

**HAWAII PUBLIC HOUSING AUTHORITY  
NOTICE OF MEETING  
REGULAR BOARD OF DIRECTORS MEETING  
October 16, 2008, 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, September 18, 2008
- B. Special Meeting, October 6, 2008
- C. Executive Session Meetings, September 18, 2008

**III. SERVICE AWARDS**

Awards ceremony to recognize employees with service awards

**IV. PUBLIC TESTIMONY**

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

**V. DECISION MAKING**

- A. Decision Making: Approval to Sell Vacant Parcel, TMK 1-3-9:009-000, located at 2890 Hana Highway in Hana, Maui.
- B. Decision Making: Approval to Adopt Amendments to the Admissions and Continued Occupancy Policy to clarify that split-family transfers shall not be allowed.
- C. Decision Making: Approval to Authorize the Executive Director to Hire a Consultant to Assist HPHA with Conducting a Preliminary Feasibility Analysis for Mixed Income Redevelopment and to Help Design a Developer Request for Proposals or Request for Qualifications.

The Board may go in to Executive Session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to mixed income development.

**VI. REPORTS**

- A. Report of Task Force Committees
  - Finance / Audit/Asset Management – T. Thompson, E. Beaver & L. Smith
  - Human Resources / Personnel – H. Oliva, C. Ignacio & M. Yoshioka
  - Tenant / Tenant Relations – C. Hosino, M. Yoshioka & S. Dodson
  - Homelessness – K. Park, C. Ignacio & R. Berthiaume
  - Public Housing Operations – M. Yoshioka, C. Hosino, C. Ignacio & S. Dodson
  - Mixed Income Projects – E. Beaver, R. Berthiaume, & S. Dodson

B. Report of the Executive Director Program/Project Updates

**Highlights**

- A. FY 2009 Budget
- B. Fiscal Management Office
- C. Homeless Programs
  - Status of Lease Agreement with the Department of Hawaiian Homes Lands (DHHL) for the Villages of Maili
- D. Administrative Policy Implementing the Violence Against Women Act (VAWA)
- E. Training

**Reports**

- 1. Contracts & Procurement
- 2. Personnel
- 3. Hearing Office
- 4. Section 8 Subsidy Branch
- 5. Monthly Property Management Reports
- 6. Repair, Maintenance, and Construction Reports

**VII. FOR INFORMATION/DISCUSSION**

- A. Update on the Status of the Sale of Banyan Street Manor, located at 1122 Banyan Street, Honolulu, Hawaii.
- B. Performance measures for agency and the Executive Director.
- C. Agency Outlook for 2009 including:
  - 1. Continued emphasis on significant improvements in the benchmarks of the agency
    - a. Number of Vacant Units
    - b. Turnaround time
    - c. Occupancy rates
    - d. Accounts receivables and collections
    - e. Evictions
    - f. Homelessness
  - 2. Improved financial management and reporting - across the board - budgeting, asset management, audit results, and interactions with state and federal agencies.
  - 3. Resolution, with active Board participation, of waiting list issues, public vs. private management of projects, decentralization of authority for projects, automatic rent payments and deductions.
  - 4. Aggressive action to privatize projects, while retaining affordable rental characteristics. Explore sale of units to residents/tenants.
  - 5. Proceeding with mixed use development of one or more projects.
  - 6. Increased resident assumption of responsibility for security and maintenance of projects, with improved communication and participation.
  - 7. Additional development of agency employees - through training, recognition and motivation.
  - 8. Shed non-core functions of the Agency - transfer Section 8 to City, divest the agency of vacant land, and non-public housing.
  - 9. Improved management of the projects.

**VIII. ADJOURNMENT**

If any person requires special needs (i.e. large print, taped materials, sign language interpreter, etc.), please call the Secretary to the Board at (808) 832-4690 by close of business two days prior to meeting date.

HAWAII PUBLIC HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING  
OF THE HAWAII PUBLIC HOUSING AUTHORITY  
HELD AT 1002 N. SCHOOL STREET, BLDG. E  
ON THURSDAY, SEPTEMBER 18, 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, September 18, 2008 at 9:06 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  
Director Carol Ignacio  
Director Clarissa Hosino  
Director Eric Beaver  
Director Kaulana Park  
Director Linda Smith  
Director Matilda Yoshioka  
Director Rene Berthiaume  
Director Sam Aiona  
Director Sherrilee Dodson  
  
Executive Director, Chad Taniguchi  
Deputy Attorney General, Krislen Chun

EXCUSED: Designee Henry Oliva

STAFF PRESENT: Barbara Arashiro, Executive Assistant  
Clifford Laboy, Program Specialist  
Dexter Ching, Section 8 Subsidy Program Branch Chief  
Glori Inafuku, Housing Compliance Office & Evaluation Specialist  
Marcel Audant, Acting Construction Management Chief  
Patti Miyamoto, Chief Compliance Officer  
Sandra Miyoshi, Homeless Program Administrator  
Taryn Chikamori, Secretary to the Board

OTHERS: Fetu Kolio, Mayor Wright Homes resident  
Jean Peters, Kalakaua Homes resident  
Jesse Ponce de Leon, Kalakaua Homes resident  
John Kauwenaole, Honolulu Police Department Weed & Seed Program  
Kim Laugley, Office of Senator Donna Merchado Kim  
Monique Ocampo, Resident Advisory Board (RAB)  
Panos Prevedouros, University of Hawaii Professor  
Roy Nakamura, Kalakaua Homes resident  
Russ Saito, Department of Account and General Services  
Sharlene Chang, Kalakaua Homes resident  
Tim Garry, private resident

Chairperson Thompson declared a quorum present.

QUORUM

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Director Beaver moved, Director Dodson seconded,

That the minutes of the Regular Meeting held on August 21, 2008 be approved as circulated.

APPROVAL  
OF MINUTES  
REGULAR  
MEETING  
08/21/08

Director Smith asked that on page 264 the third sentence that states "The Council predicted that at the end of fiscal year 2008 the State would not get \$247.9 million and for fiscal year 2009, the State would not get \$403.7 million in revenue." be changed to "The Council predicted that at the end of fiscal year 2008 the State would not get \$247.9 million for fiscal year 2009 and the State would not get \$903.7 million in revenue over the FY '09 -'11 period."

The motion was unanimously carried as amended.

Fetu Kolio, Mayor Wright Homes resident, stated he has formed an Adopt-A-Block in his neighborhood which cleans up the neighborhood quarterly. The community has a banner that says "Weed & Seed" and management told him that he needs to take the banner down. Mr. Kolio stated that witnesses are attending the grievance process to help curb the problem residents, but security is not attending which makes the grievance process moot.

PUBLIC  
TESTIMONY

Tim Garry, private resident, stated that Hawaii Public Housing Authority (HPHA) should look into selling some properties because the HPHA is in a deficit. the HPHA should use the profit to build new housing which would do two things: 1) enhance the community; and 2) brand new up-to-date units. Mr. Garry stated that a third of the people in public housing have been in public housing for 10 years or more. He suggested that the HPHA consider a time limit on occupancy for residents.

Roy Nakamura, Kalakaua Homes resident, stated that the management at Kalakaua Homes has told lies about him. Mr. Nakamura said that Lester Lopes' temporary restraining order (TRO) is bogus. Mr. Nakamura stated he attended a grievance hearing where the management lied and now he has received an eviction notice. He stated that management needs to change.

Chairperson Thompson asked that a staff work with Mr. Nakamura. Chad Taniguchi, Executive Director stated that Stephanie Fo, Acting Property Management and Maintenance Services Branch Chief, is working with Mr. Nakamura.

Chairperson Thompson requested feedback at the next meeting.

Sharlene Chang, Kalakaua Homes resident, stated that Lester Lopes, a Kalakaua Homes resident, has been making trouble for other residents from 2005-2007. Ms. Chang put a TRO on him because management did not take care of the complaints.

Director Smith stated that because Ms. Chang and Mr. Nakamura's issues are similar, staff should investigate and report back to the Board.

Jean Peters, Kalakaua Homes resident, asked when complaints are turned in, what is the procedure. Can the tenants do an evaluation on management? Ms. Peters also asked for the minutes that were taken at the Resident Community Meeting.

Panos Prevedouros, University of Hawaii Professor, stated he believed that the homelessness at Kapiolani Park is just the beginning. He felt that with the shrinking economy, reduced tourism, and anticipated cuts in private and public

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budgets will make this an explosive issue. He believes it is essential to have a central agency to coordinate all the efforts to combat the homeless problem.

Director Smith stated the City and County of Honolulu has plans to sell its affordable housing and asked Mr. Prevedouros for his thoughts on the City's plans. Mr. Prevedouros stated that the City should fix, instead of sell its housing units. He elaborated, however, that if the City is forced to sell, then the City should maintain the fee on the properties so in the long term the property remains affordable.

Monique Ocampo, Resident Advisory Board (RAB), stated the reason the homelessness started is because at the Institute for Human Services (IHS) the showers had water problems and the showers were cleaner at Ala Moana Park. Ms. Ocampo requested that the HPHA not make Waianae a "safe haven for the homeless." She encouraged the HPHA to spread the shelters around the island.

Director Smith asked if Ms. Ocampo would be able to support the HPHA in getting funds from the Legislature in getting funds for a homeless shelter in downtown.

Director Beaver moved, Director Dodson seconded,

To Approve the Implementation of an Interim Policy for HPHA Regarding the Violence Against Women's Act (VAWA) of 2005.

Glori Inafuku, Housing Compliance Office & Evaluation Specialist, stated the policy was created to protect the rights of victims of domestic violence. This policy also gives victims protection against eviction if there is domestic violence disturbance in the home.

Director Ignacio asked what happens if the victim allows the perpetrator back into the home. Ms. Inafuku stated it varies based on the situation. If the perpetrator is another member of the household then he/she should be evicted from the household and they would not be added back into the household.

Director Berthiaume asked is this for federal and State public housing. Ms. Inafuku confirmed that the VAWA applies to federal and State public housing.

Director Hosino asked if a domestic violence victim moved into public housing would they be allowed to add the perpetrator whom was convicted of the domestic violence. Ms. Inafuku stated the add-on would need to go through the screening of the suitability process.

