

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
August 21, 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, July 17, 2008
- B. Annual Meeting, July 17, 2008
- C. Executive Session Meeting, September 20, 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 Meetings, July 17, 2008

III. 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.

IV. DECISION MAKING

- A. Decision Making: Reappointment of Ms. Thelma Akita-Kealoha to the Maui Eviction Board for a Two-Year Term Expiring on August 31, 2010.
- B. Decision Making: Approval of Resolution No. 14, Approving the Section 8 Management Assessment Program (SEMAP) Certification for the Fiscal Year Ending June 30, 2008
- C. Decision Making: Performance evaluation of the Executive Director and possible personnel action related thereto. Evaluation to cover performance to date. Executive Committee Task Force to report on Executive Director Evaluation.

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.

V. 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
 - Mixed Income Projects – E. Beaver, R. Berthiaume, & S. Dodson

B. Report of the Executive Director Program/Project Updates

Highlights

- A. FY 2009 Budget
- B. Special Teams
- C. Financial Management
- D. Training
- E. Puahala Transitional Housing Units
- F. Resident Community Meetings at the Assets Management Projects (AMPs)
- G. Legislative Update

Reports

- 1. Fixing Vacant units, including State properties
- 2. Fixing Elevators
- 3. Monthly Property Management Report
- 4. Procurement, including contract status
- 5. Section 8 Subsidy Program Branch
- 6. Personnel Issues
- 7. Homeless Program

VI. FOR INFORMATION/DISCUSSION

- A. Status Report by Russ Saito on behalf of HEART on Three New Homeless Shelters on Leeward Coast: Kahikolu, Building 36, Villages of Maili
- B. Agency Outlook for 2009.
- C. Energy Audit for State Housing Projects.
- D. Sale of HPHA owned Property located in Hana, Maui.

VII. 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, JULY 17, 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, July 17, 2008 at 9:05 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 Rene Berthiaume
Director Eric Beaver
Director Matilda Yoshioka
Director Sam Aiona
Director Sherrilee Dodson

Executive Director, Chad Taniguchi
Deputy Attorney General, Krislen Chun

EXCUSED: Director Kaulana Park
Director Linda Smith

STAFF PRESENT: Barbara Arashiro, Executive Assistant
Clifford Laboy, Program Specialist
Derek Fujikami, State Housing Development
Administrator
Michael Hee, Contracts Administrator Section Chief
Michael Isobe, Public Housing Supervisor
Myles Sakamoto, Housing Inspector Technician
Patti Miyamoto, Chief Compliance Officer
Sandra Miyoshi, Homeless Program Administrator
Shirley Befitel, Personnel Supervisor
Stephanie Fo, Acting Property Management and
Maintenance Services Branch Chief
Taryn Chikamori, Secretary to the Board

OTHERS: Ericka Liashenko, Hawaii Government Employees
Association Union Agent
Larry Jones, MD Strum
Tim Garry, private resident
Juliana Damico, Governor's Policy Office
Suzanne Chun Oakland, State of Hawaii Senate Member

Chairperson Thompson declared a quorum present.

QUORUM

Director Hosino moved, Designee Oliva seconded,

That the minutes of the Regular Meeting held on
June 19, 2008 be approved as circulated.

APPROVAL
OF MINUTES
REGULAR
MEETING
06/19/08

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Director Beaver stated he would like to amend page 3, paragraph 2 where it states "Legislature regarding this manner" would like to change "manner" to "matter".

The motion was unanimously carried as amended.

Tim Garry, private resident, stated the budget assumptions are not realistic. The utility cost is going to go up not down from previous years. Mr. Garry stated that he spoke to Senator Chun Oakland and she informed him that it was illegal to pass a budget with a deficit. Mr. Garry asked that the Board re-look at the assumptions because the economy is getting worse, not better and more tenants will not be able to pay their rent.

Director Beaver asked Mr. Garry if he feels that if the assumptions are changed Hawaii Public Housing Authority (HPHA) will have a larger deficit. Mr. Garry stated "yes" a lot larger.

Suzanne Chun Oakland, State of Hawaii Senate Member, stated she did not tell Mr. Garry that it was illegal for HPHA to pass the budget in deficit. She informed Mr. Garry that it is illegal for the Legislature to pass a budget that is not supported by the council on revenue projections, but she would have to do research to find out if it is illegal for an agency to pass a budget in deficit.

Director Dodson moved, Director Ignacio seconded,

To move the Approval to Select an Energy Services
Company to Perform an Investment Grade Audit
for all Hawaii Public Housing Federal Projects
to 11:00 a.m.

The motion was unanimously carried.

Director Sam Aiona arrived at 9:15 a.m.

Chad Taniguchi, Executive Director, stated the U.S. Department of Housing and Urban Development (HUD) operating subsidy funding will be further prorated from 84% to 82%. HPHA is reviewing what the affect on HPHA will be.

Mr. Taniguchi stated it has been confirmed that HPHA will be receiving \$400,000 more from HUD for the Payment in Lieu of Taxes (PILOT).

Mr. Taniguchi reviewed the Operating Budget worksheet.

Chairperson Thompson asked what is the plan to help the State Family and Elderly projects get out of deficit. Mr. Taniguchi stated to help the family and elderly projects HPHA will be asking the Legislature to make a change in base funding by adding \$2.9 million each to the state family and to the elderly programs, because those programs are structurally under funded.

Chairperson Thompson asked Mr. Taniguchi to keep the Board informed about the progress on asking the Legislature for the \$2.9 million.

Chairperson Thompson asked does the Board need to approve the budget if it is amended. Krislen Chun, Deputy Attorney General, stated she believes that the Board needs to approve the amended budget.

Chairperson Thompson asked Director Beaver to work with Mr. Taniguchi on amending the budget.

Chairperson Thompson asked how HPHA is focusing on the Asset Management

PUBLIC
TESTIMONY

EXECUTIVE
DIRECTOR'S
REPORT/FY
2009 BUDGET

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Projects (AMPs) that are in the deficit. Barbara Arashiro, Executive Assistant, responded that each AMP has a specific budget plan to follow.

Chairperson Thompson asked whether the AMP managers understand and agree with their budget plans. Stephanie Fo, Acting Property Management and Maintenance Services Branch Chief, stated the managers had some concerns, but in general they feel it can be done.

Director Berthiaume commented that if all the initiatives are realized, and HPHA would be in the positive, how can HPHA ask the Legislature to help provide funds? Mr. Taniguchi stated HPHA is asking the Legislature to provide the basic funding that any agency would need to run State family and elderly housing projects at a break even point. The Legislature has funded construction projects, but has never funded the operation of the projects.

Director Hosino asked how does the Board know what falls under "other income". Michael Hee, Contracts Administrator Section Chief, stated the line by line detail is reported on the general ledger.

Mr. Taniguchi stated St. Paul Housing Authority staff is coming on July 21, 2008, to help train HPHA staff. Chairperson Thompson asked for a report at next month's meeting.

Mr. Taniguchi reported that KMH will be doing HPHA's audit again this year.

Mr. Taniguchi stated that the general ledger is still being worked on and the target date is next month.

Mr. Taniguchi stated that HPHA will be raising the salary for the Chief Financial Manager Advisor (CFMA). Chairperson Thompson asked Designee Oliva to make sure that the salary change on the CFMA is approved.

FINANCIAL
MANAGEMENT

Mr. Taniguchi stated the St. Paul Housing Authority pays some of the police salaries to have the projects as their beat. HPHA will try to work with Honolulu Police Department (HPD) to do the same.

TRAINING

Mr. Taniguchi stated at the Public Housing Authorities Directors Association (PHADA) training he learned about mixed income projects. Chairperson Thompson stated that this is an important subject and would like to create a task force committee. Director Beaver stated he is willing to head up the Mixed Income task force. Director Dodson and Director Berthiaume stated they would join the task force.

Mr. Taniguchi handed out a schedule of the resident community meetings and a letter that will be sent out to residents. Director Dodson suggested that on item 6 be changed to possible solutions. Mr. Taniguchi explained that if HPHA does not list the possible solutions then residents will say that HPHA never said that these items were going to be discussed. Chairperson Thompson acknowledged the reasoning behind the listing of possible solutions.

Chairperson Thompson called a recess at 10:20 a.m. and reconvened at 10:30 a.m.

RECESS
RECONVENED

Sandra Miyoshi, Homeless Program Administrator, stated there are nine families moving in to the Next Step units at Puahala Homes and three more families are waiting for public housing residents to move out the units so they can move in. Ms. Miyoshi stated the last two families are waiting to be identified.

PUAHALA
TRANSITIONAL
HOUSING
UNITS

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Director Ignacio asked who is doing the case management of these families. Ms. Miyoshi stated Waikiki Health Center. Director Ignacio questioned the H5 award of \$950,000, and asked whether the \$950,000 includes the families at Puahala Homes. Ms. Miyoshi stated yes.

Director Ignacio asked is Next Step Shelter still accepting more people. Ms. Miyoshi stated yes, on severe need basis.

Director Ignacio asked how many people are at the Next Step Shelter currently. Ms. Miyoshi stated she does not know the exact head count but it holds approximately 125 cubicles.

Director Ignacio stated Next Step will be paid \$950,000 for 125 cubicles. Ms. Miyoshi stated yes, plus the 14 units at Puahala. Director Ignacio questioned "as a provider how is the \$950,000 justified?" Ms. Miyoshi stated the per person rate is \$13 a night.

Director Berthiaume asked when is Office of Hawaiian Affairs (OHA) taking the Next Step Shelter back. Ms. Miyoshi stated HPHA contracted them for one more year with the thought that it would take one more year for HPHA to move and OHA has promised to give HPHA at least three months notice.

Director Berthiaume stated that the AMPs that are doing well keeping units occupied should be recognized.

Chairperson Thompson asked if the "Number of Families Housed Overtime" is State and Federal or just Federal. Mr. Taniguchi stated he would check.

Director Beaver asked why the "Low Income Owned or Administered – State" print out states that the present units are zero for Palolo. Mr. Taniguchi stated because these units were sold or leased to Mutual Housing. Mr. Taniguchi stated that is one of the items that fall under the disclaimer that adjustments need to be made to correct data as needed to incorporate information to match with HPHA's current system and this item will be deleted in future reports.

Director Ignacio asked how are rent collections and evictions going. Ms. Fo stated that the evictions are moving along, but some AMPs needed to be re-trained because errors were being made. For example, the 1st notice was addressed to Mr. Smith, but the letter should have been addressed to Mr. and Mrs. Smith. If the letter is addressed wrong then this holds up the eviction process. The letter needs to be addressed to the people named on the rental agreement.

Chairperson Thompson asked whether it is the Hawaii Revised Statutes or the Hawaii Administrative Rules that state that in order to evict some the letter needs to be addressed to the person(s) on the rental agreement. Ms. Fo stated she will check, but proper notice is a firm requirement.

Ms. Fo stated the AMPs are processing evictions by the tenants who are three months late first, then 60 days and then 30 days.

Director Beaver moved, Director Yoshioka seconded,

The Approval to Select an Energy Services Company to perform an Investment Grade Audit for all Hawaii Public Housing Federal Projects.

Chairperson Thompson stated that David Birr is retained and paid for by Department of Business Economic Development and Tourism (DBEDT). Mr. Taniguchi stated that Ameresco was selected to review the energy performance of all federal housing projects. The cost of the investment grade

FILLING
VACANT
UNITS

COLLECTING
RENT

APPROVAL
TO SELECT
AN ENERGY
SERVICES CO-
MPANY TO
PERFORM AN
INVESTMENT
GRADE AUDIT
FOR ALL
HAWAII

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PUBLIC
HOUSING
FEDERAL
PROJECTS

audit would be \$151,436. If HPHA does the investment grade audit and decides to do the construction, the \$151,436 will be financed as part of the construction project costs (under the energy savings contract). The total savings could be around \$5 million per year.

Director Beaver asked how much HPHA would need to spend to realize the \$5 million in savings. Mr. Birr stated around \$57 – \$64 million as the initial estimate.

Chairperson Thompson stated who will be paying for this. Mr. Birr stated the total cost of the construction would be around \$57 - \$64 million. HUD would fund the cost but HPHA will pay this back to HUD overtime with the savings.

Mr. Birr stated if HPHA does the recommended upgrades HPHA will only get a several thousand dollars in extra cash flow each year but HPHA will also gain \$57-\$64 million in modernization improvements, which will reduce future maintenance costs.

Director Beaver stated that because HPHA will be looking into mixed income redevelopment projects, HPHA needs to consider whether it should put money into projects that may be converted to mixed income projects. Mr. Birr stated that after the completed audit comes back HPHA can identify which projects receive the upgrades. Mr. Birr also stated if the project is converted to mixed income then HPHA can lease it to the private developer and the developer can pay off the upgrades.

Chairperson Thompson asked once the audit is completed and HPHA agrees with the plan the HPHA needs to find a company to finance the project. Mr. Birr stated yes, but HUD has a process that needs to be followed and will assist in the process.

Chairperson Thompson asked what are the risks involved with entering into a energy savings contract. Mr. Birr stated the primary risk is HUD regulations and funding changes, which risk HPHA already has currently.

Chairperson Thompson clarified that the investment grade audit is for federal projects only. If HPHA wants to do this for the State projects it would need to be done separately.

Chairperson Thompson called for a vote.

The motion was unanimously carried.

Chairperson Thompson called a recess at 11:25 a.m. and reconvened at 11:40 a.m.

RECESS/
RECONVENED

Director Beaver moved, Director Dodson seconded,

EXECUTIVE
SESSION

To go into Executive Session at 11:42 a.m. 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.

The motion was unanimously carried.

The Board reconvened from Executive Session at 12:21 p.m.

RECONVENED

Chairperson Thompson stated that a task force committee has been formed to collect and discuss the evaluation forms submitted by all Board members and to

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report back at the next meeting.

Chairperson Thompson reported the members of the Executive Director's review task force are Chairperson Thompson, Director Beaver, Director Yoshioka, and Designee Oliva.

Chairperson Thompson reported that Highpoint in Seattle is a mixed use project. This used to be an area with high crime and now it is a green project. The streams that used to be dirty now have fish swimming. The project manager told him that it took a while, but it's working well now.

TASK FORCE
REPORT/
FINANCIAL

Director Beaver asked what are the different job duties between the Chief Financial Management Advisor (CFMA) and the Fiscal Management Officer (FMO). Mr. Taniguchi stated the CFMA is in charge of the Fiscal Management Office, Information Technology Office (ITO), and the Personnel Office. The FMO will be in charge of the accounting and budget staff.

HUMAN
RESOURCES/
PERSONNEL

Director Hosino stated she asked Mr. Michael Flores at HUD if projects that don't have resident associations can join other resident associations if the project is under the same AMP. Mr. Flores informed her yes, as long as all residents are allowed/asked to serve on the Boards. If the projects don't want to join another project, they can form their own resident association. They will have their own budget.

TENANT/
TENANT
RELATIONS

Director Hosino stated the Resident Advisory Board (RAB) is looking into having phone conferences because the cost of flying people to Oahu is getting high. The RAB is also looking into getting a Video Conference Call (VCC).

Director Hosino stated that someone needs to come up with the description on tenant monitors.

Director Berthiaume stated the Homelessness Committee did not meet but Section 8 is getting 70 more vouchers for veterans.

HOMELESS-
NESS

Director Ignacio asked if she understood correctly that Ms. Miyoshi stated that the Next Step Shelter is still looking for more families to put into Puahala Homes, and that HPHA has a one year contract with OHA with three months notice to secure the Next Step Shelter facilities. Most of the Board agreed that she understood this correctly. Chairperson Thompson stated Russ Saito, Comptroller, Department of Accounting and General Services, will be attending the next Board meeting and would like Director Ignacio to bring this up with him at that time.

Director Ignacio stated she does not appreciate that the Board was given misinformation in the past regarding the future availability of the Next Step Shelter when the Board was asked to consider using Puahala Homes for homeless families

Director Hosino stated at the time the Board made the decision to allow Next Step Shelter the use of Puahala the Board was given a list of 14 families, but currently there are only nine families moved in. Why is this?

Chairperson Thompson asked who is responsible to get families moved in. Mr. Taniguchi stated it is Next Step Shelter's responsibility.

Chairperson Thompson stated he would like Mr. Taniguchi let Next Step know that the Board is very disappointed that they only have 12 out of the 14 families that were ready to move in.

Director Ignacio questioned why HPHA made a contract with the Next Step

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Shelter for \$950,000, if HPHA was unsure how long the Next Step Shelter was able to continue running.

Director Beaver asked when the contract was signed with OHA.

Director Berthiaume asked how long HPHA will allow the units that were taken out of inventory for Next Step to remain vacant before HPHA returns it back to the HPHA inventory.

Director Dodson asked for this to be an agenda item for the August 21, 2008 Board meeting.

Director Yoshioka stated that Department of Human Services (DHS) will have training classes on managing/supervising, performance evaluation, and disciplinary action.

OPERATIONS

Director Yoshioka suggested there should be training on conflict resolution for employees and possibly tenants.

Director Ignacio moved, Director Yoshioka seconded,

EXECUTIVE SESSION

To go into Executive Session at 1:30 p.m. pursuant to Sections 92-4, 92-5(a)(2), and 92-5(a)(4), the Board of Directors may convene in Executive Session to relative to possible personnel actions at AMP 37.

The motion was unanimously carried.

The Board reconvened from Executive Session at 1:42 p.m.

RECONVENED

Chairperson Thompson stated there was no action taken in Executive Session in relation to AMP 37.

Chairperson Thompson stated the Board will be creating an ad hoc task force for the mixed income project. Directors Beaver, Berthiaume, and Dodson volunteered to be on the task force.

MIXED INCOME PROJECTS

Chairperson Thompson stated the Board will move to the "For Information" on Implementation of Proposed Fees for AMPs.

FOR INFORMATION/ ON IMPLEMENTATION OF PROPOSED FEES FOR AMPs

Mr. Taniguchi stated this was created to put responsibility on residents and to discourage late and non payment. HPHA wants to: 1) change the fees charged for maintenance work for tenant-caused damages; 2) change the labor charge in accordance with the current hourly wage; 3) charge for excess use of utilities; 4) whenever possible have residents pay for their own utilities; 5) charge late payment fee, bounced check fee, dumping fee; and 6) repeated removal of the smoke detector will be a evictable act. The process is as follows: 1) Attorney General's approval 2) Board's approval, 3) Governor's approval 4) public comment 5) final Board approval. HPHA will have the "For Action" ready for the first approval to the Board within 90 days.

Director Berthiaume asked how HPHA will know if residents are using excess utilities if there are no individual meters. Ms. Fo stated there will be a check meter system. First, HPHA would need to inform the residents, and then monitor the usage for 6 months.

Director Hosino asked if the elderly projects will need to pay for their own utilities. Mr. Taniguchi stated yes.

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Director Hosino asked how is HPHA going to put this burden on the elderly when they are having a hard time now. Ms. Fo stated tenants would receive a utility allowance. The utility allowance would take into account health related equipment approved by a physician.

Chairperson Thompson stated it is unfair that the projects with the meters would start immediately and the other projects get to wait six months. Ms. Fo stated that all projects will start at the same time.

Director Hosino stated that she is concerned that the elderly will have a hard time to pay their own utilities. Ms. Fo stated she did some monitoring and with the utility allowance many residents will actually be given more allowance than what the actually cost of their utilities are.

Director Ignacio asked will all tenants get the same allowance. Ms. Fo stated it will be different depending on the size of a unit or the kind of appliances the tenant has. There is a formula from HUD.

Director Aiona asked what brought these changes on, is it to make money? Director Dodson stated this doesn't look like it is to make money; it looks like this is to make the residents responsible for their actions.

Chairperson Thompson asked the Board to respond to the request for FY 2009 outlook. This will be deferred to next month's Board meeting.

FY 2009
OUTLOOK

There being no further items to be discussed,

ADJOURNMENT

Director Aiona moved, Director Dodson seconded,

That the meeting be adjourned at 2:31 p.m.



MATILDA YOSHIOKA
Secretary

Approved

HAWAII PUBLIC HOUSING AUTHORITY

MINUTES OF THE ANNUAL MEETING
OF THE HAWAII PUBLIC HOUSING AUTHORITY
HELD AT 1002 N. SCHOOL STREET, BLDG. E
ON THURSDAY, JULY 17, 2008,
IN THE CITY AND COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Annual Meeting at 1002 N. School Street, on Thursday, July 17, 2008 at 9:00 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 Rene Berthiaume
Director Eric Beaver
Director Matilda Yoshioka
Director Sam Aiona
Director Sherrilee Dodson

Executive Director, Chad Taniguchi
Deputy Attorney General, Krislen Chun

EXCUSED: Director Kaulana Park
Director Linda Smith

STAFF PRESENT: Barbara Arashiro, Executive Assistant
Clifford Laboy, Program Specialist
Derek Fujikami, State Housing Development
Administrator
Michael Hee, Contracts Administrator Section Chief
Michael Isobe, Public Housing Supervisor
Myles Sakamoto, Housing Inspector Technician
Patti Miyamoto, Chief Compliance Officer
Sandra Miyoshi, Homeless Programs Administrator
Shirley Befitel, Personnel Supervisor
Stephanie Fo, Acting Property Management and
Maintenance Services Branch Chief
Taryn Chikamori, Secretary to the Board

OTHERS: Ericka Liashenko, Hawaii Government Employees
Association Business Agent
Larry Jones, MD Strum
Tim Garry, private resident
Juliana Damico, Governor's Policy Office
Senator Suzanne Chun Oakland, State of Hawaii Senate

Chairperson Thompson declared a quorum present.

QUORUM

Chairperson Thompson asked for public testimony. There being none, he moved on with the next agenda item.

PUBLIC
TESIMONY

HAWAII PUBLIC HOUSING AUTHORITY

Chairperson Thompson stated the Chairperson position is up for nominations.

Director Dodson nominated, Director Hosino seconded,

That Director Travis Thompson be Chairperson.

The motion was unanimously carried.

Chairperson Thompson stated the Vice-Chair position is up for nominations.

Director Hosino nominated, Director Ignacio seconded,

That Director Eric Beaver be Vice-Chairperson.

The motion was unanimously carried.

Chairperson Thompson stated the Secretary position is up for nominations.

Director Ignacio nominated, Director Hosino seconded,

That Director Matilida Yoshioka be Secretary.

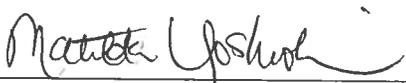
The motion was unanimously carried.

Chairperson Thompson stated that according to the Hawaii Public Housing Authority (HPHA) By-Laws the Executive Director shall be the ex-officio Treasurer.

There being no further items to be discussed,

Director Aiona moved, Director Dodson seconded,

That the meeting be adjourned at 9:05 a.m.



MATILDA YOSHIOKA
Secretary

Approved

ELCETIONS
OF OFFICERS/
CHAIRPERSON

VICE-CHAIR

SECRETARY

TREASURER

ADJOURNMENT

FOR ACTION

SUBJECT: Reappointment of Ms. Thelma Akita-Kealoha to the Maui Eviction Board for a Two-Year Term Expiring on August 31, 2010

I. FACTS

- A. The Maui Eviction Board, composed of members of the community, is responsible for affording public housing tenants a full and fair hearing during lease termination proceedings.
- B. Pursuant to HRS 356D, the Hawaii Public Housing Authority is authorized to appoint an eviction board in each county to hear cases referred for eviction. In accordance with HRS 356D, the Eviction Board has an authorized composition of at least three members, one of which must be a resident of public housing.
- C. Having more than the minimum amount of members appointed to the Maui Eviction Board will allow the Hearings Office to process requests for hearing in an efficient and timely manner, and avoid cancellation of hearings for lack of quorum.
- D. Ms. Thelma Akita-Kealoha resides in Pukalani. She is currently employed at Catholic Charities of Hawaii as the Maui Community Director. Her experience with resident issues and continued involvement within the community are assets to this Board. Ms. Akita-Kealoha was appointed to the Maui Eviction Board in 2004 and reappointed in 2006. She has expressed her willingness to serve as a board member for another two-year term.

II. RECOMMENDATION

That Ms. Thelma Akita-Kealoha be reappointed to the Maui Eviction Board for a two-year term expiring on August 31, 2010.

Prepared by: Lori Wegesend, Hearings Assistant *LW*

Approved by the Board of Directors at its meeting on
AUG 21 2008

HEARINGS OFFICE

Please take necessary action

[Signature]
EXECUTIVE DIRECTOR

2694 AKALANI PLACE
PUKALANI, HAWAII 96768
PHONE 572-08540
Cell: 281-8534

Thelma M. Akita-Kealoha

Education

Baldwin High School Wailuku, Hawaii
Maui Community College Kahului, Hawaii
(Associate Degree in Human Services)

1999 - 2004 University of Phoenix Wailuku, Hawaii
(Bachelor's Degree in Human Services)

Experience

Dec 2006-current Catholic Charities Hawaii

Maui Community Director

- Liaison with the community on behalf of Catholic Charities Hawaii (CCH) and the Maui programs
- Research and identify community needs, funding sources for services and assist in the completion of grants
- Work with the Maui Advisory Board for Catholic Charities Hawaii, coordinate meetings, maintain contact and communication on behalf of the agency
- Prepare and submit reports on community activities
- Represent our CCH Maui programs on community partnerships and community activities
- Raise awareness of the presence of Catholic Charities Hawaii on Maui in the community
-

2005-current MEO Head Start/BEST PROTECT

Community Advocate Coordinator

- Supervise program staff and ensure program goals are being met (tobacco cessation, Ohana Strengthening Parenting Program, PROTECT – pre-trial women and Free To Be – infant and toddler program)
- Researches funding sources, prepares and submits grants for matching funds sustainability. Assists in preparation of grant proposals, work programs and contacts
- Assisted in the development of the 'Ohana Strengthening program from the grant writing to the implementation of the program
- Promotes, coordinates and facilitates community activities on the causes and effects of substance abuse and/or child abuse and neglect
- Created a new curriculum for 'Ohana Strengthening parenting classes
- Assisted in the development and implementation of the PROTECT Program, classes and structure (this program focuses on pre-trial women in Maui Community Correctional Center)
- Provided technical assistance for neighbor islands for expansion of the Free To Grow program

- Assisted in the development of the Head Start Tobacco Cessation program for staff and families from the grant writing until the implementation of the program
- Works with existing community programs for collaboration and accomplishments of community goals
- Assist in the process for Memorandum of Agreements and/or contracts
- Responsible to gather information and produce monthly /quarterly reports

2002- 2005 MEO Head Start Wailuku, Hawaii

Free to Grow Community Advocate Specialist

- Assisted in the development of the family and community strengthening program
- Promotes the Free to Grow program within the targeted Wailuku Community.
- Assists emerging community leaders and businesses in the Wailuku Community.
- Provides leadership training to educate and empower community leaders.
- Promotes, coordinates and facilitates community activities on the causes and effects of substance abuse and/or child abuse and neglect.
- Analyzes data collected through Community Needs Assessments to determine how to best serve assigned community.
- Researches funding sources, prepares and submits grants for matching funds sustainability.

