146 TASK ORDER NO. 004
Contractors Monthly Status Report

Period Ending: JUNE 30, 2007

Contractor: MDSTRUM HOUSING SERVICES

Contractor's Point of Contact: Juan Patterson (504) 366-3206 pilotjuan@aol.com

SIGNIFICANT CONTRACT MANAGEMENT CONCERNS

Description of Problem: HPHA and HUD requested revisions to the previously approved Training Plan. Citing the Board's familiarity with certain subject matter (i.e., Role of the Board, Bylaws, etc.) and the availability of State personnel to provide training on other aspects (i.e., ethics, open meetings law), the Board and HUD requested changes to the training topics for June. Also, the staff of the HPHA indicated a stronger desire for more detailed training on aspects of their actual job duties instead of training on the topics proposed for the June training.

Action Taken or Recommended: MDS, HUD and HPHA conducted a teleconference to discuss this issue. It was agreed to modify the June Board training topics and to modify the schedule and content for staff training in June and July.

Status/Problem Resolution: The Board training topic in June was changed to "Understanding Key Financial Management Issues" and "HUD's Requirement for Asset Management". The one-day staff training session for June was cancelled in favor of a two-day staff training session in July on the topic of Asset Management. The topic for Board Training in July remains Asset Management.

MILESTONES AND ACCOMPLISHMENTS

Completed the Financial/IT Review – Rob Wilkes, MDS Financial Analyst, conducted a site visit during June 4-8 to review the status of Financial Condition, IT Upgrades and Conversion, and Status of Data Entry and Monthly Closings of FY07 financial records. He issued a report that was shared with HUD staff in the Honolulu Field Office and HPHA staff. Many of the observations and recommendations of that report served as the primary focus of the Board Advisor's activity during this reporting period.

Reduced FY07 Budget Deficit – MDS recommended and facilitated the transfer of approximately \$3.3 million in Capital Funds to the Operating Budget to cover some of the HPHA routine operating costs for FY07. This was well within the 20% cap on FY03, FY04 and FY05 Capital Fund Grant that could be devoted to operations. The transfer of these funds also helped the HPHA meet its obligation deadline for FY05 CFP.

Conducted Board Training – Larry Jones, Board Advisor, and HUD Field Office staff provided the Board with the second installment in a series of four training sessions. The training took place at the Board meeting on June 21st and was geared to foster the Boards greater understanding of key financial management issues facing the HPHA. Subject matter included the Budget Types, importance of timely financial reporting, financial status of the HPHA, funding sources for agency operations and impact of poor rent collection. The comments from the Board indicated that the members appreciated the training and learned a lot. Because of time constraints, the segment of training on Asset Management was deferred to July.

HOT BUTTON ISSUES AND ALERTS

HPHA Budget Deficit – The latest projection for the FYE 6/30/07 net income has changed from the initial estimate of a net operating loss of \$3 to \$8 million to a net loss of approximately \$863,000. This is due to two major factors:

HAWAII PUBLIC HOUSING AUTHORITY
TECHNICAL ASSISTANCE - CONTRACT NO. R-DEN-02146 TASK ORDER NO. 004
Contractors Monthly Status Report

- Infusion of CFP dollars in the amount of \$3.3 million for operations. This transfer of funds took place on June 28.
- Re-classification of expenses from operating to CFP. These expenditures related to certain capital expenses that had been incorrectly assigned to the operating budget.

The agency is not out of the woods, however. The routine expenses for the new fiscal year equal those of FY07, the agency will deplete all of its reserves. The agency needs to expedite the process of building a budget for FY08 and defining the changes in operation (including the transition to Asset Management, the establishment of the Central Office Cost Center and the development of Project Based Budgets) that will result in a sustainable fiscal condition.

Entry of General Ledger Data – While much work was accomplished during this period with respect to the entry of raw accounting data into the General Ledger (GL), the problem is still critical. Emphasys Computer Solutions (ECS) spent most of the month onsite working with the data entry and data conversion issues. This Contractor trained HPHA staff for data entry and populating the GL data in the ECS system. However, errors in the original data entry required time-consuming review and correction. Furthermore, there were data translation anomalies between the existing system and the ECS system, thereby requiring an additional level of review and correction. On top of this, the Server with the ECS software crashed and was out of service for approximately 8 days at the end of June, further complicating and delaying data entry and conversion. So far, only the Accounts Payable files for July 06 have been imported to the new system.