Director Hosino questioned when did the HPHA begin doing suitability check. Ms. Arashiro stated she does not know when the policy started.

Chad Taniguchi, Executive Director, stated that if the Board is uncomfortable with passing the policy it can be postponed to another month.

Director Aiona stated that this act is not regarding the internal policies and procedures; it is about giving victims of domestic violence rights. He feels the Board should pass the policy and staff should come to the Board next month with internal policy and procedures on how to carry out the VAWA.

Director Smith stated that this act is stating that if someone applies for housing and asks for domestic violence preference they would need documentation. Director Smith questioned whether the Board should amend the "For Action" next month stating that if the victim allows the perpetrator back into his/her home, and there is still legal action, the victim could forfeit his/her right to public housing.

APPROVE  
THE IMPLEMENTATION  
OF AN INTERIM  
POLICY FOR  
HPHA REGARDING  
THE  
VIOLENCE  
AGAINST  
WOMEN'S  
ACT (VAWA)  
OF 2005.

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Director Smith moved, Director Dodson seconded,

That the “For Action” be passed with the proviso that recommended changes be brought back with the amendments as stated above.

The motion was unanimously carried.

Director Smith asked that there be a legal check to ensure that the HPHA be allowed to make the changes under the law.

Chairperson Thompson stated the Board will be moving onto Plan to Improve Security at Public Housing.

Mr. Taniguchi introduced Sergeant John Kauwenaole, Honolulu Police Department (HPD) and Cliff Laboy, Program Specialist.

Mr. Taniguchi stated that HPHA met with the Prosecutor’s Office that had representation from all the islands and the HPD regarding with the implementation of ACT 34. ACT 34 prohibits drinking in public housing in common areas. The HPD stated at the meeting that the HPHA needs to try and solve the problems and use the HPD as the last resort.

Mr. Laboy stated that the pilot program started with the project which had the most crime. The HPD statistic reports are showing that the crime rate is going down. There are two projects that have ample security coverage. Besides the HPD’s reports, the security companies have been submitting reports. As of September 2007, the HPHA has received over 4,000 incident reports to date.

The HPHA has taken care of some of the security issues at Makamae by cutting down trees, installing fencing, and adding one security guard.

Kaahumanu Homes and Kamehameha Homes have security guards that rove and cover both projects. The crime rate has gone up in those projects because the recreation center is across the street and when there are fights the teens come onto the property. When the HPD is called, it is reported as on the HPHA property.

Director Park arrived at 10:12 a.m.

Director Smith asked what can be done to help expand the program. Mr. Laboy stated the HPHA needs to lobby the Legislature for more security funds. Mr. Laboy also handed out a list of other items that would help curb the crime rate.

Director Hosino asked whether the HPHA’s lease includes a curfew. Sergeant Kauwenaole stated the curfew law only applies to non-HPHA property. The curfew law is 15 years old or younger. If the HPHA is going to apply this to public housing, the HPHA will need to include a security force to enforce the rule. Mr. Laboy stated that the current the HPHA lease states that “minors should be indoors and control the noise”.

Mr. Laboy suggested that the HPHA should consider a curfew (i.e. Have all residents be indoors from 10:00 p.m. – 7:00 a.m.) until the HPHA can figure out who is making the trouble. He stated he has more ideas and is ready to talk with the Board when they are ready. Chairperson Thompson asked Mr. Taniguchi to add this to the next agenda.

Mr. Laboy stated that all the projects on the pilot program are using Ali`i Security with the exception of Kuhio Park Terrace (KPT) which has their own in-house security. There are some issues with Ali`i Security, but many of the issues are because there is not enough security coverage.

PLAN TO  
IMPROVE  
SECURITY AT  
PUBLIC  
HOUSING

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Director Ignacio stated that the public is testifying that security is part of the problem. They do not show up to grievance hearings, they see the violation but they turn the other way.

Director Smith questioned why is it that when a resident in a private condo calls the HPD, the HPD will check out the issue. If a resident from public housing calls the HPD, the HPD does not come. Sergeant Kauwenaole stated that if it is for noise, then that is the HPHA rule, not law. In all cases the HPD should go to the project and at the very least investigate what the complaint is.

Director Aiona questioned whether there was a direct correlation between the crime statistics and how well the Manager was performing. Sergeant Kauwenaole responded that he did not believe the HPHA should conclude that high crime stats equated to having a bad manager. Sergeant Kauwenaole stated that the HPD statistics may spike because the HPD is conducting sweeps of certain areas.

Director Beaver asked whether the staff is working with residents on training them on what problems the resident calls security and which incidents the residents call the HPD. Sergeant Kauwenaole stated that the HPD started attending about two years ago resident association meeting to teach the residents how to do community patrol and how to report situations.

Director Hosino asked whether the two properties where police officers live show decreased crime rates. Mr. Laboy stated that it does not help if the police vehicle is parked in the stall, the officer needs to be patrolling so the residents knows that the HPD is watching.

Chairperson Thompson called a recess at 10:48 a.m. and reconvened at 11:00 a.m.

RECESS  
RECONVENED

Director Beaver moved, Director Berthiaume seconded,

To Approve to Enter into Lease Agreement with  
Department of Hawaiian Home Lands for Six Acres  
of Land in Waianae for Use as Homeless Transitional  
Shelter for Families.

APPROVAL TO  
ENTER INTO  
LEASE AGREE-  
MENT WITH  
DEPARTMENT  
OF HAWAIIAN  
HOME LANDS  
FOR SIX ACRES  
OF LAND IN  
WAIANAЕ FOR  
USE AS  
HOMELESS  
TRANISTIONAL  
SHELTER FOR  
FAMILIES

Russ Saito, State Comptroller, Department of Accounting and General Services (DAGS), reviewed the design of the Villages of Ma’ili.

Mr. Saito explained that there is a commercial grade kitchen that a provider can use to help generate income. There is a preschool and there will be a child receiving home for foster children. The preschool will be contracted by the HPHA and funded by the Office of Hawaiian Affairs (OHA). The receiving home is privately funded and the HPHA will not provide any funds or services.

Chairperson Thompson asked what the HPHA’s role is. Ms. Saito stated that HPHA will hire the service provider of the shelter.

Chairperson Thompson asked about the source of the funds to pay the service provider. Director Dodson stated there is a budget for the HPHA’s Homeless Branch.

Chairperson Thompson asked whether the HPHA will receive additional funds to provide this service. Mr. Saito responded that the funds are available to contract for the services.

Director Berthiaume stated that the HPHA has use of the land at no cost, but at the end Department of Hawaiian Home Lands (DHHL) will receive all the structures and land that is worth a lot of money. Director Berthiaume asked “Will

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the Native Hawaiians who get use of the property after need to pay and where would the money go?" Director Park stated that they would have to pay a mortgage and money would return to the trust.

Director Beaver asked whether Stanford Carr and the DAGS entered into a construction contract. Mr. Saito responded that the property is already developed and that Stanford Carr committed to doing this project for no profit. He added that only the subcontractors got paid by the State.

Director Beaver questioned why the DAGS weren't working with the service provider. Mr. Saito responded that the shelter will be serving the homeless, which falls under the HPHA's Homeless Program Branch (HPB). He added that the HPHA has experience working with service providers that provide homeless services.

Director Aiona asked whether the new facilities will be an emergency or transitional shelter. Mr. Saito stated it was originally planned as an emergency/transitional shelter, but it will now only be a transitional shelter because there are two other emergency shelters nearby.

Chairperson Thompson asked for the definition of transitional housing. Director Park stated it is a two year stay. With an 860 units turned over in two years over ten years that will equal to 43,000 people.

Mr. Saito stated that the Governor has issued an emergency proclamation to help provide emergency, transitional and affordable housing. The focus will now be on affordable housing.

Director Smith stated the State has 2,000 units already built and the plan over the next five years to 8,300 units completed.

Director Dodson moved, Director Ignacio seconded,

To go into Executive Session at 11:50 a.m. pursuant to sections 92-4, 92-5(a)(2), and 92-5(a)(4), Hawaii Revised Statutes, the Board may vote to convene in executive session to discuss personnel issues and to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities in light of Entering into Lease Agreement with Department of Hawaiian Home Lands for Six Acres of Land in Waianae for Use as Homeless Transitional Shelter for Families.

The motion was unanimously carried.

The Board reconvened from Executive Session at 12:27 p.m.

Director Park left at 12:27 p.m.

Chairperson Thompson stated that the Board is concerned those there maybe problems with the lease. He asked about the consequences of the Board deferring action until a future meeting.

Director Ignacio stated she heard Director Park state that the lease is being drafted at the DHHL, and now Mr. Saito is stating that the lease is drafted and at the Attorney General's Office for review.

Director Aiona stated the Board would like to review the lease before giving authorization to the Executive Director permission to sign the lease.

EXECUTIVE  
SESSION

RECONVENED

HAWAII PUBLIC HOUSING AUTHORITY

Director Ignacio asked for the date of the planned opening of the facilities. Mr. Saito stated October 15, 2008.

Chairperson Thompson stated what will happen if the HPHA does not sign the lease. Mr. Saito stated that if the HPHA does not sign the lease then because of the contracts with the federal government, DAGS will have to go through all the bureaucracy with the federal government to get a right of entry.

Director Ignacio asked why public money was used to construct a homeless shelter on property without a lease agreement. Director Smith stated that rights of entry are common in the private and public sector before you transfer the land.

Director Dodson moved, Director Berthiaume seconded,

To defer the Motion to Approve to Enter into Lease Agreement with Department of Hawaiian Home Lands for Six Acres of Land in Waianae for Use as Homeless Transitional Shelter for Families.

The motion was unanimously carried.

Director Beaver moved, Director Berthiaume seconded,

To go into Executive Session at 1:00 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

The motion was unanimously carried.

The Board reconvened from Executive Session at 2:20 p.m.

Chairperson Thompson stated that the sale of HHA Wilikina Apartment Project, Inc. (Wilikina) needs to be factored into the budget because the prospects of getting \$2.9 million from the Legislature are slim.

Director Smith asked for information on when the HPHA will get the proceeds from the sale of Wilikina and whether it will be the whole amount or partial amount.

