

**HHA WILIKINA APARTMENTS PROJECT, INC.
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
August 15, 2013
9:00 a.m.
1002 N. School Street, Bldg. E
Honolulu, Hawaii 96817**

AGENDA

I. CALL TO ORDER/ROLL CALL

II. APPROVAL OF MINUTES

- A. Annual Meeting Minutes, July 19, 2013 (*Pages 1-2*)
- B. Annual Meeting Minutes, July 18, 2013 (*Pages 3-5*)

III. ADJOURNMENT

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

MINUTES OF THE ANNUAL MEETING
OF THE HHA WILIKINA APARTMENTS PROJECT, INC.
HELD AT 1002 N. SCHOOL STREET, BUILDING E,
HONOLULU, HAWAII 96817
ON THURSDAY, JULY 18, 2013
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the HHA Wilikina Apartments Project, Inc., met for their Annual Meeting at 1002 N. School Street, on Thursday, July 18, 2013 at 9:31 a.m. Secretary Espero called the meeting was called to order and declared that a quorum was present. Those present were as follows:

PRESENT: Director Jason Espero, Secretary
Director Matilda Yoshioka
Director Trevor Tokishi
Director George Yokoyama

Deputy Attorney General, Jennifer Sugita

EXCUSED: Director David Gierlach

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Clarence Allen, Acting Chief Financial Management Advisor
Kiriko Oishi, Chief Compliance Officer
Benjamin Park, Housing Planner
Stephanie Fo, Section 8 Subsidy Program Branch Chief
Veronica Malabey, Property Management Specialist
Rochelle Akamine, Resident Services Program Specialist
William Richardson, Resident Services Program Specialist
Taryn Chikamori, Secretary to the Board

OTHERS: Ene Augafa, Mayor Wright Homes resident
Ira Calkins, Punchbowl Homes resident
Bob Loren, Punchbowl Homes resident
Debbie Shimizu, HPHA Board of Director
Jesse Wu, U.S. Department of Housing and Urban Development,
Director, Office of Public Housing
Barbara Yamashita, HPHA Board of Director

Proceedings:

Secretary Espero declared a quorum present.

Public Testimony

With there being none, Secretary Espero moved on with the next order of business.

Election of Chairperson

Director Yoshioka nominated Director Espero as Chairperson. With no further nominations, Director Tokishi moved to close the nominations.

Director Espero was unanimously elected as Chairperson.

Election of Vice Chairperson

Director Yoshioka nominated Director Tokishi as Vice Chairperson. With no further nominations, Director Tokishi moved to close the nominations.

Director Tokishi was unanimously elected as Vice Chairperson.

Election of Secretary

Director Tokishi nominated Director Yoshioka as Secretary. With no further nominations, Director Tokishi moved to close the nominations.

Director Yoshioka was unanimously elected as Secretary.

Adjournment

There was no further business to discuss, Secretary Espero asked for a motion to adjourn the Annual Meeting.

Director Yoshioka moved,

To adjourn the Annual HHA Wilikina Apartments Project, Inc., Board meeting.

The motion was unanimously approved.

The meeting was adjourned at 9:35 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:

Taryn T. Chikamori
Taryn T. Chikamori
Secretary to the Board

AUG 15 2013

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on August 15, 2013: [] As Presented [] As Amended

Matilda Yoshioka
Matilda Yoshioka
Director/Board Secretary

AUG 15 2013

Date

MINUTES OF THE ANNUAL MEETING
OF THE HHA WILIKINA APARTMENTS PROJECT, INC.
HELD AT 1002 N. SCHOOL STREET, BUILDING E,
HONOLULU, HAWAII 96817
ON THURSDAY, JULY 19, 2012
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the HHA Wilikina Apartments Project, Inc., met for their Regular Meeting at 1002 N. School Street, on Thursday, July 19, 2012 at 10:57 a.m.

The meeting was called to order by Secretary Godfrey and, on roll call, those present and absent were as follows:

PRESENT: Director Roger Godfrey, Secretary
Director Jason Espero, Vice Chairperson
Director David Gierlach
Director Desiree Kihano
Director Matilda Yoshioka

Deputy Attorney General, Jennifer Sugita

STAFF PRESENT: Executive Director, Hakim Ouansafi
Barbara Arashiro, Executive Assistant
Clarence Allen, Fiscal Officer
Taryn Chikamori, Secretary to the Board

OTHERS: Wilfredo Tungol, HPHA Board Member
Debbie Shimizu, HPHA Board Member
Trevor Tokishi, HPHA Board Member
George Yokoyama, HPHA Board Member

Proceedings:

Secretary Godfrey declared a quorum present.

Public Testimony

With there being none Secretary Godfrey moved on with the next order of business.

Election of Chairperson

Director Kihano nominated Director Roger Godfrey as Chairperson. No further nominations, Secretary Godfrey closed the nominations.

Director Godfrey accepted the nomination and was unanimously elected as Chairperson.

Election of Vice Chairperson

Secretary Godfrey nominated Director Desiree Kihano for the Vice Chairperson. With no further nominations, Secretary Godfrey closed the nomination and called for the vote.

Director Kihano accepted the nomination was unanimously elected as Vice Chairperson.

Election of Secretary

Director Kihano nominated Director Jason Espero for Secretary. With no further nominations, Secretary Godfrey closed the nomination and called for the vote.

Director Espero accepted the nomination and was unanimously elected as Secretary.

There was no further business to discuss, Secretary Godfrey asked for a motion to adjourn the Annual Meeting.

Director Kihano moved to adjourn the meeting.

The meeting was adjourned at 11:05 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:

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

AUG 15 2013

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on August 15, 2013: [] As Presented [] As Amended

Matilda Yoshioka
Matilda Yoshioka
Director/Board Secretary

AUG 15 2013

Date

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
1002 North School Street, Building E
Honolulu, Hawaii 96817**

**August 15, 2013
9:05 a.m. ****

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, June 20, 2013 (*Pages 1-17*)
- B. Annual Meeting Minutes, July 18, 2013 (*Pages 18-21*)
- C. Regular Meeting Minutes, July 18, 2013 (*Pages 22-31*)
- D. Executive Session Minutes, July 18, 2013 (not for public release)

III. PUBLIC TESTIMONY

Public testimony on any item relevant to this agenda 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 per agenda item.

IV. FOR ACTION

- A. Motion: To Adopt Resolution No. 63 Approving the Section 8 Management Assessment Program (SEMAP) Certification For The Fiscal Year July 1, 2012 to June 30, 2013 and to Authorize the Executive Director to Undertake All Actions Necessary to Submit the SEMAP Certification to the U.S. Department of Housing and Urban Development (*Pages 32-43*)
- B. Motion: To Adopt Revisions and Clarifications to the Hawaii Public Housing Authority's Statement of Procurement Policy (*Pages 44-73*)
- C. Motion: To Authorize the Executive Director to Execute the Capital Fund Program Amendment No. 148 (form HUD 52840-A) to the Consolidated Annual Contributions Contract to Accept \$9,066,970 in Federal Funds under the U.S. Department of Housing and Urban Development's Capital Fund Program (*Pages 74-79*)

V. REPORTS

- A. Executive Director's Report Highlights: *(Pages 80-125)*
- HUD Assessment of the Property Management and Maintenance Services Branch (PMMSB) started on 8/12/13
 - PMMSB continues purging of the federal public housing waitlist
 - Capital Fund Certification and Operating Fund Submission due August 16th
 - AMP 31 and AMP 33 planning community clean-up events
 - PMMSB Implementation of Pre-Application Form
 - Update on Choice Neighborhood Initiative Planning Grant
 - Section 8 Lease up Status
 - Design and Construction Project Updates: Large Capacity Cesspools are closed or converted; AMPs are preparing for REAC inspections by HUD;
 - Review of Financial Contracts & Procurements Executed During August/September 2013
 - AG's approval for vacated tenant accounts receivable write offs

VI. FOR DISCUSSION/INFORMATION

- A. For Information: *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority Denise Wise in Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795) (Page 126)*

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 *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority; Denise Wise In Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)*.

