

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING**

April 15, 2010

9:00 a.m.

**1002 North School Street, Building E
Honolulu, Hawaii 96817**

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting, March 18, 2010
- B. Executive Sessions, March 18, 2010

III. PUBLIC TESTIMONY

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

IV. DECISION MAKING

- A. Motion: To Adopt Board Resolution No.26 Expressing Appreciation to Ms. Barbara E. Arashiro
- B. Motion: To Adopt Board Resolution No.25 Expressing Appreciation to Mr. Michael J. Hee
- C. Motion: To Adopt the Hawaii Public Housing Authority's Policy Governing the Adoption of Board Policies and Establishment of Procedures
- D. Motion: To Adopt the Hawaii Public Housing Authority's Policy on Board Agenda
- E. Motion: To Adopt the Hawaii Public Housing Authority's Policy on the Board of Directors' Role and Interaction with the Staff
- F. Motion: To Adopt the Hawaii Public Housing Authority's Standards of Conduct for Employees and the Board of Directors

- G. Motion: To Adopt the Hawaii Public Housing Authority's Policy on Security of Confidential Information

V. REPORTS

- A. Task Force Reports as Requested by the Board Chair at the March 2010 Meeting
1. Finance Task Force to review the corrective action plan for the HPHA's Single Audit and assist with an action plan.
 2. Human Resources Task Force to continue working with staff on filling priority/critical positions.
 3. Board Training Task Force to meet with new ED and establish a training schedule and determine what training shall be included.
 4. Finance Task Force to meet with representatives from Alvarez and Marsal regarding how to better manage HPHA's finances.
 5. Tenant Relations/Operations Task Force was established to meet with the Executive Director to discuss her written plans as related to improvement of operations for the HPHA.
- B. Executive Director's Report: March/April 2010 Status Report
- Accomplishments – Highlights for the month of March 2010
 - Planned Activities – Highlights for the months of April/May 2010
 - Continued community discussions with resident associations, Honolulu Police Department, and other interested parties regarding recent violence and tenant safety at Kuhio Park Terrace and Kalihi Valley Homes
 - Trends/Issues
 - American Recovery and Reinvestment Act Grant
 - SB 2473 SD 2/HD1 Proposes to allow grandchildren in elderly housing
 - Hearing office and tenants paying off rent in arrears before evictions
 - Contract and Procurement Office increase in solicitations and contracting activity
 - Hawaii Public Housing Authority Operating Budget, FY 2010-2011
 - Transition of the Homeless Programs Branch to the Department of Human Services, Benefit Employment, Support Services Division
 - Potential Risks
 - Impact of hiring freeze and Department of Human Services' reduction in force
 - Elevator modernization report
 - Procurement of goods, services and construction
 - Program Reports

VI. FOR INFORMATION/DISCUSSION

- A. For Information: Kuhio Park Terrace (KPT) Lawsuits: *Faletogo et al. v. Hawaii Public Housing Authority* (Civil No. 08-1-2608-12) and *McMillon et al. v. Hawaii Public Housing Authority* (Civil No. CV08-00578)

The Board may go into 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 *Faletogo et al. v. Hawaii Public Housing Authority* (Civil No. 08-1-2608-12) and *McMillon et al. v. Hawaii Public Housing Authority* (Civil No. CV08-00578).

- B. For Information: Status of *Kalai v. State of Hawaii Department of Human Services' Hawaii Public Housing Authority* (Civil No. 08-1-0221)

The Board may go into 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 *Kalai v. State of Hawaii Department of Human Services' Hawaii Public Housing Authority* (Civil No. 08-1-0221)

- C. For Information: Update on the Status of Capital Fund and American Recovery and Reinvestment Act Funded Activities
- D. For Information: Update on Legislative Bills Affecting the Hawaii Public Housing Authority
- E. For Information: Update on the Status of the U.S. Department of Housing and Urban Development's Corrective Action Order Against the Hawaii Public Housing Authority

****Meals will be served to the board members as an integral part of the board meeting.****

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

HAWAII PUBLIC HOUSING AUTHORITY

**MINUTES OF THE REGULAR MEETING
OF THE HAWAII PUBLIC HOUSING AUTHORITY
HELD AT 1002 N. SCHOOL STREET, BUILDING E,
ON THURSDAY, MARCH 18, 2010
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, March 18, 2010 at 9:00 a.m.

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

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

Krislen Chun, Deputy Attorney General
Denise M. Wise, Executive Director

EXCUSED: Director Carol Ignacio

STAFF PRESENT: Barbara Arashiro, Executive Assistant
Alan Sarhan, Planner
Charlene Nakamoto, Compliance Specialist
Lydia Camacho, State Housing Development
Administrator
Mark Buflo, Acting Chief Financial Management Advisor
Rick Sogawa, Acting Contracts and Procurement Officer
Shirley Befitel, Personnel Supervisor
Stephanie Fo, Property Management and Maintenance
Services Branch Chief
Taryn Chikamori, Secretary to the Board

PUBLIC: Alice Black, Waimaha Sunflower resident
Augafa Ene, Mayor Wright Homes resident
Bernie Young, private resident
Fetu Kolio, Mayor Wright Homes resident

HAWAII PUBLIC HOUSING AUTHORITY

Jimbo, private resident
Wilcox Choy, KMH LLP

Proceedings:

Chairperson Thompson declared a quorum present.

QUORUM

Chairperson Thompson recognized Denise Wise the new executive director. Ms. Wise stated she looks forward to working with the Board, community, and staff.

The business of the Board proceeded with a motion entered by Director Beaver to approve the minutes of the Regular Meeting held on January 21, 2010 and seconded by Director Dodson.

APPROVAL
OF MINUTES
REGULAR
MEETING
JANUARY 21,
2010

The minutes were unanimously approved as presented with no corrections.

A motion was entered by Director Beaver to approve the minutes of the Regular Meeting held on February 18, 2010 and seconded by Designee Oliva.

APPROVAL
OF MINUTES
REGULAR
MEETING
FEBRUARY 18,
2010

The minutes were unanimously approved as presented with no corrections.

Public Testimony:

The Board received written testimony from Ms. Jean Peters, Kalakaua Homes resident. The letter will be entered into the record and a letter will be sent to Ms. Peters acknowledging receipt of her submitted testimony.

PUBLIC
TESTIMONY

For Action:

Motion: To Accept the Management Discussion and Analysis of the Audited Financial Statements and the Single Audit of the Hawaii Public Housing Authority for the Fiscal Year Ending June 30, 2009.

Director Beaver moved, Director Dodson seconded.

Mr. Wilcox Choy, Partner, Assurance & Advisory Services, KMH, LLP, was introduced to the Board. Mr. Choy addressed the Board and took questions from the Board regarding the recently completed single audit of the Hawaii Public Housing Authority (HPHA). Mr. Choy explained that due to Federal funding levels and programs administered by the HPHA the recently completed audit was a HUD requirement.

TO ACCEPT THE
MANAGEMENT
DISCUSSION
AND ANALYSIS
OF THE AUDIT-
ED FINANCIAL
STATEMENTS
AND THE SIN-
GLE AUDIT OF
THE HAWAII
PUBLIC HOUS-
ING AUTHO-
RITY FOR THE
FISCAL YEAR
ENDING JUNE
30, 2009

HAWAII PUBLIC HOUSING AUTHORITY

He provided an overview of the role of KMH, LLP for this audit engagement:

- 1) To provide a basis of opinion on the basic financial statements of HPHA;
and
- 2) To determine if there was sufficient internal controls established by HPHA.

The financial statements audited by KMH, LLC, were deemed to fairly present the position of HPHA as of June 30, 2009 and KMH, LLC, issued an unqualified opinion.

Mr. Choy stated that upon completion of the internal controls over major programs portion of the audit that KMH, LLP, issued a qualified opinion.

The issuance of the qualified opinion was based on the following:

- 1) Current staff does not have a clear understanding of project based accounting principles therefore making implementation difficult.
- 2) There are several repeat findings from prior audits.
- 3) Current staff does not have the depth of experience or understanding of asset based management accounting, e.g., COCC expenses, etc...

Director Smith inquired to the term of KMH LLP's contract for engagement of audit services and Mr. Choy responded this was the last year of the 3 year contract. Discussion ensued and Board directed staff to research and report at next board meeting the steps necessary to engage KMH, LLC, for the upcoming 2010 audit.

Director Godfrey arrived at 9:25 a.m.

Board asked Mr. Choy if the policies and procedures (P & P) that were created with the help of the technical assistance provided by the U.S. Department of Housing and Urban Development (HUD) was of assistance. Mr. Choy responded that even though the P & P were completed it has not been implemented.

Board inquired as to what the process is now that the single audit is completed. Mr. Choy stated that the audit is submitted to three agencies: Department of Accounting and General Services (DAGS), HUD, and Real Estate Assessment Center (REAC) with the Financial Data Schedule (FDS). DAGS and HUD receive the single audit and typically there is not much communication. REAC, however, will more than likely have questions and look for corrective actions. The single audit and the audited FDS schedule are due no later than March 31, 2010. Further discussion ensued and clarification was provided by staff on submission of documents.

Further discussion ensued regarding the next steps in addressing the deficiencies that the audit identified. Chairperson Thompson asked the Finance Task Force to convene, develop an action plan with timetables and assigned accountabilities and to report at the next Board meeting.

HAWAII PUBLIC HOUSING AUTHORITY

With no further discussion, Chairperson Thompson called the question.

Support: The motion carried unanimously.

Motion: **To Authorize the Executive Director to Adopt Utility Allowance Rates provided by National Facilities Consultants for the Fiscal Year July 1, 2010 to June 30, 2011 for the Federal Low Income Public Housing Program.**

Director Beaver moved and Director Aiona seconded.

Stephanie Fo, property management and maintenance services branch chief, provided an overview of the process and why it is necessary to update the utility allowance on annual basis and the retention of a consultant to provide the updated rates.

Board asked staff how the information, either increase/decrease, is communicated to residents. Ms. Fo responded after the study is conducted, the rates are published and there is a Public Comment period and then a notice is sent to tenants of the change. During the Public Comment period, if comments are received, they are taken into account, however, because the rates are those also assessed by the utility company there is very little latitude in changing the rates particularly during a time when utility rates are on the upswing.

Staff was further questioned if all tenants are eligible for the utility allowance and if so, how is it determined if the development is not individually metered. Staff stated the asset management projects (AMP) pays the bill and the tenants do not receive the utility subsidy.

With no further discussion Chairperson Thompson called the question.

Support: The motion carried unanimously.

Motion: **To Approve the Hawaii Public Housing Authority's Five Year and Annual Plan for the Fiscal Year July 1, 2010 to June 30, 2011 and to Authorize the Executive Director to Take Required Actions to Submit the Approved Plan to the U.S. Department of Housing and Urban Development.**

Director Beaver moved, and Director Aiona seconded

Mr. Alan Sarhan, Office of Planning and Evaluation, provided an overview of the public hearing conducted and directed the board to the items that received the most comments.

TO AUTHORIZE
THE EXECU-
TIVE DIRECTOR
TO ADOPT
UTILITY
ALLOWANCE
RATES PRO-
VIDED BY
NATIONAL
FACILITIES
CONSULTANTS
FOR THE FIS-
CAL YEAR
JULY 1, 2010
TO JUNE 30,
2011 FOR THE
FEDERAL
LOW INCOME
PUBLIC
HOUSING
PROGRAM

TO APPROVE
THE HAWAII
PUBLIC HOUS-
ING AUTHO-
ORITY'S FIVE
YEAR AND
ANNUAL PLAN
FOR THE FISCAL
YEAR JULY 1,
2010 TO JUNE
30, 2011.

HAWAII PUBLIC HOUSING AUTHORITY

1.) Waitlist preference proposed changes received the most comments. The Plan as presented proposes that in order to qualify under the homeless preference that a person/family must reside in a shelter and have a service plan with the homeless service provider. A majority of the comments questioned this. The comments made included, that not everyone who is homeless resides in shelter; that there are working homeless who may not need a service plan and due to capacity issues person/family may not be able to get into a shelter.

2.) Changing from geographic to site-based wait lists also received public comments. The comments received indicated that they do not feel that this would help fill units faster and there were some comments on concentration of ethnic groups.

3.) Suitability checks received comments and comments were summarized as follows: low-income residents will not be able to pass credit checks; credit checks may be considered discriminatory; pre-home visits are an invasion of privacy.

Comments were also made on the standardization of House Rules. The public expressed consideration should be made by unit type, high raise vs. low raise.

Staff also summarized that the Resident Advisory Board (RAB) disagreed with some items in the Plan and that there will be further discussion to clarify points and continue discussions.

Board asked staff what are the next steps now that comments have been received. Staff discussed the process and further discussion ensued. Board asked if changes could be made at this time and staff advised the Board if changes made were substantial that another Public Hearing was required. It was clarified that the Plan could be submitted and that after submission changes could still be made by the Board.

The Board questioned the small attendance. Staff assured the Board that the HPHA follows all protocols and has gone beyond mere compliance. This Public Hearing's attendance is not much different from past hearings.

Director Hosino stated she agrees that the HPHA does a lot to get the message out. She attributed the low attendance to a couple of factors, the residents may feel that even if they attend they may not be heard or they choose one spokesperson to speak for them. She stated that the RAB was also created to represent the tenants.

With no further discussion Chairperson Thompson called the question.

Support Ayes: Chairperson Thompson
Designee Oliva
Director Aiona
Director Beaver

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Director Berthiaume
Director Dodson
Director Godfrey
Director Smith

Abstained: Director Hosino

The motion carried.

Chairperson Thompson called a recess at 10:16 a.m. and reconvened at 10:29 a.m.

RECESS/
RECONVENED

Motion: To Ratify the Hawaii Public Housing Authority’s Amended Five Year and Annual Plan for the Fiscal Year July 1, 2009 to June 30, 2010 to Authorize the Executive Director to Take Required Actions to Submit the Approved Plan to the U.S. Department of Housing and Urban Development.

TO RATIFY THE
HAWAII PUB-
LIC HOUSING
AUTHORITY’S
AMENDED
FIVE YEAR
AND ANNUAL
PLAN FOR THE
FISCAL YEAR
JULY 1, 2009
TO JUNE 30,
2010.

Director Beaver moved and Director Aiona seconded

A public Hearing was held on March 10th to amend the HPHA’s Five Year and Annual Plan (2008-2009) to add the following projects: Kahekili Terrace, Kalanihuia, and Kalakaua Home, which would then allow HPHA to fully obligate funds allotted from the American Recovery and Reinvestment Act (ARRA) in the amount of approximately \$16.2mm. The funds were fully obligated and staff was given recognition for their efforts by the Board.

Director Hosino stated that the changes in the PHA plan were discussed and explained to the RAB.

It was noted by staff no one attended from the public.

Support: The motion carried unanimously.

Discussion:

Director Smith invited all interested Board members to a meeting of the Finance Task Force to be held directly after the Board meeting. The meeting will cover HPHA’s portfolio and the HPHA financial condition. The meeting will include John Cox and Dirk Aulabaugh of Alvarez and Marsal; Bill Riley and Melanie Melon from Quadral Consulting and Michael Liu of Dutko Worldwide.

TASK FORCE/
FINANCE

A report of the Human Resource Task Force was provided by Designee Oliva. The Board was advised that the HPHA submitted the request to fill memo to Governor Lingle for seven of the nine priority positions discussed prior.

HUMAN
RESOURCES

HAWAII PUBLIC HOUSING AUTHORITY

It was further clarified that a communication had been sent out stating that the Governor's approval was no longer needed for 100% federally funded positions. Designee Oliva stated that was the directive, but it was retracted.

The report also advised the Board that in conjunction with the nine priority positions earlier identified that three additional positions were submitted for consideration. The three positions are the contract administrator, property management coordinator II, and section 8 branch chief.

Director Hosino asked if the Tenant Relations/Operation task force can meet. Chairperson Thompson instructed the task force to meet with Ms. Wise regarding her plan for HPHA.

TENANT
RELATIONS
TASK FORCE

Ms. Wise stated she did not have a formal report this meeting. She provided an overview for the Board of the items she has been working on. She stated she 1) toured AMPs 31, 32, 34, 40, and 50; 2) met with legislators Sakamoto, Chun-Oakland, Kim, Cabanilla, Carroll, and Manahan; 3) met Mr. Michael Flores of HUD. Ms. Wise stated she is also working on streamlining the HPHA website.

EXECUTIVE
DIRECTORS
REPORT

The Board asked if it was possible to track the number of hits on the website, there will be a follow-up answer at the next Board meeting.

It was asked when Ms. Wise would be visiting the neighbor islands. Ms. Wise responded she plans to visit the neighbor islands during the last week in March.

Ms. Wise stated she attended a public hearing, eviction hearing, Section 8 staff meeting, and RAB meeting. She instituted a weekly staff meeting. She stated she has reviewed the audit and corrective action order. She will be meeting with Mr. John Wong, Attorney General's Office, to discuss open issues. She is also working on the migration of the Homeless Programs Branch (HPB) to the Department of Human Services' Benefit and Employment and Support Services Division (BESSD).

Staff provided a briefing to the Board regarding HPHA's response to the tsunami warning. The Property Management and Maintenance Service Branch (PMMSB) notified tenants of the tsunami warning. Lydia Camacho, State Housing Development Administrator, contacted engineers in case of structural damage. Rick Sogawa, Acting Contracts and Procurement Officer, Ms. Wise and Ms. Arashiro received procurement authority in case of emergency procurement. In debriefing the response with staff the area that poses a vulnerability for HPHA is the need to secure data off-site.

TSUNAMI
WARNING

Director Hosino stated that she was contacted as the tenant association president. She thought this was a great because they can assist in notifying tenants.

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Designee Oliva stated that he attends a civil defense meeting and the HPHA is not represented and requested a contact person be given to Susan Yamamoto.

In reviewing staff reports submitted for Board review Board members had several requests and direction to staff to simplify information provided by distilling the most salient points for Board information and consideration.

Staff was questioned as to the disposition of three property sales. Staff confirmed that the purchase and sale agreement (P & SA) for Wilikina and Banyan were signed.

PROPERTY
SALES

Board was updated on the recent delay of the Hana property sale and that it may not make this legislative session. Representative Carroll asked that the bill be held because she was not informed of the Hana sale and she had heard from several constituents.

Board asked if there were new developments regarding the Kuhio Park terrace (KPT) redevelopment. Staff had met with the Michaels Development Company on March 17th, however it was for introductions only, as the Michael's team was in town to conduct a resident meeting at KPT.

The Board was presented information on the following legislative bills that involve the HPHA:

UPDATE ON
THE STATUS OF
LEGISLATIVE
BILLS AFFECT-
ING THE HPHA
PROGRAMS

- SB 910, transfer of HPB to BESSD, needs to be heard by the House Finance Committee.
- HB 2569 reduces quorum requirements, passed the House and crossed to the Senate.
- SB 2108 requires that two members of the Board be residents, was passed by Senate and crossed to the House.
- HB 2561, changing the land sales to ceded and crown lands was passed by the House and crossed to the Senate.
- SB 2473, requiring permitting grandparents to temporarily raise grandchildren in the project in crisis situations, passed the Senate and crossed to the House. Should this pass The HPHA will need to change the administrative rules to give these grandparents preferences in family housing.
- SB 2276 SD1, relating to intoxicating liquor, has a provision that the tenant must accompany their visitor and if their visitor breaks the rules then that is grounds for eviction.
- SB 2277 SD1, common area expenses, the eviction streamline provision was taken out of the bill and it was amended to require the eviction Board to have a hearing officer. This could represent an unbudgeted cost to the HPHA.

Staff was asked for an update on the status of the transition plan for the homeless families still residing at Puahala Homes.

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The Board offered comments they have received from the public during this pilot program. One resident stated he can tell which units are public housing units and which are the transition housing units. He also stated if anything is learned take the rules that are used in the transition housing units and apply them to public housing units.

UPDATE ON
THE STATUS
OF THE TRAN-
SITION PLAN
FOR THE HOME-
LESS FAMILIES
AT PUAHALA
HOMES

Staff gave the board a status on the families in the program and only one family has transitioned into Public Housing. All the other families applied in 2009 and are lower on the waiting list.

The Board tasked staff with clarifying the expectations and understanding of the community and the participating families and to bring back recommendations on how to proceed given the program has an end date of July 2010.

Motion: To go into executive session at 12:12 p.m. pursuant to sections 92-4 and 92-5(a)(2), Hawaii Revised Statutes, to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities, as related to the Update on the Audit of the Hawaii Public Housing Authority by the Office of the Legislative Auditor.

EXECUTIVE
SESSION

Director Beaver moved and Director Aiona seconded

Support: The motion was unanimously carried.

The Board reconvened from Executive Session at 12:43 p.m.

RECONVENED

Chairperson Thompson stated that the Board discussed legal issues relative to the legislative audit.

Chairperson Thompson stated the Board will be discussing the update on the rock fall and mitigation measures at the Kalihi Valley Homes

UPDATE ON
THE ROCK FALL
AND MITIGA-
TION MEA-
SURES AT THE
KALIHI
VALLEY HOMES

Staff reported that the boulders have been removed and netting has been placed. All families except for the two units that were hit by the rock were moved back to their units. One family chose to stay at the unit they were transitioned into.

Staff also reported that the HPHA is working on final cost figures and will submit to the Board of Water Supply when completed.

Motion: To go into executive session at 12:53 p.m. pursuant to sections 92-4 and 92-5(a)(2), Hawaii Revised Statutes, to discuss the term of the current Executive Director, where matters of privacy are involved, and pursuant to section 92-5(a)(4), Hawaii Revised Statutes, to consult with the Board's attorney on questions and issues pertaining to

EXECUTIVE
SESSION

HAWAII PUBLIC HOUSING AUTHORITY

the Board's powers, duties, privileges, immunities, and liabilities, as related to the Kalihi Valley Homes (KVH) rock fall.

Director Beaver moved and Director Hosino seconded

Support: The motion was unanimously carried.

The Board reconvened from Executive Session at 1:04 p.m.

RECONVENED

Chairperson Thompson stated the Board discussed the potential liabilities and litigation relative to the KVH rock fall.

Chairperson Thompson stated to the Board that the HPHA has received a request for information from the U.S. Department of Homeland Security Immigration and Customs Enforcement (ICE) Office.

REQUEST FOR
INFORMATION
FROM THE U.S.
DEPARTMENT
OF HOMELAND
SECURITY
IMMIGRATION
AND CUSTOMS
ENFORCEMENT
OFFICE

Staff believed the request came about because ICE found a resident who was in Hawaii illegally and was living in public housing with a stolen identity. ICE deported the person back to their home country. ICE is requesting a list of all our tenants and information that helps identify the person.

Krislen Chun, deputy attorney general, stated there may be an issue with confidentiality and more information would need to be gathered to make a final determination. Staff was directed to contact ICE to find out what type of information are they requesting.

Chairperson Thompson stated the Board would be discussing the update on the status of the U.S. Department of Housing and Urban Development's corrective action order (CAO) against the Hawaii Public Housing Authority. Staff was requested to provide an update at the next Board meeting.

UPDATE ON THE
STATUS OF THE
U.S. DEPART-
MENT OF HOUS-
ING AND UR-
BAN DEVELOP-
MENT'S COR-
RECTIVE ACT-
ION ORDER

There being no further items to be discussed a motion was entered to adjourn the meeting

Director Aiona moved and Director Dodson seconded

ADJOURN-
MENT

That the meeting be adjourned at 1:24 p.m.

Support: The motion was unanimously carried.

HAWAII PUBLIC HOUSING AUTHORITY

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Taryn D. Chikamori
Taryn Chikamori
Secretary to the Board/Recording Secretary

4/15/10
Date

Approved by the HPHA Board of Directors at their Regular Meeting on
April 15, 2010

Matilda Yoshioka
Matilda Yoshioka
Director/Board Secretary

4/15/10
Date

Approved by the Executive Director 
April 15, 2010

FOR ACTION

MOTION: To Adopt Board Resolution No. 26 Expressing Appreciation to Ms. Barbara E. Arashiro

I. FACTS

- A. Ms. Barbara E. Arashiro is the Executive Assistant of the Hawaii Public Housing Authority.
- B. Ms. Arashiro became the Acting Executive Director for from January 22, 2010 through February 26, 2010.

II. RECOMMENDATION

That the Board of Directors adopt Board Resolution No. 26 Expressing Appreciation for a job well done by Ms. Barbara E. Arashiro.

Prepared by: ^{for} Travis O. Thompson, Board Chairperson TO

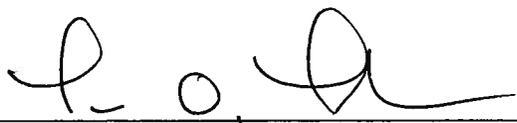
Adopted:


Travis O. Thompson, Chair

RESOLUTION NO. 26

EXPRESSING APPRECIATION TO MS. BARBARA E. ARASHIRO

1. Barbara E. Arashiro is the Executive Assistant of the Hawaii Public Housing Authority.
2. With the departure of the Executive Director, Ms. Arashiro accepted the additional responsibilities as the Acting Executive Director.
3. In addition to her normal duties, Ms. Arashiro maintained effective contact with the Board, the Legislature, and representatives of the Department of Housing and Urban Development.
4. Ms. Arashiro directed emergency efforts during the KVH rock fall, mobilizing HPHA personnel, evacuating families, and making the arrangements required for the safety of the families.
She maintained appropriate contact with the media, and worked with the City and County Department of Water Supply for the rapid remediation of the problem.
5. Ms. Arashiro continuously demonstrated effective leadership during the interim period, fully staffing the monthly meetings of the Board of Directors.
6. BE IT RESOLVED that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 26 Expressing Appreciation to Ms. Barbara E. Arashiro on this 15th day of April 2010.
7. BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to Ms. Barbara E. Arashiro, and placed in her personnel file, reflecting the sincere appreciation of the Board for her contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.



Travis O. Thompson, Chairperson



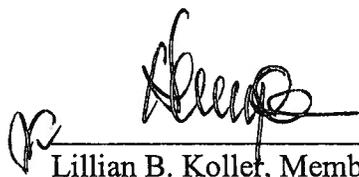
R. Eric H. Beaver, Vice Chair



Matilda A. Yoshioka, Secretary



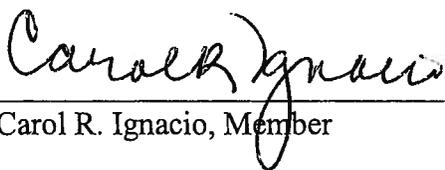
Linda L. Smith, Member



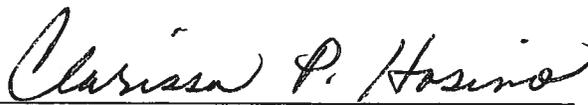
Lillian B. Koller, Member



Sam Aiona, Member



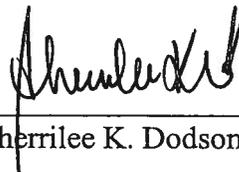
Carol R. Ignacio, Member



Clarissa P. Hosino, Member



Rene Berthiaume, Member



Sherrilee K. Dodson, Member



Rodger Godfrey, Member

Approved by the Executive Director 
March 15, 2010

FOR ACTION

SUBJECT: To Adopt Board Resolution No. 25 Expressing Appreciation to Mr. Michael J. Hee

I. FACTS

- A. Mr. Michael J. Hee was employed by the Hawaii Public Housing Authority (HPHA) and its predecessor agencies from July 1979 to February 2010.
- B. During his tenure, Mr. Hee worked for the Property Management and Maintenance Services Branch and was responsible for the oversight of State and Federal public housing projects and managed the project based contract administration program.