Chairperson Thompson stated that the elevators need to be a focus. Design start has remained the same but construction start has been pushed nine months back. Mr. Taniguchi stated there may be a problem that he feels should be discussed in Executive Session.

Chairperson Thompson stated that the turn around time on Kalihi Valley Homes is 9.8 years. Mr. Taniguchi stated that if you take 3,588 divided by 4 units there will 897 day which is two and a half years, which is the time it is taking to turn around these long term vacant units. Chairperson Thompson stated if this is the average, then the header does not clearly state that this is the average.

Chairperson Thompson stated on page 39 it says "average families housed" showed that the HPHA housed 300 families and with 6,000 units. Mr. Taniguchi stated these are new families housed during the year. Chairperson Thompson asked that the title be change to say "New Families Housed."

Director Smith asked whether the reports were new Emphasys reports. Mr. Taniguchi stated that the reports are being generated out of Emphasys. Director Smith asked for training on how to read and understand the report. Mr. Taniguchi asked if staff should have training at the next Board meeting. Chairperson Thompson responded that rather than training, Mr. Taniguchi should understand

EXECUTIVE SESSION

RECONVENED

EXECUTIVE DIRECTOR'S REPORT/FY 2009 BUDGET

ELEVATORS

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the reports, correctly label them and inform the Board on what each report means.

Director Berthiaume asked on page 46 and 47 the uncollected rent went up and he thought the HPHA was getting a handle on this. Mr. Taniguchi stated he does not know the reason. Chairperson Thompson stated that staff needs to understand and explain the information.

COLLECTION  
OF RENT

Chairperson Thompson stated that reports keep changing so the Board is having a hard time reading the reports.

Chairperson Thompson asked if the Board should tell Mr. Taniguchi what is missing or what is needed especially when it is handed out at the meeting.

Director Dodson stated it is difficult when items are handed out at the meeting. She commented it's hard to read the new information and focus on what is being discussed at the same time.

Mr. Taniguchi stated he will look into fewer reports and more quality reports. Director Smith stated that Board members who would like to make suggestions should direct them to Chairperson Thompson.

Mr. Taniguchi stated that the budget comparison report was done on the Emphysys system for the first time. The report is also broken down by Asset Management Projects (AMPs).

MD Strum is working on an accrual basis system versus cash basis (which is the system HPHA is currently accounting under).

Director Smith asked for a status report on the sale of property in Hana. Mr. Taniguchi stated Michael Hee, Contracts Administration Section Chief, is preparing an Invitation for Bids (IFB) to hire a broker.

There being no further items to be discussed,

ADJOURNMENT

Director Aiona moved, Director Hosino seconded,

That the meeting be adjourned at 3:07 p.m.

  
MATILDA YOSHOKA  
Secretary

Approved

HAWAII PUBLIC HOUSING AUTHORITY

MINUTES OF THE SPECIAL MEETING  
OF THE HAWAII PUBLIC HOUSING AUTHORITY  
HELD AT 1002 N. SCHOOL STREET, BLDG. E  
ON THURSDAY, OCTOBER 6, 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 Monday, October 6, 2008 at 1:05 p.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  
Director Carol Ignacio  
Director Clarissa Hosino  
Director Eric Beaver  
Director Kaulana Park  
Designee Henry Oliva  
Director Matilda Yoshioka  
Director Sam Aiona  
  
Deputy Attorney General, Krislen Chun

EXCUSED: Director Linda Smith  
Director Rene Berthiaume  
Director Sherrilee Dodson  
Chad Taniguchi, Executive Director

STAFF PRESENT: Barbara Arashiro, Executive Assistant  
Gary Marushige, Chief Financial Management Advisor  
Sandra Miyoshi, Homeless Program Branch Administrator  
Stephanie Fo, Acting Property Management and  
Maintenance Services Branch Chief  
Taryn Chikamori, Secretary to the Board

OTHERS: Diane Taira, Deputy Attorney General  
Russ Saito, Department of Accounting and General  
Services, State Comptroller  
Tim Garry, private resident

Chairperson Thompson declared a quorum present.

QUORUM

There was no approval of minutes.

Chairperson Thompson introduced the new Chief Financial Management Advisor, Gary Marushige.

There was no public testimony.

Director Beaver moved, Director Ignacio seconded,

To Approve to Enter into Lease Agreement with  
Department of Hawaiian Home Lands for Six Acres  
of Land in Ma`ili for Use as Homeless Transitional  
Shelter for Families, with Ancillary Services, including a  
Preschool.

APPROVAL TO  
ENTER INTO  
LEASE AGREE-  
MENT WITH  
DEPARTMENT  
OF HAWAIIAN  
HOME LANDS

HAWAII PUBLIC HOUSING AUTHORITY

Chairperson Thompson stated the information is same as what was already covered with the exception of the lease. Barbara Arashiro, Executive Assistant, also clarified that the current "For Action" indicated that the HPHA's Board would enter into the lease, rather than the Executive Director.

Director Beaver asked what the parcel is zoned as. Director Park stated the zoning is agriculture two.

Director Beaver asked how an "economic unit" is defined in the lease. Diane Taira, Deputy Attorney General, stated that an economic unit is defined as something that is contiguous, that may or may not generate income.

Chairperson Thompson stated that the language regarding withdrawals is not clear and asked whether it was possible to change the language. Ms. Taira stated this is language commonly found in Department of Hawaiian Home Land (DHHL) leases because by the law the DHHL needs the ability to withdraw land to provide homesteads.

Director Beaver stated that paragraph 3 included that the HPHA is entitled to compensation if the DHHL withdraws land, in an amount equal to the proportionate value of the leases' improvement and asked if someone can give an example. Ms. Taira stated there is a formula, used to calculate the value of the improvements, but she does not know the exact formula at this time.

Director Beaver stated this is a ten year lease and there is an option for an extension. He questioned whether the end of ten years the State would have spent \$11.5 million and the DHHL will get the property and all the structures. Russ Saito, State Comptroller Department of Accounting and General Services (DAGS), confirmed that the property and structures would be turned over to the DHHL but no the HPHA funds was used.

Chairperson Thompson asked if the funds are available for the service contract. Mr. Saito responded that funds are available and that the HPHA is very close to contracting a service provider.

Director Beaver asked because of the slowing economy whether the funds are still going to be available. Mr. Saito confirmed funds were available from this year's money.

Chairperson Thompson quoted the By-Laws that has been established by the Legislature as stating "it is a public purpose to help the unsheltered homeless population with those who have a night time primary residence that is a public or private place not ordinarily used as a regular sleeping accommodation" and the Legislature has mandated "that the authority shall perform the function of developing and maintaining public housing and ensuring that more homeless persons and families are being served and transitioned in to permanent housing."

Director Beaver asked what the budget is for the service provider. Sandra Miyoshi, Homeless Program Branch Administrator, stated the budget is \$820,000 a year.

Director Aiona asked for a status on the conveyance of title. Mr. Saito was hopeful that the Federal government would complete the transfer by the end of the month.

Director Yoshioka asked what happens if the budget gets cut in future years. Ms. Miyoshi stated that previous budget cuts were equally split by all service providers.

Director Hosino asked what happens if the developer finds prehistoric and historic remains. Mr. Saito stated that the survey has already been completed and no remains have been found.

FOR SIX ACRES  
OF LAND IN  
MA'ILI FOR  
USE AS HOME-  
LESS TRANIS-  
TIONAL SHEL-  
TER FOR FAM-  
ILIES, WITH  
ANCILLARY  
SERVICES,  
INCLUDING  
A PRESCHOOL

HAWAII PUBLIC HOUSING AUTHORITY

Director Beaver asked was the HPHA involved in the development of the property. Director Park stated that Ms. Miyoshi has been part of the entire process from the beginning.

Director Beaver asked who is responsible for the maintenance of the building. Mr. Saito stated that maintenance is a condition in the contract with the service provider.

Director Beaver asked will the service provider contract reflect items from the lease. Mr. Saito responded that the contract is currently being written with appropriate lease provisions.

Director Yoshioka stated she is concerned that the DHHL will be getting \$11.5 million worth of construction for free at the end of ten years.

Director Ignacio stated she wished the HPHA had: 1) the option to extend was on the lease; and 2) the "For Action" and lease was brought earlier to the Board.

Chairperson Thompson called for a vote.

The motion was carried.

Aye: Chairperson Travis Thompson  
Director Eric Beaver  
Director Carol Ignacio  
Designee Henry Oliva  
Director Matilda Yoshioka  
Director Hosino  
Director Aiona

Abstained: Director Kaulana Park

Chairperson Thompson stated that the Board discusses the "For Information" Report on Sale of the HPHA Owned Property Located in Hana, Maui.

Barbara Arashiro, Executive Assistant, stated an Invitation for Bid (IFB) will be going out on October 15, 2008 and a Real Estate Broker Contract's tentative start date is December 15, 2008.

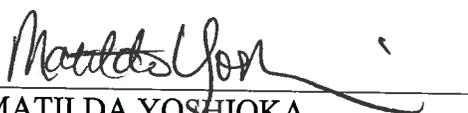
Chairperson Thompson stated the sooner the broker can start the better. Director Ignacio asked if the broker could start on November 15, 2008 instead. Ms. Arashiro stated she will follow-up on the timeline.

Chairperson Thompson stated he would like the Outlook for 2009 moved to next Board meeting.

There being no further items to be discussed,

Director Aiona moved, Designee Oliva seconded,

That the meeting be adjourned at 1:45 p.m.

  
MATILDA YOSHIOKA  
Secretary

Approved

REPORT ON  
SALE OF  
HPHA OWNED  
PROPERTY  
LOCATED IN  
HANA, MAUI

OUTLOOK  
2009

ADJOURNMENT

**FOR ACTION**

**SUBJECT:** Sell Vacant Parcel, TMK 1-3-9:009-000, Located at 2890 Hana Highway in Hana, Maui

**I. FACTS**

- A. In November 1991, the Hawaii Housing Authority (HHA), now the Hawaii Public Housing Authority (HPHA), acquired 6.824 acres of vacant land in Hana, Maui at a purchase price of \$275,000.
- B. The intent of the purchase was to develop a low income public housing project in Hana, Maui.
- C. The Board of Directors has discussed the sale of assets of the HPHA to benefit its programs.
- D. At the October 6, 2008 HPHA Board of Directors meeting, staff submitted a For Information that included the timeline for the sale of the vacant parcel.