**** The start time for the meeting is an approximate time. The HPHA Regular Board meeting will start immediately following the HHA Wilikina Apartments Project Inc. Regular meeting.**

If any person requires special needs (i.e., large print, taped materials, sign language interpreter, etc.) please call Ms. Taryn Chikamori at (808) 832-4690 by close of business two days prior to the meeting date. Meals will be served to the Board and support staff as an integral part of the meeting.

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E
HONOLULU, HAWAII 96817
ON THURSDAY, JUNE 20, 2013
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Board Meeting at 1002 North School Street, on Thursday, June 20, 2013 at 9:00 a.m. The meeting was called to order by Vice Chair Yoshioka and upon the call to order, those present were as follows:

DIRECTORS

PRESENT:

Director Matilda Yoshioka, Vice-Chair
Director Jason Espero, Secretary
Director Debbie Shimizu
Director Trevor Tokishi
Designee Barbara Yamashita
Director George Yokoyama

Deputy Attorney General, Jennifer Sugita

DIRECTORS

EXCUSED:

Director David Gierlach, Chairperson
Director Roger Godfrey

STAFF PRESENT:

Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Clarence Allen, Acting Chief Financial Management Advisor
Kiriko Oishi, Chief Compliance Officer
Rick Sogawa, Contracts & Procurement Officer
Rene Blondin-Nip, Hearings Officer
Stephanie Fo, Section 8 Subsidy Program Branch Chief
Joanna Renken, Public Housing Supervisor
Rochelle Akamine, Resident Services Program Specialist
Veronica Malabey, Property Management Specialist
Taryn Chikamori, Secretary to the Board

OTHERS:

Ene Augafa, Mayor Wright Homes resident
Rida Cabanilla, State Representative
Ira Calkins, Punchbowl Homes resident
Tim Garry, private resident
Bob Loren, Punchbowl Homes resident

Jesse Wu, U.S. Department of Housing and Urban Development,
Director, Office of Public Housing

Proceedings:

Vice Chair Yoshioka declared a quorum present.

Director Espero moved,

To approve the Regular Meeting Minutes of April 18, 2013.

The minutes were unanimously approved.

Vice Chair Yoshioka stated that the Executive Session minutes will be deferred to Executive Session.

Vice Chair Yoshioka welcomed Ms. Barbara Yamashita, Designee for the Department of Human Services (DHS). Designee Yamashita is the Deputy Director for DHS (and replaces Wilfredo Tungol as the designee).

Public Testimony

Vice Chair Yoshioka reminded the testifiers that they have three minutes to speak according to the Board's rules. She also asked that the testifier state which item on the agenda they are addressing.

Ira Calkins, Punchbowl Homes resident, stated he would like to comment on the Hawaii Public Housing's (HPHA) website. Mr. Calkins stated that the agenda is on the website and every item is on the agenda.

Vice Chair Yoshioka responded that the website is not on the agenda.

Mr. Calkins argued that the only way to communicate with the Board is public testimony, but many items he would like to discuss are not the agenda. He asked how he can communicate with the Board.

Vice Chair Yoshioka stated that Mr. Calkins can communicate with the administration.

Mr. Calkins stated that the administration is the problem and he only has three minutes to communicate with the Board on agenda items only.

Vice Chair Yoshioka informed Mr. Calkins that he can communicate with the Board through an agenda item.

Mr. Calkins stated he will be addressing item IV. D utility allowance. He reported that the utility rate was not posted at Punchbowl Homes pursuant to the administrative rules section 17-2028-7 which requires that the utility rate change be posted. He stated that he spoke to Lori at Punchbowl Homes and she informed him that the rates do not need to be posted because Punchbowl Home tenants do not pay for their own utilities. He asked the Board if they remember voting on changing administrative rule 20-2028 to have the tenant pay the excess utility rate if the tenant goes beyond the allowable utility rate.

Deputy Attorney General Sugita informed Mr. Calkins that he is not allowed to ask questions of the Board.

Mr. Calkins remarked that he can question the Board if he wants to, but they don't have to answer him. Mr. Calkins stated that State law section 8, chapter 91-91 refers to administrative procedures. He stated in order for the HPHA to create administrative rules they must follow the administrative procedures which requires that the rules be posted on the Lt. Governor's website. He commented that since 1961, the rules have not been posted on the Lt. Governor's website as required by law and that means that all the HPHA's administrative rules can be over turned by a judge.

Tim Garry, private resident, stated he will speak on item V. Executive Director's report on staffing. He stated that Puahala Homes needs a property manager on-site. He stated that there are a lot of problems on the property and he has no one to call except Hakim (Ouansafi). He suggested that the HPHA look into a private-public partnership and redevelop the area. He stated that he has a friend who is going through chemotherapy and the noise from the children screaming is unbearable.

Vice Chair Yoshioka asked if there was any other public testimony. There being none, Vice Chair Yoshioka moved on with the next order of business.

At Vice Chair Yoshioka's request and with the Board's consent, Vice Chair Yoshioka took Board items out of order to discuss item VI. B "For Discussion: State Representative Rida Cabanilla to Discuss Her Vision for Public Housing with the HPHA Board of Directors."

For Discussion

State Representative Rida Cabanilla to Discuss Her Vision for Public Housing with the HPHA Board of Directors.

Representative Cabanilla stated that she has been in office for nine years and is the Chair for the Committee on Housing for the House of Representatives. She stated she is an immigrant and moved here at the age of 17. She is a nurse by profession and served 26 years in the Army and retired as a Lt. Colonel.

Representative Cabanilla stated public housing is a scarce resource and should be considered a privilege, not a right. She stated that there should be fair and equal access for all. She stated that multigenerations have been living in public housing. About five years ago, Representative Cabanilla introduced a bill limiting the number of years a family could remain in public housing. She stated she would like to re-introduce the bill because the waitlist has 8,000 families. She stated that the bill excludes the elderly and disabled. She believes that by not having a time limit for occupancy the HPHA is promoting poverty.

Representative Cabanilla stated that there should also be a minimum rent to keep public housing sustainable. She stated that the government cannot provide for everyone. She stated that when she receives complaints she informs them that they can move to market rent or the homeless shelter. If people are looking for amenities, they should not be living in public housing.

Director Tokishi asked if she is recommending that HPHA start the rent at market rate or have an escalating scale. Representative Cabanilla responded that rents should increase on an escalating scale.

Director Shimizu asked where public housing residents can transition to. Representative Cabanilla responded public housing is transitional. People can move to market rent or if they cannot afford market rent then they can go to a homeless shelter. Representative Cabanilla also stated that they have 5 years to become self-sufficient and most of the families receive welfare which provides the services.

Vice Chair Yoshioka stated that after 5 years there will be a greater homeless problem if the HPHA send people back to the homeless shelters.