II. RECOMMENDATION

That the Board of Directors adopt Board Resolution No. 25 Expressing Appreciation to Mr. Michael J. Hee

Prepared by: Barbara E. Arashiro, Executive Assistant 

Adopted:



Travis O. Thompson, Chair

RESOLUTION NO. 25

EXPRESSING APPRECIATION TO MR. MICHAEL J. HEE

WHEREAS, Mr. Michael J. Hee was the Private Management Contract Administrator for the Hawaii Public Housing Authority (HPHA) until his retirement in February 2010; and

WHEREAS, Mr. Hee was responsible for the oversight of State and Federal public housing properties and private management contracts of the Property Management and Maintenance Services Branch;

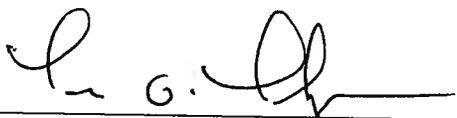
WHEREAS, Mr. Hee was often referred to as the "HPHA Historian" due to his 30 years of experience at the housing agency;

WHEREAS, Mr. Hee used his historical background and experience to assist other Branches and Staff Offices of the HPHA;

WHEREAS, even upon his retirement, Mr. Hee continued to volunteer and assist the HPHA to complete the operating subsidy calculation for the Federal Low Income Public Housing Program, often working a full day to complete the task; now therefore

BE IT RESOLVED that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 25 Expressing Appreciation to Mr. Michael J. Hee on this 15th day of April 2010; and

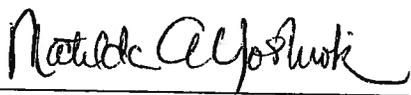
BE IT FURTHER RESOLVED that a copy of this Resolution be transmitted to Mr. Hee along with expressions of sincere appreciation for his contributions to the Hawaii Public Housing Authority and the citizens of the State of Hawaii.



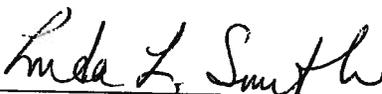
Travis O. Thompson, Chairperson



R. Eric H. Beaver, Vice Chair



Matilda A. Yoshioka, Secretary



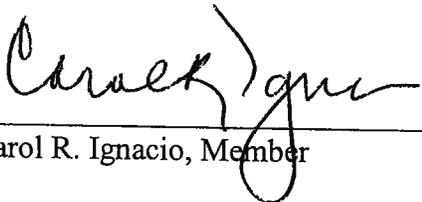
Linda L. Smith, Member



Lillian B. Koller, Member



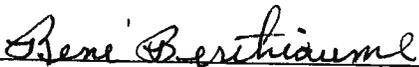
Sam Aiona, Member



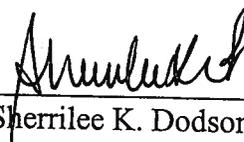
Carol R. Ignacio, Member



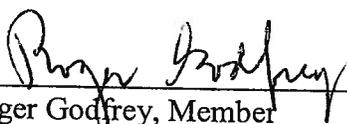
Clarissa P. Hosino, Member



Rene Berthiaume, Member



Sherrilee K. Dodson, Member



Rodger Godfrey, Member

April 15, 2010

FOR ACTION

MOTION: To Adopt the Hawaii Public Housing Authority's Policy on the Adoption of Board Policy and Establishment of Procedures

I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) is governed by a Board of Directors whose role is to establish policy and executive direction for the HPHA.
- B. Many of the current Board policies governing the HPHA were adopted over 10 years ago under its predecessor agency the Housing and Community Development Corporation of Hawaii.

II. DISCUSSION

- A. The HPHA staff are going through the process of reviewing all of the HPHA's Board adopted policies to determine which of those policies should be updated.
- B. The proposed policy, included at Exhibit A, clarifies that the Board of Directors shall be responsible to adopt procedures.
- C. The proposed policy also clarifies that the Executive Director shall be responsible for the establishment and implementation of Board adopted policies. The Executive Director shall also have the authority and responsibility to update the procedures from time to time, as may be necessary.
- D. The proposed policy was reviewed by the Department of the Attorney General.

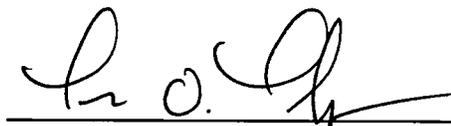
III. STAFF RECOMMENDATION

That the HPHA's Board of Directors Adopt the Policy on the Adoption of Board Policy and Establishment of Procedures

Exhibit A: Adoption of Board Policy and Establishment of Procedures,
dated April 15, 2010

Prepared by: Barbara E. Arashiro, Executive Assistant 

Adopted:



Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR



DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817
FAX: (808) 832-4679

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

Board No. 1
April 15, 2010

TO: All Branches and Support Offices

FROM: Denise M. Wise
Executive Director

SUBJECT: **Adoption of Board Policy and Establishment of Procedures**

I. GENERAL

The purpose of this Administrative Memorandum is to establish policies and procedures for the Hawaii Public Housing Authority (HPHA) and the establishment of implementing procedures.

The Hawaii Public Housing Authority (HPHA) shall be governed by a Board of Directors whose role is to establish policy and executive direction for the HPHA, approve for adoption administrative rules, and monitor the status of programs. Pursuant to §356D, HRS, the Board shall employ, exempt from chapter 76 and section 26-35(a)(4), an executive director and an executive assistant. The Executive Director and Executive Assistant shall be responsible for the execution of policy, establishment of operating procedures, and hiring and supervision of staff.

II. POLICY

The HPHA Board of Directors shall adopt policy at a regularly scheduled monthly meeting or special meeting by an affirmative vote of a simple majority of the number of members required by law to take action. Board policy may be established in the form of a decision making item or Board resolution. The policy may be prepared by staff for the Board's consideration at the direction of the Board Chair.

The Executive Director shall be:

- Responsible for the establishment of procedures to implement Board adopted policies;
- Authorized to amend, revise, or replace operating procedures as may be necessary from time to time; and
- Responsible to establish a system to disseminate policies and procedures to HPHA staff in a timely and efficient manner.

III. PROCEDURES

The Executive Director may issue administrative memoranda for the following:

- To establish operating procedures to implement Board adopted policy;
- To clarify procedures to ensure the uniform application of law, rule, or regulation; or
- To establish permanent, temporary or emergency procedures.

A. Responsible Parties

Branch Chiefs, Section Supervisors, and Support Officers (hereinafter referred to as "Supervisors") are responsible for the dissemination of this administrative memorandum to all affected staff. Supervisors shall be responsible to review all administrative memoranda to ensure compliance and uniformity with the requirements detailed below.

B. Distribution and Filing

1. Every office shall maintain 3-ring binder which contains all administrative memoranda in a place accessible to all staff members.
2. Sections for the administrative memoranda binder shall include the following:
 - a. Board
 - b. Administration
 - c. Communications
 - d. Personnel
 - e. Safety
 - f. Procurement
 - g. Fiscal
 - h. Programs
 - i. Records
 - j. General

C. Process

1. Supervisor shall submit draft administrative memoranda to the Executive Director for review.
2. Supervisors are encouraged to obtain feedback from their subordinates prior to submission of a draft procedure.
3. Upon approval by the Office of the Executive Director, a log number will be assigned and returned to the generating office for changes or corrections.
4. Submit the final to the Office of the Executive Director for signature.
5. The generating office shall be responsible to disseminate the administrative memorandum to all Branches and Staff Offices.

D. Format

This Administrative Memorandum, Board No. 1 shall serve as an example of the proper format as explained herein. Any questions regarding the procedure or format should be directed to the Secretary for the Office of the Executive Director.

1. All administrative memoranda shall be prepared on HPHA letterhead.
2. Font: Arial 12 point.
3. Margins (top, bottom, left right): 1"
4. Title: 2 spaces down "ADMINISTRATIVE MEMORANDUM" – flush left, all caps, bold.
5. Log Number: Category (as assigned by OED) and memo number, flush right, bold.
6. Date: Directly under the memo log number.
7. Revisions: Change date to the current date of adoption, add "Amended", "Replaced", or "Revised" as appropriate before the date.
8. 3-4 spaces down – "To", "From", and "Subject".
9. Subject: bold
10. Format/Spacing: Use the following sequence for bulleting items. Double space before each Roman numeral and double space after each roman numeral:
 - Roman numerals: Bold, Caps (I. II. III. IV.)
 - Alphabetical: Bold (A. B. C. D.)
 - Numerical: (1., 2., 3., 4.)
 - Lower case alphabetical: (a., b., c., d.)
11. Footers: "AM/" (for administrative memorandum), Admin memo #, date of adoption all flush left. Page "#" flush right. Arial 10 point

FOR ACTION

MOTION: To Adopt the Hawaii Public Housing Authority's Policy on Board Agenda Items

I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) is governed by a Board of Directors whose role is to establish policy and executive direction for the HPHA.
- B. Many of the current Board policies governing the HPHA were adopted over 10 years ago under its predecessor agency the Housing and Community Development Corporation of Hawaii.

II. DISCUSSION

- A. The HPHA staff are going through the process of reviewing all of the HPHA's Board adopted policies to determine which of those policies should be updated.
- B. The proposed policy, included at Exhibit A, clarifies that the Office of the Executive Director shall work with the Board Chair, or his/her designated representative to set the Board agenda.
- C. The proposed policy also clarifies that the HPHA staff shall be responsible for complying with all notification and posting requirements of the Board agenda, as established by law or rule.
- D. The proposed policy was reviewed by the Department of the Attorney General.

III. STAFF RECOMMENDATION

That the HPHA's Board of Directors Adopt the Hawaii Public Housing Authority's Policy on Board Agenda Items

Exhibit A: Hawaii Public Housing Authority Board Agenda Items, dated April 15, 2010

Prepared by: Barbara E. Arashiro, Executive Assistant BA

Adopted:



Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR



DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817
FAX: (808) 832-4679

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:

ADMINISTRATIVE MEMORANDUM

Board No. 2
April 15, 2010

TO: All Branches and Support Offices

FROM: Denise M. Wise
Executive Director

SUBJECT: **Hawaii Public Housing Authority Board Agenda Items**

I. GENERAL

The purpose of this Administrative Memorandum is to establish policy and procedures for governing the preparation, format and submission of agenda items to the Hawaii Public Housing Authority (HPHA) Board of Directors for adoption or discussion.

II. POLICY

The Office of the Executive Director shall work with the Board Chair, or his/her designated representative, to set the Board agenda. Board Task Force or Subcommittees shall be responsible to communicate with the Board Chair regarding committee reports. The Board Chair will determine whether the subcommittee reports will be included on the Board agenda in accordance with applicable law or rule.

The Board agenda shall be reviewed by the Department of the Attorney General prior to filing. The HPHA shall be responsible for complying with all notification and posting requirements as established by law or rule.

The Executive Director shall establish procedures governing submittals to the Board. HPHA staff should submit all documents to the Board of Directors via the Office of the Executive Director.

III. PROCEDURES

A. Responsible Parties

Branch Chiefs, Section Supervisors, and Support Officers (hereinafter referred to as "Supervisors") are responsible for the dissemination of this administrative memorandum to all affected staff.

All documents (e.g., letters, requests, reports, etc.) shall be submitted to the Board via the Executive Director, or his/her designated representative. No staff person should submit information directly to a Board member without the express consent of the Office of the Executive Director. Supervisors shall be responsible to review all Board submissions to ensure compliance with the requirements detailed below.

B. Board Agenda

The Board agenda may include, but is not limited to, the following:

- "I. CALL TO ORDER / ROLL CALL"
The Board of Directors must have a minimum of seven (7) members present in order to conduct official business of the HPHA. This quorum requirement may be changed by statute.
- "II. APPROVAL OF MINUTES"
The HPHA's secretary to the Board shall prepare written minutes of the Board meeting to be filed no later than 30 days from meeting date.
- "III. PUBLIC TESTIMONY"
During this portion of the meeting, the Board accepts public testimony on any agenda item to be considered at the Board meeting.
- "IV. DECISION MAKING"
These are items which are presented to the Board for their review and approval/adoption. This could be in the form of a Decision Making item or a Board Resolution.
- "V. REPORTS"
The Board's task force(s)/subcommittee(s) may prepare written or oral reports to the Board. Subcommittee meetings are held and reports are prepared at the direction of the Board Chair.

The HPHA staff will prepare regular monthly reports on program achievements to be presented to the Board via the Office of the Executive Director.

“VI. FOR INFORMATION/DISCUSSION”

These are items which are presented to the Board for their information and/or discussion. The Board may discuss the issue and provide guidance to the staff, but shall not take any official action on an item For Discussion.

C. Document Structure

The Board and/or the Executive Director, may from time to time, amend these procedures. The HPHA’s secretary to the Board will assist Supervisors in ensuring consistent application of these procedures/ instructions on formatting.

1. Paper Size: Prepare Board items on legal paper (8-1/2” x 11”).
2. Margins: 1” margins top, bottom, left, right
3. Font/Size: Arial 12 point for body
Arial 8 point for ED’s Approval
Arial 12 point, bold, caps for main title
Arial 12 point, bold for section titles
4. Format/Spacing: Use the following sequence for bulleting items. Triple space before each Roman numeral and double space after each roman numeral:
Roman numerals: Bold, Caps (I. II. III. IV.)
Alphabetical: Bold (A. B. C. D.)
Numerical: (1., 2., 3., 4.)
Lower case alphabetical: (a., b., c., d.)
5. Attachments: Attachments should be marked as EXHIBIT A, B, C, etc. When attaching maps or diagrams, color or highlighting of the specific area is preferred.
6. Reviewing Branch: Include the name of the Supervisor responsible for reviewing the Board item. Include their name, title, and a line for their initial.
7. Acceptance/Adoption: Include a 3.5” line flush right for the Board Chair, or his/her designee to indicate acceptance or adoption of a decision making item by the Board. The Board item will be prepared for final signature by the HPHA’s secretary to the Board.

8. Footer: Include a footer, Arial 10 point, flush with the left margin. Include "For Information" or "Decision Making" – Date. Flush with the right margin include the page number.

See attached sample(s).

Approved by the Executive Director 
April 15, 2010

FOR ACTION

MOTION: To Adopt the Hawaii Public Housing Authority's Policy on Board of Directors' Role and Interaction with HPHA Staff

I. FACTS

The Hawaii Public Housing Authority (HPHA) is governed by a Board of Directors whose role is to establish policy and executive direction for the HPHA.

II. DISCUSSION

- A. The HPHA currently lacks a policy regarding the role and relationship between Board members and HPHA staff.
- B. The proposed policy, included at Exhibit A, establishes policy and recommended procedures regarding the role and relationship between Board members and the HPHA staff.
- C. The proposed policy was modeled after Board policy of other public housing agencies, such as the St. Paul Housing Agency.
- D. The proposed policy was reviewed by the Department of the Attorney General.

III. STAFF RECOMMENDATION

That the HPHA's Board of Directors Adopt the Policy on the Board of Directors' Role and Interaction with HPHA Staff

Exhibit A: Policy on Board of Directors' Role and Interaction with HPHA Staff, dated April 15, 2010

Prepared by: Barbara E. Arashiro, Executive Assistant 

Adopted:

Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR



DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817
FAX: (808) 832-4679

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

Board No. 3
April 15, 2010

TO: All Hawaii Public Housing Authority Staff

FROM: Denise M. Wise
Executive Director

SUBJECT: **Policy on Board of Directors' Role and Interaction with HPHA Staff**

I. GENERAL

The purpose of this Administrative Memorandum is to establish policy and procedures regarding the role and relationship between the Board members and the HPHA staff.

The Hawaii Public Housing Authority (HPHA) Board members and the HPHA staff have separate and clearly defined roles and functions. To ensure the effective administration of the HPHA, HPHA Board members and staff should recognize the separation of these respective roles.

The Hawaii Public Housing Authority has a public housing resident, as well as non-residents, serving on the Board of Directors. This results in a dual role for the Board member who is also a public housing resident. On the one hand, he/she is one of the Agency's policy makers, and shares in the powers vested in the Agency by law and regulation. On the other hand, he/she is a public housing resident who is obligated to abide by the dwelling lease and other Board approved policies and regulations. This can present difficulties for the Board member since a distinction must be made as to whether a specific issue requires that Board member play the role of, and be treated as a Board member or a resident. This may cause confusion among staff members who recognize the resident as a Board member, with all the powers of that position, and yet, must treat the resident Board member in the same manner as all other residents in responding to concerns and in enforcing rules and regulations.

II. POLICY

The powers of the HPHA are vested in the Board of Directors. The Board delegates its authority by establishing policies and by creating staff positions to carry out the day-to-day administration of those policies. The Board will hire an Executive Director and an Executive Assistant to administer the policies, establish procedures, and to hire and supervise the staff. The staff may recommend changes in policies and procedures, but the staff can administer only that which the Board has adopted.

Certain rules and regulations are established for each program by the U.S. Department of Housing and Urban Development (HUD). When the Board requests federal program funding, it must agree to abide by HUD's rules and regulations, generally as set forth in HUD Handbooks, as well as by HUD revisions and additions to those rules and regulations.

A. Board-Staff Relations

All Board members and staff should follow certain procedures in managing agency interactions. The recommended procedures are as follows:

1. Day-to-day concerns of Board members should generally be directed to the Executive Director, or the Executive Assistant if the Executive Director is not available. If, in the judgment of the Board member, the matter can be best addressed by direct contact with a Branch Chief or the Executive Assistant, and if this can be done without undermining the authority or effectiveness of the Executive Director, then the Board member should feel free to make the contact, with a follow-up to the Executive Director.

Board members should not directly contact staff persons other than those mentioned above except when seeking routine and readily available program information.

2. Individual Board members should refrain from giving directives to any staff person. Program administration and staff supervision are solely the Executive Director's responsibilities. The Board, as a whole, supervises the Executive Director, and any directions given to the Executive Director should be based on the adoption of official Board policies and a determination of the views of a majority of the Board members.
3. Any inquiry by a Board member, on behalf of an individual resident or applicant, may easily be misinterpreted by some staff people to be a request for preferential treatment of the applicant or resident. An

employee, in attempting to assist a Board member, may subsequently take an action which is contrary to established policy or regulations. For this reason, such inquiries on behalf of specific individuals should be directed to the Executive Director or to the appropriate Branch Supervisor.

4. When policy is established, Board members shall not place undue pressure on the Executive Director or other staff to take action which is contrary to established policy or regulation.
5. Matters which a Board member elects to bring to the attention of other Board members during a Board meeting, which involve program administration or operations, should include the following specific information to facilitate an expeditious resolution:
 - a) When the incident occurred;
 - b) Who was involved;
 - c) What happened; and
 - d) How it violated established policy or procedures.

In instances where an oral response by staff to complaints or questions raised by Board members cannot be provided during the Board meeting, the Executive Director will respond by fully investigating the matter and subsequently presenting a written Staff Report to the Board, at its next meeting or as directed by the Board Chair.

6. Operations and program administration is a staff function and Board members should not become involved in the day-to-day administration of the program or in personnel matters. Such concerns on the part of Board members should be expressed to the Executive Director for consideration.
7. Board members should refrain from requesting staff support or assistance that would not otherwise be provided to the general public
8. Board members shall refrain from discussing matters deliberated in executive session with staff.

B. Resident Board Member

1. Board members who are residents of public housing should continue their normal relationships with their management office on all matters relating to residency in public housing. All requests for services, complaints and inquiries regarding their rent or their leases should be directed to the appropriate AMP staff person.

If the resident Board Member receives complaints or questions from their resident neighbors regarding occupancy questions, maintenance of the development or similar problems, the Board Member should refer these resident neighbors to the AMP staff person responsible for management, maintenance or human services for the development. Such matters should not be referred to Central Office staff or brought up at Board meetings without making an attempt to first resolve the issue or question through appropriate field staff.

If the Board Member is unable to resolve these concerns at the AMP staff level, it would then be appropriate for the Director to contact the appropriate department head (management, maintenance, or construction) to seek assistance. (This is in accordance with accepted practice for other residents of public housing who are not Board Members.)

Failing to obtain an adequate or prompt response at that level, and having subsequently raised the issue with the Executive Director without receiving a satisfactory response, the resident Board Member should then, and only then, bring the matter before the Board. Such matters should involve broad, HPHA-wide policy questions and not items which are of concern only to a specific development or resident, unless such matters impinge directly on established policies or regulations and have not been resolved to the Board Member's satisfaction at the staff levels mentioned above.

2. The Resident Board member who believes their individual rights, under the terms of the dwelling lease have been violated are to follow the same HPHA grievance procedure as do other residents in resolving such differences. This will help to ensure that a resident Board Member is not given preferential treatment for their failure to follow the requirements of the lease and ensures compliance with the requirement that the Board Member should be a tenant in good standing.

C. Policy Violations

Board members should be mindful that any willful violation of Board policy by staff is subject to disciplinary action at the discretion of the Executive Director and his/her Supervisors. Discipline of staff members is strictly an operational matter and Board members should refrain from attempting to influence or instruct staff in such personnel matters.

III. PROCEDURES

To ensure the effective administration of the HPHA, the Executive Director has established these operating procedures regarding staff interaction with the HPHA's Board of Directors.

A. Communication with the Board

1. Other than the Executive Director, Executive Assistant and Secretary to the Board, staff shall not make direct reports, inquiries or contact with Board members, except at the request of the Executive Director or the department heads. Staff contact with the resident Board Member shall be made only on matters pertaining to the Board Member's role as a public housing resident, except as otherwise directed by their department heads.
2. The Board may exercise its judgment and request routine or readily available information directly from staff. The staff person shall contact their Supervisor for direction before providing the requested information in instances where the information is not readily available. Supervisors are responsible for informing the Executive Director of any requests from the Board in a timely manner.
3. Staff may prepare Board Reports which recommend new policy or policy changes, but adopting policies is strictly a Board function.
4. Staff (other than the Executive Director and Executive Assistant) shall not make inquiries or contact with Board members regarding confidential discussions.
5. The Secretary to the Board may engage in communication with Board members regarding routine administrative matters (e.g., travel arrangement, reimbursement, meals, etc.) Confidential secretaries shall not discuss management issues with the Board without the express consent of the Executive Director
6. Staff who are privy to confidential discussions of the Board by virtue of their position or projects, shall not interpret that as authorization to freely engage in discussions with the Board and/or without the express consent of the Executive Director.

B. Policy Violations

Staff should be mindful that any willful violation of Board policy and direction by the Executive Director may be subject to disciplinary action, including but not limited to suspension, demotion, or termination.

Approved by the Executive Director 
April 15, 2010

FOR ACTION

MOTION: To Adopt the Hawaii Public Housing Authority's Standards of Conduct

I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) is required to establish policies and procedures governing the standards of conduct for employees and its Board of Directors.
- B. The HPHA's old policy was adopted in 2004 under the Housing and Community Development Corporation of Hawaii.

II. DISCUSSION

- A. The proposed policy is a restatement of the HPHA's commitment to the highest standards of ethical behavior and business practice.
- B. The proposed policy clarifies that non-compliance may result in disciplinary action, which may include termination of employment or suspension/removal from the HPHA Board of Directors by the Governor.
- C. The proposed policy clarifies that the HPHA is subject to State and federal laws, rules, and regulations related to ethic, conflict of interest, and standards of conduct and that the Board adopted policy is intended solely to supplement those laws, rules, and regulations.
- D. The proposed policy was reviewed by the Department of the Attorney General.

III. STAFF RECOMMENDATION

That the Board of Directors Adopt the HPHA's Standards of Conduct

Exhibit A: Standards of Conduct, dated April 15, 2010

Prepared by: Barbara E. Arashiro, Executive Assistant 

Adopted:



Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR



DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817
FAX: (808) 832-4679

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

Administration No. 1
April 15, 2010

TO: All Branches and Support Offices

FROM: Denise M. Wise
Executive Director

SUBJECT: **Hawaii Public Housing Authority's Standards of Conduct**

I. GENERAL

The purpose of this Administrative Memorandum is to establish policies and procedures for the Hawaii Public Housing Authority (HPHA) on the standards of conduct for employees and the Board of Directors.

This administrative memorandum is intended to supplement existing laws, rules and regulations governing confidential information. If there exists a conflict between these policies and a law, rules, or regulation, the law, rule, or regulation shall prevail.

The Standards of Conduct is a statement of our commitment to ethical behavior and business practice. Every employee and member of the Board of Directors of HPHA is expected to adhere to the highest standards of ethical behavior whenever he or she acts on behalf of HPHA, whether in dealings with other employees, tenants, vendors, government agencies or the general public. Honesty and integrity are the foundation of public trust. In all matters relating to HPHA, employees and Board members are to conduct themselves in a manner that places the duty of public service first, above their own personal interests.

II. POLICY

All HPHA employees and Board members are required to participate in training on ethics and conflicts of interest. The HPHA shall be responsible to coordinate such training on a regular basis.

HPHA employees and Board members should avoid conflicts between their duties to HPHA and their own personal interests. Where the potential for conflict exists, HPHA employees and Board members shall identify such situation(s), disclose the potential conflict to the appropriate person(s), and take whatever steps may be warranted by the situation, up to and including recusing themselves from decision-making or action pertaining to the situation. Disclosures of conflict of interests or potential conflict of interests must be submitted in writing to the HPHA Board of Directors. The Board of Directors will be required to act on any disclosures received, with written justification being required for any waivers.

All federal laws shall be applicable to all employees regardless of their program's funding source. The most stringent law will be applicable. Non-compliance with this policy may result in disciplinary action, which may include termination of employment or suspension/removal from the HPHA Board of Directors by the Governor.

The Standards of Conduct applies to all employees and HPHA contracts, written or oral, and not just those funded with U.S. Department of Housing and Urban Development (HUD) funds.

The Standards of Conduct also applies to any financial benefit received directly or indirectly by the affected employee/official or his/her immediate family.

The Executive Director shall be:

- Responsible recommend policies, establish procedures, and administer programs in congruence with the HPHA's standards of conduct;
- Authorized to amend, revise, or replace operating procedures as may be necessary from time to time; and
- Responsible to establish a system to disseminate policies and procedures to HPHA staff in a timely and efficient manner.

All HPHA issued contracts shall include applicable provisions of the standards of conduct.

III. PROCEDURES

The Executive Director may issue administrative memoranda for the following:

- To establish operating procedures to implement Board adopted policy;
- To clarify procedures to ensure the uniform application of law, rule, or regulation; or
- To establish permanent, temporary or emergency procedures.