**II. DISCUSSION**

- A. As recommended by the Board of Directors, staff has revised the timeline for the sale and intends to contract with a real estate company to assist with the sale no later than November 15, 2008.

**III. RECOMMENDATION**

Staff recommends that the Board of Directors approve the sale of the vacant parcel, TMK 1-3-9:009-000, located at 2890 Hana Highway in Hana, Maui and to issue a solicitation to hire a real estate company to assist with the sale.

Prepared by: Stephanie Fo, Acting Property Management & Maintenance Services  
Branch Chief 

Reviewed by: Barbara E. Arashiro, Executive Assistant 

**Approved by the Board of Directors at its meeting on  
OCT 16 2008**

**PROPERTY MANAGEMENT & MAINTENANCE BRANCH**

**Please take necessary action**



**EXECUTIVE DIRECTOR**

FOR ACTION

**SUBJECT:** Adopt Amendments to the Admissions and Continued Occupancy Policy to Clarify That Split-Family Transfers Shall Not Be Allowed

**I. FACTS**

- The Public Housing Occupancy Guidebook issued by the U.S. Department of Housing and Urban Development (HUD) identifies split family transfers and incentive transfers, as types of resident requested or "optional" transfers.
- The initial intent of a split family transfer was to permit very large families that have two adults to split into two households and be transferred to two units. A split family transfer is a type of occupancy standards transfer [PH Occ GB, p. 149]. Adopting this type of policy could be problematic for PHAs who give priority to transfers over waiting list. In addition defining which families qualify as split families may also be problematic and even litigious.

**II. DISCUSSION**

- The proposed amendments to the Admissions and Continued Occupancy Policy (ACOP) will clearly define that split family transfers are not allowed. Split family transfers have not been allowed in the past as a matter of practice.
- Allowing split family transfers will potentially allow a family to circumvent the wait list resulting in families waiting longer to be placed.
- Occupancy standards are covered under non-mandatory transfers in the ACOP.
- The transfers that will be approved are those currently identified in the ACOP.

**III. RECOMMENDATION**

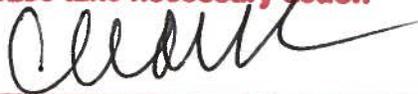
That the HPHA Board of Directors approve the proposed amendments to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy to clarify that split-family transfers shall not be allowed.

**Approved by the Board of Directors at its meeting on**

**OCT 16 2008**

**PROPERTY MANAGEMENT & MAINTENANCE BRANCH**

**Please take necessary action**



**EXECUTIVE DIRECTOR**

Attachment: Exhibit "A" - Public Housing Occupancy Guidebook, page 149  
Exhibit "B" - Revised ACOP

Prepared by: Patti Y. Miyamoto, Chief Compliance Officer   
Reviewed by: Stephanie Fo, Acting PMMSB Branch Chief 



## 11.4 Mandatory and Optional Transfers

Emergency, demolition/disposition/revitalization/rehabilitation and occupancy standards transfers are mandatory for the resident. In some cases, mandatory transfers are used to protect residents during lead hazard reduction activities.<sup>cviii</sup> Reasonable accommodation, incentive, lower priority occupancy standards and resident-initiated transfers are optional for the resident<sup>39</sup>.

The PHA must ensure that its lease makes clear that certain types of transfers are mandatory.<sup>cxix</sup> Residents who wish to dispute mandatory transfers are expressly permitted to use the PHA's grievance procedure.

The PHA ACOP should describe the number of unit transfer offers a resident will be given. Residents are entitled to reject transfer offers for the "good cause" reasons listed in the ACOP.

When the PHA conducts lead hazard reduction activities in a unit, it must protect residents and their belongings.<sup>cx</sup> It must prevent residents from entering the worksite until after hazard reduction work is complete and clearance is achieved. In some cases, residents may have to be temporarily relocated before the hazard reductions starts to a suitable unit that is free of lead-based paint hazards.<sup>cxii</sup>

## 11.5 Split Family Transfers

A PHA's ACOP describes the requirements for qualification for a split family transfer if the PHA opts to grant such a transfer. The ACOP would include the following requirements, for example:

- The persons who would be the family heads (original head and new head) must (A lease shall be entered into between the PHA and each tenant of a dwelling unit.) both be listed on the most recent lease and recertification (which prohibits individuals from extending their "visits" to the family to obtain a unit);<sup>cxiii</sup>
- The family must be overcrowded according to the PHA's occupancy standards;<sup>cxiii</sup>
- Both heads must be legally capable of executing a lease; and
- The reason for the family split must be the addition of children through birth, adoption or court-awarded custody.<sup>cxiv</sup>

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<sup>39</sup> Residents with disabilities are not compelled to accept transfer offers related to reasonable accommodations.

**HAWAII PUBLIC HOUSING AUTHORITY**

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

**FOR THE**

**FEDERALLY ASSISTED PUBLIC HOUSING PROGRAM**

**August 24, 2000**

| <b>Revision Date</b>           | <b>Revision Date</b>          |
|--------------------------------|-------------------------------|
| January 25, 2001               | December 15, 2005 (Chapter 7) |
| February 13, 2001 (p.12-2)     | November 16, 2006 (Chapter 7) |
| February 17, 2005 (Chapter 12) | October 16, 2008 (Chapter 8)  |
| October 18, 2005 (Chapter 6)   |                               |

Original Approved by the HCDCH Board of Directors: August 24, 2000

**EXHIBIT B**

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## Chapter 8

### TRANSFER POLICY

#### INTRODUCTION

The transferring of families is a very costly procedure, both to the PHA and to the families. However, it is the policy of the PHA to permit a resident to transfer within or between housing developments; when it is necessary to comply with occupancy standards; or when it will help accomplish the Affirmative Housing goals of the PHA.

For purposes of this transfer policy the "losing development" refers to the unit from which the family is moving and the "gaining development" refers to the unit to which the family is transferring.

#### A. GENERAL STATEMENT

A family may be eligible to transfer for valid and certifiable reasons such as enabling the family to be:

- Closer to a required medical treatment center;
- In areas providing more opportunity for economic self-sufficiency;
- To move from an upstairs to a downstairs units for medical or accessibility reasons; or
- Administrative purposes.

The PHA will always consider a request to transfer as a reasonable accommodation for a person with a disability.

Families transferring to another development must have paid the security deposit in full at the losing development. Any move-out charges will be posted to the new unit.

The PHA will charge the families for any damages to the previous unit that exceeds that unit's security deposit.

Except in emergency situations, transfers will be avoided when the family is:

- Delinquent in its rent;
- In the process of reexamination to determine rent and eligibility;
- About to be asked to move for reasons other than non-payment of rent; or
- Not in good standing with the PHA due to rental history or a history of disturbances.

### **Rank Order of Transfer List**

Tenant transfers take precedence over new admissions.

The Transfer Wait list will be maintained in rank order by:

- Medical hardship
- Date of approval
- Emergency
- Unit too large or small
- Administrative reason determined by the PHA
- Employment and education opportunities

### **Mandatory Transfers**

If there is a required change in the size of unit needed, it will be necessary for the resident to move to a unit of an appropriate size and a new lease will be executed.

If an appropriate unit is not available, the resident will be placed on a transfer list and moved to such unit when it does become available.

The PHA will place all families requiring a mandatory transfer due to occupancy standards on a transfer list, which will be reviewed for need-based transfers before any unit is offered to a family on the waiting list.

The family will be offered the next appropriately sized unit that becomes available after other such families already on the transfer list who are in need of the same size unit.

If a family that is required to move refuses the offered unit, the PHA will evaluate the reason for the refusal and determine if it is one of good cause. If the PHA determines that there is no good cause, the PHA will begin lease termination proceedings.

The PHA will consider the living area for occupancy standards so that the family may avoid losing their assistance.

The PHA will offer the family an opportunity for an informal conference before terminating the family's lease. The family will have fourteen (14) days from the issue date of the Notice to Terminate to request an informal conference.

The Housing manager has the authority to suspend the mandatory transfer should the resident request such time as to provide sufficient information to the PHA to support the family's position.

### **Non-Mandatory Transfers**

When a unit becomes available, and after the transfer list has been reviewed for families requiring a mandatory transfer based on occupancy standards, the transfer list will be reviewed for other families desiring a transfer.

If there is a participant family waiting for transfer to an available and appropriately sized unit, the participant family will be offered the unit.

If the family has good cause for refusing the unit, the PHA will not count that unit as an offer and will allow the family to remain on the transfer list until another unit is offered.

Good cause may be any of the following reasons:

- Travel to the doctor from the new unit would create a hardship for an elderly or disabled person.
- The inconvenience or undesirability of changing schools for any minor child will not be considered good cause.

### **Emergency Transfers**

The PHA will authorize an emergency transfer for a participant family if one of the following conditions occurs:

- The resident's unit has been damaged by fire, flood, or other causes to such a degree that the unit is not habitable, provided the damage was not the result of an intentional act on the part of the resident or a member of the resident's household.
- The resident's unit has been damaged by fire, flood or other causes to such a degree that the unit is not habitable, provided that, although the damage was a result of carelessness or negligence of the resident or a member of the resident's household, the resident has, in writing, accepted the responsibility for such damage and has agreed to make restitution to the PHA for the expense of repairing such damage.

### **Special Circumstance Transfers**

The PHA will authorize transfers under special circumstances for a participant family if one of the following conditions occurs:

- The resident's unit is being modernized or significantly remodeled. In such cases the family may only be offered temporary relocation and may be allowed to return to their unit once rehabilitation is complete.
- The PHA has a need, at the discretion of the Area Manager to transfer the resident family to another unit and the resident voluntarily agrees to such transfer.

**Split Family Transfers**

- No split family transfers will be allowed.

**Moving Costs**

The resident, except when the transfer is due to inhabitability, through no fault of the resident, or the need of the PHA, will pay all moving costs related to the transfer.

**Security Deposits**

The family will be required to pay a new deposit and upon acceptance of a unit will be informed of the manner in which it is to be paid, if tenant requested the move.

Security deposits will always be transferred from the losing development to the gaining development minus any damage or cleaning charges applicable to the losing unit.