Director Shimizu asked Representative Cabanilla whether she would support services for public housing families. Representative Cabanilla responded that if the HPHA can find the funds she would be open to the idea. Director Shimizu responded that the HPHA would need the Legislature's help to secure funding. Representative Cabanilla responded that she would prefer to fund homeless shelters because people in public housing already receive other forms of benefits, like food stamps.

Director Yokoyama stated that the five-year limitation was previously successfully implemented at Lanakila Housing (Hilo, Hawaii). However, the difference was that at the time, programs were provided to the residents to prepare and motivate the younger generation to serve the community and to prevent them from falling back into poverty. This program succeeded, and the current fire chief and a state senator are former residents of Lanakila Housing. Many former Lanakila residents who benefited from these programs also now serve the community as police officers, fire fighters, and county workers. Not everybody will succeed, but at least they were provided with the opportunity to succeed.

Chair Cabanilla responded that she was agreeable to discussing funding opportunities for such programs with HUD, but added that her approach was to have the residents themselves take the initiative to be responsible for getting back on their feet.

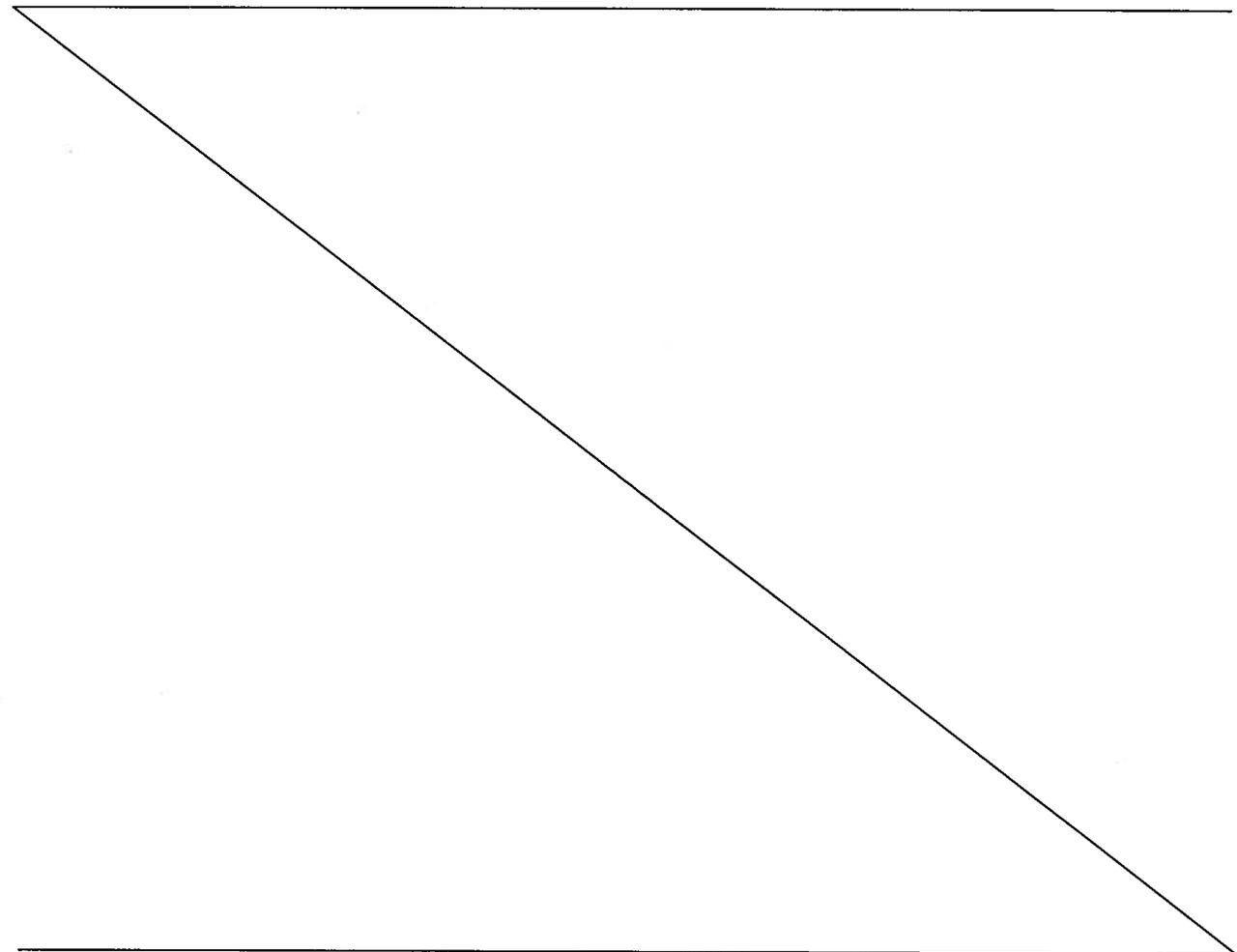
For Action:

Director Espero moved,

To Adopt Board Resolution No. 60 Expressing Appreciation to Director Roger Godfrey.

Executive Assistant Arashiro stated that Director Godfrey's term would end this month. The HPHA did speak to Director Godfrey about being a hold over because of quorum issues, but there is an understanding that the Office of Board and Commissions has received additional names.

The motion was unanimously approved.



**RESOLUTION NO. 60
HAWAII PUBLIC HOUSING AUTHORITY**

EXPRESSING APPRECIATION TO DIRECTOR ROGER GODFREY

WHEREAS, Director Roger Godfrey is an active member of the Hawaii Public Housing Authority's (HPHA) Board of Directors; and

WHEREAS, as the President of Times Super Market and the Fleming Companies in Honolulu, Director Godfrey brought with him a wealth of business and finance experience which was reflected in his thoughtful inquiries, discussions and decisions at the Board level; and

WHEREAS, Director Godfrey worked tirelessly to improve services and programs for the families in the HPHA's programs; and

WHEREAS, Director Godfrey has been instrumental in resolving policy issues, serving on numerous finance task force committees; and

WHEREAS, in his role as a Board member, Director Godfrey was particularly interested in accurate and timely financial reporting; resolution of single audit findings; and in increased accountability at all levels; and

WHEREAS, the HPHA's Board of Directors hold Director Godfrey in the highest personal regard.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 60 Expressing Appreciation to Director Roger Godfrey on this 20th day of June 2013;

AND, BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to Director Roger Godfrey reflecting sincere appreciation of the Board for his contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.



David Gierlack, Chairperson



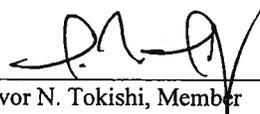
Matilda A. Yoshida, Vice Chair



Jason T. Espero, Secretary



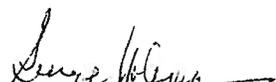
Debbie Shimizu, Ex Officio Member



Trevor N. Tokishi, Member



Barbara Yamashita, Designee



George Yokoyama, Member



For Action:

Director Espero moved,

To Reappoint Ms. Radiant Chase, Mr. Earl Mente, Ms. Joyce Nakamura, Mr. Solomon Kuresa and Ms. Sylvianne Young to the Oahu Eviction Board, Mr. George DeMello to the Hilo Eviction Board, Mr. Mark Nishino to the Maui Eviction Board and Mr. Ross Oue to the Kona Eviction Board for an additional Two-Year Term Expiring on July 31, 2015. To Reappoint Ms. Jane Moana Gray to the Oahu, Hilo, Kauai, Kona and Maui Eviction Boards for an additional Two-Year Term Expiring on June 30, 2015.