A. Responsible Parties

Branch Chiefs, Section Supervisors, and Support Officers (hereinafter referred to as "Supervisors") are responsible for the dissemination of this administrative memorandum to all affected staff. Supervisors shall be responsible to review all administrative memoranda to ensure compliance and uniformity with the requirements detailed below.

The Compliance Officer, or designated staff, shall be responsible for ensuring compliance with the security policies and procedures described herein, including apprising the Office of the Executive Director of any violations, and conducting or overseeing investigations of suspected violations.

All employees are responsible for reporting suspected violation of the standards of conduct and real or perceived conflicts of interest to the Compliance Office.

B. Applicable Laws

All HPHA employees are responsible for understanding the laws, rules, and regulations concerning ethics, conflicts of interest, disclosure requirements, and the HPHA's standards of conduct.

The following is a general overview of the State and federal laws applicable in determining whether a conflict of interest exists. The provisions are not exhaustive and may change due to subsequent legislative enactment. Refer to the laws and provisions presently applicable.

I. STATE LAW

Chapter 84, Hawaii Revised Statutes (HRS) provides direction of State law concerning ethics and conflict of interests.

Under Chapter 84, HRS, "employee" means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employees under contract to the State or of the constitutional convention, but excluding legislators, delegates to the constitutional convention, justices and judges.

- A. In accordance with the Hawaii Revised Statutes (HRS) §84-11.5 (a) Every employee shall file a gifts disclosure statement with the State Ethics Commission on June 30 of each year if all the following conditions are met:
 - 1. The employee, or spouse or dependent child of an employee, received directly or indirectly from one source any gift or gifts valued singly or in the aggregate in excess of \$200, whether the gift is in the form of money, services, goods, or in any other form;
 - 2. The source of the gift or gifts have interests that may be affected by official action or lack of action by the employee; and
 - 3. The gift is not exempted by HRS §84-11.5 (d).

- B. In accordance with HRS §84-12, No employee shall disclose information which by law or practice is not available to the public and which the employee acquires in the course of the employee's official duties, or use the information for the employee's personal gain or for the benefit of anyone.

- C. In accordance with HRS §84-13, No employee shall use or attempt to use the employee's official position to secure or grant unwarranted privileges, exemptions, advantages, contracts, or treatment, for oneself or others; including but not limited to the following:
 - 1. Seeking other employment or contract for services for oneself by the use or attempted use of the employee's office or position.
 - 2. Accepting, receiving, or soliciting compensation or other consideration for the performance of the employee's official duties or responsibilities except as provided by law.

3. Using state time, equipment or other facilities for private business purposes.
 4. Soliciting, selling, or otherwise engaging in a substantial financial transaction with a subordinate or a person of business whom the employee inspects or supervises in the employee's official capacity.
- D. In accordance with HRS §84-14 (a) No employee shall take any official action directly affecting:
1. A business or other undertaking in which the employee has a substantial financial interest; or
 2. A private undertaking in which the employee is engaged as legal counsel, advisor, consultant, representative, or other agency capacity.
 3. No employee shall acquire financial interests in any business or other undertaking which the employee has reason to believe may be directly involved in official action to be taken by the employee.
 4. No employee shall assist any person or business or act in a representative capacity before any state or county agency for a contingent compensation in any transaction involving the State.
 5. No employee shall assist any person or business or act in a representative capacity for a fee or other compensation to secure passage of a bill or to obtain a contract, claim, or other transaction or proposal in which he has participated or will participate as an employee, nor shall the employee assist any person or business or act in a representative capacity for a fee or other compensation on such bill, contract, claim, or other transaction or proposal before the legislature or agency of which they are an employee.
 6. No employee shall assist any person or business or act in a representative capacity before a state or county agency for a fee or other consideration on any bill, contract, claim, or other transaction or proposal involving official action by the agency if he has official authority over that state or county agency unless the employee has complied with the disclosure requirements of HRS §84-17.
- E. In accordance with HRS §84-15 (a) A state agency shall not enter into any contract to procure or dispose of goods or services, or for construction, with an employee, or a business in which an employee has a controlling interest, involving services or property of a value in excess of \$10,000 unless:
1. The contract is awarded by competitive sealed bidding pursuant to HRS §103D-302;
 2. The contract is awarded by complete sealed proposal pursuant to HRS §103D-303; or
 3. The agency posts a notice of its intent to award the contract and files a copy of the notice with the state ethics commission at least ten days before the contract is awarded.

4. A state agency shall not enter into a contract with any person or business which is represented or assisted personally in the matter by a person who has been an employee of the agency within the preceding two years and who participated while in state office or employment in the matter with which the contract is directly concerned.

II. FEDERAL LAW

As recipients of federal monies, HPHA must also comply with all federal laws, rules and regulations as applicable to ethics and conflicts of interest.

A. **Part A – Public Housing**

Section 19(A) of the 1995 Public Housing Annual Contributions Contracts (ACC) – Contracts and Arrangements with Individuals

- (A)(1) In addition to any other applicable conflict of interest requirements, neither the Housing Authority (HA) nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people has an interest, direct or indirect, during his or her tenure or for one year thereafter:
 - (i) Any present or former member or officer of the governing body of the HA, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commission who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, the HA or a business entity.
 - (ii) Any employee of the HA who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.
 - (iii) Any public official, member of the local governing body, or State or local legislator, or any member of such individual's family, who exercises functions or responsibilities with respect to the project(s) of HA.
- (2) Any member of these classes of persons must disclose the member's interest or prospective interest to the HA and HUD.
- (3) The requirements of this subsection (A)(1) maybe waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is required may exercise responsibilities or functions with respect to the contract to which the waiver pertains.
- (4) The provisions of this subsection (A) shall not apply to the General Depository Agreement entered into with an institution regulated by

a Federal agency, or to utility service for which the rates are fixed or controlled by a State or local agency.

- (5) Nothing in this section shall prohibit a tenant of the HA from serving on the governing body of the HA.

B. Section 19(B) of the Public Housing ACC – Nepotism Restrictions

- (B)(1) The HA may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of any person belonging to one of the following classes:
- (i) Any present or former member or officer of the governing body of the HA. There shall be excepted from this prohibition any former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the HA.
 - (ii) Any employee of the HA who formulates policy or who influences decisions with respect to the projects(s).
 - (iii) Any public official, member of the local governing body, or State or local legislator, who exercises functions or responsibilities with respect to the project(s) or the HA.
- (2) The prohibitions referred to in subsection (B)(1) shall remain in effect throughout the class member's tenure and for one year thereafter.
- (3) The class member shall disclose to the HA and HUD the member's familial relationship to the prospective employee.
- (4) The requirements of this subsection (B) may be waived by the HA Board of Commissioners for good cause, provided that such waiver is permitted by State and local law.
- (C) This subsection is not applicable to HPHA.
- (D) For purposes of this section, the term "immediate family member: means the spouse, mother, father, brother, sister, or child of a covered class member (whether related as a full blood relative, or as a "half" or "step" relative, e.g. a half-brother or stepchild)."

A PHA's Board considering the issuance of a waiver of this section pursuant to section 19(b)(4) should ensure that its determination of "good cause" is well documented.

C. Section 20 of the Public Housing ACC – Interest if a Member or Delegate to Congress

"No member of or delegate to the Congress of the United States of America or related commission shall be admitted to any share or part of this ACC or to any benefits which may arise from it. (As used in this section, the term "resident commissioner" refers to an individual appointed to oversee a territory or possession of the United States of America, e.g. Guam.)"

Examples of Conflicts under Sections 19 and 20 of the ACC:

- 1) Contracts – including hiring or employment contracts – entered into between a housing authority and a family member of a housing authority official – for example, where a member of the Board of Commissioners is the parent of an individual who is being considered for employment as the housing authority’s director of facilities.
- 2) Contracts between a housing authority and a former housing authority board member or official whose tenure ended less than one year ago.
- 3) Contracts between a housing authority and a member of a local governing body or other public official.
- 4) PHA employees seeking election to local governmental boards and offices, such as a city council or board of selectmen, if such boards and offices exercise authority over housing authority operations. Employees may seek election but if elected, may have to resign.
- 5) A PHA employee engaged in simultaneous service on the Board of Commissioners of his or her PHA. The individual may have to take a leave from his or her board position to serve temporarily as a PHA official.
- 6) Any conflict of interest situation prohibited by State or local law, including but not limited to the conflict of interest prohibitions set forth in State PHA enabling legislation.

The above list is intended to be illustrative of some situations that would give rise to conflict of interest issues. Each situation must be evaluated in light of the particular facts and local law.

D. Additional Public Housing Regulations

Another HUD regulation, 24 C.F.R. § 964.145, sets forth conflict of interest requirements applicable to resident council officers. Also, the regulations pertaining to the Mixed Finance Development of Public Housing units, found generally at 24 C.F.R. § 941.600, provide that the PHA must certify, in its mixed-finance proposal that it will “use an open and competitive process to select the partner and/or the owner entity and shall ensure that there is no conflict of interest involved in the PHA’s selection of the partner and/or owner entity used to develop and operate the proposed public housing units.” See §941.606(n)(1)(ii).

Additional requirements are set forth at § 941.606(n)(1)(ii)(A) and (B). Also note the necessity to adhere to conflict of interest requirements in selection of legal counsel.

E. Section §85.36 (“The Common Rule”) – Ethics in Procurement

Inasmuch as the responsibilities of a housing authority involve the expenditure of monies in procurement activities funded wholly or in part through HUD, 24 C.F.R. § 85.36 also applies. This regulation, frequently referred to as “the Common

Rule," establishes a uniform scheme for ensuring the propriety of procurement activities of grantees and sub grantees that receive grants from federal agencies.¹ PHA's should also note that the Common Rule applies to expenditures of grant funds for the purposes of obtaining legal counsel.

Moreover, PHAs are required to include as a part of their construction contracts Form HUD-5370 ("General Conditions of the Contract for Construction – Public Housing Programs"), which contains provisions intended to implement the anti-kickback requirements of the Common Rule.

In particular, the Common Rule, at 24 C.F.R. § 85.36, provides in pertinent part as follows:

(b) *Procurement standards.*

- (1) Grantees and sub grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.
- (2) Grantees and subgrantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - (i) The employee, officer or agent,
 - (ii) Any member of his immediate family,
 - (iii) His or her partner, or
 - (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions

¹ Because Section 8 housing assignments payments are not grants, they are not subject to 24 C.F.R. Part 85.

for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest."

Also, 24 C.F.R. § 85.36(i) requires that certain contracts of grantees and subgrantees include, among other requirements, a provision that expressly mandates:

- (4) Compliance with Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3). (All contracts and subgrants for construction or repair.)"

F. PART B Section 8 Tenant Based Assistance Regulation – Housing Choice Voucher Program

HUD's Section 8 regulation at 24 C.F.R. § 982.161 is a conflict of interest provision applicable to Public Housing Authorities [PHAs] that administer Section 8 Tenant-Based Assistance. This provision and its subsections fall within 24 C.F.R. part 982, whose heading is "Section 8 Tenant Based Assistance: Housing Choice Voucher Program".

Captioned "Conflict of Interest," 24 C.F.R. § 982.161 provides:

- (a) Neither the PHA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:
 - (1) Any present or former member or officer of the PHA (except a participant commissioner);
 - (2) Any employee of the PHA, or any contractor, subcontractor or agent of the PHA, who formulates policy or who influences decisions with respect to the programs;
 - (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
 - (4) Any member of the Congress of the United States.
- (b) Any member of the classes described in paragraph (a) of this section must disclose their interest or prospective interest to the PHA and HUD.
- (c) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause."

The PHA should not execute the Housing Assistance Payment (HAP) contract until the HUD Field Office makes a decision on the waiver request.

G. Section 8 HAP Contract Housing Choice Voucher Program

The Section 8 HAP contract for the Housing Choice Voucher Program, between the PHA and the owner of a unit occupied by an assisted family details the types of interest that are prohibited under the contract.

Section 13 of the HAP contract refers to those classes of persons mentioned in § 982.161

- (a) as “covered individuals” and further provides:
- (b) A covered individual may not have any direct or indirect interest in the HAP contract or in any benefits or payments under the contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or during one year thereafter.
- (c) ‘Immediate family member; means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.
- (d) The owner certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of the HAP contract, or at any time during the HAP contract term.
- (e) If a prohibited interest occurs, the owner shall promptly and fully disclose such interest to the PHA and HUD.
- (f) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.
- (g) No member of or delegate to the Congress of the United States or resident commissioner shall be admitted to any share or part of the HAP contract or to any benefits which may arise from it.”

H. Section 8 HAP Contract – Moderate Rehabilitation Program

There are two different versions of Moderate Rehabilitation HAP Contracts. However, the conflict of interest provision reads the same:

“No present or former member of officer of the PHA (except tenant-commissioners), no employee of the PHA who formulates policy or influences decisions with respect to the Section 8 Program, and no public official or member of a governing body or State or local legislator who exercises functions or responsibilities with respect to the Section 8 Program, shall have any direct or indirect interest, during his or her tenure or for one year thereafter, in this Contract or in any proceeds or benefits arising from the Contract or in any proceeds or benefits arising from the Contract. This provision may be waived by HUD for good cause.”

There is also a provision entitled “INTEREST OF MEMBER OR DELEGATE TO CONGRESS” “No member of or delegate to the Congress of the United States of America or resident commissioner shall be admitted to any share or part of this Contract or to any benefits arising from the Contract.”

I. Section 8 – Moderate Rehabilitation Program – ACC

The conflict of interest provision in the ACC for the Moderate Rehabilitation program is found in Part II, Terms and Conditions of the ACC section 2.18 “Interests of Members, Officers, or Employees of OHA, Members of Local Governing Body, or other Public Officials.

- (a) Neither the PHA nor any of its contractors or their subcontractors shall enter into any contract, subcontract, or arrangement, in connection with any Project in which any of the following classes of persons has an interest, direct or indirect, during tenure or for one year thereafter:
 - (1) any member or officer of the PHA except those members or officers who have an interest in the Section program by reason of their tenancy in a Section 8 unit, or
 - (2) any employee of the PHA who formulates policy or who influences decisions with respect to the Section 8 Program or
 - (3) any public official, member of a governing body, or State legislator who exercises functions or responsibilities with respect to the Section 8 program”
- (b) Any members of the classes described in paragraph (a) must disclose their interest or prospective interest to the PHA and HUD and may, with appropriate justification, if consistent with State law, apply through the PHA to HUD for a waiver.
- (c) No person to whom a waiver is granted shall be permitted (in the capacity as member of class described in paragraph (a) to exercise responsibilities or functions with respect to an Agreement or Contract executed, or to be executed, on his or her behalf, or with respect to an Agreement or a Contract to which this person is a party.
- (d) Notwithstanding the provisions of paragraphs (a) through (c), a PHA responsible for the administration of the Contract may, with prior HUD approval and pursuant to a contract between the PHA and the Owner of existing housing or moderately rehabilitated units exercise management and maintenance responsibilities with respect to the units covered by Contracts.
- (e) The PHA and contractors and subcontractors shall insert in all contracts, subcontracts, and arrangements entered into in connection with any Existing Housing or Moderate Rehabilitation Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of its subcontracts, the provisions of paragraphs (a) through (e).
- (f) The provisions of paragraphs (a) through (e) of this section shall not be applicable to the Depository Agreement, or utility services the rates for which are fixed or controlled by a governmental agency.”

The provision “INTEREST OF MEMBER OR DELEGATE TO CONGRESS” as stated in the Moderate Rehabilitation HAP contract also appears in this ACC.

J. Section 8 – Project Based Assistance Contracts

For Project-Based Assistance², there are many different HAP contracts, and HAP conflict of interest provisions (with various section numbers). Also, PHA conflict of interest provisions are embedded in various ACC forms (e.g. the Housing Finance Agency ACC for a project of New Construction/Substantial Rehabilitation). Contract Administrators of the Project-Based Section 8 Program, there is a special form of ACC with a significantly different conflict of interest clause.

When faced with a conflict of interest issue for Project-Based Assistance contracts, be sure to check the particular HAP contract and the ACC to ensure a complete review of any applicable conflict of interest provisions.

K. PART C Hatch Act provisions applicable to State employees:

The Hatch Act may also apply, in many instances (see, e.g., 5 U.S.C. §§ 1501 – 1508), to the political activities of certain state and local employees. The activities in which such employees may or may not engage are detailed in the Hatch Act.

The Office of Special Counsel operates a website that provides guidance concerning Hatch Act issues at www.onc.gov. PHA employees with questions about the Hatch Act's application to their activities are strongly urged to contact the Hatch Act section of the Federal Office of Special Counsel to seek a written opinion. They may do so by calling 1-800-85-HATCH and ask to speak to a Hatch Act Counselor or by sending an e-mail to hatchact@osc.gov. Such an opinion should be sought prior to engaging in the questionnaire activities, of course, and it is essential that PHA staff understand that only the Office of Special Counsel, not local HUD staff, is authorized to render an authoritative opinion on the Hatch Act.

² Not to be confused with Project-Based vouchers, for which the standard voucher provision applies.

ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand the HPHA's Standards of Conduct.

I agree that it is my responsibility to be familiar with and know how to apply these Standards, as well as existing laws to my particular job responsibilities and that failure to do so may result in disciplinary action, which may include termination of my employment or suspension/removal from the HPHA Board of Directors by the Governor.

If I do not understand the appropriate and legal course of action to take during my employment, I will review the Standards of Conduct, talk with my supervisor or in the case of a Board member, talk to the Board Chairperson, and take whatever other action is necessary.

Name (Please Print)

Signature Date

Branch/Section/Unit/Office

SAMPLE FORM FOR REQUESTING A PUBLIC HOUSING ACC WAIVER OR SECTION 8 EXCEPTION FOR A CONFLICT OF INTEREST PROHIBITION

NAME OF HOUSING AUTHORITY _____

DATE OF YOUR REQUEST _____

NAME/TITLE OF PERSON REQEUSTING REVIEW _____

WHAT SPECIFIC CONFLICT OF INTEREST PROVISION IS THE SUBJECT OF THIS REQUEST?

PROVIDE A TITLE, POSITON OR OTHER DESCRIPTION OF THE INDIVIDUAL INVOLVED IN THE CONTRACT OR ARRANGEMENT THAT GIVES RISE TO THE CONFLICT OF INTEREST

DESCRIBE THE NATURE OF THE CONFLICT OF INTERST IN DETAIL

DATE AND MANNER OF DISCLOSURE OF THE INTEREST TO THE PHA

WHOM MAY HUD CONTACT FOR MORE INFORMATION?

DESCRIBE IN DETAIL THE REASON THAT "GOOD CAUSE" IS PRESENT FOR HUD TO GRANT A WAIVER/EXCEPTION. ATTACH DOCUMENTATION THAT EVIDENCES "GOOD CAUSE".

ATTACH SUPPORTING DOCUMENTATION, AS WELL AS AN ANALYSIS OR OTHER EVIDENCE THAT THE CONTRACT OR ARRANGEMENT DESCRIBED IN YOUR REQUEST IS IN COMPLIANCE WITH STATE LAW. THIS SHOULD BE SUPPORTED BY A LOCAL ATTORNEY'S OPINION AS TO STATE LAW COMPLIANCE.

HUD PROGRAM STAFF RECOMMENDATION:

(Signature)

(Date)

(Name and Title)

HUD LEGAL REVIEW COMMENTS:

(Signature)

(Date)

(Name and Title)

Approved by the Executive Director 
April 15, 2010

FOR ACTION

MOTION: ~~To Adopt the Hawaii Public Housing Authority's Policy on the Security of Confidential Records~~ To Authorize the Executive Director and Counsel to Make Adjustments as Necessary to the Policy on Security of Confidential Information to Reflect State Laws Enacted Since 2005

I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) is required to establish policies and procedures governing the safeguarding and availability of written and electronic records containing confidential information.
- B. The HPHA's old policy was adopted in 2005 under the Housing and Community Development Corporation of Hawaii.

II. DISCUSSION

- A. The proposed policy was updated to clarify the responsibilities of the Executive Director and to require that all HPHA issued contracts include provisions on confidential records.
- B. The proposed policy was reviewed by the Department of the Attorney General.

III. STAFF RECOMMENDATION

That the HPHA's Board of Directors Adopt the Policy on the Security of Confidential Records

Exhibit A: Policy on Security of Confidential Records, dated April 15, 2010

Prepared by: Barbara E. Arashiro, Executive Assistant 

Adopted:



Travis O. Thompson, Chair

LINDA LINGLE
GOVERNOR



DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817
FAX: (808) 832-4679

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

Administration No. 2
April 15, 2010

TO: All Branches and Support Offices

FROM: Denise M. Wise
Executive Director

SUBJECT: **Security of Confidential Records**

I. GENERAL

The purpose of this Administrative Memorandum is to establish policies and procedures for the Hawaii Public Housing Authority (HPHA) governing the safeguarding and availability of written and electronic records containing confidential information. This administrative memorandum is intended to supplement existing laws, rules and regulations governing confidential information. If there exists a conflict between these policies and a law, rules, or regulation, the law, rule, or regulation shall prevail.

The Freedom of Information Act (FOIA), as amended, allows for full or partial disclosures of public records and grants exemptions to the statute. Generally, records related to personnel and medical information which would clearly constitute an unwarranted invasion of personal privacy are exempt from disclosure.

II. POLICY

The HPHA shall safeguard confidential information as may be required under law, rule, or regulation. Any release of personal confidential information may be released only with the express written consent of the individual.

The HPHA shall make available and accessible all written and electronic (e.g., HAWI, Criminal Justice Center, Public and Indian Clearing House, etc.)

confidential information only to staff and individuals authorized to have such access. Authorized individuals must ensure that all written and electronic confidential information remains confidential and must agree to follow all applicable laws, rules, regulations, and procedures.

The Executive Director shall be:

- Responsible for the establishment of procedures governing the storage, handling, and accessibility of confidential information;
- Authorized to amend, revise, or replace operating procedures as may be necessary from time to time; and
- Responsible to establish a system to disseminate policies and procedures to HPHA staff in a timely and efficient manner.

All Board members and employees who may have access to confidential information are subject to these policies. Any staff member who willfully violates applicable laws, rules, regulations, and procedures on the security of confidential records shall be subject to disciplinary action as determined by the Office of the Executive Director.

All HPHA issued contracts shall include provisions for the handling and safeguarding of confidential information.

III. PROCEDURES

The Executive Director may issue administrative memoranda for the following:

- To establish operating procedures to implement Board adopted policy;
- To clarify procedures to ensure the uniform application of law, rule, or regulation; or
- To establish permanent, temporary or emergency procedures.

A. Security Guidelines

1. General Security

The HPHA is subject to the Privacy Act of 1974 (5 U.S.C §552a(a)(4), as amended) which has defined a record as "any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph." To qualify as a Privacy Act "record", the information must identify an individual.

Only authorized persons in the conduct of official business may use private information in any secured system. Any individual responsible for unauthorized disclosure or misuse of private personal information may be subject to disciplinary action and subject to a fine of up to \$5,000 for each violation.

2. Handling and Safeguarding Confidential Information

- a. Confidential information must be secured in locked storage (e.g., locked cabinets, locked desks, safe). Information should not be left unattended for viewing by unauthorized persons. Computer monitors that pull up electronic information deemed confidential should be shielded from view when confidential information is displayed on the monitor.
- b. Access to areas where confidential information is maintained should be limited or controlled, even during regular business hours. This may be accomplished by designating restricted areas, or maintaining locked office space. By controlling the movement of the individuals and eliminating unnecessary traffic through these restricted areas may reduce the opportunity for unauthorized or inadvertent disclosure of confidential information.
- c. Do not save confidential information to a computer hard drive or any other automated system. If the information needs to be saved electronically, save on a CD or flashdrive labeled "CONFIDENTIAL" or "FOR OFFICIAL USE ONLY" and maintained in the same manner as the hard copy confidential information.
- d. Submit all requests for release of confidential information to the Security Officer for review and approval.

B. Responsible Parties

Branch Chiefs, Section Supervisors, and Support Officers (hereinafter referred to as "Supervisors") are responsible for the dissemination of this administrative memorandum to all affected staff. Supervisors shall be responsible to review all administrative memoranda to ensure compliance and uniformity with the requirements detailed below.

1. Security Officer

The Compliance Officer, or designated staff, shall be responsible for ensuring compliance with the security policies and procedures

described herein. The Security Officer's responsibilities shall include:

- a. Maintaining and enforcing security procedures;
 - b. Keeping records and monitoring security issues;
 - c. Communicating security information and requirements to appropriate personnel, including coordinating and conducting security awareness training;
 - d. Conducting quarterly reviews of all User IDs issued to determine if the users still have valid need to access electronic information and taking the necessary steps to ensure that access rights are revoked or modified as appropriate;
 - e. Reporting any evidence of unauthorized access or known security breaches to the Office of the Executive Director and taking immediate action to address the impact of the breach, including but not limited to, prompt notification to the appropriate authorities, including the U.S. Department of Housing and Urban (HUD) Field Office, especially in the case involving HUD's secured systems;
 - f. Maintain a key control log to track all keys issued for areas where confidential information are stored. The control log should include the number of keys issued and to whom keys have been issued. All employees and contractors who have been issued keys to a security room or locked space shall complete a form acknowledging receipt of the key. Staff shall be strictly prohibited from making duplicate keys without the express written consent of the Office of the Executive Director.
 - g. Maintain a list of users who can access restricted or locked areas.
 - h. Perform periodic checks to ensure confidential information is being properly maintained and not left unsecured to be viewed by unauthorized personnel.
2. Secured Systems Officer

The Information and Telecommunications Officer, or designated staff, shall be responsible for coordinating the issuance of access to secured systems, such as the Criminal Justice Center, the Public

and Indian Housing Information Clearinghouse, the Federal Audit Clearinghouse, and the Real Estate Assessment Center. The Secured Systems Officer's responsibilities shall include:

- a. Maintaining and enforcing security procedures;
- b. Keeping records and monitoring security issues;
- c. Maintaining a list of users and User ID who can access secured systems;
- d. Conducting quarterly reviews of all User IDs issued to determine if the users still have valid need to access electronic information and reporting to the Security Officer of his/her findings; and
- e. Remotely monitor and report any evidence of unauthorized access or known security breaches to the Office of the Executive Director and the Security Officer.

3. Supervisor's Responsibility

Supervisors are responsible for ensuring compliance with applicable laws, rules, regulations, and procedures governing confidential information. A supervisor's responsibilities include:

- a. Reading and understanding the security standards that applies to his/her program area(s);
- b. Implementing the security requirements for their organizational unit and ensure security awareness among his/her staff;
- c. Inclusion of adherence to security standards as a factor in determining employee performance, except in the case of a willful violation of policy which shall also be subject to disciplinary action;
- d. Assisting in investigations of reported violations; and
- e. Notify the Security Officer and the Secured Systems Officer of any employee access changes (e.g., terminations, new hires, etc.).

