

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
June 19, 2008
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, May 15, 2008
- B. Executive Session Meeting, September 20, 2007
- C. Executive Session Meeting, October 18, 2007
- D. Executive Session Meeting, November 15, 2007
- E. Executive Session Meeting, December 20, 2007
- F. Executive Session Meeting, January 24, 2008
- G. Executive Session Special Meeting, Continued from February 15, 2008 to February 29, 2008
- H. Executive Session Meeting, February 29, 2008
- I. Executive Session Meeting, April 10, 2008
- J. Executive Session Meeting, May 15, 2008

III. INTRODUCTION AND DISCUSSION

- A. Special guests from the Department of Housing and Urban Development to address any for information questions that the Board members may have on HUD, public housing, Section 8 vouchers, asset management, and federal funding.

Ms. Paula Blunt, HUD General Deputy Assistant Secretary for Public and Indian Housing;
Deborah Hernandez, Deputy Assistant Secretary for Field Operations

IV. PUBLIC TESTIMONY

Public testimony on any agenda item shall be taken at this time. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18, Hawaii Administrative Rules, the Board may limit public testimony to three minutes.

V. DECISION MAKING

- A. Decision Making: Approval of Fiscal Year 2009 Budget
- B. Decision Making: Sale of the Hana Property located in Hana, Maui
- C. Decision Making: Rescind Office of Information Practices – issue of Public Testimony

Executive Session: Pursuant to section 92-4 and 92-5(a)(4), Hawaii Revised Statutes, the Board may vote to convene in executive session to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities.

- D. Decision Making: Performance evaluation of the Executive Director and possible personnel action related thereto. Evaluation to cover performance to date, including first six months performance review.

Executive Session: Pursuant to sections 92-4, 92-5(a)(2), and 92-5(a)(4), the Board of Directors may convene in executive session to evaluate the performance of the Executive Director and possible personnel actions related thereto.

VI. REPORTS

- A. Report of Task Force Committees**
- Finance / Audit/Asset Management – T. Thompson, E. Beaver & L. Smith
 - Human Resources / Personnel – H. Oliva, C. Ignacio & M. Yoshioka
 - Tenant / Tenant Relations – C. Hosino, M. Yoshioka & S. Dodson
 - Homelessness – K. Park, C. Ignacio & R. Berthiaume
 - Public Housing Operations – M. Yoshioka, C. Hosino, C. Ignacio & S. Dodson
- B. Report of the Executive Director Program/Project Updates**
- Fixing Vacant units, including State properties
 - Fixing Elevators
 - Filling vacant units, including State properties
 - Collecting rent, evicting for non-payment of rent and rules violations
 - Legislative Report
 - FY 2009 budget, CIP
 - Procurement, including contract status
 - Section 8 Subsidy Program Branch
 - Personnel Issues

VII. DISCUSSION/FOR INFORMATION

- A. Report on Reorganization in light of Asset Based Management**

Executive Session: Pursuant to sections 92-4, 92-5(a)(2), and 92-5(a)(4), Hawaii Revised Statutes, the Board may vote to convene in executive session to discuss personnel issues and to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities in light of Asset Based Management.

- B. Status of Puahala Homes, relative to Next Step Families**
- C. Report on status of Capital Improvement Project Funds**
- D. Multi-Family Housing Development**
- E. U.S. Department of Housing and Urban Development Support**
- F. Review of response to Governor regarding Budget**
- G. Status Report on Energy Performance Contract**
- H. Outlook for FY 2009 – focus on what desired outcomes should be**
- I. State Rent Increase**

VIII. ADJOURNMENT

If any person requires special needs (i.e. large print, taped materials, sign language interpreter, etc.), please call the Secretary to the Board at (808) 832-4690 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. E
ON THURSDAY, MAY 15, 2008,
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, May 15, 2008 at 9:30 a.m.

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

ORDER/
ROLL CALL

PRESENT: Chairperson Travis Thompson
Designee Henry Oliva
Director Carol Ignacio
Director Clarissa Hosino
Director Eric Beaver
Director Kaulana Park
Director Linda Smith
Director Matilda Yoshioka
Director Rene Berthiaume
Director Sam Aiona
Director Sherrilee Dodson

Executive Director, Chad Taniguchi
Deputy Attorney General, Krislen Chun
Deputy Attorney General, Diane Taira

STAFF PRESENT: Allan Sagayaga, Program Specialist
Barbara Arashiro, Chief Contracts & Procurement Officer
Derek Fujikami, State Housing Development
Administrator
Derek Kimura, Property Management and Maintenance
Services Branch Chief
Dexter Ching, Section 8 Subsidy Program Branch Chief
Douglas Pedro, Maintenance Supervisor
Estrilita Nazarchyk, Clerk Typist
Gary Fujiwara, Stores Clerk
Gary Ito, Purchasing Technician
Jonathan Kam, Contract Specialist
Leslie Suekuni, Clerk Typist
Mannix Tesoro, Building Maintenance Worker I
Phyllis Ono, Contract Specialist
Rick Sogawa, Contract Specialist
Sandra Miyoshi, Homeless Programs Administrator
Shirley Befitel, Personnel Supervisor
Stephanie Fo, Public Housing Supervisor VI
Wade Kau, Building Maintenance Worker II
Taryn Chikamori, Secretary to the Board

OTHERS: Bernadette Young, private resident
Billy Timoto, private resident
Dalpne Nisa, Palolo Valley Homes
David Yaw, Resident Advisory Board (RAB)
Desiree Kihano, Palolo Valley Homes resident
Doran Porter, Affordable Housing Alliance
Edgar Auld, private resident
Frances Abaya, private resident
Francis Nishimura, private resident
Gregory Abaya, private resident

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Ira Calkins, Punchbowl Homes resident
Jean Peters, Kalakaua Homes resident
Jolene Cruz, Puahala Homes resident
John Mizuno, State of Hawaii House Member
Juan Patterson, MD Strum
Juanito Torres, private resident
Kanani Bulawan, private resident
Lani Rivera, Puahala Homes Resident
Lusila Sefo, Palolo Valley Homes resident
Mary Vorsino, Honolulu Advertiser
Mataya Taetuna, private resident
Michael Ullman, U.S. Veterans
Rae Auld, private resident
Rob Shikina, Honolulu Star Bulletin
Rob Wilkes, MD Strum
Ross Tsukenjo, Senator Donna Kim's Office
Roy Matsunaga, private resident
Roy Nakamura, Kalakaua Homes resident
Russ Saito, Comptroller, Department of Accounting and
General Services
Sharon Kekahu, Puahala Homes resident
Sinclair Quitugua, Puahala Homes resident
Suzanne Chun Oakland, State of Hawaii Senator Member
Suzanne Leha, private resident
Timothy Garry, private resident
Ui Kekahu, Puahala Homes resident
Utu Langi, H-5
Vickie Milo, Puahala Homes resident
Vito Talo Jr, private resident
Wayne Lesnde, private resident
Yuen Chee, Puahala Homes resident

Chairperson Thompson declared a quorum present.

QUORUM

Chairperson Thompson introduced new Board member Sam Aiona.

Chad Taniguchi, Executive Director, Hawaii Public Housing Authority (HPHA) recognized Mannix Tesoro, Building Maintenance Worker I Management Unit 3, for the high performing leader award. Mr. Tesoro completed 43 after hour emergency repairs which prevented circumvented \$1.5 million of potential property damage at Mayor Wright, Ka'ahumanu and Kamehameha Homes, along with 254 work orders in FY 2008.

EMPLOYEE
RECOGNITION

Mr. Taniguchi awarded the Together Everyone Achieves More (TEAM) award to Maui, Asset Management Project, which includes Ione Godsey, Milton Kekiwi, Richard McGurn, Armando Habon, Mark Redman, Rory Camara, Gregory Puaoi, Marianito Alavazo Sr., Paula Banks, Johnette Kaai, and Myra Awai. Responding to the Maui County Council call for improvements. The Maui staff did not make excuses, instead they worked hard to resolve management and maintenance problems and gain the confidence of residents.

Chairperson Thompson also acknowledged Mr. Taniguchi for leading the effort on Maui and communicating with the Council and community to get the job done.

Mr. Taniguchi also awarded the TEAM award to the Contract and Procurement Office (CPO) which includes Barbara Arashiro, Gary Ito, Gary Fujiwara, Estrilita Nazarchyk, Leslie Suekuni, Rick Sogawa, Michelle Kim, Jonathan Kam, and Phyllis Ono. There were many delays in processing the applications to dispose of bulky items, resulting in eyesores and health hazards. The CPO staff worked hard to process of disposal applications while remaining in compliance with the State

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Procurement regulations, resulting in speedier disposals.

Chairperson Thompson called a recess at 9:42 a.m. and reconvened at 9:45 a.m.

RECESS
RECONVENED

Chairperson Thompson introduced Senator Chun Oakland, Russ Saito, Comptroller Department of Accounting and General Services (DAGS) and Homeless Efforts Achieving Results Together (HEART) team leader, and Jon Gutzmann, St. Paul Housing Authority.

Chairperson Thompson asked for public comments on the minutes.

PUBLIC
TESTIMONY
ON MINUTES

Mr. Ira Calkins stated that the minutes do not show his question regarding what "OIP" (Office of Information Practices) stood for. Mr. Calkins stated that because the Board voted to limit the time on public testimony the Board violated the Sunshine law and the public can file a law suit and ask for Board members to be removed.

Director Dodson moved, Director Hosino seconded,

That the minutes of the Regular Meeting held on April 10, 2008 be approved as circulated.

APPROVAL
OF MINUTES
REGULAR
MEETING
04/10/08

Director Dodson stated she would like to amend page 7 where it states "Director Dodson stated General Plan Amendment Committee (GPAC);" it should be General Plan Advisory Committee.

The motion was unanimously carried as amended.

Designee Oliva moved, Director Hosino seconded,

To move to approve the previous motion with the above amendments.

The motion was unanimously carried.

Chairperson Thompson called a recess at 9:45 a.m. and reconvened at 9:50 a.m.

RECESS
RECONVENED

Mr. Saito stated that in 2006 Governor Linda Lingle declared an emergency proclamation which enabled response to the homeless problem. When the City cleaned up Ala Moana Beach Park the homeless were accommodated by the churches in the area. When the churches were no longer able to help the State created the Next Step Shelter which was built in 6 days with \$54,000. Then because the City felt that the Ala Moana Beach clean up went well the City decided to do the same with the Leeward Coast. Governor Lingle declared another emergency proclamation which the state built Onelau`ena and Pai`olu Kai`āulu. The Kahikolu Ohana Hale O` Wai`anae Homeless shelters and transitional housing will open July 30, 2008, Building 36 will open in July/August 2008 and Villages of Ma`ili will open in September 2008.

PRESENTAT-
ION BY RUSS
SAITO
REGARDING
HOMELESS
INITIATIVES
BEING
PURSUED

The ongoing requirements of the emergency proclamation are 1) continuation of services to operate shelters/transitional housing, 2) replacement of the Next Step Shelter, and 3) closedown of Next Step Shelter.

Director Matilda Yoshioka arrived at 10:19 a.m.

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The mid term requirements are 1) additional shelter/transitional housing –Oahu, 2) public housing, 3) transitional/special needs housing, and 4) affordable rental units. The long term solutions are 1) build more affordable rental units, 2) reduce rents on available private units, 3) “Boarding” houses 4) Ohana zoning 5) zero/low interest loans. As the HEART team understands it’s the public housing policy is that once a family/person financially qualifies to move in public housing there are no future financial disqualifications. The HEART team is asking the Board to create policies that once the families make more then the qualifications the family/person has to move out of public housing. This would create more vacancies for families/persons who don’t qualify for other housing.

The Next Step shelter is on a month to month lease with Hawaii Community Development Authority (HCDA) and is subject to exclusive negotiations between HCDA and Office of Hawaiian Affairs (OHA).

The Next Step shelter replacements search began in 2007, with 43 potential sites identified in September 2007. Interim arrangements were to use 14 units at Puahala Homes and the long term arrangements would be to require Capitol Improvement Program (CIP) funds appropriated by the legislature.

Director Hosino asked why the long term housing took so long knowing that the Next Step shelter was temporary. Mr. Saito stated because of funding.

Director Hosino asked what HPHA should do with all the people who have been on the waitlist for 10 years. Mr. Saito stated the families on waitlist would be accommodated by the units that HPHA had funds to fix.

Chairperson Thompson asked how many new units will be coming online on the leeward side that can handle families. Mr. Saito stated Villages of Ma`ili has 80 units and Kahikolu Ohana Hale O` Wai`anae has 72 units for families but the community wants these units to serve the people in their community.

Director Hosino asked how the Board can be sure that the Puahala Homes units will only be used for two years. Mr. Saito stated a contract will be signed.

Director Dodson asked is there a back up plan if the Next Step shelter is not allowed to use the Puahala Home units. Mr. Saito stated no.

Director Ignacio asked why are many of the public housing application intake dates 1 ½ years after the families where placed at the Next Step shelter. Mr. Saito stated because the families were not prepared to apply to public housing. Sandra Miyoshi, Homeless Programs Administrator, stated because many families owed the HPHA money and needed to pay HPHA back before they could apply for public housing.

Desiree Kihano, Palolo Valley Homes resident, stated that since the state took over management of Palolo Valley Homes, the project has many security problems. During 2002 – 2007 crime was down. There are now more druggies and crime on the property.

Chairperson Thompson asked who was managing the property before. Ms. Kihano stated there was private management before October 2007.

Director Smith asked did Palolo Valley Homes have a resident manager under the private management and does Palolo Valley Homes have a resident manager with state management. Ms. Kihano stated yes under private management and no for state management.

Sharon Kekahu stated she wants public housing to stay public housing not transitional shelter. Why can’t they move the families that are on the waitlist at other shelters into the public housing units which in turn will create more spaces in other shelters for the Next Step families?

PUBLIC
TESTIMONY

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Roy Nakamura, Kalakaua Homes resident, stated people with drug problems should be moved to one building not a building with elderly. People have complained to management but management does not do anything.

Jean Peters, Kalakaua Homes resident, stated people at the housing are afraid to speak up and stand up. There are several problems at Kalakaua Homes 1) security – where does the reports go and what is done to resolve the report, and 2) there is no trust with management because the management is unfair.

Chairperson Thompson stated that Maui had the same problems but the management, police and staff need to have good communication and work together.

Kanani Bulawan, private resident, stated that the 14 units at Puahala was earmarked for public housing. HPHA will be isolating families. Families need to follow the pathway into housing which is as follows: 1) move into emergency shelters, in which services are provided 2) move into transitional housing which now has fees that are similar to rent and also has services 3) move into public housing with a 5-year plan to move families into home ownership and 4) home ownership or affordable housing.

Vickie Milo, Puahala Homes resident, wants the Board to rescind the October 2007 decision because 1) the families will not be isolated; they will be mixed with two different set of rules 2) should move people on the waitlist in and 3) the management and staff have many issues that need to be worked out.

Tim Garry, private resident, stated that HPHA is bypassing the waitlist and this is unfair. The lack of detailed plan to Legislature on where the transitional housing was being built was short sighted. The Board needs to better manage their assets.

Michael Ullman, U.S. Veterans, stated the services that are being provided for the Next Step shelter are lacking. They did not get many of the families to apply for public housing in a timely manner. Many only have one parent working; there are many programs that could be used where both parents would be able work. They did not look into spaces at other shelters because there are other shelters in the urban area that have spaces available. There is no need for the use of Puahala; there is a need to get rid of transitional shelters and turn them into permanent housing.

Roy Matsunaga, private resident, stated the Liliha Neighborhood Board and the Legislature have requested the Board rescind its decision. HPHA Board stated that the community should have compassion for the homeless families but the Board does not have compassion for the families who have been on the waiting list for years. There are spaces available at other shelters.

Director Beaver asked what the other shelter available are. Mr. Matsunaga stated Institute for Human Services (IHS) is one shelter that has space available.

Dalphe Nisa, Palolo Valley Homes resident, stated the crime rate is going up at Palolo Valley Homes since the state took over management and the management has done nothing to resolve the situation.

Director Berthiaume asked what the complaint process is. Mr. Taniguchi stated the residents should take the complaint to the manager, and then if the manager does not take care of the problem they should report the complaint to Stephanie Fo.

Ms. Nisa stated that they would like a manager that is willing to work with the residents whether it be private or state management.

Chairperson called a recess at 11:30 a.m. and reconvened at 11:40 a.m.

RECESS
RECONVENED

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David Yaw, Resident Advisory Board (RAB), the program rules stated once evicted always evicted from public housing. Fair Housing Act will be a big concern when bypassing the wait list. If the Board puts the transitional families in Puahala Homes the Board is bypassing many other needy families that are on the waitlist that could be paying rent. How are the transitional families going to be moving out of the units at the end of the two years when they will need permanent housing?

Bernie Young, private resident, stated that she is against the transitional housing in Puahala Homes.

Lusilia Sefo, Palolo Valley Homes, stated that since the state took over management there have been more drugs and violence. The management is not doing anything about the complainants.

Director Beaver moved, Director Dodson seconded,

To go into Executive Session at 11:51 a.m. Sections 92-4 and 92-5 (a)(4), Hawaii Revised Statutes, to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities.

The motion was unanimously carried.

The Board reconvened from Executive Session at 12:02 p.m.

Director Yoshioka moved, Director Ignacio seconded,

To rescind the Board's previous action taken on October 18, 2007, removing 14 units at Puahala Homes from the State Public Housing inventory for use by the Homeless Programs Branch as a transitional homeless shelter for a period not to exceed two years.

Chairperson Thompson stated that the Board received a correspondence from State Legislators requesting reconsideration of the Board's previous action and a Resolution from the Liliha Neighborhood Board opposing the use of public housing as transitional shelter.

Director Park arrived at 12:04 p.m.

Director Beaver said Mr. Saito stated that HPHA had no resources to get the units repaired when the Board had initially made its decision; he asked did HEART come in and repair the units? Mr. Taniguchi stated in October when the decision was made the Legislature had already given HPHA \$3 million to repair the units.

Director Beaver asked so who paid for the renovation. Mr. Taniguchi stated the inmates came to repair portions of the units (at no cost except lunch provided) and the final work including asbestos tile removal was done by contractors paid by HPHA.

Director Beaver asked if any of the funds came from the Homeless Branch's budget. Mr. Taniguchi stated no, public housing money was used to fix the units.

Director Smith asked who paid for the cleaning and painting supplies. Ms. Miyoshi stated the Homeless Branch paid for the inmate's lunches.

Director Beaver asked if anyone has talked to Office of Hawaiian Affairs (OHA)

EXECUTIVE
SESSION

TO RESCIND
THE BOARD'S
PREVIOUS
ACTION
TAKEN ON
OCTOBER 18,
2007, REMOV-
ING 14 UNITS
AT PUAHALA
HOMES FROM
THE STATE
PUBLIC HOUS-
ING INVEN-
TORY FOR USE
BY THE
HOMELESS
PROGRAMS
BRANCH AS A
TRANSITIONAL
HOMELESS
SHELTER FOR
A PERIOD NOT
TO EXCEED
TWO YEARS.

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to find out how long the Next Step shelter will be allowed to stay. Mr. Taniguchi stated that it has been confirmed by Mr. Saito that OHA will not be ready to use the facility for about 12 – 18 months.

Director Ignacio asked is it a fact that the families at Next Step do not want to move out of the urban area. Ms. Miyoshi stated that the urban shelters are full or if they have vacancies then there is a waitlist that the shelters are using to fill.

Chairperson Thompson called for a vote.