ECS is continuing to provide remote assistance to HPHA staff for the entry and conversion of FY07 accounting data. Despite this, the books have not yet been closed on any month in FY07. There is no projection of the date by which the data conversion and monthly closings will be completed. This could have a seriously adverse impact on the agency's PHAS score. The unaudited FASS submission is due August 30. At this time, it appears doubtful that this submission deadline will be met.

Monthly and Year-End Closings – While personnel from ECS will return to the HPHA in August to continue the work on the GL, they cannot perform the monthly closings. Performing the monthly closings is problematic because it requires the attention of an experienced accountant. Though MDS provided the HPHA with a modified RFP to secure Accounting Services for the purpose of performing monthly and year-end closings, HPHA staff has taken no action to solicit such services. This is of major concern since this was to have been a high priority item. The Board Advisor continues to advocate for the acquisition of qualified assistance to perform the closings.

Transition to Asset Management – The agency still has not set into motion the process of defining costs and revenue attributable to its cost centers (including the Central Office Cost Center and Asset Management Projects). This is an activity that must take place in the immediate future. It has significant implication for the agency's organizational structure, staffing, financial condition and compliance with the provisions of 24 CFR 990. MDS has continued discussions with the HPHA and HUD regarding this issue. MDS submitted, for HUD's review and consideration, a proposed contract amendment to provide additional technical assistance to the HPHA for re-defining its organizational structure and establishing the revenue projections and non-personnel expense limitations for the Central Office Cost Center and the Asset Management Projects as a component of its overall effort to transition to the Asset Management model of operation.

Loss of Key Personnel – Lucy Pascual, the top ranking Finance employee resigned effective 6/16/07. This resignation comes at a critical time for the HPHA because skill sets of remaining finance personnel are limited and major issues (General Ledger, financial statements, and reporting

HAWAII PUBLIC HOUSING AUTHORITY
TECHNICAL ASSISTANCE - CONTRACT NO. R-DEN-02146 TASK ORDER NO. 004
Contractors Monthly Status Report

information due HUD) are unresolved. Also lost to resignation was Norman Ho, Chief of the Property Management and Maintenance Division. This will have an impact on public housing operations. Pamela Dodson, the Executive Assistant, has also resigned. This may lead to a short-term loss of continuity of operations. The Board Advisor is working with the Executive Director and the Personnel Manager to develop strategies for replacing these key personnel.

CONTRACT-RELATED ACTIVITY DURING SUBJECT REPORTING PERIOD

PROJECT PLANNING AND MANAGEMENT

- **Prepared and Submitted Scope for Contract Revision** – Based on earlier discussions with the Honolulu HUD staff and the HPHA, MDS prepared and submitted a scope of work to assist the HPHA with Organizational Reengineering. This proposed contract revision is aimed at assisting the PHA with defining its new organizational structure and the financial parameters for the operation of its yet to be created Central Office Cost Center and Asset Management Projects, all as part of a plan to control deficit spending and to transition the Asset Management model of operation. The scope for the proposed contract revision was submitted to Mike Flores of the Honolulu Office of HUD on June 12th. No response had been received as of the end of this reporting period.
- **Reviewed Report of the MDS Financial Analyst** – The MDS Project Manager received and reviewed the written report of Rob Wilkes, MDS Financial Analyst, related to his onsite evaluation of the status of the agency's financial management and software upgrade/conversion. The Board Advisor was instructed to follow through by focusing HPHA staff and HUD attention on the key recommendations of that report.
- **Prepared May Monthly Report**
- **Reviewed Board Advisor Work Products** – This included the review of memos, weekly reports, and assessments for content, quality and issues.
- **Project Supervision** – Initiated or participated in periodic and frequent teleconferences and email contact with the MDS Board Advisor. This also included assistance with the preparation of June Board training materials and providing technical and regulatory information to the onsite Board Advisor.