4. User's Responsibility

- a. All HPHA employees and contractors who access any Secured System should have a current signed User Agreement on file. Any contract requiring access to a Secured System shall also require compliance with user responsibilities described herein.
- b. Users must maintain the security of their User Accounts, passwords, personal control numbers, etc. by not disclosing their passwords to other staff members and not sharing their accounts with other employees or contractors.
- c. Users shall not, deliberately or inadvertently, override the authorized access levels by providing data to others, who have limited access.
- d. Users must sign off from an automated or computer system whenever the employee is away for breaks, lunch, meeting or any other reason that exceeds thirty (30) minutes.
- e. Report suspected security violations to the employee's immediate supervisor or the Security Office upon recognition of such violations. All reports are kept confidential.

FINANCIAL ASSETS TASK FORCE REPORT

Members of the Financial Asset Task Force were joined by Directors Rene Berthiaume and Clarissa Hosino for a presentation on Task Force Objectives. We were joined by the Executive Director and staff member Alan Sarhan.

The presentation was given by members of the firms of Alvarez and Marcel and Quadel Consulting. Dutko Worldwide coordinated the arrangements for the meeting. The purposes of the presentation were to:

1. Review options and opportunities associated with the real estate holdings of the authority
2. Provide an overview of successful homeownership programs in the United States and related partnerships
3. Identify those public housing authorities that have been successful as change-agents for improving communities and empowering their residents.

The team provided us with helpful background on financing mechanisms for a homeownership program including:

- a. New Market Tax Credits
- b. Build America Bonds
- c. Section 32 Homeownership loans
- d. Section 8 Housing Choice vouchers
- e. USDA- Native Hawaiian collaboration opportunities
- f. Property Assessed Clean Energy (PACE) programs
- g. Federal Home Loan Bank
- h. Low Income housing Tax Credits

We were briefed on the work done in San Diego, California; Bernalillo County, New Mexico and Chicago, Illinois.

The team offered to prepare an unsolicited proposal that they believe could add value to the efforts of the HPHA. Director Beaver pointed out this importance of involving all stakeholders in your strategic plan to move the Authority forward.

The Executive Director reminded us that the staff is stretched and additional functions, workload would be difficult to accommodate.

Since this meeting a proposal has been received and will be reviewed prior to the next full Board meeting.

Submitted by Linda L. Smith

Human Resources Task Force Report

April 15, 2010

Sub-Committee Members: Shirley Befitel, Carol Ignacio, Henry Oliva, Mattie Yoshioka, and Denise Wise

- Your Human Resources Task Force met on April 6, 2010 via teleconference.
- Four (4) positions were approved by the Governor as of April 6, 2010. These are: Fiscal Officer, Engineer V, Housing Planner and Public Housing Supervisor (Section 8 Branch).
- Positions in recruitment: Fiscal Officer and Housing Planner.
Fiscal Officer - internal vacancy announcement until 4/22/10.
Housing Planner – continues advertisement and possibility of interviewing candidates in the coming weeks.
- There are three (3) positions that are still outstanding that managers will need to submit their request to fill. These are Property Management Specialist (2 pos) and Budget Resources Specialist.
- With the implementation of the new DHS Eligibility Processing Operations Division (EPOD), and the impact of reduction-in-force of eligibility workers, the Department of Human Resources Development (DHRD) imposed a hiring freeze as of March 29, 2010, for affected bargaining units 3, 4, and 13.
- UPW (Bargaining Unit 1 and 10) positions, exempts, excluded from bargaining units, and other civil services positions that do not affect the EPOD RIF process will be allowed to continue recruitment with proper approval.
- Four incumbents have been displaced from their current positions, as DHS continue the RIF process. Two (2) Secretary position, and two (2) Office Assistants. Three (3) incumbents affected by the state RIF in December 2009 were again displaced.
- HPHA will review 15 federal funded positions vacancies of the 19 hour Tenant Program, and will request for approval. The purpose of hiring more of our residents is to provide upward mobility, and the ability to have staff train residents in various jobs such as, Social Service Aide, Landscaping, Janitorial and Office Assistant. The tenant aides are paid a minimum salary and will be able to provide additional support the managers in their day-to-day operation.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
Priority Positions to fill
as of April 6, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
FISCAL MANAGEMENT OFFICE						
41041	CS	N	P	Fiscal Officer I	SR26	Internal Vacancy Announcement until 4/22/10.
100923	EX	N	P	Budget Resources Specialist	SRNA	Awaiting request to fill memo from manager.
CONSTRUCTION MANAGEMENT SECTION						
10887	CS	N	P	Engineer V	SR24	Gov's Office approved to fill; unable to fill due to DHRD hiring freeze.
103024	EX	N	E	Contract Administrator	SRNA	Personnel in review of the final draft received from the manager.
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Housing Planner	SRNA	Gov's Office approved to fill; received resumes and will schedule interviews.
ASSET MANAGEMENT PROJECT 38 (MU 8)						
41349	CS	N	P	Public Housing Supervisor IV	SR22	Pending DHS approval as of 4/9/10.
8756	CS	N	P	Bldg Maint Wkr I	BC09	Pending DHS approval as of 4/9/10.
10541	CS	N	P	Bldg Maint Helper	BC05	Pending DHS approval as of 4/9/10.
43948	CS	N	P	General Laborer I	BC02	Pending DHS approval as of 4/9/10.
PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
117841	EX	N	T	Property Management Specialist	SRNA	Awaiting request to fill memo from manager.
117841	EX	N	T	Property Management Specialist	SRNA	Awaiting request to fill memo from manager.
RENT SUBSIDY PROGRAMS BRANCH (S8SPB)						
41280	CS	N	P	Public Hsg Supervisor V	SR24	Gov's Office approved to fill; unable to fill; hiring freeze imposed by DHRD.

Board Training Task Force

Report – April 15, 2010

- **Suggestions for topics of board training**

Session 1 - Corporate Governance I

- The essentials of board members' roles and responsibilities
- The nature of the organization as a Housing Authority and what this means for board members
- The nature of strategy and policy
- The importance of board member appraisal and board review

Session 2 - Effective Meetings

- What makes meetings effective or ineffective?
- Personal preference styles for contributing to meetings
- Chairing and being chaired
- Developing our own meetings

Session 3 - The Board as a Landlord

- Our legal responsibilities
- The reality of housing management as a landlord and managing under contract
- Stock use and condition matters – Asset Management
- Issues facing our communities and what we want to do about them
- The board's role in landlord services

Session 4 - Risk Management

- The nature of Risk Management, why it matters and our responsibilities
- Considering risks that we may face
- How may we plan to for this?
- Expectations of the regulator for governance and financial viability and good practice

Session 5 - Housing Finance and Business Planning

- The essentials of housing finance
- Essentials of a business plan and its use
- Considering our business environment - what do we need to plan for?
- Issues for group boards and subsidiaries

Session 6 - Housing Development

- The policy and strategic context
- Funding, partnerships and opportunities
- The development process
- Opportunities for and managing growth in difficult economic times
- Board members' role in development

Session 7 - The Board as an Employer

- The shape of the organization we govern
- Policy issues - Recruitment and Selection, Terms and Conditions
- Relationships with the Executive
- Board member's role in employment
- Staff and Board interaction

Session 8 – Driving excellence

- Determining what excellence is for our customers and ourselves
- Developing and incorporating customer insight into effective governance through co-regulation
- What is expected of us, and good practice with achieving excellence? The role of the regulator, achieving and exceeding the framework standards
- Leading effective organizational change
- Board members' role in driving and monitoring excellence

Session 9 - Equalities and Diversity

- Delivering equalities and recognizing diversity
- The law, good practice and our responsibilities
- Issues that face us
- A policy approach and mainstreaming equalities and diversity

- **Possible firms or individuals to do board training**

Sam suggested Sandy Baz but he is from Maui. Heidi Ballendorf is recommended by Hawaii Community Foundation. Sherri will contact her. Need to check with Denise Wise on budget for training if any.

- **When**

It was decided the training should be in May and it will be a special meeting.

- **Where**

Not discussed.

- **Conflict of Interest**

Both Conflict of Interest and standards of conduct were definitely things that need to be addressed. Rene will check with the Attorney General. He will also check with the Governor's office as they have someone dedicated to boards and commissions.

- **Ethics/Standards of Conduct**

We will check with the Ethics Commission to see what training they offer

Executive Director's March/April 2010 Board Status Report

Accomplishments:

- First cut of 2012 Budget forecasts submitted and in review
- Staff participated with Bank of Hawaii Volunteer Program at Waimaha-Sunflower. Painting and cleaning units, total of 4 units readied
- Registered with Google Analytics to track the number of visitors to hpha.hawaii.gov, since this was the method recommended by ICSD
- Successfully submitted the HPHA's financial Audit and Single Audit to the Federal Audit Clearinghouse. Due date of the Financial Data Schedule (FDS) submission to HUD has been pushed back to April 30, 2010 due to system problems on HUD's side.
- Redesigned the HPHA website to include:
 - separate section for employment
 - separate section for procurement & created an archive link
 - cleaned up the main HPHA website page
 - cleaned up the Board of Directors page & created an archive link
- Received approval to fill:
 - Building Engineer V – CMS - Unable to fill-Frozen because of the RIF
 - Public Housing Supervisor V – Section 8 Branch Chief –Unable to fill-Frozen because of RIF
 - Housing Planner – position for PEO – able to fill not impacted by RIF
 - Fiscal Management Officer – able to fill not impacted by RIF

Planned Activities for April/May:

- Complete Agency budget process for Board review and approval
- Solicit comments from RAB and AG office regarding Universal House Rules
- Clarify and update, as needed, Emergency Protocols for property management
- Development and ready for Board review Corrective Action Order (CAO) strategy. Includes assigning staff accountabilities and timelines for completion.
- Work with Finance Board Committee to synchronize audit findings for 6/30/2009 audit with CAO.
- Begin active recruitment and placement for approved positions not subject to the freeze
- Prepare and submit FY2012 PHA Plan to HUD
- Asset Management Budgeting for Central Office Managers and Branch Chiefs. NanMckay will conduct a week of training from April 12 – 15, 2010. This will complement the budget planning process.

- Work with the resident associations of both KPT and KVH is in progress as a result of the recent escalation of violence at KVH. Both resident boards will be meeting and tenant meetings are being conducted in anticipation of developing strategies for tenant safety.

Trends/Issues:

- ARRA funding was 100% successfully obligated. This represents \$16.2mm for high priority capital repair projects. The reporting requirements are onerous and demands for information are growing daily. The State requires several reports, meetings and continuous updating. HUD has told HPHA that we should be ready for rapid information requests. The reporting requirements involve 6 separate staff.
- SB 2473 SD2/HD1. Proposes to allow grandchildren to live in elderly housing. Two different versions have been approved by each chamber and it is moving forward to conference. Unsure which version may or may not be referred to the Governor. Depending on which version this may have a significant impact to HPHA. HPHA is watching this closely.
- Hearings Office has seen an uptrend in tenants paying off their rent arrears prior to coming before the evictions board. May be result of people receiving tax refunds.
- Contracts and Procurement office is experiencing an increase in solicitations and contracts in an effort to obligate funds for the Capital Improvement Programs and Capital Fund Program by the June 2010 deadline.
- Unable to complete Board directive of alternatives to housing transitional residents at Puahala Homes. Homeless Programs was unable to pull together a program brief on participants progress.

Potential Risks:

- Recruitment – The hiring freeze may impact the agency’s ability to fill positions in a timely manner thus impacting job performance and productivity.
- If additional IT staff cannot be hired, more of the Elite implementation will have to be coordinated by PMMSB staff.
- Upon a recent review of the Elevator Modernization Report, it was discovered that the document supplied to the Executive Board for the last several months has been incorrect. Project priority dates do not coincide with the original report. The employee that originated the report is no longer with the agency; the discrepancy was discovered by the Project Engineer currently assigned to manage the project. The report has been corrected and is attached to this document. This may have an impact to HPHA as the information has been widely distributed.
- Failure to issue the Request-for-Proposals (RFP) for Property Management, Maintenance and Resident Services for AMP 44 (Waimaha/Sunflower) timely will jeopardize the execution of a new contract with a 7/1/10 start date. The HPHA will

need to provide direct services or request approval from the State Procurement Office for a contract extension with the current contractor to continue until a new contract is in place. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely issuance of the RFP.

- Failure to issue the Invitation-for-Bids (IFB) on a timely basis for the ADA interior and exterior renovation and exterior and miscellaneous repairs to Kalakaua Homes (AMP 34) and the re-roofing to Kaahumanu Homes (AMP 33) and Kuhio Park Terrace (AMP 40) on the island of Oahu may prevent the HPHA from fully obligating the funds received under the Capital Fund Program – 718. The resulting contracts are to be funded by the Capital Fund Program – 718. The Contract and Procurement Office will work closely with the Construction Management Branch to ensure timely issuance of the IFB. To expedite the review, the Construction Management Branch will red flag the IFBs when forwarding it to the Contract and Procurement Office. The Contract and Procurement Office has deemed it a top priority and will review it immediately.
- There was a series of violent acts at Kahili Valley Homes (KVH) and the last incident involved a shooting. It has been reported, but not confirmed, that the assailants are from KPT. As a result, a curfew was put into effect at KVH.

PMMSB Status Report for March 2010

Completed Activities

- The statewide overall rent collections for the month of March 2010, HPHA State properties was 99.95% occupancy 92.13%.
- The statewide overall rent collection for the month of March 2010, HPHA Federal properties was 99.95%, occupancy 93.16%.
- The statewide uniform House Rules were reviewed by all Managers and the Executive Director. The draft was forwarded to the Attorney General's office for final review on April 7, 2010.

Planned Activities

- Create procedures for notifying upper management of emergencies
- Distribute reporting requirements for Risk Management.
- Get comments from RAB and Resident Association members on Uniform House Rules.
- AMP Managers will submit first draft of fiscal year 2010-11 budget.
- AMP Managers will attend training on "Criticism & Discipline Skills for Managers and Supervisors" on April 12, 2010.
- AMP staff will complete a mandatory HUD training on EIV on April 21, 2010

Trends/Issues

Rent collections are up. This could be residents due to receiving income tax returns.

As you are aware, recent violence has escalated at several properties. HPHA implemented curfews to address immediate concerns to resident's health and safety. HPHA will continue to work with the Resident Associations, Management and HPD to address the rise of violence.

Risks

The Applications office is currently under staffed and may cause a slow down in leasing of vacant units. PMMSB will request to fill vacant positions.

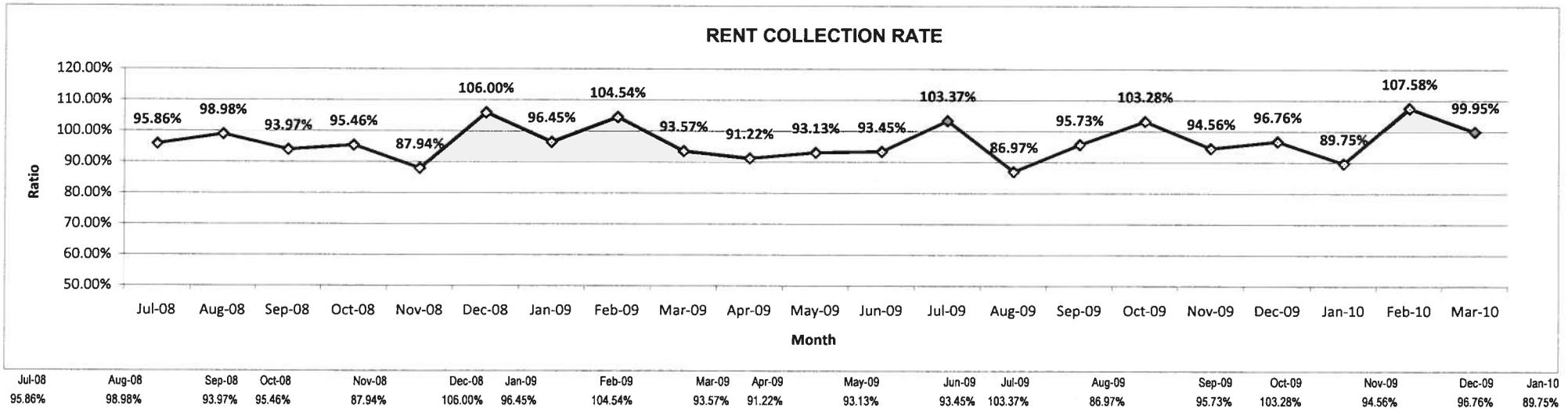
**FEDERAL PUBLIC HOUSING
Rent Collection from July 2008 to March 2010**

	Jul-08			Aug-08			Sep-08			Oct-08			Nov-08			Dec-08		
	Charges	Collected	Ratio															
Hawaii	\$ 116,470.00	119,587.73	102.68%	\$ 120,477.92	122,760.35	101.89%	\$ 125,439.00	118,355.06	94.35%	\$ 125,869.00	115,203.51	91.53%	\$ 131,048.00	112,866.00	86.13%	\$ 133,281.27	131,073.06	98.34%
Kauai	\$ 79,207.00	75,806.25	95.71%	\$ 79,485.00	75,502.50	94.99%	\$ 75,965.00	86,866.07	114.35%	\$ 78,673.00	80,746.73	102.64%	\$ 79,849.00	73,720.23	92.32%	\$ 80,041.00	93,170.62	116.40%
Maui	\$ 51,024.00	43,783.00	85.81%	\$ 49,455.00	45,634.62	92.28%	\$ 48,272.00	44,387.54	91.95%	\$ 46,012.00	46,125.48	100.25%	\$ 47,977.00	39,874.31	83.11%	\$ 46,632.00	46,921.77	100.62%
Oahu	\$ 1,197,434.34	1,145,116.97	95.63%	\$ 1,197,981.61	1,188,701.58	99.23%	\$ 1,200,629.45	1,113,188.62	92.72%	\$ 1,204,135.22	1,146,555.38	95.22%	\$ 1,214,272.36	1,068,968.52	88.03%	\$ 1,221,838.55	1,299,474.08	106.35%
Total	\$ 1,444,135.34	\$ 1,384,293.95	95.86%	\$ 1,447,399.53	\$ 1,432,599.05	98.98%	\$ 1,450,305.45	\$ 1,362,797.29	93.97%	\$ 1,454,689.22	\$ 1,388,631.10	95.46%	\$ 1,473,146.36	\$ 1,295,429.06	87.94%	\$ 1,481,792.82	\$ 1,570,639.53	106.00%

	Jan-09			Feb-09			Mar-09			Apr-09			May-09			Jun-09		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 133,656.78	\$ 115,217.46	86.20%	\$ 132,995.09	\$ 153,397.87	96.73%	\$ 132,936.86	\$ 128,036.71	96.31%	\$ 131,367.63	\$ 124,493.52	94.77%	\$ 130,607.50	\$ 119,245.42	91.30%	\$ 125,699.50	\$ 116,981.70	93.06%
Kauai	\$ 83,368.00	\$ 84,101.48	100.88%	\$ 84,625.00	\$ 83,524.26	88.16%	\$ 85,116.00	\$ 81,355.63	95.58%	\$ 84,094.00	\$ 80,050.21	95.19%	\$ 82,400.00	\$ 77,912.88	94.55%	\$ 82,065.00	\$ 75,445.23	91.93%
Maui	\$ 47,501.00	\$ 44,531.92	93.75%	\$ 46,918.00	\$ 42,249.03	75.04%	\$ 46,955.00	\$ 38,073.50	81.09%	\$ 49,002.00	\$ 49,710.83	101.45%	\$ 49,787.00	\$ 41,731.27	83.82%	\$ 49,901.00	\$ 42,621.61	85.41%
Oahu	\$ 1,225,392.10	\$ 1,193,203.47	97.37%	\$ 1,220,303.61	\$ 1,273,011.42	88.14%	\$ 1,223,417.21	\$ 1,145,321.53	93.62%	\$ 1,220,886.98	\$ 1,100,630.93	90.15%	\$ 1,220,353.50	\$ 1,142,362.65	93.61%	\$ 1,221,464.94	\$ 1,147,238.16	93.92%
Total	\$ 1,489,917.88	\$ 1,437,054.33	96.45%	\$ 1,484,841.70	\$ 1,552,182.58	104.54%	\$ 1,488,425.07	\$ 1,392,787.37	93.57%	\$ 1,485,350.61	\$ 1,354,885.49	91.22%	\$ 1,483,148.00	\$ 1,381,252.22	93.13%	\$ 1,479,130.44	\$ 1,382,286.70	93.45%

	Jul-09			Aug-09			Sep-09			Oct-09			Nov-09			Dec-09		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 112,436.50	\$ 124,829.51	111.02%	\$ 119,391.36	\$ 108,916.51	91.23%	\$ 119,402.26	\$ 122,538.77	102.63%	\$ 120,399.00	\$ 132,027.26	109.66%	\$ 116,820.00	\$ 112,301.32	96.13%	\$ 114,069.72	\$ 119,412.98	104.68%
Kauai	\$ 72,695.00	\$ 83,795.34	115.27%	\$ 73,072.00	\$ 64,423.31	88.16%	\$ 73,104.00	\$ 74,848.55	102.39%	\$ 73,842.00	\$ 76,756.23	103.95%	\$ 75,024.00	\$ 69,266.58	92.33%	\$ 76,423.00	\$ 75,161.64	98.35%
Maui	\$ 46,854.00	\$ 46,508.59	99.26%	\$ 45,267.00	\$ 37,689.39	83.26%	\$ 44,707.00	\$ 39,587.84	88.55%	\$ 42,396.00	\$ 42,742.85	100.82%	\$ 41,421.00	\$ 41,035.33	99.07%	\$ 41,265.00	\$ 42,481.46	102.95%
Oahu	\$ 1,159,986.53	\$ 1,183,747.09	102.05%	\$ 1,144,388.66	\$ 990,982.65	86.59%	\$ 1,123,584.93	\$ 1,065,700.18	94.85%	\$ 1,119,356.06	\$ 1,148,918.60	102.64%	\$ 1,118,029.91	\$ 1,055,189.15	94.38%	\$ 1,120,641.22	\$ 1,071,584.35	95.62%
Total	\$ 1,391,972.03	\$ 1,438,880.53	103.37%	\$ 1,382,119.02	\$ 1,202,011.86	86.97%	\$ 1,360,798.19	\$ 1,302,675.34	95.73%	\$ 1,355,993.06	\$ 1,400,444.94	103.28%	\$ 1,351,294.91	\$ 1,277,792.38	94.56%	\$ 1,352,398.94	\$ 1,308,640.43	96.76%

	Jan-10			Feb-10			Mar-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$116,704.72	\$100,450.20	86.07%	\$ 114,112.72	\$ 123,818.28	108.51%	\$ 111,742.56	\$ 116,961.95	104.67%
Kauai	\$76,185.00	\$65,796.55	86.36%	\$ 79,317.00	\$ 78,818.84	99.37%	\$ 78,569.00	\$ 73,688.81	93.79%
Maui	\$41,683.00	\$37,016.56	88.80%	\$ 39,286.00	\$ 40,224.33	102.39%	\$ 39,522.00	\$ 41,955.64	106.16%
Oahu	\$1,121,888.75	\$1,014,179.21	90.40%	\$ 1,123,281.42	\$ 1,215,939.13	108.25%	\$ 1,120,869.72	\$ 1,117,474.18	99.70%
Total	\$ 1,356,461.47	\$ 1,217,442.52	89.75%	\$ 1,355,997.14	\$ 1,458,800.58	107.58%	\$ 1,350,703.28	\$ 1,350,080.58	99.95%



**Federal LIPH
HPHA Island Overview Report
March 2010**

Island	Occupancy *				Monthly Activity				Federal Waiting List**				
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Families	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
Hawaii	601	548	91.18%	53	4	5	14	5	1	1,300	59	8	2
Kauai	319	300	94.04%	19	0	2	0	0	0	180	64	0	0
Maui	196	136	69.39%	60	0	2	7	1	0	226	42	5	1
Oahu	4,119	3,893	94.51%	226	24	23	31	7	5	6,582	1,499	12	10
Total	5,235	4,877	93.16%	358	28	32	52	13	6	8,123	1,646	25	13

Island	Non Vacated Delinquencies***				Collection Rate 10/09		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	45	\$ 22,801.48	19	\$ 18,709.25	\$ 111,742.56	\$ 116,961.95	104.67%
Kauai	33	\$ 20,630.05	14	\$ 20,220.62	\$ 78,569.00	\$ 73,688.81	93.79%
Maui	12	\$ 3,941.57	5	\$ 1,115.00	\$ 39,522.00	\$ 41,955.64	106.16%
Oahu	351	\$ 172,157.53	85	\$ 151,059.69	\$ 1,120,869.72	\$ 1,117,474.18	99.70%
Total	441	\$ 219,530.63	123	\$ 191,104.56	\$ 1,350,703.28	\$ 1,350,080.58	99.95%

* Occupancy also counts Scheduled for Modernization Units.

** Please notice WL count does not sum up as applicants may apply on more than 1 listing.

*** Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).

**Federal LIPH
HPHA Project Overview Report
March 2010**

AMP	Occupancy*					Monthly Activity				Federal Waiting List**			
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
30P-Aiea	362	352	97.24%	10	3	5	4	2	1	4894	0	10	0
31P-KVH	372	323	86.83%	49	4	2	2	2	0	4894	0	10	0
32P-MWH	363	355	97.80%	8	2	1	0	0	0	4894	0	10	0
33P-Kam/Kaamanu	371	368	99.19%	3	1	0	1	1	0	4894	0	10	0
34P-Kalakaua	581	562	96.73%	19	1	4	6	2	0	0	1436	0	10
35P-Kalaniihuia	584	558	95.55%	26	0	7	10	0	1	4894	1436	10	10
37P-Hilo	301	272	90.37%	29	3	4	3	2	1	524	53	1	1
38P-Kauai	319	300	94.04%	19	0	2	0	0	0	180	64	0	0
39P-Maui	196	136	69.39%	60	0	2	7	1	0	226	42	2	1
40P-KPT	738	702	95.12%	36	1	0	6	0	0	4894	0	0	0
43P-Kona	199	193	96.98%	6	0	1	9	3	0	852	7	7	1
44P-Leeward Oahu	258	216	83.72%	42	11	3	1	0	2	2347	0	2	0
45P-Windward Oahu	225	223	99.11%	2	0	0	0	0	0	1664	0	0	0
46P-Kamuela	101	83	82.18%	18	1	0	2	0	0	852	7	0	1
49P-Central Oahu	150	124	82.67%	26	1	1	0	0	1	1351	212	0	0
50P-Palolo	115	110	95.65%	5	0	0	1	0	0	4894	0	0	0
Total	5,235	4,877	93.16%	358	28	32	52	13	6	8,123	1,646	25	13

AMP	Non Vacated Delinquencies***				Collection Rate 10/09		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	36	21,402.81	2	174.00	\$ 146,900.00	142,216.98	96.81%
31P-KVH	32	18,647.33	7	10,554.17	\$ 84,536.00	83,787.50	99.11%
32P-MWH	26	13,987.55	9	16,009.79	\$ 105,300.24	104,580.04	99.32%
33P-Kam/Kaamanu	24	8,063.28	3	24,803.09	\$ 93,666.60	95,389.88	101.84%
34P-Kalakaua	6	3,395.47	2	1,046.08	\$ 130,454.01	134,874.71	103.39%
35P-Kalaniihuia	22	6,696.97	5	4,589.27	\$ 138,999.87	140,269.09	100.91%
37P-Hilo	20	10,583.19	8	6,259.52	\$ 63,202.56	63,992.43	101.25%
38P-Kauai	33	20,630.05	14	20,220.62	\$ 78,569.00	73,688.81	93.79%
39P-Maui	12	3,941.57	5	1,115.00	\$ 39,522.00	41,955.64	106.16%
40P-KPT	113	50,797.65	17	34,759.79	\$ 255,202.00	249,928.07	97.93%
43P-Kona	12	6,699.35	4	4,640.07	\$ 34,860.00	38,345.00	110.00%
44P-Leeward Oahu	36	16,516.10	21	30,378.17	\$ 37,939.00	38,413.28	101.25%
45P-Windward Oahu	30	16,004.78	7	10,677.00	\$ 65,416.00	67,773.68	103.60%
46P-Kamuela	13	5,518.94	7	7,809.66	\$ 13,680.00	14,624.52	106.90%
49P-Central Oahu	11	5,291.59	3	5,520.00	\$ 40,536.00	38,136.58	94.08%
50P-Palolo	15	11,354.00	9	12,548.33	\$ 21,920.00	22,104.37	100.84%
Total	441	\$ 219,530.63	123	\$ 191,104.56	\$ 1,350,703.28	\$ 1,350,080.58	99.95%

* Occupancy also counts Scheduled for Modernization Units.