Executive Assistant Arashiro reported that staff is asking that the current nine Board members be reappointed.

The motion was unanimously approved.

For Action:

Director Espero moved,

To Ratify the Determination of the Executive Director that the Decision of the Grievance Hearing Officer in Case No. 113161 was not Based Solely and Exclusively Upon the Facts Presented at the Hearing as Required by 24 CFR 966.56; and that Such Determination Does Not Reflect a Waiver of Rights of the Tenant to Further Review or Relief.

Executive Assistant Arashiro stated that Executive Director Ouansafi, Kiriko Oishi, Chief Compliance Officer, and herself with collaboration from the Attorney General's office found that the grievance hearing officer's decision was not solely based on the facts presented.

Executive Assistant Arashiro stated that the request is to ratify the decision because the administrative rules require that a determination be made within 10 business days.

Designee Yamashita asked what is the recourse for the aggrieved party. Executive Assistant Arashiro responded that a new grievance hearing will be held.

Designee Yamashita asked what outside information was taken into consideration. Executive Director Ouansafi recommended that the Board will need to go into Executive Session to discuss further to protect confidential tenant information.

Designee Yamashita asked if the grievance officer is an experienced grievance officer and if the grievance officer is trained. Executive Director Ouansafi responded that the grievance officer is experienced and was trained.

Designee Yamashita questioned why the grievance hearing officer's decision is being questioned. Executive Director Ouansafi responded that the grievance hearing officer's decision is not being questioned, but that the Hearings Officer used information that was not presented at the hearing in contradiction of the Administrative Rules.

Director Tokishi asked what if the Board does not ratify the decision. Executive Assistant Arashiro stated that the determination was already made so the outcome will not change and a new hearing will still need to be held.

Designee Yamashita questioned why the Board needs to ratify the determination if it will not change the outcome. Executive Assistant Arashiro responded that the Board needs to ratify the decision because federal law requires the Board to set aside the decision.

Director Tokishi moved to defer the motion until Executive Session.

The motion to defer was unanimously approved.

For Action:

Director Espero moved,

To Update the Utility Allowance Rates Provided by National Facilities Consultants for the Fiscal Year July 1, 2013 to June 30, 2014 for the Federal Low Income Public Housing Program.

Executive Assistant Arashiro stated that tenants who pay their own utilities receive a utility allowance. The HPHA's consultant works directly with the utility companies and calculates the utility allowance for HPHA.

Director Shimizu questioned whether some utility allowances may go up and some may go down. Executive Director Ouansafi confirmed her statement.

Director Shimizu asked if a family is unable to pay their share of the utilities do they get evicted. Executive Assistant Arashiro confirmed that if the family receives a utility allowance and then fails to use that allowance to pay utilities, and the utilities then get disconnected, they will get evicted because the unit needs to be a functioning unit.

Designee Yamashita asked why only Hilo has a medical allowance. Executive Assistant Arashiro responded that the notices are separate for each island and all islands have a medical allowance.

Vice Chair Yoshioka asked if there is a requirement to post the notice at all projects. Executive Director Ouansafi responded that he believes that all tenants who need to be notified were notified. He will follow up on the testifier's specific property.

Director Shimizu questioned whether the notice was only published in the paper or whether all affected tenants were notified. Ms. Joanna Renken responded that all tenants are notified when the rates take effect.

Director Shimizu asked if the utility rates are provided in the different languages. Executive Director Ouansafi responded he will need to look into that.

Executive Assistant Arashiro stated that the only properties that are affected are on page 218. She also stated that the notices were posted at all the affected properties, as it affects those tenants.

Mr. Calkins asked to address this item. Vice Chair Yoshioka informed Mr. Calkins that the public testimony portion was done.

Mr. Calkins stated that what the Board is doing is unlawful and will be taking this matter to the district court.

The motion was unanimously approved.

Vice Chair Yoshioka called for a recess at 10:06 a.m. and reconvened at 10:17 a.m.

For Action:

Director Espero moved,

To Adopt Resolution No. 61, Approving the Hawaii Public Housing Authority's Operating Budget for Fiscal Year 2013 – 2014 and to Authorize the Executive Director to Take All Actions Necessary to Implement and Submit Budget Certifications to the U.S. Department of Housing and Urban Development (HUD-Form 52574).

Executive Director Ouansafi reported the HPHA has to roll approximately 96 different budgets into one budget. He stated he will be looking at the budget one more time because he just received news from Jesse Wu, Director of Public Housing for HUD, that there may be more budget cuts coming. Executive Director Ouansafi reported that the budget was crafted to: 1) continue renovations; and, 2) start focusing on preventative maintenance. He stated that salaries will increase because the previous 5% cut will be restored and the union negotiated a 4% increase. This will cost approximately \$2 million. The law that just passed gives the HPHA the ability to hire. Executive Director Ouansafi reported that the sequestration cuts funding, but the HPHA's occupancy rate has increased which has made up for some of the cuts.

Director Shimizu stated that on page 2 second bullet under B, says "currently the salary budget does not include the proposed salary increases negotiated for bargaining unit

(BU) 13 and other non civil service employees”; does this mean that the HPHA did not budget for BU 13. She feels that something should be included as the HPHA will need to pay those salary increases once arbitration is completed.

Executive Ouansafi reported that the HPHA has a cushion for salary because the staff estimated hiring dates for new positions, but will most likely take longer to hire than expected.

Vice Chair Yoshioka asked about how many people are included in BU 13. Director Shimizu responded that all the engineers, professionals, and architects are BU 13. Executive Director Ouansafi reported there are about 70 employees in BU13.

Director Yamashita asked where in the budget are the funds for new development. Executive Assistant Arashiro clarified that the budget before the Board is an operating budget. Vice Chair Yoshioka stated that development funds would be in the capital budget, not the operating budget.

Director Shimizu asked if the HPHA will have a CIP budget. Executive Assistant Arashiro stated the capital budget was submitted as part of the PHA plan.

Director Shimizu asked what the CIP budget was based on. Executive Assistant Arashiro responded that the capital budget covers: 1) State CIP funds; and, 2) federal capital funds. The capital planning budget is based on the physical needs assessment. Executive Director Ouansafi reported that the HPHA currently has approximately \$80 million in repairs being done with over 100 different contractors and consultants. He reported that the HPHA has a consultant conducting an assessment at every single property.

Director Shimizu asked if the Board will see that report before the Board's strategic planning meeting. Executive Director Ouansafi reported the report will take a few more months. Once it receives the report, a copy will be provided to the Board.

Director Tokishi stated that he had several questions on the proposed budget and most of them were corrected or answered by Executive Assistant Arashiro and Mr. Clarence Allen, Acting Chief Financial Management Advisor. He also stated that the budget has greatly improved from the previous fiscal year.

Designee Yamashita questioned what the sale of properties fund is for. Executive Director Ouansafi reported that the funds are from the sale of Wilikina and the Board has discretion on how the funds are used. He reported the sale of Wilikina net \$10 million.

Director Tokishi asked how much of the \$10 million sales proceeds are remaining. Executive Director Ouansafi reported that none of the sale proceeds have been spent.

Executive Director Ouansafi reported once the budget is approved the HPHA will be looking into hiring a consultant or purchasing budgeting software.

Director Shimizu questioned why there is a \$500,000 increase in tenant services.

Executive Director Ouansafi reported because: 1) the HPHA is encouraging all properties to have a tenant association; and, 2) approximately \$200,000 is being used for the Family Self Sufficiency (FSS) program.