1997 – 2002 MEO Head Start Wailuku, Hawaii

Program Coordinator

- Supervise Program Specialists and work with them to insure goals of the program are being met
- Assists in preparation of grant proposals, work programs and contracts
- Maintain and produce monthly /quarterly reports
- Coordinates as well as assists in facilitation of Administrative Training and monthly training sessions for Head Start staff
- Design and implement personal Head Start personnel career development goals
- Ensure site compliance with program policy and procedures (county, state, and federal guidelines)
- Assists in coordination of Head Start evaluation process (IMP)
- Assist in the process for Memorandum of Agreements and/or contracts
- Other duties as assigned by the Head Start Director
- Liaison and work with other community agencies serving children/families
- Liaison with the Baby Hui and facilitate parent support groups

1996 – 1997 Maui Youth and Family Services

Acting Program Director

- Supervise outreach, youth service center, experiential/prevention, and wrap around program/staff (32 staff)
- Maintain and produce monthly and quarterly reports
- Update program policies manual and participate in accreditation process
- Coordinate community support and council group for youth service center
- Assist in grant/proposal writing

- Liaison for social and State agencies
- Provide case review and back up support for staff
- Orient and train staff in respective duties

1995 – 1996 Maui Youth and Family Services

Peer Education Specialist

- Maintain liason with Maui Teenline Committee
- Recruit youth for youth participation, peer education, and youth service center youth council components
- Teach peer education
- Provide back up support for youth service center and outreach counselors
- Coordinate a graffiti project with Maui County, Police and MYFS
- Provide individual counseling, group counseling and case management for youth/families as well as crisis counseling
- Community liaison with "Imi I Loko I Kou Piko, Safety Action Committee, Youth Outcomes Project, Youth in Action, Teenline.

1986 – 1995 Maui Youth and Family Services

Youth Service Center/Outreach Coordinator

- Supervise outreach, youth service center, and experiential staff
- Maintain and produce monthly/quarterly reports
- Update client data
- Provide weekly staff consultation on client matters
- Orient and train staff in respective duties
- Handle referrals and crisis calls as needed
- Create program policies manual
- Created and co-facilitated Peer Education Program
- Assist in grant/proposal writing
- Coordinated, recruited, and trained volunteers

Continuing Education

Child Sexual Abuse (48 hours)

- Dynamics of Child Abuse (16 hours)
- Substance Abuse, Project 714 (16 hours)
- Homebased/Nurturing Program (16 hours)
- Drug Prevention Program (60 hours)
- First Aid and CPR
- Gang/Drug Policy Program (40 hours)
- Motivational Interviewing (8 hours)

Training

- Grant Writing
- Grant writing for the Humanities
- Brief Interventions
- Basic Labor Laws (Hawaii Employers Council)
- Laws Concerning Handicapped (HEC)
- Performance Appraisals (HEC)

Crisis Care – Homebuilders Model
Reality Therapy Workshop
Diffusing Adolescent Aggression
Housewise/Streetwise
Suicide and Crisis Intervention
Family Violence
Adolescent Support Groups, Group Therapy
Family Therapy, Treatment
Youth Gangs
AIDS Workshop
MILAM – Under the Influence
STEP Training
How Children Tell – Sexual Abuse/Advanced Sex Abuse Training

References

Stephen Kealoha (non-relative) retired,
Board President Malama Family Recovery Center (Aloha House, Inc)
2682 Akalani Street
Pukalani, Hawaii 96768
Phone: 572-7448

Sandra McGuinness
Physical Activity and Nutrition Coalition
Program Coordinator
PO Box 769
Makawao, Hawaii 96768
Phone: 572-1002

Duke Sevilla
Neighborhood Place of Wailuku
702 Kaae Road
Wailuku, Hawaii 96793
Phone: 244-4790

Jud Cunningham
Aloha House, CEO
444 Hana Hwy, Suite 201
Kahului, Hawaii 96732
Phone: 871-1314

Tranquillino Mabellos
Aloha House, Mental Health Services
Case Manager/Social Worker
140 Uwapo Road, Apt 39-203
Kihei, Hawaii 96753

FOR ACTION

SUBJECT: APPROVAL OF RESOLUTION NO. 14 APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FISCAL YEAR ENDING JUNE 30, 2008

I. REQUEST

Approval of the SEMAP Certification for FY ending June 30, 2008.

II. FACTS

- A. SEMAP is a management assessment system that the Department of Housing and Urban Development (HUD) will annually use to measure the performance of all housing agencies (HAs) that administer the Section 8 tenant-based rental assistance program.
- B. SEMAP sets forth the following fourteen (14) indicators to measure program performance. SEMAP enables HUD to ensure program integrity and accountability by identifying HA management capabilities and deficiencies and by improving risk assessment to effectively target monitoring and program assistance. HAs can use the SEMAP performance analysis to assess their own program operations.
- C. Indicators 1-8, 13 and the Bonus Indicator are "self certified." Indicators 9-12 and 14 are measured and reported by HUD's Public & Indian Housing Information Center (PIC) Reports.
 - 1. Indicator 1. Selection from the Waiting List **(15 pts)**
Examines whether the HA has written policies in its administrative plan for selecting applicants from the waiting list and whether the HA follows these policies when selecting applicants for admission from the waiting list.
 - 2. Indicator 2. Reasonable Rent **(20 pts)**
Examines whether the HA has and implements a reasonable written method to determine and document for each unit leased that the rent charged by the owner is reasonable based on current rents for comparable unassisted units.
 - 3. Indicator 3. Determination of Adjusted income **(20 pts)**
Examines whether at the time of admission and annual reexamination, the HA verifies and correctly determines adjusted annual income for each assisted family and, where the family is responsible for utilities under the lease, the HA uses the appropriate utility allowance for the unit leased in determining the gross rent.
 - 4. Indicator 4. Utility Allowance Schedule **(5 pts)**
Examines whether the HA maintains an up-to-date utility allowance schedule.

5. **Indicator 5. Housing Quality Standards (HQS) Quality Control Inspections (5 pts)**
Examines whether a HA supervisor or other qualified person reinspects a sample of units under contract during HA fiscal year, under HUD's Quality Control sample guidelines.
6. **Indicator 6. HQS Enforcement (10 pts)**
Examines whether following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection and all other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any HA-approved extension. Also if deficiencies were not corrected within the required timeframe, the HA stopped housing assistance payments or took action to enforce the family obligations.
7. **Indicator 7. Expanding Housing Opportunities (5 pts)**
Examines whether the HA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, informs rental voucher and certificate holders of the full range of areas where they may lease units both inside and outside the HA's jurisdiction, and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.
8. **Indicator 8. Fair Market Rent (FMR) Limit and Payment Standards (5 pts)**
Examines if HA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and has payment standards which do not exceed 110 percent of current applicable FMR and which are not less than 90 percent of the current FMR.
9. **Indicator 9. Annual Reexaminations (10 pts)**
Examines whether the HA completes a reexamination for each participating family at least every 12 months.
10. **Indicator 10. Correct Tenant Rent Calculations (5 pts)**
Examines whether the HA correctly calculates tenant rent in a) the rental certificate program, and b) the family's share of the rent to owner in the rental voucher program.
11. **Indicator 11. Pre-Contract HQS Inspections (5 pts)**
Examines whether newly leased units pass HQS inspection on or before the beginning date of the assisted lease and Housing Assistance Payment (HAP) contract.
12. **Indicator 12. Annual HQS Inspections (10 pts)**
Examines whether the HA inspects each unit under contract at least annually.
13. **Indicator 13. Lease-Up (20 pts)**
Examines whether the HA enters HAP contracts for the number of units under budget for at least one year.
14. **Indicator 14. Family Self-Sufficiency (FSS) Enrollment and Escrow Accounts (10 pts)**
Examines whether the HA has enrolled families in the FSS program as required, and the extent of the HA's progress in supporting FSS by measuring the percent of current FSS participants with the FSS progress reports entered in PIH Information Center (PIC) that have had increases in earned income which resulted in escrow account.

In addition, there is a Deconcentration Bonus Indicator, which is optional for HAs with jurisdiction in metropolitan FMR areas, such as HPHA. This indicator examines the percent of Section 8 mover families with children who moved to low poverty census tracts in HA's principal operating area during the last HA FY and is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of last HA FY. (5 pts)

III. DISCUSSION

The SEMAP score and overall performance rating identifies housing agencies as high performer, standard or troubled and identifies and requires corrective actions for SEMAP deficiencies, and imposes sanctions for troubled performers.

Indicator	Maximum Points	FY 07 Points	Anticipated Points for FY 08
#1: Selection from the Wait List	15	0	15
#2: Reasonable Rent	20	15	15 ₁
#3: Determination of Adjusted Income	20	15	15 ₂
#4: Utility Allowance Schedule	5	5	5
#5: Housing Quality Standard (HQS) Quality Control Inspections	5	5	5
#6: HQS Enforcement	10	0	0 ₃
#7: Expanding Housing Opportunities	5	5	5
#8: Fair Market Rent (FMR) Limit and Payment Standards	5	5	5
#9: Annual Reexaminations	10	10	10
#10: Correct Tenant Rent Calculations	5	5	5
#11: Pre-Contract HQS Inspections	5	5	5
#12: Annual HQS Inspections	10	10	10
#13: Lease-Up	20	20	0 ₄
#14: Family Self-Sufficiency (FSS) Enrollment and Escrow Account	10	10	8 ₅
#15: Deconcentration Bonus	5	5	5
Total	145	115	108 ₆

Footnotes:

¹File samples indicated some rent comparables were dated or did not follow Administrative Plan procedure. Errors did not impact final rating as Standard Performer. To receive maximum points, HPHA must score at least 98%. Staff has been reminded to double check the inspectors' work for completeness to improve score in the future. Out of 90 files reviewed, 9 files had errors resulting in a 90% compliance or 15 points. To receive maximum points, HPHA must score at least 98%. We anticipate full points for 2009 SEMAP.

²File samples indicated some rent calculations did not follow PIH 2004-1 policy and procedure. Errors did not impact final rating as Standard Performer. Training has been established during Branch meetings to address the deficiency and improve score in the future. Out of 238 files reviewed, 40 files had errors resulting in a 83% compliance or 15 points. To receive maximum points HPHA must score at least 90%.

³Some file samples indicated that HPHA staff failed to contact owner whether failed inspection items were completed or extension was needed. Problem has been identified and corrected for 2009 SEMAP. Controls have been created whereby the inspection section follows up on failed items. Out of 13 files reviewed, 1 file had an error resulting in 92% compliance. However, to receive the maximum points HPHA must score 100% compliance. We anticipate full points for 2009 SEMAP.

⁴HPHA Housing Assistance Payment expenditures were 91.02% of the Budget Authority. To receive the minimum 15 points, HPHA must expend at least 95% of the Budget Authority. The Section 8 Branch has begun to issue more vouchers to attain this mark for FY 2009.

⁵The Family Self-Sufficiency (FSS) file reviews indicate that there are 70 participating families out of 105 available slots resulting in 67% mandatory slots filled; 34 of these families have an escrow account balance resulting in 49% of the FSS families with an account balance. SEMAP indicator 14 states that if 60-79% of its mandatory FSS slots and 30% or more of FSS families have an escrow account balance, 8 points shall be awarded. The FSS Program continues to outreach and establish escrow balances to attain the full 10 points for FY 2009.

⁶Deconcentration Bonus points not included in the total SEMAP points.

The Section 8 Management Assessment Program Certification is being submitted for FY ending June 30, 2008, 108/145 = 75.0%, Standard Performer Rating.

Less than 60% = Troubled Performer Rating

60%-89% = Standard Performer Rating

90% plus = High Performer Rating

IV. RECOMMENDATION

That the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 14, approving the Section 8 Management Assessment Program Certification for FY ending June 30, 2008.

Prepared by: Dexter Ching, Section 8 Subsidy Programs Branch Chief DC
Reviewed by: Barbara Arashiro, Executive Assistant BA

Approved by the Board of Directors at its meeting on
AUG 21 2008

SECTION 8 SUBSIDY PROGRAMS BRANCH

Please take necessary action

[Signature]
EXECUTIVE DIRECTOR

RESOLUTION NO. 14

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

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

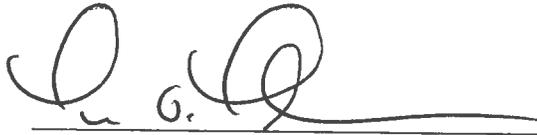
WHEREAS, the Board of Directors of the Hawaii Public Housing Authority, in compliance with the U.S. Department of Housing and Urban Development (HUD) management performance requirements for Fiscal Year 2008, has reviewed the Section 8 Management Assessment Program (SEMAP) Certification, herein attached, and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approves the SEMAP Certification for FY ending June 30, 2008.

The UNDERSIGNED, hereby certifies that the foregoing Resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on August 21, 2008.



Travis Thompson, Chairperson

For background information

2007

current FSS participants with the FSS progress reports entered in PIC that have had increases in earned income which resulted in escrow account.

In addition, there is a Deconcentration Bonus Indicator, which is optional for HAs with jurisdiction in metropolitan FMR areas. This indicator examines the percent of Section 8 mover families with children who moved to low poverty census tracts in HA's principal operating area during the last HA FY and is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of last HA FY. (5 pts)

III. DISCUSSION

The SEMAP score and overall performance rating identifies housing agencies as high performer, standard or troubled and identifies and requires corrective actions for SEMAP deficiencies, and imposes sanctions for troubled performers.

Indicator	2005 Final Points	2006 Final Points	2007 Anticipated Points	SEMAP Maximum Points	2008 Anticipated Points
#1: Selection from the Wait List	15	0	0 ₁	15	15
#2: Reasonable Rent	20	15	15 ₂	20	20
#3: Determination of Adjusted Income	20	15	15 ₃	20	20
#4: Utility Allowance Schedule	5	5	5	5	5
#5: Housing Quality Standard (HQS) Quality Control Inspections	5	5	5	5	5
#6: HQS Enforcement	10	0	0 ₄	10	10
#7: Expanding Housing Opportunities	5	0	5	5	5
#8: Fair Market Rent (FMR) Limit and Payment Standards	5	5	5	5	5
#9: Annual Reexaminations	10	10	10	10	10
#10: Correct Tenant Rent Calculations	5	0	5	5	5
#11: Pre-Contract HQS Inspections	NA	5	5	5	5
#12: Annual HQS Inspections	10	10	10	10	10
#13: Lease-Up	15	15	20	20	20
#14: Family Self-Sufficiency (FSS) Enrollment and Escrow Account	10	8	10	10	10
#15: Deconcentration Bonus	0	5	5	5	5
Total	135	98	115	145 ₅	150

Footnotes:

¹Contact letters were dated one or two days apart which caused the applicants not being called in order. **Problem has been identified and corrected for 2008 SEMAP.** Supervisor controls master mailings.

²File samples indicated some rent comparables were dated or incomplete. Errors did not impact final rating as Standard Performer. We anticipate full points for 2008 SEMAP. Staff has been reminded to double check the inspectors' work for completeness to improve score in the future.

³File samples indicated some rent calculations did not follow PIH 2004-1 policy and procedure. Errors did not impact final rating as Standard Performer. Training has been established during Branch meetings to address the deficiency and improve score in the future.

2007

been identified and corrected for 2008 SEMAP. Controls have been created whereby the inspection section follows up on failed items. We anticipate full points for 2008 SEMAP.

⁵Deconcentration Bonus points not included in the total SEMAP points.

The Section 8 Management Assessment Program Certification is being submitted for FY ending June 30, 2007, 115/145 = 79%, Standard Performer Rating.

- Less than 60% = Troubled Performer Rating (0-86 points)
- 60%-89% = Standard Performer Rating (87-129 points)
- 90% plus = High Performer Rating (130-145 points)

IV. RECOMMENDATION

That the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No.09, approving the Section 8 Management Assessment Program Certification for FY ending June 30, 2007.

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

**Approved by the Board of Directors at its meeting on
AUG 16 2007**

SECTION 8 SUBSIDY PROGRAMS BRANCH

Please take necessary action



EXECUTIVE DIRECTOR

HPHA HOMELESSNESS TASK FORCE COMMITTEE MEETING REPORT

Attendee's: Kaulana Park, Rene Berthiaume, Sam Aiona, Sandi Miyoshi (Admin.)

Excused: Carol Ignacio

Date of Meeting: August 12, 2008

Location of Meeting: Teleconference

Time Start: 1:25 pm

Time End: 2:05 pm

Agenda:

1. Status update on State transitional housing projects (Sandi)
2. Puahala Homes Transitional Housing status (Sandi)
3. Update on Homeless Division – vacancies, budget/funding issues (Sandi)
4. Other business: Homeless Division monthly report, Update on Strategic Plan to End Homelessness (Sandi)
5. Next Meeting: Sep. 9, 2008, 1pm (t-conf)

Notes:

1. Status update on Kahikolu, Kumuhonua, and Villages of Maili.

Kahikolu has begun taking residents with a grand opening on Aug 20th. (72 units, emergency, transitional and affordable rentals). Referral process is slow due to Hawaii Coalition of Christian Churches (Provider) rules and rental fee's, however State is working with them and expected to be one-third full before grand opening date.

Kumuhonua (formerly Bldg 36) is underway with timeline to open in mid-Sept. HCAP (Provider) is close to finalizing the contract with HPHA and is ramping up on the hiring personnel.

Villages on Maili is scheduled to open in mid-October due to a mix up in the receiving home timeline. Catholic Charities Hawaii (Provider) is still in contract negotiations due to Leg budget cuts from HPHA, however a remedy should be worked out by the end of this month. Additionally, they have expressed no desire to take on the contract management of the childcare programs. Should that be the case, HPHA may serve as the contract manager for these childcare programs. Kitchen provider is close to finalizing.

2. Program issues and challenges:

a) Homeless Division vacant positions – Homeless coordinator will be hired Aug 28th. Program specialist position was recently vacated and is in the early stages of request to fill.

b) Budget issues: Leg only appropriated \$1.2M to Homeless Division budget that was supposed to fund the Provider operating costs for Villages of Maili. Rene will be meeting with Sen. Chun-Oakland and politicians and if appropriate, plant the seed to restore any incremental increases to their budget for Provider management and services.

3. Puahala Homes 14 Transitional Units: Thirteen families are moved in. One family still waiting until an existing family can be relocated to another repaired unit. There remains 39 vacant units at Puahala that are in need of repair. Provider H-5 (Utu Langi) has begin maintenance and social programs in the cluster areas with all thirteen families and will eventually open up the programs to include other Puahala residents. Governor will visit the thirteen families between 10am-11am, Aug. 27th.

4. Other business: The Strategic Plan To End Homelessness is still in process. By next month, UH Family Center will develop a one-to-two page summary synopsis to accompany the 39 page document. The Homeless Task Force will be preview the draft synopsis and will add any comments.

5. Next Meeting: Sept. 9, 2008, 1pm, t-conf call.

Other Items/Issues of Interest:

- Governor visit to Puahala Homes transitional on Aug. 27th asked that Board members be present if available.

Submitted By:

Kaulana Park 
Kaulana Park, Chair

August 20, 2008
Date

Memo

TO: HPHA Board of Directors
FROM: Ad Hoc Mixed Income Redevelopment Task Force
DATE: August 21, 2008
RE: Report

Our task force met twice since our last board meeting. The purpose of our meetings was to establish a process by which the board could decide whether to pursue mixed income redevelopment initiatives.

We reviewed with the Executive Director how mixed income projects work generally and learned that several firms have expressed interest in doing a project in Hawaii.

The task force identified the following steps as being important to the board's decision-making process:

1. Informing key government officials of HPHA's plan to introduce the mixed income concept to the public housing community;
2. Introducing, in very general terms, the mixed income redevelopment concept to the public housing community;
3. Board review of the input received from the public housing community;
4. Identifying all stakeholders that will need to be involved in such an undertaking and ensuring broad stakeholder support;
5. Identifying the legal and political steps necessary to effect such a project;
6. Hiring an expert consultant to conduct a two-step due diligence process that includes first a preliminary feasibility analysis and then an in-depth evaluation which takes all factors into consideration;
7. Based on the study and stakeholder support the board would then decide whether to pursue a project.

The task force reviewed and gave input on HPHA's presentation to the public housing community regarding the mixed income concept. We also reviewed with Chad the community's response to the mixed income concept, which was favorable.

Chad was tasked to draft a proposed process that included the items above and a timeline. This will be presented today for board input. The process and timeline will then be finalized before the September board meeting.

END

Executive Director's Report
August 21, 2008

Highlights:

- A. **FY 2009 Budget**
Changes to income and expenses are being verified and will be presented at the Board meeting.
- MD Strum recommends that updates to the HPHA FY 2009 budget be provided to the Board monthly, and amended in January and April of 2009, unless there is a need for more amendments.
- B. **Special Teams**
- **Vacant Units – See Attachment #1**
520 vacant units as of 6/30/08 (the target to complete during FY 2009) 140 completed by 8/12/08 (26% of the total), by Unit Turnaround Team and private contractors.
 - **St. Paul Housing Authority Staff member planning to provide training in August-September.**
 - **Applications and Collections**
St. Paul Housing Authority Staff members trained Special Teams 7/21 - 7/25/08. See report and recommendations Attachment #2
- C. **Financial Management**
- Budget to actual comparison for July 2009 is being prepared.
 - MD Strum projects 9/15/08 to provide data to the HUD Financial Data System. HUD's deadline changed from 8/31/08 to 9/21/08.
 - MD Strum projects completing documents for the FY 2008 Audit process by 11/7/08.
 - HPHA hired five temporary account clerks to assist with FY 2009 general ledger input while staff accountants focus on the FY 2008 financial documents.
 - EmPHAsys software training in scheduled for November 2008 or later for current staff.
 - Chief Financial Management Advisor recruitment is in process.
- D. **Training**
- The first of several trainings for supervisors was held on 8/14/08 on the Performance Appraisal System and Discipline.
 - Upcoming Training: MD Strum on Expense Management 8/26/08 and Procurement 8/27/08.
 - HUD's Office of Inspector General Training on Fraud 8/21/08.
 - HUD Training on Financial Assessment Subsystem on 8/27/08.
- E. **Puahala Transitional Housing Units**
- 13 Next Step Shelter resident families have been moved in as of 8/14/08. The 14th family is scheduled after 8/18/08.
- F. **Resident Community Meetings at the AMPs**
- Meetings at 4 of 16 AMPs were held starting August 5. Attendance has been 100, 70, 60 and 70. Please see agenda and partial list of handouts provided to all residents. Attachment #3. The meetings have been positive with residents, non profits, and government officials stating their concerns, and staff responding. Follow up meetings will be held two more times during the fiscal year to hold staff and residents mutually

accountable. Residents are being organized into active groups and associations. Residents have positively received the presentations on possible mixed income redevelopments for HPHA. HPHA is clearly stating that no decisions have been made to pursue mixed income redevelopments and there is no specific project being discussed.

G. Legislative Update

The quarterly HPHA briefing for the Senate/House Housing committees will be on August 22, 2008 (the day after the Board Meeting) at room 325 of the State Capitol from 9:00 a.m. – 11:00 a.m. Board members are welcome to attend. This briefing will include a presentation by others on mixed income and mixed finance developments of public housing.

H. Reports - (Letters indicate Exhibits attached)

1. Fix vacant units
 - a. Vacant units for repair and renovation by contractors FY 09.
 - 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. Elevator Repair Report.
 - d. Elevator Modernization Report.
3. Monthly Property Management Report (see Exhibit e)
 - Low Income Housing Owned or Administered – Federal
 - Low Income Housing Owned or Administered – State
 - Low Income Housing Owned or Administered – Section 8
 - Monthly Occupancy Summary – Federal
 - Number of Families Housed – Federal
 - Public Housing Waiting List – Federal
 - Public Housing Waiting List – Section 8
 - Number of Transfers for Fiscal Year 2008 – Federal
 - Number of Transfers Over Time – Federal
 - Annual Evictions – Federal
 - Rents Uncollected for Fiscal Year 2008 – Federal
 - Rents Uncollected Over Time – Federal
 - Maintenance Work Orders – PHAS Grades – Federal
 - Work Order and Labor Ratio – Federal
 - f. Property Management and Maintenance Services Branch Status Report that includes Vacant Unit Summary.
 - g. Results of Eviction Referrals July 2007 – July 2008
4. Procurement
 - h. List of contracts
5. Section 8 Subsidy Programs Branch
 - i. Program Report
6. Personnel status
 - j. Staffing report
 - k. Staff vacancy report
7. Homeless Programs Branch – Exhibit I

Vacant Unit Completion Status
As of 8/12/2008

Project	Vacant Units	Completed	To be Completed	Assigned to Special Teams	Assigned to CMS
AMP 30 (Halawa)	4	3	1	1	0
AMP 31 (Kalihi Valley Homes)	103	50	53	17	36
AMP 32 & 33 (Mayor Wright Homes)	26	10	16	6	10
AMP 34 (Kalakaua)	28	3	25	5	20
AMP 35 (Punchbowl)	44	1	43	12	31
AMP 37 (Hilo)	49	1	48	16	32
AMP 38 (Kauai)	22	6	16	8	8
AMP 39 (Maui)	61	8	53	23	30
AMP 40 (Kuhio Park Terrace)	32	6	26	9	17
AMP 43 (Kona)	33	28	5	2	3
AMP 44 (Leeward Coast)	31	4	27	9	18
AMP 45 (Windward Oahu)	22	6	16	10	6
AMP 46 (North Hawaii)	31	3	28	27	1
AMP 48 (Waipahu)	14	2	12	12	0
AMP 49 (Wahiawa/Waiialua)	17	9	8	5	3
AMP 50 (Palolo)	3	0	3	2	1
Total	520	140	380	164	216

Report on Visit from St. Paul Housing Authority
 July 21, 2008 – July 25, 2008

Kristine Lindgren
 Merhawit Kubrom
 Michelle Kallenbach

1. SPHA staff met with all levels of HPHA staff, including executive management staff, applications staff, management staff, budget subcommittees, visited Maui project, conducted teleconference with Hilo and Kauai offices.
2. SPHA staff reviewed HPHA’s Admissions and Continued Occupancy Policy, Administrative Rules, and procedures on applications, placement, collections and write-offs.
3. Significant Policy Differences Between HPHA and SPHA

SPHA	HPHA
Preferences. SPHA has only one preference for Veterans for its family project	HPHA has preferences for Homeless, Involuntary displaced, and victims of domestic violence
Screening. SPHA screens applicants for suitability. SPHA rejects almost half of the applicants due to poor housing history	HPHA has not implemented screening for suitability on a consistent basis.
Wait List Maintenance. SHPHA resequences their wait list every 2 weeks.	HPHA resequences the list every 3 months.
Collections. SPHA refers all tenants for eviction within 14 days of non-payment of rent. Able to obtain court date within 10 days of referral to the Housing Court.	HPHA has an administrative hearings process for late payment of rent.
Fees. SPHA maintains a schedule of fees, such as late service fee, bounced check fee, attorney’s fees, maintenance fees.	HPHA is in the process of implementing similar fees.