The resident will be billed for any charges that occur as a result of the resident moving out of the apartment. The office of the gaining development is responsible for collecting any maintenance charges due the PHA.

A transfer between developments will not be considered a move-out.

**B. TRANSFERS BETWEEN NON-ELDERLY DEVELOPMENTS**

A transfer between non-elderly developments is generally based on an immediate need.

For this reason, the manager will advise the resident of the locations where a suitable vacancy would be most apt to occur.

The family will be advised that the transfer will be given priority if the family accepts an apartment in a development which would have a positive effect on the PHA's Affirmative Occupancy goals.

**C. TRANSFERS FROM NON-ELDERLY TO ELDERLY DEVELOPMENTS**

Transfers will be based on needs such as proper bedroom size and availability of social services within the community, which meet the family's needs.

Priority will be given to elderly families living in upstairs units needing to transfer for medical reasons to downstairs units.

A family will be given priority if it accepts an apartment in a development, which will assist the PHA in reaching the PHA's Affirmative Housing goals.

The PHA will consider all requests from elderly participants living in non-elderly projects who wish to transfer into an elderly project, provided there are no non-elderly family members to be considered.

The PHA will not approve a transfer request from an elderly member who wishes to move out of the non-elderly unit, which they occupy with non-elderly family, and into an elderly complex.

Such elderly family members will be encouraged to complete a new application for admission and the application will be treated in the same manner as other applicants desiring public housing assistance.

**D. TRANSFERS BETWEEN ELDERLY DEVELOPMENTS**

Only in unusual cases will a family be transferred from one elderly development to another elderly development or to another unit with the same elderly development. An exception is made in the case of a person occupying an upstairs apartment for which it is a medical hardship to continue to climb stairs.

**E. TRANSFERS WITHIN THE DEVELOPMENT**

The PHA does not allow residents to transfer from one unit to another within the same development, unless it is needed as a reasonable request as an accommodation for a family with a member with a disability.

Requests from residents asking permission to transfer to an apartment in another area of the development or to another apartment in the same high-rise and which are not built on any special need will be denied. This policy of not transferring is not to be confused with the provision of the lease, which requires the resident, at the request of management, to move to an appropriate size unit.

**F. TRANSFERS DURING INITIAL OCCUPANCY**

Transfers from other developments will not be considered during the initial occupancy of any new development, except where the transfer would assist the PHA in reaching the PHA's Affirmative Housing goals.

After the initial occupancy period has been attained, transfers are to be considered in accordance with other transfers.

**G. TRANSFER REQUEST PROCEDURE**

Residents desiring transfer to another unit or development will be required to sign a Request for Transfer which is prepared in duplicate.

Residents applying for a transfer will have to complete a transfer request form stating the reason a transfer is being requested. The Manager will evaluate the request to determine if a transfer is justified.

Residents applying for a transfer will be interviewed by the housing manager to determine the reason for the request and to determine whether a transfer is justified.

If the interview reveals that there is a problem at the family's present site, the manager will address the problem and once solved to the manager's satisfaction, the request for transfer will be cancelled.

The housing manager's endorsement will be completed and the original of the Request for Transfer form will be transmitted to PMMB for consideration

The approved request for transfer form will be kept in a file arranged in chronological order or on the computer by bedroom size.

Mandatory transfers due to occupancy standards will be maintained on the transfer list in a manner that allows the PHA to easily distinguish between those that are not mandatory.

The gaining development may request the resident's file for review, prior to making a decision on the requested transfer. A second copy of the Request for Transfer will be filed in the resident's folder.

If the request is approved, the family will be sent a letter stating that their name has been placed on the transfer list for the bedroom size desired.

The resident will be informed of the security deposit procedures.

NOTE: A transfer will require good coordination and communication between the gaining and losing developments.

#### **H. PROCESSING IN AND OUT OF DEVELOPMENTS**

There will be no lapsed time between move-out and move-in. Effective dates must not overlap nor will both projects carry the resident on their books at the same time.

The resident's records will show a continuous residence in public housing in one development or the other, but not in both projects at the same time.

The resident will be informed that once the family has leased up and been issued the keys, the family will be charged rent on both units until the keys from the old unit are turned in. (Note: this is in case a change in income has occurred since the last reexamination.)

Both losing and gaining developments involved must have a definite agreement as to when the losing development will move the resident out and the gaining development will move the resident in.

#### **Losing Developments**

Transfers to other developments will be processed in the same manner as move-outs. The name of the transferred resident and the name of the development s/he transferred to, with other required information, will be reported as a move-out on the Project Daily Report.

## **Gaining Developments**

Transfers from other developments will be processed in the same manner as move-ins, including a new lease and applicable security deposit. The name of the transferred resident and the name of the development s/he transferred from, with other required information, will be reported as a move-in on the Project Daily Report.

The transferred resident, between public housing projects, does not have to meet the admission eligibility requirements pertaining to income or preference.

### **I. RENT ADJUSTMENTS OF TRANSFERRED RESIDENTS**

Residents who have had a change in income since the last reexamination will have their rent set at the applicable amount beginning with the first day of the new lease.

A resident will pay the same rent at the gaining development as s/he paid at the losing development during the month of the transfer. If warranted, the resident's rent will be adjusted by the gaining development to be effective the first of the month following the month of the transfer.

The PHA will notify the resident of the rent change by use of the Notice of Rent Adjustment Letter.

### **J. REEXAMINATION DATE**

The date of the transfer does not change the reexamination date. The gaining development should be certain that the annual review is properly scheduled to give the staff time to re-determine rent in order to meet the established reexamination date.

An interim examination, verifying income only, will be conducted at the time of lease up and the family will have a new reexamination date.

The losing development will send the family's file to the gaining development once they have been notified that the family has accepted the unit and before the family is leased up. The gaining development will not attempt to lease up a family without possession of the family's file.

To reduce vacancy time, the losing development may fax the required information to the gaining office, if requested, while the family's file is routed to the gaining development.

## FORTHCOMING

For Action regarding: That the HPHA Board of Directors authorize the executive director to hire a consultant to assist HPHA with conducting a preliminary feasibility analysis for mixed income redevelopment and to help design a developer request for proposals or request for qualifications.

Hawaii Public Housing Authority

October 13, 2008 1:00 p.m.

Task Committee/ Tenant and Operations

AGENDA:

Amp meetings : talking out of turn, respect others of their issues

Retaliation against Residents/ Management: personal attack on others

Confidential Information : by management not tolerated

Payment Plan for Residents ( that they can afford )

Lawn Equipment: a place to store their items to upkeep their yard.,

Enforcing Community Policing/ Parking/ Patrols/ Security/ with or with out Associations. If associations are not capable to create a committee for their community they should allow the residents to participate and be involve, with the support of management.

Management/ Association working together to improve trust with residents.

Follow up with Residents complaints: addressed by management and Hpha

Contract Agreement/ HPHA and Agency ( still no contract )

Tenant Monitors ( applicants) ( discribe duties and qualifications)

**Any other topic asked by task committee: to follow up with residents issues and concerns and not allow waiting period to extend more than 2 weeks.**

**Management being fair and supportive to all their properties for associations.**

Executive Director's Report  
October 16, 2008

**Highlights:**

- A. FY 2009 Budget
- B. Fiscal Management Office
  - Chief Financial Management Advisor, Gary Marushige started on 10/1/08.
  - Fiscal Officer, Vanessa Lau started on 10/10/08.
  - HUD has pushed back the due date for the Financial Data Schedules (FDS) to December 2008. HPHA's target date to complete the FDS is early December to coincide with the audit.
- C. Homeless Programs
  - Status of lease agreement with the DHHL for the Villages of Maili.
- D. Administrative Policy Implementing the VAWA
  - Per HPHA's current Admission and Continued Occupancy Policy under, C. Additions to the Rental Agreement :

*Requests for the addition of a new member of the household must be approved by the PHA, prior to the actual move-in by the proposed new member. Following receipt of a family's request for approval, the PHA will conduct a pre-admission screening, including the Criminal History Report, of the proposed new member. Only new members approved by the PHA will be added to the household.*

Currently the HPHA screens criminal activity over the previous 3 year period. In the case of a VAWA victim trying to add the perpetrator to the lease under our current policy if the abuse of a household member shows on the criminal back ground check within the last 3 years the person would be denied addition to the rental agreement.

- E. Training
  - DHS and HPHA staff conducted Fair Housing and section 504 training.
  - Emphasys staff conducted refresher training for PMMSB, and Section 8 staff from 9/8/08 – 9/26/08 on various reports, letters, payment plans, materials inventory, and work orders.
  - MDStrum conducted training for fiscal office staff on asset management, GAAP accounting, accrual accounting, capital fund, GASB and FASS requirements, and HUD resources.
  - ITO staff attended Emphasys Users conference in Denver, CO
  - HPB staff attended HUD training on the Homeless Management Information System
  - Budget staff attended Nan McKay training on HUD's budget and SAGIS
  - OED staff attended the International Women's Leadership Conference
  - Project Based Budgeting, October 17, 2008 by MDStrum
  - Project Based Accounting, October 20, 2008 by MDStrum
  - HUD will review proposed changes to the PHAS with key staff

## Reports –

1. Contracts & Procurement (See Exhibit a)
2. Personnel (See Exhibit b)  
Staffing and vacancy report (See Exhibit c)
3. Hearings Office – Results of Eviction Referrals (See Exhibit d)
4. Section 8 Subsidy Programs Branch (See Exhibit e)
5. Monthly Property Management Reports (See Exhibit f) - forthcoming
6. Repair, Maintenance, and Construction Reports (See Exhibit g) - forthcoming

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

Solicitations Issued in September 2008  
None

Contracts Executed in September 2008

| <b>Contract No.</b> | <b>Contractor &amp; Project</b>   | <b>Amount</b>  |
|---------------------|---|----------------|
| PMB 08-20           | Hawaii Affordable Properties<br>Property Management and Maintenance Service for<br>MU 42 (Hale Po`ai, Halia Hale, Kamalu, Ho`olulu)<br>September 1, 2008 to August 31, 2011 | \$2,733,240.00 |
| CMS 03-10 SA04      | Architects Hawaii Limited<br>Structural Investigation and Repairs at Kalanihua<br>September 2, 2008 to May 2, 2009  | \$56,168.00    |
| CMS 07-16 SA01      | Elevator Consulting Services<br>Modernize 6 KPT elevators and assess 29 elevators<br>at various AMPS located on Oahu<br>September 3, 2008 to April 10, 2017                 | \$247,978.92   |

Status Reports:

1. Sale of Wilikina Apartments

The Dept of the Attorney General is currently reviewing the purchase and sales agreement. Upon execution of the purchase and sales agreement, the buyer will arrange for the financing of the purchase. Target date for completion of the sale is April 2009. Staff shall continue to communicate with and monitor A&M's activities to avoid delay of the sale of the property.