Aye: Director Eric Beaver
Director Sherrilee Dodson
Director Clarissa Hosino
Director Carol Ignacio
Director Matilda Yoshioka

Nay: Chairperson Travis Thompson
Director Rene Berthiaume
Director Linda Smith
Designee Henry Oliva
Director Kaulana Park
Director Sam Aiona

The motion was not carried.

Chairperson called a recess at 12:50 p.m. and reconvened at 1:07 p.m.

RECESS
RECONVENED

Chairperson called a recess at 1:08 p.m. to convene to HHA Wilikina Apartment Projects Inc. Board meeting and reconvened at 2:01 p.m.

RECESS
RECONVENED

Director Park moved, Director Beaver seconded,

EXECUTIVE
SESSION

To go into Executive Session at 2:02 p.m. pursuant to sections 92-4 and 92-5 (a)(4), Hawaii Revised Statutes, to discuss the Executive Assistant position description and ratification of the appointment of Barbara Arashiro.

The Board reconvened from Executive Session at 2:46 p.m.

Chairperson Thompson stated that the Board decided not to ratify the revised Executive Assistant position description. Therefore, the previous vote to approve Ms. Arashiro at the March 20, 2008 meeting still stands and hiring will commence. The position description will be changed in the future.

Director Beaver moved, Director Hosino seconded,

TO APPROVE
STAFF TAKING
ANY REQUIRED
STEPS TO
REVISE THE
ADMISSION
AND CONTINUED
OCCUPANCY
POLICY
(ACOP),
CHAPTER 7,
VERIFICATION
PROCEDURES

To approve staff taking any required steps to revise the Admission and Continued Occupancy Policy (ACOP), Chapter 7, verification procedures to change the time period of verification from three weeks to five days.

Mr. Taniguchi stated the requirements take too long; change is needed to speed up the process of filling units. If the employer does not turn in the employment verification then HPHA can use the pay stubs and call the employer to verify information. Stephanie Fo, Public Housing Supervisor VI, stated they would also verify if the applicant is receiving tips, bonuses or overtime that may not be

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reflected on the pay stubs.

Chairperson Thompson asked what if any information is falsified then is the applicant denied. Ms. Fo stated yes but if it's a minor discrepancy then the rent would be increased to the correct amount.

Director Smith asked if the period of time an individual has to verify their income level is shortened from ten days to three days. Ms. Fo stated this is for third party verifications. If the employer, Social Security Administration, or bank has three days to verify the information, then HPHA would make a second attempt and then two more days after the second attempt and then HPHA would use the pay stub or letter. Once the applicant moves in then HPHA can use the automated information provided electronically and if there is a discrepancy then the rent amount can be changed with a thirty day notice.

Director Ignacio stated that HPHA needs to ensure that the applicants with a language barrier understand this process.

The motion was carried.

Director Beaver moved, Director Hosino seconded,

To approve the sale of the Section 8 new construction affordable rental housing project known as Banyan Street Manor, TMK 1-7-031-029, located in Honolulu, Oahu

Mr. Taniguchi stated that HPHA has received proposals on the sale of Banyan Street Manor. Alvarez & Marsal was the only valid bidder which was under \$198,000.

The motion was carried.

Mr. Taniguchi stated HPHA has a preliminary budget and will have a budget for the Board's approval on the June 19, 2008 Board of Director's meeting. HPHA projects a \$4.8 million shortfall for 2009. HPHA staff will be working with Rob Wilkes and MD Strum to reduce the shortfall.

Mr. Taniguchi stated the 2009 budget objectives are as follows 1) each program becomes self sufficient, 2) rent collection improve from 90% to 95%, 3) occupancy increases from 90% to 95%, 4) making all staff knowledgeable of the financial constraints, 5) holding property managers to performance goals, 6) aligning staff to reflect duties required, and 7) establishment of Central Office Cost Center (COCC).

Mr. Wilkes stated the assumptions made in the preparation of the budget are as follows 1) HPHA will receive a pro-ration rate of \$.84 of every dollar of federal subsidy, 2) federal capital funds will still be transferred to the operating fund to cover the pro-ration shortfall, 3) the frozen rent income is at the 2004 rates, 5) the properties will be charged direct charges (such as legal, hearing officer, applications) 6) the properties will charged for centralized maintenance, and 7) state properties will be charged a management fee for the COCC. The COCC fees are based on the federal management fees per unit per month as follows: 1) \$48.74 for a management fee, 2) \$7.50 bookkeeping fee, 3) \$2.00 information technology fee, and 4) \$4.00 asset management conversion fee.

Mr. Taniguchi stated that HPHA contracted MD Strum to look at HPHA's

TO CHANGE THE TIME PERIOD OF VERIFICATION FROM THREE WEEKS TO FIVE DAYS.

TO APPROVE THE SALE OF THE SECTION 8 NEW CONSTRUCTION AFFORDABLE RENTAL HOUSING PROJECT KNOWN AS BANYAN STREET MANOR, TMK 1-7-031-029, LOCATED IN HONOLULU, OAHU

REPORT ON BUDGET, FINANCIAL STATUS, REORGANIZATION AND PERSONNEL IN LIGHT OF ASSET BASED MANAGEMENT

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organization because of Asset Management. Juan Patterson, MD Strum, will discuss the reorganization proposal for Asset Management.

Mr. Patterson stated the U.S. Department of Housing and Urban Development (HUD) requires a new Public Housing Authority (PHA) business model. Some of the challenges HPHA has are 1) institutionalized inefficiency 2) current structure inhibits accountability, 3) budget shortfall, and 4) funding restrictions.

Mr. Patterson stated the reorganization objectives are 1) "right-sized" cost centers, 2) design for efficiency, 3) service delivery model configured in "best interests of the Asset Management Projects (AMPs), 4) clearly delineated responsibilities, and 5) foundation for reasonable fees-for-service.

Mr. Patterson stated the key changes are 1) central office cost center needs to be restructured, 2) project-based management affirmed, and 3) consolidation of selected functions, branches and offices.

Mr. Patterson stated the current Full Time Employees (FTEs) is 297. The proposed FTEs are 213. The current break down is 129.5 maintenance and 167.5 administrative FTEs. The distribution current is 161.5 project based FTEs, 31.5 other programs, and 104 at central office. The proposed FTEs are 81 maintenance and 132 administrative. The proposed distribution is 125 project-based, 28 other programs and 60 at central office FTEs. Other programs include Homeless Branch and Section 8 programs. There are also 71 FTEs reserved with 66 project-based and 5 at central office in case the private managed projects become state managed projects.

Chairperson Thompson asked how HPHA will justify laying off union employees and keeping the private firms. Mr. Taniguchi stated that because HPHA has already changed one privately managed project to public management and residents feel that it is not being operated well, in order to make more privately operated projects to publicly operated the publicly operated projects will need to prove that the project can run the same or better than the privately run projects.

Chairperson Thompson and Director Dodson left at 3:00 p.m.

Director Smith asked the staffing levels need to be changed but what about staffing types. Mr. Patterson stated the position classifications will have to be specific. The number of position classes will shrink.

Mr. Patterson stated implementation should be 1) fast tracked to maximize cost-savings, reduce loss of efficiency, shorten period of staff uncertainty and low morale, and limits period of operational instability, 2) staff lobbying should be prohibited, and 3) staff training needs to be part of implementation.

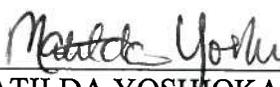
Director Aiona asked if HPHA will meet with unions. Mr. Taniguchi stated HPHA will meet with United Public Workers (UPW) on May 16, 2008 and Hawaii Government Employees Association (HGEA) on May 19, 2008.

There being no further items to be discussed,

ADJOURNMENT

Designee Oliva moved, Director Yoshioka seconded,

That the meeting be adjourned at 3:40 p.m.


MATILDA YOSHIOKA
Secretary

Approved

June 19, 2008

FOR ACTION

SUBJECT: Request Approval of the Hawaii Public Housing Authority Operating Budget for Fiscal Year 2008-2009

I. FACTS

- A. The Hawaii Public Housing is proposing an operating budget realizing that there is a deficit.
- B. Staff is proposing that increasing revenues, decreasing expenses and requesting an appropriation from the Legislature, can make up the deficit.
- C. Budget assumptions, objectives and the turnaround plan are forthcoming.

II. RECOMMENDATION

- A. That the Board of Directors approves the operating budget for the Hawaii Public Housing Authority for Fiscal Year 2008-2009 realizing there is a deficit and approve the turnaround plan that includes steps to increase revenues, reduce expenses and requesting an appropriation from the Legislature.

Attachment: HPHA Budget

Prepared by: Michael Hee, Chief, Private Management Contracts Section 

Reviewed by: Derek Kimura, Private Management and Maintenance Section Branch Chief 

HPHA FY 2009 Projected Agency Budget

Program	Budget	Cashflow
Federal Low Rent Program		
Rental/Other Income	18,729,075	
State R & M	3,433,996	
Federal Subsidy	19,524,209	
Expenses	<u>43,225,192</u>	(\$1,537,913)
State Family Program		
Rental Income	794,109	
State R & M	243,393	
State Subsidy	0	
Expenses	<u>2,645,898</u>	(\$1,608,397)
State Elderly Program		
Rental Income	1,872,437	
State R & M	103,430	
State Subsidy	0	
Expenses	<u>2,511,359</u>	(\$535,492)
Section 8 Housing Choice Voucher		
Other Income		
Federal	22,504,247	
Expenses	<u>22,789,542</u>	(\$285,295)
Section 8 Project Based Program		
Other Income		
Federal	19,577,307	
Expenses	<u>19,460,275</u>	\$117,032
State Rent Supplement		
Other Income		
State	1,185,540	
Expenses	<u>1,245,295</u>	(\$59,755)
Homeless Programs		
State/Federal Sources	23,031,965	
Expenses	<u>22,878,117</u>	\$153,848
Central Office Cost Center (Administration)		
Fee Income	5,794,733	
Expenses	<u>6,260,548</u>	(\$465,816)
Capital Program		
Federal Contribution	23,325,709	
State Contribution	31,950,536	
Projects	<u>55,276,245</u>	\$0
Total Shortfall		<u><u>(\$4,221,787)</u></u>

State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations Summary - Federal Low Rent Program,
 Single Family Housing Program, and Elderly Housing Program
 Fiscal Years 2004 through 2009

	<u>2009</u>	<u>2008</u>	Audit <u>2007</u>	Audit <u>2006</u>	Audit <u>2005</u>	Audit <u>2004</u>
	**	**	*	*	*	*
Rental Income	19,457,560	18,554,755	18,343,559	16,395,760	15,568,626	15,884,499
Operating Subsidy	16,947,154	16,003,836	10,642,544	13,424,541	20,379,898	10,751,136
State Repair & Maint Fund	3,824,869	4,500,000	-	-	-	-
State Security	1,891,717	1,500,000	-	-	-	-
Federal Capital Transfer	2,577,055	3,000,000	-	-	-	-
Other Income	2,294	791,048	2,031,296	734,970	768,139	651,331
Total Revenue	44,700,649	44,349,639	31,017,399	30,555,271	36,716,663	27,286,966
Project (a)	11,778,234	8,403,168	6,980,784	6,960,997	7,688,007	5,209,581
Personal Services (b)	11,176,695	14,933,408	14,284,809	13,697,371	12,371,553	11,873,298
Administrative Expenses (c)	3,825,310	2,239,200	3,596,722	4,071,824	2,096,381	2,675,726
Professional Services (d)	683,102	759,000	703,857	337,630	250,331	291,419
Security (e)	2,097,188	1,801,271	1,718,776	1,579,942	2,115,911	662,281
Insurance (f)	836,436	1,100,000	974,370	202,905	359,988	284,675
Repair & Maintenance (g)	1,299,795	5,250,000	2,379,306	1,917,696	1,819,670	2,181,553
Utilities (h)	10,714,667	10,866,729	10,071,390	9,190,784	7,216,019	7,337,739
Payment Lieu of Taxes (i)	566,997	575,000	500,000	574,114	730,443	813,252
Other expense (j)	5,404,025	405,000	98,488	358,590	540,543	380,193
Total Expenses	48,382,449	46,332,776	41,308,502	38,891,853	35,188,846	31,709,717
Excess (Deficit)	(3,681,800)	(1,983,137)	(10,291,103)	(8,336,582)	1,527,817	(4,422,751)

Notes: See page 2

Notes for page 1

* From audited financial statements

** Projected estimates

State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations - Federal Low Rent Program
 Fiscal Years 2004 through 2009

013

	<u>2009</u> **	<u>2008</u> **	<u>Audit</u> <u>2007</u> *	<u>Audit</u> <u>2006</u> *	<u>Audit</u> <u>2005</u> *	<u>Audit</u> <u>2004</u> *
Rental Income	16,793,308	15,815,879	15,764,210	13,841,036	13,127,474	13,531,582
Operating Subsidy	16,947,154	16,003,836	10,642,544	13,424,541	20,379,898	10,751,136
State Repair & Maint Fund	3,478,046	3,666,219	-	-	-	-
State Security	1,891,717	1,500,000	-	-	-	-
Federal Capital Transfer	2,577,055	3,000,000	-	-	-	-
Other income	-	671,048	1,955,827	624,755	662,089	561,113
Total Revenue	41,687,280	40,656,982	28,362,581	27,890,332	34,169,461	24,843,831
Project	10,509,844	8,403,168	6,980,784	6,960,997	7,688,007	5,209,581
Personal Services	10,514,798	13,543,908	12,990,632	12,522,104	11,230,180	10,801,148
Administrative Expenses	3,354,208	1,947,500	3,392,846	3,858,313	1,854,775	2,447,535
Professional Services	583,017	629,000	681,949	270,018	197,153	258,069
Security	2,097,188	1,801,271	1,718,776	1,578,846	2,114,860	661,230
Insurance	690,144	951,800	838,323	177,237	333,930	262,232
Repair and Maintenance	1,031,256	3,326,000	1,304,439	1,047,508	1,150,309	1,569,667
Utilities	9,309,184	9,549,683	9,002,323	8,064,168	6,232,801	6,429,131
Payment in Lieu of Taxes	566,997	575,000	500,000	574,114	730,443	813,252
Other expense	4,568,557	300,000	-	250,211	335,231	289,499
Total Expenses	43,225,193	41,027,330	37,410,072	35,303,516	31,867,689	28,741,344
Total Excess (Deficit)	(1,537,913)	(370,348)	(9,047,491)	(7,413,184)	2,301,772	(3,897,513)

* From audited financial statements

** Projected estimates

State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations - Single Family Housing Program
 Fiscal Years 2004 through 2009

014

	<u>2009</u>	<u>2008</u>	Audit <u>2007</u>	Audit <u>2006</u>	Audit <u>2005</u>	Audit <u>2004</u>
	**	**	*	*	*	*
Rental Income	791,815	899,255	849,941	853,238	813,979	783,635
Operating Subsidy	-	-	-	-	-	-
State Repair & Maint Fund	243,393	439,690	-	-	-	-
State Security	-	-	-	-	-	-
Federal Capital Transfer	-	-	-	-	-	-
Other income	2,294	33,648	-	38,724	38,743	42,968
Total Revenue	<u>1,037,502</u>	<u>1,372,593</u>	<u>849,941</u>	<u>891,962</u>	<u>852,722</u>	<u>826,603</u>
Project	260,207	-	-	-	-	-
Personal Services	661,897	1,080,000	1,035,135	838,195	802,481	753,813
Administrative Expenses	208,797	150,000	126,812	74,639	82,932	65,692
Professional Services	36,828	90,000	21,908	48,666	38,004	28,674
Security	-	-	-	520	440	429
Insurance	39,442	51,100	136,047	9,180	8,785	6,250
Repair and Maintenance	200,000	655,300	97,252	201,405	174,173	155,508
Utilities	534,635	438,800	387,532	432,089	385,173	354,562
Payment in Lieu of Taxes	-	-	-	-	-	-
Other expense	704,091	5,000	(7,603)	94,388	180,574	47,193
Total Expenses	<u>2,645,897</u>	<u>2,470,200</u>	<u>1,797,083</u>	<u>1,699,082</u>	<u>1,672,562</u>	<u>1,412,121</u>
Total Excess (Deficit)	<u>(1,608,395)</u>	<u>(1,097,607)</u>	<u>(947,142)</u>	<u>(807,120)</u>	<u>(819,840)</u>	<u>(585,518)</u>

* From audited financial statements
 ** Projected estimates
 *** There are no reserves in the Single Family Housing Revolving Fund.

State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations - Elderly Housing Program
 Fiscal Years 2004 through 2009

015

	<u>2009</u> **	<u>2008</u> **	Audit <u>2007</u> *	Audit <u>2006</u> *	Audit <u>2005</u> *	Audit <u>2004</u> *
Rental Income	1,872,437	1,839,621	1,729,408	1,701,486	1,627,173	1,569,282
Operating Subsidy	-	-	-	-	-	-
State Repair & Maint Fund	103,430	394,091	-	-	-	-
State Security	-	-	-	-	-	-
Federal Capital Transfer	-	-	-	-	-	-
Other income	-	86,352	75,469	71,491	67,307	47,250
Total Revenue	<u>1,975,867</u>	<u>2,320,064</u>	<u>1,804,877</u>	<u>1,772,977</u>	<u>1,694,480</u>	<u>1,616,532</u>
Project	1,008,183	-	-	-	-	-
Personal Services	-	309,500	259,042	337,072	338,892	318,337
Administrative Expenses	262,305	141,700	77,064	138,872	158,674	162,499
Professional Services	63,257	40,000	-	18,946	15,174	4,676
Security	-	-	-	576	611	622
Insurance	106,850	97,100	-	16,488	17,273	16,193
Repair and Maintenance	68,539	1,268,700	977,615	668,783	495,188	456,378
Utilities	870,848	878,246	681,535	694,527	598,045	554,046
Payment in Lieu of Taxes	-	-	-	-	-	-
Other expense	131,377	100,000	106,091	13,991	24,738	43,501
Total Expenses	<u>2,511,359</u>	<u>2,835,246</u>	<u>2,101,347</u>	<u>1,889,255</u>	<u>1,648,595</u>	<u>1,556,252</u>
Excess (Deficit)	<u>(535,492)</u>	<u>(515,182)</u>	<u>(296,470)</u>	<u>(116,278)</u>	<u>45,885</u>	<u>60,280</u>

* From audited financial statements

** Projected estimates

**HPHA FY 2009 Budget
June 19, 2008**

<i>Section</i>	<i>Page</i>
Background, Assumptions, Objectives, and Turnaround Plan	1-4
Agency Budget	5
Combined Federal and State Public Housing Programs	6-7
Federal Public Housing Program	8
State Single Family Housing Program	9
State Elderly Family Housing Program	10
Budget Implementation Plan	11-21

HPHA FY 2009 Budget
Background, Assumptions, Objectives, and Turnaround Plan
June 19, 2009

A. Background to the FY 2009 budget:

- The HPHA Board approved an agency-wide budget on November 15, 2007 with a projected deficit of \$10.4M, to be made up by increasing revenue, decreasing costs and by asking the legislature for an appropriation.
- During FY 2008 HPHA increased income and decreased costs by a total of \$7.3M; instead of \$10.4M HPHA requested and received only \$3.1M from the 2008 legislature.
- HPHA public housing expenses have exceeded income by \$21 million for the last three years:
 - \$8.3M FY 2006 (audited)
 - \$10.3M FY 2007 (audited)
 - \$ 3.1M FY 2008 (projected)
- HPHA's public housing reserves now total \$4M, a bare minimum to operate.
- HPHA's trend of losses is unsustainable.
- Without a turnaround in financial performance HPHA's 6,200 housing units may need to be sold to nonprofits or privatized, as the City of Honolulu is doing.
- To comply with asset management and reduce costs, HPHA's consultant recommended 84 staff layoffs out of 297 (1/4) based on
 - 1 AMP (Asset Management Project) administrative staff to 75 units
 - 1 AMP maintenance staff to 50 units
 - Limited Central Office Cost Center (COCC) funding
- HPHA had no general ledger for FY 2007 and the first six months of FY 2008.