4. SPHA Recommendations for HPHA. See attached.

RECOMMENDATIONS
July 25, 2008

Immediate Actions:

Assign duties according to work flow draft

- data entry of entire application by one clerical support staff person
- 3 staff conduct interviews of mixed bedroom sizes
- 1 staff completes rent calculations
- supervisor assigns completed file to available unit
- re-assign additional clerical tasks based on skill level/work unit needs

Establish a regular timeframe for applicant selection/draw (bi-weekly, monthly, etc.) & follow agreed upon schedule

Establish written procedures with timeframes for each step in the process

Work with staff in other areas (management, maintenance) to improve communication & to supply accurate information regarding vacancies, unit prep time, etc.

Implement consistent screening and processing practices across work sites; consider centralizing screening or implement requirement to follow established practices

Follow-Up Actions:

Review and refine processes for improved processing efficiency

Reduce phone communication and/or utilize written format for documentation requests

Establish & adhere to defined timeframes for worker activities & applicant responses

Establish a defined procedure for add-ons

Review & update forms

Follow-up with IT staff to explore improved re-sequencing process

Re-sequence waiting list more often than quarterly (*every month*)

Establish a schedule for waiting list update & follow established schedule

Explore new options for waiting list management (consolidation of location & bedroom size) or develop an improved monitoring system

Implement a system of checks & balances to include file monitoring by supervisor

Long Term Goals:

Implement Elite or other advanced waiting list module

Implement stricter applicant suitability screening § 2028 - 17, HAR

Future Considerations:

Hold periodic rethinking exercises to establish goals, identify barriers, brainstorm solutions and set realistic implementation deadlines

Revise ACOP

Retain one offer policy but establish standardized reinstatement policy

Reconsider preferences; consider weighting preferences

Develop monitoring reports *for staff performance*

Maintain a standardized meeting schedule to improve communication

Increase resident accountability

Recommendations for collecting rents

1. Implement late service fee Example: \$20.00
2. Implement interims for rent increases at time of increase
3. Enforce chronic late rent policy (some mangers do and some don't enforce the policy. *Mgmt termination*)
4. Don't use collection agency if tax intercept will work. Charlene didn't have any info about tax intercept so I was unable to see what the procedures are.
5. Send out letters following move out letter. Gave example letter to Charlene.
6. Change security deposit amounts based on income. \$150 being minimum, not what the rent amount is.
7. Managers need to follow through with eviction packets and should be required to give them to a supervisor on a timely manner.
8. Eliminate the second notice letter. They are sent a 14 day letter, then they meet with manager (same as manager knocking on door)
9. Implement New Admissions requirement. Use housekeeping video and let tenants know what is expected of them. St Paul gives a \$25 rent credit for attending the meeting.
10. Need more specialists to do rent calcs and require tenant's to pay based on their income. Heard from two work units.
11. Will get tenant ledger that Curt created from MLS to use to attach to eviction packets.

**August – October 2008
Hawaii Public Housing Authority (HPHA)
Resident Community Meeting
6:00 to 7:30 p.m.**

Agenda

Ground Rules:

- 1) One person speaks at a time
- 2) No interrupting each other
- 3) Everyone's input is important
- 4) Respectful behavior
- 5) Start and end on time

Topics for Discussion:

- 1) New HUD requirement for Asset Management (project based management)
- 2) Resident Association and resident issues/concerns
- 3) Community, police, neighborhood board, nonprofit and elected official issues/concerns
- 4) HPHA staff and management issues/concerns
- 5) Long-term public housing repair and maintenance needs
- 6) Possible solutions such as, a) resident and volunteer involvement, b) mixed income/mixed finance development (successfully done in places such as San Francisco and Seattle), and c) other solutions

0/28/07

Hawaii Public Housing Authority
Values

Treat People Right

- As you would want to be treated, with respect and courtesy
- Provide superior customer services externally and internally

Do the Right Thing

- Restore the public trust by spending public funds carefully as if it were your own
- Do the right job, the right way

Communicate

- Practice effective 2-way communication with all stakeholders on a timely and regular basis
- In a respectful and appropriate manner

Encourage Initiative and Innovation

- Work towards continuous improvement to increase efficiency and effectiveness
- Learn from our mistakes
- Be open minded to positive changes
- Commit to continuous education
- Empower staff to improve or make system changes

Inspire Greatness in Others

- Recognize and build on our successes
- Lead by Example

• **Priorities**

- Fixing vacant units
- Filling vacant units, administrative rules
- Evictions for nonpayment of rents and rules violations
- Finishing work orders
- Performance evaluations
- Community organizing: maintain units and grounds, conserve energy and water, work with staff

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4694

HPHA FY 2009 Budget and Turnaround Plan
August 5, 2008

Background

- 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.

HPHA Turnaround plan:

For FY 2009, during the next 12 months

- Increase income by fixing, filling vacant units, collecting rent and implementing business systems recommended by St. Paul Housing Authority.
- Decrease costs by becoming more productive and efficient.

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>
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Effect of achieving budget goals and performance targets on budget	\$1,680,000
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State of Hawaii
 Department of Human Services
 Hawaii Public Housing Authority
 Financial Operations Summary - Federal Low Rent Program,
 (State) Single Family Housing Program, and Elderly Housing Program (State)
 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	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)

The Future of Public Housing in Hawaii

The Redevelopment of Public Housing Units

Current Condition of Public Housing in Hawaii?

- 5,363 'federal' units
- 864 'state' units
- Run-down
- Needs repair

Maintenance & Repair Costs

- \$900 million for 2003-2033 (2003 dollars)
- Average \$30 million per year for 30 years
- Current amount received from state and federal sources: \$18 million per year average
- Funding shortfall: \$12 million per year average
- Potential shortfall after 30 years \$360 million

Possible futures if conditions don't change

- Sale of units to nonprofits or other operators
- Reduction of public housing inventories

Preserving public housing

- Residents & community can unite to save public housing
- Volunteers help to repair units
- Conservation of water & utilities to reduce costs
- Mixed-income & mixed finance redevelopments

Mixed-income Redevelopment

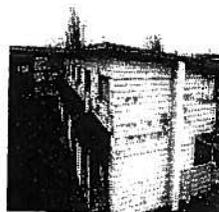


- One for one replacement of public housing units
- Add affordable and market-rate rental units
- Neighborhood & community outreach programs
- Increased safety

Sample Projects

- Seattle & San Francisco Housing Authority redevelopments
- Holly Park (Seattle)
- High Point (Seattle)
- Valencia Gardens (S.F.)

Holly Park (Seattle)



- Built during WWII
- Distressed property, low-income neighborhood
- 871 public housing units

New Holly (after)

- Now: mixed-income, mixed-use
- All public housing units replaced
- Added affordable & market-rate units



High Point (Seattle)

- 716 public housing units
- Built in the 1940s
- Distressed property



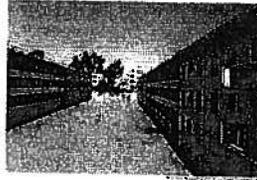
High Point (after)

- 1,559 total mixed-income units
- All public housing units replaced
- 386 traditional public housing units
- 250 additional affordable housing units
- 80 units for very low-income seniors



Valencia Gardens (San Francisco)

- 246 dilapidated public housing units
- Poorly maintained



Valencia Gardens (after)

- All public housing units replaced
- Private back yards
- Senior units and senior center



Mixed Financing

- Public & private funding, along with tax credits
- Increase economic diversity by mixed-use development (retail)
- Goal: economic development in tandem with housing



Questions and
Comments ?

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**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	completed 6/30/2008		49	
Phase 2 - Oahu A&B Units (Contract)	4/15/2008	completed 6/30/08		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	completed 6/30/08		46	
Phase 4 - Kahale Kahaluu tenant relocation A&B Units (Contract)	5/12/2008	completed 6/30/08		8	10
Phase 5 - Maui Vacant Units	6/25/2008	10/28/2008			24
Phase 6 - Makamae	7/2/2008	9/29/2008			24
Pomaikai Abatement	10/15/2007	completed 1/1/2008		6	
Makua Alii Vacant Unit Repair	6/30/2008	completed 7/31/2008			2
Noelani Burned Unit Repair	6/30/2008	8/31/2008			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	9/1/2008			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					
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 Construction	7/1/2008	11/1/2008			10
Capital Fund Contracts FFY2007					
Kauhale Ohana - 4 type C	11/1/2007	completed 5/19/08		4	
Roof Repair - Kaahumanu, Mayor Wright, Wahiawa Terrace, Kuhio Park Terrace, Kauioakalani	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 3/15/2008	13		
Sub Total			77	142	211
Total Vacant Units					430
* indicates additional funding required to construct					

EXHIBIT *a*

036

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

	Budget		Construction		Vacant Units Affected	Units Rent Ready	Units Filled
	Design	* Construction	Start	End			
2006-2007 Capital Improvement Program (\$5M, previously shown as \$4.9M)							
	Design	Construction					
Past CIP work	\$ 50,000	\$ 50,000					
Hawaii Vertical Transportation (Elev. R&M)	\$ -	\$ 360,966	10/1/2006	completed 6/30/2007			
Puuhala: Site Work, Sidewalks, Retaining Wall	\$ 155,420 (10)		8/1/2008	10/1/2009			
Hale Poai: Fire Alarm, Landscape Sprinklers, Heat Pumps	\$ 318,414 (10)		8/1/2008	8/1/2009			
Elevator Consulting Services	\$ 716,242 (6)		7/1/2008	1/10/2013			
Lanakila: Disability Fair Housing Renovations (Big Island)	\$ 273,349 (10)		7/1/2008	12/1/2008			
Makani Kai Hale: Siding & Electrical Work (Maui)	\$ 159,037 (10)						
Kahekili Terrace (Bldg A & B: 82 units): Roof & Solar Repairs (Maui)	\$ 365,445 (10)						
Puuwai Momi: Electrical Distribution System (Halawa)	\$ 10,428 (10)		3/1/2009				
Hale Hauoli: Roofing and Interior Repairs (Big Island)	\$ 255,932 (10)		6/16/2008	5/11/2010			
Kuhio Park Terrace: Sewer Repair	\$ 284,696 (10)						
Lokahi: Site Work and Bath Renovations (Big Island)	\$ 374,507 (10)		7/1/2008	4/1/2009			
Lai'ola: Fire Alarm System (Wahiawa)	\$ 36,307 (10)						
Kupuna Home Waiialua: Sewage Trtmt Plant (Waiialua)	\$ 262,107 (10)						
LCCC - Nani O'Puna & Hale Aloha O'Puna (Big Island)	(7) \$	\$ 488,513	2/1/2008	1/1/2009			
LCCC - Lailani & Kealakehe Supplemental Contract #1	(11)	\$ 700					
Okahara & Associates - Supplemental Contract for Big Island Design	\$ 12,858 (12)						
LCCC - Hale Hauoli, Honokaa Teacher Cottage, Nani Olu, & Hale Hookipa (Big Island)	\$ - (9)	\$ 825,079	6/1/2008	4/1/2009			
SUBTOTALS	\$ 3,274,742	\$ 1,725,258					
TOTAL (Design and Construction)		\$ 5,000,000					
Balance		\$ -					
2006-2007 Capital Improvement Program (\$500K)							
Palolo Rockfall Mitigation	\$ 138,200.84	\$ 388,690.95	7/15/2008	11/23/2008			
SUBTOTALS							
TOTAL (Design and Construction)							
2006-2007 Capital Improvement Program Associated with Modernization							
Lanakila IIA/IB: Overage on TDC	\$ 700,000.00 (13)	\$ 1,500,000.00	9/1/2008	9/1/2009			
Lanakila IIIA: Overage on TDC	\$ 350,000.00 (13)	\$ 2,100,000.00	9/1/2008	9/1/2009			
Kalihi Valley Homes Phase 3B: Overage on HDC	\$ - (14)	\$ 300,000.00	7/1/2008	5/1/2009			
SUBTOTALS	\$ 1,050,000.00	\$ 3,900,000.00					
TOTAL (Design and Construction)	\$ 4,950,000.00						
2007-2008 Capital Improvement Program Elevators (\$5M)							
	Design	Construction					
Minor Elevator Modernization at Ho'olulu, Kamalu, Halia Hale		\$ 600,000	10/1/2009	5/1/2010			
Kalakaua Elevator Modernization		\$ 630,000	2/1/2010	9/1/2010			
Kuhio Park Terrace Elevator Modernization	(6)	\$ 3,763,596	7/15/2008	11/1/2009			
Kalanihua - Elevator Modernization	(2)	\$ 520,000	8/1/2009	3/1/2010			
Papaakalani - Elevator Modernization	(2)	\$ 450,000	2/1/2010	9/1/2010			
Makua Aalii - Elevator Modernization		\$ 450,000	2/1/2010	9/1/2010			
Pumehana Elevator Modernization	(2)	\$ 450,000	8/1/2009	3/1/2010			
Punchbowl Elevator Modernization	(2)	\$ 400,000	11/1/2010	6/1/2011			
Makamae Elevator Modernization	(2)	\$ 400,000	11/1/2010	6/1/2011			
Salt Lake Apt Elevator Modernization	(2)	\$ 200,000	2/1/2010	5/1/2010			
Hale Poai Elevator Modernization		\$ 300,000	10/1/2008	5/1/2009			
Laiola Elevator Modernization		\$ 200,000	12/1/2008	5/1/2009			
Elevator Repairs		\$ 110,245					
Elevator Consultant - Elevator Modernization of 17 Projects	\$ 314,968						
Elevator Consultant - Elevator Modernization Supplemental Contract #1	\$ 247,979	\$ -					
SUBTOTALS	\$ 562,946	\$ 8,473,841					
TOTAL (Design and Construction)		\$ 9,036,788					
Balance		(2) \$ (4,036,788)					
2007-2008 Capital Improvement Program (\$20M)							
	Design	Construction					
Lanakila: Disability Fair Housing Renovations (Big Island)	(10)	\$ 3,000,000	12/1/2008	6/1/2010			
Landscape Architect for Tree Trimming	\$ 75,000						
Mayor Wright Homes: Solar Water Heater	\$ 380,759 (3)						
Makani Kai Hale: Siding & Electrical Work (Maui)	(10)	\$ 750,000	4/1/2008	2/1/2009			
Kahekili Terrace (Bldg A & B: 82 units): Roof & Solar Repairs (Maui)	(10)	\$ 400,000	4/1/2008	10/1/2008			
Puuwai Momi: Electrical Distribution System (Halawa)	\$ 144,922 (10)	\$ 1,000,000	8/1/2008	7/1/2009			
Kalihi Valley Homes Phase 4 w/ Retaining wall	\$ 651,971	\$ 3,000,000	6/1/2008	4/1/2009	22		
Hale Hauoli: Roofing and Interior Repairs (Big Island)	(10)	\$ 2,000,000	5/1/2008	3/1/2009			
Kuhio Park Terrace: Sewer Repair	(10)	\$ 2,000,000	1/1/2009	12/1/2009	22		
Ho'olulu/Kamalu: Emergency Call System (Waipahu)	\$ - (1)	\$ 500,000	5/1/2008	5/1/2009			
Lokahi: Site Work and Bath Renovations (Big Island)	(10)	\$ 3,000,000	7/1/2008	4/1/2009	9		
Lai'ola: Fire Alarm System (Wahiawa)	(10)	\$ 300,000	10/1/2008	2/1/2009			
Mayor Wright Homes: Kitchen/Bath Repairs	\$ 100,000 (2)		1/1/2009	1/1/2011	16		
Kupuna Home Waiialua: Sewage Trtmt Plant (Waiialua)	(10)	\$ 120,800	4/1/2008	10/1/2008			
Cesspool Conversions to Sewer Hook Up (\$2M)	\$ - (5)						
Hana Teacher's Cottages		TBD	10/1/2008	4/1/2009			
Kekaha Ha'aeo, Kalaheo & Hale Hoolulu		TBD	10/1/2008	10/1/2009			
School Street bldg A & C AC and Ltg		\$ 500,000	3/1/2008	7/1/2008			
Puuhala: Site Work, Sidewalks, Retaining Wall	(10)	\$ 1,500,000	8/1/2008	10/1/2009			
Hale Poai: Fire Alarm, Landscape Sprinklers, Heat Pumps	\$ - (10)	\$ 1,500,000	8/1/2008	8/1/2009			
ADA Accessibility for 17 Projects	\$ 700,000 (10)						
SUBTOTALS	\$ 1,352,652	\$ 19,570,800		Subtotal	69		
TOTAL (Design and Construction)		\$ 20,923,452					
Balance		(2) \$ (923,452)					
*Legend - See Page 3							

EXHIBIT b

038

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 07/31/08

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of July			No. and duration of Repairs to Elevator between 7/1/07 to 7/31/08			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		2			15		2			\$ 101,222.00
		2		2			9	1	2			\$ 64,727.85
		3					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		1			1		2			\$ 129,581.38
		6					40					
Paoakalani	Elderly	1					2					
		2					1		1			\$ 17,038.90
Kalakaua Home	Elderly	1					12	1	1			
		2					4	1				\$ 14,538.60
Ho`olulu Elderly	Elderly	1							1			\$ 12,140.20
		2					1					
Kalanihuiua	Elderly	1					12	1	1			\$ 27,488.74
		2					13					
Kamalu Elderly	Elderly	1		1			5	2	1			\$ 9,330.00
		2					3					
Makamae	Elderly	1					2		1			\$ 2,722.51
		2										
Makua Alii	Elderly	1					6	2	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			1		2	2				
		2					2					
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
Wiikina Apts	Family	1			1		5	1				\$ 3,323.02
		2					4					\$ 17,038.90
Total		34		6	2	0	178	16	15			
Total Cost for Repairs to date											\$ 469,487.93	

EXHIBIT C

040

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 07/31/08

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					
Kuhio Park Terrace A	Family	1	1964	43	271	16	3		\$627,266	To be funded w/ 2007 Elevator CIP	Sep-07	Nov-08	Mar-09
		2	1964	43					\$627,266		Sep-07	Mar-09	Jul-09
		3	1981	26					\$627,266		Sep-07	Jul-09	Nov-09
Kuhio Park Terrace B	Family	4	1964	43	298	16	3		\$627,266	To be funded w/ 2007 Elevator CIP	Sep-07	Nov-08	Mar-09
		5	1964	43					\$627,266		Sep-07	Mar-09	Jul-09
		6	1981	26					\$627,266		Sep-07	Jul-09	Nov-09
Kalanihūia	Elderly	1	1968	39	151	15	2		\$560,000	To be funded w/ 2007 Elevator CIP	Aug-08	Aug-09	Nov-09
		2	1968	39							Aug-08	Dec-09	Mar-10
Kalakaua Home	Elderly	1	1983	24	221	10	2		\$700,000	To be funded w/ 2007 Elevator CIP	Aug-08	Feb-10	May-10
		2	1983	24							Aug-08	Jun-10	Sep-10
Wilikina Apts	Family	1	1977	30	119	9	2		\$500,000	Project Funding	Aug-08	Nov-08	Jun-09
		2	1977	30							Aug-08	Nov-08	Jun-09
Paoakalani	Elderly	1	1970	37	151	17	2		\$490,000	To be funded w/ 2007 Elevator CIP	Aug-08	Feb-10	May-10
		2	1970	37							Aug-08	Jun-10	Sep-10
Pumehana	Elderly	1	1972	35	139	21	2		\$485,000	To be funded w/ 2007 Elevator CIP	Aug-08	Aug-09	Nov-09
		2	1972	35							Aug-08	Dec-09	Mar-10
Punchbowl Homes	Elderly	1	1961	46	144	7	2		\$435,000	To be funded w/ 2007 Elevator CIP	Aug-08	Nov-10	Feb-11
		2	1961	46							Aug-08	Mar-11	Jun-11

EXHIBIT D

041

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 07/31/08

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	\$9,663,596				

Average age of elevators 27

EXHIBIT D

042

MONTHLY MANAGEMENT REPORT

MONTH ENDING July 31, 2008

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HPHA - LOW INCOME HOUSING OWNED OR ADMINISTERED - FEDERAL

Reporting for the month of July 2008

HUD Project Number and Name	Original Total Units	Present Total Units	Present Total Families	BD0	BD1	BD2	BD3	BD4	BD5	BD5+
HI001000030P - Aiea	363	362	355	0	76	135	114	35	3	0
HI001000031P - Kalihi Valley Homes	400	329	303	0	59	60	133	118	29	1
HI001000032P - Mayor Wright Homes	364	364	351	0	24	114	167	50	9	0
HI001000033P - Kamehameha/Kaamanu	373	373	355	0	62	239	72	0	0	0
HI001000034P - Kalakaua	583	568	557	90	397	58	38	0	0	0
HI001000035P - Kalanihua	587	558	514	266	243	60	18	0	0	0
HI001000037P - Hilo	444	395	258	74	76	111	140	43	0	0
HI001000038P - Kauai	321	314	300	62	98	40	91	30	0	0
HI001000039P - Maui	196	196	143	32	24	26	100	14	0	0
HI001000040P - KPT	748	746	706	0	68	351	242	79	8	0
HI001000043P - Kona	202	202	168	20	78	42	52	10	0	0
HI001000044P - Leeward Oahu	260	259	220	0	52	65	131	12	0	0
HI001000045P - Windward Oahu	235	235	215	0	21	95	101	18	0	0
HI001000046P - Kamuela	103	103	81	24	23	12	44	0	0	0
HI001000049P - Central Oahu	151	151	139	24	42	32	45	8	0	0
HI001000050P - Palolo	118	117	112	0	8	34	40	32	4	0
Grand Total	5,448	5,272	4,777	592	1,351	1,474	1,528	449	53	1

HPHA - LOW INCOME HOUSING OWNED OR ADMINISTERED - STATE

Reporting for the month of July 2008

HUD Proj. No.	Project Name	Original Total Units	Present Total Units	Present Total Families	BD0	BD1	BD2	BD3	BD4	BD5	BD5+
2201	HAUIKI	46	45	42	0	0	20	16	10	0	0
2202	PUAHALA HOMES	128	118	95	0	14	58	28	14	14	0
2204	KAWAILEHUA	26	26	25	0	6	20	0	0	0	0
2205	KAHALE MUA	33	33	27	0	12	21	0	0	0	0
2206	LOKAHI	30	30	18	0	0	14	16	0	0	0
2207	KE KUMU ELUA	26	25	13	0	10	16	0	0	0	0
2209	BANYAN TREE	4	4	0	0	0	1	2	1	0	0
2401	HALE PO'AI	206	205	203	80	126	0	0	0	0	0
2402	LA'IOLA	109	107	102	61	48	0	0	0	0	0
2403	KAMALU-HO'OLULU	221	219	209	171	50	0	0	0	0	0
2404	HALIA HALE	41	41	40	32	9	0	0	0	0	0
6581	WAIKA APTS	8	1	0	0	2	6	0	0	0	0
Grand Total		878	854	774	344	277	156	62	25	14	0