Vice Chair Yoshioka asked if all properties do not create a tenant association what happens to the funds. Executive Director Ouansafi reported the funds will be budgeted again next year. He reported the tenant associations receive about \$25 per occupied unit for tenant activities.

Director Shimizu asked if all of Director Tokishi's questions and concerns were responded to. Director Tokishi stated there are three more questions that needs response.

Executive Assistant Arashiro responded:

1. Q: Did the audit fees go up 11%?
A: The fees have gone up by 11% and have been verified with the auditor.
2. Q: Is the fringe benefits correct?
A: Yes, these are the numbers that were provided by the Department of Accounting and General Services (DAGS).
3. Q: Are the totals in the general funds line item correct?
A: This one was corrected and moved to the Capital Funds operating budget.

Director Tokishi stated those were the outstanding questions.

Vice Chair Yoshioka thanked Director Tokishi for reviewing the budget and working with staff.

Director Shimizu asked if the Board approves the budget and changes need to be made by the Executive Director due to HUD cuts, can the budget be revisited. Deputy Attorney General Sugita stated that the Board can revisit the issue, but changes cannot be made by the Executive Director after it's approved.

Director Shimizu asked what if the HPHA submits the budget to HUD by the June 30, 2013 deadline, but has revisions. Executive Director Ouansafi reported that the HUD budget form indicates that revisions may be made.

Mr. Wu stated that the information he shared with Executive Director Ouansafi was more for future planning. He reported that the President has been advocating a return to pre-sequestration funding. He stated that the House subcommittee on Transportation, Housing and Urban Development's budget has significant changes and

that was what he was cautioning Executive Director Ouansafi about. He stated that a budget has not been passed on time for years; he doesn't feel that there is much that can be done at this time.

Executive Director Ouansafi thanked Mr. Wu. Executive Director Ouansafi stated that since Mr. Wu became the Director of the Honolulu office there have been many positive changes. He also stated that questions are being answered.

Mr. Wu stated that it works both ways and there have been tremendous improvements at the HPHA.

Vice Chair Yoshioka asked if the motion needs to be amended. Deputy Attorney General Sugita suggested that the motion be amended.

Director Tokishi stated that he doesn't feel the salary changes are going to be significant. If BU13 has 70 people with a 4% raise, that is about \$100,000.

Director Shimizu stated that the raise is the 5% reinstatement and possibility of a 4% increase. Executive Director Ouansafi reported that the 5% has been restored in the budget and he does not feel that it will be a significant amount.

Executive Director Ouansafi recommended amending the motion to include the BU 13 raise.

Director Shimizu recommended that the HPHA not count on the vacancy salaries because the Legislature can pull the positions.

Director Shimizu moved to amend the motion:

To Adopt Resolution No. 61, Approving the Hawaii Public Housing Authority's Operating Budget for Fiscal Year 2013 – 2014 and to Authorize the Executive Director to Take All Actions Necessary to Implement and Submit Budget Certifications to the U.S. Department of Housing and Urban Development (HUD-Form 52574) with the condition that a 4% increase be added to bargaining unit 13 salaries.

The motion was unanimously approved.

The main motion as amended was unanimously approved.

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Hawaii Public Housing Authority

PHA Code: HI001

PHA Fiscal Year Beginning: July 1, 2013

Board Resolution Number: 61

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

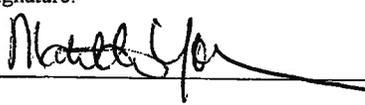
- | | | |
|-------------------------------------|--|------------|
| <input checked="" type="checkbox"/> | Operating Budget approved by Board resolution on: | 06/20/2013 |
| <input checked="" type="checkbox"/> | Operating Budget submitted to HUD, if applicable, on: | 06/20/2013 |
| <input type="checkbox"/> | Operating Budget revision approved by Board resolution on: | |
| <input type="checkbox"/> | Operating Budget revision submitted to HUD, if applicable, on: | |

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Matilda Yoshioka, Vice Chair	Signature: 	Date: 06/20/2013
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Vice Chair Yoshioka reported that Executive Director Ouansafi was recognized by the City & County of Honolulu (C & C) for his service and his tenacity towards promoting affordable housing. She stated that in the 7 years she served on the Board none of the past Executive Directors were recognized by any City or County Council. She stated it really shows dedication by Executive Director Ouansafi. She stated that the Board is very proud.

Executive Director Ouansafi stated he appreciates it, and gave credit to the staff for their efforts. He stated there has been a tremendous turn around and the staff has been working extremely hard and its humbling to accept recognition because the staff made it happen.

Executive Director's Report:

- Executive Director Ouansafi reported that the HPHA has reached the 96% occupancy rate. Executive Director Ouansafi reported that Kauai is no longer on the HUD watch list because it passed the 94% occupancy rate. He stated several properties are over the 98% occupancy rate. He stated Maui should be over the 98% occupancy rate by the end of the year and all properties should be over the 97% occupancy rate. He recognized the Kauai and Maui staff for moving in over 60 families in two months.
- Executive Ouansafi reported that there is a consultant at Lanakila surveying the property. He stated the contractor is INK. He also stated that the Invitation for Bids (IFB) for some units should be released by the end of the month.
- Executive Director reported that the HPHA has been working with HUD on the Fair Cloth issue. The HPHA found documents dating back from 1991, 1992, 1993 and Mr. Wu is helping the HPHA. This would give the HPHA more in funding. The HPHA provided letters proving that the HPHA should be receiving subsidy for an additional 68 units. HPHA is awaiting HUD's response.
- Executive Director Ouansafi reported that just about every single "C" unit is being addressed.
- Executive Director Ouansafi reported that the financials will be 100% accurate.
- Executive Director Ouansafi reported that HPHA is in the process of purging the public housing waitlist which has not been purged since 2007. HPHA will be sending out over 12,000 letters to wait list applicants.
- Executive Director Ouansafi reported that one of the challenges has been infrastructure. The phone system is outdated. The internet is slow and needs

upgrading. The amount of time spent waiting for the internet equals to about 17 full-time employees.

- Executive Director Ouansafi stated that the HPHA has been corresponding with the union on the pilot program for Section 8.
- Executive Director Ouansafi reported that the PIC errors have been reduced from approximately 500 to about 5 or 6.
- Executive Director Ouansafi reported that he looks forward to the Governor signing all the bills that the HPHA supported. One of the bills allows the HPHA to accept gifts. This will help with the non-profit that the HPHA is looking into. The gifts the HPHA will be looking into receiving includes money for scholarships and youth programs, clothing for job interviews, and tutoring program for tenants among others.
- Executive Director reported that the HPHA is trying to close out the corrective action order. HUD sent about 5 people to review the HPHA's procurement system. The HPHA has not received official word, but is very optimistic. He stated the HPHA will also be changing the scoring for consultant selections. Instead of one question weighing 40 points there will be sub-categories each weighing 10 points. Executive Director Ouansafi thanked Mr. Rick Sogawa, Contracts & Procurement Officer, and his staff for their efforts in the area of procurement.
- Executive Director Ouansafi reported that the HPHA has had some challenges with Mayor Wright Homes (MWH) when he received calls from the media and tenants stating that they were told that tenants will be evicted. He stated leadership maybe trying to make the HPHA follow their vision for MWH. He stated the HPHA met with the tenants to put a stop to the eviction rumors. He also stated that the organization has does a lot of good in the community, but the HPHA did not appreciate their tactics.
- Executive Director Ouansafi reported that there were approximately 32 people who wanted to meet with the Governor about rules at Kalihi Valley Homes (KVH). The HPHA confirmed that only two of the 32 people were actually KVH tenants. He further reported that of those two tenants, one is in the eviction process.
- Executive Director Ouansafi reported that he is aware of the testifier's issue with Puahala Homes. The HPHA has a police officer living on site. He reported he did meet with the testifier. He stated many times the HPHA meets with the tenants, but it is not the answer they want to hear. He stated, for example, the HPHA evicted a tenant who had 17 people living with them. Ms. Joanna Renken, Public Housing Supervisor, met with them twice, but they went to the Governor's office or Legislators reporting that the HPHA would not meet with them.