MEETINGS

- Larry Jones, Board Advisor, met with Rob Wilkes (MDS), Mike Flores and Mei Tong (HUD) and Chad Taniguchi and Patti Miyamoto (HPHA) to discuss the budget deficit at HPHA and personnel problems at the outer islands. Also discussed problems with GL, vacancies, Improvement Plan and Board and staff concerns regarding the Board and staff training. The group discussed strategies to resolve the problems.
- Larry Jones, Board Advisor, met with Rob Wilkes (MDS) and Lucy Pascual (HPHA Finance) to discuss the budget deficit and the status of the General Ledger. Discussed status of postings, error reports, and corrective actions prior to transfer of data to the Emphasis GL.
- Larry Jones, Board Advisor, met with Rob Wilkes (MDS), Bill Sabalbuero (HUD), Gary Nakatsu (HPHA IT), and Nancy McWatters (Emphasys) to discuss status of the GL posting, implementation of the accounting module and Emphasys upgrade and training.
- Larry Jones, Board Advisor, met with Chad Taniguchi and Shirley Befitel (HPHA) to discuss the critical vacant positions.

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- The Board Advisor continued to meet with the Occupancy and Rent Collection Committee to discuss and develop strategies to improve occupancy and rent collection. Attended Eviction Board Hearings as part of the Committee's work.
- The Board Advisor continued to meet with Norman Ho to discuss the scoping (including cost to renovate) of A & B units, and to discuss the scoping (including cost to renovate) Type C units as part of strategy to increase occupancy at HPHA.
- Conducted site visit to KPT with Norman HO to check on operations and the status of Emergency Work Orders.
- Larry Jones, Board Advisor, met with Rob Wilkes and Ed Morimoto (HPHA MOD) to discuss the status of CFP budgets and the availability of CFP funds for operations. Larry Jones held follow-up meetings with Ed Morimoto to ensure the transfer of CFP funds not later than 6/30/07.
- Teleconference with Dee Strum, Juan Patterson and Larry Jones (MDS), Mike Flores and Bill Sabalbuero (HUD) to discuss the changes in the Training Plan requested by the Board, Staff and HUD.
- Larry Jones, Board Advisor, met with Chad and Gary Nakatsu (HPHA) and Nancy McWatters of Emphasys to get updated on the uploading of the GL into the Emphasys system, to assess the Accounting staff capabilities, and to discuss the Accounting Services RFP. The meeting focused on resolving all problems to ensure that accurate financial statements are produced and input into HUD's FDS system by 8/30/07.
- The Board Advisor met with Lucy Pascual (HPHA) to get a final update on activities in her office prior to her last day of employ with HPHA.
- The Board Advisor met with Chad Tanaguchi to discuss the June 26, 2007 deadline for the resubmission of audit for period ended June 30, 2006. Also discussed the June 30, 2007 deadline for use of Capital Fund Program (CFP) funds to cover operating costs, and the August 30, 2007 deadline to submit HPHA's financial statements into HUD's FDS in REAC.
- Larry Jones met with Patti Miyamoto to follow up on the resubmission of the FY 2006 Audit Report by the 6/26/07 deadline.
- Larry Jones, Board Advisor, participated in the HPHA Board Meeting; he provided joint Board Training with Mike Flores, Bill Sabalbuero, and Mei Tong of HUD.
- Larry Jones participated in two days of preliminary Strategic Planning sessions with Executive Staff (OED) as a prelude to future sessions with Board of Directors. Session covered all aspects of public housing and each HPHA Division's role in public housing management. Much of the discussion focused on Unit Turnaround, Lease-up, rent collection and the need to transition to Asset Based Management.

TECHNICAL ASSISTANCE

- **Conducted Board Training** – Training topics included HPHA's Operating and Capital Budgets, HUD Forms 52722 and 52723, and Financial Management.
- **Key Personnel Vacancies** – Assisted the Executive Director in determining the best course of action to fill the vacant department head positions in Finance and in Property Management and Maintenance. Also collaborated in making a decision with respect to filling the slot of Executive Assistant.
- **Advised the Executive Director** – Larry Jones, Board Advisor, maintained daily contact with the Executive Director to brief him on a wide range management issues unique to PHAs and the HPHA. Accompanied the Executive Director to meetings with residents and provided

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explanation of issues on behalf of the HPHA.