Section 8 Units - Rent Subsidy for Privately-Owned Housing

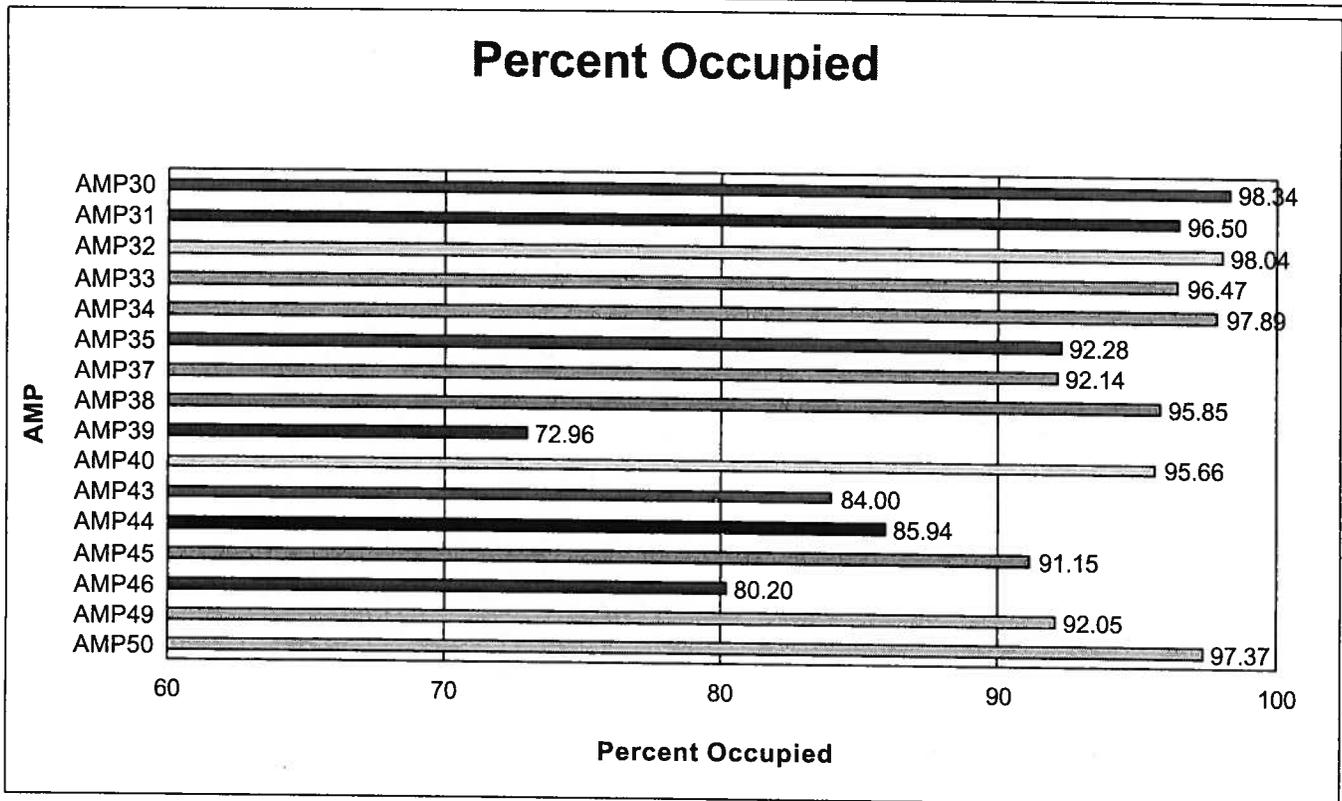
Reporting for the month of July 2008

Project ID	Project Name	Auth'd Units								
			BD0	BD1	BD2	BD3	BD4	BD5	BD6	
HI901VO0014	OAHU-V14-EXP 7/31/98	26	1	4	17	4	0	0	0	
HI901VO0015	OAHU-V15 EXP 02/29/00	30	1	4	9	12	4	0	0	
HI901VO0025	OAHU VO-25 EXP 12/31/01	69	10	21	29	8	1	0	0	
HI901VO0026	OA/H/K/M EXP 12/31/01	128	14	30	57	23	4	0	0	
HI901VO0027	OAHU-V27 EXP 4/30/2000	134	15	32	48	32	7	0	0	
HI901VO0028	OAHU-V28 EXP 5/31/2000	189	7	32	71	60	16	3	0	
HI901VO0029	OAHU-V29 EXP 06/30/2000	41	2	12	14	9	3	0	1	
HI901VO0033	WELFARE/WORK EX 6/30/01	299	1	15	136	119	28	0	0	
HI901VO0035	OA MSII EXP 12/31/01	71	15	27	20	8	1	0	0	
HI901VO0037	OA/MS/HI EXP 12/31/2001	736	47	187	263	169	65	5	0	
HOME-OWNERSHIP	S8HOMEOWNERSHIP	4	0	2	2	0	0	0	0	
OUTGOING-PORT	OUTGOING PORTABLE	17	1	4	8	3	1	0	0	
Grand Total		1,744	114	370	674	447	130	8	1	

HPHA - Monthly Occupancy Summary - Federal

Reporting for the month of July 2008

AMP	Present Total Units	Present Total Non DU	Available for Occupancy	Vacant at Month End	Percent Occupied at Month End	Units Vacated During Month	Units Readied During Month	Units Lease During Month	Turn Around Time (Days)
30P - Aiea	363	2	361	6	98.34 %	3	3	2	82
31P - Kalihi Valley Homes	400	0	314	11	96.50 %	0	14	14	13,859
32P - Mayor Wright Homes	364	1	358	7	98.04 %	1	2	2	644
33P - Kamehameha/Kaamanu	373	2	368	13	96.47 %	1	0	0	0
34P - Kalakaua	583	1	569	12	97.89 %	3	0	0	0
35P - Kalanihuia	587	2	557	43	92.28 %	5	11	11	2,970
37P - Hilo	444	0	280	22	92.14 %	1	2	2	427
38P - Kauai	321	2	313	13	95.85 %	4	7	6	976
39P - Maui	196	0	196	53	72.96 %	3	6	6	1,944
40P - KPT	748	5	738	32	95.66 %	4	6	4	209
43P - Kona	202	2	200	32	84.00 %	2	12	12	5,274
44P - Leeward Oahu	260	2	256	36	85.94 %	2	2	0	0
45P - Windward Oahu	235	9	226	20	91.15 %	1	1	1	1,289
46P - Kamuela	103	2	101	20	80.20 %	0	0	0	0
49P - Central Oahu	151	0	151	12	92.05 %	0	0	0	0
50P - Palolo	118	4	114	3	97.37 %	0	0	0	0
	5,448	34	5,102	335	87.50 %	30	66	60	27,674



HPHA - NUMBER OF FAMILIES HOUSED - FEDERAL

Reporting for the month of July 2008

* UNITS LEASED, INCLUDING TRANSFERS

Average number of families housed over fiscal years 2000 to 2009

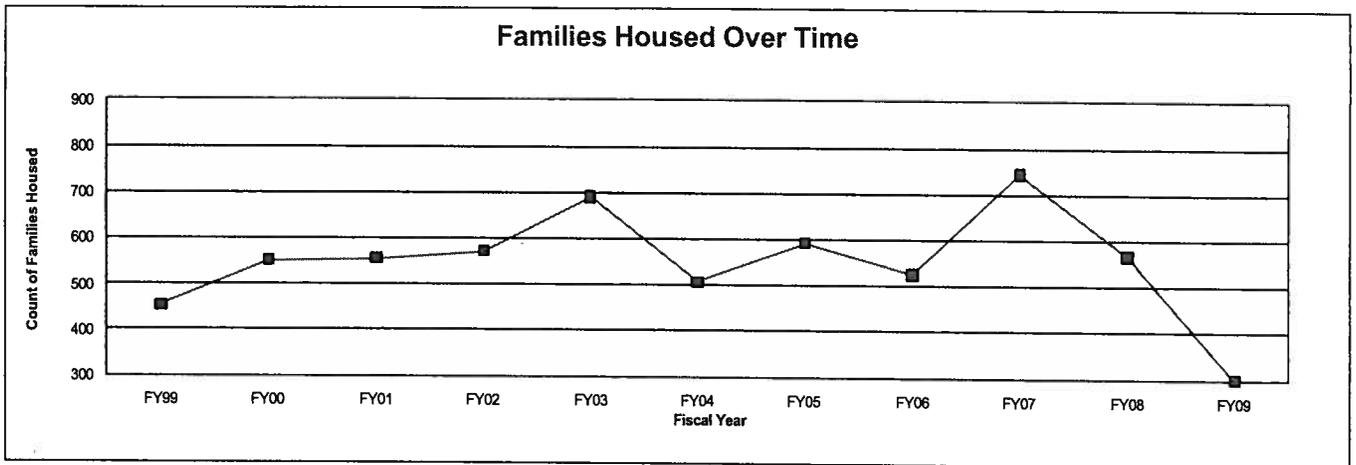
	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	Total
Total	552	556	573	690	508	593	525	744	568	64	5,373

* Average Over Time from FY00 to FY08 = 590

** Average Over Time from FY00 to FY09 = 537

Monthly Average number of families housed over fiscal years 2000 to 2009 - Data normalized due to initial FY

FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09
46	46	48	57	42	49	44	62	47	64

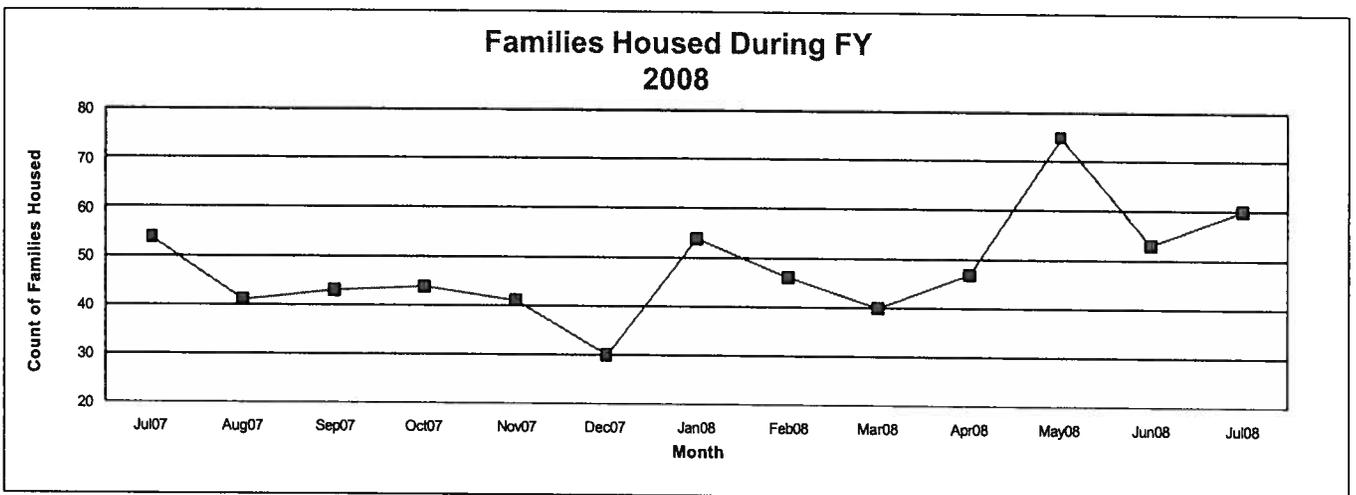


Monthly Average number of families housed over year 2008 and 2009

	Jul07	Aug07	Sep07	Oct07	Nov07	Dec07	Jan08	Feb08	Mar08	Apr08	May08	Jun08	Jul08	Total
Total	54	41	43	44	41	30	54	46	40	47	75	53	60	628

*** Average YTD 2008 = 47

**** Average YTD 2009 = 60



HPHA - NUMBER OF FAMILIES HOUSED - STATE

Reporting for the month of July 2008

* Units leased, including transfers.

Average number of families housed over fiscal years 2000 to 2009

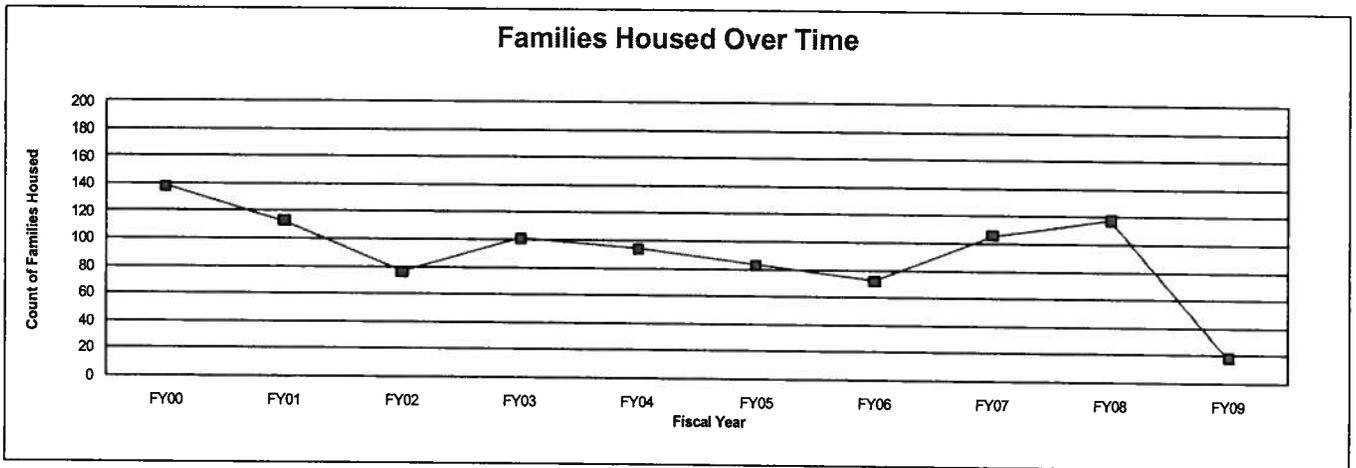
	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	Total
Total	138	113	76	101	94	83	72	106	118	18	919

* Average Over Time from FY00 to FY08 = 100

** Average Over Time from FY00 to FY09 = 92

Monthly Average number of families housed over fiscal years 2000 to 2009 - Data normalized due to initial FY

FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY07	FY09
11	9	6	8	8	7	6	9	10	18

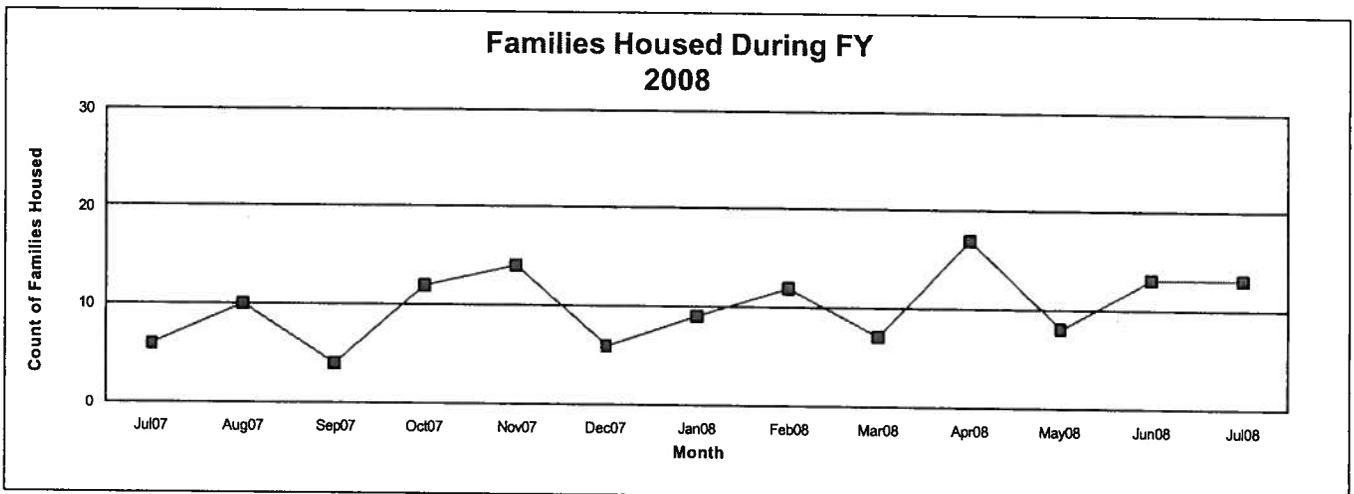


Monthly Average number of families housed over year 2008 and 2009

	Jul07	Aug07	Sep07	Oct07	Nov07	Dec07	Jan08	Feb08	Mar08	Apr08	May08	Jun08	Jul08	Total
Total	6	10	4	12	14	6	9	12	7	17	8	13	13	131

*** Average YTD 2008 = 10

**** Average YTD 2009 = 13



HPHA - PUBLIC HOUSING WAITING LIST - Federal Listing - 07/31/2008

Reporting for the month of July 2008

A. WAITING LIST ACTIVITY	0BD	1BD	2BD	3BD	4BD	5BD	Total Applications	Total Applicants
Previous Applicants (a)	2,206	1,548	2,936	1,226	273	26	8,215	8,215
New Applicants (b)	2	3	5	1	0	0	11	11
Cancelled/Withdrawn Applicant	0	0	2	0	0	0	2	2
Denied Applicants	2	6	10	6	2	0	26	26
Housed Applicants	0	2	2	3	0	0	7	7
Pending Applicants (a) + (b)	2,208	1,551	2,941	1,227	273	26	8,226	8,226

Actual No. of Applicants: 8,222

B. RACE AND ETHNICITY	0BD	%	1BD	%	2BD	%	3BD	%	4BD	%	5BD	%	Appn	Total	%	Avg. Inc.	Med. Inc.
White	558	25%	334	22%	383	13%	99	8%	15	5%	1	4%	1,390	1,390	17%	12,022.20	\$9,396.00
African American	54	2%	41	3%	69	2%	14	1%	5	2%	0	0%	183	183	2%	13,427.63	\$10,920.00
Native American	33	1%	25	2%	35	1%	12	1%	1	0%	0	0%	106	106	1%	11,787.01	\$8,268.00
Asian or Pacific	1,562	71%	1,150	74%	2,452	83%	1,102	90%	252	92%	25	96%	6,543	6,543	80%	14,527.06	\$11,466.00
Total	2,207	100%	1,550	100%	2,939	100%	1,227	100%	273	100%	26	100%	8,222	8,222	100%	13,994.85	\$10,800.00
Hispanic	132	6%	97	6%	215	7%	74	6%	11	4%	2	8%	531	531	6%	13,601.53	\$10,067.00
Non-Hispanic	2,075	94%	1,453	94%	2,724	93%	1,153	94%	262	96%	24	92%	7,691	7,691	94%	14,023.23	\$10,848.00
C. APPLICANT AGES	0BD	%	1BD	%	2BD	%	3BD	%	4BD	%	5BD	%	Appn	Total	%	Avg. Inc.	Med. Inc.
62+ ("Elderly")**	969	44%	472	31%	193	7%	57	5%	16	6%	4	15%	1,711	1,711	21%	12,307.64	\$9,665.00
50-61 (Near Elderly)**	621	28%	397	26%	403	14%	140	11%	30	11%	4	15%	1,595	1,595	19%	12,722.15	\$9,960.00
25-49	562	26%	545	35%	1,850	63%	930	76%	219	80%	18	69%	4,124	4,124	50%	15,389.88	\$12,324.00
20-24	41	2%	98	6%	431	15%	92	8%	6	2%	0	0%	668	668	8%	13,689.24	\$11,400.00
18-19	10	0%	30	2%	48	2%	4	0%	2	1%	0	0%	94	94	1%	\$9,904.09	\$7,584.00
All Ages	2,203	100%	1,542	100%	2,925	100%	1,223	100%	273	100%	26	100%	8,192	8,192	100%	13,994.85	\$10,800.00

** HUD Terms

*** Please notice that difference of total WL on AGES table is caused by DOB not given.

EXHIBIT e

050

HPHA - PUBLIC HOUSING WAITING LIST -Section 8- 07/31/2008

Reporting for the month of July 2008

A. WAITING LIST ACTIVITY									Total Applications		Total Applicants	
	0BD	1BD	2BD	3BD	4BD	5BD						
Previous Applicants (a)	1,474	595	1,198	563	163	31		4,024		4,025		
New Applicants (b)	0	0	0	1	0	0		1		1		
Cancelled/Withdrawn Applicant	0	0	0	0	0	0		0		0		
Denied Applicants	0	0	4	1	3	1		9		9		
Housed Applicants	0	0	0	0	0	0		0		0		
Pending Applicants (a) + (b)	1,474	595	1,198	564	163	31		4,025		4,026		

Actual No. of Applicants: 4,026

B. RACE AND ETHNICITY																	
	0BD	%	1BD	%	2BD	%	3BD	%	4BD	%	5BD	%	Appn	Total	%	Avg. Inc.	Med. Inc.
White	426	29%	133	22%	140	12%	41	7%	3	2%	2	6%	745	745	19%	\$6,909.42	\$15.00
African American	43	3%	17	3%	25	2%	10	2%	1	1%	0	0%	96	96	2%	\$8,121.68	\$6,599.00
Native American	20	1%	7	1%	14	1%	4	1%	0	0%	0	0%	45	45	1%	\$7,959.57	\$6,630.00
Asian or Pacific	985	67%	438	74%	1,019	85%	509	90%	159	98%	29	94%	3,139	3,140	78%	\$8,815.33	\$5,388.00
Total	1,474	100%	595	100%	1,198	100%	564	100%	163	100%	31	100%	4,025	4,026	100%	\$8,442.01	\$5,016.00
Hispanic	153	10%	65	11%	92	8%	38	7%	8	5%	2	6%	358	358	9%	\$7,788.16	\$0.00
Non-Hispanic	1,321	90%	530	89%	1,106	92%	526	93%	155	95%	29	94%	3,667	3,668	91%	\$8,505.88	\$5,424.00

C. APPLICANT AGES																	
	0BD	%	1BD	%	2BD	%	3BD	%	4BD	%	5BD	%	Appn	Total	%	Avg. Inc.	Med. Inc.
62+ ("Elderly")**	221	15%	80	15%	49	4%	21	4%	7	5%	2	7%	380	380	10%	\$8,497.69	\$7,236.00
50-61 (Near Elderly)**	1,001	69%	298	54%	433	38%	190	35%	41	27%	10	33%	1,973	1,974	51%	\$3,895.65	\$0.00
25-49	220	15%	155	28%	548	48%	309	57%	102	68%	18	60%	1,352	1,352	35%	\$14,932.16	\$12,000.00
20-24	3	0%	15	3%	102	9%	19	4%	0	0%	0	0%	139	139	4%	\$14,110.16	\$11,544.00
18-19	1	0%	3	1%	7	1%	0	0%	0	0%	0	0%	11	11	0%	\$9,671.00	\$6,840.00
All Ages	1,446	100%	551	100%	1,139	100%	539	100%	150	100%	30	100%	3,855	3,856	100%	\$8,442.01	\$5,016.00

** HUD Terms

*** Please notice that difference of total WL on AGES table is caused by DOB not given.

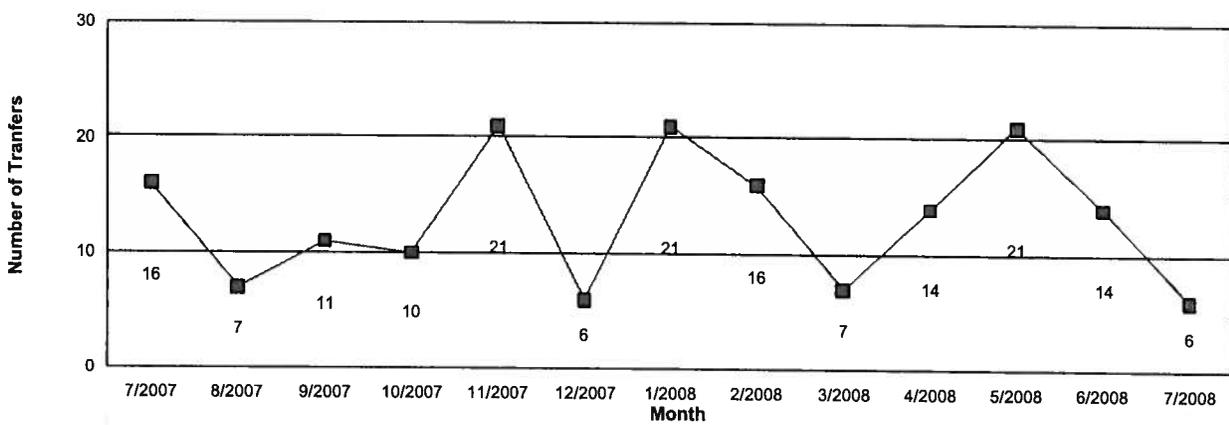
EXHIBIT **e**

HPHA - NUMBER OF TRANSFERS FOR FISCAL YEAR 2008 - FEDERAL

Reporting for the month of July 2008

	7-07	8-07	9-07	10-0	11-0	12-0	1-08	2-08	3-08	4-08	5-08	6-08	7-08	Total
HI001000030	0	0	1	1	0	2	1	1	1	1	3	2	0	13
HI001000031	2	1	0	0	1	0	0	0	1	0	1	0	1	7
HI001000032	0	0	0	2	0	0	1	1	0	0	2	0	0	6
HI001000033	0	1	1	2	0	0	0	0	0	0	0	0	0	4
HI001000034	0	0	0	1	0	0	1	1	0	0	0	1	0	4
HI001000035	2	1	0	1	0	3	0	1	0	2	2	1	0	13
HI001000037	1	0	2	0	1	0	3	1	2	4	3	1	0	18
HI001000038	0	0	2	1	0	0	-1	0	0	3	4	1	2	14
HI001000039	0	0	1	0	0	0	0	0	0	1	0	0	0	2
HI001000040	3	3	1	0	4	0	2	4	0	2	4	6	1	30
HI001000043	1	0	1	0	12	0	8	4	3	0	0	0	2	31
HI001000044	2	0	1	0	3	0	3	3	0	0	1	1	0	14
HI001000045	4	0	1	1	0	0	0	0	0	0	1	0	0	7
HI001000046	0	0	0	1	0	0	0	0	0	0	0	0	0	1
HI001000049	0	0	0	0	0	1	1	0	0	1	0	1	0	4
HI001000050	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Total	16	7	11	10	21	6	21	16	7	14	21	14	6	170