2. Sale of Banyan Street Manor

The HPHA's real estate advisor, Alvarez & Marsal Real Estate Advisory Services (A&M), has targeted early November 2008 for the issuance of a Request For Proposal (RFP) with the selection of a buyer to be completed before year end. A&M is currently on schedule to issue the RFP in early November 2008. Staff will continue to communicate with and monitor A&M's activities to avoid any delay of the issuance of the RFP.

3. Sale of Vacant Parcel, Hana, Maui – Procurement Timeline:

Upon Board approval, staff is prepared to issue a request for quotes to contract with a real estate company to assist the HPHA with the sale. The request for quotes shall be conducted through the State Procurement Office's electronic procurement system, HePS.

Interested offerors shall be asked to submit a commission fee, resume of the company, name and license number of the sales agent, and a marketing plan that describes how the property will be marketed to potential buyers, including the determination of the estimated listing sales price.

As requested by the Board of Directors, the real estate company is targeted to be hired no later than November 15, 2008.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES  
As of October 3, 2008

| Pos. No.                          | CS<br>EX<br>TA | Funding<br>Source | Type of<br>Pos. P/T | Authorized Position Title          | SR   | Status                                |
|-----------------------------------|----------------|-------------------|---------------------|------------------------------------|------|---------------------------------------|
| <b>COMPLIANCE OFFICE</b>          |                |                   |                     |                                    |      |                                       |
| 41041                             | CS             | W                 | P                   | Secretary I                        | SR12 | No action; cost savings.              |
| <b>FISCAL MANAGEMENT OFFICE</b>   |                |                   |                     |                                    |      |                                       |
| 41041                             | CS             | N                 | P                   | Fiscal Management Officer          | SR26 | Start date 10/10/08.                  |
| 41253                             | CS             | N                 | P                   | Secretary II                       | SR14 | No action; cost savings.              |
| 98903K                            | CS             | N                 | P                   | Office Assistant III               | SR08 | No action; cost savings.              |
| <b>ACCOUNTING SECTION</b>         |                |                   |                     |                                    |      |                                       |
| 41252                             | CS             | N                 | P                   | Accountant IV                      | SR22 | No action; cost savings.              |
| 42097                             | CS             | N                 | P                   | Account Clerk III                  | SR11 | Pending recommendation.               |
| 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.              |
| <b>ASSET MANAGEMENT STAFF</b>     |                |                   |                     |                                    |      |                                       |
| 96908K                            | T              | N                 | P                   | Office Assistant III               | SR10 | No action; cost savings.              |
| <b>HEARINGS OFFICE</b>            |                |                   |                     |                                    |      |                                       |
| 103012                            | T              | N                 | EX                  | Hsg Hearings Officer               | SRNA | Pending 89day appointment start date. |
| <b>HOUSING INFORMATION OFFICE</b> |                |                   |                     |                                    |      |                                       |
| 102041                            | EX             | W                 | T                   | Housing Information Officer        | SRNA | No action; cost savings.              |
| <b>BUDGET STAFF</b>               |                |                   |                     |                                    |      |                                       |
| 41267                             | CS             | N                 | P                   | Program Budget Analyst IV          | SR22 | 89day appointment.                    |
| <b>PROCUREMENT OFFICE</b>         |                |                   |                     |                                    |      |                                       |
| 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.              |
| <b>CONSTRUCTION MGMT BRANCH</b>   |                |                   |                     |                                    |      |                                       |
| 25649                             | CS             | N                 | P                   | State Housing Dev Administrator    | EM07 | Continuous recruitment.               |
| 2800                              | CS             | W                 | P                   | Secretary II                       | SR14 | No action; cost savings.              |
| 102205                            | SH             | N                 | T                   | Student Helper II                  | NA   | No action; cost savings.              |

EXHIBIT

036

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES  
As of October 3, 2008

| Pos. No.   | CS<br>EX<br>TA | Funding<br>Source | Type of<br>Pos. P/T | Authorized Position Title           | SR    | Status  |
|--|----------------|-------------------|---------------------|-------------------------------------|-------|---|
| <b>CONSTRUCTION MGMT SECTION</b>                           |                |                   |                     |                                     |       |   |
| 5857   | CS             | N                 | P                   | Secretary II                        | SR14  | No action; cost savings.                        |
| <b>CONSTRUCTION MGMT UNIT 1</b>                            |                |                   |                     |                                     |       |   |
| 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.                        |
| <b>CONSTRUCTION MGMT UNIT 2</b>                            |                |                   |                     |                                     |       |   |
| 102676   | EX             | W                 | T                   | Engineer (Building) IV              | SRNA  | State funded unable to fill.                    |
| <b>DEVELOPMENT SUPPORT SECTION</b>                         |                |                   |                     |                                     |       |   |
| 100886   | EX             | W                 | T                   | Housing Development Specialist I    | SRNA  | State funded unable to fill.                    |
| <b>HOMELESS PROGRAM BRANCH (HPB)</b>                       |                |                   |                     |                                     |       |   |
| <b>INFORMATION TECHNOLOGY OFFICE</b>                       |                |                   |                     |                                     |       |   |
| 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.                         |
| <b>PERSONNEL OFFICE</b>                                    |                |                   |                     |                                     |       |   |
| 30111  | CS             | N                 | P                   | Personnel Management Specialist IV  | SR22  | Completed interview and pending recommendation. |
| 51784  | CS             | N                 | T                   | Office Assistant III                | SR08  | No action; cost savings.                        |
| <b>PLANNING AND EVALUATION OFFICE</b>                      |                |                   |                     |                                     |       |   |
| 102034   | EX             | N                 | P                   | Housing Planner (Supervisor)        | SRNA  | No action; cost savings.                        |
| 98902K   | EX             | N                 | P                   | Office Assistant III                | SR 10 | No action; cost savings.                        |
| <b>PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH</b> |                |                   |                     |                                     |       |   |
| 101072   | CS             | N                 | T                   | Public Hsg Mgr VII                  | SRNA  | Continuous recruitment.                         |
| 96904K   | EX             | 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.                        |
| <b>CENTRAL MAINTENANCE SERVICES</b>                        |                |                   |                     |                                     |       |   |
| 6787   | CS             | N                 | P                   | Heavy Truck Driver                  | BC07  | Recommendation made; pending start date.        |
| 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 **b**  
037

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of October 3, 2008

| Pos. No.                                  | CS<br>EX<br>TA | Funding<br>Source | Type of<br>Pos. P/T | Authorized Position Title      | SR   | Status                                     |
|---|----------------|-------------------|---------------------|--------------------------------|------|--|
| 28374                                     | CS             | N                 | P                   | Office Assistant III           | SR08 | Pending recommendation.                    |
| 8756                                      | CS             | N                 | P                   | Bldg Maint Wkr I               | BC09 | No action; cost savings.                   |
| <b>PMMSB-MS-APPLICATION SERVICES UNIT</b> |                |                   |                     |                                |      |  |
| 9648                                      | CS             | N                 | P                   | Public Hsg Spclt II            | SR18 | No action; cost savings.                   |
| 41255                                     | CS             | N                 | P                   | Public Hsg Spclt II            | SR18 | Recommendation made; pending start date.   |
| <b>Asset Management Project 30 (MU 1)</b> |                |                   |                     |                                |      |  |
| 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.                   |
| 42292                                     | CS             | N                 | P                   | Social Service Asst IV         | SR11 | Pending eligible listing from DHS.         |
| 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.                   |
| <b>Asset Management Project 31 (MU 2)</b> |                |                   |                     |                                |      |  |
| 5855                                      | CS             | W                 | P                   | Secretary I                    | SR12 | Stated funded unable to recruit.           |
| 11626                                     | CS             | N                 | P                   | Building Maintenance Worker II | WS09 | Pending interview date.                    |
| 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 | Recommendation made; pending start date.   |
| 101119                                    | TA             | N                 | T                   | General Laborer I              | BC02 | No action; cost savings.                   |
| 101137                                    | TA             | N                 | T                   | Janitor II                     | BC02 | No action; cost savings.                   |
| 105748                                    | TA             | N                 | T                   | Social Services Aide I         | SRNA | Recommendation made; pending start date.   |
| <b>Asset Management Project 33 (MU 3)</b> |                |                   |                     |                                |      |  |
| 5034                                      | CS             | N                 | P                   | Public Housing Svvr IV         | SR22 | Pending request to fill from PMMSB.        |
| 6286                                      | CS             | N                 | P                   | Public Housing Specialist II   | SR18 | No action; cost savings.                   |
| 46195                                     | CS             | N                 | P                   | Social Service Asst IV         | SR11 | Pending request to fill from PMMSB.        |
| 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.                   |
| <b>Asset Management Project 34 (MU4)</b>  |                |                   |                     |                                |      |  |
| 6693                                      | CS             | W                 | P                   | Public Hsg Spvr IV             | SR22 | State funded unable to fill.               |
| 23696                                     | CS             | W                 | P                   | Public Hsg Spclt II            | SR18 | State funded unable to fill.               |
| 6728                                      | CS             | N                 | P                   | Building Maint Wkr I           | BC09 | Interview completed but no recommendation. |
| 6792                                      | CS             | W                 | P                   | Building Maint. Helper         | BC05 | State funded unable to fill.               |