- **Advised Staff on Vacancy Reduction and Rent Collection** – This included working with the Vacancy and Rent Committee, review of existing plans and policies, and research into new policies and procedures. There was continued planning and implementation of strategies to develop scopes of work (including cost to renovate) units based on their repair classification (A, B and C type units) as part of strategy to increase occupancy at HPHA.
- **Advised Staff on Operational Problems** – Work included: Reviewing work order production and providing recommendations for improvement.
- **Advised HPHA on Financial Issues** – Prepared memos to the Executive Director recommending transfer of Capital Fund monies to the Operating Budget and provided oversight of the fund transfer; continued to monitor and advise on the transfer of accounting data to the ECS system; monitored and advised on the resubmission of 2006 Audit Report and response to HUD on audit issues.

SUMMARY OF PROGRESS AS OF END OF REPORTING PERIOD:

HAWAII PUBLIC HOUSING AUTHORITY BOARD ADVISOR		
Task Description	Target Completion	Status
PROJECT PLANNING AND MANAGEMENT		
Preliminary Project Planning and Control		
Contract Award	04/02/07	04/02/07
Post Award Conference Call	04/07/07	Completed 04/04/07
Develop Draft Management Work Plan	04/13/07	Submitted 4/13/07
Develop Final Management Work Plan	04/25/07	N/A – draft plan approved 4/19/07
Develop Quality Control Plan	04/25/07	Submitted 4/13/07
Preliminary Request for Information	04/16/07	Complete – submitted 4/16/07
Conduct Initial Onsite Meetings		
Initial Meeting with Local HUD Field Office Staff	05/02/07	Complete - Conducted meeting on 5/1
Initial Meeting with Board of Commissioners	05/03/07	Complete - Met with Board on 5/11
Initial Meetings with Staff	05/05/07	Complete - Held meetings 5/1 through 5/11
Reporting		
Monthly progress reports	Monthly	Submitted May report

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Task Description	Target Completion	Status
Final Report of technical assistance, observations and recommendations	09/02/07	No activity during this period
Quality Control		
Review weekly reports from Board Advisor	Ongoing	<i>Reviewed weekly reports</i>
Weekly teleconference with Advisor and support personnel	Ongoing	<i>Weekly + as-needed Teleconferences</i>
Monthly teleconference with HUD and HPHA contact	Ongoing	<i>Teleconference 6/11</i>
Periodic onsite meetings with Recovery Group	As Scheduled	<i>No onsite meetings this period</i>
Review work products	Ongoing	Ongoing (memos, reports, plans)
CAPACITY BUILDING		
Assist with the Development/Revision of Job Descriptions		
Form working group to participate in job description development	05/11/07	No activity during this period
Identify critical positions in priority order that require new or revised job descriptions	05/11/07	Completed (5/2). Identified positions and priority.
Develop draft job descriptions	06/15/07	None required this period; determined that new job descriptions must be tied to Asset Mgt
Review drafts with State Civil Service and obtain preliminary rating	06/30/07	Not required this period
Finalize job descriptions and present them for approval and implementation	07/15/07	Not required this period
Assist with Hiring Key Positions		
Identify key vacancies in priority order	05/04/07	Ongoing; Resignations and vacancies require hiring of new Accounting Chief, Accountant V & IV and Prop Mgt Chief
Develop a recruitment plan	05/30/07	<i>Ongoing</i>
Review and, if necessary, recommend revisions to job postings	06/15/07	None required during this period
Participate in initial screening and interviews	08/31/07	No activity during this period
Provide Training to Board of Commissioners		