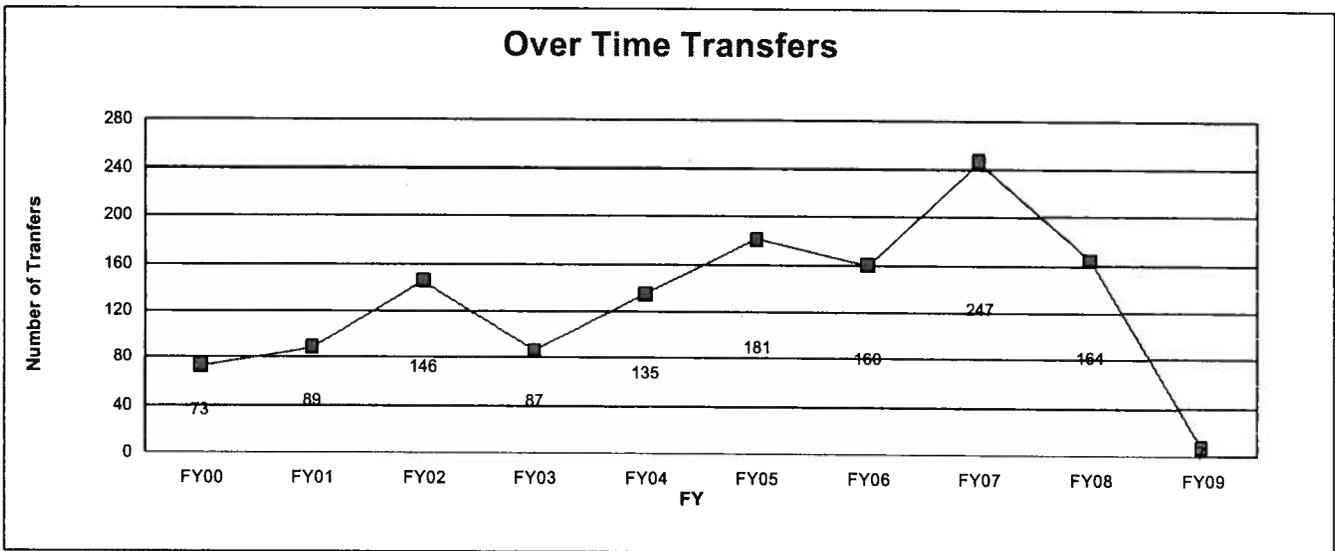
Over Time Transfers



HPHA - OVER TIME NUMBER OF TRANSFER - FEDERAL

Reporting for the month of July 2008

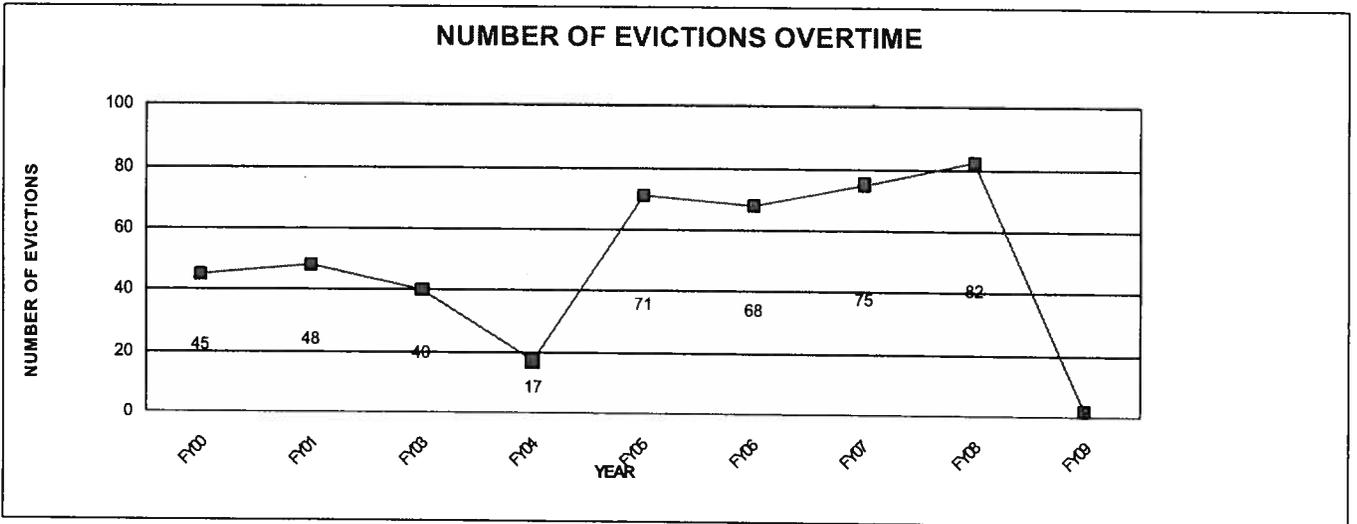
	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	Total
HI001000030	1	15	7	4	14	15	9	15	13	0	93
HI001000031	1	0	30	3	9	53	15	49	6	1	167
HI001000032	1	6	0	10	5	11	11	7	6	0	57
HI001000033	2	4	13	2	4	11	11	14	4	0	65
HI001000034	5	7	12	6	19	13	17	11	4	0	94
HI001000035	1	3	8	2	11	4	6	21	13	0	69
HI001000037	21	2	18	7	2	5	18	17	18	0	108
HI001000038	4	5	3	2	8	5	8	11	12	2	60
HI001000039	1	2	1	2	0	0	3	0	2	0	11
HI001000040	3	12	16	21	24	26	25	38	29	2	196
HI001000043	4	1	4	6	0	3	8	9	29	2	66
HI001000044	13	4	4	5	22	18	7	18	14	0	105
HI001000045	12	18	11	5	2	11	13	14	7	0	93
HI001000046	0	3	2	3	2	2	2	3	1	0	18
HI001000049	1	3	12	6	3	2	4	15	4	0	50
HI001000050	3	4	5	3	10	2	3	5	2	0	37
Total	73	89	146	87	135	181	160	247	164	7	1,289



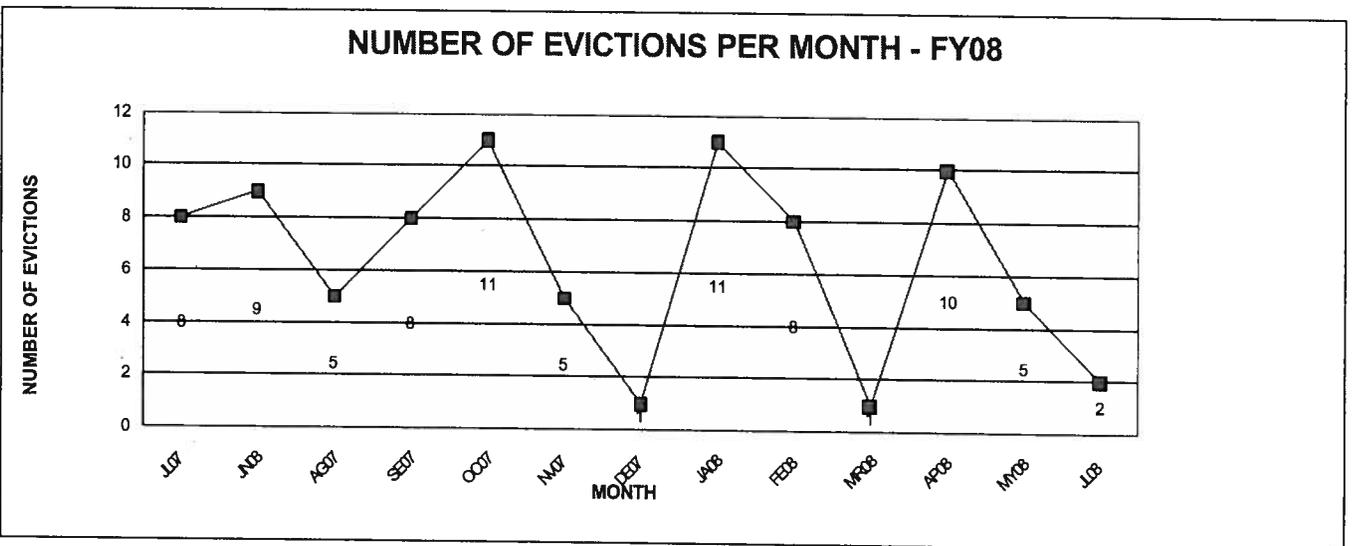
HPHA - ANNUAL EVICTIONS - FEDERAL

Reporting for the month of July 2008

	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	TOTAL
EVICTED	45	48	32	40	17	71	66	75	82	2	478
IN EVICTION PROCESS	0	0	0	0	0	0	2	0	0	0	2
TOTAL	45	48	32	40	17	71	68	75	82	2	480



	JL07	AG07	SE07	OC07	NV07	JA08	MR08	AP08	MY08	JN08	JL08	TOTAL
EVICTED	8	5	8	11	5	11	1	10	5	9	2	75



HPHA - RENTS UNCOLLECTED - Fiscal Year 2008 - FEDERAL

Reporting for the month of July 2008

* Report represents only Monthly Rent - Excluded Prepayments, Retro Payments, Back Charges, Beginning Balances, etc.

Fiscal Year	07/2007	08/2007	09/2007	10/2007	11/2007	12/2007	01/2008	02/2008	03/2008	04/2008	05/2008	06/2008	07/2008
Rent Roll	1,410,591.00	1,419,717.00	1,428,534.00	1,417,751.00	1,435,304.00	1,435,365.00	1,432,579.00	1,435,104.00	1,438,389.00	1,443,384.00	1,461,626.00	1,467,180.00	1,460,752.00
Negative Rents	19,176.00	19,709.00	19,257.00	18,840.00	19,920.00	19,161.00	19,484.00	19,044.00	19,440.00	19,512.00	21,268.00	19,848.00	21,524.00
(A) Total Gross Rent	\$ 1,429,767.00	\$ 1,439,426.00	\$ 1,447,791.00	\$ 1,436,591.00	\$ 1,455,224.00	\$ 1,454,526.00	\$ 1,452,063.00	\$ 1,454,148.00	\$ 1,457,829.00	\$ 1,462,896.00	\$ 1,482,894.00	\$ 1,487,028.00	\$ 1,482,276.00
Uncollected Rent Current	29,030.84	30,259.39	33,744.44	33,792.01	38,169.86	40,792.73	48,519.02	54,041.43	62,152.76	71,517.53	91,464.38	118,036.07	214,507.69
Uncollected Rent Vacated	44,242.41	36,410.64	38,551.30	35,318.21	34,820.49	32,946.85	33,424.98	24,513.08	23,256.65	16,739.58	18,028.44	9,993.24	9,741.98
Collection Write-Offs	52,478.76	70,388.18	0.00	142,374.81	214,528.61	7.25	161,416.97	34.00	0.00	0.00	0.00	204,445.38	0.00
(B) Total Uncollected Rent	\$ 125,752.01	\$ 137,058.21	\$ 72,295.74	\$ 211,485.03	\$ 287,518.96	\$ 73,746.83	\$ 243,360.97	\$ 78,588.51	\$ 85,409.41	\$ 88,257.11	\$ 109,492.82	\$ 332,474.69	\$ 224,249.67
PHAS Ratio (B/A)	8.80%	9.52%	4.99%	14.72%	19.76%	5.07%	16.76%	5.40%	5.86%	6.03%	7.38%	22.36%	15.13%
PHAS Standard	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

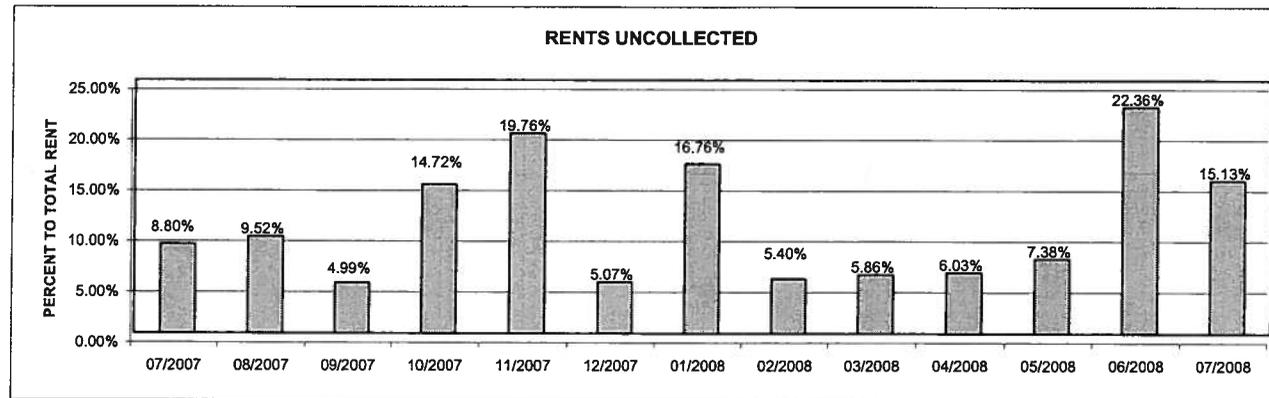


EXHIBIT e
055

HPHA - RENTS UNCOLLECTED - Over Time - FEDERAL

Reporting for the month of July 2008

* Report represents only Monthly Rent - Excluded Prepayments, Retro Payments, Back Charges, Beginning Balances, etc.

Fiscal Year	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09
Rent Roll	\$13,039,423.00	\$12,780,631.00	\$12,902,031.00	\$13,628,610.00	\$13,606,274.00	\$14,144,101.00	\$15,906,820.00	\$17,225,524.00	1,460,752.00
Negative Rents	\$4,790.59	\$611.00	\$2,366.84	\$16,647.00	\$1,886.24	\$139,448.00	\$203,929.00	\$234,659.00	21,524.00
(A) Total Gross Rent	\$13,044,213.59	\$12,781,242.00	\$12,904,397.84	\$13,645,257.00	\$13,608,160.24	\$14,283,549.00	\$16,110,749.00	\$17,460,183.00	\$1,482,276.00
Uncollected Rent Current	\$3,881.30	\$724.05	\$6,337.74	\$16,341.00	\$33,907.81	\$96,416.15	\$223,664.00	\$513,230.77	568,666.48
Uncollected Rent Vacated	\$67,280.72	\$151,904.07	\$158,230.57	\$203,967.62	\$199,651.10	\$273,974.77	\$429,563.98	\$290,858.41	4,481.00
Collection Write-Offs	\$4,087.37	\$560,552.63	\$713,283.76	\$363,633.87	\$0.00	\$380,464.84	\$228,908.59	\$845,673.96	\$0.00
(B) Total Uncollected Rent	\$ 75,249.39	\$ 713,180.75	\$ 877,852.07	\$ 583,942.49	\$ 233,558.91	\$ 750,855.76	\$ 882,136.57	\$ 1,649,763.14	\$ 573,147.48
PHAS Ratio (B/A)	0.58%	5.58%	6.80%	4.28%	1.72%	5.26%	5.48%	9.45%	38.67%
PHAS Standard	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

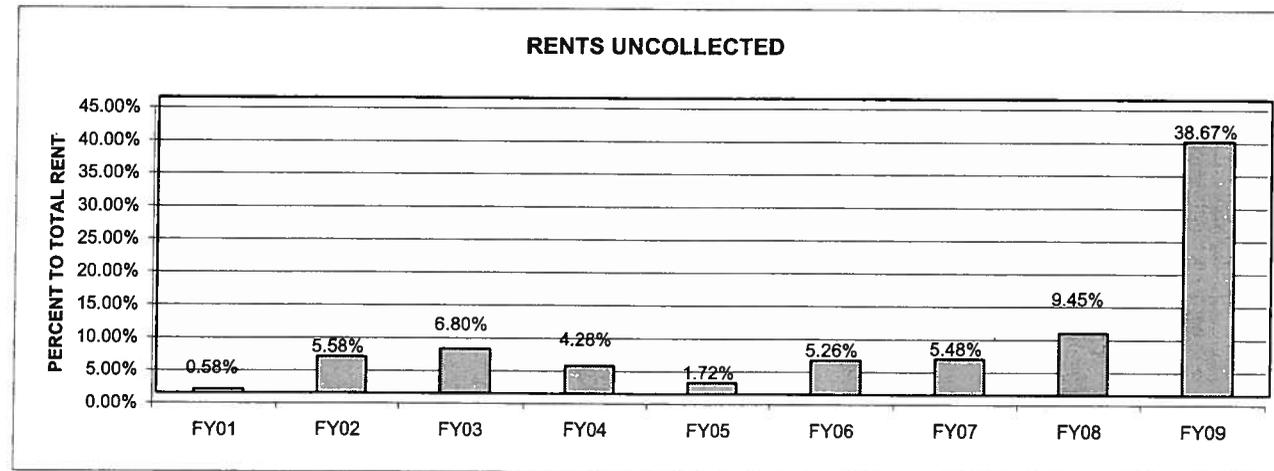


EXHIBIT e

HPHA MAINTENANCE WORK ORDERS - PHAS - From 07/01/2007 to 07/31/2008 - FEDERAL

Reporting for the month of July 2008

EMERGENCY WORK ORDERS

	7-07	8-07	9-07	10-07	11-07	12-07	1-08	2-08	3-08	4-08	5-08	6-08	7-08	Total
COMPLETED WITHIN 24 HOURS	157	306	285	232	223	284	369	389	280	138	104	95	116	2,978
COMPLETED OVER 24 HOURS	5	11	11	19	11	12	9	39	39	6	6	7	2	177
UNFINISHED	0	1	0	0	0	0	0	0	0	0	0	3	12	16
CANCELLED/CORRECTED	2	3	2	2	3	5	6	4	9	2	4	5	1	48
Total	164	321	298	253	237	301	384	432	328	146	114	110	131	3,219

Percent within 24 hours (PHAS): **93.23%**

PHAS Grade A = 99% or Higher.

NON-EMERGENCY WORK ORDERS

	7-07	8-07	9-07	10-07	11-07	12-07	1-08	2-08	3-08	4-08	5-08	6-08	7-08	Total
COMPLETED WITHIN 30 DAYS	2,405	3,425	2,875	3,351	2,707	2,755	2,730	2,450	2,522	2,317	2,121	1,971	2,249	33,878
COMPLETED OVER 30 DAYS	63	154	73	69	94	204	203	196	143	120	30	9	6	1,364
UNFINISHED	15	41	30	24	36	115	103	80	145	126	93	224	871	1,903
CANCELLED/CORRECTED	35	55	50	61	69	113	83	91	99	46	42	49	41	834
Total	2,518	3,675	3,028	3,505	2,906	3,187	3,119	2,817	2,909	2,609	2,286	2,253	3,167	37,979

Average number of days per WO (PHAS): **11.63**

PHAS Grade A = Average of 25 Days or Less.

EXHIBIT e 057

Work Order and Labor Ratio - Federal Only - from 7/1/2004 to 7/31/2008 - FEDERAL

Reporting for the month of July 2008

	FY05			FY06			FY07			FY08			FY09		
	Count of WO	Count of Workers	Ratio WO/ Worker	Count of WO	Count of Workers	Ratio WO/ Worker	Count of WO	Count of Workers	Ratio WO/ Worker	Count of WO	Count of Workers	Ratio WO/ Worker	Count of WO	Count of Workers	Ratio WO/ Worker
HI001000030	3,681	44	83.66	3,257	44	74.02	3,257	45	72.38	3,885	37	105.00	206	14	14.71
HI001000031	2,055	48	42.81	2,126	36	59.06	2,126	68	31.26	1,992	49	40.65	111	32	3.47
HI001000032	2,470	53	46.60	2,788	61	45.70	2,788	47	59.32	2,995	54	55.46	17	13	1.31
HI001000033	2,613	45	58.07	2,721	47	57.89	2,721	44	61.84	2,831	48	58.98	65	13	5.00
HI001000034	5,829	43	135.56	5,469	37	147.81	5,469	30	182.30	4,469	29	154.10	250	14	17.86
HI001000035	3,852	48	80.25	3,722	42	88.62	3,722	46	80.91	3,555	44	80.80	198	16	12.38
HI001000037	1,634	11	148.55	1,271	17	74.76	1,271	26	48.88	1,105	10	110.50	58	6	9.67
HI001000038	2,563	15	170.87	2,273	22	103.32	2,273	19	119.63	2,198	12	183.17	190	7	27.14
HI001000039	1,939	22	88.14	2,359	22	107.23	2,359	13	181.46	2,243	11	203.91	101	6	16.83
HI001000040	4,677	71	65.87	4,463	49	91.08	4,463	59	75.64	4,453	45	98.96	902	18	50.11
HI001000043	1,145	12	95.42	689	7	98.43	689	9	76.56	385	7	55.00	48	4	12.00
HI001000044	690	22	31.36	1,400	32	43.75	1,400	26	53.85	870	22	39.55	4	7	0.57
HI001000045	1,267	25	50.68	1,159	15	77.27	1,159	22	52.68	1,239	16	77.44	44	5	8.80
HI001000046	382	7	54.57	400	8	50.00	400	8	50.00	632	5	126.40	22	3	7.33
HI001000049	136	18	7.56	200	17	11.76	200	16	12.50	1,336	12	111.33	150	7	21.43
HI001000050	648	14	46.29	671	11	61.00	671	17	39.47	656	36	18.22	16	10	1.60
	37,374	250	149.50	35,581	230	154.70	34,968	246	142.15	34,844	236	147.64	2,382	137	17.39

EXHIBIT e

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

Federal LIPH

Property Management

Vacant Unit Summary

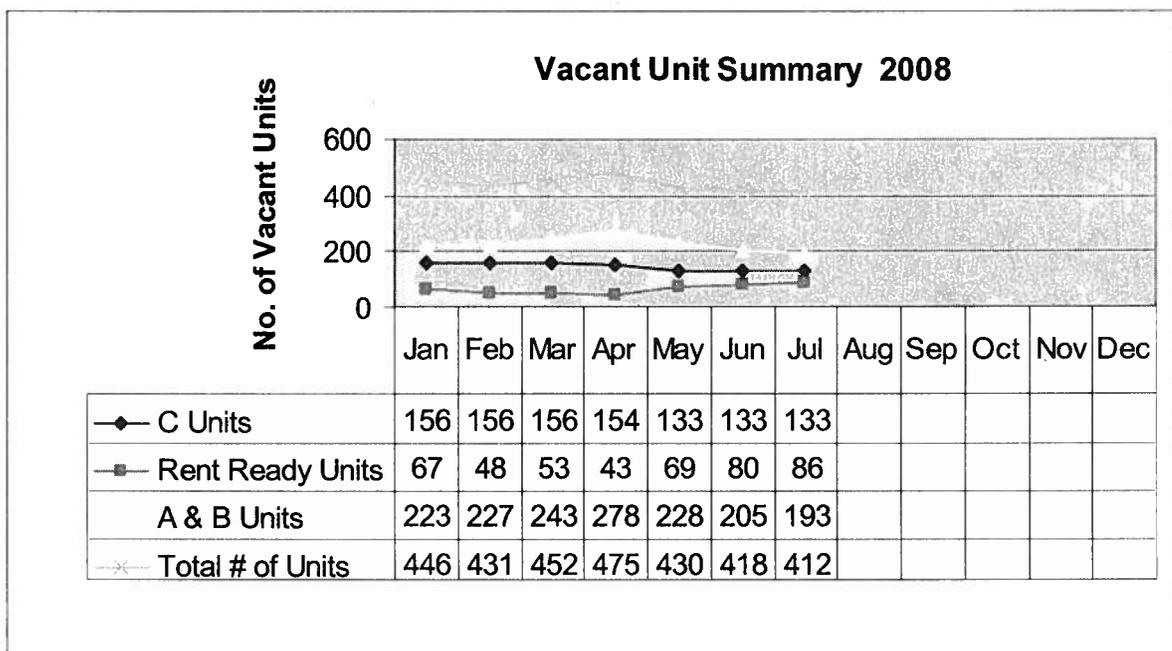
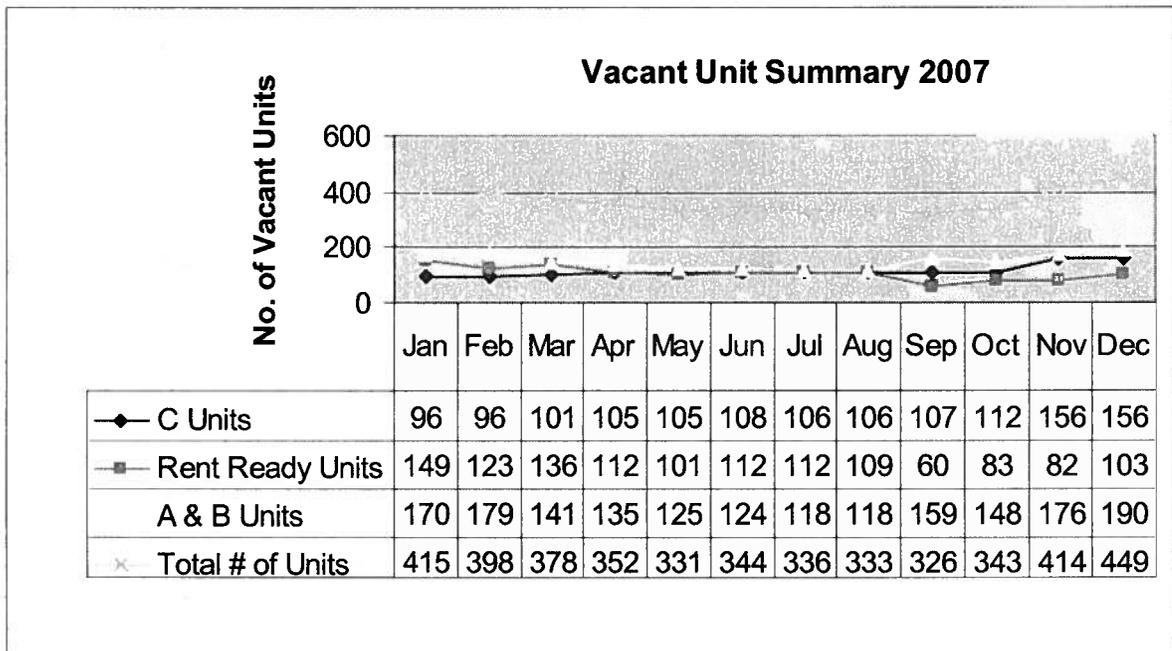


Table Legend:

- 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.
- Effective July 2008: Vacant Unit Summary report information is obtained via Emphasys.