EXHIBIT 6 038

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of October 3, 2008

| Pos. No.   | CS<br>EX<br>TA | Funding<br>Source | Type of<br>Pos. P/T | Authorized Position Title      | SR   | Status   |
|--|----------------|-------------------|---------------------|--------------------------------|------|--|
| 8842   | CS             | N                 | P                   | Painter I                      | BC09 | Pending eligible listing from DHS.               |
| 12703  | CS             | N                 | P                   | General Laborer II             | BC03 | No action; cost savings.                         |
| 101127   | TA             | N                 | T                   | Social Service Aide I          | SRNA | No action; cost savings.                         |
| <b>Asset Management Project 35 (MU 5)</b>          |                |                   |                     |                                |      |  |
| 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                   | Buldiing Maint. Worker I       | BC09 | No action; cost savings.                         |
| 101115   | TA             | N                 | T                   | General Laborer I              | SRNA | No action; cost savings.                         |
| <b>Asset Management Project 37 (MU 7)</b>          |                |                   |                     |                                |      |  |
| 6931   | CS             | N                 | P                   | Bldg. Maint. Supervisor        | F109 | Pending interview date.                          |
| 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 | Pending start date.                              |
| 101123   | TA             | N                 | T                   | Social Services Aide I         | SRNA | No action; cost savings.                         |
| <b>Asset Management Project 38 (MU 8)</b>          |                |                   |                     |                                |      |  |
| 8830   | CS             | N                 | P                   | Secretary I                    | SR12 | Pending eligible listing.                        |
| 102241   | TA             | N                 | T                   | General Laborer I              | SRNA | No action; cost savings.                         |
| 102242   | TA             | N                 | T                   | General Laborer I              | SRNA | No action; cost savings.                         |
| <b>Asset Management Project 39 (MU 9)</b>          |                |                   |                     |                                |      |  |
| 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 | Interviews completed and pending recommendation. |
| 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.                         |
| <b>PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)</b> |                |                   |                     |                                |      |  |
| 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 6039

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

As of October 3, 2008

| Pos. No.                           | CS<br>EX<br>TA | Funding<br>Source | Type of<br>Pos. P/T | Authorized Position Title        | SR   | Status                                      |
|------------------------------------|----------------|-------------------|---------------------|----------------------------------|------|---|
| <b>RESIDENT SERVICES SECTION</b>   |                |                   |                     |                                  |      |   |
| 41254                              | CS             | N                 | T                   | Secretary I                      | SR12 | No action; cost savings.                    |
| 51818                              | CS             | N                 | T                   | Office Assistant III             | SR08 | Recommendation made and pending start date. |
| 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.                    |
| <b>SECTION 8 - INSPECTION UNIT</b> |                |                   |                     |                                  |      |   |
| 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.                    |
| <b>RENT SUBSIDY SECTION 1</b>      |                |                   |                     |                                  |      |   |
| 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 II              | SR18 | No action; cost savings.                    |
| 14977                              | CS             | N                 | P                   | Office Assistant III             | SR08 | No action; cost savings.                    |
| <b>RENT SUBSIDY SECTION 2</b>      |                |                   |                     |                                  |      |   |
| 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 h  
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**DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)  
STAFFING REPORT  
As of October 3, 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          | 8          | 0         | 0.00%         | 0                  | 0         |
|  |                | 5                         | 3         | 8          | 8          | 0         | 0.00%         | 0                  | 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%        | 1                  | 0         |
|  | 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%        | 2                  | 6         |
| 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         | 21         | 4         | 16.00%        | 1                  | 3         |
|  | OAHU 2         | 28                        | 0         | 28         | 22         | 6         | 21.43%        | 1                  | 5         |
|  | OAHU 3         | 35                        | 0         | 35         | 30         | 5         | 14.29%        | 2                  | 3         |
|  | OAHU 4         | 27                        | 0         | 27         | 21         | 6         | 22.22%        | 2                  | 4         |
|  | OAHU 5         | 30                        | 0         | 30         | 23         | 7         | 23.33%        | 1                  | 6         |
|  | HAWAII 7       | 16                        | 0         | 16         | 14         | 2         | 12.50%        | 1                  | 1         |
|  | KAUAI 8        | 10                        | 0         | 10         | 9          | 1         | 10.00%        | 1                  | 0         |
| MAUI 9                                       | 13             | 0                         | 13        | 10         | 3          | 23.08%    | 2             | 1                  |           |
|  | 224            | 15                        | 239       | 187        | 52         | 21.76%    | 12            | 40                 |           |
| <b>TOTAL</b>                                 |                | <b>305</b>                | <b>67</b> | <b>372</b> | <b>275</b> | <b>97</b> | <b>26.08%</b> | <b>25</b>          | <b>72</b> |

## RESULTS OF EVICTION REFERRALS

July 2007 – September 2008

| MONTH         | REFERRALS  |                     |           | RESULT OF EVICTION REFERRAL |                 |             |          |           |            |
|---------------|------------|---------------------|-----------|-----------------------------|-----------------|-------------|----------|-----------|------------|
|               | TOTAL      | REASON FOR REFERRAL |           | Evict                       | Evict with Cond | 10-day Cure | Dismiss  | Continued | Completed  |
|               |            | Rent                | Other     |                             |                 |             |          |           |            |
| July 07       | 21         | 11                  | 10        | 9                           | 3               | 2           | 0        | 7         | 14         |
| Aug 07        | 12         | 7                   | 5         | 2                           | 5               | 2           | 1        | 2         | 10         |
| Sept 07       | 13         | 7                   | 6         | 6                           | 1               | 0           | 0        | 6         | 7          |
| Oct 07        | 13         | 5                   | 8         | 6                           | 3               | 2           | 0        | 2         | 11         |
| Nov 07        | 21         | 15                  | 6         | 12                          | 3               | 1           | 1        | 4         | 17         |
| Dec 07        | 3          | 2                   | 1         | 1                           | 0               | 1           | 1        | 0         | 3          |
| Jan 08        | 10         | 10                  | 0         | 5                           | 3               | 0           | 0        | 2         | 8          |
| Feb 08        | 10         | 9                   | 1         | 3                           | 2               | 1           | 0        | 4         | 6          |
| Mar 08        | 7          | 6                   | 1         | 2                           | 1               | 1           | 0        | 3         | 4          |
| Apr 08        | 30         | 27                  | 3         | 9                           | 13              | 0           | 1        | 7         | 23         |
| May 08        | 14         | 11                  | 3         | 4                           | 6               | 0           | 0        | 4         | 10         |
| June 08       | 12         | 9                   | 3         | 6                           | 2               | 0           | 1        | 3         | 9          |
| July 08       | 0          | 0                   | 0         | 0                           | 0               | 0           | 0        | 0         | 0          |
| Aug 08        | 13         | 9                   | 4         | 5                           | 2               | 0           | 1        | 5         | 8          |
| Sept 08       | 14         | 12                  | 2         | 4                           | 2               | 1           | 3        | 4         | 10         |
| <b>TOTALS</b> | <b>193</b> | <b>140</b>          | <b>53</b> | <b>74</b>                   | <b>46</b>       | <b>11</b>   | <b>9</b> | <b>53</b> | <b>140</b> |

Section 8 Subsidy Programs Branch  
Program Report

As of September 30, 2008

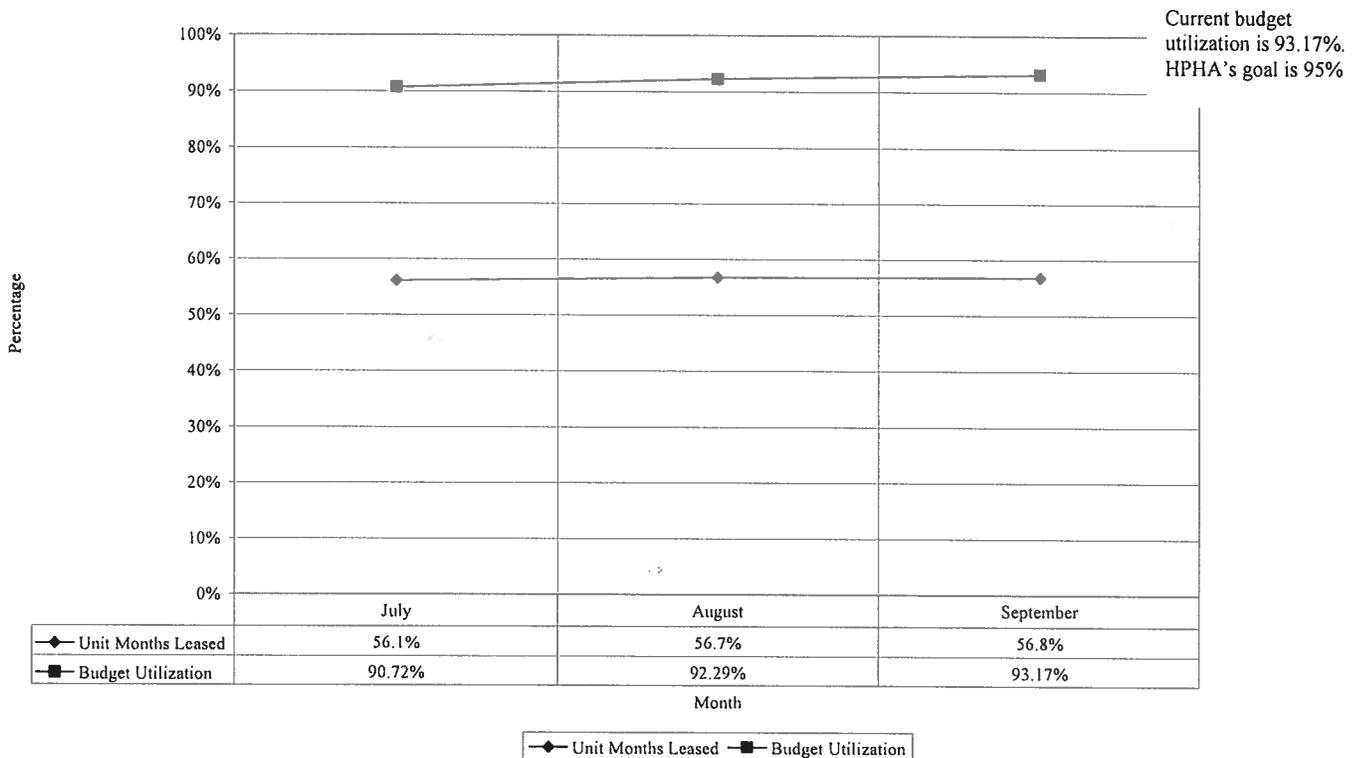
Federal Housing Choice Voucher (Section 8) Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly voucher lease up is 1,729 or 56.55% of the total 3,058 baseline vouchers.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 92.06% of the total annual allocated budget of \$18,994,788 or \$1,582,899 per month.
- The monthly average per unit cost subsidy is \$843.00 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.
- September 2008 subsidy payments show a 0.88% monthly increase in subsidy expenditures from the previous month and a .1% increase in voucher usage.
- The SEMAP corrective action plan on Indicator 13, Lease-Up, FY2009 first quarter shows a 2.45% increase in budget utilization and .7% increase in voucher usage. The increase has been primarily attributed to the more than 500 applicants who have been contacted since May 2008. The current successful lease up rate is 6% of all applicants who have been contacted.
- The values for previous reports may not be the same as currently reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Section 8 Budget Utilization and Unit Months Leased