B. Assumptions made in the preparation of the FY 2009 budget:

1. A general ledger will be in use for FY 2009. The HPHA general ledger was started in January 2008 and is nearing completion.

2. HUD's Federal operating subsidy is based upon a 16% pro-ration rate for calendar year 2008; HPHA will only receive 84% of what it needs from HUD. HPHA assumes it will receive the 84% rate for the calendar year 2009.
3. The difference between HUD frozen rent formula income and current rent is included in the revenue projection. To realize the projected rent HPHA needs to collect at least what it did in FY 2007.
4. Federal capital funds will be transferred to the operating fund to cover a portion of the pro-ration factor and funding shortfalls.
5. Required State salary increases of 4% (and step movements where applicable) and fringe benefit rate of 40.6% are included.
6. Direct charges to the AMPs for applications, legal, hearing officers and construction oversight are included.
7. Charges for services for centralized maintenance are included.
8. State properties will be charged a management fee for the COCC, based upon the federal management fee rate.
9. The budget submitted is a cash flow budget. It does not include depreciation expenses.
10. Charges for insurance costs were received from the state risk management office. The 2008 charges were overstated because they included costs for properties belonging to HHFDC, for which HPHA billed HHFDC.
11. Budgeting is a continuous and regular process of planning, executing and evaluating the financial status of programs.

C. In preparing the 2009 budget we have the following objectives:

1. Make all HPHA staff knowledgeable about the financial constraints and opportunities in the budget.
2. Treat staff as valuable assets to be developed, not costs to be cut.
3. Align staff and positions to reflect the duties required for HPHA to move forward in providing affordable housing to the State of Hawaii.

4. Reduce staffing as necessary through attrition; current staffing is now 282 instead of 297 several months ago.
5. Establish a Central Office Cost Center (COCC) as required by HUD regulations.
6. Identify each AMP (Asset Management Project) and COCC program cost and plan for the program to become self sufficient.
7. Hold branch managers and property managers to a set of performance goals which includes the budget.
8. Increase income by fixing, filling vacant units, collecting rent and implementing business systems recommended by St. Paul Housing Authority.
9. Decrease costs by becoming more productive and efficient.

D. HPHA Turnaround plan:

For FY 2009, during the next 12 months

1. Reassign ~35 COCC positions to serve AMPS.
2. Reassign ~20 AMP positions.
3. Create special teams to address vacant units, rent collection based on St. Paul Housing Authority business systems.
 - Statewide 550 Vacant Unit Turnaround Teams (estimated 18 positions)
 - Oahu
 - Neighbor Islands
 - Coordinate with contractors, volunteers, AMP staff
 - Oahu Exterior Maintenance Team (estimated 12 positions)
 - Statewide Unit Inspection Team (estimated 5 positions)
 - Oahu Applications Processing Team (estimated 11 positions)
 - Statewide Rent Collection (and bad debt write off) Team (estimated 5 positions)
 - Statewide Work Order Coordination Team (estimated 4 positions)
4. Have AMPs responsible for new vacant units and work orders.

5. Close the public housing waitlist for a minimum of 12 months to concentrate application staff efforts on filling vacant units rather than processing new applicants which have little chance of being called over the next year.
6. Process transfers only where medically necessary or where income to the AMPs will be increased. Add reasonable charges such as for minimum rents, late payments, bounced checks, repair rates for tenant-caused damages, excess utility charges, and other charges that place appropriate responsibilities on renters to be part of the solution.
7. Ask Legislature to remedy structural underfunding of 288 state family units and 576 state elderly units by providing base operating and utility subsidies that mirror HUD operating and utility subsidies.
8. Provide training to managers, supervisors, and staff.

E. FY 2009 Budget Goals and Performance Targets:

Additions to the budget can be achieved as follows:

95 percent occupancy for all AMPs	= \$300,000
95 percent rental collection for all AMPs	= \$600,000
95 percent one-time writeoffs of vacated bad debts	= \$1,700,000
Payment in Lieu of Taxes (Pilot) adjustment	= \$400,000
State Family Legislative operating & utility subsidy	= \$1,100,000
State Elderly Legislative operating & utility subsidy	= \$1,800,000
	<u>\$5,900,000</u>
Estimated budget deficit	<u>(\$4,220,000)</u>
Effect of achieving budget goals and performance targets on budget	\$1,680,000

HPHA FY 2009 Projected Agency Budget

Program	Budget	Cashflow
Federal Low Rent Program		
Rental/Other Income	18,729,075	
State R & M	3,433,996	
Federal Subsidy	19,524,209	
Expenses	<u>43,225,192</u>	(\$1,537,913)
State Family Program		
Rental Income	794,109	
State R & M	243,393	
State Subsidy	0	
Expenses	<u>2,645,898</u>	(\$1,608,397)
State Elderly Program		
Rental Income	1,872,437	
State R & M	103,430	
State Subsidy	0	
Expenses	<u>2,511,359</u>	(\$535,492)
Section 8 Housing Choice Voucher		
Other Income		
Federal	22,504,247	
Expenses	<u>22,789,542</u>	(\$285,295)
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Homeless Programs		
State/Federal Sources	23,031,965	
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Central Office Cost Center (Administration)		
Fee Income	5,794,733	
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Capital Program		
Federal Contribution	23,325,709	
State Contribution	31,950,536	
Projects	<u>55,276,245</u>	\$0
Total Shortfall		<u><u>(\$4,221,787)</u></u>

State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations Summary - Federal Low Rent Program,
 Single Family Housing Program, and Elderly Housing Program
 Fiscal Years 2004 through 2009

	<u>2009</u> **	<u>2008</u> **	<u>Audit</u> <u>2007</u> *	<u>Audit</u> <u>2006</u> *	<u>Audit</u> <u>2005</u> *	<u>Audit</u> <u>2004</u> *
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State Repair & Maint Fund	3,824,869	4,500,000	-	-	-	-
State Security	1,891,717	1,500,000	-	-	-	-
Federal Capital Transfer	2,577,055	3,000,000	-	-	-	-
Other Income	2,294	791,048	2,031,296	734,970	768,139	651,331
Total Revenue	44,700,649	44,349,639	31,017,399	30,555,271	36,716,663	27,286,966
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Personal Services (b)	11,176,695	14,933,408	14,284,809	13,697,371	12,371,553	11,873,298
Administrative Expenses (c)	3,825,310	2,239,200	3,596,722	4,071,824	2,096,381	2,675,726
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Repair & Maintenance (g)	1,299,795	5,250,000	2,379,306	1,917,696	1,819,670	2,181,553
Utilities (h)	10,714,667	10,866,729	10,071,390	9,190,784	7,216,019	7,337,739
Payment Lieu of Taxes (i)	566,997	575,000	500,000	574,114	730,443	813,252
Other expense (j)	5,404,025	405,000	98,488	358,590	540,543	380,193
Total Expenses	48,382,449	46,332,776	41,308,502	38,891,853	35,188,846	31,709,717
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Notes: See page 2

Notes for page 1

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** Projected estimates

State of Hawaii
Department of Human Services
Hawaii Public Housing Authority

Financial Operations Summary - Federal Low Rent Program,
Single Family Housing Program, and Elderly Housing Program
Fiscal Years 2004 through 2009

(a) Project Expenses
Private Property Management
Project Materials & Supplies
Minor Repair & Maintenance Contracts
Refuse Collection
(b) Personal services
Payroll
Employee benefits
(c) Administration Expenses
Staff training
Travel
Sundry
Telephone
Postage Charges
Collection Losses/Expenses
Machine Rental/Leasing
Office Supplies
Computer Wide Area Network Exp
Other Office Expenses
(d) Professional Services
Legal Fees
Accounting & Auditors
Consultants
(e) Security
Security Contracts
(f) Insurance
Risk Management Reimbursement
(g) Repairs and Maintenance
Equipment Rental
Janitorial Services
Vehicle & Equipment Repairs
Major Repair & Maintenance contracts
(h) Utilities
Sewer & Water
Electricity
Gas
(i) Payment in Lieu of Taxes
Payments to counties in lieu of propety taxes as required by HUD
(j) Other Expenses
Interest Expenses
New Equipment Purchases

State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations - Federal Low Rent Program
 Fiscal Years 2004 through 2009

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State Security	1,891,717	1,500,000	-	-	-	-
Federal Capital Transfer	2,577,055	3,000,000	-	-	-	-
Other income	-	671,048	1,955,827	624,755	662,089	561,113
Total Revenue	41,687,280	40,656,982	28,362,581	27,890,332	34,169,461	24,843,831
Project	10,509,844	8,403,168	6,980,784	6,960,997	7,688,007	5,209,581
Personal Services	10,514,798	13,543,908	12,990,632	12,522,104	11,230,180	10,801,148
Administrative Expenses	3,354,208	1,947,500	3,392,846	3,858,313	1,854,775	2,447,535
Professional Services	583,017	629,000	681,949	270,018	197,153	258,069
Security	2,097,188	1,801,271	1,718,776	1,578,846	2,114,860	661,230
Insurance	690,144	951,800	838,323	177,237	333,930	262,232
Repair and Maintenance	1,031,256	3,326,000	1,304,439	1,047,508	1,150,309	1,569,667
Utilities	9,309,184	9,549,683	9,002,323	8,064,168	6,232,801	6,429,131
Payment in Lieu of Taxes	566,997	575,000	500,000	574,114	730,443	813,252
Other expense	4,568,557	300,000	-	250,211	335,231	289,499
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* From audited financial statements

** Projected estimates

State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations - Single Family Housing Program
 Fiscal Years 2004 through 2009

	<u>2009</u> **	<u>2008</u> **	<u>Audit</u> <u>2007</u> *	<u>Audit</u> <u>2006</u> *	<u>Audit</u> <u>2005</u> *	<u>Audit</u> <u>2004</u> *
Rental Income	791,815	899,255	849,941	853,238	813,979	783,635
Operating Subsidy	-	-	-	-	-	-
State Repair & Maint Fund	243,393	439,690	-	-	-	-
State Security	-	-	-	-	-	-
Federal Capital Transfer	-	-	-	-	-	-
Other income	2,294	33,648	-	38,724	38,743	42,968
Total Revenue	1,037,502	1,372,593	849,941	891,962	852,722	826,603
Project	260,207					
Personal Services	661,897	1,080,000	1,035,135	838,195	802,481	753,813
Administrative Expenses	208,797	150,000	126,812	74,639	82,932	65,692
Professional Services	36,828	90,000	21,908	48,666	38,004	28,674
Security	-	-	-	520	440	429
Insurance	39,442	51,100	136,047	9,180	8,785	6,250
Repair and Maintenance	200,000	655,300	97,252	201,405	174,173	155,508
Utilities	534,635	438,800	387,532	432,089	385,173	354,562
Payment in Lieu of Taxes	-	-	-	-	-	-
Other expense	704,091	5,000	(7,603)	94,388	180,574	47,193
Total Expenses	2,645,897	2,470,200	1,797,083	1,699,082	1,672,562	1,412,121
Total Excess (Deficit)	(1,608,395)	(1,097,607)	(947,142)	(807,120)	(819,840)	(585,518)

* From audited financial statements

** Projected estimates

*** There are no reserves in the Single Family Housing Revolving Fund.

State of Hawaii
Department of Human Services
Hawaii Public Housing Authority
Financial Operations - Elderly Housing Program
Fiscal Years 2004 through 2009

	<u>2009</u> **	<u>2008</u> **	<u>Audit</u> <u>2007</u> *	<u>Audit</u> <u>2006</u> *	<u>Audit</u> <u>2005</u> *	<u>Audit</u> <u>2004</u> *
Rental Income	1,872,437	1,839,621	1,729,408	1,701,486	1,627,173	1,569,282
Operating Subsidy	-	-	-	-	-	-
State Repair & Maint Fund	103,430	394,091	-	-	-	-
State Security	-	-	-	-	-	-
Federal Capital Transfer	-	-	-	-	-	-
Other income	-	86,352	75,469	71,491	67,307	47,250
Total Revenue	<u>1,975,867</u>	<u>2,320,064</u>	<u>1,804,877</u>	<u>1,772,977</u>	<u>1,694,480</u>	<u>1,616,532</u>
Project	1,008,183	-	-	-	-	-
Personal Services	-	309,500	259,042	337,072	338,892	318,337
Administrative Expenses	262,305	141,700	77,064	138,872	158,674	162,499
Professional Services	63,257	40,000	-	18,946	15,174	4,676
Security	-	-	-	576	611	622
Insurance	106,850	97,100	-	16,488	17,273	16,193
Repair and Maintenance	68,539	1,268,700	977,615	668,783	495,188	456,378
Utilities	870,848	878,246	681,535	694,527	598,045	554,046
Payment in Lieu of Taxes	-	-	-	-	-	-
Other expense	131,377	100,000	106,091	13,991	24,738	43,501
Total Expenses	<u>2,511,359</u>	<u>2,835,246</u>	<u>2,101,347</u>	<u>1,889,255</u>	<u>1,648,595</u>	<u>1,556,252</u>
Excess (Deficit)	<u>(535,492)</u>	<u>(515,182)</u>	<u>(296,470)</u>	<u>(116,278)</u>	<u>45,885</u>	<u>60,280</u>

* From audited financial statements

** Projected estimates

I. Background

Under 24 CFR 990, the U.S. Department of Housing and Urban Development established a new model of financial and operational management for public housing agencies nationwide. Known as Asset Management, the new model requires public housing agencies to organize and operate in a manner that is in the best interests of the asset management projects (AMPs). Additionally, the purpose of asset management was to realign public sector housing to more closely mirror private sector housing and bring about improved delivery of services to the residents of the public housing program.

A. Requirement for Project-Based Budgeting and Accounting

24 CFR 990 requires that public housing agencies (PHAs) of 250 or more housing units convert to project-based budgeting and accounting. The PIH Notice 2005-34, issued November 2, 2005, required that, for PHAs with fiscal years beginning July 1, the initial compliance year is the PHA fiscal year July 1, 2007 – June 30, 2008. The Hawaii Public Housing Authority's fiscal year began July 1, 2007.

B. Requirement for Creation of Cost Centers

24 CFR 990 mandates the creation of "cost centers" for the operation of the public housing program and the central office. Individual or several public housing sites may be grouped as an Asset Management Project (AMP). The PHA may have one or more AMPs, depending on how it groups its individual sites.

The HPHA now has 16 AMPs. These AMPs were formerly referred to as "Management Units" or "MUs" and are now commonly referred to as "Projects".

Under Asset Management, the central office is also considered a cost center. It is known as the Central Office Cost Center (COCC) and it provides administrative support, direct services, and general oversight to the public housing program and its projects, as well as for other housing and related programs. The HPHA's COCC provides support for the following programs:

- Public Housing (Federal and State)
- Section 8 Rental Assistance
- Rental Subsidy Program
- Homeless Program

II. Creation of the Budget and Assumptions Used

In late March 2008, the HPHA staff began the difficult task of preparing an agency-wide budget for approval by its Board of Directors. The process started with each Program Branch/Section and AMP Manager preparing and submitting a proposed budget to the Asset Management Transition Team.

The budgets were reviewed by 2 subcommittees (AMP Budget Subcommittee and COCC Budget Subcommittee) to determine whether all costs were allowable and allocable. Over a 3 week period, the subcommittees met with each Branch Chief or Manager individually to discuss revenues and expenses listed on their proposed budgets. After adjustments were made, the AMP Budget Subcommittee combined all of the individual budgets into one HPHA-wide budget as discussed herein.

The HPHA also received valuable assistance from the U.S. Department of Housing and Urban Development's Office of Public Housing, consultants from MDStrumm, and Jon Gutzman, Executive Director of the St. Paul Housing Authority in the preparation of the budget and the budget assumptions.

A. Budget Assumptions

In order to prepare the budgets and make appropriate adjustments, each budget was prepared and reviewed using the budget assumptions listed below.

Central Office Cost Center

1. In order to comply with the intent of the Asset Management model, all housing programs are charged reasonable management, IT and bookkeeping fees by the COCC. HUD has already applied the Asset Management requirement for management fees to the Section 8 program.
2. All programs were required to submit a budget using the federal budget form as the basic budget form. By using the new budget form for all programs, HPHA will be able to report, track, monitor and evaluate financial activity on an agency-wide and program-wide basis.
3. Under Asset Management, HPHA needs to decide what services and functions will continue to be centralized. In general, Asset Management favors the decentralization of certain services (e.g., maintenance services).
4. Services that remain centralized but primarily serve the AMP can be provided on a fee-for-service or direct charge basis. HPHA needs to establish a schedule of fees to charge the AMPs for services. HPHA will transition in the use of fees-for-service over the next fiscal year.
5. Unlike in previous years, all programs need to budget for their share of administrative

and operating costs, such as utilities, audit fees, accounting services, and computer support.

Federal Low Income Public Housing Program/AMP Budgets

1. HUD will provide operating subsidy for PHA's at an estimated prorated rate of 84% of the total eligible subsidy. In order to make up for the loss of operating subsidy, HUD allows PHA's to take up to 20% of its Capital Funds and transfer it to the AMPs as operating revenues. HPHA transferred the full 20% (\$2,577,055) to the AMPs for their use.
2. To offset the use of the 2004 Frozen rent (which would have understated revenues), the AMP Budget Subcommittee included a line item to provide for the difference between the 2004 frozen rent and the 2007 actual rent revenue. By including this differential in the revenues, the AMP budget is able to reflect average rents more closely equated to rents being collected today. It should be noted that the AMP Manager must make efforts to ensure that rent revenues do not drop below 2007 actual rents collected.

It should be noted that the gross potential rent reflects current rents collected, rather than projecting what the total rent roll for FY 2008-2009 will be. By projecting the gross potential rent using current rents collected, the budget understates the total rent roll **and** therefore did not include a separate projection of uncollectible rents.

3. The AMP Budget subcommittee used staffing ratios listed below in order to allow the AMPs to transition to Asset Management over a reasonable amount of time. Also using these ratios would overstate expenses if necessary.
1:75 Administrative Staff to number of housing units.
1:35 Maintenance Staff to number of housing units.
The long term goal is for maintenance staff to serve 50 housing units.

Any overages in staffing will be addressed through attrition, reassignment, or a freeze on vacant positions. Some noted exceptions included deputy manager and manager positions that are or may become vacant.

4. If AMP Managers intend to use the \$25/PUM Resident Participation add-on, for salaries, adjustments need to be made to the BLI 92100 and BLI 92300. Then an equal amount of adjustment needs to be made in BLI 91100 and 91500. Managers will need to be responsible for ensuring that resident associations expend the resident participation funds for eligible expenses.
5. Bad Debt Expense includes all vacated TARs and non-vacated TARs over 90 days. Since the non-vacated TARs were not previously expensed, HPHA needs to account for those in the coming fiscal year. In order to remove the vacated TARs from the bad debt expenses, AMPs were instructed to complete the write offs by June 30, 2008 in order to remove the expense from their budget. (During the last 2 months, over

\$300,000 in bad debt expense was written off by the AMPs, with assistance from the Compliance Office.)