** Please notice WL count does not sum up as applicants may apply on more than 1 listing.

*** Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).

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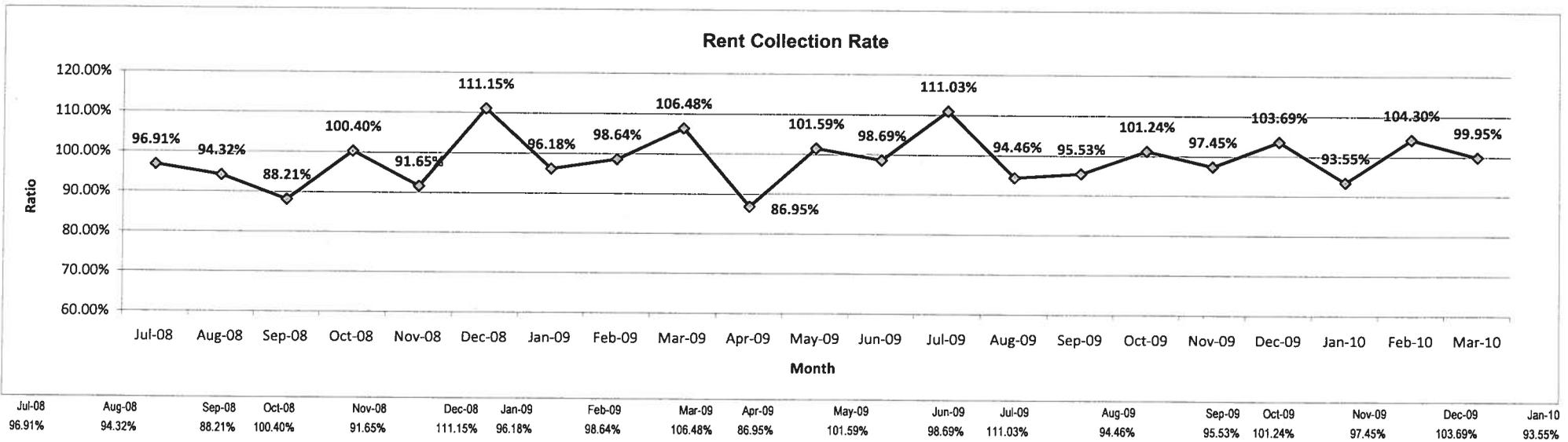
STATE PUBLIC HOUSING
Rent Collection from July 2008 to March 2010

	Jul-08			Aug-08			Sep-08			Oct-08			Nov-08			Dec-08		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio									
Hawaii	\$ 11,693.00	\$ 11,134.23	95.22%	\$ 11,028.00	\$ 8,885.00	80.57%	\$ 10,906.00	\$ 8,577.00	78.64%	\$ 10,906.00	\$ 9,454.00	86.69%	\$ 11,223.00	\$ 7,705.00	68.65%	\$ 11,620.00	\$ 9,200.00	79.17%
Kauai	\$ 5,861.00	\$ 5,247.05	89.52%	\$ 6,313.00	\$ 6,024.95	95.44%	\$ 6,444.00	\$ 5,153.00	79.97%	\$ 6,279.00	\$ 6,063.00	96.56%	\$ 6,854.00	\$ 5,551.00	80.99%	\$ 6,859.00	\$ 7,557.00	110.18%
Maui	\$ 4,477.00	\$ 3,571.00	79.76%	\$ 4,508.00	\$ 3,876.94	86.00%	\$ 4,556.00	\$ 4,686.00	102.85%	\$ 4,380.00	\$ 2,722.00	62.15%	\$ 4,304.00	\$ 2,955.00	68.66%	\$ 4,203.00	\$ 3,124.00	74.33%
Oahu	\$ 210,603.00	\$ 205,492.82	97.57%	\$ 210,679.00	\$ 200,544.75	95.19%	\$ 213,530.00	\$ 189,272.21	88.64%	\$ 213,586.00	\$ 217,855.10	102.00%	\$ 214,258.00	\$ 200,666.89	93.66%	\$ 214,175.00	\$ 243,383.29	113.64%
Total	\$ 232,634.00	\$ 225,445.10	96.91%	\$ 232,528.00	\$ 219,331.64	94.32%	\$ 235,436.00	\$ 207,688.21	88.21%	\$ 235,151.00	\$ 236,094.10	100.40%	\$ 236,639.00	\$ 216,877.89	91.65%	\$ 236,857.00	\$ 263,264.29	111.15%

	Jan-09			Feb-09			Mar-09			Apr-09			May-09			Jun-09		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 11,429.00	\$ 8,152.00	71.33%	\$ 11,432.00	\$ 12,855.98	101.97%	\$ 11,266.00	\$ 9,539.04	84.67%	\$ 11,228.00	\$ 9,921.35	88.36%	\$ 10,637.00	\$ 10,317.00	96.99%	\$ 9,164.00	\$ 8,930.00	97.45%
Kauai	\$ 6,290.00	\$ 5,416.00	86.10%	\$ 6,334.00	\$ 6,130.00	76.68%	\$ 6,086.00	\$ 6,270.07	103.02%	\$ 6,102.00	\$ 5,516.00	90.40%	\$ 6,593.00	\$ 5,798.00	87.94%	\$ 6,687.00	\$ 7,217.00	107.93%
Maui	\$ 4,316.00	\$ 4,139.00	95.90%	\$ 4,409.00	\$ 3,845.00	87.21%	\$ 4,122.00	\$ 4,470.00	108.44%	\$ 4,766.00	\$ 4,547.00	95.40%	\$ 4,807.00	\$ 4,692.00	97.61%	\$ 4,806.00	\$ 4,752.00	98.88%
Oahu	\$ 218,982.00	\$ 214,103.49	97.77%	\$ 221,386.00	\$ 217,408.54	84.84%	\$ 221,295.00	\$ 238,215.48	107.65%	\$ 223,606.00	\$ 193,663.83	86.61%	\$ 222,008.00	\$ 227,110.62	102.30%	\$ 223,648.00	\$ 220,206.96	98.46%
Total	\$ 241,017.00	\$ 231,810.49	96.18%	\$ 243,561.00	\$ 240,239.52	98.64%	\$ 242,769.00	\$ 258,494.59	106.48%	\$ 245,702.00	\$ 213,648.18	86.95%	\$ 244,045.00	\$ 247,917.62	101.59%	\$ 244,305.00	\$ 241,105.96	98.69%

	Jul-09			Aug-09			Sep-09			Oct-09			Nov-09			Dec-09		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 8,735.00	\$ 10,126.00	115.92%	\$ 8,258.00	\$ 8,068.00	97.70%	\$ 8,393.00	\$ 8,211.00	97.83%	\$ 8,335.00	\$ 7,322.50	87.85%	\$ 8,421.00	\$ 8,585.00	101.95%	\$ 8,209.00	\$ 8,815.49	107.39%
Kauai	\$ 6,755.00	\$ 5,955.63	88.17%	\$ 6,442.00	\$ 6,505.00	100.98%	\$ 5,330.00	\$ 4,510.00	84.62%	\$ 5,335.00	\$ 3,896.00	73.03%	\$ 5,269.00	\$ 7,091.00	134.58%	\$ 5,380.00	\$ 4,518.00	83.98%
Maui	\$ 4,806.00	\$ 5,626.00	117.06%	\$ 5,669.00	\$ 4,471.00	78.87%	\$ 5,669.00	\$ 4,302.00	75.89%	\$ 5,897.00	\$ 4,221.00	71.58%	\$ 5,352.00	\$ 5,320.00	99.40%	\$ 5,235.00	\$ 5,065.00	96.75%
Oahu	\$ 226,464.00	\$ 252,266.11	111.39%	\$ 227,378.00	\$ 214,966.10	94.54%	\$ 226,964.00	\$ 218,326.72	96.19%	\$ 227,844.00	\$ 235,042.29	103.16%	\$ 227,911.00	\$ 219,664.64	96.38%	\$ 228,223.00	\$ 237,762.94	104.18%
Total	\$ 246,760.00	\$ 273,973.74	111.03%	\$ 247,747.00	\$ 234,010.10	94.46%	\$ 246,356.00	\$ 235,349.72	95.53%	\$ 247,411.00	\$ 250,481.79	101.24%	\$ 246,953.00	\$ 240,660.64	97.45%	\$ 247,047.00	\$ 256,161.43	103.69%

	Jan-10			Feb-10			Mar-10		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 8,716.00	\$ 8,408.62	96.47%	\$ 8,882.00	\$ 7,628.00	85.88%	\$ 8,153.00	\$ 7,563.00	92.76%
Kauai	\$ 5,639.00	\$ 4,493.00	79.68%	\$ 5,297.00	\$ 4,164.11	78.61%	\$ 5,297.00	\$ 5,077.00	95.85%
Maui	\$ 5,195.00	\$ 4,667.00	89.84%	\$ 5,379.00	\$ 7,157.00	133.05%	\$ 5,851.00	\$ 6,231.00	106.49%
Oahu	\$ 229,851.00	\$ 215,748.79	93.86%	\$ 227,881.00	\$ 239,141.25	104.94%	\$ 227,169.00	\$ 227,468.38	100.13%
Total	\$ 249,401.00	\$ 233,317.41	93.55%	\$ 247,439.00	\$ 258,090.36	104.30%	\$ 246,470.00	\$ 246,339.38	99.95%



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**State LIPH
HPHA Island Overview Report
March 2010**

Island	Occupancy*					Monthly Activity				State Waiting List**			
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH Elderly
Hawaii	56	25	44.64%	31	2	0	0	0	0	1,276	0	0	0
Kauai	26	23	88.46%	3	0	1	0	0	0	80	0	0	0
Maui	32	28	87.50%	4	0	0	0	0	0	38	0	0	0
Oahu	750	720	96.00%	30	7	2	7	2	0	5,602	465	0	5
Total	864	796	92.13%	68	9	3	7	2	0	6,916	465	0	5

Island	Non Vacated Delinquencies***				Collection Rate 10/09		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	8	\$ 3,177.30	8	\$ 16,671.17	\$ 8,153.00	\$ 7,563.00	92.76%
Kauai	2	\$ 2,283.00	2	\$ 2,934.46	\$ 5,297.00	\$ 5,077.00	95.85%
Maui	3	\$ 1,701.00	18	\$ 21,005.37	\$ 5,851.00	\$ 6,231.00	106.49%
Oahu	35	\$ 29,133.10	53	\$ 291,650.11	\$ 227,169.00	\$ 227,468.38	100.13%
Total	48	\$ 36,294.40	81	\$ 332,261.11	\$ 246,470.00	\$ 246,339.38	99.95%

* Occupancy also counts Scheduled for Modernization Units.

** Please notice WL count does not sum up as applicants may apply on more than 1 listing.

*** Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).

**State LIPH
HPHA Project Overview Report
March 2010**

Island	Occupancy *					Monthly Activity				State Waiting List**			
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
2201-Hauiki	46	45	97.83%	1	0	0	0	0	0	5527	0	0	0
2202-Puahala Homes	128	106	82.81%	22	4	1	0	0	0	223	0	0	0
2204-Kawailehua	26	23	88.46%	3	0	1	0	0	0	80	0	0	0
2205-Kahale Mua	32	28	87.50%	4	0	0	0	0	0	38	0	0	0
2206-Lokahi	30	14	46.67%	16	0	0	0	0	0	687	0	0	0
2207-Ke Kumu Elua	26	11	42.31%	15	2	0	0	0	0	647	0	0	0
2401-Hale Po'ai	206	205	99.51%	1	0	0	2	0	0	0	292	0	2
2402-La'iola	108	104	96.30%	4	1	1	1	0	0	0	82	0	1
2403-Kamalu-Ho'olulu	221	220	99.55%	1	1	0	4	2	0	0	126	0	2
2404-Halia Hale	41	40	97.56%	1	1	0	0	0	0	0	126	0	0
Total	864	796	92.13%	68	9	3	7	2	0	6,916	465	0	5

Island	Non Vacated Delinquencies***				Collection Rate 10/09		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	10	\$ 8,510.67	14	\$ 136,176.54	\$ 19,282.00	20,060.40	104.04%
2202-Puahala Homes	19	\$ 17,306.93	25	\$ 150,250.65	\$ 41,857.00	39,684.98	94.81%
2204-Kawailehua	2	\$ 2,283.00	2	\$ 2,934.46	\$ 5,297.00	5,077.00	95.85%
2205-Kahale Mua	3	\$ 1,701.00	18	\$ 21,005.37	\$ 5,851.00	6,231.00	106.49%
2206-Lokahi	3	\$ 419.00	2	\$ 12,591.50	\$ 5,395.00	5,334.00	98.87%
2207-Ke Kumu Elua	5	\$ 2,758.30	6	\$ 4,079.67	\$ 2,758.00	2,229.00	80.82%
2401-Hale Po'ai	0	\$ -	5	\$ 2,284.00	\$ 57,649.00	61,803.00	107.21%
2402-La'iola	3	\$ 1,260.00	8	\$ 2,934.52	\$ 33,772.00	32,795.00	97.11%
2403-Kamalu-Ho'olulu	3	\$ 2,055.50	1	\$ 4.40	\$ 63,101.00	61,116.00	96.85%
2404-Halia Hale	0	\$ -	0	\$ -	\$ 11,508.00	12,009.00	104.35%
Total	48	\$ 36,294.40	81	\$ 332,261.11	\$ 246,470.00	\$ 246,339.38	99.95%

* Occupancy also counts Scheduled for Modernization Units.

** Please notice WL count does not sum up as applicants may apply on more than 1 listing.

*** Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).

Project Status Report
March 31, 2010
16 Elevator Modernization Project

Completed Activities

- Invitation to Bid was issued July 10, 2009
- Bids were due and opened October 29, 2009
- On February 1, 2010, CPO resolved issue with the bid submitted by Okada Trucking
- On March 18, 2010, HPHA supplied the award letter and construction contract to Okada Trucking

Planned Activities

- Pre-Construction Conference
- Okada Trucking will sign and deliver the construction contract to HPHA
- HPHA will execute the final construction contract
- Notice to Proceed will be issued

Trends/Issues

Upon a recent review of the Elevator Modernization Report, it was discovered that the document supplied to the Executive Board for the last several months has been incorrect. Project priority dates do not coincide with the original report.

The employee whom originated the report is no longer with the agency; the discrepancy was discovered by the Project Engineer currently assigned to manage the project. The report has been corrected and is attached to this document. However HPHA may experience a backlash from Board Members and Political Leaders as the information was shared with them as well.

To my knowledge the schedule of phases has not deviated from the original design period. The criteria utilized to determine which phase each elevator would be assigned is as follows:

- Age of elevator equipment
- Manufacture of elevator equipment
- Level of maintenance performed over the past years
- Level of on-site condition of each elevator (Unacceptable, Very Poor, Poor or below average condition)

According to Gordon Ernst, Elevator Consultant, not one of the sixteen (16) elevators was in Average Acceptable Condition. Following is the schedule of phases with the corrected start of construction dates.

Phase I				
Project	Elevator Number	Original Start Date	Corrected Start Date	Delay
Kalakaua Homes	1	July 2012	October 2010	None
	2	October 2012	February 2011	None
Makua Alii	1	August 2011	October 2010	None
	2	December 2011	February 2011	None

Phase II				
Project	Elevator Number	Original Start Date	Corrected Start Date	Delay
Paoakalani	1	August 2011	June 2011	None
	2	December 2011	October 2011	None
Kalanihuiua	1	March 2010	June 2011	15 mo
	2	August 2010	October 2011	14 mo

Phase III				
Project	Elevator Number	Original Start Date	Corrected Start Date	Delay
Punchbowl	1	December 2010	March 2012	15 mo
	2	April 2011	July 2012	15 mo
Pumehana	1	March 2010	March 2012	24 mo
	2	August 2010	July 2012	23 mo

Phase IV				
Project	Elevator Number	Original Start Date	Corrected Start Date	Delay
Makamae	1	July 2012	November 2012	4 mo
	2	October 2012	February 2013	4 mo
Wilikina	1	April 2012	November 2012	7 mo
	2	August 2012	March 2013	7 mo

The Notice to Proceed for Phase I is scheduled to be released in late April, 2010. From the time the NTP is issued to the first day of construction is approximately 30 weeks. Construction is slated to begin in late October, 2010. From October, 2010 to final completion of all 4 phases is approximately 2 years and 8 months (the master schedule will be supplied at a later date).

There is no monetary increase because of the delay and/or change in schedule. The existing elevator maintenance contract does not expire until June, 2010 well after the Notice to Proceed will be released.

Note: The 16 Elevator Modernization Project is completely independent from the Kuhio Park Terrace Elevator Modernization Project. Kuhio Park Terrace, Phase I is under construction and in-line with the milestones originally identified.

Risks

The delay carries a potential risk to the living condition of tenants residing at Kalanihuia, Punchbowl Homes, Makamae and Wilikina Apartments. The existing elevators are in poor condition and operation could seize without notice. Therefore, Staff will assure there is not a lapse in the elevator maintenance contract. As soon as the final construction contracts are executed and the NTP issued, the elevator maintenance contract will be the responsibility of Okada Trucking for all 16 elevators.

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 3/31/10

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator	Age of Elevators	Number of Units	Number of	Modernizations		Construction	Funding Source	Design Start	Construction Start	Estimated Construction
							Major	Minor					
Kuhio Park Terrace A Phase 1	Family	3	1981	27	271	16	3		\$3,970,469	FY08 Elevator CIP	Sep-07	Apr-09	May-10
Phase 2		1	1964	44							Sep-07	Nov-09	Nov-10
Phase 3		2	1964	44							Sep-07	May-10	May-11
Kuhio Park Terrace B Phase 1	Family	4	1964	44	298	16	3				Sep-07	Apr-09	May-10
Phase 2		5	1964	44							Sep-07	Nov-09	Nov-10
Phase 3		6	1981	27							Sep-07	May-10	Jun-11
Kalakaua Home Phase 1	Elderly	1	1983	25	221	10	2		\$460,733	FY09 Elevator CIP	Aug-08	10/25/2010	2/18/2011
		2	1983	25							Aug-08	2/21/2011	6/20/2011
Makua Alii Phase 1	Elderly	1	1967	41	211	20	2		\$460,733	FY09 Elevator CIP	Aug-08	10/25/2010	2/18/2011
		2	1967	41							Aug-08	2/21/2011	6/20/2011
Kalanihuia Phase 2	Elderly	1	1968	40	151	15	2		\$471,204	FY09 Elevator CIP	Aug-08	6/23/2011	10/27/2011
		2	1968	40							Aug-08	10/31/2011	3/5/2012
Paoakalani Phase 2	Elderly	1	1970	38	151	17	2		\$445,026	FY09 Elevator CIP	Aug-08	6/23/2011	10/27/2011
		2	1970	38							Aug-08	10/31/2011	3/5/2012
Pumehana Phase 3	Elderly	1	1972	36	139	21	2		\$465,968	FY09 Elevator CIP	Aug-08	3/7/2012	7/11/2012
		2	1972	36							Aug-08	7/16/2012	11/16/2012
Punchbowl Homes Phase 3	Elderly	1	1961	47	144	7	2		\$371,728	FY09 Elevator CIP	Aug-08	3/7/2012	7/11/2012
		2	1961	47							Aug-08	7/16/2012	11/16/2012
Makamae Phase 4	Elderly	1	1971	37	124	4	2		\$261,780	FY09 Elevator CIP	Aug-08	11/21/2012	1/30/2013
		2	1971	37							Aug-08	2/4/2013	4/15/2013
Wiliikina Apts Phase 4	Family	1	1977	31	119	9	2		\$424,712	FY09 Elevator CIP	Aug-08	11/21/2012	3/13/2013
		2	1977	31							Aug-08	3/18/2013	7/8/2013

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Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 3/31/10

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator	Age of Elevators	Number of Units	Number of	Modernizations		Construction	Funding Source	Design Start	Construction Start	Estimated Construction
							Major	Minor					
Salt Lake Apts	Family	1	1970	38	28	8	1		\$1,000,000	B-08-401-K			
Hale Poi	Elderly	1	1989	19	206	7		2	\$320,000	Full Modernization not required, only installation of safety related items. Funding dependent on bids for major modernization listed above.			
		2	1989	19									
Halia Hale	Elderly	1	1995	13	41	5		1	\$255,000				
Laiola	Elderly	1	1991	17	108	6		2	\$220,000				
		2	1991	17									
Kulaokahua	Homeless	1	1992	16	30	3		1	\$60,000				
Ho'olulu Elderly	Elderly	1	1994	14	112	7		2	\$245,000				
		2	1994	14									
Kamalu Elderly	Elderly	1	1993	15	109	7		2	\$240,000				
		2	1993	15									
Banyan St Manor	Family	1	1977	31	55	3							
	TOTAL	34			2,518	181	23	10	\$9,672,353				
Average age of elevators				31									

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**Contract & Procurement Office
Monthly Status Report for March 2010**

Solicitations Issued in March 2010:

Solicitation No.	Title	Due Date
IFB-CMS-2009-36	Building Improvements to Hale Po`ai (MU 42) on the Island of Oahu Job No. 07-031-401-S	March 31, 2010
IFB-PMB-2010-05	Furnish Tree Trimming Services for Mayor Wright Homes (AMP 32), Kamehameha Homes/Kaahumanu Homes (AMP 33), Waimaha/Sunflower (AMP 44), Koolau Village, Hookipa Kahaluu (AMP 45), and Kauhale Nani, Wahiwawa Terrace, Kupuna Home O Waialua (AMP 49) on the island of Oahu	April 20, 2010

Contracts Executed in March 2010:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
CMS 10-08	Artistic Builders Corporation Physical Improvements at Makani Kai Hale (AMP 39) on the Island of Maui 180 days from Notice to Proceed		\$1,412,267.00
CMS 10-09	Hi Tec Roofing dba Hi Tec Roofing Services Structural and Spall Repairs to Makua Alii (AMP 34) on the Island of Oahu 480 days from Notice to Proceed		\$1,940,130.11
CMS 10-10	Tory's Roofing & Waterproofing Re-roofing at Kalakaua Homes (AMP 34) on the Island of Oahu 120 days from Notice to Proceed		\$780,552.56
CMS 10-11	F&H Construction Physical Improvements at Kahekili Terrace (AMP 39) on the Island of Maui 225 days from Notice to Proceed		\$5,079,289.00
CMS 10-12	ABC Seating, Inc. dba ABC Design Center Re-roofing and Elevator Improvements at Kalanihuia (AMP 35) on the Island of Oahu 120 days from Notice to Proceed		\$196,864.85
CMS 08-39-SA02	SSFM International, Inc. Construction Management Services for the Structural and Spall Repairs to Makua Alii (AMP 34) on the Island of Oahu March 1, 2010 to November 22, 2011	\$409,171.00	\$832,506.00
CMS 09-19-SA01	Heartwood Pacific, LLC Abatement and Interior Renovation at Lokahi	\$7,564.00	\$2,790,972.00

	(AMP 37) on the Island of Hawaii – Increase in Scope March 1, 2010 to November 15, 2010		
HPB 10-07	Office for Social Ministry Provide Rental Assistance for Permanent Housing on the Island of Hawaii January 1, 2010 to September 30, 2014 Note: Contractor submitted required Automobile Liability coverage late and the Homeless Programs Branch Administrator approved final budget late; Contractor allowed to perform services prior to contract execution as services are considered necessary to basic living needs for the homeless and at risk for homelessness persons and families being served.		\$184,800.00

Follow-up:

1. Contracts – Publicity:

- a. The General Conditions under Health and Human Services, Chapter 103F includes a section requiring the Provider to acknowledge the support by the State of Hawaii and the purchasing agency. The Contract and Procurement Office will consider adding a section in the Special Conditions requiring HPHA review prior to release of all news releases, public statements, announcements, broadcasts, posters, programs, computer postings, and other printed, published, or electronically disseminated materials in future contracts.
- b. The General Conditions under Goods, Services and Construction, Chapter 103D includes a section that states all media contacts about the subject matter of the contract shall be referred to the Agency procurement officer.