RESULTS OF EVICTION REFERRALS

July 2007 – July 2008

MONTH	REFERRALS		RESULT OF EVICTION REFERRAL						Completed
	TOTAL	REASON FOR REFERRAL	Evict	Evict with Cond	10-day Cure	Dismiss	Continued		
		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	
June 08	12	9 3	6	2	0	1	3	9	
July 08	0	0 0	0	0	0	0	0	0	
TOTALS	166	119 47	65	42	10	5	44	122	

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

Contracts Executed in July 2008

Contract No.	Contractor & Project	Amount
CMS 08-34	Allied Pacific Builders, Inc. Re-roofing and miscellaneous repairs at Paoakalani June 24, 2008 to October 31, 2008	\$615,706.56
CMS 08-35	American Electric Co., LLC Kuhio Park Terrace design and construction of fire alarm July 10, 2008 to November 30, 2009	\$1,578,918.00
HPS 08-11	Family Life Center Housing Placement Program July 1, 2008 to June 30, 2009	\$18,400.00
HPS 08-12	Child and Family Service Housing Placement Program July 1, 2008 to June 30, 2009	\$28,322.00
HPS 08-13	Women Helping Women Emergency Shelter Grant July 1, 2008 to June 30, 2009	\$9,641.00
HPS 08-14	Kauai Economic Opportunity, Inc. Emergency Shelter Grant July 1, 2008 to June 30, 2009	\$21,278.00
HPS 08-15	Maui Aids Foundation Housing Opportunities for Persons with Aids July 1, 2008 to June 30, 2009	\$159,100.00
HPS 08-16	Maui Economic Opportunity Housing Placement Program July 1, 2008 to June 30, 2009	\$175,400.00
HPS 08-17	Young Women's Christian Association Emergency Grant July 1, 2008 to June 30, 2009	\$14,600.00
HPS 08-18	Kalihi Palama Health Center Shelter Plus Care July 1, 2008 to June 30, 2009	\$235,000.00
PMB 03-17 SA 04	Hawaii Affordable Properties, Inc. Property Management and Maintenance Services at AMP 49 August 1, 2008 to August 31, 2008	\$16,636.00
PMB 03-18 SA 03	Hawaii Affordable Properties, Inc. Property Management and Maintenance Services at AMP 48 August 1, 2008 to August 31, 2008	\$21,023.00
PMB 03-19 SA 03	Hawaii Affordable Properties, Inc. Property Management and Maintenance Services at AMP 42 August 1, 2008 to August 31, 2008	\$23,807.00
PMB 08-16	Realty Laua, LLC Property Management and Maintenance Services at AMP 45 July 31, 2008 to July 31, 2009	\$484,932.00
PMB 08-17	Realty Laua, LLC Property Management and Maintenance Services at AMP 49 July 31, 2008 to July 31, 2009	\$320,400.00

EXHIBIT h

Section 8 Subsidy Programs Branch
Program Report

As of July 31, 2008

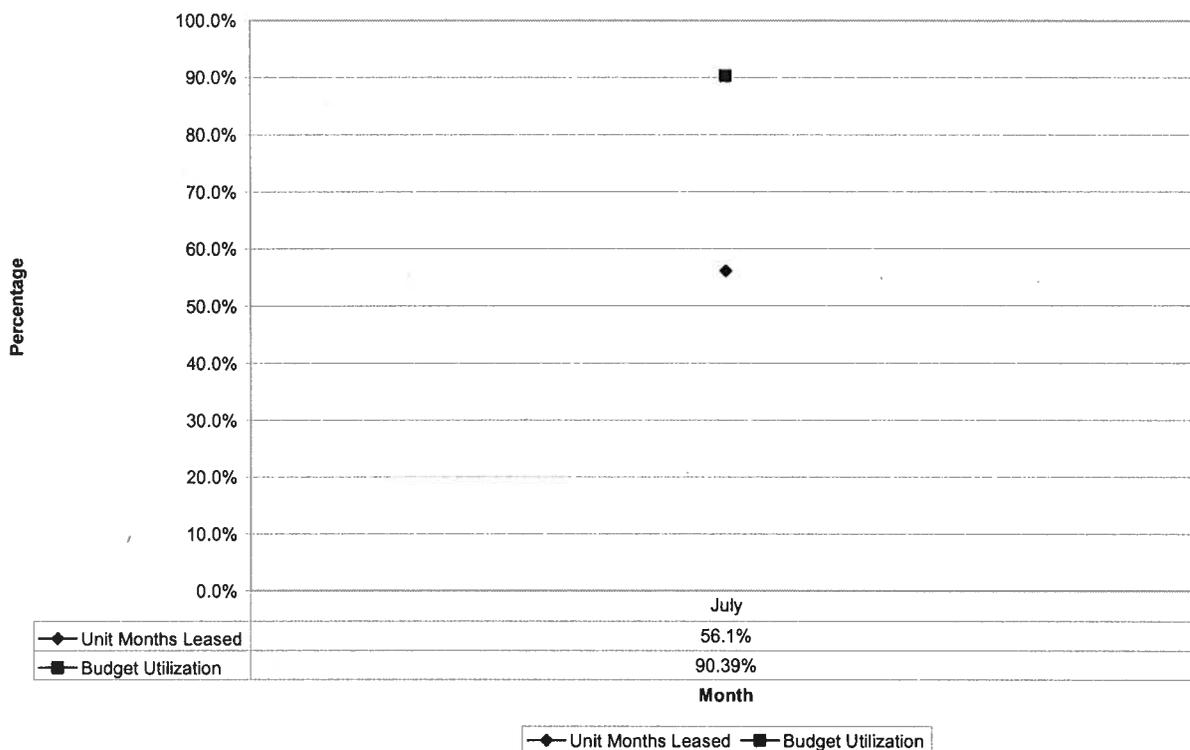
Federal Housing Choice Voucher (Section 8) Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly voucher lease up is 1,717 or 56.1% of the total 3,058 baseline vouchers.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 90.39% of the total annual allocated budget of \$18,994,788 or \$1,582,899 per month.
- The monthly average per unit cost subsidy is \$930.00 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.
- July 2008 subsidy payments show a monthly increase in subsidy expenditures to 90.39% 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 2009 Section 8 Budget Utilization and Unit Months Leased



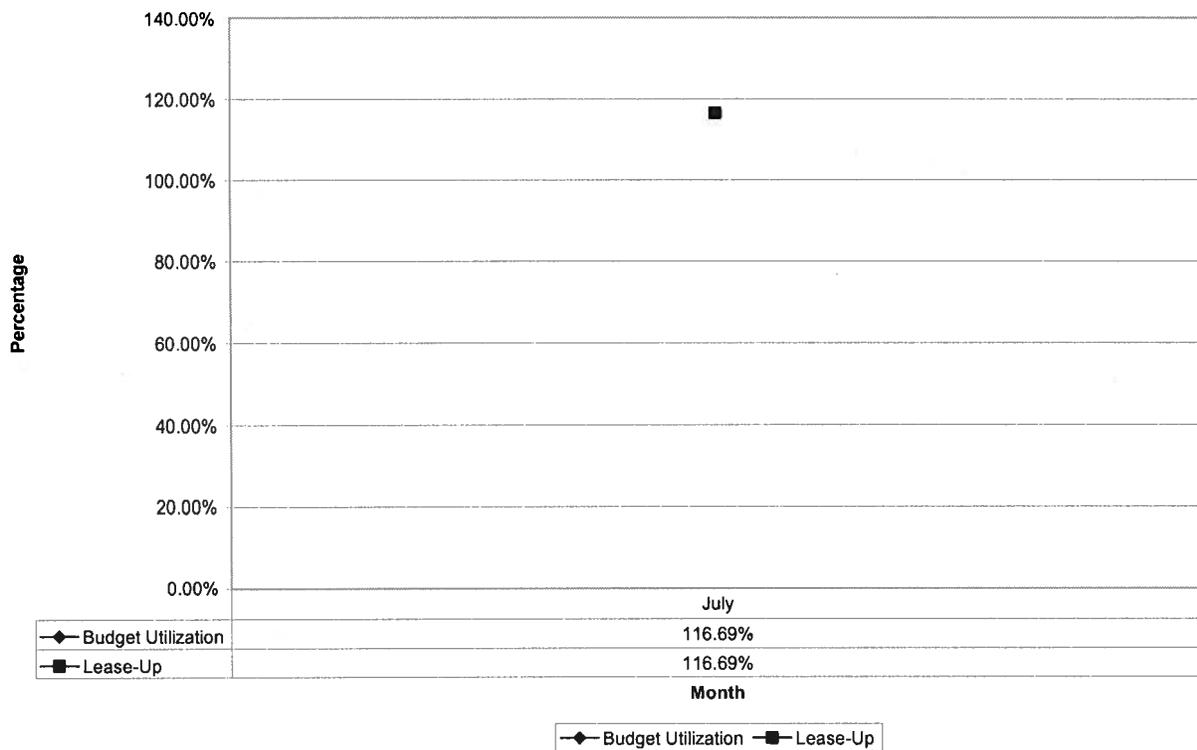
State Rent Supplement Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly lease up is 394 families or 116.69% of the total 338 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 116.69% of the total annual allocated budget of \$794,691 or \$66,224 per month.
- The monthly average per unit cost subsidy is \$196.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of \$230.00 per month.
- July 2008 Rent Supplement Subsidy payments show a monthly increase in subsidy expenditures to 116.69% 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 2009 Rent Supplement Program Budget Utilization and Lease Up



**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
STAFFING REPORT
As of August 8, 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	2	1	33.33%	1	0
		1	2	3	2	1	33.33%	1	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	2	0
	Acctg Sec	10	0	10	5	5	50.00%	1	4
	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	12	9	42.86%	2	7
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 1	2	7	9	5	4	44.44%	0	4
	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%	1	7
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	1	4	80.00%	1	3
	MGT SEC	2	0	2	2	0	0.00%	0	0
	APP	7	0	7	5	2	28.57%	0	2
	RSS	3	8	11	7	4	36.36%	0	4
	PMCS	2	5	7	4	3	42.86%	0	3
	CMSS	23	0	23	18	5	21.74%	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	27	0	27	22	5	18.52%	2	3
	OAHU 5	30	0	30	23	7	23.33%	1	6
	HAWAII 7	16	0	16	14	2	12.50%	2	0
	KAUA, 8	10	0	10	8	2	20.00%	2	0
	MAUI 9	13	0	13	11	2	15.38%	2	0
	224	15	239	189	50	20.92%	15	35	
TOTAL		305	67	372	276	96	25.81%	28	68

EXHIBIT j

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of August 8, 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	Interviews scheduled for 8/19/08.
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	Internal vacancy announcement 8/12-8/22/08.
46278	CS	W	P	Accountant II	SR18	Unable to fill; state funded.
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	Office Assistant II	SR10	No action; cost savings.
HEARINGS OFFICE						
103012	T	N	EX	Hsg Hearings Officer	SRNA	Pending recruitment request; assistance from AG.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
BUDGET STAFF						
41267	CS	N	P	Program Budget Analyst IV	SR22	Internal vacancy announcement 8/12 - 8/22/08.
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	Office Assistant II	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.

EXHIBIT **K**

065

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of August 8, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
CONSTRUCTION MGMT SECTION						
5857	CS	N	P	Secretary II	SR14	No action; cost savings.
CONSTRUCTION MGMT UNIT 1						
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.
102383	EX	N	T	Project Engineer	SR26	No action; cost savings.
CONSTRUCTION MGMT UNIT 2						
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)						
103011	EX	A	P	Homeless Program Specialist	SRNA	Pending request to fill.
INFORMATION TECHNOLOGY OFFICE						
51820	CS	N	T	Office Assistant III	SR08	No action cost savings.
100388	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
106429	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
PERSONNEL OFFICE						
30111	CS	N	P	Personnel Management Specialist IV	SR22	Interviews scheduled for 8/18/08.
51784	CS	N	T	Office Assistant III	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						
101072	CS	N	T	Public Hsg Mgr VII	SRNA	Continuous recruitment.
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	Office Assistant III	SR08	No action; cost savings.
CENTRAL MAINTENANCE SERVICES						
6787	CS	N	P	Heavy Truck Driver	BC07	Request for temp. recruitment not-to exceed 6/30/09.
5968	CS	N	P	Welder I	BC10	No action; cost savings.
5647	CS	A	P	Office Assistant IV	SR10	State funded unable to fill.

EXHIBIT K

066

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of August 8, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
28374	CS	N	P	Office Assistant III	SR08	No action; cost savings.
8756	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
PMMSB-MS-APPLICATION SERVICES UNIT						
9648	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
41255	CS	N	P	Public Hsg Spclt II	SR18	Pending eligible listing from DHRD.
9648	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
Asset Management Project 30 (MU 1)						
5636	CS	N	P	Public Housing Spclt II	SR18	No action; cost savings.
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.
10879	CS	N	P	Building Maint. Worker I	BC09	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.
101119	TA	N	T	General Laborer I	BC02	No action; cost savings.
105748	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
Asset Management Project 33 (MU 3)						
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.
6728	CS	N	P	Building Maint Wkr I	BC09	Internal vacancy announcement 7/29 - 8/8/08.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.
8842	CS	N	P	Painter I	BC09	Pending request to fill from PMMSB.
12703	CS	N	P	General Laborer II	BC03	No action; cost savings.

EXHIBIT K

067

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of August 8, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 35 (MU 5)						
9204	CS	N	P	Public Hsg. Supr IV	SR22	Pending request for approval to fill from PMMSB.
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.
8846	CS	N	P	Bulding Maint. Worker I	BC09	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
Asset Management Project 37 (MU 7)						
6931	CS	N	P	Bldg. Maint. Supervisor	F109	Recruitment cancelled.
8719	CS	N	P	Secretary I	SR12	Recruitment cancelled.
101112	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101136	TA	N	T	Clerk I	SRNA	No action; cost savings.
101123	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
Asset Management Project 38 (MU 8)						
8830	CS	N	P	Secretary I	SR12	Employee resigned eff: 07/25/08.
18794	CS	N	P	Social Svc Asst IV	SR11	Pending recommendation.
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	No action; cost savings.
6352	CS	N	P	Secretary I	SR12	No action; cost savings.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	Pending request to fill from PMMSB.
46343	CS	N	P	Public Hsg Spclt II	SR18	Internal vacancy announcement 8/4- 8/14/08.
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.
105750	TA	N	T	General Laborer I	SRNA	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.
102048	EX	W	P	Property Management Specialist	SRNA	No action; cost savings.

EXHIBIT K

068

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of August 8, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
RESIDENT SERVICES SECTION						
41254	CS	N	T	Secretary I	SR12	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.
103043	TA	N	T	Social Service Aide I	SR05	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	Office Assistant II	SR04	No action; cost savings.
RENT SUBSIDY SECTION 1						
29009	CS	N	P	Office Assistant III	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 !!	SR18	No action; cost savings.
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
RENT SUBSIDY SECTION 2						
28654	CS	N	T	Office Assistant III	SR08	No action; cost savings.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
23103	CS	A	P	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.
101132	TA	N	T	Office Assistant II	SRNA	No action; cost savings.

EXHIBIT **k**

HOMELESS PROGRAMS BRANCH
MONTHLY REPORT
AUGUST 14, 2008

Attached are lists of contracts which were negotiated and executed in July and August of 2008, with homeless providers for services throughout the State of Hawaii. The Branch requested and the Governor approved the allocation of 90% of the Homeless Programs Branch appropriation in the first quarter of 2008 in order to facilitate contracting for uninterrupted shelter and services for the homeless.

A few of the contracts, indicated with an asterisk, are in a different time frame, so they have not yet been executed:

Stipend contracts: Four pending on different dates (including new shelters)

Outreach contracts: One supplemental for Nov. 1, 2008.

Competitive grant contracts: Three pending HUD notification to proceed.

State Homeless Shelter Stipend Program
Shelter Funding - FY 2009

	Agency	FY 2008 Proposal Request	FY 2008 Revised	FY 2009 Revised	FY 2009 Comments	Total
1	Alternative Structures International (ASI) Ohana Oia O Kahumana (T)	403,300.00 403,300.00	403,300.00 403,300.00	603,300.00 603,300.00		1,006,600.00 1,006,600.00
2	Catholic Charities Hawaii (CCH) Kawaihae (T) Ma'ili Land (T) Villages of Ma'ili (T) * (Separate contract)	605,446.00 383,842.00 221,604.00 -	481,208.00 177,600.00 303,600.00 -	1,682,400.00 177,600.00 304,800.00 1,200,000.00		2,163,600.00 355,200.00 608,400.00 1,200,000.00
3	Faith Against Drugs (FAD) Faith Against Drugs (T)	157,640.00 157,640.00	133,800.00 132,000.00	136,800.00 136,800.00		268,800.00 268,800.00
4	Family Life Center (FLC) Ho'olanani (E)	76,996.00 76,996.00	77,000.00 77,000.00	77,000.00 77,000.00		154,000.00 154,000.00
5	Family Promise of Hawaii (FPH) Windward Family Center (E) Honolulu Family Center (E)	132,800.00 40,000.00 40,000.00	80,800.00 40,000.00 40,000.00	80,000.00 40,000.00 40,000.00		160,000.00 80,000.00 80,000.00
6	Gregory House Programs (GHP) Gregory House (T) Waipahu Homes (T)	163,600.00 70,000.00 93,600.00	126,800.00 66,000.00 60,800.00	120,000.00 66,000.00 54,000.00		246,000.00 132,000.00 114,000.00
7	Hale Kipa, Inc. (HK) TLP Young Men's, Ke'eatimoku (T) TLP Young Men's, Makalaia (T) TLP Young Women's, Apsa (T)	36,481.00 11,787.00 12,347.00 12,347.00	36,481.00 11,787.00 12,347.00 12,347.00	36,481.00 11,787.00 12,347.00 12,347.00		72,962.00 23,574.00 24,694.00 24,694.00
8	H5 Hawaii Helping the Hungry Have Hope (H5) * Next Step Shelter (T) (Was known as AHHA, 2008 Funds)	\$1,049,018.00 \$1,049,018.00	\$908,000.00 \$908,000.00	941,200.00 941,200.00		1,841,200.00 1,841,200.00
9	Holonani Na Ohana (HNO) (Formerly known as Holo Loo'a, Inc.) Onemalu (T) Weinberg Village Waianalo (T)	380,000.00 200,000.00 180,000.00	678,800.00 386,400.00 284,400.00	699,600.00 405,600.00 294,000.00		1,378,400.00 792,000.00 578,400.00
10	Honolulu Community Action Program (HCAP) * Building 36 (T) *	336,000.00 336,000.00		360,000.00 360,000.00		360,000.00 360,000.00
11	Homeless Solutions, Inc. (HSI) Kulaokahu (T) Eoliana (T) Nakolea (T) Vanover (T)	865,600.00 135,500.00 200,000.00 205,000.00 205,000.00	800,000.00 140,000.00 255,000.00 200,000.00 205,000.00	840,000.00 175,000.00 260,000.00 210,000.00 195,000.00		1,640,000.00 315,000.00 515,000.00 410,000.00 400,000.00
12	Institute for Human Services (IHS) 546 Ka'aahi (E) 350 Sumner (E)	2,114,400.00 901,000.00 1,213,400.00	1,900,000.00 800,000.00 1,100,000.00	1,900,000.00 800,000.00 1,100,000.00		3,800,000.00 1,600,000.00 2,200,000.00
13	Kahikote Ohana Hale O Wai'anae (KOHOW) * KOHOW Emergency/KOHOW Transitional (E/T) *			674,532.00 674,532.00		674,532.00 674,532.00
14	Kauai Economic Opportunity (KEO) Maui'olana (E/T) * (GIA contract in 2008/Separate Stipend Contract in 2009) Komoehana Group Home (T) Lihue Court (T)	491,585.00 341,835.00 36,278.00 113,472.00	490,000.00 390,000.00 36,000.00 64,000.00	212,480.00 112,480.00 36,000.00 64,000.00		702,480.00 502,480.00 72,000.00 128,000.00
15	Mau'i Economic Concerns of the Community, Inc. (MECC) Ka Hale A Ke Ola Resource Center (E) Ka Hale A Ke Ola Resource Center (T) Na Hale O Wai'anae Resource Center (E) Na Hale O Wai'anae Resource Center (T)	1,118,747.00 703,078.00 415,669.00	1,467,608.00 815,400.00 652,200.00	1,611,600.00 901,800.00 709,800.00		3,079,200.00 1,717,200.00 1,362,000.00
16	Mental Health Kokua (MHK) Safe Haven (T)	150,000.00 150,000.00	130,000.00 130,000.00	142,500.00 142,500.00		272,500.00 272,500.00
17	Office for Social Ministry (OSM) Kihai Pua Emergency Shelter (E) Heywood Shelter (T) Wilder House (T) Kuleana House (T) * (Separate contract)	336,800.00 336,800.00 -	365,600.00 365,600.00 -	603,480.00 519,000.00 60,400.00 12,000.00		969,000.00 884,600.00 60,400.00 12,000.00
18	River of Life Mission, Inc. (ROLM) Outreach Lighthouse Center AOG (E)	450,352.00 450,352.00	375,290.00 375,290.00	403,325.00 403,325.00		778,615.00 778,615.00
19	Steadfast Housing Development Corporation (SHDC) Hale Ulu Fono (T)	75,000.00 75,000.00	75,000.00 75,000.00	75,000.00 75,000.00		150,000.00 150,000.00
20	United States Veterans Initiative Pai'olu Kai'aulu (T) Veterans-In-Progress (VIP) (T)	3,857,488.61 2,699,657.19 357,831.42	2,150,000.00 2,000,000.00 150,000.00	2,150,000.00 2,000,000.00 150,000.00		4,300,000.00 4,000,000.00 300,000.00
21	Wai'anae Community Outreach (WCO) Ordealers (E&T)	855,003.00 855,003.00	712,500.00 712,500.00	712,500.00 712,500.00		1,425,000.00 1,425,000.00
22	Women In Need (WIN) WIN Bridge to Success (T) WIN Family House (T) (Separate contract)	394,200.00 336,600.00 57,600.00	14,302.70 36,000.00 2,302.70	86,400.00 36,000.00 50,400.00		124,702.70 72,000.00 52,702.70
TOTAL STIPEND:		13,247,316.41	11,419,973.78	14,148,418.00		25,559,391.70

* New Provider/New Shelter = FY 2009

Fiscal Year 2009

State Homeless Outreach Program	FY 2009 recommended award
Total: 8 agency, total awards:	\$2,501,645.00
Family Life Center, Inc.	\$120,000.00
Kalihi Palama Health Center	\$450,000.00
* Kauai Economic Opportunity, Incorporation	\$60,000.00
Office for Social Ministry	\$750,000.00
The Salvation Army - Maui County	\$340,000.00
Waianae Coast Comprehensive Health Center	\$91,902.00
Waianae Community Outreach	\$289,743.00
Waikiki Health Center, Care-A-Van Program	\$400,000.00

State Homeless Emergency Loans and Grant Program	FY 2009 recommended award
Total: 2 agency, total awards:	\$525,000.00
The Salvation Army, Family Services Office	\$345,000.00
Office for Social Ministry	\$180,000.00

HUD FORMULA GRANTS

ESG	AGENCY	SHELTER NAME	ISLAND	2008-2009 AMOUNT
	Maui Economic Concerns Of the Community	Ka Hale A Ke Ola	Maui	31,400.00
	Maui Economic Concerns Of the Community	Na Hale Wainee	Maui	16,800.00
	Women Helping Women	Hale Lokomaikai	Maui	9,640.00
	Family Life Center	Family Life Center	Maui	18,400.00
	SUBTOTAL MAUI COUNTY			76,240.00
	Kauai Economic Concern of the Community	KEO	Kauai	21,278.00
	YWCA	YWCA Family Violence Shelter	Kauai	14,600.00
	SUBTOTAL KAUAI COUNTY			35,878.00
	Child & Family Servies	Hale Ohana	Hawaii (East, Hilo)	14,161.00
	Child & Family Servies	West Hawaii Domestic Abuse Shelter (Turning Point for Families)	Hawaii (West, Kona)	14,161.00
	Office for Social Ministry	Kihei Pua Shelter	Hawaii (Hilo)	83,797.00
	SUBTOTAL HAWAII COUNTY			112,119.00
	HPHA Admin			5,750.00
	TOTAL ESG			229,987.00
HOPWA	Maui AIDS Foundation			159,100.00

HUD Competitive Grants

Grantee	Project Name	Annual Renewal Amount	
* HPHA	Catholic Charities	Employment Program	\$ 42,288.00
* HPHA	Women Helping Women	Transitions Project	\$ 77,536.00
* HPHA	Hybrid International	Hawaii State HMIS	\$ 31,131.00
	Total		\$150,955

EXHIBIT 1

**Housing Placement Program
TANF Funded
FY 2009**

Catholic Charities Hawaii- (Oahu/Kauai)	\$984,724
Family Life Center- (Maui)	\$303,600
Institute for Human Services- (Oahu)	\$440,000
Maui Economic Opportunity- (Maui)	\$175,400
Office for Social Ministry- (Hawaii)	\$528,000
TOTAL	\$2,431,724

AGENCY OUTLOOK – FY 2009

- 0 Continued emphasis on significant improvements in the benchmarks of the agency:
 - 1. Vacant units**
 - 2. Turnaround time**
 - 3. Occupancy rates**
 - 4. Accounts receivable and collections**
 - 5. Evictions**
 - 6. Homelessness****

- 0 Improved financial suite – budgeting, financial reporting, asset management, audit results, and interactions with Federal and State**

- 0 Resolution, with active Board participation, of waiting list issues, public vs. private management of projects; additional decentralization of authority for projects, automatic rent payments and deductions.**

- 0 Aggressive actions to privatize projects - while retaining affordable rental characteristics.**

- 0 Proceeding with mixed use development of one or more projects.**

- 0 Resident assumption of responsibility for security and maintenance of projects – improved communication/participation.**

- 0 Additional development of agency employees - through training, recognition, and motivation.**

HPHA PRIORITY GOALS – FY 2008

- 0 Provide well managed and financially viable rental housing where people are proud to live.**
- 0 Improve the quality of life for residents and encourage upward mobility along the continuum of housing.**
- 0 Increase the inventory of housing for working families and the elderly and preserve the inventory of existing affordable units.**
- 0 End chronic homelessness in the State of Hawaii.**
- 0 Develop and operate an effective organization**

CONTINUING OBJECTIVES/GOALS

- 0 Budget and financial reporting system**
- 0 Improved occupancy – over 90%**
- 0 Improved turn-around – less than one month**
- 0 Improved accounts receivables/collections**
- 0 Fix property management system – privatize or make public.**

- 0 Identify top ten obstacles to improved performance – resolve in six months, and then identify ten more.**
- 0 Reward management performance – incentives – among properties**
- 0 Make people the most important element in all we do**
- 0 Focus on management reporting and visibility**
- 0 Establish positive relationships with HUD and Legislature**