6. All salaries were projected based on current actual salaries plus the union-negotiated wage increase of 4%, applicable step movements and fringe benefits at 40.66%. 19-hour tenant aides are considered part time workers and are not entitled to the fringe benefits.
7. Every AMP was provided additional operating revenue from the Capital Fund (CFP) and the State Repair and Maintenance Funds (R&M). Allocations of State R&M were made based on projected expenditures provided by the AMPs for eligible maintenance expenses.

Allocations of CFP were made based on initially on number of units, then reduced for bad debt expense, occupancy, and overstaffing. The rationale used was that AMPs could improve their net cash flow by addressing their operations/budgets in those three areas. AMPs on the neighbor island were given special consideration in the allocation of CFP funds due to their higher operating costs. AMP 32 (Mayor Wright Homes) and AMP 40 (Kuhio Homes-Park Terrace) were also given special consideration due to HPHA's failure to obtain HOPE IV grants to conduct major modernization in previous years. The CFP projects were included in the AMP budgets in compliance with HUD's budget instructions.

Costs for capital improvements using State CIP funds were included in the AMP budgets for consistency. (If accounting standards require the removal of the capital projects from the operating budget, the HPHA will adjust the budgets accordingly. None of the changes to the capital fund projects will affect the operating expenditures or net cash flow.

8. The budget submitted and to be approved by the HPHA Board of Directors is a cash flow budget. The budget does not include depreciation expense.
9. Charges for insurance costs are provided by the State's Risk Management Office.
10. Budgeting is a regular process of planning, executing and evaluating the financial status of a program. To that end, the Property Management Branch will be responsible for coordinating monthly meetings with each of the AMP Managers, Budget staff, Procurement Office, and the Construction Management Section to track and evaluate performance of the AMPs.

III. Central Office Cost Center Budget

The term "central office cost center" (COCC) is used to describe the business unit within the HPHA that earns income from fees or revenue from other business activity. Under Asset Management, the COCC is likened to a private real estate company with different sources of business revenue.

The current operating budget for the HPHA's COCC Budget for the Fiscal Year ending June 30, 2008 shows projected expenditures of \$7,327,302 and projected revenues of \$5,71,221, for a projected deficit of (\$1,456,081).

The proposed operating budget for the COCC the fiscal year July 1, 2008 to June 30, 2009 shows projected expenditures of \$6,261,048 and projected revenues of \$5,794,733 for a shortfall of (\$466,316).

The new HUD rules restrict funding to the COCC to the reasonable management and other fees and direct service charges. Deficits in COCC operation may not be covered by excess income of the Projects. Nor may the HPHA charge other programs (i.e., Section 8, other federal grants) more than what is "reasonable" for support.

REVENUE AVAILABLE TO THE COCC

Source	Basis	Amount
Management Fee	Federal Properties \$48.74 per unit, less management fees paid to private management companies	\$1,882,612
Information Technology Fee	\$2 per total ACC unit	\$128,712
Bookkeeping Fee	\$7.50 per unit	\$439,103
Asset Management Fee	\$4 per total ACC unit	\$257,424
Section 8 Administration Fee	20% of Administrative Fee	\$373,288
Section 8 Bookkeeping Fee	\$7.50 per voucher (1,733 vouchers)	\$155,970
Section 8 Legal Fees		\$10,000
Capital Fund Administration Fee	10% of Administrative Fee	\$1,200,000
Homeless Program Administration Fee	Estimated	\$320,000
State Housing Program Administration Fee	State Family \$48.74 per unit (\$155,578) State Elderly Private Mgmt Contract (\$169,755)	\$325,333
Other – State Family Bookkeeping Fee & IT Fee	\$7.50 per unit (288 units) \$26,280 \$2.00 per unit (288 units) \$7,008	\$32,832
Other-State Elderly Bookkeeping Fee & IT Fee	\$7.50 per unit (576 units) \$51,840 \$2.00 per unit (576 units) \$13,824	\$65,664
Other-State Housing Legal Fees	State Elderly (\$47,862) State Family (\$24,231)	\$72,093
Other-PBCA Administration Fee		\$300,000
Other Rent Supplement Administration Fee	20% of Rent Supplement	\$49,320
Other-Charges for Legal Fees		\$181,926
TOTAL		\$5,794,733

Over the course of the FY 2008-2009, the COCC will use the following budget plan to help reduce costs.

- A. **COCC Restructuring.** The COCC will need to be "right-sized" based on the transfer of responsibility and accountability to the AMPs, to recognize funding constraints under asset management, and to conform to the new system of funding centralized functions as mandated by HUD. The proposed restructuring of the COCC must address the structural weaknesses and functional challenges of the COCC. The proposed restructuring of the

COCC must bring staffing levels more in line with current and anticipated cost constraints.

- B. **Fee Structure.** The COCC must establish a schedule of fees and correctly charge fees-for-service or assess direct charges to the AMPs and other housing programs. By using the fee schedule and applying it correctly, the HPHA will know the true costs of operating the AMPs and the COCC. Additionally, all costs for offices that directly service the AMPs should be charged to the AMP (e.g., Hearings Office, Applications Office, Central Maintenance Services).
- C. **Control Expenses.** The COCC must reasonably evaluate expenditures on a case-by-case basis to responsibly determine the need and cost-benefit of incurring the expense. For example:
 - 1. Each office must submit a plan to reduce travel costs through combined visits, by securing competitive rates (including flying on different airlines or at different times) and by determining what activities can be tasked to the AMPs, consultants, or other appropriate parties.
 - 2. The COCC must reconfigure its offices to get the best and highest use out of its facilities and to reduce utility costs for partially vacant buildings. The combining of offices will also reduce the need for maintenance and leasing costs on office machines (e.g., copiers, fax machines).
- D. **Self-Sustaining Programs.** The Executive Director must establish and implement a system to evaluate the financial impact of a new or continuing housing program. For example, may new programs are unable to cover its administrative costs and often times Programs fail to consider "back office" costs when establishing new programs. The COCC must ensure responsible planning and improved communication between offices.
- E. **Competitive Procurements.** The COCC must plan its procurements and obtain the best value for the HPHA. The use of procurement exemptions, waivers and non-competitive procurements should be used only minimally. The COCC must make genuine efforts to complete pre-purchase cost estimates and post-bid cost analyses.
- F. **Assessing the Portfolio.** The COCC must assess whether its inventory of housing must be restructured and embark on long-term planning for the repair, maintenance, and possibly liquidation of assets.

III. Asset Management Program

A. Central Office Cost Center

In recognition that many of the Central Office functions directly affect the revenues and expenses at the AMP level, the COCC must complete the following tasks:

- 1. The COCC must assess the project expense level (PEL) at targeted sites to determine whether it is appropriate to request a higher PEL from the U.S. Department of

Housing and Urban Development. Initial review indicates that AMPs on the neighbor islands may suffer from higher costs and rising fuel prices and an inadequate PEL.

2. The COCC must establish and maintain a list of all major systems at the AMPs and implement a preventative maintenance plan. The COCC shall also be responsible for securing the funds for such activity and procuring the appropriate services.
3. The COCC must utilize the physical needs assessment in the budgeting, planning and implementing of repairs and modernization activities.
4. The COCC must complete/update the schedule of maintenance rates used by the AMPs to charge tenants for tenant-caused damages. All AMPs must then regularly enforce and apply maintenance charges when appropriate.
5. The COCC must complete the study of utility rates and calculate the utility rates by AMP so that the AMPs can start to charge tenants for excess utilities (at sites where HPHA is paying for utilities). All AMPs must then regularly charge tenants for excess utilities where appropriate.
6. The COCC must determine where blanket contracts can be used for maintenance supplies and services. The execution of task order and requirements contracts will help reduce the time needed to procure services by the AMPs. All AMPs must then plan their maintenance repair schedules and plan their purchases to take advantage of the cost efficiencies gained through the requirements contracts.
7. The COCC must implement training for AMP staff. Training must be appropriate and accessible to all AMP staff affected by changes under Asset Management. All AMPs must then utilize the training and implement any changes required under Asset Management.
8. The COCC must establish performance outcomes for the HPHA, clearly communicate its expectations to all levels of staff, and evaluate performance on a fair and consistent basis.
9. The COCC must provide updated activity and financial reports on a timely basis. The COCC must ensure that all housing programs are provided with the technical support needed to generate such reports if appropriate. All AMPs must use the activity and financial reports as management tools to evaluate performance and determine corrective actions.
10. The COCC must provide training on procurement to all AMP staff who will have delegated purchasing authority. Under Asset Management, the AMP Managers will be delegated authority to execute budgeted purchased up to \$5,000.
11. The COCC must ensure the adoption of statutory and policy changes that will help HPHA effectively implement asset management. For example, the COCC must draft

legislation to shorten the time it takes to write off a bad debt for the State Family and State Elderly Housing Programs.

B. Asset Management Project Budgets (Federal Low Income Public Housing Program)

Rental/Other Income	18,729,075
State R&M	3,433,996
Federal Subsidy	19,524,209
<u>Total Operating Expenditures</u>	<u>43,225,192</u>
Net Cash Flow:	(\$1,537,913)

Capital Expenditures: \$46,578,509

1. Net Cash Flow: The budget for the LIPH is showing a **negative cash** flow of \$1,537,913 largely due to the infusion of funds from the following:

State Repair & Maintenance Funds	\$3,433,996
State Appropriation for Security	\$2,097,188

In FY 2009-2010, the HPHA is not likely to receive the same level of State funding for R&M and for security services. The LIPH is cautioned to control expenses to establish a greater operating reserve for future fiscal years.

2. Administrative Staff:

In preparing the budget, the HPHA staff used a 1:75 ratio to determine the appropriate number of FTE administrative staff at each AMP.

AMPS will not be allowed to fill its vacant administrative positions, with the exception of the Deputy Manager or Manager. Any positions vacated through retirement or separation in service shall not be filled until AMP has "right-sized". Any recommendations to hire will be reviewed on a case-by-case basis.

3. Maintenance Staff

In preparing the budget, the HPHA staff used a ratio of 1:35 to determine the appropriate number of FTE maintenance staff.

Some AMP maintenance personnel will need to be reassigned to centralized maintenance work teams. The centralized work teams will focus on vacant unit turnaround and exterior facility repairs. Any positions vacated through retirement or separation in service may be filled on a case-by-case basis or centralized maintenance personnel may transfer back from the work teams to an AMP.

4. Rent Collection: The goal is to collect >95 % for all AMPs. The estimated increase in rent revenue by increasing rent collection to 95% is \$600,000.

5. Occupied Units: The goal is to occupy $\geq 95\%$ of all available housing units for all AMPs. The estimated increase in rent revenue at 95% is \$300,000.
6. Bad Debt: The goal is to write off 95 percent of the vacated bad debt one-time. The estimated total of the 95 percent one-time write off is \$1,700,00.
7. Other Budget Goals and Performance Targets:

Payment in Lieu of Taxes (Pilot) adjustment	\$400,000
State Family Legislative operating & utility subsidy	\$1,100,000
State Elderly Legislative operating & utility subsidy	\$1,800,000
8. Evictions: AMPs must continue to utilize existing procedures to move tenants in arrears to eviction on a timely basis.
9. Control utilities. AMPs must work with the COCC to implement a plan to charge tenants for excess utilities.
10. Purchasing: AMPs must ensure that it is seeking competitive prices for maintenance materials and that purchases are planned to maximize cost and staff efficiencies.
11. Capital Projects: AMPs must ensure regular communication with the COCC regarding its construction schedule to minimize the loss of rent revenue from units being scheduled for modernization and those being completed. Timing with the completion of units and the placement of applicants must be reduced to 1-2 days.
12. Equipment/Appliances: AMPs must ensure that the purchase of new equipment and appliances are warranted. The COCC will work with the AMPs to determine whether any portion of the appliance purchases can be addressed under the impending Energy Performance Contract.

IV. State Family Housing Program

Projected Rental Income	794,109
State R&M	243,393
State Subsidy	0
<u>Expenses</u>	<u>2,645,898</u>
Net Cash Flow	(\$1,608,397)

Net Cash Flow: The budget for the State Family Housing Program is showing a **negative cash flow** of (\$1,608,397). The State Family Housing Program does not receive operating subsidy from the State. The HPHA proposes requesting operating subsidy from the State Legislature for operating and utility costs (\$1,100,000).

The remaining deficit will be addressed through increased occupancy and rent collection. The HPHA will also explore the following changes to the State Family Housing Program:

- a. Increase rent
- b. Charges for late fees and bounced checks
- c. Charges for tenant caused damages
- d. Charges for excess utilities

V. State Elderly Program

Projected Rental Income	1,872,437
State R&M	103,430
State Subsidy	0
<u>Expenses</u>	<u>2,511,359</u>
Net Cash Flow	(\$535,492)

Net Cash Flow: The budget for the State Elderly Program is showing a **negative cash flow** of (\$535,492). The State Elderly Program does not receive operating subsidy from the State. The HPHA proposes requesting operating subsidy from the State Legislature for operating and utility costs (\$1,800,000).

The deficit will also be addressed through increased occupancy and rent collection. The HPHA will also explore the following changes to the State Elderly Housing Program:

- a. Increase rent
- b. Charges for late fees and bounced checks
- c. Charges for tenant caused damages
- d. Charges for excess utilities

VI. Section 8 Subsidy Program

Section 8 Housing Choice Voucher Program

Federal Allocation	22,504,247
<u>Expenses</u>	<u>22,789,524</u>
Net Cash Flow	(\$285,295)

Section 8 Project Based Program

Federal Allocation	19,577,307
<u>Expenses</u>	<u>19,460,275</u>
Net Cash Flow	\$117,032

Over the course of the FY 2008-2009, the Section 8 Subsidy Programs (S8 Program) must implement the following:

1. The S8 Program must ensure 100% budget utilization.
2. The S8 Program must establish performance measures for staff, establish clear written procedures, implement training, and conduct regular evaluations.
3. Any new S8 Programs must be evaluated to determine the financial impact of the program. All new programs should be self-sustaining and account for the administrative costs of acquiring new vouchers.

VII. Homeless Programs

State/Federal Sources	23,031,965
<u>Expenses</u>	<u>22,878,117</u>
 Net Cash Flow	 \$153,848

Over the course of the FY 2008-2009, the Homeless Programs must implement the following:

1. The Homeless Programs must prepare and execute an advanced procurement plan. The vast majority of State and Federal homeless funds are provided for contracted services. To that end, the HPHA must ensure that services are planned and procured to ensure responsible contracting and to avoid the lapsing of funds.
2. Any new program must be evaluated to determine the financial impact of the program. All new programs should be self-sustaining and account for the administrative costs that accompany the administration of a new program.



FOR ACTION

SUBJECT: Discussion of the Office of Information Practice's opinion and decision making on whether to rescind the Board's vote of April 10, 2008 to limit public testimony to three minutes.

I. FACTS

- A. At the April 10, 2008 meeting, the Board voted to limit public testimony to three minutes, with an additional minute if needed.
- B. A member of the public inquired with the Office of Information Practices as to whether the Board's vote to limit testimony to three minutes was in violation of chapter 92, Hawaii Revised Statutes.
- C. The Office of Information Practices issued an opinion stating that the Board's agenda for the April 10, 2008 meeting did not provide adequate notice that the "Board would discuss and take action on a proposal to limit all future public testimony to three to four minutes."
- D. The Office of Information Practice's opinion did recognize that the Board can limit public testimony to three minutes under its Administrative Rules.
- E. The Office of Information Practice's opinion recommends that the Board rescind its vote of April 10, 2008.
- F. The Department of the Attorney General Public Safety, Hawaiian Homelands and Housing (PSHH) Section recommends that the Board rescind its vote of April 10, 2008.
- G. Rescinding the Board's action on April 10, 2008 does not affect the Board's ability to limit public testimony to three minutes as the Board already has the power to do so under Section 92-3, Hawaii Revised Statutes, and Section 17-2000-18, Hawaii Administrative Rules.

II. DISCUSSION

- A. Pursuant to sections 92-4 and 92-5(a)(4), Hawaii Revised Statutes, the Board may vote to go into Executive Session to consult with its attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities related to the Office of Information Practice's opinion.

III. DECISION MAKING

- A. Decision making: Whether to rescind the Board's vote of April 10, 2008 to limit public testimony to three minutes.

Prepared by: Chad K. Taniguchi, Executive Director



MAY 13 , 2008

HAWAII PUBLIC HOUSING AUTHORITY

TENANT/TENANT RELATIONS

COMMITTEE REPORT:

UPDATE : SECURITY ISSUES - REPAIRS

OPERATIONS AND MAINTAINENCE EMERGENCY HAVE NOT BEEN ADDRESSED AS REPORTED TO HOUSING STAFF. WHEN ADDRESSING WORKING CONDITION OR REPAIRS THE ATTITUDE OF STAFF IS RESPONDED WITH HOSTILITY AGAINST COMPLAINANT.

OPERATIONS OF TURN OVER OF UNITS HAVE BEEN NEGLECTED WITH SIMPLE REPAIRS THAT CAN BE DONE IN ONE DAY. CLEANING OF APPLIANCE, PAINTING STRIPPING AND WAXING OF FLOORS.

CUTTING OF TREES AND BRUSH NEED TO BE DONE ON REGULAR BASIS INSTEAD OF WAITING TILL IT IS OVERGROWN AND NOT HAVE TO ADDRESS CONSULTANTS THAT BECOMES AN UNNECESSARY COST TO THE BUDGET.

GAMBLING ON HPHA PROPERTIES IS ILEGAL AND IN THE STATE OF HAWAII. WE SHALL ADDRESS ALL AMPS NOT TO CONDONE GAMBLING IN COMMUNITY FACILITIES, COMMON AREAS IN OUR PUBLIC HOUSING DEVELOPEMENT PREMISES. DRINKING IN COMMON

HPHA RESIDENT ASSOCIATION:

REORGANIZING ALL ASSOCIATIONS THAT HAVE NOT BEEN ACTIVE OR RECOGNIZED IN GOOD STANDING, BYLAWS THAT ARE NOT GOVERN BY THE HUD RULES, RESIDENT SERVICE SUPPORT NEED TO BE REINSTATED TO HELP ORGANIZE AND TRAIN MANAGERS TO COORDINATE RESIDENT ASSOCIATIONS ON FOLLOWING THE RIGHT PROCEDURES IN THE PERFORMANCE OF CONDUCTING THE DUTIES OF THE RESIDENT ASSOCIATIONS OFFICERS. RESPONDING IN ACCOMMODATING ASSOCIATIONS WITH A PLACE TO HOLD THEIR MEETINGS AND OTHER EVENTS THAT ASSOCIATIONS ARE REQUIRED ON A MONTHLY BASIS.

WHEN RESIDENTS VOLUNTEER THEIR TIME TO HELP IMPROVE THE PROPERTIES OF LANDSCAPE, PAINTING AND OTHER CHORES, WHO WILL SUPPLY THE ITEMS THAT ARE NEEDED TO THESE VOLUNTEERS TO ACCOMMODATE THESE SERVICES.

MANAGEMENT ON VIOLATIONS:

HOW MANY VIOLATIONS ARE GIVEN BEFORE THE EVICTION PROCESS IS ESTABLISHED TO BE LEGAL? WHEN A GRIEVANCE IS AGAINST MANAGEMENT, WHAT IS HPHA PROCESS TO ADDRESS THE COMPLAINTS AND WHAT ACTION IS TAKEN TO CORRECT THE RETALIATION OF SAID STAFF.

WHEN A RESIDENTS COMPLAINT HAVE BEEN NEGLECTED FOR OVER A YEAR, WHEN AND HOW IS HPHA PLANNING TO ADDRESS THESE COMPLAINTS AND WHAT ACTION OF RECOURSE WILL BE TAKEN TO RATIFY THE SITUATION.