Contract and Procurement Office

Monthly Status Report for March 2010

Completed Activities

Solicitation(s):

- Issued Invitation-for-Bids, CMS-2009-36 (Job No. 07-031-401-S)
Hale Po'ai (MU 42) Building Improvements on the island of Oahu on 3/1/10
Bid Due Date: March 31, 2010
- Issued Invitation-for-Bids, PMB-2010-05
Furnish Tree Trimming Services for Mayor Wright Homes (AMP 32), Kamehameha Homes/Kaahumanu Homes (AMP 33), Waimaha/Sunflower (AMP 44), Koolau Village, Hookipa Kahaluu (AMP 45), and Kauhale Nani, Wahiawa Terrace, Kupuna Home O Waialua (AMP 49) on the island of Oahu on 3/29/10
Bid Due Date: April 20, 2010

Contract(s):

- Executed contract with Artistic Builders Corp. for the physical improvements at Makani Kai Hale (AMP 39) on the island of Maui on 3/4/10.
Amount: \$1,412,267
Funding Source: HUD Capital Fund Program – ARRA
- Executed contract with Hi-Tec Roofing dba Hi Tec Roofing Services for the structural and spall repairs to Makua Alii (AMP 34) on the island of Oahu on 3/10/10.
Amount: \$1,940,130.11
Funding Source: HUD Capital Fund Program – ARRA
- Executed contract with Tory's Roofing & Waterproofing for the re-roofing at Kalakaua Homes (AMP 34) on the island of Oahu on 3/10/10.
Amount: \$789,552.56
Funding Source: HUD Capital Fund Program – ARRA
- Executed contract with F&H Construction for the physical improvements at Kahekili Terrace (AMP 39) on the island of Maui on 3/11/10.
Amount: \$5,079,289
Funding Source: HUD Capital Fund Program – ARRA
- Executed contract with ABC Seating, Inc. dba ABC Design Center for the re-roofing and elevator improvements at Kalanihuia (AMP 35) on the island of Oahu on 3/11/10.
Amount: \$196,864.85
Funding Source: HUD Capital Fund Program – ARRA

- Executed supplemental contract with SSFM International, Inc. to provide construction management services for the structural and spall repairs to Makua Alii (AMP 34) on the island of Oahu on 3/9/10.
Amount: \$409,171 (Total contract amount - \$832,506)
Funding Source: HUD Capital Fund Program – ARRA
- Executed contract with Office for Social Ministry to provide rental assistance for permanent housing on the island of Hawaii on 3/2/10.
Amount: \$184,800
Funding Source: HUD Shelter Plus Care Program
- Executed supplemental contract with Heartwood Pacific, LLC to provide construction for the abatement and interior renovation at Lokahi (AMP 37) on the island of Hawaii on 3/1/10.
Amount: \$7,564 (Total contract amount - \$2,790,972)
Funding Source: State Capital Improvement Program

Purchase Orders/pCards/Central Stores Requisitions:

- Processed 15 Central Stores Requisitions
- Processed 631 pCards under \$1,000
- Processed 22 pCards over \$1,000
- Processed 167 Purchase Orders

Planned Activities

Solicitation(s):

- Issue Invitation-for-Bids for Custodial Services for the HPHA's Central Office Cost Center offices.
- Issue Invitation-for-Bids for the ADA interior and exterior renovation and exterior and miscellaneous repairs to Kalakaua Homes (AMP 34) on the island of Oahu.
- Issue Invitation-for-Bids for the re-roofing to Kaahumanu Homes (AMP 33) and Kuhio Park Terrace (AMP 40) on the island of Oahu.
- Issue Request-for-Proposals for Property Management, Maintenance and Resident Services for AMP 44 (Waimaha/Sunflower).

Contract(s)

- Execute contract to prepare analysis of impediments to fair housing for the State of Hawaii.

- Execute contract with Helber Hastert Fee to provide the environmental, historical, archaeological and cultural review for all federal low income public housing complexes state-wide.
- Execute contract with Clifford Project to provide the design for the modernization of Palolo Valley Homes (AMP 50) on the island of Oahu.
- Execute contract with Okada Trucking for the modernization and maintenance for the 17 elevators at various public housing sites on the island of Oahu.
- Execute supplemental contract with Hawaii Affordable Properties, Inc. to provide property management, maintenance and resident services at AMP 43 (Kona) for an additional 12-month period.
- Execute supplemental contract with Honolulu Disposal Service, Inc. for the revised refuse collection pick-up services for the Kuhio Park Terrace Tower B (AMP 40) due to the installation of the trash chute.
- Execute supplemental contract with Realty Laua, Inc. to provide additional staff hours for the revised refuse collection pick-up services for the Kuhio Park Terrace Tower B (AMP 40) due to the installation of the trash chute.
- Execute contract with Philippe T. Lindsay, CPA to assist the HPHA in preparing and submitting the audited 2009 Financial Data Schedule (FDS) to the U.S. Department of Housing and Urban Development.

Trends/Issues

Solicitation(s):

- The number of solicitations is anticipated to trend slightly up due to the effort to obligate the funds under the Capital Improvement Program and Capital Fund Program by the June 2010 deadline.

Contract(s):

- The number of contracts is anticipated to trend slightly up due to the effort to obligate the funds under the Capital Improvement Program and Capital Fund Program by the June 2010 deadline.

Purchase Orders/pCards/Central Stores Requisitions:

- Although the number of pCards processed under \$1,000 did not increase significantly from last month, the number has increased by approximately 40% from January 2010 (389 - 610). The increase is attributed to AMPs 32, 33, 34, 35 and Central Maintenance processing their pCard purchases from previous months. The concern with the late submission is that it delays the reconciling of the pCard statement for any discrepancies and FMO's ability to charge the AMP/COCCs on a timely basis.

The Property Management and Maintenance Services Branch discussed the concerns with the aforementioned parties. The Contract and Procurement Office spoke with FMO and it appears that the situation is resolved. The number is expected to return to normal levels next month. As a side note, the Central Maintenance usage appears high and initial research indicates the purchases are conducted on an as-need basis. The Contract and Procurement Office intends to discuss this issue with the Property Management and Maintenance Services Branch. One solution is to identify space to hold inventory.

Risks

Solicitation(s):

- Failure to issue the Request-for-Proposals (RFP) for Property Management, Maintenance and Resident Services for AMP 44 (Waimaha/Sunflower) timely will jeopardize the execution of a new contract with a 7/1/10 start date. The HPHA will need to provide direct services or request approval from the State Procurement Office for a contract extension with the current contractor to continue until a new contract is in place. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely issuance of the RFP.
- Failure to issue the Invitation-for-Bids (IFB) on a timely basis for the ADA interior and exterior renovation and exterior and miscellaneous repairs to Kalakaua Homes (AMP 34) and the re-roofing to Kaahumanu Homes (AMP 33) and Kuhio Park Terrace (AMP 40) on the island of Oahu may prevent the HPHA from fully obligating the funds received under the Capital Fund Program – 718. The resulting contracts are to be funded by the Capital Fund Program – 718. The Contract and Procurement Office will work closely with the Construction Management Branch to ensure timely issuance of the IFB. To expedite the review, the Construction Management Branch will red flag the IFBs when forwarding it to the Contract and Procurement Office. The Contract and Procurement Office has deemed it a top priority and will review it immediately.

Contract(s):

- Failure to execute the contract with Philippe T. Lindsay timely will jeopardize the Hawaii Public Housing Authority's Public Housing Assessment System designation. Failure to submit the audited Financial Data System may result in a "troubled agency" designation. The Contract and Procurement Office will work closely with the Fiscal Management Office to ensure timely execution of the contract.
- Failure to execute the supplemental contract with Hawaii Affordable Properties, Inc. timely will result in a loss of personnel to provide the day-to-day operations of AMP 43 (Kona). The HPHA will need to provide direct services or request a procurement violation from the State Procurement Office to enter into a contract with HAPI. The Contract and Procurement Office will work closely with the Property Management and Maintenance Services Branch to ensure timely execution of the contract.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of April 1, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	CURRENT Position Title	SR	Status
OFFICE OF THE EXECUTIVE DIRECTOR						
118550	EX	N	T	Chief Financial Management Advisor	SRNA	No action, cost savings.
FISCAL MANAGEMENT OFFICE						
41041	CS	N	P	Fiscal Officer I	SR26	Pending DHS Internal Vacancy Announcement.
98903K	CS	N	P	Office Assistant III	SR08	No action, cost savings.
100923	EX	N	P	Budget Resources Specialist	SRNA	Request to fill in review by manager.
96908K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
7994	CS	N	P	Account Clerk V	SR15	Employee retired COB: 03/31/10.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
PROCUREMENT OFFICE						
100882	EX	N	T	Contracts & Procurement Officer	SRNA	No action; cost savings.
CONSTRUCTION MANAGEMENT SECTION						
8774	CS	N	P	Engineer VI	SR28	No action; cost savings.
103024	EX	N	T	Contract Administrator	SRNA	Employee terminated COB: 3/12/10.
105633	EX	W	T	Housing Warranty & Inspection Supr.	SRNA	No action; cost savings.
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	No action; cost savings.
100202	EX	W	T	Project Engineer	SRNA	No action; cost savings.
102676	CS	W	T	Engineer (Building) IV	SR24	No action; cost savings.
100886	EX	W	T	Housing Development Specialist I	SRNA	No action; cost savings.
10887	CS	N	P	Engineer V	SR26	Pending Gov's approval.
INFORMATION TECHNOLOGY OFFICE						
106429	CS	N	T	Information Technology Specialist IV	SR22	No action; cost savings.
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Housing Planner	SRNA	Pending Gov's approval.
98902K	EX	N	P	Office Assistant III	SR08	No action; cost savings.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
8751	CS	N	P	Public Hsg Supervisor VI	SR26	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of April 1, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	CURRENT Position Title	SR	Status
96904K	EX	N	T	Hsg Maintenance Manager	SRNA	No action; cost savings.
6182	CS	N	P	Secretary III	SR16	No action; cost savings.
PMMSB-APPLICATION SERVICES UNIT						
117850	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
41255	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 30 (MU 1)						
6307	CS	N	P	Public Housing Supervisor IV	SR22	No action; cost savings.
43507	CS	N	P	Office Assistant III	SR08	No action; cost savings.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
105756	TA	N	T	General Laborer I	SRNA	No action; cost savings.
105746	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 31 (MU 2)						
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
111470	CS	N	T	Public Hsg Spclt I	SR16	No action cost savings.
101137	TA	N	T	Janitor II	SRNA	No action cost savings
PMMSB - ASSET MANAGEMENT PROJECT 32/33 (MU 3)						
5035	CS	N	P	Public Housing Supvr IV	SR22	No action; cost savings.
6788	CS	N	P	Truck Driver	BC06	No action; cost savings.
6681	CS	N	P	General Laborer II	BC03	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 34 (MU 4)						
6693	CS	N	P	Public Hsg Spvr IV	SR22	No action; cost savings.
8832	CS	N	P	Gen Constr & Maint Supvr I	F110	No action; cost savings.
8842	CS	N	P	Painter I	BC09	Employee started 3/22/10.
6565	CS	N	P	General Laborer I	BC02	No action; cost savings.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 35 (MU 5)						
41258	CS	N	P	Bldg. Maint. Wkr II	WS09	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	No action; cost savings.
41073	CS	N	P	Social Services Assistant IV	SR11	No action; cost savings.

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HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of April 1, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	CURRENT Position Title	SR	Status
41539	CS	N	P	Social Services Assistant IV	SR11	Employee retired COB 3/31/10.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101114	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 37 (MU 7)						
15721	CS	N	P	Building Maint Worker I	BC09	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 38 (MU 8)						
41349	CS	N	P	Public Housing Supervisor IV	SR22	Pending Gov's approval.
119285	CS	N	T	Public Housing Supervisor III	SR20	No action; cost savings.
119260	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
8756	CS	N	P	Bldg Maint Wkr I	BC09	Request to fill sent to DHS on 3/15/10.
17576	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
10541	CS	N	P	Bldg Maint Helper	BC05	Request to fill sent to DHS on 3/15/10.
43948	CS	N	P	General Laborer I	BC02	Request to fill sent to DHS on 3/15/10.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 39 (MU 9)						
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	No action; cost savings.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Office Assistant I	SR04	Employee started 3/17/10.
PMMSB - PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
100986	EX	N	T	Property Management Coordinator II	SRNA	Request to fill in review by manager.
102048	EX	W	T	Property Management Specialist	SRNA	No action; cost savings.
117841	EX	N	T	Property Management Specialist	SRNA	Request to fill in review by manager.
107932	EX	N	T	Property Management Coordinator I	SRNA	No action; cost savings.
PMMSB - RESIDENT SERVICES SECTION						
100892	EX	N	T	Tenant Services Manager	SRNA	No action; cost savings.
103036	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
105632	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
103030	EX	N	T	Program Speclist & Tenant Services	SRNA	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of April 1, 2010

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	CURRENT Position Title	SR	Status
103043	TA	N	T	Office Assistant I	SRNA	No action; cost savings.
S8SPB - INSPECTION SECTION						
101214	EX	N	T	Lead Housing Inspector	SRNA	No action; cost savings.
119190	CS	N	T	Housing Quality Standards Inspector II	SR15	No action; cost savings.
S8SPB - RENT SUBSIDY SECTION						
41280	CS	N	P	Public Hsg Supervisor V	SR24	Pending Gov's approval.
S8SPB - RENT SUBSIDY SECTION 1						
9647	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
42526	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
S8SPB - RENT SUBSIDY SECTION 2						
111419	CS	N	P	Office Assistant IV	SR10	No action; cost savings.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant I	SRNA	No action; cost savings.

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**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
As of April 1, 2010**

Branch	Section	Total Full Time Positions			% Vacant			Active Recruitment	
		Civil Svc	Exempt	Total	Occupied	Vacant	Vacant	Yes	No
Office of the Executive Director		5	3	8	7	1	12.50%	0	1
		5	3	8	7	1	12.50%	0	1
Planning and Evaluation Office		1	2	3	1	2	66.67%	0	2
		1	2	3	1	2	66.67%	0	2
Compliance Office		0	3	3	3	0	0.00%	0	0
		0	3	3	3	0	0.00%	0	0
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	1	1
	Acctg Sec	8	0	8	8	0	0.00%	0	0
	Pay & Disb	4	0	4	3	1	25.00%	0	1
	Budget	1	1	2	1	1	50.00%	0	1
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		18	1	19	14	5	26.32%	1	4
Information Technology		1	3	4	3	1	25.00%	0	1
		1	3	4	3	1	25.00%	0	1
Personnel Office		3	1	4	4	0	0.00%	0	0
		3	1	4	4	0	0.00%	0	0
Procurement Office		4	3	7	6	1	14.29%	0	1
		4	3	7	6	1	14.29%	0	1
Construction Mgt. Branch		2	0	2	2	0	0.00%	0	0
	CMS	3	0	3	2	1	33.33%	0	1
	CMS 1	2	7	9	5	4	44.44%	0	4
	CMS 2	5	2	7	5	2	28.57%	0	2
	DSS	1	2	3	2	1	33.33%	0	1
		13	11	24	16	8	33.33%	0	8
Homeless Branch	Homeless	1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Section 8 Branch	Sec 8 Office	2	0	2	1	1	50.00%	0	1
	Insp Unit	5	2	7	5	2	28.57%	0	2
	Rent Sub Sec 1	10	0	10	8	2	20.00%	0	2
	Rent Sub Sec 2	8	0	8	6	2	25.00%	0	2
		25	2	27	20	7	25.93%	0	7

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**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
As of April 1, 2010**

Branch	Section	Total Full Time Positions			Occupied	Vacant	% Vacant	Active Recruitment	
		Civil Svc	Exempt	Total				Yes	No
Property Management & Maint. Services Branch	PMMSB	1	2	3	1	2	66.67%	0	2
	MGT SEC	2	0	2	1	1	50.00%	0	1
	APP	7	0	7	5	2	28.57%	0	2
	RSS	2	8	10	5	5	50.00%	0	5
	PMCS	0	5	5	1	4	80.00%	0	4
	CMSS	19	0	19	19	0	0.00%	0	0
	Puuwai Momi - AMP 30	23	0	23	22	1	4.35%	0	1
	Kalihi Valley - AMP 31	25	0	25	23	2	8.00%	0	2
	Mayor Wright - AMP 32/33	32	0	32	29	3	9.38%	0	3
	Kalakaua - AMP 34	27	0	27	25	2	7.41%	0	2
	Kalanihua - AMP 35	26	0	26	23	3	11.54%	0	3
	Hilo - AMP 37	14	0	14	13	1	7.14%	0	1
	Kauai - AMP 38	16	0	16	8	8	50.00%	0	8
	Maui - AMP 39	12	0	12	11	1	8.33%	0	1
			206	15	221	186	35	15.84%	0
TOTAL		278	50	328	267	61	18.60%	1	60

FOR INFORMATION

SUBJECT: Update on the American Recovery and Reinvestment Act (ARRA) Capital Fund Grant Program

I. FACTS

1. Under the ARRA formula allocation for capital funds, the Hawaii Public Housing Authority (HPHA) received \$16,245,443 for capital improvement activities.
2. On March 19, 2009, the HPHA's Board of Directors approved the proposed projects to be funded under the federal American Recovery and Reinvestment Act (ARRA) capital fund grant.
3. On February 18, 2010, the HPHA Board approved the final list of projects which would be funded under the ARRA grant.
4. On March 11, 2010, the HPHA successfully obligated 100% of the ARRA funds.

II. DISCUSSION

1. HPHA must expend at least 60% of all ARRA funds no later than March 17, 2011 and expend 100% no later than March 17, 2012. Following is a status report on all 8 ARRA funded projects.
 - A. Hale Hauoli - Improvements will include re-roofing, exterior paint, site improvements, ADA work, parking lot lighting upgrade and renovation to the 9 residential buildings and the community building.

Advertise – Invitation for Bid	11/17/2009
Bid Opening	12/29/2009
Approval Granted by HUD	02/09/2010
Contract Executed	02/23/2010
Notice to Proceed	Pending
Pre-Construction Conference	03/18/2010
Construction Start Date	Est. 04/2010

Construction Completion	Est. 10/2010
Construction Contract Amount	\$1,798,597.00

- B. Kahekili Terrace - Improvements will include replacement of solar hot water system and storage tanks for three (3), 3-story buildings, eleven (11) 2-story buildings and one (1) single story building, replacement of roofing membrane, spall work, exterior paint, gas water heaters, plumbing and electrical work.

Advertise – Invitation for Bid	01/11/2010
Bid Opening	02/04/2010
Approval Granted by HUD	02/23/2010
Contract Executed	03/11/2010
Notice to Proceed	Pending
Pre-Construction Conference	Est. 04/20/2010
Construction Start Date	Est. 05/2010
Construction Completion	Est. 02/2011
Construction Contract Amount	\$5,079,289.00

- C. Kaimalino and Kealakehe – Improvements will include re-roof, interior floor repairs, replacement of ramp ways and stairs, sidewalk repair and replacement, repair of existing handrails/ guardrails/stairs and paving and re-stripping of parking lot.

Advertise – Invitation for Bid	06/05/2010
Bid Opening	07/16/2010
Approval Granted by HUD	08/06/2010
Contract Executed	01/07/2010
Notice to Proceed	02/01/2010
Pre-Construction Conference	01/18/2010
Construction Start Date	02/01/2010
Construction Completion	10/20/2010
Construction Contract Amount	\$1,831,483.00

- D. Kalanihua - Improvements will include re-roofing and the installation of elevator lobby buffer walls and windows.

Advertise – Invitation for Bid	12/04/2009
Bid Opening	01/07/2010

Approval Granted by HUD	02/26/2010
Contract Executed	03/11/2010
Notice to Proceed	Pending
Pre-Construction Conference	04/01/2010
Construction Start Date	Est. 05/2010
Construction Completion	Est. 09/2010
Construction Contract Amount	\$196,865.00

- E. Makani Kai Hale I & II - Improvements will include replacement of exterior siding, replacement of windows, sliding glass doors, screens and frames, exterior paint (all buildings), repair electrical conduits and service equipment, fumigation (all buildings), re-roofing, installation of gutters and downspouts.

Advertise – Invitation for Bid	01/11/2010
Bid Opening	02/04/2010
Approval Granted by HUD	02/25/2010
Contract Executed	03/04/2010
Notice to Proceed	Pending
Pre-Construction Conference	Est. 04/20/2010
Construction Start Date	Est. 05/2010
Construction Completion	Est. 11/2010
Construction Contract Amount	\$1,412,267.00

- F. Makua Alii – Improvements will include the replacement of existing metal roofs, re-roof all low and high level roofing areas and replace all jalousie windows located on the 20th floor (community room). In addition project includes the replacement of rain gutters and downspouts, repair cracked planter boxes, install handrails for fall protection, repair concrete spalls, replace all deteriorated CMU grille works, repair and renovate vacant unit numbers 1909, 1910 and 1911 and repaint all exposed surfaces of the building exterior.

Advertise – Invitation for Bid	12/18/2009
Bid Opening	01/12/2010
Approval Granted by HUD	02/16/2010
Contract Executed	03/11/2010
Notice to Proceed	Pending
Pre-Construction Conference	Est. 04/14/2010
Construction Start Date	Est. 06/2010
Construction Completion	Est. 10/2011

Construction Contract Amount	\$1,940,130.00
Construction Management Contract	\$409,171.00

- G. Kalakaua – Improvements will include the re-roofing of all the low, mid-rise and community room structures. In addition project includes termite ground treatment and energy improvements.

Advertise – Invitation for Bid	01/12/2010
Bid Opening	02/09/2010
Approval Granted by HUD	02/26/2010
Contract Executed	03/11/2010
Notice to Proceed	Pending
Pre-Construction Conference	03/22/2010
Construction Start Date	Est. 06/2010
Construction Completion	Est. 10/2010
Construction Contract Amount	\$780,553.00

- H. Kalihi Valley Homes – Improvements will include the modernization of existing apartment units including hazardous material abatement, re-roofing, interior and exterior renovations, kitchen and bathroom replacement, sewer line replacement, site and parking lot improvements and interior and exterior accessibility improvements.

Advertise – Invitation for Bid	05/19/2009
Bid Opening	07/12/2009
Approval Granted by HUD	08/13/2009
Contract Executed	09/12/2009
Notice to Proceed	10/26/2009
Pre-Construction Conference	09/18/2009
Construction Start Date	10/26/2009
Construction Completion	Est. 10/25/2010
Construction Contract Amount	\$1,549,966.00

Administration	\$1,247,122.00
Total Grant	\$16,245,443.00

Attachment: Exhibit A-American Recovery and Reinvestment Act

Prepared by: Lydia J. Camacho, State Hsg. Dev't Administrator



**AMERICAN RECOVERY AND REINVESTMENT ACT
PROJECT STATUS REPORT
April 5, 2010**

PROJECT	ADVERTISE - INVITATION FOR BID	BID OPENING	APPROVAL GRANTED BY HUD	CONTRACT EXECUTED	NOTICE TO PROCEED	PRE- CONSTRUCTION CONFERENCE	CONSTRUCTION START DATE	CONSTRUCTION COMPLETION
Hale Hauoli	11/17/2009	12/29/2009	2/9/2010	2/23/2010	Pending	03/18/2010	est. 4/2010	est. 10/2010
Kahekili Terrace	1/11/2010	2/4/2010	2/23/2010	3/11/2010	Pending	est. 04/20/2010	est. 5/2010	est. 2/2011
Kaimalino & Kealakehe	6/15/2010	7/16/2010	8/6/2010	1/7/2010	2/1/2010	1/18/2010	2/1/2010	10/20/2010
Kalanihuia	12/4/2009	1/7/2010	2/26/2010	3/11/2010	Pending	est. 04/01/2010	est. 5/2010	est. 9/2010
Makani Kai Hale I & II	1/11/2010	2/4/2010	2/25/2010	3/4/2010	Pending	est. 04/20/2010	est. 5/2010	est. 11/2010
Makua Alii	12/18/2009	1/12/2010	2/16/2010	3/11/2010	Pending	04/14/2010	est. 6/2010	est. 10/2011
Kalakaua	1/12/2010	2/9/2010	2/26/2010	3/11/2010	Pending	03/22/2010	est. 06/2010	est. 10/2010
Kalihi Valley Homes	5/19/2009	7/12/2009	8/13/2009	9/12/2009	10/26/2009	9/18/2009	10/26/2009	est. 10/25/2010

FOR INFORMATION

SUBJECT: Update on Legislative Bills Affecting the Hawaii Public Housing Authority

I. DISCUSSION

Below is a status update on the bills most significant for HPHA; the information is valid as of April 7, 2010. A full listing is attached. (Attachment A)

At this point in the legislative session language from apparently dead bills is sometimes resurrected and inserted into other bills without notice. Updates will be provided at the April 15 Board meeting.

- A. SB 910, transfer of Homeless Services to DHS/BESSD: the bill passed the House, and a Senate vote on to SB 910, SD1, HD2 is scheduled April 8; but the bills are slightly different. HPHA will work with DHS to draft needed amendments prior to the Conference Committee, including the number of staff positions to be transferred and whether the procurement exemptions for Homeless should be included in the transfer to DHS.
- B. HB 2568 to reduce the HPHA Board quorum requirement passed in both the House and Senate, but the Senate passed a version with technical changes. The technical differences to be handled in Conference Committee are not substantial.
- C. A bill to require that 2 members of the HPHA Board be current or former residents, SB 2108, was passed by the Senate, but the House Committee on Housing did not schedule it for hearing, so it is apparently dead.
- D. HB 2561 to essentially repeal Act 176 (land sales require 2/3 vote of each chamber) appeared dead when it was amended by the Senate to exclude only some University of Hawaii land sales, instead of all non-ceded lands sales. However, the House pasted the original language of HB2561 into another active bill that had already passed the Senate, and HB 1141 SD2 HD2 is apparently going to pass the House and go to Conference

Committee. Since they differ so much on the philosophy of the repeal, it's difficult to predict what the chances are.

- E. The amended "grandchildren bill," SB 2473 SD1, HD2, would require HPHA to permit grandparents residing in state elderly housing projects to bring their minor grandchildren to live in their housing project units for up to 3 months in certain family crisis situations. The Senate has passed its version and the House is scheduled to vote April 8. This bill has the potential to create a costly and disruptive situation in state elderly housing.
- F. SB 2276 and SB 2278, the open container and trespass bills, gained importance and public support in light of the KVH/KPT incidents, but House Judiciary failed to schedule for hearing. We are looking for other bills into which we can insert the language to keep them alive.
- G. Conference Committees will begin work on bills passed in different forms by both chambers. An update will be provided at the April 15 Board meeting.

Attachment A: RS 2010 Legislation
Attachment B: SB 2473, SD1, HD2 (Grandchildren)
Prepared by: Alan Sarhan, Planner AS

SB 2473 Grandchildren in State Elderly Housing Bill

Comparison of SD1 and HD2

	Senate Version	House Version
Triggering Circumstance	When a child fits one of a specified list of circumstances where a parent is not available to care for the child, a grandparent can bring them into state elderly housing. HPHA can define additional "crisis" situations that would allow children in state elderly housing	Same
Burden on HPHA	Establish state family housing preference for transfers from state elderly to state family housing. To prevent elderly housing from becoming family housing due to lack of state units, HPHA would have to establish a federal family housing preference for elder transfers,. (Would require PHA Plan change)	<ul style="list-style-type: none"> • Verify crisis requires children to reside with grandparent • Must be "competent" grandparent (not defined). Would HPHA be liable if grandparent is not competent?
Transfer to family housing	HPHA will require grandparent to transfer to state family unit on same island when available; bill creates a waitlist preference for these transfers. May transfer to federal if ok with feds	None
Time Limit	None, but can require household to transfer as soon as a state family unit available	3 month limit on children in high-rise. Family would be evicted if has not found other accommodation
Right of Re-entry after grandkids are gone	First priority (preference) for elderly unit on same island after eviction or transfer	Same
Effect on "Elderly Housing" exemption from Fair Housing Act	With no time limit, and a lack of state family housing units to which they can be transferred, the number of non-elderly in state elderly housing may rise above threshold (20% of resident) at some point.	3 month time limit, if enforceable through eviction, would probably prevent the under-age population from reaching threshold.