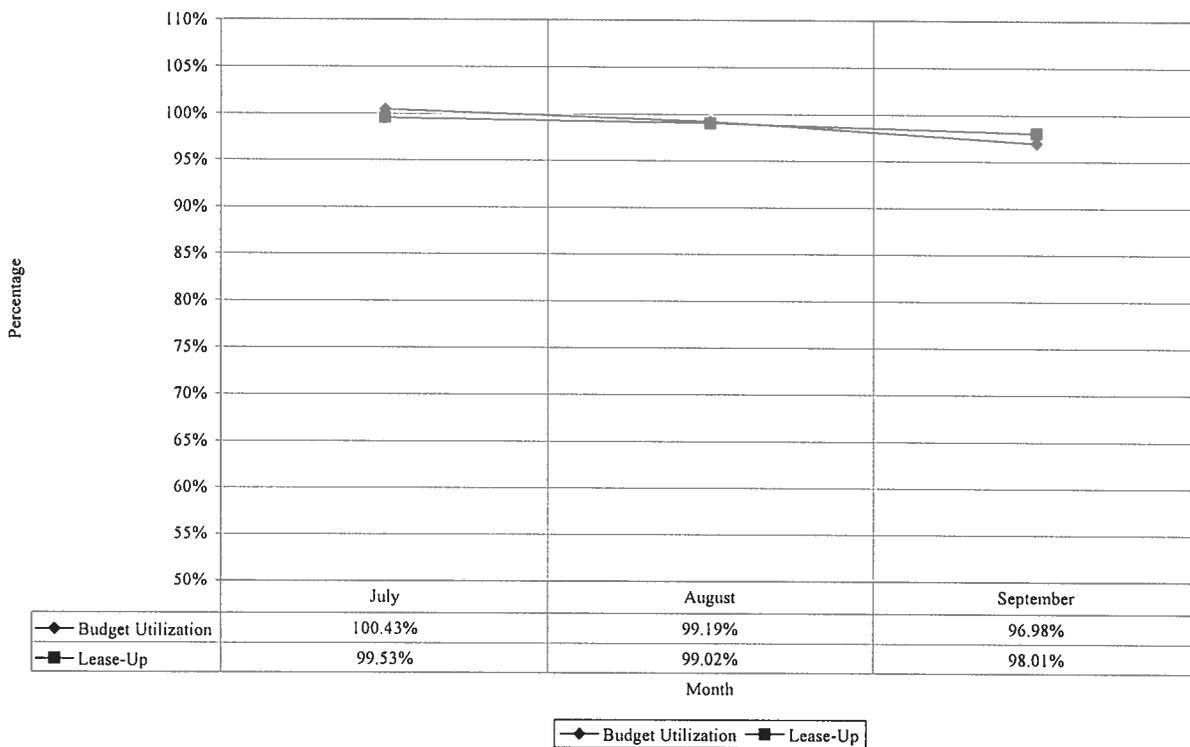
## State Rent Supplement Program

### 2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly lease up is 388 families or 98.0% of the total 396 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 98.97% of the total annual allocated budget of \$924,720 or \$77,060 per month.
- The monthly average per unit cost subsidy is \$195.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of \$230.00 per month.
- August 2008 Rent Supplement Subsidy payments show a 2.21% monthly decrease in from the previous month due to 4 families who left the program causing a reduction in budget utilization.
- The values for previous reports may not be the same as the current reported due to retroactive adjustments in lease up and subsidy payments.

### Monthly Report (Monthly Snapshots)

**FY 2009 Rent Supplement Program Budget Utilization and Lease Up**



## HPHA Section 8 FY 2008 Corrective Action Plan

On August 21, 2008, the Board of Directors approved the Section 8 Management Assessment Program (SEMAP) certification of HPHA's score of 75%. The Board also requested that the HPHA establish a corrective action plan to address the areas that did not receive the maximum points. Detailed below is the HPHA's plan to improve performance on the SEMAP.

1. Indicator 2, Reasonable Rent – The Section 8 Branch is considering a software program that would be used by inspectors to select comparable units to determine reasonable rents and comparables. Currently, the Maui County Housing Agency (MCHA) is using the software. The HPHA will be communicating with the MCHA to determine whether the program is providing the desired results. The HPHA is also researching another competitor program with similar features. If the program is able to meet the needs of the Section 8 Branch, the HPHA will work to partner with the City and County of Honolulu to defray the cost of the program.
2. Indicator 3, Determination of Adjusted Income – The Section 8 Branch has begun to provide regular monthly training on errors during the monthly staff meeting. During this training, the Section 8 Branch focuses on errors made and how to avoid future occurrences. By completing the quality control in a timely manner, the Branch will be able to detect problems with the procedures and reduce the number of errors.
3. Indicator 6, HQS Enforcement – The goal is to achieve 10 points for indicator 6 at the end of FY 2009. In the previous fiscal year, the HPHA lacked a procedure to confirm with the landlord whether the 24 hour emergency or 30 day deficiency in a unit was corrected or not. The HPHA has established and implemented a new procedure to contact the owner/landlord for any deficiency by the 15<sup>th</sup> day after the deficiency to determine whether the deficiency was corrected or an extension to the correction period is needed. The HQS Inspection Unit clerk will contact either the tenant or landlord/owner for their response to the corrected deficiency. Each failed unit's owner or tenant will be contacted. This procedure has been in place since 8/2007 and HPHA's Section 8 quality control staffer has found that no errors have occurred since then the implementation of the new procedure.
4. Indicator 13, Lease-Up – The goal is to achieve a score at 95% or greater for indicator 13 for the period ending FY 2009. The obstacles that HPHA faces will be the supply of available rental units in the City and County of Honolulu and lack of security deposit money or first month's rent for Section 8 voucher holders.

The HPHA has reviewed and accelerated its initial screening process by calling up first priority names on the waiting list and issuing the Housing Choice Voucher to eligible applicants. Applicants are asked to complete the Family Certification form and return verification of "homeless" preference. The HPHA has targeted and is currently in the process of phoning 1,577 applicants or 92-100 applicants per week by December 31, 2008. The HPHA has experienced a 20% success rate of applicants coming off the wait list. Should the HPHA succeed, an additional 315 families would be assisted and bring the program size to 1,890, allowing for 164 families that end their participation with the program. Should HPHA experience a HAP expense increase over the budget authority, \$1.7 million in the unrestricted reserve account will be used to fund the increased lease up. If the expectations fall short of HPHA's goals, an additional 100 names will be called up per week until the goals are met. HPHA has begun the accelerated mail out since the end of May 2008 and will attempt to accomplish the total mail out by December 31, 2008.

Section 8 Branch and Homeless Programs Branch are working together with Homeless service providers to target section 8 applicants for grant assistance for security deposits.

5. Indicator 14, Family Self-Sufficiency Enrollment and Escrow Account – The Section 8 Branch has been focusing on making referrals to the Family Self-Sufficiency (FSS) Coordinator for all new tenants. The referral provides a one-on-one explanation of the program which increases the possibility of having the newly leased participant enrolling in the FSS program. We will continue our efforts as we have found that we have more than a marginal success with this method.

Monthly Property Management Reports  
FORTHCOMING

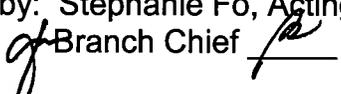
Repair, Maintenance, and Construction Reports  
FORTHCOMING

**FOR INFORMATION**

**SUBJECT:** Update on the Status of the Sale of Banyan Street Manor, located at 1122 Banyan Street, Honolulu, Hawaii

1. The consultant contract for the sale of the Banyan Street Manor was executed on June 24, 2008. The firm of Alvarez and Marsal submitted the successful proposal.
2. The consultant has completed the transaction strategy report and a draft of the Request for Proposal (RFP). Pursuant to the Hawaii Revised Statutes (HRS) 92-4, 92-5(a)(4), 92-5(a)(8), the transaction strategy report and draft will be presented in Executive Session.

Prepared by: Michael J. Hee, Private Management Contracts Section Chief \_\_\_\_\_

Reviewed by: Stephanie Fo, Acting Property Management & Maintenance Services  
Branch Chief 

October 16, 2008

## FOR DISCUSSION

**SUBJECT:** Agency Outlook for 2009.

1. Continued emphasis on significant improvements in the benchmarks of the agency
  - a. Number of Vacant Units
  - b. Turnaround time
  - c. Occupancy rates
  - d. Accounts receivables and collections
  - e. Evictions
  - f. Homelessness
2. Improved financial management and reporting - across the board - budgeting, asset management, audit results, and interactions with state and federal agencies.
3. Resolution, with active Board participation, of waiting list issues, public vs. private management of projects, decentralization of authority for projects, automatic rent payments and deductions.
4. Aggressive action to privatize projects, while retaining affordable rental characteristics. Explore sale of units to residents/tenants.
5. Proceeding with mixed use development of one or more projects.
6. Increased resident assumption of responsibility for security and maintenance of projects, with improved communication and participation.
7. Additional development of agency employees - through training, recognition and motivation.
8. Shed non-core functions of the Agency - transfer Section 8 to City, divest the agency of vacant land, and non-public housing.
9. Improved management of the projects.

Prepared by: Taryn T. Chikamori, Secretary to the Board 

Reviewed by: Barbara E. Arashiro, Executive Assistant 