Vacant Unit Completion Status
As of 8/20/2008

for vacant units < 7/1/08

Project	Vacant Units	Completed	To Be Completed	Assigned to Special Teams	Assigned to CMS	Assigned to CMS/Team	Aug. 2008	Sept. 2008	Oct. 2008	Nov. 2008	Dec. 2008	Jan. 2009	Feb. 2009	Mar. 2009	Apr. 2009	May 2009	June 2009
AMP 30 (Halawa)	4	3	1	1	0			1									
AMP 31 (Kalihi Valley Homes)	103	50	53	3	22	28	3	16	12								22
AMP 32 & 33 (Mayor Wright Homes)	26	10	16	8	8		3	3	1		5				4		
AMP 34 (Kalakaua)	28	3	25	12	0	13	8			4			10				3
AMP 35 (Punchbowl)	44	1	43	12	31			3	24	12	4						
AMP 37 (Hilo)	49	1	48	16	32		1	2		16	11	6			12		
AMP 38 (Kauai)	22	6	16	8	8		3	2	3						4		4
AMP 39 (Maui)	61	8	53	23	30		11	13	3		7			19			
AMP 40 (Kuhio Park Terrace)	32	6	26	0	17	9			3								23
AMP 43 (Kona)	33	28	5	2	3								5				
AMP 44 (Leeward Coast)	31	4	27	9	18							10			15		2
AMP 45 (Windward Oahu)	22	6	16	10	6			3	13								
AMP 46 (North Hawaii)	31	3	28	27	1		3	5	8	10							2
AMP 48 (Waipahu)	14	2	12	12	0			12									
AMP 49 (Wahiawa/Waialua)	17	9	8	5	1	2					6						2
AMP 50 (Palolo)	3	0	3	2	1		2						1				
Total	520	140	380	150	178	52	34	60	67	42	33	16	16	19	35	0	58

Next: show work by Special Teams + CMS

CURRENT UNITS VACANT REPORT

HAWAII PUBLIC HOUSING AUTHORITY
 FOR: ALL PROJECTS
 FROM 07/01/2008 THRU 08/21/2008
 REPORTING ON AUGUST 21, 2008 AT 8:20AM

Unit ID	Street Address	Move Out Date	Current Status	Days Vacant	Num Bdrms	Proj. Decon
1026-0001C	99-183-C KOHOMUA ST	07/28/08	MAINT. HOLD	24	2	
1026-0007K	99-173-K KOHOMUA ST	08/17/08	MAINT. HOLD	4	4	
1026-0023I	99-145-I KOHOMUA ST	08/12/08	MAINT. HOLD	9	3	
1026-0026A	99-111-A KOHOMUA ST	07/20/08	AVAILABLE	32	4	
1066-00401	2907 ALA ILIMA ST #401	07/29/08	AVAILABLE	23	1	
1005-0014A	2184 A KALAIWA WAY	07/30/08	MAINT. HOLD	22	2	
1005-0014G	2192 G KALAIWA WAY	07/28/08	MAINT. HOLD	24	4	
1005-0021J	2242 J KALAUNU ST	07/30/08	AVAILABLE	22	5	
1005-0022B	2228 B KALENA DR	07/28/08	MAINT. HOLD	24	1	
1005-0026C	2272 C KALENA DR	07/14/08	MAINT. HOLD	38	4	
1005-0042A	2336 A KALAUNU ST	07/24/08	MAINT. HOLD	28	2	
1003-0004D	651-D N. KUKUI ST. #4	08/10/08	SENT TO MAIN	11	2	
1003-0015B	550-B N. KING ST. #15	08/08/08	MAINT. HOLD	13	1	
1003-0021G	546-G N. KUKUI ST. #21	08/05/08	MAINT. HOLD	16	3	
1009-0003C	1431 C ALOKELE STREET	07/15/08	SENT TO MAIN	37	2	
1009-0008G	810 G WAIAKAMILO ROAD	07/27/08	SENT TO MAIN	25	2	
1012-01611	1541 KALAKAUA AVE APT 1611	08/14/08	SENT TO MAIN	7	1	
1036-00927	1583 KALAKAUA AVE APT 927	07/15/08	SENT TO MAIN	37	0	
1062-00312	1545 KALAKAUA AVENUE APT 312	07/28/08	AVAILABLE	24	1	
1062-0A103	1551 KALAKAUA AVENUE APT A103	07/09/08	MAINT. HOLD	43	1	
1011-00336	730 CAPTAIN COOK AVE #336	07/24/08	SENT TO MAIN	28	2	
1011-00631	730 CAPTAIN COOK AVE #631	08/11/08	SENT TO MAIN	10	1	
1011-00732	730 CAPTAIN COOK AVE #732	07/31/08	SENT TO MAIN	21	1	
1024-00102	1220 AALA ST APT 102	07/09/08	AVAILABLE	43	1	
1024-00108	1220 AALA ST APT 108	07/24/08	SENT TO MAIN	28	0	
1024-01009	1220 AALA ST APT 1009	07/01/08	MAINT. HOLD	51	0	
1046-00107	21 S KUAKINI ST APT 107	07/28/08	SENT TO MAIN	24	0	
1047-02103	1212 KINAU ST #2103	07/23/08	MAINT. HOLD	29	0	
1047-02207	1212 KINAU ST #2207	07/02/08	MAINT. HOLD	50	0	
1029-0935A	935-A ULULANI ST	07/17/08	ON SCHEDULED	35	1	
1020-0005R	340 AHE STREET 5R	07/10/08	MAINT. HOLD	42	2	
1023-000B2	9791 LAAU ROAD B2	07/01/08	MAINT. HOLD	51	1	
1054-0011A	4850 KAWAIHAU RD 11A	07/06/08	MAINT. HOLD	46	1	
1064-0012A	8288 IWIPOLENA RD	07/21/08	AVAILABLE	31	2	
1064-0013A	8264 IWIPOLENA RD	07/30/08	AVAILABLE	22	3	
1064-0019A	4572 IO RD	07/07/08	AVAILABLE	45	3	
1017-203A3	203A-3 N MARKET ST	07/18/08	SENT TO MAIN	34	4	
1017-215B5	215B-5 N MARKET ST	07/21/08	SENT TO MAIN	31	3	
1017-219A4	219A-4 N MARKET ST	08/04/08	SENT TO MAIN	17	3	
1044-000A3	1028 WAINEE ST APT A-3	07/08/08	SENT TO MAIN	44	0	
1044-000C2	1028 WAINEE ST APT C-2	08/11/08	SENT TO MAIN	10	0	
1088-0020C	KA HALE MUA, UNIT #20C	08/06/08	MAINT. HOLD	15	3	
1007-0015F	1438 F AHONUI ST	08/08/08	MAINT. HOLD	13	1	
1007-0020C	1414 C AHONUI ST	07/28/08	AVAILABLE	24	4	
1010-A0518	1475-518 LINAPUNI ST	08/05/08	MAINT. HOLD	16	3	
1010-A0813	1475-813 LINAPUNI ST	08/10/08	SENT TO MAIN	11	2	
1010-A1504	1475-1504 LINAPUNI ST	07/18/08	AVAILABLE	34	2	
1010-B0313	1545-313 LINAPUNI ST	08/01/08	SENT TO MAIN	20	3	
1010-B0412	1545-412 LINAPUNI ST	07/03/08	AVAILABLE	49	3	
1010-B1114	1545-1114 LINAPUNI ST	08/14/08	SENT TO MAIN	7	2	
1010-B1415	1545-1415 LINAPUNI ST	08/13/08	MAINT. HOLD	8	2	
1032-0010G	74-5060 KEALAKAA APT 10G	08/01/08	SENT TO MAIN	20	3	
1063-0002F	81-1011 NANI KUPUNA PL #2F	07/14/08	SENT TO MAIN	38	1	
1070-0A206	74-991 MANAWALEA #A206	07/11/08	SENT TO MAIN	41	1	
1033-00001	87-181 HILA ST.	07/31/08	AVAILABLE	21	2	
1091-01006	85-658 FARRINGTON #1006	07/11/08	AVAILABLE	41	3	
1030-0012D	45-1031 KAMAU PL. APT 12D	07/29/08	MAINT. HOLD	23	4	

Total Units	Vacant	Vacant Days	Average Vacancy
5448	57	1536	26.94

**Hawaii Public Housing Authority
Resident Community Meeting Schedule 6:00 to 7:30 pm (unless noted otherwise):**

AMP (Asset Mgmt Project)	Date	Notes
32 (Mayor Wright Housing)	8/5/08 T	
31 (Kalihi Valley)	8/6/08 W	
30 (Puuwai Momi)	8/12/08 T	
33 (Kamehameha)	8/13/08 W	
34 (Kalakaua)	8/19/08 T	
35 (Kalanihulia)	8/20/08 9/30/08 T	Meeting time: 3:00 to 4:30 p.m.
38 (Kauai)	8/27/08 10/1/08W	
49 (Wahiawa)	9/3/08 W	
39 (Maui)	9/4/08 Th	
44 (Waianae)	9/10/08 W	
45 (Windward)	9/11/08 Th	
40 (Kuhio Park Terrace)	9/16/08 T	
50 (Palolo)	9/17/08 W	
37 (Hilo)	9/23/08 Th	
46 (Kamuela)	9/24/08 W	
43 (Kona)	9/25/08 Th	

Contact Elena.S.Murayama@hawaii.gov

808 832 4696

If there are any questions

Resident Community Follow-up Meeting Schedule, 6:00 to 7:30 pm:

AMP	Date	Notes
30 (Puuwai Momi)	10/14/08 T	
31 (Kalihi Valley)	10/22/08 W	
32 (Mayor Wright Housing)	10/28/08 T	
33 (Kamehameha)	11/5/08 W	
34 (Kalakaua)	11/12/08 W	
35 (Kalanihuaia)	11/19/08 W	Meeting time: 3:00 to 4:30 p.m.
37 (Hilo)	12/2/08 T	
38 (Kauai)	12/10/08 W	
39 (Maui)	2/3/09 T	
40 (Kuhio Park Terrace)	2/11/09 W	
43 (Kona)	2/17/09 T	
44 (Waianae)	3/4/09 W	
45 (Windward)	3/10/09 T	
46 (Kamuela)	3/18/09 W	
49 (Wahiawa)	4/7/09 T	
50 (Palolo)	4/15/09 W	

**COMPARISON OF CHANGES IN COUNCIL ON REVENUES
PROJECTIONS FROM MAY 2007 TO JULY 2008**

TAX REVENUES	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	
% growth	6.0%	4.1%	4.6%	4.5%	4.9%	5.6%	
5/21/2007	4,889.8	5,091.9	5,326.4	5,564.8	5,835.3	6,162.5	
% growth	5.7%	3.8%	4.9%	4.7%	5.0%	6.2%	
8/28/2007	4,848.1	5,030.3	5,274.7	5,522.3	5,800.8	6,162.3	
% growth	4.9%	4.1%	4.9%	4.7%	5.0%	6.2%	
1/9/2008	4,811.1	5,008.0	5,252.2	5,499.3	5,773.6	6,130.3	
% growth	3.9%	4.1%	4.9%	4.7%	5.0%	6.2%	
3/12/2008	4,765.2	4,961.5	5,203.2	5,447.6	5,719.2	6,072.7	
% growth	3.3%	2.0%	4.4%	3.9%	4.4%	5.5%	
5/29/2008	4,737.9	4,832.6	5,045.2	5,242.7	5,474.0	5,774.4	
% growth	1.2%	1.0%	4.0%	3.9%	4.6%	5.6%	
7/31/2008	4,641.9	4,688.2	4,877.3	5,068.4	5,299.2	5,594.7	
Cummulative Change May 2007 to July 2008	(247.9)	(403.7)	(449.1)	(496.4)	(536.1)	(567.8)	(2,701.0)
Cummulative Change in Non-Tax Revenue	23.9	23.7	14.5	8.8	6.0	12.2	89.1
TOTAL GENERAL FUND CUMMULATIVE CHANGE	(224.0)	(380.0)	(434.6)	(487.6)	(530.1)	(555.6)	(2,611.9)

~~V.A. King~~

GENERAL FUND FINANCIAL PLAN
UPDATED - PRELIMINARY FY 08 ACTUAL FUND BALANCE, COR 7-31-08 PROJECTIONS
(in millions of dollars)

	<u>FY 07</u>	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	12-Aug-08 <u>FY 11</u>
REVENUES	5,142.0	5,244.8	5,222.9	5,400.5	5,606.2
EXPENDITURES	5,381.0	5,406.9	5,716.3	5,822.8	5,924.7
REV OVER EXPEND	(238.9)	(162.2)	(493.5)	(422.3)	(318.4)
CARRY-OVER BEGIN BALANCE	732.3	493.4	331.2	(162.3)	(584.5)
ENDING BALANCE	493.4	331.2	(162.3)	(584.5)	(903.0)

MEMORANDUM

TO: Board of Commissioners

FROM: MD Strum
MD Strum

SUBJECT: Hawaii Public Housing Authority
Budget to Actual Report
For the Month Ending July 31, 2008

DATE: August 21, 2008

The attached report comparing the budget to actual for the month ending July 31, 2008 was prepared utilizing the financial information entered into the EMPHASYS General Ledger and the State FAMIS systems. The information was then transferred to an excel spreadsheet for presentation. The primary reason why this was necessary is not all the budgets were entered into the system by the end of the month, this task is now completed. Reports beginning for August 31, 2008 will be generated through the system. A balance sheet is not available at this time, since the June 30, 2008 information is not yet completed.

In reviewing these reports please consider the following:

1.	Variance Analysis	A variance analysis is not presented at this time. Since this is the first month of the new fiscal year there are no trends or benchmarks to measure against. This will be part of the August 31, 2008 report.
2.	Cash basis versus Accrual Basis Accounting	These reports are being presented on the cash basis for the month of July. We are reviewing current processes and procedures to start to focus on developing monthly accrual basis reports, instead of just the year end reports. This would more closely match revenue and expenses. Please keep in mind since this is governmental accounting not all funds are on the same accrual basis. For example, the Federal Low Rent Program is on the full accrual basis and the State Family and Elderly programs are on a modified basis of accrual. HPHA will be moving towards preparing these reports on an accrual basis.
3.	Contract Payments	It is important to note that in July 2008, several contracts were executed but not invoiced and paid. These contract payment amounts will be reflected in future periods.
4.	Year to Date Comparison	Since July 31, 2008 is the first month of the fiscal year a Year to Date comparison is not shown. Beginning with the August 31, 2008 report a Year to Date comparison will be presented.
5.	Adjustments due to FY08 Accruals	The June 30, 2008 accruals are being prepared some of the July numbers may change because of this step in the closing process. Invoices are being reviewed and assigned to the appropriate fiscal year.
6.	Depreciation Expense	Depreciation Expense is not available at this time and will not be available until after the June 30, 2008 closing is completed.

	Total Agency Actual Costs	LIPH 5363 Units	State Family 288 Units	State Elderly 576 Units	Section 8 1733 Vouchers	Rent Supplement 400 Subsidies	PBCA 3960 Units Subsidized	Homeless	COCC Totals
Revenue									
Rental Income	1,608,222	\$1,384,146	68,509	155,567	-	-	-	-	-
Vacancy Loss	-	-	-	-	-	-	-	-	-
Net Rental Income	1,608,222	1,384,146	68,509	155,567	-	0	-	0	-
Federal Operating Subsidy	4,751,053	1,275,543	-	-	1,582,899	-	1,675,231	-	217,380
Tenant Charges	21,149	18,659	1,505	786	-	-	-	-	-
Grant Income	-	-	-	-	-	-	-	-	-
State Programs	1,135,639	-	-	-	-	102,752	-	1,032,887	-
Other Income	503,671	16,167	-	-	173,489	-	278,658	-	35,357
Total Revenue	8,019,735	2,694,715	70,014	156,353	1,756,388	102,752	1,953,888	1,032,887	252,737
Operating Expenses									
Administrative Expenses									
Administrative Salary & Wages	482,453	158,945	29,656	-	63,334	15,834	-	18,830	195,855
Administrative Fringe Benefits	213,743	64,627	-	-	24,267	6,067	-	12,902	105,880
Auditing Fees	-	-	-	-	-	-	-	-	-
Legal Expense	-	-	-	-	-	-	-	-	-
Private Management Fees	-	-	-	-	-	-	-	-	-
Management Fees	218,758	156,949	12,965	14,146	34,698	-	-	-	-
Bookkeeping Fees	56,215	36,707	2,190	4,320	12,998	-	-	-	-
Information Technology Fees	12,534	10,726	584	1,152	-	-	-	72	-
Asset Management Fees	-	-	-	-	-	-	-	-	-
Other Operating Expenses	1,251,926	34,618	893	4,949	2,925	785	2,654	1,193,199	11,903
Total Administrative	2,235,631	462,572	46,288	24,568	138,222	22,686	2,654	1,225,003	313,638
Tenant Services									
Resident Participation Fee	-	-	-	-	-	-	-	-	-
Other Resident Services	-	-	-	-	-	-	-	-	-
Total Tenant Services	-	-	-	-	-	-	-	-	-
Utilities									
Water & Sewer	403,617	350,314	31,405	21,542	-	-	-	-	356
Electricity	380,590	319,408	4,351	33,014	-	-	-	23,817	-
Gas	221,650	208,761	11,065	1,824	-	-	-	-	-
Other Utilities	-	-	-	-	-	-	-	-	-
Total Utilities	1,005,857	878,483	46,821	56,380	-	-	-	23,817	356
Maintenance									
Maintenance Salaries & Wages	389,216	389,216	-	-	-	-	-	-	-
Maintenance Fringe Benefits	131,896	131,896	-	-	-	-	-	-	-
Parts & Materials	50,076	32,909	2,015	14,249	-	-	-	-	903
Refuse Contract Services	7,657	950	4,732	1,975	-	-	-	-	-
Maintenance Contracts	112,948	4,467	-	101,370	-	-	-	-	7,111
Maintenance Service Fees Other	14,554	5,742	192	8,619	-	-	-	-	-
Total Maintenance	706,347	565,180	6,940	126,214	0	-	-	0	8,014
Other Expenses									
Protective Services	50,573	47,713	-	-	136	3	-	170	2,551
Insurance Premiums	6,975	-	273	6,702	-	-	-	-	-
Payments in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	3,166,871	-	-	-	1,415,523	76,117	1,675,231	-	-
Other Expenses	15,315	44	10,942	123	-	-	-	37	4,169
Total Other Expenses	3,239,735	47,758	11,215	6,825	1,415,659	76,120	1,675,231	207	6,719
Total Operating Expenses	7,137,569	1,953,932	111,263	213,986	1,553,881	98,806	1,677,884	1,249,028	328,727
Net Cash Flow from Operations	832,166	740,723	(41,250)	(57,633)	202,507	3,947	276,004	(216,141)	(75,990)

	Total Agency Monthly Budget	Total Agency Actual	Variance in Dollars	Variance in Percentage
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Revenue

Rental Income	1,691,647	1,608,222	(83,425)	95%
Vacancy Loss	(68,299)	0	68,299	0%
Net Rental Income	<u>\$1,623,349</u>	<u>\$1,608,222</u>	<u>(15,127)</u>	<u>99%</u>
Federal Operating Subsidy	4,788,589	4,751,053	(37,537)	99%
Tenant Charges	0	21,149	21,149	
Grant Income	214,754	-	(214,754)	0%
State Programs	2,133,242	1,135,639	(997,603)	53%
Other Income	587,564	503,671	(83,893)	86%

Total Revenue	<u>\$9,347,499</u>	<u>\$8,019,735</u>	<u>(\$1,327,764)</u>	<u>86%</u>
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Operating Expenses

Administrative Expenses

Administrative Salary & Wages	634,490	482,453	152,036	76%
Administrative Fringe Benefits	255,389	213,743	41,646	84%
Auditing Fees	24,750	-	24,750	0%
Legal Expense	61,673	-	61,673	0%
Private Management Fees	516,043	-	516,043	0%
Management Fees	311,287	218,758	92,529	70%
Bookkeeping Fees	56,215	56,215	-	100%
Information Technology Fees	13,197	12,534	663	95%
Asset Management Fees	63,119	-	63,119	0%
Other Operating Expenses	1,989,686	1,251,926	737,759	63%

Total Administrative	<u>3,925,847</u>	<u>2,235,631</u>	<u>1,690,217</u>	<u>57%</u>
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Tenant Services

Resident Participation Fee	-	-	-	0%
Other Resident Services	9,670	-	9,670	0%

Total Tenant Services	<u>9,670</u>	<u>0</u>	<u>9,670</u>	<u>0%</u>
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Utilities

Water & Sewer	401,792	403,617	1,825	100%
Electricity	388,204	380,590	(7,614)	98%
Gas	139,147	221,650	82,504	159%
Other Utilities	44	-	(44)	0%

Total Utilities	<u>929,186</u>	<u>1,005,857</u>	<u>76,671</u>	<u>108%</u>
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Maintenance

Maintenance Salaries & Wages	446,843	389,216	(57,627)	87%
Maintenance Fringe Benefits	177,007	131,896	(45,111)	75%
Parts & Materials	160,534	50,076	(110,458)	31%
Refuse Contract Services	143,909	7,657	(136,252)	5%
Maintenance Contracts	212,897	112,948	(99,948)	53%
Maintenance Service Fees Other	63,447	14,554	(48,893)	23%

Total Maintenance	<u>1,204,636</u>	<u>706,347</u>	<u>(498,289)</u>	<u>59%</u>
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Other Expenses				
Protective Services	175,745	50,573	(125,171)	29%
Insurance Premiums	71,433	6,975	(64,458)	10%
Payments in Lieu of Taxes (PILOT)	5,207	-	(5,207)	0%
Bad Debt Expense	293,148	-	(293,148)	0%
Housing Assistance Payments	3,265,550	3,166,871	(98,680)	97%
Other Expenses	32,711	15,315	(17,395)	47%
	<hr/>			
Total Other Expenses	3,843,793	3,239,735	(604,059)	84%
	<hr/>			
Total Operating Expenses	9,913,133	7,187,569	(2,725,563)	73%
	<hr/>			
Net Cash Flow from Operations	(565,633)	832,166	1,397,799	-147%
	<hr/>			

	LIPH Monthly Budget	LIPH Actual	Variance in Dollars	Variance in Percentage
Revenue				
Rental Income	\$1,469,626	\$1,384,146	(85,480)	94%
Vacancy Loss	(68,299)			
Net Rental Income	1,401,328	1,384,146	(17,182)	99%
Federal Operating Subsidy	1,422,133	1,275,543	(146,590)	90%
Tenant Charges	0	18,859	18,859	
Grant Income	214,754	0	(214,754)	0%
State Programs	286,166	0	(286,166)	0%
Other Income	161,314	16,167	(145,147)	10%
Total Revenue	3,485,695	2,694,715	(790,980)	77%
Operating Expenses				
Administrative Expenses				
Administrative Salary & Wages	217,377	158,945	58,432	73%
Administrative Fringe Benefits	85,791	64,627	21,164	75%
Auditing Fees	6,018	0	6,018	0%
Legal Expense	42,567	0	42,567	0%
Private Management Fees	442,729	0	442,729	0%
Management Fees	156,949	156,949	0	100%
Bookkeeping Fees	36,707	36,707	0	100%
Information Technology Fees	10,726	10,726	0	100%
Asset Management Fees	21,452	0	21,452	0%
Other Operating Expenses	53,488	34,618	18,870	65%
Total Administrative Expenses	1,073,804	462,572	611,231	43%
Tenant Services				
Resident Participation Fee	0	0	0	
Other Resident Services	9,670	0	9,670	0%
Total Tenant Services	9,670	0	9,670	0%
Utilities				
Water & Sewer	348,583	350,314	(1,730)	100%
Electricity	296,552	319,408	(22,855)	108%
Gas	130,630	208,761	(78,132)	160%
Other Utilities	0	0	0	
Total Utilities	775,765	878,483	(102,717)	113%
Maintenance				
Maintenance Salaries & Wages	410,739	389,216	21,523	95%
Maintenance Fringe Benefits	162,327	131,896	30,432	81%
Parts & Materials	152,977	32,909	120,068	22%
Refuse Contract Services	132,951	950	132,001	1%
Maintenance Contracts	165,737	4,467	161,270	3%
Maintenance Fees - Other	57,977	5,742	52,235	10%
Total Maintenance	1,082,709	565,180	517,529	52%

Other Expenses				
Protective Services	175,141	47,713	127,427	27%
Insurance Premiums	57,512	0	57,512	0%
Payments in Lieu of Taxes (PILOT)	5,207	0	5,207	0%
Bad Debt Expense	234,585	0	234,585	0%
Other Expenses	0	44	(44)	
	<hr/>			
Total Other Expenses	472,445	47,758	424,687	10%
	<hr/>			
Total Operating Expenses	3,414,392	1,953,992	1,460,400	57%
	<hr/>			
Net Cash Flow from Operations	71,303	740,723	669,420	1039%
	<hr/>			

	State Family Monthly Budget	State Family Actual	Variance in Dollars	Variance in Percentage
Revenue				
Rental Income	65,985	68,509	(2,524)	104%
Vacancy Loss	-	-	-	0%
Net Rental Income	65,985	68,509	(2,524)	104%
Federal Operating Subsidy				
Tenant Charges	-	1,505	(1,505)	0%
Grant Income	-	-	-	0%
State Programs	20,283	-	(20,283)	0%
Other Income	-	-	-	-
	20,283	1,505	(21,788)	7%
Total Revenue	86,267	70,014	(16,254)	81%
Operating Expenses				
Administrative Expenses				
Administrative Salary & Wages	16,243	29,656	(13,413)	183%
Administrative Fringe Benefits	6,605	-	6,605	0%
Auditing Fees	1,050	-	1,050	0%
Legal Expense	2,019	-	2,019	0%
Private Management Contracts	9,386	-	9,386	0%
Management Fees	12,965	12,965	(0)	100%
Bookkeeping Fees	2,190	2,190	-	100%
Information Technology Fees	584	584	-	100%
Asset Management Fees	-	-	-	-
Other Operating Expenses	1,005	893	112	89%
Travel	203	-	203	0%
Total Administrative	52,250	46,288	5,962	89%
Tenant Services				
Resident Participation Fee	-	-	-	0%
Other Resident Services	-	-	-	0%
Total Tenant Services	-	-	-	0%
Utilities				
Water & Sewer	25,273	31,405	(6,133)	124%
Electricity	12,149	4,351	7,798	36%
Gas	7,131	11,065	(3,933)	155%
Other Utilities	-	-	-	0%
Total Utilities	44,553	46,821	(2,268)	105%
Maintenance				
Maintenance Salaries & Wages	22,971	-	22,971	0%
Maintenance Fringe Benefits	9,340	-	9,340	0%
Parts & Materials	2,162	2,015	147	93%
Refuse Contract Services	8,322	4,732	3,590	57%
Maintenance Contracts	16,667	-	16,667	0%
Maintenance Service Fees Other	1,814	192	1,622	11%
Total Maintenance	61,275	6,940	54,335	11%