- A. SB 910, transfer of Homeless Services to DHS/BESSD: the bill passed the House and Senate in slightly different versions. DHS is submitting amendments to the Conference Committee to correct the number and type of staff positions to be transferred to DHS. Seems to be on its way to passage.
- B. HB 2568 to reduce the HPHA Board quorum requirement passed in both the House and Senate, and technical differences were resolved. The bill was transmitted to the Governor on April 12.
- C. A bill to require that 2 members of the HPHA Board be current or former residents, SB 2108, was passed by the Senate, but the House Committee on Housing did not schedule it for hearing, so it is apparently dead.
- D. HB 2561 to essentially repeal Act 176 (land sales require 2/3 vote of each chamber) was amended by the Senate Ways and Means Committee to exclude only some University of Hawaii land sales, instead of all non-ceded lands sales. The bill was transmitted to the Governor. The House pasted the original language of HB 2561 into another active bill that had already passed the Senate (HB 1141 SD2 HD2) but that bill has not been acted on by House Finance. It appears Act 176 will not be amended in a way that helps HPHA.
- E. The "grandchildren bill," SB 2473: would require HPHA to permit grandparents residing in state elderly housing projects to bring their minor grandchildren to live in their housing units when parents are not available to care for them. House bill (HD2) limits the children's stay to 3 months. The Senate version (SD2) has no time limit but allows HPHA to transfer the family to state family housing when there is a vacancy. (See comparison chart) Conference Committee is working on the bill; next public meeting April 16.
- F. SB 2276 and SB 2278, the open container and trespass bills, passed all committees except House Judiciary. No other bills with related content are available so the language cannot be inserted into a live bill. Dead for the session.

2010 Legislature
as of April 7, 2010

Bill Number	Title	Description (Shaded = significant)	Companion	Chamber 1 Ref 1	Chamber 1 Ref 2	Chamber 2 Ref 1	Chamber 2 Ref 2	Chamber 2 Ref 3	PA=Pass w/ Amend
HB 1877 HD1	RELATING TO PUBLIC EMPLOYEES.	Exempts public employee positions that are funded by non-general funds from elimination.		LAB	FIN				LAB: PA FIN: no hearing
HB 2280 HD1	RELATING TO THE HOMELESS.	Assists the homeless in reuniting with their families. Creates the parks for homeless special fund. (\$)		HSG	FIN				HSG: PA FIN: DEFER
HB 2281	RELATING TO ELDERLY HOUSING.	Increases the minimum age requirement for all persons residing in elderly housing from 55 to 62 years except for spouses and domestic partners.		HSG	FIN				HSG deferred
HB 2318 HD1	RELATING TO THE HOMELESS.	Establishes a 5-year housing first pilot program to be developed by the Hawaii public housing authority and the department of human services for homeless individuals who are chronically addicted or mentally ill. (\$)	SB2439 is similar	HSG	FIN	EDH/ HMS/ WTL	WAM		EDH/HMS/WTL : PA WAM: pass
HB 2319	RELATING TO HOUSING.	Restricts state low-income housing leases to no more than 5 years, unless otherwise excepted. Requires the Hawaii Public Housing Authority to develop a transition plan, including benchmarks, to assist tenants to transition out of public housing. (HB2319 HD1)		HSG	FIN				HSG : PA FIN: No Hearing

2010 Legislature
as of April 7, 2010

HB 2357	RELATING TO GOVERNMENT SERVICES.	Allows the Hawaii public housing authority to bill the home nations of individuals covered under the Compact of Free Association for homeless services and assistance.		HSG	FIN				HSG: DEFER
HB 2358	RELATING TO PUBLIC HOUSING.	Requires the Hawaii public housing authority to establish minimum rent for state public housing units and annual consumer price index adjustments of minimum rent. Requires authority to seek the full cost to repair damage to a unit.		HSG	FIN				HSG: DEFER
HB 2488 HD1	RELATING TO THE HOMELESS.	Increases by 10% the conveyance tax on the sale of luxury homes over \$700,000 to finance the purchase and maintenance of state parks to serve the homeless.		HSG/WLO	FIN				HSG/WLO: PA FIN: DEFER

2010 Legislature
as of April 7, 2010

<p>HB 2491 HD1</p>	<p>RELATING TO PUBLIC HOUSING.</p>	<p>Requires the Hawaii Public Housing Authority to assess a public housing project common area assessment against all units in the project that is not less than one per cent of the expenses incurred for the common area. Allows the Authority to charge a tenant for a common area expense caused by the tenant and requires the Authority to seek reimbursement for any damage to a public housing unit caused by a tenant. Also deletes references to a prospective tenant's need with respect to tenant selection procedures.</p>		<p>HSG</p>	<p>JUD and FIN</p>				<p>HSG: PA JUD: NO HEARING</p>
<p><u>HB 2561</u></p>	<p>RELATING TO LANDS CONTROLLED BY THE STATE.</p>	<p>Restores the law with regard to non-ceded lands controlled by the State, to what it was prior to the passage of Act 176, Session Laws of Hawaii 2009.</p>	<p>SB2714</p>	<p>WLO</p>	<p>FIN 2/23</p>	<p>WTL/ JGO</p>	<p>WAM</p>		<p>WLO: Pass FIN pass Passed amended: WTL, JOG, WAM SD1 only exempt UH land sale</p>
<p><u>HB 2568</u></p>	<p>RELATING TO THE BOARD OF DIRECTORS OF THE HAWAII PUBLIC HOUSING AUTHORITY.</p>	<p>Reduces the quorum requirement for the board of directors of the Hawaii Public Housing Authority.</p>	<p>SB2721</p>	<p>HSG</p>	<p>HSG</p>	<p>EDH/ HMS 3/15/10</p>	<p>JGO 3/23/10</p>		<p>EDH/HMS: PA JGO: Pass</p>

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2010 Legislature
as of April 7, 2010

HB 2690	RELATING TO GOVERNMENT	Requires that the Senate President and Speaker of the House of Representatives be notified in writing upon the receipt of any federal-aid money accepted for expenditure in the state		FIN		WAM 3/29/10			FIN passed WAM: Pass amended
HB 2879	RELATING TO STATE FUNDS.	Imposes a general excise tax surcharge upon gross income or gross proceeds comprised of state non-general funds. Imposes a public service company tax surcharge upon gross income comprised of state non-general funds. Imposes an insurance premium tax surcharge upon gross premiums, gross underwriting profits, and risk premiums comprised of state non-general funds. Takes effect on 7/1/2010 and sunsets on 6/30/2015.		FIN					Would tax the proceeds of contracts with federal funds FIN: deferred
HCR 041	APPROVING THE FEE SIMPLE SALE OF 2890 HANA HIGHWAY, HANA, HAWAII.	Concurrent Resolution to approve sale of Hana parcel		WLO/HSG	FIN				WLO/HSG: DEFERRED at request of Rep Carroll. This is dead for the session.

2010 Legislature
as of April 7, 2010

HCR 205/HR 133	URGING THE HAWAII PUBLIC HOUSING AUTHORITY TO DEVELOP AND IMPLEMENT A SUSTAINABLE PLAN TO REPAIR ALL PUBLIC HOUSING UNITS IN NEED OF MAINTENANCE.					HSG	FIN		HSG & FIN: deferred
SB 1141 SB2 HD2	RELATING TO PUBLIC LANDS	Gut and Replace by FIN: Restores the law with regard to non-ceded lands controlled by the State, to what it was prior to the passage of Act 176, Session Laws of Hawaii 2009. Originally HB 2561.					FIN		Bill passed Senate in 2009. FIN: pass w/amendment to insert HB 2561 language repeal Act 176. Pending House Action.
SB 2108	RELATING TO HOUSING.	Increases the minimum number of members on the board of directors of the Hawaii public housing authority who are directly assisted by the authority under the federal low-rent public housing or federal section 8 tenant-based housing assistance payments program from one to two.		EDH		HSG	HSG		Passed Senate HSG has not scheduled for hearing.

<p><u>SB 2276 SD1</u></p>	<p>RELATING TO INTOXICATING LIQUOR.</p>	<p>Prohibits possession of open liquor containers in public housing common areas and on public streets and sidewalks.</p>		<p>EDH/TIA</p>	<p>JGO</p>	<p>HSG</p>	<p>JUD</p>	<p>EDH/TIA: PA JGO: pass HSG: PA Added trespass while drinking; added eviction for bad guests; JUD has not scheduled for hearing</p>
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SB 2277 SD1	RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY.	<p>Authorizes the Hawaii public housing authority to assess all the units in a state public housing project for common area expenses. Eliminates most procedural requirements to hearings for eviction of tenants from public housing but requires written notice per federal law. Requires evictions from state low-income housing to be conducted by hearings officers appointed by the authority. Clarifies that for federal low-income housing, hearings shall be conducted by eviction board. Authorizes an eviction board or hearings officer to consider a tenant's involvement in the tenant's child's school in making a determination. Prohibits the authority from selling any land developed for any public housing project.</p>	EDH	WAM	HSG	JUD	<p>EDH: Pass. Accepted HPHA's amendments; everything except eviction streamlining was removed in SD1 WAM: PA HSG: PA Changed all evictions to Hearings Officers no Eviction Boa</p>
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<u>SB 2278 SD1</u>	RELATING TO PUBLIC HOUSING.	Amends criminal trespass in the first degree to include a person who enters or remains unlawfully in or upon the premises of a public housing project after reasonable request or warning to leave by housing authorities; excludes an invited guest.	EDH	JGO	HSG	JUD	<p>EDH: Pass with HPHA's amendments. JGO pass with amend to remove "others designated by housing authority" HSG: PA Addec section to 356D to make tenant responsible for guest, evicatable offense JUD has not scheduled for hearing</p>
SB 2438	RELATING TO PUBLIC HOUSING.	<p>Requires the Hawaii public housing authority to establish minimum rent for state public housing units and annual consumer price index adjustments of minimum rent. Requires authority to seek the full cost to repair damage to a unit.</p>	EDH	WAM			No Hearing

SB 2439	RELATING TO THE HOMELESS.	Establishes a 5-year housing first pilot program to be developed by the Hawaii public housing authority and the department of human services for homeless individuals who are chronically addicted or mentally ill. (§)		EDH/HMS, WAM	WAM				No Hearing
<u>SB 2473</u>	RELATING TO HOUSING.	Allows grandchildren of elderly housing project residents to temporarily reside with the residents in certain family crisis situations. Affords residents evicted for raising grandchildren-in-crisis in their housing project units, priority status to return to project housing.		HMS/EDH		HSG	FIN		HMS/EDH: PA. Accepted HPHA amend to provide for transfer to family housing. HSG: Pass amended to add 3 month limit. FIN: passed with 3 month limit and right of return. Passed House; Senate vote 4/8
SB 2575 SD1	RELATING TO HOUSING.	Creates an anti-speculation capital gains tax on profits from the sale of real property held for less than twenty-four months, with exceptions. Directs revenues to be deposited equally in general fund and rental housing trust fund		EDH/TIA	WAM	HSG	FIN		SD1: Public Housing portions deleted in EDH/TIA per HPHA request. WAM: PA HSG: PA FIN has not scheduled for hearing

2010 Legislature
as of April 7, 2010

SB 2626	RELATING TO PUBLIC SERVICE.	Requires every state agency to report to the legislature all non-civil service, temporary employees employed by the agency for each quarterly period of the fiscal year.		LBR	WAM	LAB 3/12/10	FIN3/29		LAB: pass FIN: pass amended
SB 2710 SD1	RELATING TO BOARD MEETINGS.	Expands the ability of a board or commission to facilitate public meetings through available interactive conferencing technology.	HB2557	EDT	JGO	JUD	FIN		EDT: PA JGO: PA
SB 2714	RELATING TO LANDS CONTROLLED BY THE STATE.	Restores the law with regard to non-ceded lands controlled by the State, to what it was prior to the passage of Act 176, Session Laws of Hawaii 2009.	HB2561	WTL	JGO				HOUSE BILL MOVING
SB 2721 SD1	RELATING TO THE BOARD OF DIRECTORS OF THE HAWAII PUBLIC HOUSING AUTHORITY.	Reduces the quorum requirement for the board of directors of the Hawaii Public Housing Authority.	HB2568	EDH/HMS	JGO				EDH/HMS: PA Needs JGO hearing. Per Terrence, they will use House bill 2568 after crossover.
<u>SB 2840</u>	RELATING TO PUBLIC PROCUREMENT	Requires at least eighty per cent of workers on certain public works contracts and construction procurements to be Hawaii residents. (SD1)		LBR/JGO	WAM	EBM/LAB	FIN 3/25/10		Senate PA EBM/LAB: PA FIN: pass Passed the House; Senate action 4/8/10

<p><u>SB 910</u></p>	<p>RELATING TO THE TRANSFER OF HOMELESS PROGRAMS WITHIN THE DEPARTMENT OF HUMAN SERVICES.</p>	<p>Transfers homeless programs and services within the Department of Human Services by relocating the state homeless programs from the Hawaii Public Housing Authority to the Benefit, Employment, and Support Services Division. (SB910 HD1)</p>	<p>HB1092</p>	<p>HMS/EDH</p>	<p>WAM</p>	<p>HSG OK</p>	<p>JUD OK</p>	<p>FIN</p>	<p>Passed Senate 2009 HSG: Pass JUD: Pass FIN: Pass Passed House, goes to conference</p>
<p>SCR 87/SR 38</p>		<p>URGING THE HAWAII PUBLIC HOUSING AUTHORITY TO ESTABLISH HOMELESS SAFE ZONES.</p>		<p>EDH/HMS 3/15/10</p>					<p>EDH: deferred</p>
<p>SCR 66</p>		<p>APPROVING THE FEE SIMPLE SALE OF 2890 HANA HIGHWAY, HANA, HAWAII.</p>	<p>HCR 41</p>	<p>WTL</p>	<p>WAM</p>				<p>WTL Defer; Dead for the session.</p>
<p>SCR 120</p>		<p>REQUESTING THAT FUNDS BE MADE AVAILABLE AND RELEASED TO ENABLE THE HAWAII PUBLIC HOUSING AUTHORITY TO IMPLEMENT A TENANT MONITOR PROGRAM</p>		<p>EDH</p>	<p>WAM</p>				<p>EDH: PA, removed funding WAM is hearing a version that supports the concept and requests options to have more than one resident monitor at a project; requires reports to Legislature.</p>

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2010 Legislature
as of April 15, 2010

Bill Number	Title	Description (Shaded = significant)	Sen Conferees	House Conferees	Conf Hearings/ Disposition
<u>HB 2318 HD1</u>	RELATING TO THE HOMELESS.	Establishes a 5-year housing first pilot program to be developed by the Hawaii public housing authority and the department of human services for homeless individuals who are chronically addicted or mentally ill. (\$)	Sakamoto, Chair; Chun Oakland, Fukunaga, Tsutsui, Co-Chair(s); Hemmings.	Cabanilla, Ito, Yamane, Mizuno, Sagum Co-Chairs; Chong, Thielen.	4/16/2010
<u>HB 2561</u>	RELATING TO LANDS CONTROLLED BY THE STATE.	Exempts certain University of Hawaii land transfers from Act 176, Session Laws of Hawaii 2009.	Hee, Chair; Taniguchi, Kim, Co- Chair(s); Tokuda; Slom.		NO LONGER OF BENEFIT TO HPHA; BENEFITS ONLY UH.
<u>HB 2568</u>	RELATING TO THE BOARD OF DIRECTORS OF THE HAWAII PUBLIC HOUSING AUTHORITY.	Reduces the quorum requirement for the board of directors of the Hawaii Public Housing Authority.	Sakamoto, Chr.; Chun Oakland/Taniguchi, Co-Chrs.; Galuteria, Hemmings	4/12: House reconsidered disagree; no conference?	TRANSMITTED TO GOVERNOR 4/12/10
HB 2690	RELATING TO GOVERNMENT	Requires that the Senate President and Speaker of the House of Representatives be notified in writing upon the receipt of any federal-aid money accepted for expenditure in the state			Nothing scheduled
<u>SB 2840</u>	RELATING TO PUBLIC PROCUREMENT.	Requires at least eighty per cent of workers on construction procurements to be Hawaii residents; provides sanctions for noncompliance including temporary suspension of contract work, payment withholding, disqualification from the project, recovery of contract payments, and disbarment or suspension		McKelvey, Rhoads, Choy Co-Chairs; Ward.	Enrolled to Governor

2010 Legislature
as of April 15, 2010

<p><u>SB 910</u></p>	<p>RELATING TO THE TRANSFER OF HOMELESS PROGRAMS WITHIN THE DEPARTMENT OF HUMAN SERVICES.</p>	<p>Transfers homeless programs and services within the Department of Human Services by relocating the state homeless programs from the Hawaii Public Housing Authority to the Benefit, Employment, and Support Services Division. (SB910 HD1)</p>	<p>Senate Conferees appointed: Chun Oakland, Chair; Sakamoto, Tsutsui, Co-Chair(s); Hemmings.</p>	<p>House conferees appointed: Cabanilla, Karamatsu, Sagum Co-Chairs; Chong, Thielen.</p>	<p>4/16/2010</p>
<p>SCR 120</p>		<p>REQUESTING THE HAWAII PUBLIC HOUSING AUTHORITY TO IMPROVE THE SAFETY OF THE RESIDENTS OF ITS HOUSING PROJECTS AND EXPRESSING SUPPORT FOR THE AUTHORITY'S PLAN TO IMPLEMENT THE TENANT MONITOR PROGRAM</p>		<p>Referred to Housing Cmtee; not acted on yet</p>	

A BILL FOR AN ACT

RELATING TO HOUSING.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1 SECTION 1. The legislature finds that many grandparents in
2 Hawaii raise their grandchildren when the parents of the child
3 are not able to provide for the child due to a family crisis
4 beyond the control of the grandparent. The legislature further
5 finds that elderly housing projects do not allow grandchildren
6 to reside with their grandparents, even during periods of family
7 crisis, and this situation has sometimes forced grandparents to
8 move out of their housing project units, resulting in
9 homelessness for both the grandparent and the grandchild.

10 The purpose of this Act is to:

- 11 (1) Allow grandparents residing in elderly housing
12 projects to temporarily raise their minor
13 grandchildren in their housing project units in
14 certain family crisis situations; and
- 15 (2) Afford elderly housing project residents who have been
16 evicted for raising minor grandchildren in their units
17 priority status for acceptance back into elderly



1 public housing projects after the family crisis has
2 abated.

3 SECTION 2. Section 356D-71, Hawaii Revised Statutes, is
4 amended to read as follows:

5 "~~§~~356D-71~~§~~ Resident selection; dwelling units;
6 rentals. In the administration of elder or elderly housing, the
7 authority shall observe the following with regard to resident
8 selection, dwelling units, and rentals:

- 9 (1) Except as provided in this section, the authority
10 shall accept elder or elderly households as residents
11 in the housing projects;
- 12 (2) It may accept as residents in any dwelling unit one or
13 more persons, related or unrelated by blood or
14 marriage. It may also accept as a resident in any
15 dwelling unit or in any housing project, in the case
16 of illness or other disability of an elder who is a
17 resident in the dwelling unit or in the project, a
18 person designated by the elder as the elder's live-in
19 aide whose qualifications as a live-in aide are
20 verified by the authority, although the person is not
21 an elder; provided that the person shall cease to be a



1 resident therein upon the recovery of, or removal from
2 the project of, the elder;

3 (3) The authority shall, upon verification of a family
4 crisis, allow any minor who is the grandchild of a
5 tenant of an elderly housing project to temporarily
6 live with the tenant for no longer than three months
7 if, due to the family crisis, the minor would
8 otherwise be without appropriate care; provided that
9 the minor is younger than eighteen years of age while
10 residing with the tenant, the tenant is competent, the
11 tenant reports the presence of each minor in the
12 dwelling to the authority within seven days of
13 arrival, and the minor leaves the dwelling as soon as
14 the family crisis has abated.

15 A family crisis includes the following
16 situations:

17 (A) Imprisonment or arrest of the parent of the
18 minor;

19 (B) Criminal forfeiture of the dwelling of the parent
20 of the minor pursuant to chapter 712A that
21 results in the homelessness of the minor;



1 (C) Admission under chapter 334 to a psychiatric
2 facility or civil commitment of the parent of the
3 minor for mental health, mental illness, drug
4 addiction, or alcoholism;

5 (D) The minor is abused or neglected, as defined in
6 section 346-1, and the minor has been removed
7 under authority of law from the care of the
8 parent; or

9 (E) Abandonment of the minor by the parent for any
10 length of time and the absence of other relatives
11 able or willing to care for the minor;

12 The authority may use its discretion to determine if
13 other situations constitute a family crisis for the
14 purposes of this paragraph.

15 [~~3~~] (4) It may rent or lease to an elder a dwelling unit
16 consisting of any number of rooms as the authority
17 deems necessary or advisable to provide safe and
18 sanitary accommodations to the proposed resident or
19 residents without overcrowding;

20 [~~4~~] (5) Notwithstanding that the elder has no written
21 rental agreement or that the agreement has expired,
22 during hospitalization of the elder due to illness or



1 other disability so long as the elder continues to
2 tender the usual rent to the authority or proceeds to
3 tender receipts for rent lawfully withheld, no action
4 or proceeding to recover possession of the dwelling
5 unit may be maintained against the elder, nor shall
6 the authority otherwise cause the elder to quit the
7 dwelling unit involuntarily, demand an increase in
8 rent from the elder, or decrease the services to which
9 the elder has been entitled; and

10 [~~5~~] (6) Elder or elderly housing shall be subject to
11 chapter 521."

12 SECTION 3. The Hawaii public housing authority shall give
13 an elderly tenant who has been evicted solely because the tenant
14 allowed a minor grandchild or grandchildren to reside in the
15 tenant's unit due to a verified family crisis, first priority
16 for housing in elderly housing projects on the same island.

17 SECTION 4. If any part of this Act is found to be in
18 conflict with federal requirements that are a prescribed
19 condition for the allocation of federal funds to the State, the
20 conflicting part of this Act is inoperative solely to the extent
21 of the conflict and with respect to the agencies directly
22 affected, and this finding does not affect the operation of the

SB2473 HD2 HMS 2010-2915



1 remainder of this Act in its application to the agencies
2 concerned. Any rules adopted by the Hawaii public housing
3 authority to implement this Act shall meet the federal
4 requirements that are a necessary condition of the receipt of
5 federal funds by the State.

6 SECTION 5. Statutory material to be repealed is bracketed
7 and stricken. New statutory material is underscored.

8 SECTION 6. This Act shall take effect on July 1, 2020.



Report Title:

Elderly Housing; Kupuna; Grandchildren

Description:

Allows grandchildren of elderly housing project residents to temporarily reside with the residents in certain family crisis situations. Affords residents evicted for raising grandchildren-in-crisis in their housing project units priority status to return to project housing. Effective July 1, 2020. (SB2473 HD2)

The summary description of legislation appearing on this page is for informational purposes only and is not legislation or evidence of legislative intent.

SB2473 HD2 HMS 2010-2915



CFP - CIP
Summary of Repair/Renovation
Projects

Hawaii Public Housing Authority
Summary of Capital Repair/Renovation Projects
Report for the Month of November 2009



American Recovery and Reinvestment Act funds
identified above as "CFP ARRA"

FEDERAL: Capital Fund Program (CFP) (Operations, Admin, Mgt Improv)

	Total CFP Appropriation	Construction Activities (BLI 1411-1470)	Budget Operations (BLI 1406)	Budget Management Improvements (BLI 1408)	Budget Administration (BLI 1410)	Budget Contingency (BLI 1502)	CFP Actuals: Encumbered/ Obligated	% Obligated	Balance	Obligation Date	Notes
CFP 717	\$12,892,393	\$8,758,836	\$2,578,479	\$265,839	\$1,289,239	\$0	\$12,892,393	100.00%	\$0	9/13/09	The \$12,892,393.00 represents obligations of \$2,089,017 for Operations, and \$500,000 for Administration and \$10,034,161.00 for 12 construction contracts. The Management Improvement funding of \$265,839.32 budgeted for 717 will be used for the Emphasys Elite Upgrade.
CFP 718	\$12,613,733	\$7,756,808	\$2,522,747	\$856,657	\$1,210,509	\$267,012	\$2,621,060	20.78%	\$9,992,673	6/12/10	Consultant selection in progress
CFP ARRA	\$16,245,443	\$14,998,321	\$0	\$0	\$1,247,122	\$0	\$16,245,443	100.00%	\$0	3/1/10	All Contracts Awarded
CFP 719	\$12,526,177	\$8,347,500	\$2,505,235	\$500,000	\$1,152,618	\$20,824	\$0	0.00%	\$12,526,177	9/1/11	These funds are available to PHA's. Date of allotment was 9/15/09. Awaiting Environmental Review
Totals	\$54,277,746	\$39,861,465	\$7,606,461	\$2,650,000	\$2,923,971	\$287,836	\$31,758,896		\$22,518,850		

FEDERAL: Capital Fund Program (CFP)

	1411 - 1470 CFP Appropriation	Encumbered/ Obligated	% Expended	Balance	Obligation Date	Notes
CFP 717	\$8,758,836	\$8,758,836	100.00%	\$0	9/1/09	12 contracts totalling \$10,034,161.00 pending execution.
CFP 718	\$7,756,808	\$2,621,060	33.79%	\$5,135,748	6/12/10	Negotiating Design contracts (est. \$1.8M); Remaining budget pending bid opening within next 6 months
CFP ARRA	\$14,998,321	\$14,998,321	100.00%	\$0	3/1/10	All Contracts Awarded
CFP 719	\$8,347,500	\$0	0.00%	\$8,347,500	9/15/11	These funds are available to PHA's. Anticipated date of allotment is 9/15/09
Totals	\$39,861,465	\$26,378,217		\$13,483,248		

STATE: Capital Improvement Program (CIP)

	State GO Bond Appropriation	Encumbered/ Obligated	% Expended	Balance	Obligation Date	Notes
07-'08 Lump Sum CIP	\$19,910,000	\$6,481,719	32.56%	\$13,428,281	6/30/10	Up to \$1.0M in design to be encumbered by 9/1/09; Remaining construction to be encumbered by 6/1/10
08-'09 Lump Sum CIP	\$10,000,000	\$1,467,346	14.67%	\$8,532,654	6/30/10	Pending Allotment Advice
07-'08 Elevator	\$4,939,503	\$4,717,677	95.51%	\$221,826	6/30/10	Pending bid offer for modernization of Phase II: 15 elevators
08-'09 Elevator	\$6,410,000	\$0	0.00%	\$6,410,000	6/30/10	Pending bid offer for modernization of Phase II: 15 elevators
09-'10 Lump Sum CIP	\$7,913,000	\$0	0.00%	\$7,913,000	6/30/13	Pending Allotment Advice
Totals	\$49,172,503	\$12,666,742		\$36,505,761		

Grand Total All CFP/CIP **\$103,450,249**

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- 1411 - Audit Costs
- 1430 - Fees & Costs
- 1450 - Site Improvement
- 1460 - Dwelling Structures
- 1465 - Dwelling Equipment
- 1470 - Non-Dwelling Structures
- 1502 - Budget Contingency