Vice Chair Yoshioka asked about the testifier's statement that Puahala Homes does not have a property manager. Executive Director Ouansafi reported that there is a property manager, but the testifier wants a manager to live on site. He stated the HPHA cannot have managers living on site, so the HPHA created a unit for a crime prevention officer which is occupied by a police. The testifier's main concern now is the children making noise.

- Executive Director Ouansafi reported that the HPHA received the planning grant for the Choice Neighborhood Initiative. The HPHA is conducting planning efforts to apply for an implementation grant which is approximately \$30 million. The HPHA has 5 different committees. He stated Michaels Development wanted the HPHA to go with a specific architect and the HPHA made it clear that because \$600,000 will be CIP funds it will need to go out to bid. The HPHA and Michaels have been meeting with tenants and the community to keep everything transparent. On the HPHA website, there is a tab for the Choice Neighborhood Planning Grant. The link is hpha.hawaii.gov/cni/index. He stated the implementation grant is due in about 1 ½ years.
- Vice Chair Yoshioka asked if the HPHA is receiving more bids on the private managing of properties. Executive Director Ouansafi reported that the HPHA is still only receiving proposals from the same 3 or 4 companies.

Vice Chair Yoshioka called for a recess at 11:25 a.m. and reconvened at 11:54 a.m.

Task Force Report

Report from the Executive Director's Compensation Task Force as Requested in April 2013

Designee Yamashita reported that the compensation task force met by phone and included Director Godfrey, Director Yokoyama, Director Tokishi and herself. She reported that the task force's responsibility was to come up with salary recommendation for the Executive Director and other executive positions.

Designee Yamashita reported that the task force used the report from the salary commission. The task force is recommending that the Executive Director's pay be \$133,536 from July 1, 2013.

Designee Yamashita moved at 11:56 a.m.,

To 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:

1. **Report from the Executive Director's Compensation Task Force as Requested in April 2013**
2. ***Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority Denise Wise in Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)***
3. **To Ratify the Determination of the Executive Director that the Decision of the Grievance Hearing Officer in Case No. 113161 was not Based Solely and Exclusively Upon the Facts Presented at the Hearing as Required by 24 CFR 966.56; and that Such Determination Does Not Reflect a Waiver of Rights of the Tenant to Further Review or Relief**

The motion was unanimously carried.

The Board reconvened from Executive Session at 12:45 p.m.

Vice Chair Yoshioka stated that the Board discussed the merits of the Executive Director's decision to disregard the grievance officer's decision and consult with our attorneys. The Board also received an update on the Kolio case and discussed also the compensation of the Executive Director.

The Board considered the motion to ratify the determination of the Executive Director that the decision of the grievance hearing officer in case no. 113161 was not based solely and exclusively upon the facts presented at the hearing as required by 24 CFR 966.56; and that such determination does not reflect a waiver of rights of the tenant to further review or relief, which had been deferred earlier in the meeting.

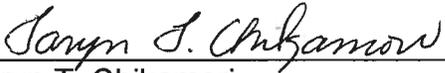
The motion was unanimously approved.

Adjournment

With no further business for the Board to conduct, Designee Yamashita moved to adjourn at 12:47 p.m.

MINUTES CERTIFICATION

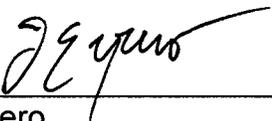
Minutes Prepared by:


Taryn T. Chikamori
Secretary to the Board

AUG 15 2013

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on August 15, 2013: [] As Presented [] As Amended


Jason Espero
Director/Board Secretary

AUG 15 2013

Date

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE ANNUAL MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E,
HONOLULU, HAWAII 96817
ON THURSDAY, JULY 18, 2013
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Annual Board Meeting at 1002 North School Street, on Thursday, July 18, 2013 at 9:10 a.m. Vice Chair Yoshioka called the meeting was called to order and declared that a quorum was present. Those present were as follows:

PRESENT: Director Matilda Yoshioka, Vice-Chair
Director Jason Espero, Secretary
Director Debbie Shimizu
Director Trevor Tokishi
Designee Barbara Yamashita
Director George Yokoyama

Deputy Attorney General, Jennifer Sugita

EXCUSED: Director David Gierlach, Chairperson

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Clarence Allen, Acting Chief Financial Management Advisor
Kiriko Oishi, Chief Compliance Officer
Benjamin Park, Housing Planner
Stephanie Fo, Section 8 Subsidy Program Branch Chief
Veronica Malabey, Property Management Specialist
Rochelle Akamine, Resident Services Program Specialist
William Richardson, Resident Services Program Specialist
Taryn Chikamori, Secretary to the Board

OTHERS: Ene Augafa, Mayor Wright Homes resident
Ira Calkins, Punchbowl Homes resident
Bob Loren, Punchbowl Homes resident
Jesse Wu, U.S. Department of Housing and Urban Development,
Director, Office of Public Housing

Proceedings:

Vice Chair Yoshioka declared a quorum present.

Vice Chair Yoshioka acknowledged that a member of the audience was recording the Board meeting. Vice Chair Yoshioka announced that it is the Board's policy that any video recording of the meeting requires the Board's approval. Vice Chair Yoshioka asked the Board members if there were any objections to the recording.

Director Tokishi stated that he does not have an objection, but asked that the video remain uncut or unedited so that items are not taken out of context.

Vice Chair Yoshioka asked Ira Calkins, Punchbowl Homes resident, if he understands Director Tokishi's stipulation. Mr. Calkin's responded that in order for the Board to make that decision it needs to be in the Hawaii Public Housing Authority's (HPHA) By-Laws.

Executive Assistant Arashiro clarified that there is a Board adopted policy, regarding the recording of Board meetings. Mr. Calkins agreed to the stipulation.

The Board consented with the stipulation that the video recording remain uncut or unedited.

Public Testimony

Mr. Calkins stated that he will be testifying on items I-V. He stated that the Board is not following Roberts Rules of Order. He stated that the Board needs to take a roll call and needs to make a motion to adjourn. He requested that a Board member add an item to the agenda allowing residents to voice their concerns. He stated that any Board member can add a discussion item to the agenda as long as no action will be taken. If action is needed, then it will require 15 days notice. He stated that the Board is not required to take an oath of office. He stated that he is asking Legislators to require all State Boards take an oath of office and to require managers be certified yearly. He stated that employees are violating laws: Code of Federal Regulations (CFR) 24 CFR 964; 24 CFR 964.11; 24 CFR 130; 24 CFR 135, CFR 964-135.

Vice Chair Yoshioka asked if there was any other public testimony. There being none, Vice Chair Yoshioka moved on with the next order of business.