COMPLAINTS IS AN IMPORTANT ISSUE FROM RESIDENTS, FEELING THEY ARE BEING NEGLECTED AND ARE NOT GETTING THE SUPPORT FROM HPHA TO IMPROVE THE SAFETY AND HEALTH ISSUES OF THE HOUSING PROPERTIES THEY RESIDE AT. EXAMPLES CAN BE GIVEN IF NEEDED.

APPLICATIONS PROCESS:

THE APPLICATION PROCESS NEED TO BE RE-ADDRESSED ON THE PRIORITY PHASE AND HOW LONG DOES IT TAKE TO UPDATE INFORMATION FOR A APPLICANT ON THE WAITNG LIST ? APPLICANTS THAT HAVE BEEN APPROVED, WHAT IS THE PROCESS TIME BEFORE GIVEN TO AMPS OF EACH PROJECT TO BE PLACED IN A UNIT ?

HAWAII PUBLIC HOUSING AUTHORITY
RESIDENT ASSOCIATION/TASK COMMITTEE
RESIDENT COUNCILS
JUNE 13, 2008

AMP MANAGERS / RESIDENT ASSOCIATIONS

ASSOCIATIONS: RE- ORGANIZE

ASSOCIATIONS KNOWN AS RESIDENT COUNCILS ARE AN IMPORTANT ORGANIZATION TO SUPPORT HOUSING COMMUNICATION WITH MANAGERS AND RESIDENTS.

ASSOCIATIONS HELP TO FORMAT DIFFERENT EVENTS AND ACTIVITIES.

THEY ARE THE EYES AND EARS OF THE PROPERTIES OF EACH AMP.

MANAGERS OF EACH AMP SHOULD SUPPORT THE ASSOCIATIONS TO CORDINATE VOLUNTEERS ON EACH PROPERTY TO BE THE EYES OF MISCONDUCT ON THE RULES AND VIOLATIONS THAT THE MANAGERS ARE NOT AWARE OF.

HELP SUPPORT MANAGERS TO MEDIATE BETWEEN RESIDENTS IN ADDRESSING ISSUES AND SOLUTIONS.

VOLUNTEERS ARE PART OF ASSOCIATIONS THAT PRODUCE A SENSE OF PRIDE IN THE COMMUNITY TO PARTICIPATE IN THE WEED SEED AND BEAUTIFICATION EVENTS ETC.

DISTRIBUTION OF FOOD, DELIVERED BY THE HONOLULU COMMUNITY ACTION PROGRAM, INFORMING RESIDENTS ON INFORMATION FOR EMERGENCY PREPARENESS AND OTHER ISSUES OF CONCERN.

(ALLAN)

MANAGERS NEED TO SUPPORT THE ASSOCIATIONS TO ENGAGE AND CREATE YEARLY EVENTS, ACTIVITIES AND GENERAL MEETINGS THAT ARE MANDATORY FOR THE RESIDENTS ON A MONTHLY BASIS.

MANAGERS NEED TO ACCOMMODATE ASSOCIATIONS WITH A SPACE THAT IS SUITABLE FOR THE OCCUPANCY OF RESIDENTS IN A COMFORTABLE SETTING.

KEYS TO THE FACILITIES (HALL AND BATHROOMS) SHOULD BE AVAILABLE FOR THE ASSOCIATION BOARD.

THE ASSOCIATIONS HAVE TO BE ORGANIZED AND ACTIVE IN THE REQUIREMENT OF THE HUD RULES TO RECEIVE FUNDS TO COORDINATE MONTHLY EVENTS AND ACTIVITIES FOR THE RESIDENTS OF EACH AMP.

MANAGERS NEED TO SUPPORT AND HELP THEIR ASSOCIATIONS TO BE ACTIVE AND ORGANIZED.

GENERAL MEETINGS IS REQUIRED MONTHLY, UNLESS BY-LAWS IS REVISED TO ACCOMODATE RESIDENTS.

REVISED BY-LAWS MUST BE ADDRESSED AT THE GENERAL MEETING, SIGNED AND APPROVED BY THE ATTENDING RESIDENTS NOT LESS THEN 10 OR A THIRD OF THE QUORUM PRESENT.

THE BUDGET JUSTIFICATION PAMPHLET IS THE MANAGERS RESPONSIBILITY TO HAVE THE ASSOCIATION FILL IN THE INFORMATION THAT IS REQUIRED BEFORE ADMINISTERING TO HPHA.

QUESTION'S OR COMMENTS:

Executive Director's Report
June 19, 2008

(Letters indicate Exhibits attached)

1. Fix vacant units
 - a. 136 vacant units for repair and renovation by contractors 1/1/08 – 6/30/08; 60 more to be completed by 9/1/08.
 - b. List of infrastructure, repair, and maintenance projects 7/1/07-12/31/09. State properties included.
2. Fix elevators
 - c. 8 of 9 elevators repaired; all repairable elevators completed since June 29, 2007 at cost of \$452,001. Elevator Repair Report.
 - d. Elevator Modernization Report.
3. Fill vacant units
 - e. See HPHA AMP Overview Report Federal
Family waitlist (Federal)
Elderly waitlist (Federal)
 - f. See HPHA AMP Overview Report State
 - g. Property Management Status Report (Federal only)
 - h. See Federal Unit Turnaround Report 7/1/07 – 05/31/08
 - i. See Federal Occupancy/Vacancy Report as of 05/31/08
 - j. See State Occupancy/Vacancy Report as of 05/31/08
4. Collect rent/evictions
 - Federal
516 tenants owe \$311,991 30-90 days delinquent (included in Exhibit e)
263 tenants owe \$953,538 90+ days delinquent (included in Exhibit e)
 - State
69 tenants owe \$37,800 30-90 days delinquent (included in Exhibit f)
47 tenants owe \$269,658 90+ days delinquent (included in Exhibit f)
State units rental increase proposal will be made in future
 - k. Results of eviction referrals July 07 – May 2008
 - l. PHAS Indicators for period 7/31/07 to 05/31/08
5. Procurement
 - m. List of contracts
6. Section 8 Subsidy Programs Branch
 - n. Program Report
7. Personnel status
 - o. Staffing report
 - p. Staff vacancy report

**HAWAII PUBLIC HOUSING AUTHORITY
VACANT UNIT REPAIR STATUS REPORT**

	Construction		Vacant Units		
	Start	End	7/1/07 to 12/31/07	1/1/08 to 6/30/08	FFY 09
2007-2008 Repair and Maintenance Funds					
Hoolulu Termite Repair (Waipahu)	8/1/2007	completed 12/01/07	9		
Phase 1 - Kalihi Valley Homes A&B Units (Contract)	12/15/2007	6/30/2008		49	
Phase 2 - Oahu A&B Units (Contract)	4/15/2008	6/30/2008		29	
Phase 2A - Mayor Wright Homes	To be funded with 2009 Vacant Unit Repair & Maintenance Funds				
Phase 3 - Outer Islands A&B Units (Contract) (Hilo)	1/1/2008	6/30/2008		46	
Phase 4 - Kahale Kahaluu tenant relocation A&B Units (Contract)	5/12/2008	7/31/2008			18
Phase 5 - Maui Vacant Units	5/30/2008	8/29/2008			14
Phase 6 - Makamae	5/30/2008	8/29/2008			28
Pomaikai Abatement	10/15/2007	completed 1/1/2008		6	
Makua Alii Vacant Unit Repair	6/30/2008	7/31/2008			2
Noelani Burned Unit Repair	6/30/2008	7/31/2008			1
David Malo Burn Unit	9/22/2007	2/1/2009		1	
Lokahi Re-tiling	11/15/2007	completed 12/15/2007	5		
Hanamaulu - Repair Unit 14R	10/1/2007	6/1/2008		1	
2007-2008 Capital Improvement Program					
Kalihi Valley Homes Phase 4 w/ Retaining wall	6/1/2008	4/1/2009			22
Kuhio Park Terrace: Sewer Repair	1/1/2009	12/1/2009			22
* Lokahi: Site Work and Bath Renovations (Big Island)	7/1/2008	4/1/2009			9
* Mayor Wright Homes: Kitchen/Bath Repairs	1/1/2009	1/1/2011			16
Capital Fund Contracts FFY2004 & 2005					
Makua Alii Sewer Repair	9/1/2007	completed 12/2007	2		
Noelani Exterior Repair (Big Island)	9/1/2007	7/1/2008			2
Lanakila Phase 3A (Big Island)	9/1/2008	10/1/2009			20
Kahale Kahaluu (Big Island)	1/2007	completed 11/2007	50		
Capital Fund Contracts FFY2006					
Kalihi Valley Homes Phase 3B Construction	7/1/2008	5/1/2009			27
* Paoakalani - Roofing, Conc Spall Repair & Parapet Wall Constr	7/1/2008	11/1/2008			10
Capital Fund Contracts FFY2007					
Kauhale Ohana - 4 type C	11/1/2007	5/9/2008		4	
Roof Repair - Kaahumanu, Mayor Wright, Wahiawa Terrace, Kuhio Park Terrace, Kaiokalani	7/1/2008	5/1/2009			12
Termite Repair - Hui O'Hanamaulu, Kalaheo, Kuhio Park Terrace	7/1/2008	5/1/2009			6
Other State Funds					
Hauiki Abatement		completed	13		
Sub Total			79	136	209
Total Vacant Units					424
* indicates additional funding required to construct					

EXHIBIT a

023

**HAWAII PUBLIC HOUSING AUTHORITY
REPAIR and MAINTENANCE AND CAPITAL PROJECTS**

	Budget			Construction		Vacant Units Affected	Units Rent Ready	Units Filled
	Design	*	Construction	Start	End			
2007-2008 Repair and Maintenance Funds (\$4.5M)								
\$ 3,000,000								
Hoolulu Termite Repair (Waipahu)			\$ 73,973	8/1/2007	completed 12/1/2007	9	1	1
Phase 1 - Kalihi Valley Homes A&B Units (Contract)			\$ 925,000.00	12/15/2007	6/30/2008	49	1	17
Phase 2 - Puahala Homes, Kamehameha Homes, Kaahumanu Homes, Kuhio Park Terrace, Kalanihulia, Spencer House			\$ 449,000	4/15/2008	6/30/2008	29		
Phase 2A - Mayor Wright Homes			To be funded with 2009 Vacant Unit Repair & Maintenance Funds					
Phase 3 - Outer Islands A&B Units (Contract) (Hilo)			\$ 172,284	1/1/2008	6/30/2008	46		
Phase 4 - Kahale Kahaluu tenant relocation A&B Units (Contract)			\$ 223,934	5/12/2008	7/31/2008	18		
Phase 5 - Kahekili Terrace, Makani Kai Hale, David Malo Circle, Piilani Homes			\$ 394,910	5/30/2008	8/29/2008	14		
Phase 6 - Makamae	(4)		\$ 235,000	5/30/2008	8/29/2008	28		
Hauiki Abatement and Vacant Unit Repair			\$ 13,167		completed 3/15/08			
Pomaikai Abatement			\$ 35,761	10/15/2007	completed 1/1/2008	6	1	1
Kahale Mua Gutter Repair			\$ 48,915					
Kahekili Terrace Roof Repair			\$ 48,500					
Kuhio Park Terrace: Repair Burned Unit (included in Phase 2)								
CM Repair at KVH			\$ 12,000.00					
Makua Alii Vacant Unit Repair			\$ 30,000.00	6/30/2008	7/31/2008	2		
Noelani Burned Unit Repair			\$ 40,000.00	6/30/2008	7/31/2008	1		
Management Unit Repairs (Contract/Materials)								
David Malo Circle - Fire Damage			\$ 860	9/22/2007	2/1/2008	1		
Repair Materials			\$ 255,000	on going				
Lokahi Re-tiling			\$ 13,695	11/15/2007	completed 12/15/2007	5	0	0
Hanamaulu - Interior Sewer repair			\$ 4,735					
Hanamaulu - Repair Unit 14R			\$ 934	10/1/2007	6/1/2008	1		
SUBTOTALS (Design and Construction for \$3M)			\$ 2,977,669		Subtotal	209	3	19
Balance			\$ 22,330.66					
\$ 1,000,000								
\$ 584,556								
			General R&M					
			Annual Base R&M					
			Design	Construction				
Kalihi Valley Homes Gym Ceiling Renovation			\$ 9,999	10/1/2007	completed 10/19/2007			
Hale Hookipa Tree Removal (Big Island)			\$ 72,916	10/26/2007	completed 12/1/2007			
Lai'ola Booster Pump Replacement (Wahiawa)			\$ 28,500	9/15/2007	completed 12/1/2007			
Puuwai Momi: Roof & Gutter Repair (Halawa)			\$ 42,875	2/1/2008	completed 4/1/2008			
Makamae Hot Water Pump			\$ 2,073	11/1/2007	3/1/2008			
Punchbowl Homes Walkway Roof Repair			\$ 3,750	10/1/2007	completed 12/14/2007			
Kalanihulia: Trash Chute Repair			\$ 17,650	4/7/2008	4/11/2008			
Hilo: OCCC (Unit and Site Repairs)			\$ 19,785	7/1/2007	6/30/2008			
Ho'olulu/Kamalu: Emergency Call System (Waipahu)			\$ 72,040	(1) \$ -	5/1/2008	5/1/2009		
Bldg E - Design Build Supplement Contract Nos 1 to 4			\$ 5,399					
Bldg M - New Data Ground			\$ 220					
Bldg A - New AC for Server Room			\$ 25,800					
Elevator Repairs			\$ 136,678	on going				
Small Water Jetter for CM			\$ 4,721					
Large Water Jetter for CM			\$ 60,000					
Recurring Maintenance Contracts								
MU Small Purchases and Materials			\$ 480,000					
Refuse Collection			\$ 587,370					
SUBTOTAL			\$ 72,040		Subtotal	0		
SUBTOTAL (Design and Construction for \$1.5M)			\$ 1,569,777					
Balance			(4) \$ 14,779					
TOTAL (Design and Construction for \$3M + \$1.5M)			\$ 4,547,446					
2006-2007 Capital Improvement Program (\$2.0M) Large Capacity Cesspool Conversion								
			Design	Construction				
M&E Pacific - Design for Maui and Kauai			\$ 284,750	(5)	6/3/2008			
Okahara & Associates - Supplemental Contract for Big Island Design			\$ 15,250	(11)				
Lokahi, Halaula Teacher Cottage, Ka'u Teacher Cottage (Big Island)			\$ 752,949		2/1/2008	10/1/2008		
Nani O'Puna & Hale Aloha O'Puna (Big Island)			(7) \$ 388,087		2/1/2008	10/1/2008		
Noelani I & II and Waimea Teacher Cottage (Big Island)			\$ -		7/25/2007	Completed 5/1/2008		
SUBTOTALS			\$ 300,000		\$ 1,700,000			
TOTAL (Design and Construction)			\$ -		\$ 2,000,000			
Balance			\$ -					
*Legend - See Page 3								

EXHIBIT b 024

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 05/31/08

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of May			No. and duration of Repairs to Elevator between 7/1/07 to 5/31/08			Start Date	Date or Estimated Completion of Major Repair	Total Repair Cost as of Report Date
				Less than one day	2 to 7 days	More than 7 days	Less than one day	2 to 7 days	More than 7 days			
Kuhio Park Terrace A	Family	1					11		2			\$ 101,222.00
		2					6	1	2			\$ 64,727.85
		3		1			2					\$ 550.00
Kuhio Park Terrace B	Family	4	Parts used to repair #5	Cannot be repaired.					1	06/29/07	Cannot be repaired.	
		5	Repairs completed. Elevator is back in service.			1			2	06/29/07	06/02/08	\$ 112,094.48
		6		2			39					
Paoakalani	Elderly	1					2					
		2					1		1			\$ 17,038.90
Kalakaua Home	Elderly	1		1			10	1	1			
		2					4	1				\$ 14,538.60
Ho'olulu Elderly	Elderly	1							1			\$ 12,140.20
		2					1					
Kalanihuia	Elderly	1		1			12	1	1			\$ 27,488.74
		2		2			13					
Kamalu Elderly	Elderly	1					4	2	1			\$ 9,330.00
		2					3					
Makamae	Elderly	1					2		1			\$ 2,722.51
		2										
Makua Alii	Elderly	1			1		6	1	1			
		2					2					
Punchbowl Homes	Elderly	1					8	2				\$ 23,350.78
		2					6	1	1			
Banyan St Manor	Family	1					2					\$ 2,722.51
Hale Poai	Elderly	1					2	1				
		2					1					
Halia Hale	Elderly	1					1					\$ 3,323.02
Kulaokahua	Homeless	1					3					
Laiola	Elderly	1					0					
		2					4					
Pumehana	Elderly	1					6	2				\$ 17,038.74
		2					3					
Salt Lake Apts	Family	1					2					\$ 23,350.78
Wilikina Apts	Family	1					5					\$ 3,323.02
		2					4					\$ 17,038.90
Total		34		7	1	1	165	13	15			
Total Cost for Repairs to date											\$ 452,001.03	

027
EXHIBIT C

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 05/31/08

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Design & Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Makua Alii	Elderly	1	1967	40	211	20	2		\$485,000	To be funded w/ 2007 Elevator CIP	Aug-08	Feb-10	May-10
		2	1967	40							Aug-08	Jun-10	Sep-10
Banyan St Manor	Family	1			55	3	1		\$250,000	Project Funding	Aug-08	Oct-08	Aug-09
Salt Lake Apts	Family	1	1970	37	28	8	1		\$220,000	To be funded w/ 2007 Elevator CIP	Aug-08	Feb-10	May-10
Makamae	Elderly	1	1971	36	124	4	2		\$435,000	To be funded w/ 2007 Elevator CIP	Aug-08	Nov-10	Feb-11
		2	1971	36							Aug-08	Mar-11	Jun-11
Hale Poi	Elderly	1	1989	18	206	7	2		\$320,000	To be funded w/ 2007 Elevator CIP	May-08	Oct-08	Mar-09
		2	1989	18							May-08	Dec-08	May-09
Halia Hale	Elderly	1	1995	12	41	5		1	\$255,000	To be funded w/ 2007 Elevator CIP	May-08	Oct-09	Mar-10
Laiola	Elderly	1	1991	16	108	6	2		\$220,000	To be funded w/ 2007 Elevator CIP	May-08	Dec-08	Feb-09
		2	1991	16							May-08	Mar-09	May-09
Kulaokahua	Homeless	1	1992	15	30	3		1	\$60,000	Project Funding (Renovate for ADA compliance)	May-08	Oct-08	Mar-09
Ho`olulu Elderly	Elderly	1	1994	13	112	7		2	\$245,000	To be funded w/ 2007 Elevator CIP	May-08	Oct-09	Mar-10
		2	1994	13							May-08	Dec-09	May-10
Kamalu Elderly	Elderly	1	1993	14	109	7		2	\$240,000	To be funded w/ 2007 Elevator CIP	May-08	Oct-09	Mar-10
		2	1993	14							May-08	Dec-09	May-10
	TOTAL	34			2,518	181	28	6	\$8,300,000				

Average age of elevators 27

EXHIBIT 1

029

FEDERAL LIPH
 HPHA AMP Overview Report
 (As of May 31, 2008)