Amp	DHS Project #	PROJECT TITLE	Start	End	Status	FEDERAL CFP FUNDS FULLY OBLIGATED	FEDERAL CFP FUNDS Obligation Deadline 6-12-2010	 ARR A	FEDERAL CFP FUNDS Obligation Deadline 9-15-2011	FEDERAL CFP FUNDS Available 10/1/10	Economic Development Initiative	Economic Development Initiative	US EPA Grant	US EPA Grant	Elevator Improvements, S/W-Des	Elevator Improvements, S/W-Con	L/S CIP-Non Routine R&M/Renov, S/W-Des	L/S CIP-Non Routine R&M/Renov, S/W-Con	Elevator Improvements, S/W-Des	Elevator Improvements, S/W-Con	L/S CIP-Non Routine R&M/Renov, S/W-Des	L/S CIP-Non Routine R&M/Renov, S/W-Con	LS CIP-Non Routine R&M/Renov, S/W Des	
						717	718		ARRA	719	720	09-SP-HI-0209-SP-HI-02	09L0QU8	09L0QHS	B-07-413-I	B-07-414-K	B-07-415-K	B-07-416-K	B-08-400-K	B-08-401-K	B-08-402-K	B-08-403-K	B-09-409-K	
31	DHS0022	Kalihi Valley Homes Site and Dwelling Improvement Phase IVA (Const)	8/1/2009	8/1/2010	Open	3,084,084		1,554,915																
31		Kalihi Valley Homes Site and Dwelling Improvement Phase IVA (Design)	9/26/2008	1/3/2011	Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase IVA (Design)	9/26/2008	1/3/2011	Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase IX (Const)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase IX (Design)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase IVB (Const)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase IVB (Design)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase V (Const)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase V (Design)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase VI (Const)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase VI (Design)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase VII (Const)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase VII (Design)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase VIII (Const)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvement Phase VIII (Design)			Open																			
31		Kalihi Valley Homes Site and Dwelling Improvements Phase III (Design)	11/5/2003	8/31/2009	Open	13,848																		
33		Kamehameha Homes, Replace Railings and Ext. Closet Doors, Termite and Rodent Control (Const)			Open																			
44	DHS0067	Kauioakalani Reroof (Const)			Open																			
44		Kauioakalani Reroof, Paint, Interior Repairs Including Termites (Const)			Open																			
38		Kawaiaehua (Federal) Exterior Improvements (Const)	12/1/2009	5/1/2010	Open																			
38		Kawaiaehua (Federal) Exterior Improvements (Design)	7/15/2009	5/1/2010	Open																			
38	DHS0047	Kawaiaehua (State) Improvements (Const)	12/1/2009	5/1/2010	Open																			
38		Kawaiaehua (State) Improvements (Design)	7/15/2009	5/1/2010	Open																			
46		Ke Kumu Ekolu and Noelani Repair of Vacant Units (Const)			Open																			
46		Ke Kumu Ekolu Painting of Vacant Units (Const)			Open																			
46	DHS0050	Ke Kumu Ekolu Roofing & Interior Repairs (Const)			Open																			
46		Ke Kumu Ekolu Roofing & Interior Repairs (Design)			Open																			
40		KPT, Bathrooms ADA Compliant (Const)			Open																			
40		KPT, Bathrooms ADA Compliant (Const)			Open																			
40		KPT, Dry Standpipe Improvements (Const)			Open																			
40		KPT, Elevator, Phase I: Modernization of 6 elevators & Assessment at Variou	9/3/2008	4/10/2017	Open																			
40	DHS0009	KPT, Elevator, Phase I: Modernization of Six Elevators (Const)	3/19/2009	3/18/2011	Open																			
40		KPT, Fire Alarm System (Both)	7/9/2008	11/30/2009	Open	283,949																		
40		KPT, Fire Alarm System Design (Both)	5/8/2007	4/15/2010	Open																			
40		KPT, Install New Telephone Cabinets and Conduits in Building "B" (Const)	2/9/2007		Open																			
40	DHS0035	KPT, Installation of New Security Camera System for Elevators (Const)			Open																			
40	HS0042, DHS007	KPT, Redevelopment of KPT and Kuhio Homes			Open																			
40		KPT, Remove and Replace Lobby Roof Towers A & B, Selective patching of Tower A (Const)			Open																			
40		KPT, Remove and Replace Lobby Roof Towers A & B, Selective patching of Tower A (Design)			Open																			
40	DHS0071	KPT, Renovation to Air Conditioning System at Elevator Machine Rooms (Co	4/23/2009	6/17/2009	Open																			
40	DHS0061	KPT, Reroofing Tower A (Const)			Open																			
40		KPT, Reroofing Tower B (Const)			Open																			
40		KPT, Rezoning and Subdivision (Design)			Open																			
40	DHS0056	KPT, Security Cameras (Not Elevator Cams) (Const)	6/30/2009		Open																			
40	DHS0021	KPT, Sewer Repair Phase I (Const)			Open																			
40	DHS0042	KPT, Sewer Repair Phase II (Const)			Open																			
40	DHS0048	KPT, Sewer Repair Phase III (Const)			Open																			
40		KPT, Sewer Repairs (Design)	6/6/2008	12/20/2010	Open																			
40		KPT, UFAS/ADAAG Renovations to Parking Lot (Design)			Open																			
40		KPT, Upgrade Trash Chutes (Const)	4/30/2009	5/15/2010	Open																			
49		Kupuna Home O'Waialua, Sewage Operational and Preventive Maintenance	6/8/2007	6/14/2010	Open																			
49	DHS0014	Kupuna Home O'Waialua, Sewage Treatment Plant Improvements (Const)	10/1/2009	4/1/2010	Open																			
49		Kupuna Home O'Waialua, Sewage Treatment Plant Improvements (Design)	6/3/2008	4/1/2011	Open																			
49		Kupuna Home O'Waialua, Sewage Treatment Plant Improvements (Design)	6/3/2008	4/1/2011	Open																			
49		Kupuna Home O'Waialua, Transformer Replacement and Maintenance (Const)			Open																			
42	DHS0010	La'ioia Upgrade Fire Alarm System (Const)	7/1/2009	10/1/2009	Open																			
42		La'ioia Upgrade Fire Alarm System (Design)	1/28/2008	5/23/2010	Open																			
42		La'ioia Upgrade Fire Alarm System (Design)	1/28/2008	5/23/2010	Open																			
37		Lailani and Kealakehe LCCC (Const)	6/28/2006	4/30/2008	Open																			
37		Lanakila Homes - Phase II, III & IV (Design)	10/15/2001	12/31/2012	Open	50,000	376,688																	
37		Lanakila Homes - Renovation of Existing Buildings (Const)			Open																			
37		Lanakila Homes - Renovation of Existing Buildings (Design)			Open																			
37		Lanakila Homes Demo Phase III & IV (Const)	11/11/2008	3/10/2009	Open																			
37	DHS0017	Lanakila Homes Fair Housing Renovations (Const)			Open																			
37		Lanakila Homes Fair Housing Renovations (Design)	6/6/2008	1/26/2011	Open																			
37		Lanakila Homes Physical Improvements Phase IIIA (Const)	6/16/2008	9/30/2008	Open																			
37		Lanakila Homes Physical Improvements Phase IIIA (Energize Project) (Const)			Open																			
38	DHS0007, DHS000	LCCC for Federal and State Projects on the Islands of Kauai (Const)			Open																			
LIPH	DHS0005, DHS005	LCCC for Federal and State Projects on the Islands of Maui (Const)	6/18/2009	9/15/2009	Open																			
LIPH		LCCC for Federal and State Projects on the Islands of Maui and Kauai (Desig	6/2/2008	12/21/2009	Open																			
LIPH		LCCC for Federal and State Projects on the Islands of Maui and Kauai (Desig	6/2/2008	12/21/2009	Open																			
LIPH		LCCC for Federal and State Projects on the Islands of Maui and Kauai (Desig	6/2/2008	12/21/2009	Open		</																	

Amp	DHS Project #	PROJECT TITLE	Start	End	Status	FEDERAL CFP FUNDS FULLY OBLIGATED	FEDERAL CFP FUNDS Obligation Deadline 6-12-2010	 ARR A	FEDERAL CFP FUNDS Obligation Deadline 9-15-2011	FEDERAL CFP FUNDS Available 10/1/10	Economic Development Initiative	Economic Development Initiative	US EPA Grant	US EPA Grant	Elevator Improvements, S/W-Des	Elevator Improvements, S/W-Con	L/S CIP-Non Routine R&M/Renov, S/W-Des	L/S CIP-Non Routine R&M/Renov, S/W-Con	Elevator Improvements, S/W-Des	Elevator Improvements, S/W-Con	L/S CIP-Non Routine R&M/Renov, S/W-Des	L/S CIP-Non Routine R&M/Renov, S/W-Con	LS CIP-Non Routine R&M/Renov, S/W-Des	LS CIP-Non Routine R&M/Renov, S/W-Con		
						717	718		719	720	09-SP-HI-0209-SP-HI-02	09L0QU8	09L0QHS	3-07-413-K	B-07-414-K	B-07-415-K	B-07-416-K	B-08-400-K	B-08-401-K	B-08-402-K	B-08-403-K	B-09-409-K				
30	DHS0039	Salt Lake Apartments Bldg Improvements (Const)			Open																					
30		Salt Lake Apartments Bldg Improvements (Design)			Open																					
COCC		School St Bldg A Hazmat Abatement (Const)			Open																					
COCC		School St Bldg A Hazmat Abatement (Design)			Open																					
COCC		School Street Building G Reroof (Const)			Open																					
COCC		School Street Renovations, Building M (Both)	10/14/2008	4/13/2009	Open																					
FLIPH		Tree Trimming at Various Sites Statewide (Const)			Open																					
49		Wahiawa Terrace, Electrical (Const)			Open																					
49		Wahiawa Terrace, Re-roof (Const)			Open			589,277																		
49		Wahiawa Terrace, Sewage Lift Station (Const)	6/8/2007	6/14/2010	Open																					
49	Wahiawa Terrace, Upgrade and Replace Heat Pumps and Gas Water Heater	5/22/2009		Open																						
49	Wahiawa Terrace, Weatherproofing, Painting (Const)			Open																						
49	Wahiawa Terrace, Weatherproofing, Painting (Design)			Open																						
BLI 1406 Operations (may not exceed 20% of Grant)						2,578,479	2,522,747		2,505,235	2,505,235																
BLI 1408 Management Improvements						222,616	856,657		500,000	500,000																
BLI 1410 Administration (may not exceed 10% of Grant)						1,289,239	1,210,509	1,242,173	1,152,618	1,252,618																
BLI 1502 Contingency (may not exceed 8% of Grant)							252,437		8,494																	
BLI 1411 Audit																										
STATE PUBLIC HOUSING SUBSIDY																										
Transfer Funds from B-07-416-K to B-07-415-K Con to Des																										
Transfer Funds from B-07-414-K to B-07-413-K Con to Des															50,361	(50,361)	766,275	(766,275)								
Transfer Funds from B-08-400-K to B-08-401-K Des to Con																				(260,000)	260,000					
Transfer Funds from B-08-403-K to B-08-402-K Con to Des																										
Transfer Funds from B-09-409-K to B-09-410-K Con to Des																							1,967,993	(1,967,993)		
																									650,000	
APPROPRIATION						12,892,393	12,613,733	16,245,443	12,526,177	12,526,177	380,000	475,000	241,075	481,100	800,361	4,250,000	2,766,275	17,143,725	150,000	6,260,000	2,967,993	7,032,007	1,150,000			
ALLOTMENT															4,139,142											
EXPENDED/BUDGET						12,892,393	12,613,733	16,245,443	12,526,177	12,526,177	380,000	475,000	241,075	481,100	800,361	3,917,316	2,766,275	16,854,147	150,000	6,260,000	2,967,993	6,815,323	1,150,000			
BALANCES						0	0	0	0	0	0	0	0	0	0	221,826	0	289,578	0	0	0	0	0	216,684	0	

LS CIP Non-Routine R&M/Reno, S/W Con	LS CIP Non-Routine R&M/Reno, S/W Des	LS CIP Non-Routine R&M/Reno, S/W Con	General Fund Operating HMS-220	PROJECT TITLE	Totals	Project Title	
B-09-410-K	I-10-xxx-K	de3-10-xxx-K	co G-10-020-K		434,253	2008 Physical Needs Assessment (PNA) Federal Projects (Design)	
					5,518,324	ADA Compliance for Various Federal Projects (Const)	
	2,000,000				2,395,000	ADA Compliance for Various Federal Projects (Design)	
					258,758	ADA Compliance to Various Projects in Maui County and West Hawaii (1) (Design)	
					0	ADA/UFAS Compliance (5 projects) Puuwai Momi, Waimaha, Kaula, Kauhale Nani, Kupuna Home O' Waialua (Const)	
					0	ADA/UFAS Compliance (5 projects) Puuwai Momi, Waimaha, Kaula, Kauhale Nani, Kupuna Home O' Waialua (Design)	
					0	ADA/UFAS Compliance (9 projects) (Const)	
					795,565	ADA/UFAS Compliance (9 projects) (Design)	
					2,968,493	Barbers Point Transitional Shelter (Const)	
					800,000	David Malo Circle Exterior Improvements Paint, Roofing, Site Work (Const)	
					200,000	David Malo Circle Exterior Improvements Paint, Roofing, Site Work (Design)	
					166,218	Elevator Maintenance Service for Various Federal-Funded Projects (Const)	
					173,217	Elevator Maintenance Service for Various Federal-Funded Projects (Const)	
			135,191		135,191	Elevator Maintenance Service for Various Federal-Funded Projects (Const)	
					109,600	Elevator Maintenance Service for Various State-Funded Projects (Const)	
					107,681	Elevator Maintenance Service for Various State-Funded Projects (Const)	
			78,895		111,988	Elevator Maintenance Service for Various State-Funded Projects (Const)	
					3,475,203	Elevator Modernization of 16 at Various Oahu Locations (Const)	
					365,968	Elevator Modernization of 16 at Various Oahu Locations (Design)	
					200,000	Elevator Modernization Phase II: 10 at Various Sites (Design)	
					1,500,000	Elevator Modernization Phase III: 10 at Various Sites (Const)	
					0	Elevator Repair and Maintenance at Various Sites Phase III (Design)	
					0	Elevator Security Improvements at Various Sites Statewide	
					159,131	Environmental, Historical, Flood Plain, Archeological, Cultural Review (All Facilities)	
			42,948		118,108	Generator Maintenance Services at Various Oahu Projects (Const)	
					752,949	Halaula & Ka'u Teacher's Cottages and Lokahi LCCC (Const)	
1,400,000					2,400,000	Hale Aloha O' Puna ADA Units & Roof (Const)	
					140,000	Hale Aloha O' Puna ADA Units & Roof (Design)	
					1,798,597	Hale Hauoli at Honokaa, Hawaii Painting, Re Roofing and Renovation (Const)	
					255,932	Hale Hauoli at Honokaa, Hawaii Painting, Re Roofing and Renovation (Design)	
					3,000,000	Hale Hookipa Physical Improvements to Exterior Repairs and Interior Modernization (Const)	
					300,000	Hale Hookipa Physical Improvements to Exterior Repairs and Interior Modernization (Design)	
					666,185	Hale Hookipa, Kaimalino, Nani Olu, Noelani, and Paoakalani Reroofing (Design)	
					2,211,300	Hale Hookipa, Nani Olu, Reroofing (Const)	
					647,000	Hale Hoolulu Repaint, ReRoof, Emergency Call System Prepare Tank Enclosure (Const)	
					65,000	Hale Hoolulu Repaint, ReRoof, Emergency Call System Prepare Tank Enclosure (Design)	
					4,500,000	Hale Laulima Major Mod (Const)	
					900,000	Hale Laulima Major Mod (Design)	
2,000,000					2,000,000	Hale Nana Kai O' Kea Physical Improvement (Const)	
					200,000	Hale Nana Kai O' Kea Physical Improvement (Design)	
					3,000,000	Hale Po'ai Building Improvements (Const)	
					362,322	Hale Po'ai Building Improvements (Design)	
			65,000		65,000	Halia Hale Reroof, Lights, Mechanical Repairs (R&M-elevator shaft, water fountain, etc.)	
					565,313	Hoolulu and Kamalu Emergency Call System Repair (Const)	
					72,040	Hoolulu and Kamalu Emergency Call System Repair (Design)	
					700,000	Hui O Hanamaulu Physical Improvements (Const)	
					80,000	Hui O Hanamaulu Physical Improvements (Design)	
					1,150,000	Kaahumanu Homes, Reroofing (Const)	
					0	Kaahumanu Homes, Spall Repair and Painting for 19 Buildings (Const)	
					300,000	Kahale Mua Federal Site & Reroof (Const)	
					50,000	Kahale Mua Federal Site & Reroof (Design)	
					0	Kahale Mua Federal Site Renovation of Existing Units (Const)	
					3,200,000	Kahale Mua State Site & Bldg Mod (Const)	
					250,000	Kahale Mua State Site & Bldg Mod (Design)	
					5,079,289	Kahekili Terrace Improvements (Const)	
					365,445	Kahekili Terrace Physical Improvements (Design)	
			138,547		138,547	Kahekili Terrace Tent Fumigation and Soil Treatment (Const)	
					155,000	1,207,127	Kahekili Terrace, David Malo Circle, Makeniki Hale and Piilani Homes vacant unit renovation (Const)
					0	Kahekili Terrace: Roof & Solar Repairs, Ph 2 (Solar Repairs)	
					1,831,483	Kaimalino and Kealakehe Reroofing (Const)	
					720,000	Kalaheo Homes Physical Improvements (Const)	
					95,000	Kalaheo Homes Physical Improvements (Design)	
					1,400,000	Kalakaua Homes ADA & 504 Interior & Exterior, Exterior Paint & Miscellaneous Repairs (Const)	
					780,553	Kalakaua Homes Roof Improvements (Const)	
			163,467		465,303	Kalakaua Homes Roof Improvements (Design)	
					196,865	Kalanihiua Reroofing and Elevator Lobby Improvements (Const)	
					53,388	Kalanihiua Reroofing and Elevator Lobby Improvements (Design)	
					200,000	Kalihi Valley Homes Office Roof, Office Asbestos Abatement (Const)	
					50,000	Kalihi Valley Homes Office Roof, Office Asbestos Abatement (Design)	
						Kalihi Valley Homes Phase II Site and Dwelling Improvements (Design)	
					5,920,515	Kalihi Valley Homes Phase IIb Site and Dwelling Improvements (Const)	
					1,000,000	Kalihi Valley Homes Reconstruct Kalena Drive (Const)	
					800,000	Kalihi Valley Homes Reroof (11) Residential Buildings and Administration Building (Const)	
					35,000	Kalihi Valley Homes Reroof (11) Residential Buildings and Administration Building (Design)	

LS CIP Non-Routine R&M/Reno, S/W Con	LS CIP Non-Routine R&M/Reno, S/W Des	LS CIP Non-Routine R&M/Reno, S/W Con	General Fund Operating HMS-220	Totals	PROJECT TITLE
B-09-410-K	I-10-xxx-K	de3-10-xxx-K	co G-10-020-K	4,949	
				5,023,948	Kalihi Valley Homes Site and Dwelling Improvement Phase IVa (Const)
				651,971	Kalihi Valley Homes Site and Dwelling Improvement Phase IVa (Design)
				13,848	Kalihi Valley Homes Site and Dwelling Improvement Phase IVa (Design)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase IX (Const)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase IX (Design)
				7,000,000	Kalihi Valley Homes Site and Dwelling Improvement Phase IVb (Const)
				150,000	Kalihi Valley Homes Site and Dwelling Improvement Phase IVb (Design)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase V (Const)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase V (Design)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase VI (Const)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase VI (Design)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase VII (Const)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase VII (Design)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase VIII (Const)
				0	Kalihi Valley Homes Site and Dwelling Improvement Phase VIII (Design)
				870,990	Kalihi Valley Homes Site and Dwelling Improvements Phase III (Design)
				0	Kamehameha Homes, Replace Railings and Ext. Closet Doors, Termite and Rodent Control (Const)
				378,000	Kauioakalani Type Reroof (Const)
				210,000	Kauioakalani Reroof, Paint, Interior Repairs Including Termites (Const)
				2,000,000	Kawaiaehua (Federal) Exterior Improvements (Const)
				206,459	Kawaiaehua (Federal) Exterior Improvements (Design)
				1,200,000	Kawaiaehua (State) Improvements (Const)
				206,459	Kawaiaehua (State) Improvements (Design)
				0	Ke Kumu Ekolu and Noelani Repair of Vacant Units (Const)
				0	Ke Kumu Ekolu Painting of Vacant Units (Const)
	1,200,000			1,200,000	Ke Kumu Ekolu Roofing & Interior Repairs (Const)
130,000				130,000	Ke Kumu Ekolu Roofing & Interior Repairs (Design)
				0	KPT, Bathrooms ADA Compliant (Const)
				0	KPT, Bathrooms ADA Compliant (Const)
				0	KPT, Dry Standpipe Improvements (Const)
				964,221	KPT, Elevator, Phase I: Modernization of 6 elevators & Assessment at Various State Sites (Design)
				3,970,469	KPT, Elevator, Phase I: Modernization of Six Elevators (Const)
				1,578,918	KPT, Fire Alarm System (Both)
				19,400	KPT, Fire Alarm System Design (Both)
				219,557	KPT, Install New Telephone Cabinets and Conduits in Building "B" (Const)
				35,305	KPT, Installation of New Security Camera System for Elevators (Const)
				3,000,000	KPT, Redevelopment of KPT and Kuhio Homes
				37,500	KPT, Remove and Replace Lobby Roof Towers A & B, Selective patching of Tower A (Const)
				0	KPT, Remove and Replace Lobby Roof Towers A & B, Selective patching of Tower A (Design)
				52,396	KPT, Renovation to Air Conditioning System at Elevator Machine Rooms (Const)
				1,100,000	KPT, Reroofing Tower A (Const)
				950,000	KPT, Reroofing Tower B (Const)
				0	KPT, Rezoning and Subdivision (Design)
				660,000	KPT, Security Cameras (Not Elevator Cams) (Const)
				0	KPT, Sewer Repair Phase I (Const)
	4,000,000			5,000,000	KPT, Sewer Repair Phase II (Const)
				0	KPT, Sewer Repair Phase III (Const)
				329,983	KPT, Sewer Repairs (Design)
				0	KPT, UFAS/ADAAG Renovations to Parking Lot (Design)
				1,355,413	KPT, Upgrade Trash Chutes (Const)
				108,646	Kupuna Home O'Waialua, Sewage Operational and Preventive Maintenance (Const)
				900,000	Kupuna Home O'Waialua, Sewage Treatment Plant Improvements (Const)
				262,107	Kupuna Home O'Waialua, Sewage Treatment Plant Improvements (Design)
				66,521	Kupuna Home O'Waialua, Sewage Treatment Plant Improvements (Design)
		4,332		4,332	Kupuna Home O'Waialua, Transformer Replacement and Maintenance (Const)
				185,723	La`iolo Upgrade Fire Alarm System (Const)
				36,307	La`iolo Upgrade Fire Alarm System (Design)
				0	La`iolo Upgrade Fire Alarm System (Design)
				2,904,302	Lailani and Kealakehe LCCC (Const)
				426,688	Lanakila Homes - Phase II, III & IV (Design)
				0	Lanakila Homes - Renovation of Existing Buildings (Const)
				0	Lanakila Homes - Renovation of Existing Buildings (Design)
				37,453	Lanakila Homes Demo Phase III & IV (Const)
				1,745,349	Lanakila Homes Fair Housing Renovations (Const)
				273,349	Lanakila Homes Fair Housing Renovations (Design)
				7,140,386	Lanakila Homes Physical Improvements Phase IIIa (Const)
				92,331	Lanakila Homes Physical Improvements Phase IIIa (Energize Project) (Const)
				2,235,175	LCCC for Federal and State Projects on the Islands of Kauai (Const)
				219,383	LCCC for Federal and State Projects on the Islands of Maui (Const)
				284,750	LCCC for Federal and State Projects on the Islands of Maui and Kauai (Design)
				0	LCCC for Federal and State Projects on the Islands of Maui and Kauai (Design)
				0	LCCC for Federal and State Projects on the Islands of Maui and Kauai (Design)
				46,487	LCCC for Federal and State Projects on the Islands of Maui and Kauai (Design)
				720,252	LCCC, Pahala Elderly, Nani O Puna, Kaimalino, Kealakehe, Lailani, Noelani I and II, Halaula Teacher Cottages, Kau Teacher Cottages, Waimea Teacher Cottages, Hale Aloha O Puna, Lokahi, Hale Hookipa, Nani Olu, Honokaa Teacher Cottages, Hale Hauoli (Design)

LS CIP Non-Routine R&M/Reno, S/W Con	LS CIP Non-Routine R&M/Reno, S/W Des	LS CIP Non-Routine R&M/Reno, S/W Con	General Fund Operating HMS-220		PROJECT TITLE														
B-09-410-K	I-10-xxx-K	de3-10-xxx-K	co G-10-020-K	Totals	Project Title														
				2,500,000	Salt Lake Apartments Bldg Improvements (Const)														
				450,000	Salt Lake Apartments Bldg Improvements (Design)														
	1,600,000			1,600,000	School St Bldg A Hazmat Abatement (Const)														
				192,000	School St Bldg A Hazmat Abatement (Design)														
				0	School Street Building G Reroof (Const)														
				621,202	School Street Renovations, Building M (Both)														
				0	Tree Trimming at Various Sites Statewide (Const)														
				0	Wahiawa Terrace, Electrical (Const)														
				589,277	Wahiawa Terrace, Re-roof (Const)														
				39,626	Wahiawa Terrace, Sewage Lift Station (Const)														
			76,105	76,105	Wahiawa Terrace, Upgrade and Replace Heat Pumps and Gas Water Heaters (Const)														
				0	Wahiawa Terrace, Weatherproofing, Painting (Const)														
				0	Wahiawa Terrace, Weatherproofing, Painting (Design)														
				22,193,620	BLI 1406 Operations (may not exceed 20% of Grant)														
				4,150,069	BLI 1408 Management Improvements														
				12,410,247	BLI 1410 Administration (may not exceed 10% of Grant)														
				1,263,026	BLI 1502 Contingency (may not exceed 8% of Grant)														
				0	BLI 1411 Audit														
			3,240,781	3,240,781	STATE PUBLIC HOUSING SUBSIDY														
				0	Transfer Funds from B-07-416-K to B-07-415-K Con to Des														
				0	Transfer Funds from B-07-414-K to B-07-413-K Con to Des														
				0	Transfer Funds from B-08-400-K to B-08-401-K Des to Con														
				0	Transfer Funds from B-08-403-K to B-08-402-K Con to Des														
				0	Transfer Funds from B-09-409-K to B-09-410-K Con to Des														
(650,000)																			
6,763,000	500,000	4,000,000	4,414,556	260,632,320	APPROPRIATION														
					ALLOTMENT														
6,250,000	2,270,000	6,800,000	4,419,505	224,092,112	EXPENDED/BUDGET														
513,000	(1,770,000)	(2,800,000)	(4,949)	36,540,208	BALANCES														