Election of Chairperson

Director Tokishi nominated Director Gierlach. With no further nominations, Designee Yamashita moved to close the nominations.

Director Gierlach was unanimously elected as Chairperson.

Election of Vice Chairperson

Director Tokishi nominated Director Yoshioka for the Vice Chairperson. With no further nominations, Director Tokishi moved to close the nominations.

Director Yoshioka was unanimously elected as Vice Chairperson.

Election of Secretary

Director Tokishi nominated Director Espero for Secretary. With no further nominations, Director Tokishi moved to close the nominations.

Director Espero was unanimously elected as Secretary.

Appointment of Members to The Board of Directors of The HHA Wilikina Project, Inc.

Vice Chair Yoshioka asked who are the current HHA Wilikina Project Inc. (Wilikina) Board members. Ms. Chikamori responded Director Gierlach, Director Yoshioka, and Director Espero are current members of the HHA Wilikina Project Inc. Board.

Vice Chair Yoshioka requested that two additional members be added to the Board.

Deputy Attorney General Sugita stated that quorum is four.

Director Tokishi asked if there is a maximum number of Board members. Executive Assistant Arashiro responded that the maximum is eight.

Director Tokishi suggested that all Board members be nominated Deputy Attorney General Sugita recommended against nominating all the Board members. Deputy Attorney General Sugita clarified that the Board could nominate all the current Board members because all the HPHA Board positions are not filled.

Director Espero nominated Director Tokishi and Director Yokoyama to be members of the Wilikina Board. With no further nominations, Director Espero moved to close the nominations.

The Board consented to Director Tokishi and Director Yokoyama being added to the Wilikina Board.

Adjournment

There was no further business to discuss, Vice Chair Yoshioka asked for a motion to adjourn the Annual Meeting.

Director Espero moved,

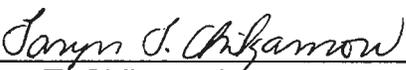
To adjourn the Annual Hawaii Public Housing Authority Board meeting.

The motion was unanimously approved.

The meeting was adjourned at 9:31 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:


Taryn T. Chikamori
Secretary to the Board

AUG 15 2013

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on August 15, 2013: [] As Presented [] As Amended


Jason Espero
Director/Board Secretary

AUG 15 2013

Date

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E
HONOLULU, HAWAII 96817
ON THURSDAY, JULY 18, 2013
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Board Meeting at 1002 North School Street, on Thursday, July 18, 2013 at 9:45 a.m. Vice Chair Yoshioka called the meeting to order and declared that a quorum was present. Those present were as follows:

PRESENT: Director Matilda Yoshioka, Vice-Chair
Director Jason Espero, Secretary
Director Debbie Shimizu
Director Trevor Tokishi
Designee Barbara Yamashita
Director George Yokoyama

Deputy Attorney General, Jennifer Sugita

EXCUSED: Director David Gierlach, Chairperson

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Clarence Allen, Acting Chief Financial Management Advisor
Kiriko Oishi, Chief Compliance Officer
Benjamin Park, Housing Planner
Stephanie Fo, Section 8 Subsidy Program Branch Chief
Veronica Malabey, Property Management Specialist
Rochelle Akamine, Resident Services Program Specialist
William Richardson, Resident Services Program Specialist
Taryn Chikamori, Secretary to the Board

OTHERS: Ene Augafa, Mayor Wright Homes resident
Ira Calkins, Punchbowl Homes resident
Bob Loren, Punchbowl Homes resident
Jesse Wu, U.S. Department of Housing and Urban Development,
Director, Office of Public Housing

Proceedings:

Vice Chair Yoshioka declared a quorum present.

Approval of Minutes:

Director Espero moved,

To approve the Regular Meeting Minutes of June 20, 2013.

Director Yokoyama requested that his comments regarding programs for youth at Lanakila Homes, during Representative Cabanilla's presentation, be reflected in the minutes.

Designee Yamashita moved,

To defer the Regular Meeting Minutes of June 20, 2013 to the August 15, 2013 Board meeting.

The motion was unanimously approved.

Vice Chair Yoshioka stated that the Executive Session minutes will be deferred to Executive Session.

Public Testimony:

Vice Chair Yoshioka reminded the testifiers that they have three minutes to speak on each agenda item according to the Board's rules. She also asked that the testifier state which item on the agenda they are addressing.

Ene Augafa, Mayor Wright Homes resident, reported that a group of people entered Mayor Wright Homes (MWH) with a camera early Monday morning and he felt that it was an invasion of his privacy. He reported that the tenant association is trying to move forward. Mr. Augafa questioned whether management has anything to do with creating the tenant association.

Bob Loren, Punchbowl Homes, declined to testify.

Ira Calkins, Punchbowl Homes resident, stated he will be testifying on items I, II, and III. He stated that the Board did not take roll call. Mr. Calkins questioned why the public is not allowed to review the minutes before the Board approves the minutes. He believes that only a few people testify at the Board meeting because tenants do not know that the Board meeting is being held.

Bob Loren, Punchbowl Homes, stated that he feels like he is living in a prison because security is too tight. He stated that tenants are being frisked and security is peeping in tenant's windows.

Vice Chair Yoshioka asked if there was any other public testimony. There being none, Vice Chair Yoshioka moved on to the next order of business.

For Action:

Director Espero moved,

To Adopt Resolution No. 62, to Authorize the Hawaii Public Housing Authority's Executive Director to Execute the Declarations of Trust to be filed with the Bureau of Conveyances as Required by Federal Regulations on Behalf of the Hawaii Public Housing Authority Board of Directors.

Executive Director Ouansafi reported that the Declarations of Trust (DOT) need to be filed according to the U.S. Department of Housing and Urban Development (HUD) mandate.

Designee Yamashita questioned whether a DOT needs to be completed for every property.

Executive Director Ouansafi responded that the HPHA hired a title company to conduct the title searches, once it is received; the Attorney General's Office enters the information received from the title company into the HUD specified form, which is then filed.

Designee Yamashita asked if the HPHA is preparing to turn over the homeless shelter properties to Department of Accounting and General Services (DAGS) or Department of Land and Natural Resources (DLNR).

Designee Yamashita asked if this is the same process for the homeless shelter properties to be transferred. Executive Director Ouansafi responded that the HPHA will need to determine the ownership and then decide if the property will be kept in HPHA's inventory or turned over to the DAGS or DLNR.

Executive Director Ouansafi responded that he does not feel this is the time to discuss the transfer of the properties because the HPHA is focusing on HUD's mandate. He stated once the HPHA completes the HUD mandate then the HPHA will focus on the other properties. He stated that the recommendation to the Board may be that the HPHA keep the shelter properties in the HPHA inventory. The shelters are capital assets that could be used as leverage for re-development.

The motion was not approved by the vote of: Ayes: Vice Chair Yoshioka

Director Espero
Director Shimizu
Director Tokishi
Director Yokoyama

Nays: . Designee Yamashita

Designee Yamashita clarified that she is opposed because she is unsure what is happening with the homeless shelter properties.

Executive Director Ouansafi responded that the homeless shelter properties are not part of this motion because this is only for federal properties.

Jesse Wu, U.S. Department of Housing and Urban Development, Director, Office of Public Housing, reiterated the importance of the DOTs being filed. He stated that HUD and the HPHA have an Annual Contributions Contract which provides for ongoing operating and capital subsidy. HUD requires that the DOTs be filed for the federal properties that receive federal funds.