Name	AMP No.	Total Available Units	Total Occupied Units	HUD "Available for Rent"						HUD "NOT Available for Rent"			Application Wait List		Delinquencies for Non-vacated Tenants				Evictions		Decision to Evict This Month
				Type A & B Vacant Units	Type C Vacant Units	Total Rent Ready	Monthly Activity			HUD Approved			# of Applicants on Wait List		30 to 90 Days		Greater than 90 days		Referred for Evictions During This Month		
							Units that Became Rent Ready This Month	Units that Became Vacant This Month	Units Filled During This Month	Units Approved for Modernization	Units Approved for Demolition	Units Approved for Deprogram Use	Family	Elderly	# of Accounts	Amount (\$)	# of Accounts	Amount (\$)	Rent	Non-Rent	
Aiea	30	361	352	6	0	3	3	3	6			2	see AMP 2 & 49 family		37	21,405.36	10	10,979.90	3	1	1
Kalihi Valley	31	345	287	10	48	0	0	0	13	27		1	3877		65	62,900.05	40	317,443.84	1		
Mayor Wright	32	363	353	1	9	0	1	0	5			1	see AMP 2		30	12,567.35	12	38,287.29	2	5	1
Kamehameha-Kaahumanu	33	371	364	5	1	1	0	0	0			2	see AMP 2		23	14,426.61	15	40,676.85	2		1
Kalakaua	34	570	557	0	5	8	8	1	4	10		3	see AMP 2	1428	1	40.00	0	0			
Kalanihua	35	556	511	20	5	20	20	2	3	28		3	see AMP 2	see AMP 4 elderly	25	13,124.18	16	30,822.86			
Hilo	37	302	257	22	14	9	3	4	14		94	0	457	183	19	10,373.04	12	3,824.54			
Kauai	38	319	292	21	3	3	3	5	14			2	197	93	15	10,981.05	14	66,804.59			
Maui	39	196	143	52	1	0	1	0	0			0	115	50	36	26,338.62	26	115,543.20			
Kuhio Homes - PkTerrace	40	740	709	8	20	3	3	4	9		4	4	see AMP 2		117	51,811.40	20	40,628.38	6	1	2
Kona	43	200	157	31	3	9	0	0	3			2	821	133	16	7,079.00	7	16,545.17			
Leeward Oahu	44	258	223	32	3	0	0	1	1			2	1709		70	43,134.17	52	169,833.81			
Windward Oahu	45	226	205	4	14	3	3	3	1			0	1245		27	15,438.00	17	38,171.59			
Kamuela	46	101	82	14	5	0	0	0	0			2	see AMP 43		17	9,881.00	11	42,260.45			
Central Oahu	49	149	138	2	2	7	7	1	0			1	898	141	15	10,064.00	11	21,716.29			
Palolo	50	114	111	0	0	3	0	0	1			4	see AMP 2		3	2,427.46	0	0.00			
		5171	4741	228	133	69	52	24	74	65	98	29	9,319	2,028	516	\$ 311,991.29	263	\$ 953,538.76	14	7	5

Total Public Housing Units available to rent = 5171

Total Public Housing Units available to rent 5,171
 (plus) Units approved by HUD for Modernization + 65
 (plus) Units approved by HUD for Demolition + 98
 (plus) Units approved by HUD for Deprogram Use + 29
 (equals) Total units in Public Housing inventory = 5,363

Total Units Occupied 4741
 (plus) Vacant Units - Type A & B + 228
 (plus) Vacant Units - Type C + 133
 (plus) Vacant Units - Rent Ready + 69
 (equals) Total units available for occupancy = 5,171

EXHIBIT e

030

HPHA STATE HOUSING Overview Report
(As of May 31, 2008)

MU	Name	Area	Total Units	STATE HOUSING "Available for Rent"					Monthly Activity			"NOT Available for Rent"		Application Wait List		Delinquencies for Non-vacated Tenants				Evictions			
				Total Available Units	Total Occupied Units	Type A & B Vacant Units	Type C Vacant Units	Total Rent Ready	Units that Became Rent Ready This Month	Units that Became Vacant This Month	Units Filled During This Month	Units Approved for Modernization	Units Approved for Deprogram Use	# of Applicants on Wait List		30 to 90 Days		Greater than 90 days		Referred for Evictions During This Month		Decision to Evict This Month	
														Family	Elderly	# of Accounts	Amount (\$)	# of Accounts	Amount (\$)	Rent	Non-Rent		
MU 2	Hauiki Homes	Kalihi	46	46	40	6	0	0	0	0	2			7188		13	13,059.10	10	98,506.06				
MU 2	Puahala I, II, III, and IV	Kalihi	128	128	100	4	24	0	0	0	0			see Hauiki		17	10,562.00	12	123,261.46				
MU 7	Lokahi	Hilo	30	30	18	12	0	0	0	0	1			577		4	1,871.23	3	7,589.00				
MU 8	Kawailehua - State	Kauai	26	26	26	0	0	0	0	0	0			74		3	1,149.00	1	1,295.00				
MU 42	Hale Po'ai	Kalihi	206	205	205	0	0	0	0	0	0	1			352	0	0.00	0	0				
MU 42	Halia Hale	Kalihi	41	40	40	0	0	0	0	0	0	1			see Hale Po'ai	1	300.00	0	0.00				
MU 46	Ke Kumu Elua	Waikalooa	26	26	15	11	0	0	0	0	0			631		5	1,474.00	3	6,565.60				
MU 47	Kahale Mua - State	Molokai	32	32	24	8	0	0	0	0	1			18		10	2,385.00	0	0.00				
MU 48	Kamalu	Waipahu	109	108	105	3	0	0	0	0	1	1			90	5	1,474.00	1	182.00				
MU 48	Ho'oiulu	Waipahu	112	112	104	8	0	0	0	0	0				see Kamalu	see Kamalu	see Kamalu						
MU 49	Lai'ola	Wahiawa	108	107	98	9	0	0	0	0	1	1			18	4	816.00	1	768.00				
misc program	Banyan Street Manor	Kalihi	55	54	37	6	11	0	0	0	6	0	1			1	64.00	3	9,936.05			4	
misc program	Ke Kumu Ekahi	Waikoloa	48	47	42	5	0	0	0	0	0	1		15		1	0.27	0	0.00			1	
misc program	Wilikina Apts	Wahiawa	119	118	81	4	33	0	0	0	0	1				5	4,645.50	13	21,555.16				
TOTALS			1086	1079	935	76	68	0	0	7	5	0	7	8,503	458	69	\$ 37,800.10	47	\$ 269,658.33	0	0	5	

Total Combined State Housing Units available to rent = 1079

Total State Housing Units available to rent 1,079

(plus) Units approved by HPHA for Modernization + 0

(plus) Units approved by HPHA for Demolition + 0

(plus) Units approved by HPHA for Deprogram Use + 7

(equals) Total units in HPHA Housing inventory = 1,086

Total Units Occupied 935

(plus) Vacant Units - Type A & B + 76

(plus) Vacant Units - Type C + 68

(plus) Vacant Units - Rent Ready + 0

(equals) Total units available for occupancy = 1,079

EXHIBIT F

**PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH STATUS REPORT
Reporting for Month of May 2008**

Federal LIPH

Oahu

- Applications completely processed - 0
- Remaining to be inputted at beginning of May - 852
- Number of vacancies filled - 46
- Number of applications received - 303

Big Island

- Number of vacancies filled - 14

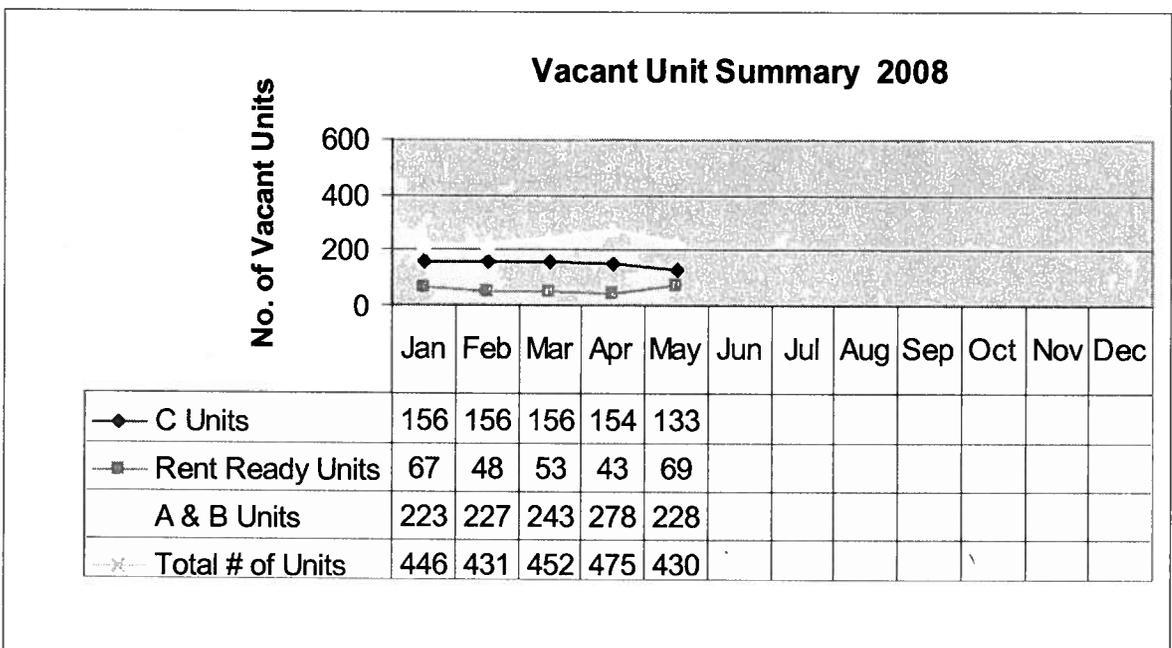
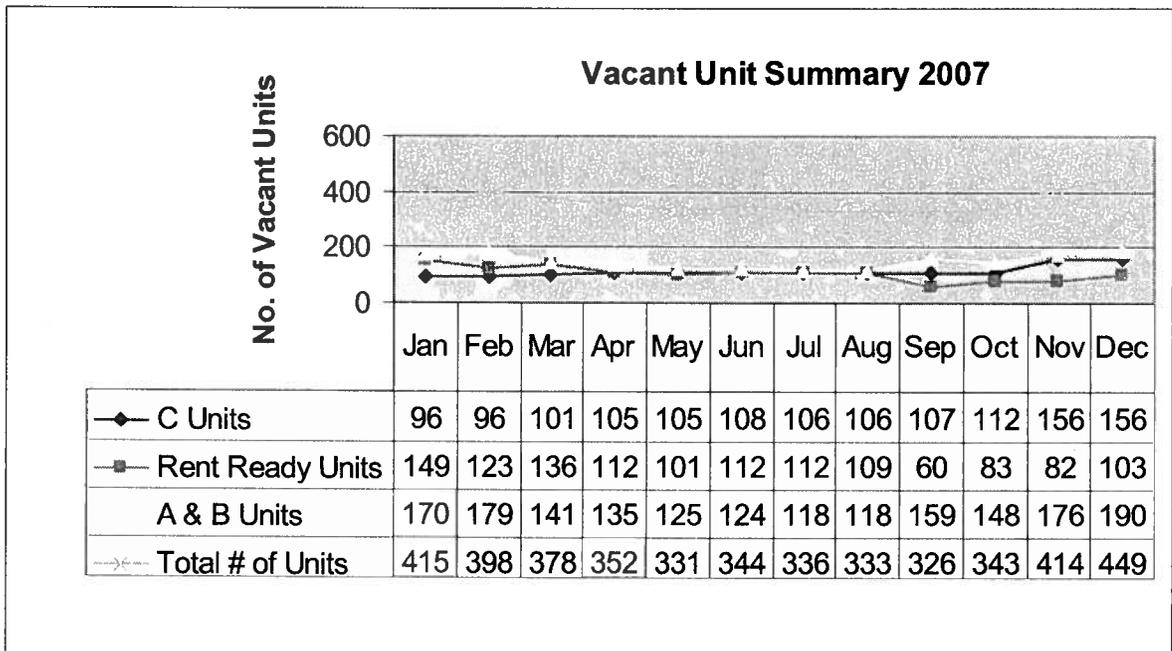
Maui

- Number of vacancies filled - 0

Kauai

- Number of vacancies filled - 14

Vacant Unit Summary



**PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH STATUS REPORT
Reporting for Month of May 2008**

Federal LIPH

Table Legend:

- C Units: Requires Construction Management Section (CMS) assistance to contract for major repairs and renovations.
- Rent Ready Units: Definition tightened up for September 2007 forward to reflect units actually ready for immediate occupancy. Previous months unit counts included units that needed appliances, cleaning, or were not quite rent ready.
- A & B Units: Generally, Asset Management Projects (AMPs), formerly known as Management Units (MUs), maintenance staff to prepare units for occupancy.

EXHIBIT g
033

FEDERAL LIPH
Unit Turnaround Report
July 1, 2007 to May 31, 2008

Unit Turnaround
(July 1, 2007 to May 31, 2008)

Units turned over (new occupancy):	522	
Add: Average Days in Down Time (inspection)	538	
Add: Average Days in Make Ready Time (maintenance repair)	1,243	
Add: Average Days in Lease up Time (tenant select)	1,002	
Average Total Days Vacant	2,783	
Total Days Vacant (of units being occupied in reporting month)	106,377	
Total Vacant Units Occupied (at the end of the reporting month)	522	
Average Days Vacant:	160	days per unit

EXHIBIT h

034

FEDERAL LIPH
Unit Turnaround Report
July 1, 2007 to May 31, 2008

MU	AMP	3	4	5	6	7	8	9												
		Project Name	Project Number	Total Project Units	Total Employee Units	Total Non-Dwelling Units	Total Units Available for Occupancy	Total Vacant Units	Notation	Occupancy rate	Vacancy rate	Turn around Days	Exempted For Capital Fund	Other	Units Turned Over (occupied)	Average Days in Downtime	Average Days in Make Ready Time	Average Days in Lease Up Time	Total Days Vacant	Total Avg Days Unit is Vacant
1	30	Puuwai Momi	HI001000030	363	0	2	361	9		0.98	0.02	2050	0	0	34	10	26	25	2050	61
2	31	Kalihi Valley Homes	HI001000031	373	0	1	345	58	*	0.76	0.27	18836	5616	9782	48	0	55	16	18836	71
3	32	Mayor Wright Homes	HI001000032	364	0	1	363	10		0.97	0.03	5882	2144	0	24	78	31	47	5882	156
3	33	Kaahumanu Homes	HI001000033	373	0	2	371	7		0.98	0.02	2840	0	0	17	116	23	28	2840	167
4	34	Kalakaua	HI001000034	583	1	2	570	13		0.98	0.02	2185	0	121	26	8	30	4	2185	42
5	35	Kalanihua	HI001000035	587	0	3	556	45		0.92	0.08	7314	0	951	39	67	32	64	7314	163
7	37	Hilo	HI001000037	396	0	0	302	45		0.85	0.15	19818	968	0	56	163	95	79	19818	337
8 / 41	38	Kauai	HI001000038	321	0	2	319	27		0.92	0.08	3426	475	0	41	1	56	15	3426	72
9	39	Maui	HI001000039	196	0	0	196	53		0.73	0.27	5125	0	0	21	12	145	88	5125	245
40	40	Kuhio Homes - KPT	HI001000040	748	0	4	740	31		0.96	0.04	5529	0	0	81	26	20	22	5529	68
43	43	Kona	HI001000043	202	0	2	200	43		0.79	0.22	15106	724	0	66	7	141	70	15106	218
44	44	Leeward Oahu	HI001000044	260	0	2	258	35		0.86	0.14	5507	1272	421	22	43	121	10	5507	174
45	45	Windward Oahu	HI001000045	226	0	0	226	21		0.91	0.09	2309	0	0	16	6	102	36	2309	144
46	46	Kamuela	HI001000046	103	0	2	101	19		0.81	0.19	650	0	0	2	1	0	325	650	326
49	49	Central Oahu	HI001000049	150	1	0	149	11		0.93	0.07	8763	147	0	22	0	288	103	8763	391
80	50	Palolo Valley Homes	HI001000050	118	1	3	114	3		0.97	0.03	1037	0	0	7	0	78	70	1037	148
				5363	3	26	5171	430		0.89	0.11	106377	11346	11275	522	538	1243	1002	106377	2783

Vacant 430 Total Occupied 4741 New Occupancy 522 Total Days Vacant 106377 Avg Days Vacant 160

Notation:

Kalihi Valley Homes AMP 30 85 vacant units = 5 units available for rent; 22 vacant C units; 27 mod approved units; 31 former demo apprd (original 47 demo apprd)
Paoakalani AMP 34 11 vacant units = 1 units available for rent; 10 vacant On-sched C mod
Makamae AMP 35 39 vacant units = 11 units available for rent; 28 On-sched C mod; 1 vacant C
Kuhio Park Terrace AMP 40 29 vacant units = 9 units available for rent; 20 vacant On-sched C mod

EXHIBIT W

FEDERAL LIPH
Occupancy / Vacancy Report
(As of May 31, 2008)

Occupancy Report
(As of May 31, 2008)

Total Units	5363
Less: Units to be demolished	98
Equals Units available for occupancy (less demolition)	5265

Net Units Available for Occupancy	
Units available for occupancy (less demolition)	5265
Less: Units not available for occ (less vcnt Mod appd, Dgm appd)	94
Equals Net Units Available for Occupancy	5171
Add: Units occupied that are demo approved	0
Total units available for occupancy	5171

= Mod C vacant 65 + Approved Deprogrammed 29

Occupancy Report	
Total available units	5171
Less: Total occupied units	4741
Equals Total Vacant Units	430

Total Occupancy: 92%
Total Vacancy: 8%

EXHIBIT 1

036

FEDERAL LIPH
Occupancy / Vacancy Report
(As of May 31, 2008)

MU

3	5	6	7	8	9				10	11									
Project Name	Total Project Units	Total Employee Units	Total Non-Dwelling Units	Total Units Available for Occupancy	Total Vacant Units	Notation	Occupancy rate	Vacancy rate	Total Units Occupied by Flat Rent Paying Low Income Tenants	Total Units Occupied by Low Income Tenants	Total Units Occupied by Elderly/Disable Low Income Tenants	Original total of units available for occupancy	Demo - aprvd	Mod - aprpd	C - aprpd	C- not aprpd	Demo - occ	Mod - occ	
1	Puuwai Momi	260	0	0	260	8		0.97	0.03	2	250	60	260						
1	Hale Laulima	36	0	0	36	0		1.00	0.00	0	36	10	36						
1	Waipahu I	19	0	1	18	0		1.00	0.00	0	18	2	19						
1	Waipahu II	20	0	1	19	0		1.00	0.00	0	19	3	20						
1	Salt Lake	28	0	0	28	1		0.96	0.04	0	27	27	28						
2	Kalihi Valley Homes	373	0	1	372	58	*	0.75	0.25	3	284	198	373		27	71			
3	Mayor Wright Homes	364	0	1	363	10		0.97	0.03	0	353	126	364			9			
3	Kaahumanu Homes	152	0	1	151	2		0.99	0.01	0	149	59	152			1			
3	Kamehameha Homes	221	0	1	220	5		0.98	0.02	0	215	87	221						
4	Makua Alii	211	0	1	210	10		0.95	0.05	0	200	200	211			5			
4	Paoakalani	151	1	0	150	1	**	0.99	0.01	0	139	139	151		10				
4	Kalakaua Homes	221	0	1	220	2		0.99	0.01	0	218	0	221						
5	Punchbowl Homes	156	0	0	156	11		0.93	0.07	1	144	137	156						
5	Kalanihuia	151	0	2	149	4		0.97	0.03	0	145	145	151			1			
5	Makamae	124	0	1	123	11	***	0.88	0.12	0	84	84	124		28	1			
5	Pumehana	139	0	0	139	16		0.88	0.12	0	123	123	139						
5	Spencer House	17	0	0	17	3		0.82	0.18	0	14	5	17			3			
7	Lanakila Homes I	36	0	0	36	3		0.92	0.08	1	32	5	100	64					
7	Lanakila Homes II	44	0	0	44	4		0.91	0.09	0	40	9	44			1			
7	Lanakila Homes III	0	0	0	0	0		0.00	0.00	0	0	0	30	30					
7	Punahele	30	0	0	30	3		0.90	0.10	0	27	7	30						
7	Pomaikai	20	0	0	20	6		0.70	0.30	0	14	14	20			4			
7	Pahala	24	0	0	24	6		0.75	0.25	0	18	18	24						
7	Hale Aloha O Puna	30	0	0	30	13		0.57	0.43	0	17	17	30			9			
7	Hale Olaloa	50	0	0	50	0		1.00	0.00	0	50	50	50						
7	Kauhale O'Hanakahi	20	0	0	20	4		0.80	0.20	0	16	1	20						
7	Lanakila Homes IV	48	0	0	48	6		0.88	0.13	2	40	7	48						
8	Kapaa	36	0	1	35	3		0.91	0.09	1	31	13	36						
8	Hale Hoolulu	12	0	0	12	0		1.00	0.00	0	12	12	12						
8	Hui O Hanamaulu	46	0	1	45	5		0.89	0.11	2	38	25	46						
8	Kalaheo	8	0	0	8	4		0.50	0.50	0	4	2	8			3			
8	Hale Nani Kai O Kea	38	0	0	38	1		0.97	0.03	0	37	37	38						