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Task Description	Target Completion	Status
Identify topics to be presented	04/16/07	Complete 4/4. <i>Topics revised 6/11 at HPHA and HUD request.</i>
Develop draft syllabus and sample training materials	04/20/07	Complete. Drafts submitted 5/2
Develop training schedule	05/05/07	Complete - Schedule submitted 5/2. <i>Schedule revised 6/11 at request of HPHA and HUD</i>
Develop training materials	06/15/07	<i>Developed new training materials for June Board training session</i>
Conduct Training	07/31/07	Underway
Board Training Session 1	TBD	Presented first training session for Board on 5/11 (Roles and Governing Agreements)
Board Training Session 2	TBD	<i>Presented training session for Board on 6/21 on Financial Issues</i>
Board Training Session 3	TBD	No activity during this period
Board Training Session 4	TBD	No activity during this period
RESOURCE AND INFORMATION MANAGEMENT		
Assist With Securing Qualified Contracted Accounting Services		
Assess status of current procurement	05/11/07	Complete: Met w/Interim E.D. (5/2) and obtained draft solicitation.
Make recommendations for procurement and contracting	05/18/07	Complete; Reviewed and submitted recommended changes to the draft solicitation (5/11)
Participate in contract negotiations	As Required	No activity required during this period
Review and evaluate contractor's work plan	TBD	No activity required during this period
Monitor the Recovery of Financial Reporting Function		

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Task Description	Target Completion	Status
Monitor Contractor's progress in recording past financial transactions, making required journal entries, producing past-due and year-end financial statements, and preparations for annual audit	Ongoing	<i>No CPA contractor hired yet. ECS is assisting. Advisor continued to monitor related staff activity</i>
Provide monthly assessment of Contractor performance	Monthly	No activity required during this period
Provide "as-needed" alerts to Board of Commissioners	Ongoing	<i>Provided oral and written report on the deficit to the Board on June 21.</i>
Monitor Annual Audit Activities		
Review status of current audit	05/18/07	<i>No additional action this month. The Audit firm is being procured through State Procurement process.</i>
Assess, revise or develop plan to accomplish upcoming audit	05/25/07	<i>No activity required during this period since FY 07 books are not closed</i>
Monitor corrective action on outstanding IPA audit findings		
Assess status of outstanding audit findings	05/30/07	<i>The audited financial statements had to be resubmitted to HUD for approval. There were findings related to timeliness of reconciliations, materials management and procurement,</i>
Develop corrective action plan for resolving outstanding audit findings	06/30/07	<i>The audit was released in Late June; work on corrective actions has not begun.</i>
Review monthly reports of corrective action	Ongoing	No activity during this period
Evaluate Financial Position of the Agency		
Assess status of income, expenses, and reserves	06/15/07	<i>Agency lacks data for FY07. Reviewed budget projections. Determined that the budget projects a significant deficit but will be minimized due</i>

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Task Description	Target Completion	Status
		<i>to transfer of funds and reallocation of expenses</i>
Assess status of allocation of expenses to Central Office Cost Center	06/30/07	<i>The agency has not begun allocating expenses to COCC. Recommended that this begin immediately for FY08.</i>
Recommend short-term strategies to stabilize net income, if necessary	07/31/07	No activity this period
Assist With Securing IT Contractor for System Upgrade or Conversion		
Review existing solicitation and/or contract documents and/or contractual relationship with IT Contractor	05/31/07	Complete. Met with IT and Procurement (5/2). Solicitation complete.
Make procurement and/or contracting recommendations	06/15/07	Complete. Solicitation has been approved by HUD and contract was executed.
If necessary, revise or develop Scope of Work and/or Solicitation for IT contractor to develop and/or implement the plan for conversion or upgrade	07/15/07	Complete; recommended that software possess ability to maintain finance data at project level. .
If solicitation of services is required, participate in the evaluation of proposals	As Required	Not applicable. Contract award is complete.
If required, participate in the review of the IT Contractor's draft and final Work Plans	As Required	No activity during this period
Monitor IT Conversion Planning and Execution		
Participate in the establishment of an IT Upgrade Committee	05/31/07	Not required. Specifications for system have been developed and agreed upon.
Participate in the review of and comment on the plans and schedules related to the upgrade or conversion	As Required	<i>Ongoing. Reviewed schedule in the proposal. Completion originally targeted for 9/30/07. Met with Contractor onsite in June and confirmed that due to condition of financial records and level of effort required for data entry and conversion, a two-month extension is required.</i>
Review and evaluate periodic progress reports of the	As Required	No activity during this