Other Expenses				
Protective Services	-	-	-	
Insurance Premiums	3,287	273	3,014	8%
Payments in Lieu of Taxes (PILOT)				
Bad Debt Expense	53,622		53,622	0%
Other Expenses	-	10,942	(10,942)	
	<hr/>			
Total Other Expenses	56,909	11,215	45,694	20%
	<hr/>			
Total Operating Expenses	214,987	111,263	103,723	52%
	<hr/>			
Net Cash Flow from Operations	(128,720)	(41,250)	(87,470)	32%
	<hr/>			

	State Elderly Monthly Budget	State Elderly Actual	Variance in Dollars	Variance in Percentage
Revenue				
Rental Income	156,036	155,567	469	100%
Vacancy Loss	-			
Net Rental Income	156,036	155,567	469	100%
Federal Operating Subsidy				
Tenant Charges	-	786	(786)	
Grant Income	-			
State Programs	8,619			
Other Income	-			
	8,619	786	(786)	9%
Total Revenue	164,656	156,353	(8,302)	95%
Operating Expenses				
Administrative Expenses				
Administrative Salary & Wages				
Administrative Fringe Benefits				
Auditing Fees	1,283	-	1,283	0%
Legal Expense	3,989	-	3,989	0%
Private Management Contracts	63,928	-	63,928	0%
Management Fees	14,146	14,146	-	100%
Bookkeeping Fees	4,320	4,320	-	100%
Information Technology Fees	1,152	1,152	-	100%
Asset Management Fees	-	-	-	
Other Operating Expenses	2,241	4,949	(2,709)	221%
Travel	-	-	-	0
Total Administrative	91,058	24,568	66,491	27%
Tenant Services				
Resident Participation Fee	-	-	-	0%
Other Resident Services	-	-	-	0%
Total Tenant Services	-	-	-	0%
Utilities				
Water & Sewer	26,313	21,542	4,771	82%
Electricity	44,872	33,014	11,858	74%
Gas	1,386	1,824	(438)	132%
Other Utilities	-	-	-	0%
Total Utilities	72,571	56,380	16,191	78%
Maintenance				
Maintenance Salaries & Wages				
Maintenance Fringe Benefits				
Parts & Materials	4,453	14,249	(9,797)	320%
Refuse Contract Services	2,636	1,975	661	75%
Maintenance Contracts	14,544	101,370	(86,826)	697%
Maintenance Service Fees Other	-	8,619	(8,619)	
Total Maintenance	21,632	126,214	(104,582)	583%

Other Expenses				
Protective Services	-	-	-	
Insurance Premiums	8,904	6,702	2,202	75%
Payments in Lieu of Taxes (PILOT)				
Bad Debt Expense	4,940	-	4,940	0%
Other Expenses	-	123	(123)	
Total Other Expenses	13,844	6,825	7,019	49%
<hr/>				
Total Operating Expenses	199,105	213,986	(14,881)	107%
<hr/>				
Net Cash Flow from Operations	(34,450)	(57,633)	(23,183)	167%
<hr/>				

Section 8 Monthly Budget	Section 8 Actual	Variance in Dollars	Variance in Percentage
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Revenue

Rental Income	-	-	-	
Vacancy Loss	-	-	-	
<hr/>				
Net Rental Income	-	-	-	0%
Federal Operating Subsidy	1,687,217	1,582,899	(104,318)	94%
Tenant Charges	-	-	-	
Grant Income	-	-	-	
State Programs	-	-	-	
Other Income	188,137	173,489	(14,648)	92%
<hr/>				
Total Revenue	1,875,354	1,756,388	(118,966)	94%

Operating Expenses

Administrative Expenses

Administrative Salary & Wages	70,599	63,334	7,264	90%
Administrative Fringe Benefits	28,705	24,267	4,438	85%
Auditing Fees	6,347		6,347	0%
Legal Expense	833		833	0%
Private Management Fees				
Management Fees	31,107	34,698	(3,590)	112%
Bookkeeping Fees	12,998	12,998	0	100%
Information Technology Fees				
Asset Management Fees				
Other Operating Expenses	27,127	2,925	24,202	11%

Total Administrative Expenses

177,716	138,222	39,495	78%
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Tenant Services

Resident Participation Fee
Other Resident Services

Total Tenant Services

0	0	0	0%
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Utilities

Water & Sewer	33	0	33	0%
Electricity	1,071	0	1,071	0%
Gas				
Other Utilities				

Total Utilities

1,104	0	1,104	0%
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Maintenance

Maintenance Salaries & Wages
Maintenance Fringe Benefits
Parts & Materials
Refuse Contract Services
Maintenance Contracts

167	0	167	0%
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Total Maintenance

167	0	167	0%
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Other Expenses				
Protective Services	0	136	(136)	
Insurance Premiums				
Payments in Lieu of Taxes (PILOT)				
Bad Debt Expense				
Housing Assistance Payments	1,687,217	1,415,523	271,694	84%
Other Expenses				
	<hr/>			
Total Other Expenses	1,687,217	1,415,659	271,558	84%
	<hr/>			
Total Operating Expenses	1,866,204	1,553,881	312,323	83%
	<hr/>			
Net Cash Flow from Operations	9,150	202,507	(431,289)	5%
	<hr/>			

Rental Supplemental Monthly Budget	Rental Supplemental Actual	Variance in Dollars	Variance in Percentage
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Revenue

Rental Income	-	-	-	
Vacancy Loss	-	-	-	
Net Rental Income	-	-	-	0%
Federal Operating Subsidy	-	-	-	
Tenant Charges	-	-	-	
Grant Income	-	-	-	
State Programs	78,823	102,752	23,929	130%
Other Income	19,972		(19,972)	0%

Total Revenue

98,795	102,752	3,957	104%
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Operating Expenses

Administrative Expenses

Administrative Salary & Wages	12,291	15,834	(3,543)	129%
Administrative Fringe Benefits	4,998	6,067	(1,069)	121%
Auditing Fees	1,012		1,012	0%
Legal Expense	-	-	-	
Private Management Fees	-	-	-	
Management Fees	4,110	0	4,110	0%
Bookkeeping Fees	-	-	-	
Information Technology Fees	-	-	-	
Asset Management Fees	-	-	-	
Other Operating Expenses	2,742	785	1,957	29%

Total Administrative Expenses

25,153	22,686	2,467	90%
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Tenant Services

Resident Participation Fee	-	-	-	
Other Resident Services	-	-	-	

Total Tenant Services

0	0	0	0%
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Utilities

Water & Sewer	8	0	8	0%
Electricity	268	0	268	0%
Gas				
Other Utilities				

Total Utilities

276	0	276	0%
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Maintenance

Maintenance Salaries & Wages	-	-	-	
Maintenance Fringe Benefits	-	-	-	
Parts & Materials	-	-	-	
Refuse Contract Services	-	-	-	
Maintenance Contracts	78,333		78,333	0%

Total Maintenance

78,333	0	78,333	0%
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Other Expenses				
Protective Services		3	(3)	0%
Insurance Premiums	13		13	0%
Payments in Lieu of Taxes (PILOT)	-	-	-	
Bad Debt Expense	-	-	-	
Housing Assistance Payments		76,117	(76,117)	0%
Other Expenses				
	<hr/>			
Total Other Expenses	13	76,120	(76,107)	0%
	<hr/>			
Total Operating Expenses	103,775	98,806	4,969	0%
	<hr/>			
Net Cash Flow from Operations	(4,980)	3,947	(1,011)	0%
	<hr/>			

	PBCA Monthly Budget	PBCA Actual	Variance in Dollars	Variance in Percentage
Revenue				
Rental Income	-	-	-	
Vacancy Loss	-	-	-	
Net Rental Income	-	-	-	0.00%
Federal Operating Subsidy	1,500,000	1,675,231	175,231	111.68%
Tenant Charges	-	-	-	
Grant Income	-	-	-	
State Programs	-	-	-	
Other Income	131,442	278,658	147,215	212.00%
Total Revenue	1,631,442	1,953,888	322,446	119.76%
Operating Expenses				
Administrative Expenses				
Administrative Salary & Wages	-	-	-	
Administrative Fringe Benefits	-	-	-	
Auditing Fees	4,263	0	4,263	0.00%
Legal Expense	-	-	-	
Private Management Fees	92,010	-	92,010	0.00%
Management Fees	-	-	-	
Bookkeeping Fees	-	-	-	
Information Technology Fees	-	-	-	
Asset Management Fees	25,000	-	25,000	0.00%
Other Operating Expenses	417	2,654	(2,237)	636.85%
Total Administrative Expenses	121,690	2,654	119,036	636.85%
Tenant Services				
Resident Participation Fee	-	-	-	
Other Resident Services	-	-	-	
Total Tenant Services	-	-	-	0.00%
Utilities				
Water & Sewer	-	-	-	
Electricity	-	-	-	
Gas	-	-	-	
Other Utilities	-	-	-	
Total Utilities	-	-	-	0.00%
Maintenance				
Maintenance Salaries & Wages	-	-	-	
Maintenance Fringe Benefits	-	-	-	
Parts & Materials	-	-	-	
Refuse Contract Services	-	-	-	
Maintenance Contracts	-	-	-	
Other Miscellaneous Contracts	-	-	-	
Total Maintenance	-	-	-	0.00%

Other Expenses				
Protective Services	-	-	-	
Insurance Premiums	-	-	-	
Payments in Lieu of Taxes (PILOT)	-	-	-	
Bad Debt Expense	-	-	-	
Housing Assistance Payments	1,500,000	1,675,231	175,231	111.68%
Other Expenses				
Total Other Expenses	<u>1,500,000</u>	<u>1,675,231</u>	<u>175,231</u>	<u>111.68%</u>
Total Operating Expenses	<u>1,621,690</u>	<u>1,677,884</u>	<u>56,195</u>	<u>103.47%</u>
Net Cash Flow from Operations	<u>9,753</u>	<u>276,004</u>	<u>266,251</u>	<u>2830.04%</u>

Homeless Monthly Budget	Homeless Actual	Variance in Dollars	Variance in Percentage
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Revenue

Rental Income	-	-	-	
Vacancy Loss	-	-	-	
Net Rental Income	-	-	-	0%
Federal Operating Subsidy	-	-	-	
Tenant Charges	-	-	-	
Grant Income	-	-	-	
State Programs	1,818,174	1,032,887	(785,287)	57%
Other Income				
Total Revenue	1,818,174	1,032,887	(785,287)	57%

Operating Expenses

Administrative Expenses

Administrative Salary & Wages	37,290	18,830	18,461	50%
Administrative Fringe Benefits	15,162	12,902	2,260	85%
Auditing Fees	3,341	0	3,341	0%
Legal Expense	10,000	0	10,000	0%
Private Management Fees	-	-	-	
Management Fees	-	-	-	
Bookkeeping Fees	-	-	-	
Information Technology Fees	72	72	(0)	100%
Asset Management Fees	16,667		16,667	0%
Other Administrative Costs	1,818,174	1,193,199	624,975	66%

Total Administrative Expenses

1,900,707	1,225,003	675,703	64%
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Tenant Services

Resident Participation Fee	-	-	-	
Other Resident Services	-	-	-	

Total Tenant Services

-	-	-	0%
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Utilities

Water & Sewer	58		58	0%
Electricity	398	23,817	(23,419)	5978%
Gas	-	-	-	
Other Utilities	-	-	-	

Total Utilities

457	23,817	(23,361)	5215%
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Maintenance

Maintenance Salaries & Wages	-	-	-	
Maintenance Fringe Benefits	-	-	-	
Parts & Materials	-	-	-	
Refuse Contract Services	-	-	-	
Maintenance Contracts	167		167	0%

Total Maintenance

167	-	167	0%
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Other Expenses				
Protective Services		170	(170)	
Insurance Premiums	101		101	0%
Payments in Lieu of Taxes (PILOT)	-	-	-	
Bad Debt Expense	-	-	-	
Other Expenses	0	37	(37)	
	<hr/>			
Total Other Expenses	101	207	(107)	0%
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Total Operating Expenses	1,901,431	1,249,028	652,402	66%
	<hr/>			
Net Cash Flow from Operations	(83,256)	(216,141)	(132,885)	260%
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HPHA COCC Monthly Budget	HPHA COCC Actual	Variance in Dollars	Variance in Percentage
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Revenue

Rental Income	-	-	-	
Vacancy Loss	-	-	-	
Net Rental Income	-	-	-	
Federal Operating Subsidy		217,380	217,380	
Tenant Charges		-	-	
Grant Income		-	-	
State Programs		-	-	
Other Income		35,357	35,357	

Total Revenue	100,000	252,737	152,737	253%
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Operating Expenses

Administrative Expenses

Administrative Salary & Wages	280,690	195,855	84,836	70%
Administrative Fringe Benefits	114,129	105,880	8,248	93%
Auditing Fees	1,435	-	1,435	0%
Legal Expense	2,265	-	2,265	0%
Private Management Fees	-	-	-	0%
Management Fees	-	-	-	0%
Bookkeeping Fees	-	-	-	0%
Information Technology Fees	663	-	663	0%
Asset Management Fees	-	-	-	0%
Other Operating Expenses	78,757	11,903	66,854	15%

Total Administrative	477,939	313,638	164,301	66%
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Tenant Services

Resident Participation Fee	-	-	-	
Other Resident Services	-	-	-	

Total Tenant Services	-	-	-	0%
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Utilities

Water & Sewer	1,523	356	1,167	23%
Electricity	32,893	-	32,893	0%
Gas	-	-	-	0%
Other Utilities	44	-	44	0%

Total Utilities	34,460	356	34,105	1%
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Maintenance

Maintenance Salaries & Wages	13,133	-	13,133	0%
Maintenance Fringe Benefits	5,340	-	5,340	0%
Parts & Materials	943	903	40	96%
Refuse Contract Services	-	-	-	0%
Maintenance Contracts	15,104	7,111	7,993	47%
Maintenance Service Fees Other	-	-	-	0%

Total Maintenance	34,520	8,014	26,506	23%
Other Expenses				
Protective Services	604	2,551	(1,947)	422%
Insurance Premiums	1,403	-	1,403	0%
Payments in Lieu of Taxes (PILOT)	-	-	-	0%
Bad Debt Expense	-	-	-	0%
Other Expenses	-	4,169	(4,169)	
Total Other Expenses	2,007	6,719	(4,712)	335%
Total Operating Expenses	548,927	328,727	220,199	60%
Net Cash Flow from Operations	(448,927)	(75,990)	(372,937)	17%

MEMORANDUM

TO: Board of Directors
Randy Jones for
FROM: Robert Wilkes, CPA
Supervising CPA - MDStrum

SUBJECT: Board Report

DATE: August 21, 2008

Through the month of July 2008, MDStrum has been under contract for seven (7) weeks. For the month of July 2008, MDStrum has focused its attention on creating a General Ledger that the agency can rely on for accurate and up-to-date financial information, including the preparation of financial statements on a monthly basis with budget vs. actual with variances. To those ends, MDStrum has engaged in the following activities for the month of July 2008:

Activity	Description
1. General Ledger	In order to realize an accurate and current General Ledger, all financial information must be analyzed and inputted into the Emphasys and FAMIS systems. MDStrum organized the Accountants on staff, the Account Clerks, and the Account Clerk Temps into groups to; 1. Input revenue and expense items into the system for FY 2008, and perform year end reconciliation and closeout procedures, 2. Input revenue and expense items into the system for FY 2009, after first entering new account codes to support the FASS submission and tracking by AMP. As the month ended, the first two (2) of the 23 funds had been uploaded into the Emphasys System. Most of the funds should be uploaded into the system by the end of August.
2. Budget vs. Actual Financial Report to Board of Commissioners	MDStrum assisted staff in producing a budget vs. actual operating budget with variances for the month of July 2008 to be presented to the Board at its August 21, 2008 Board meeting.
3. Staff Capacity	A significant amount of time is allocated to the ongoing development of staff capacity to ensure that staff will be able to carry on after the expiration of the MDStrum contract. Staff is being exposed to both one-on-one on-the-job training and formalized and structured training sessions approved by HUD.

Activity	Description
4. Chart of Accounts	In order for staff to accurately reflect and charge revenue and expense items to correct accounts, the Chart of Accounts are continually being updated and refined to be in concert with the various reporting requirements. This facilitates financial information that is accurate and removes obsolete accounts.
5. Financial Assessment Sub System (FASS) Submission	As stated last month, HUD has delayed the submission of the un-audited FASS submission till a date yet to be determined. HUD is updating the FASS submission format to reflect the changes needed for asset management reporting requirements. The August 31, 2008 deadline has been extended. The system is down until at least September 21, 2008. HUD will announce in the near future when the new deadline will be for the un-audited submission.
6. Job Descriptions	MDStrum is continuing to develop and revise job descriptions to more accurately reflect the knowledge, skills, and abilities necessary to carry on the competent daily operations of a well functioning financial Management Office for now and in the future. The organizational structure will be flexible enough address current financial management concerns and those of the future.
7. Sign-Off Approval for all Purchase Orders, Requisitions, P Cards, Contracts, and other Documents before Requiring E.D. Approval	As per directive of Executive Director, MDStrum provides sign-off approval on all purchase orders, requisitions, P Cards, contracts, and other documents to better ensure accuracy, funding availability, and that the agency act within the framework of the approved budgets.
8. Drafted 10 Accounting Goals to be Implemented during the Fiscal Year.	See Attachment
9. Continued Cooperation with Independent Auditors	MDStrum and staff are continuing to work with our Independent Auditors to ensure that the IPA audit is completed on time to meet state and federal deadlines of 12/31/08 and 3/31/09, respectively.
10. Continued to Develop and Refine Training Modules for MDStrum Training on 8/26 & 27, 2008	MDStrum has developed and continues to refine the Asset Management Training Modules on Expense Management and Procurement. The training is to assist management in maximizing its revenues and minimizing its expenses by addressing issues, such as, Vacant Unit Turnaround, Rent Collection, Utilities Management, FASS, and HUD Procurement. HPHA will provide training on state procurement laws.

Cc: Chad Taniguchi
Barbara Arashiro
Juan Patterson
Constance Coughlan
Charles Itliong
Larry Jones

FINANCIAL MANAGEMENT OFFICE (FMO)

As a department, we have the responsibility of creating and maintaining an accurate and up-to-date General Ledger, which provides Funding Providers, Board of Commissioners and Management with financial statements that accurately reflect the current state of the financial condition of HPHA to make informed and timely decisions. The decisions made from the information impact the lives of Section 8 voucher holders, residents of state and federal low rent properties and the homeless initiatives of the State of Hawaii.

Our performance directly impacts the perception that the general public, funding providers, legislature, HPHA management and residents have of HPHA.

To that end, I have established the following:

Accounting Goals:

1. We are service providers to the departments and branches of the HPHA. We assist them by processing payments, recording of revenues and financial reporting in order for them to deliver a service to the residents of the State of Hawaii.
2. We continually review the accounting processes to ensure that there is adequate internal control, in compliance with GAAP, Federal and State regulations and statutes and to make these processes be the most efficient and effective for HPHA.
3. All accounting transactions (state and federal) will be entered daily in EMPHASYS.
4. Each payroll is entered and posted in EMPHASYS within three business days from date received by DAGS.
5. Checks received by 12:00 noon will be deposited by close of business same day.
6. All transactions of the previous day will be posted in the general ledger by 12 noon the next business day.
7. Bank reconciliations are to be completed by the 15th of each month.
8. Budget to actual reports are distributed to management by the 7th business day of the month.
9. E-LOCES is drawn at the time a check is issued (except operating subsidy)
10. Monthly financial statements (balance sheet, income statement and cash flow) are issued by the 15th of the month.

Hawaii Public Housing Authority
Quarterly Recognition Awards
Award Period: April 1, 2008 – June 30, 2008

High Performer: DEAN SACRAMED

Dean Sacramed is a Building Maintenance Worker at AMP 38 on East Kaua'i. He is responsible for the supervision of the maintenance staff and performs skilled maintenance work. Dean is a recipient of a High Performer Leader award for this quarter.

Due to a 5-year backlog of evictions, there was an unusual amount of vacant units in poor condition during the last fiscal year in East Kaua'i. To tackle this problem, Dean developed a clear and effective plan to renovate the vacant units. He created contracts for painting and janitorial work paid for by the Vacant Unit Turnaround Funds. He also coordinated efforts between the various contractors, AMP maintenance staff, and the applications staff. This led to the successful accomplishment of the AMP's goal to renovate identified vacant units by June 30, 2008. The applications staff had a dependable completion date for each unit and was able to place new tenants with little or no vacancy loss days.

Dean's coworkers note that he is an effective communicator and has a congenial personality. He approached the renovation of backlog vacant units with a clear plan and instructions. He motivated his staff to keep up with the vendors. Additionally, the contractors are eager to bid for similar projects in the future and other vendors have expressed interest; creating a competitive market.

Dean holds a very high standard of work which is reflected in the REAC scores. He also clearly understands the HUD, HPHA, and AMP policies which facilitate his work. Dean is an example of the type of dedication and hard work that is helping to improve our agency.

High Performer: CLARENCE AKUI

Clarence Akui is a Building Maintenance Worker at AMPs 34 and 50, which includes Kalakaua Homes Complex and Palolo Valley Homes. Clarence is a recipient of a High Performer Leader award for this quarter.

During the last fiscal year he responded to and abated 57 after hours emergency call outs. This resulted in a cost savings of \$350,000. In what was a nearly singly handed abatement of after hour emergencies, he worked efficiently and exhibited sound judgment by appropriately initiating consultations with supervisors and the AMP Manager.

Clarence has consistently maintained outstanding performance in the completion of his duties by executing tasks with quality workmanship, using time and materials efficiently, and working both independently and as a team member. He is described as being a reliable source of information and offers helpful suggestions to co-workers and supervisors.

Although Clarence is very modest and quiet, he is, however, a proven leader. He sets a standard of exemplary work performance and inspires the staff at AMP 34 and 50 with his "can do" attitude and his actions that promote harmony in the workplace. His actions truly speak louder than words, and he is a positive asset to this agency.

Project Award: ERNESTO PASION

The project award is given to an individual who has demonstrated the ability to effectively complete a project. This quarter's project award is given to Ernesto Pasion, a Building Maintenance Helper at AMP 38 on Kaua`i.

At AMP 38 Ernesto has taken on the responsibility of the materials inventory, a critical part of maintenance operation since it represents a lot of the AMP money and is critical in saving time to complete repair work. Although there are a relatively low number of units at the Kaua`i AMP, there are 6 housing projects with six different materials requirements. Ernesto has taken on the responsibility to reorganize the storeroom and shop. All of the items and shelves are now clearly labeled, expediting the completion of maintenance work.

By successfully tackling this project Ernesto has facilitated the process for reordering materials in addition to promoting accuracy on work orders. As a direct result, the work orders completion time has been reduced since materials are now readily available when needed. Consequently, this storeroom has been used as a model in training the offices in Hilo, Maui, and West Kaua`i.

The staff that work alongside Ernesto have been positively affected by witnessing his hard work on a daily basis. His initiative with the material inventory project led to positive changes that helped the AMP as a whole improve its performance.

HPHA Board Report
Resident Associations.
Board Meeting 8/21/08

Below is a list of dates of AMP/MU meetings that we have attended:

Day	Date	Project	MU/AMP
Tuesday,	August 5, 2008	Mayor Wright Homes	3/32
Wednesday,	August 6, 2008	Kalihi Valley Homes	2/31
Tuesday	August 12, 2008	Pu'uwai Momi	1/30
Wednesday	August 13, 2008	Kamehameha Homes	3/33
Tuesday	August 19, 2008	Kalakaua Homes	4/34

At these MU/AMP meetings, we have notified all residents that we will be taking a more active role in working with the resident association councils. For those associations who are active and established, we would be available to help them in anything that they may need help with. For those associations who are non-active, we realize that they need more help in getting established and to get active again. They may need more assistance in conducting nominations and elections so that a resident association board can be in place to help the community. We realize that non-active associations will need help in establishing a strong foundation for the community to stand on, which may include leadership training.

At the meetings that we have attended, the main points that we have attempted to communicate with ALL residents are:

That the resident associations will be serving several important roles under the Asset Management Project which include:

- Serve as communicators between the management and the residents.
- Serve as the eyes and ears of the community
- Coordinate different events and activities for the community
- Assist management in trying to solve resident issues/concerns.
- Stressed that activities such as security patrol may help in trying to curb the crime in their projects.

We have also notified resident associations that are active that we will be there to help them to access the resident participation funds so that that their community may be able to fund some of the activities that they are planning to coordinate.

Below is a list of associations of the MU/AMP that we have visited thusfar. The association's status is also listed to inform you of which associations are active and in-active.

MU 3/AMP 32

Association	President	Active/Inactive
Mayor Wright Homes	Hana Eliapo	ACTIVE

MU 2/AMP 31

Association	President	Active/Inactive
Kalihi Valley Homes	Tai	ACTIVE
Puahala Homes		Just Elected

MU 1/AMP 30

Association	President	Active/Inactive
Puu'wai Momi	Heather Kahawai	IN-ACTIVE
Waipahu I	Romy Shiroma	IN-ACTIVE
Waipahu II		IN-ACTIVE
Salt Lake		IN-ACTIVE

MU 3/AMP 33

Association	President	Active/Inactive
Kamehameha Homes	Zara Aki	ACTIVE
Ka'ahumanu Homes	David Yaw	ACTIVE

MU 4/AMP 34

Association	President	Active/Inactive
Kalakaua Homes	Bill Amey	ACTIVE (1 office vacant)
Makua Alii		Not-established
Paoakalani		Not-established