EXHIBIT 1

037

FEDERAL LIPH
Occupancy / Vacancy Report
(As of May 31, 2008)

MU

	3	5	6	7	8	9				10	11		Demo -	Mod -	C -	C- not	Demo -	Mod -	
	Project Name	Total Project Units	Total Employee Units	Total Non-Dwelling Units	Total Units Available for Occupancy	Total Vacant Units	Notation	Occupancy rate	Vacancy rate	Total Units Occupied by Flat Rent Paying Low Income Tenants	Total Units Occupied by Low Income Tenants	Total Units Occupied by Elderly/Disable Low Income Tenants	Original total of units available for occupancy	apprvd	apprd	apprd	apprd	occ	occ
9	David Malo Circle	18	0	0	18	4		0.78	0.22	0	14	4	18			1			
9	Kahekili Terrace	82	0	0	82	23		0.72	0.28	3	56	8	82						
9	Piilani	42	0	0	42	8		0.81	0.19	0	34	25	42						
9	Makani Kai Hale I	25	0	0	25	7		0.72	0.28	0	18	3	25						
9	Makani Kai Hale II	4	0	0	4	3		0.25	0.75	0	1	0	4						
40	Kuhio Homes	134	0	1	133	2		0.98	0.02	0	131	32	134						
40	Kuhio Park Terrace	610	0	3	607	29	****	0.95	0.05	0	578	30	614	4		20			
41	Eleele	24	0	0	24	4		0.83	0.17	1	19	4	24						
41	Home Nani	14	0	0	14	2		0.86	0.14	0	12	11	14						
41	Hale Hoonanea	40	0	0	40	2		0.95	0.05	0	38	36	40						
41	Kekaha Ha'aheo	78	0	0	78	3		0.96	0.04	0	75	10	78						
41	Kawaiaehua	25	0	0	25	3		0.88	0.12	0	22	0	25						
43	Kaimalino	40	0	1	39	4		0.90	0.10	2	33	7	40						
43	Hale Hookipa	32	0	0	32	11		0.66	0.34	0	21	21	32			3			
43	Ka Hale Kahaluu	50	0	0	50	2		0.73	0.27	0	48	3	50						
43	Nani Olu	32	0	0	32	9		0.72	0.28	0	23	23	32						
43	Kealakehe	48	0	1	47	17		0.64	0.36	1	29	3	48						
44	Maili I	20	0	0	20	0		1.00	0.00	0	20	1	20						
44	Nanakuli	36	0	1	35	3		0.91	0.09	0	32	4	36						
44	Maili II																		
44	Waimaha/Sunflower	130	0	1	129	17		0.87	0.13	0	112	7	130						
44	Kau'ioakalani	50	0	0	50	13		0.74	0.26	0	37	2	50			3			
44	Maili II	24	0	0	24	2		0.92	0.08	0	22	3	24						

EXHIBIT 1 038

FEDERAL LIPH
Occupancy / Vacancy Report
(As of May 31, 2008)

	3	5	6	7	8	9				10	11		Demo - apprvd	Mod - apprd	C - apprd	C- not apprd	Demo - occ	Mod - occ	
MU	Project Name	Total Project Units	Total Employee Units	Total Non-Dwelling Units	Total Units Available for Occupancy	Total Vacant Units	Notation	Occupancy rate	Vacancy rate	Total Units Occupied by Flat Rent Paying Low Income Tenants	Total Units Occupied by Low Income Tenants	Total Units Occupied by Elderly/Disable Low Income Tenants	Original total of units available for occupancy						
45	Waimanalo Homes I	19	0	0	19	0		1.00	0.00	0	19	1	19						
45	Koolau Village	80	0	0	80	2		0.98	0.03	0	78	3	80						
45	Kaneohe Apartments	24	0	0	24	0		1.00	0.00	0	24	2	24						
45	Hookipa Kahaluu	56	0	0	56	12		0.79	0.21	0	44	0	56			10			
45	Kauhale Ohana	25	0	0	25	7		0.72	0.28	0	18	0	25			4			
46	Waimanalo Homes II	22	0	0	22	0		1.00	0.00	0	22	1	22						
46	Hale Hauoli	40	0	0	40	5		0.88	0.13	0	35	35	40						
46	Noelani I	19	0	1	18	5		0.72	0.28	0	13	6	19						
46	Noelani II	24	0	1	23	5		0.78	0.22	0	18	3	24						
46	Ke Kumu 'Ekolu	20	0	0	20	4		0.80	0.20	0	16	3	20			2			
47	Kahale Mua	25	0	0	25	8		0.68	0.32	0	17	0	25			1			
49	Wahiawa Terrace	60	0	0	60	3		0.95	0.05	0	57	3	60			2			
49	Kupuna Home O'Waialua	40	1	0	39	5		0.87	0.13	0	34	7	40			2			
49	Kauhale Nani	50	0	0	50	3		0.94	0.06	0	47	2	50						
80	Palolo Valley Homes	118	1	3	114	3		0.97	0.03	0	111	32	118						
		5265	3	26	5236	430		0.92	0.08	19	4722	1957	5363	98	65	156	0	0	0

Sub-total Demo Total Total Vacant Total Occupied
5265 98 5363 430 4741

Notation:

- * Kalihi Valley Homes 85 vacant units = 5 units available for rent; 22 vacant C units; 27 mod approved units; 31 former demo apprd (original 47 demo apprd)
- ** Paoakalani 11 vacant units = 1 units available for rent; 10 vacant On-sched C mod
- *** Makamae 39 vacant units = 11 units available for rent; 28 On-sched C mod; 1 vacant C
- **** Kuhio Park Terrace 29 vacant units = 9 units available for rent; 20 vacant On-sched C mod

EXHIBIT 1

STATE HOUSING
 (Combined Housing Report)
 Occupancy / Vacancy Report
 (As of May 31, 2008)

Occupancy Report
 (As of May 31, 2008)

Total Units	1086
Less: Units to be demolished	0
Equals: Units available for occupancy (less demolition)	1086

Net Units Available for Occupancy	
Units available for occupancy (less demolition)	1086
Less: Units not available for occ (less vcnt Mod appd, Dgm appd)	8
Equals Net Units Available for Occupancy	1078
Add: Units occupied that are demo approved	0
Total units available for occupancy	1078

Occupancy Report	
Total available units	1078
Less: Occupied Units where tenants paying FLAT RENT	71
Less: Occupied Units (includes demo and mod occupied)	865
Less: Total occupied units	936
Equals: Total Vacant Units	142

= Mod C vacant 0 + Approved Deprogrammed 8

Total Occupancy: 87%

Total Vacancy: 13%

EXHIBIT J

STATE FAMILY HOUSING
Occupancy / Vacancy Report
(As of May 31, 2008)

Occupancy Report
(As of May 31, 2008)

Total Units	288
Less: Units to be demolished	0
Equals: Units available for occupancy (less demolition)	288

Net Units Available for Occupancy	
Units available for occupancy (less demolition)	288
Less: Units not available for occ (less vcnt Mod appd, Dgm appd)	0
Equals Net Units Available for Occupancy	288
Add: Units occupied that are demo approved	0
Total units available for occupancy	288

= Mod C vacant 0 + Approved Deprogrammed 0

Occupancy Report	
Total available units	288
Less: Occupied Units where tenants paying FLAT RENT	7
Less: Occupied Units (includes demo and mod occupied)	216
Less: Total occupied units	223
Equals: Total Vacant Units	65

Total Occupancy: 77%
Total Vacancy: 23%

3	4	5	6	7	8	9				10	11	
Project Name	Project Number	Total Project Units	Total Employee Units	Total Non-Dwelling Units	Total Units Available for Occupancy	Total Vacant Units	Notation	Occupancy rate	Vacancy rate	Total units Occupied by Minimum Rent Paying Tenants	Total Units Occupied by Low Income Tenants	Total Units Occupied by Elderly Low Income Tenants
Hauiki Homes	2201	46	0	0	46	6		0.87	0.13	0	40	11
Puahala I	2202	28	0	0	28	5		0.82	0.18	0	23	4
Puahala II	2202	20	0	0	20	5		0.75	0.25	0	15	6
Puahala III	2202	40	0	0	40	13		0.68	0.33	0	27	8
Puahala IV	2202	40	0	0	40	5		0.88	0.13	0	35	15
Lokahi	2206	30	0	0	30	12		0.60	0.40	1	17	17
Kawailehua - State	2204	26	0	0	26	0		1.00	0.00	4	22	2
Ke Kumu Elua	2207	26	0	0	26	11		0.58	0.42	2	13	3
Kahale Mua - State	2205	32	0	0	32	8		0.75	0.25	0	24	2

Original	Demo - apprvd	Mod - apprd	C - apprd	C - not apprd	Demo - occupie d	Mod - occupie d	C - occupie d
46							
28							
20							
40							
40							
30							
26							
26							
32							
288	0	0	0	0	0	0	0

Sub-total	Demo	Total	Total Vacant	Total Occupied
288	0	288	65	223

EXHIBIT J

STATE ELDERLY HOUSING
Occupancy / Vacancy Report
(As of May 31, 2008)

Occupancy Report
(As of May 31, 2008)

Total Units	576
Less: Units to be demolished	0
Equals: Units available for occupancy (less demolition)	576

Net Units Available for Occupancy			
Units available for occupancy (less demolition)	576		
Less: Units not available for occ (less vcnt Mod appd, Dgm appd)	4	=	Mod C vacant 0 + Approved Deprogrammed 4
Equals Net Units Available for Occupancy	572		
Add: Units occupied that are demo approved	0		
Total units available for occupancy	572		

Occupancy Report			
Total available units	572	Total Occupany:	96%
Less: Occupied Units where tenants paying FLAT RENT	30		
Less: Occupied Units (includes demo and mod occupied)	521		
Less: Total occupied units	551		
Equals: Total Vacant Units	21	Total Vacancy:	4%

3	4	5	6	7	8	9				10	11	
Project Name	Project Number	Total Project Units	Total Employee Units	Total Non-Dwelling Units	Total Units Available for Occupancy	Total Vacant Units	Notation	Occupancy rate	Vacancy rate	Total units Occupied by Minimum Rent Paying Tenants	Total Units Occupied by Low Income Tenants	Total Units Occupied by Elderly Low Income Tenants
42 Hale Po'ai	2401	206	1	0	205	0		1.00	0.00	0	205	205
42 Halia Hale	2404	41	1	0	40	0		1.00	0.00	0	40	40
48 Kamalu	2403(a)	109	1	0	108	4		0.96	0.04	11	93	105
48 Ho'olulu	2403(b)	112	0	0	112	8		0.93	0.07	6	98	104
49 Lai'ola	2402	108	1	0	107	9		0.92	0.08	13	85	98
		576	4	0	572	21		0.96	0.04	30	521	552
		Sub-total	Demo	Total		Total Vacant				Total Occupied		
		576	0	576		21				551		

Original	Demo - apprvd	Mod - apprvd	C - apprvd	C - not apprvd	Demo - occupie d	Mod - occupie d	C - occupie d
206							
41							
109							
112			9				
108							
576	0	0	9	0	0	0	0

EXHIBIT

MU

STATE HOUSING
MISC PROGRAMS
Occupancy / Vacancy Report
(As of May 31, 2008)

Occupancy Report
(As of May 31, 2008)

Total Units	222
Less: Units to be demolished	0
Equals: Units available for occupancy (less demolition)	222

Net Units Available for Occupancy			
Units available for occupancy (less demolition)	222		
Less: Units not available for occ (less vcnt Mod appd, Dgm appd)	4	=	Mod C vacant 0 + Approved Deprogrammed 4
Equals Net Units Available for Occupancy	218		
Add: Units occupied that are demo approved	0		
Total units available for occupancy	218		

Occupancy Report			
Total available units	218		Total Occupany: 74%
Less: Occupied Units where tenants paying FLAT RENT	34		
Less: Occupied Units (includes demo and mod occupied)	127		
Less: Total occupied units	161		
Equals: Total Vacant Units	57		Total Vacancy: 26%

3	4	5	6	7	8	9				10	11	
Project Name	Project Number	Total Project Units	Total Employee Units	Total Non-Dwelling Units	Total Units Available for Occupancy	Total Vacant Units	Notation	Occupancy rate	Vacancy rate	Total units Occupied by Minimum Rent Paying Tenants	Total Units Occupied by Low Income Tenants	Total Units Occupied by Elderly Low Income Tenants
Banyan Street Manor	651	55	1	0	54	17	*	0.69	0.31	0	37	14
Ke Kumu Ekahi	na	48	1	0	47	3		0.94	0.06	27	17	0
Wilikina Apt	652	119	1	1	117	37	**	0.68	0.32	7	73	24
		222	3	1	218	57		0.77	0.23	34	127	38

Original	Demo - apprvd	Mod - apprvd	C - apprvd	C - not apprvd	Demo - occupie d	Mod - occupie d
55			11			
48						
119			33			
222	0	0	44	0	0	0

Sub-total	Demo	Total	Total Vacant	Total Occupied
222	0	222	57	161

Notation:
 * Banyan Street Manor 11 vacant units = 11 vacant units on renovation
 ** Wilikina Apartments 33 vacant units = 33 vacant units need renovation

EXHIBIT

044

RESULTS OF EVICTION REFERRALS

July 2007 – May 2008

MONTH	REFERRALS		RESULT OF EVICTION REFERRAL					
	TOTAL	REASON FOR REFERRAL	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
		Rent Other						
July 07	21	11 10	9	3	2	0	7	14
Aug 07	12	7 5	2	5	2	1	2	10
Sept 07	13	7 6	6	1	0	0	6	7
Oct 07	13	5 8	6	3	2	0	2	11
Nov 07	21	15 6	12	3	1	1	4	17
Dec 07	3	2 1	1	0	1	1	0	3
Jan 08	10	10 0	5	3	0	0	2	8
Feb 08	10	9 1	3	2	1	0	4	6
Mar 08	7	6 1	2	1	1	0	3	4
Apr 08	30	27 3	9	13	0	1	7	23
May 08	14	11 3	4	6	0	0	4	10
TOTALS	154	110 44	59	40	10	4	41	113

PHAS INDICATORS
For the period 7/1/07 - 5/31/08

AMP Name	AMP NO.	No. of Units	WORK ORDERS					ANNUAL INSPECTIONS				
			No. of Emerg. WO's	Abated within 24 hrs.	% Abated within 24 hrs. A = 99%	# of Non-Emerg. WO's	Avg. Days to Repair A = 25 days	No. of Units Inspect.	% Inspected A = 100%	No. of Bldgs. Inspect	No. of Bldgs Inspect	% Inspected A = 100%
AIEA	30	363	195	178	91%	3379	6	363	100%	41	41	100%
KALIHI VALLEY	31	373	366	340	93%	1708	54	324	87%	44	44	100%
MAYOR WRIGHT	32	364	243	223	92%	2303	4	364	100%	36	36	100%
KAM/KAAHUMANU	33	373	210	182	87%	1737	3	373	100%	48	48	100%
KALAKAUA	34	583	105	100	95%	2341	14	583	100%	12	12	100%
KALANIHUIA	35	587	308	305	99%	2444	12	587	100%	6	6	100%
HILO	37	396	246	215	87%	841	48	301	76%	149	129	87%
KAUAI	38	321	157	154	98%	1305	8	295	92%	143	141	99%
MAUI	39	196	160	128	80%	1029	16	129	66%	51	51	100%
KPT	40	748	339	317	94%	3402	2	726	97%	38	23	61%
KONA	43	202	37	37	100%	316	44	195	97%	35	30	86%
LEEWARD OAHU	44	260	141	113	80%	1175	18	226	87%	97	83	86%
WINDWARD OAHU	45	226	188	169	90%	988	5	226	100%	75	75	100%
KAMUELA	46	103	80	61	76%	558	45	83	81%	18	15	83%
CENTRAL OAHU	49	150	116	109	94%	1047	5	150	100%	40	40	100%
PALOLO	50	118	63	59	94%	706	36	106	90%	20	20	100%
Total		5363	2954	2690	91%	25279	14	5031	94%	853	794	93%

EXHIBIT 1

046

**Contract & Procurement Office
Monthly Status Report for May 2008**

Solicitations Issued, Contracts and Change Orders Executed in May 2008

Solicitation No.	Project	Deadline
Job No. 08-032-108-S	Invitation for Bid The Palolo Homes Rockfall Mitigation	June 9, 2008
RFP-PMC-2008-07	Request for Proposal for Property Management, Maintenance and Resident Services at AMP 49	June 26, 2008
RFP-PMC-2008-08	Request for Proposal for Property Management, Maintenance and Resident Services at AMP 45	June 26, 2008

Contract No.	Contractor & Project	Amount
CMS 08-13	Nakamura, Oyama & Associates, Inc. Emergency call system repair at Kamalu & Hoolulu May 6, 2008 to March 3, 2011	\$72,040.00
CMS 08-14	M&E Pacific Converting existing cesspools to septic tank at Hana Teachers Cottages, Hale Hoolulu, Kalaheo, Kekahi Ha`aheo May 20, 2008 to December 21, 2009	\$284,750.00
CMS 08-15	Ronald N.S. Ho & Associates, Inc. Design upgrade to the electrical distribution system Puuwai Momi May 26, 2008 to October 5, 2010	\$179,813.00
CMS 08-16	Willocks Construction Corp. Converting existing cesspools to septic tank at Honokaa Teacher's Cottage, Hale Hauoli, Hale Hookipa, Nani Olu July 1, 2008 to July 1, 2009	\$825,079.00
CMS 08-17	Architects Pacific, Inc. Hale Po`ai Buidling Improvements May 26, 2008 to October 7, 2009	\$318,414.00
CMS 08-18	Kona Architects, LLC Painting, re-roofing and renovation at Hale Hauoli May 26, 2008 to April 30, 2009	\$255,931.70