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Task Description	Target Completion	Status
IT Upgrade Committee and the IT Consultant		period
PUBLIC HOUSING OPERATIONS		
Develop Vacancy Reduction Strategy		
Assess Condition of Vacant Units		<i>In progress</i>
Develop data collection and reporting tool for evaluation and classification of existing vacancies	05/11/07	Complete. Met with Section Chief; reviewed existing tools
Develop schedule for the evaluation and classification of status of existing vacancies on a property specific basis	05/11/07	<i>In process; scope of work and \$ estimates being prepared by staff.</i>
Review staff evaluation, classification of existing vacancies and the estimated cost of preparing classified units for occupancy	05/31/07	<i>In progress but waiting for cost data</i>
Develop Vacancy Reduction Plan		
Assist staff in developing a budget for vacancy reduction activities	06/15/07	<i>In progress; Began allocating the State contribution of \$3M to vacancy reduction plans.</i>
Assist staff in determining appropriate method of preparing unit and develop vacancy prep schedule	06/30/07	<i>In progress;</i>
Assist staff in development of vacancy reduction procurement plan	07/15/07	No activity during this period
Develop Vacancy Control and Reoccupancy Procedures		
Develop mechanism to obtain staff input and review of procedures	05/11/07	Complete; established vacancy reduction committee and meeting protocol
Develop procedures to address turnover of vacant units in a timely manner, including vacancy control logs and other monitoring and reporting forms		
Develop vacancy control log	05/31/07	Complete; reviewed existing logs and found them to be satisfactory
Instruct staff on the completion and maintenance of the vacancy control log, by property and by management unit	06/15/07	Not Applicable
Develop draft of vacancy prep procedures	06/15/07	No activity during this period

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Task Description	Target Completion	Status
Review and finalize vacancy prep procedures	06/30/07	No activity during this period
Provide copies of the vacancy prep procedures and conduct staff training on the implementation of those procedures	07/15/07	No activity during this period
Instruct supervisors on mechanisms for monitoring the implementation of the procedures	07/15/07	No activity during this period
Develop Re-Occupancy Procedures		
Develop Drafts of Re-Occupancy Procedures	06/15/07	Underway. The vacancy committee is developing recommendations for procedural changes.
Review and Finalize Procedures	06/30/07	No activity during this period
Provide all staff with copies of the procedures and conduct staff training on the procedures contained therein	07/15/07	No activity during this period
Instruct supervisors on mechanisms for monitoring the implementation of the procedures	07/15/07	No activity during this period
Monitor Progress of Improvement Plan Initiatives		
1 - Monitor Vacancy Reduction	Ongoing	
		<i>The computer system was down for the last two weeks of June. As a result, we were unable to obtain occupancy data. This is being addressed by the Information Technology Office.</i>
2 - Monitor Inspections to determine condition of units	Ongoing	<i>Staff reports that all required inspections have been completed. This is now being verified by the Compliance Officer.</i>
3 - Monitor completion of work orders	Ongoing	
		<i>Confirmed that many emergencies are being completed in a timely manner, but Emergency work order completion is not entered into system in a timely manner.</i>
4 - Monitor rent collection	Ongoing	<i>Attended Eviction Board Hearings; conducting research into new or revised</i>

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Task Description	Target Completion	Status
		<i>rent collection policies.</i>
5 – Monitor procurement and contract administration	Ongoing	<i>Continued review of selected property mgt. contracts</i>
6 – Monitor evictions for non-rent cases	Ongoing	<i>Attended Eviction Board hearings. The hearing process seems to be working well. . All four cases observed ended with eviction. The process was handled very professionally by both the Board and Hearing Officer.</i>
7 – Resident on HPHA Board of Directors	Not Applicable	Not Applicable
8 – Monitor upgrade of management information system	Ongoing	
		<i>Work began in June. Maintain constant contact with Vendor (CCS) to identify and resolve problems. Vendor has requested 2-month extension due to existing conditions.</i>
9 – Monitor budget	Ongoing	
		<i>Raw GL data input is complete but transfer of data to Emphasis GL is not. Agency projects smaller deficit for FY07. Data transfer and conversion is underway but is slow. No financial reports for FY07 have been produced and monthly closings still have not been completed</i>
10 – Monitor Public Housing Agency	Ongoing	
		<i>The new Executive Director has been on board for a little over a month. Focus is being placed on financial conditions, staffing, and MASS performance</i>