

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF RESCHEDULED CONTINUATION OF
SPECIAL BOARD OF DIRECTORS MEETING
recessed on February 15, 2008 at 2:15 pm
to February 21, 2008 at 9:00 am
which is now continued to
February 29, 2008 at 9:00 am
1002 N. School Street, Bldg. E
Honolulu, Hawaii 96817**

AGENDA

I. CALL TO ORDER / ROLL CALL

II. DISCUSSION/DECISION MAKING

- A. Decision Making: Board Policy for Tenants at Puahala Homes

III. EXECUTIVE SESSION

- A. Hiring of an Executive Assistant

The Board of Directors of the Hawaii Public Housing Authority anticipates convening in executive session, pursuant to 92-5(a)(2), Hawaii Revised Statutes, to consider the hiring of the Executive Assistant.

IV. 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) 832-5345 by close of business two days prior to meeting date.

Puahala information 2/29/08

Current vacancies:

As of 2/28/08 there are 28 vacancies at Puahala.

- 4 need minor clean up, 3A, C, D, 7GL. (Two of the units were recently stocked full with new appliances; I am checking on why, since we have an on-demand appliance contract.)
 - Applications section has 4 families in a certified pool who will move into these units in a matter of days or few weeks once they are notified that the units will actually be available on a date specific.
- 24 Puahala units are on a list of to be renovated by a contractor. These units are listed in the attachments below (#3). Bids were opened on 2/26; low bid \$449,000 includes 9 other units at KPT, Kamehameha, Kaahumanu, Kalanihuia, and Spencer House (24 + 9 = 33 units total; average cost to repair = \$13,606 per unit).

Puahala Homes (24 Vacant Units)

Original bid opening: Feb. 7, postponed until Feb 26 to change scope of work because of inmate work until Feb 13

Bid Opening (**Not** RFP): Feb. 26, 2008

Estimated Contract Date: March 18, 2008

Estimated Start Date: March 24, 2008 (120 days)

Original completion date: June 30, 2008

revised Estimated Completion Date: July 16, 08

Scope of Work

Asbestos floor tile abatement, painting of the interior, repair/replace windows, doors & screens, repair / replace bathroom tubs, toilets, sinks, medicine cabinet and replace lighting and smoke detectors , etc. per specification. See list below for specifics. Unit 7G removed from list because it is occupied.

- Applications has started the process to contact at least 10 families to be ready for move in once the repairs are completed. It is estimated that certifying the 10 families will take 4-8 weeks, then they will be told to wait for up to 90 days until the construction work is completed. If it takes longer than 90 days they will have to be recertified.
- A total of 207 units vacant A&B units are being fixed by contractors at a cost of \$3m; these funds lapse at end of 6/30/08. Starting 7/1/08 we are slated to get another \$2m to fix more vacant A&B units.
- There are no C vacant units at Puahala.
- 2 other units, 4D, and 1CL are being used by a church (we are investigating whether this is a proper use or not) and the resident association (investigating whether association is active to deserve a unit).

family composition:

72 families

26 singles

28 vacant

2 association and church use

total 128 units



Puahala Units

A transitional shelter project for families and children

Questions & Answers

Q. Who is involved in the transitional project?

A. This is a public-private partnership of Hawaii Public Housing Authority (HPHA) and Providers, Waikiki Health Center and Affordable Housing and Homeless Alliance. HPHA will contract with the Provider who will have management oversight of up to 14 families that will be transferred from the Next Step shelter in Kakaako. These families will temporarily reside at Puahala and will transition to other permanent housing facilities within two years.

Q. What is the reason for having this project?

A. The Next Step shelter was planned as a temporary shelter and the lease is set to sunset in June 2008. The state is currently requesting funds from the legislature for a permanent shelter in Honolulu estimated to be built in three years subject to funding. In the interim, the state is exploring temporary housing facilities, one of which is Puahala. The units will provide transitional housing for working families with children and prepare them for permanent job opportunities, housing, and access to mainstream services on site. Residents will be charged a monthly program fee and will be required to partake in the upkeep of their units and the surrounding public housing area.

Q. Where are these units located?

A. There are 14 units that have been initially identified by HPHA for 14 families or approximately 60-80 people. Some of these units have been vacant for a long period of time requiring heavy repair work. The units primarily targeted are in Buildings 11 and 14.

Q. Why was this location chosen?

A. The state and Provider team identified this parcel as a top potential site on a temporary basis. Approximately 43 sites were considered in the Honolulu area, but most parcels were either too small, too costly, or would take too much time to develop. This site was selected due to its ideal location and close proximity to schools, transportation, and access to other mainstream programs in the area. The renovation cost and time were also very favorable.

Q. What is the security plan?

A. Security will be provided by Provider staff 24-7. In time, is it likely that residents will also volunteer for community security patrol adopting best practices learned from the Next Step shelter.

Q. What are the basic rules that these residents must abide by?

A. The basic rules of all emergency and transitional shelters are no drugs, no alcohol, and no violence of any sort. Failure to abide by these rules will lead towards immediate eviction.

Q. How will the selection process be done?

A. Residents will be assessed and referred from the Next Step emergency shelter. Providers will screen all applicants. The assessment includes drug testing, background checks, and their income ability and commitment to the requirements of the program.

Q. What are the program requirements?

A. Families will need to develop a Family Service Plan identifying their specific goals towards self sufficiency, address their long-term housing needs and identify areas of improvement. Families must also attend case management meetings to review progress, attend budgeting and financial counseling classes, and prepare for permanent housing. Participants will also need to comply with a program agreement and house rules.

Q. What are the benefits to the Puahala residents?

A. Families will receive on-site programs and services such as housing assistance, financial literacy, job assistance, and children's education programs. Once established, Providers expect to offer these services to Puahala Homes residents to help prepare for self sufficiency. Families are also encouraged to volunteer time towards the upkeep of the entire Puahala Homes and the community.

Q. When will the units be transferred back to Puahala Homes for those on the waitlist?

A. The estimated target date is summer 2010 or earlier, assuming no unforeseen situations arise.



NEXT STEP II FACT SHEET

- Residents will be pre-screened to insure compliance with rules and entry requirements.
- Criminal background checks will be conducted on potential residents.
- Residents will receive outreach services as part of their involvement in the Next Step II project.
- On site staff will work with the residents to insure that they continue on the path to permanent housing.
- Each resident will review and initial each item in the House Rules.
- Resident's compliance with the rules is mandatory.
- There is a zero tolerance for Drug, use and or possession.
- There is zero tolerance for alcohol use on or off site by current residents of our program.
- Random inspections will be conducted of participant units.
- There is zero tolerance for violence of any nature as well as abusive behavior.
- There is zero tolerance for firearms or weapons of any kind on premises.
- There is zero tolerance for sexual harassment.
- There is zero tolerance for theft.
- There is zero tolerance for vandalism.
- The zero tolerance extends to guest of residents during their visit to Puahala.
- Any complaints can be directed to The Affordable Housing and Homeless Alliance at 845-4565. (a Resident manager number will be available upon starting the program at Puahala) *→ on site*