Section 8 Subsidy Programs Branch
Program Report

FEDERAL Section 8 (Housing Choice Voucher) Program

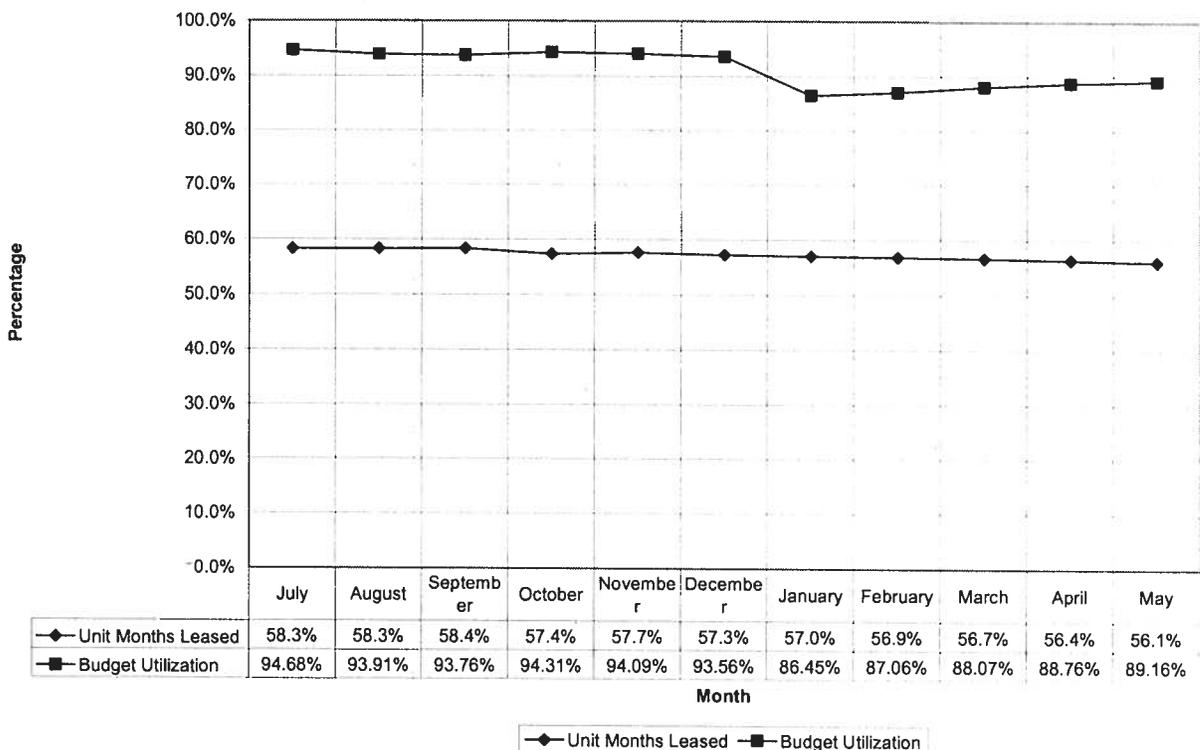
As of May 31, 2008

Fiscal Year Report (Cumulative Trend)

- For FY 2007 – 2008, unadjusted average monthly voucher lease up is 1,715 or 56.1% of the total 3,058 baseline vouchers.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 91.26% of the total annual allocated budget of \$18,201,534 or \$1,582,899 per month.
- HPHA received its annual renewal funding for CY 2008 of \$18,994,783. The additional funding increased the FY 2008 budget authority by \$1,724,430 which lowered the average annual budget utilization from the previous month.
- The monthly average per unit cost subsidy is \$854.00 per month. The amount reflects the difference between what the family pays towards rent and the approved payment standard. Payment standards vary among bedroom sizes.
- May 2008 subsidy payments show a monthly increase in subsidy expenditures to 89.16% from the previous month.
- The values for past months may not be the same as reported in the past reports due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2008 Section 8 Budget Utilization and Unit Months Leased



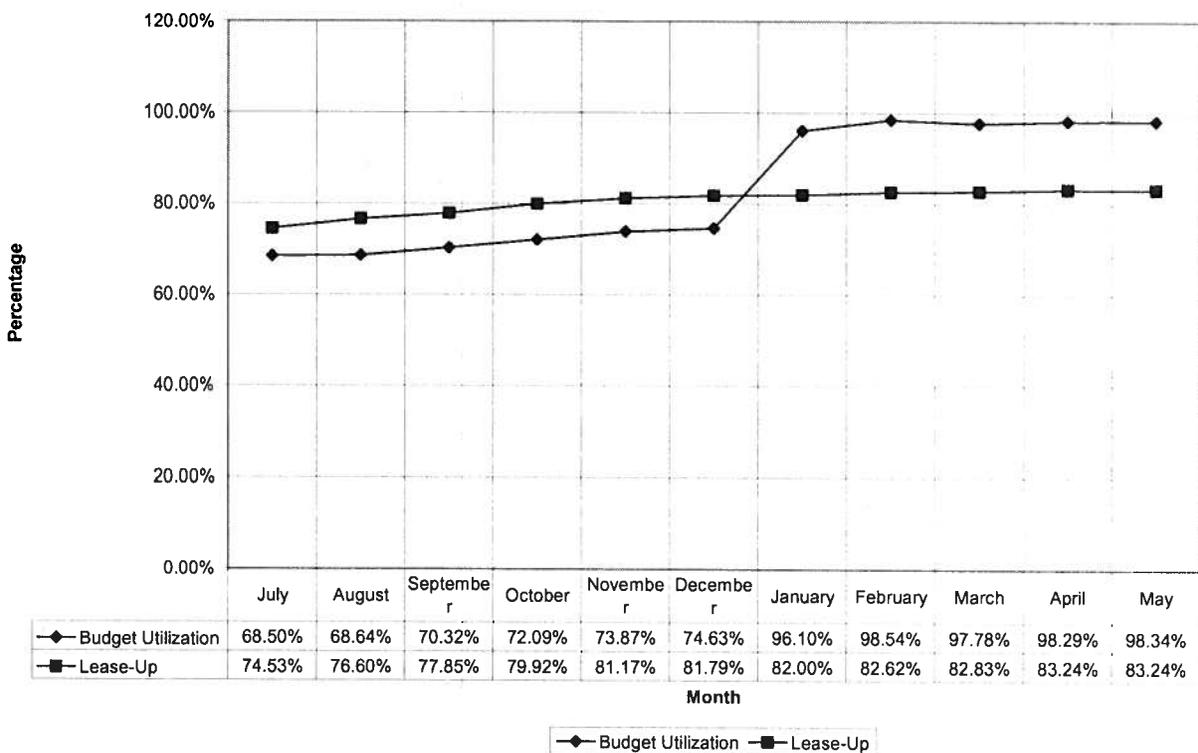
STATE Rent Supplement Program

Fiscal Year Report (Cumulative Trend)

- For FY 2007 – 2008, unadjusted average monthly lease up is 388 families or 81.67% of the total 475 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 83.37% of the total annual allocated budget of \$945,876 or \$78,823 per month.
- The monthly average per unit cost subsidy is \$169.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of \$230.00 per month.
- May 2008 Rent Supplement Subsidy payments show a monthly increase in subsidy expenditures to 98.34%.
- The values for past months may not be the same as reported in the past reports due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2007-2008 Rent Supplement Program Budget Utilization and Lease Up



**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
STAFFING REPORT
As of June 9, 2008**

Branch	Section	Total Full Time Positions			%			Active Recruitment	
		Civil Svc	Exempt	Total	Occupied	Vacant	Vacant	Yes	No
Office of the Executive Director		5	3	8	7	1	12.50%	1	0
		5	3	8	7	1	12.50%	1	0
Planning and Evaluation Office		1	2	3	1	2	66.67%	0	2
		1	2	3	1	2	66.67%	0	2
Compliance Office		1	3	4	3	1	25.00%	0	1
		1	3	4	3	1	25.00%	0	1
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	2	0
	Acctg Sec	10	0	10	7	3	30.00%	3	0
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	1	1	50.00%	1	0
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		20	1	21	14	7	33.33%	4	3
Information Technology		1	5	6	3	3	50.00%	1	2
		1	5	6	3	3	50.00%	1	2
Personnel Office		4	1	5	3	2	40.00%	1	1
		4	1	5	3	2	40.00%	1	1
Procurement Office		5	4	9	5	4	44.44%	1	3
		5	4	9	5	4	44.44%	1	3
Construction Mgt. Branch		2	0	2	1	1	50.00%	0	1
	CMS	3	0	3	2	1	33.33%	0	1
	CMS I	2	7	9	5	4	44.44%	3	1
	CMS 2	4	3	7	6	1	14.29%	1	0
	DSS	1	2	3	2	1	33.33%	0	1
		12	12	24	16	8	33.33%	4	4
Homeless Branch	Homeless	1	10	11	10	1	9.09%	1	0
		1	10	11	10	1	9.09%	1	0
Section 8 Branch	Sec 8 Office	2	0	2	2	0	0.00%	0	0
	Insp Unit	1	7	8	6	2	25.00%	1	1
	Rent Sub Sec 1	14	0	14	10	4	28.57%	2	2
	Rent Sub Sec 2	13	0	13	6	7	53.85%	1	6
		30	7	37	24	13	35.14%	4	9
Property Management & Maint. Services Branch	PMMSB	3	2	5	2	3	60.00%	0	3
	MGT SEC	2	0	2	1	1	50.00%	0	1
	APP	7	0	7	5	2	28.57%	0	2
	RSS	3	8	11	7	4	36.36%	0	4
	PMCS	2	5	7	5	2	28.57%	0	2
	CMSS	24	0	24	19	5	20.83%	0	5
	OAHU 1	25	0	25	22	3	12.00%	3	0
	OAHU 2	28	0	28	22	6	21.43%	1	5
	OAHU 3	35	0	35	30	5	14.29%	1	4
	OAHU 4	26	0	26	22	4	15.38%	3	1
	OAHU 5	30	0	30	23	7	23.33%	1	6
	HAWAII 7	16	0	16	14	2	12.50%	2	0
	KAUAI 8	10	0	10	10	0	0.00%	0	0
MAUI 9	13	0	13	10	3	23.08%	0	3	
	224	15	239	192	47	19.67%	11	36	
TOTAL		305	67	372	282	90	24.19%	28	62

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of June 9, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
OFFICE OF THE EXECUTIVE DIRECTOR						
118550	EX	N	T	Chief Financial Management Advisor	SRNA	Pending recommendation.
COMPLIANCE OFFICE						
41041	CS	W	P	Secretary I	SR12	No action; cost savings.
FISCAL MANAGEMENT OFFICE						
41041	CS	N	P	Fiscal Management Officer	SR26	No action; cost savings.
41253	CS	N	P	Secretary II	SR14	No action; cost savings.
ACCOUNTING SECTION						
41252	CS	N	P	Accountant IV	SR22	No action; cost savings.
42097	CS	N	P	Account Clerk III	SR11	No action; cost savings.
22265	CS	W	P	Account Clerk III	SR11	Unable to fill; state funded.
111496	CS	N	P	Accountant III	SR20	No action; cost savings.
ASSET MANAGEMENT STAFF						
96908K	T	N	P	Clerk III	SR10	No action; cost savings.
HOUSING INFORMATION OFFICE						
103012	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
BUDGET STAFF						
41267	CS	N	P	Program Budget Analyst IV	SR22	No action; cost savings.
PROCUREMENT OFFICE						
117691	EX	N	T	Contract Specialist	SRNA	No action; cost savings.
100882	EX	W	T	Contracts & Procurement Officer	SRNA	HPHA staff temporarily assigned.
31664	CS	W	P	Procurement & Supply Specialist II	SR20	No action; cost savings.
96903K	CS	N	P	Clerk III	SR10	No action; cost savings.
CONSTRUCTION MGMT BRANCH						
2800	CS	W	P	Secretary II	SR14	No action; cost savings.
102205	SH	N	T	Student Helper II	NA	No action; cost savings.
CONSTRUCTION MGMT SECTION						
5857	CS	N	P	Secretary II	SR14	Waiting for position description approval from DHS.
CONSTRUCTION MGMT UNIT 1						

EXHIBIT P 051

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of June 9, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
103024	EX	N	T	Contract Administrator	SRNA	No action; cost savings.
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	State funded unable to fill.
100202	EX	W	T	Project Engineer	SRNA	State funded unable to fill.
CONSTRUCTION MGMT UNIT 2						
10887	EX	N	P	Bldg Engineer V	SR 26	Pending start date.
102676	EX	W	T	Engineer (Building) IV	SRNA	State funded unable to fill.
DEVELOPMENT SUPPORT SECTION						
100886	EX	W	T	Housing Development Specialist I	SRNA	No action; cost savings.
HOMELESS PROGRAM BRANCH (HPB)						
118943	EX	A	T	Homeless Program Coordinator	SRNA	Recruitment from 6/1/08 - 6/16/08.
INFORMATION TECHNOLOGY OFFICE						
51820	CS	N	T	Clerk Typist II	SR08	Awaiting approval from DHS/PMSS
100388	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
106429	EX	N	T	HPHA Systems Analyst	99	Pending eligible listing from DHRD.
PERSONNEL OFFICE						
30111	CS	N	P	Personnel Management Specialist IV	SR22	Pending recommendation.
51784	CS	N	T	Clerk Typist II	SR08	No action; cost savings.
PLANNING AND EVALUATION OFFICE						
102034	EX	N	P	Housing Planner (Supervisor)	SRNA	No action; cost savings.
98902K	EX	N	P	Clerk Typist III	SR 10	No action; cost savings.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
96904K		N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
96905K	CS	N	T	Secretary II	SR14	No action; cost savings.
32210	CS	W	P	Clerk Typist II	SR08	No action; cost savings.
CENTRAL MAINTENANCE SERVICES						
6728	CS	N	P	General Laborer II	BC03	Pending redescription and transfer to MU 4.
6787	CS	N	P	Heavy Truck Driver	BC07	No action; cost savings.
5968	CS	N	P	Welder I	BC10	No action; cost savings.
5647	CS	A	P	Clerk IV	SR10	State funded unable to fill.
8756	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
PMMSB-MS-APPLICATION SERVICES UNIT						

EXHIBIT P

052

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of June 9, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
9648	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
41255	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
PMMSB - MANAGEMENT SECTION						
Asset Management Project 30 (MU 1)						
5636	CS	N	P	Public Housing Spclt II	SR18	2/24/08 Open continuous recruitment with DHRD.
6171	CS	N	P	Account Clerk II	SR08	No action; cost savings.
6791	CS	N	P	General Laborer II	BC03	No action; cost savings.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 31 (MU 2)						
5855	CS	W	P	Secretary I	SR12	Stated funded unable to recruit.
11626	CS	N	P	Building Maintenance Worker II	WS09	No action; cost savings.
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
32407	CS	N	P	General Laborer I	BC02	No action; cost savings.
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
105752	TA	N	T	Janitor II	BC02	No action; cost savings.
10879	CS	N	P	Building Maint. Worker I	BC09	No action; cost savings.
105748	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
Asset Management Project 33 (MU 3)						
8548	CS	N	P	Public Housing Supervisor V	SR24	Internal Recruitment 6/10/08 - 6/20/08.
6286	CS	N	P	Public Housing Specialist II	SR18	Pending eligible listing from DHRD.
46195	CS	N	P	Social Service Asst IV	SR11	Pending eligible listing from DHRD.
8834	CS	N	P	Bldg Maint Wkr I	BC09	No Action; cost savings.
10541	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 34 (MU4)						
6693	CS	W	P	Public Hsg Spvr IV	SR22	State funded unable to fill.
8842	CS	N	P	Painter I	BC09	Interviews to be scheduled by June 30, 2008.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
12703	CS	N	P	General Laborer II	BC03	Pending recommendation.
Asset Management Project 35 (MU 5)						

EXHIBIT 2

053

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of June 9, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
9204	CS	N	P	Public Hsg. Supr IV	SR22	Waiting for position description approval from DHS.
5640	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
10886	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
43948	CS	N	P	General Laborer II	BC03	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	State funded unable to fill.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
8846	CS	N	P	Buldiing Maint. Worker I	BC09	No action; cost savings.
Asset Management Project 37 (MU 7)						
6931	CS	N	P	Bldg. Maint. Supervisor	F109	Interview scheduled for 6/13/08.
8719	CS	N	P	Secretary I	SR12	89-day appointment.
Asset Management Project 38 (MU 8)						
102241	TA	N	T	General Laborer I	SRNA	No action; cost savings.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
Asset Management Project 39 (MU 9)						
23050	CS	N	P	Public Hsg Spvr III	SR20	Waiting for position description approval from DHS.
6352	CS	N	P	Secretary I	SR12	Pendng 89-day appointment.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	Pending request to fill by manager.
45873	CS	N	P	Social Services Asst. IV	SR 11	Interviews scheduled the week of 6/16/08.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Clerk I	SR04	No action; cost savings.
PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
102048	EX	W	P	Property Management Specialist	SR22	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	State funded unable to fill.
RESIDENT SERVICES SECTION						
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
51818	CS	N	T	Clerk Typist II	SR08	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SR05	No action; cost savings.
103036	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
SECTION 8 - INSPECTION UNIT						
101214	EX	N	T	Lead Housing Inspector	99	No action; cost savings.
100572	EX	N	T	Housing Inspector	SRNA	No action; cost savings.
101130	TA	N	T	Clerk I	SR04	No action; cost savings.

EXHIBIT P 054

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of June 9, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
RENT SUBSIDY SECTION 1						
29009	CS	N	P	Clerk Typist II	SR08	No action; cost savings.
23029	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
28657	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
46983	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
RENT SUBSIDY SECTION 2						
28654	CS	N	T	Clerk Typist II	SR08	No action; cost savings.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111465	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111467	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111468	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111469	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
14977	CS	N	P	Clerk Typist II	SR08	No action; cost savings.

EXHIBIT P 055

June 19, 2008

FOR INFORMATION

SUBJECT: Status Report on Energy Performance Contract

FACTS:

- A. The Hawaii Public Housing Authority (HPHA) issued a Request for Proposal for Energy Performance Contract for 67 federally subsidized low-income housing projects in February, 2008.
- B. Energy Services Companies (ESCOs) were invited to a pre-proposal meeting and site visit on March 18, 2008 at the Kuhio Park Terrace.
- C. On April 16, 2008, the deadline for submission of proposals, HPHA received three (3) proposals from the following companies: Ameresco, Honeywell and Noresco.
- D. A review and selection committee has been established and the evaluation process is underway. The evaluation process includes three (3) major components: evaluation of written proposals, evaluation of references and evaluation of oral presentations.
- E. Oral presentations by three (3) ESCOs were done on June 5 and 6.
- F. Prior to selection of the ESCO, a report will be made to the Board of Directors. The July 17, 2008 meeting will be targeted.

Prepared by: Marcel Audant, Project Manager, Construction Management Section *MA*

Reviewed by: Derek H. Fujikami, State Housing Dev't Administrator *DH*

UPDATE OF SCHEDULES ADDRESSED:

1. Meeting w/ managers accomplished on Resident Associations to be re-organize.
2. Meetings with on-site AMPS will be scheduled and posted on the dates and times.
3. Contract agreements between AMPS and agencies will be used for all HPHA properties.
4. Security costs within the budget is overwhelmed, suggestions and discussions have been recommended to input tenant monitors.
5. Tenant monitors from each property site would be hired after office hour's from Monday - Friday 4:30 P.M. - 6:30 A.M., Saturday and Sunday all day including holidays.
 - a. Tenant monitors are required to be in good standing, no violations, misconduct, and no rent delinquencies.
 - b. Must be able to handle on-site emergencies, be responsible for all unauthorized incoming visitors.
 - c. Check on property for any criminal activities and be able to contact police and to document a written report for AMP managers.

D. Coordinate meetings w managers / BOA.

BUDGET:

1. Translators costs
2. Appliances
3. Utility allowance (\$65.00)
4. State Budgets *(maint: workers who take their break*
 - a. Does the managers understand what their supervisors budgets represent for the State Properties?

TRO:

Employer / Employees