Designee Yamashita moved to reconsider,

To Adopt Resolution No. 62, to Authorize the Hawaii Public Housing Authority's Executive Director to Execute the Declarations of Trust to be filed with the Bureau of Conveyances as Required by Federal Regulations on Behalf of the Hawaii Public Housing Authority Board of Directors.

The motion to reconsider was unanimously approved.

The motion was unanimously approved.

**Hawaii Public Housing Authority
State of Hawaii**

**RESOLUTION TO AUTHORIZE THE HAWAII PUBLIC HOUSING AUTHORITY'S
EXECUTIVE DIRECTOR TO EXECUTE THE DECLARATIONS OF TRUST TO BE
FILED WITH THE BUREAU OF CONVEYANCES AS REQUIRED BY FEDERAL
REGULATIONS ON BEHALF OF THE HAWAII PUBLIC HOUSING AUTHORITY
BOARD OF DIRECTORS**

WHEREAS, in accordance with the U.S. Housing Act of 1937 (Act) and the Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD), under which the Hawaii Public Housing Authority (HPHA) receives operating subsidy for its federally-assisted low-income public housing program, the HPHA is required to record current Declarations of Trust (DOT) against all properties that have been acquired, developed, maintained, or continue to be assisted with funds under the Act; and

WHEREAS, a DOT is a legal instrument that grants HUD an interest in public housing property and provides public notice that the property must be operated in accordance with all Federal public housing requirements, including the requirement not to convey or otherwise encumber the property unless expressly authorized by federal law and/or HUD; and

WHEREAS, the HPHA desires to update the Declarations of Trust for its entire federal public housing inventory, consisting of 69 properties, in accordance with these requirements; and

WHEREAS, HUD has instructed the HPHA to use HUD Form 52190-A for the Declarations of Trust, which calls for the Chairperson of the Board of Directors to execute these Declarations of Trust; and

WHEREAS, the HPHA has received guidance from HUD that it is acceptable to HUD that HPHA's Executive Director execute the DOTs, with Board approval for the delegation of authority; and

WHEREAS, the HPHA has received advice from the Department of the Attorney General that execution of the DOTs by the HPHA's Executive Director is in accordance with state law; and

WHEREAS, the staff will submit all Declarations of Trust to the Department of the Attorney General for review and approval prior to execution; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the HPHA hereby authorize the Hawaii Public Housing Authority's Executive Director to execute the Declarations of Trust.

The UNDERSIGNED, hereby certifies that the foregoing resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on July 18, 2013, in Honolulu, Hawaii.

Approved by the Board of Directors
on the date set forth above


By: _____
Its:

For Action:

Director Tokishi moved,

To Approve Compensation for the Hawaii Public Housing Authority's (HPHA) Executive Director Effective July 1, 2013 and to Delegate Authority to the Executive Director to Approve the Salary for the Key Positions Included in Act 152, SLH 2013 Pursuant to an Approved Schedule.

Executive Ouansafi deferred to the Board for discussion.

Designee Yamashita asked for clarification because she thought the Executive Directors salary was 91% of the DHS Director's salary. Executive Director Ouansafi clarified that it was 98% of the DHS Director's salary. Executive Director Ouansafi reported that the calculations in the (For Action narrative) were compared to the Governor's salary to be consistent with the law.

The motion was unanimously approved.

Executive Director's Report:

- Executive Director Ouansafi reported that the HPHA has been meeting many of the goals that were set.
- Executive Director Ouansafi reported that the Kauai manager resigned as of last Monday. He reported that Kauai was taken off the HUD watch list as occupancy has stabilized. Now that Kauai does not have a manager, the HPHA will continue to monitor programs at the AMP.
- Executive Director Ouansafi reported that the HPHA has been taken off the federal Corrective Action Order by the HUD. He thanked the staff for all their hard work.
- Executive Director Ouansafi reported that the HPHA is purging the public housing waitlist which has not been purged since 2007. The HPHA mailed out 12,000 letters and received approximately 7,000 responses. The HPHA also instituted a short application form which includes only basic information. Once it is an applicant's turn, then they will be requested to complete a more detailed application.
- Executive Director Ouansafi reported that the consultants hired for the Fiscal Management Office (FMO) has gone through the process of reviewing every transaction for the past 10 years to figure out where the issues were. Now the HPHA will be converting the information into the new financial system. This will give the HPHA accurate data and timely reports. Executive Ouansafi reported that HUD is helping the HPHA procure a consultant to provide additional technical assistance. The HPHA is reviewing the scope of work because the original scope is outdated.

- Executive Director Ouansafi thanked Kiriko Oishi, Compliance Officer and Deputy Attorney's Sugita, Wilson-Ku and Wong for all their hard work on completing the DOT's and getting the Confirmation of Ownerships recorded.
- Executive Director Ouansafi reported that the Hawaii Civil Rights Commission (HCRC) found in favor of the HPHA on a discrimination case that has been on-going for almost two years.
- Executive Director Ouansafi reported that he was just made aware that people are entering tenants units without permission. He asked the manager to make a police report because it is not HPHA staff. The HPHA will be investigating this thoroughly because School Street staff and management have not authorized anyone to go into units without notice to take videos. The comfort, security, and privacy of the tenants are taken very seriously.
- Director Shimizu questioned on page 41, under "reason for referral for eviction" there is rent and other, what are the "other" reasons that people are referred for eviction. Executive Director Ouansafi responded that the "other" items are violence, criminal, violation of rules, disturbance, trespassing or anything else that is a violation of the lease.
- Director Shimizu asked if the whole family gets evicted. Executive Director Ouansafi confirmed Director Shimizu's statement that depending on the situation, the whole family is referred for eviction. He also stated in some circumstances when the violator is an adult child the HPHA will agree to allow the family to stay under the condition that the violator is removed from the household.
- Director Shimizu asked on the CIP-CFP hand out what does the "?" for CFP 723, obligation deadline represent. Executive Director responded that it is pending HUD award. He stated that a change will be made on the next report to reflect that the deadlines are "pending HUD award."
- Director Tokishi questioned on page 50 "year to date General Expenses variance" is 21% but it is not explained on page 48. Clarence Allen, Acting Chief Financial Management Advisor, responded the variance is for depreciation. Director Tokishi asked if that can be documented in the future variance reports.
- Director Tokishi asked for an update on the administrative rules. Executive Director Ouansafi responded that the DHS is not approving the rules until some concerns are answered. The HPHA is unclear what the concerns are. He stated that anything the HPHA sends for Governor's approval needs to go through DHS even if the Board approves the motion.
- Vice Chair Yoshioka questioned why the rent collection has gone down. Executive Director Ouansafi responded that he will speak to the managers to figure out the exact reasons.

Executive Session:

Director Tokishi moved at 10:25 a.m.,

To 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:

- 1. Executive Session Minutes, April 18, 2013 and June 20, 2013**
- 2. *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority Denise Wise in Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)***

The motion was unanimously carried.

The Board reconvened from Executive Session at 10:44 a.m.

Vice Chair Yoshioka reported that the Board discussed the Kolio case; approved April 18, 2013 Executive Session Minutes; and approved as amended the June 20, 2013 Executive Session minutes.

Executive Director Arashiro asked whether corrections can be made to the June 20, 2013 Board minutes prior to the next meeting since the approval of the minutes was deferred. Deputy Attorney General Sugita responded affirmatively to Executive Assistant Arashiro's question. Deputy Attorney General Sugita further clarified that if anyone requests the June 20, 2013 Board minutes a draft copy must be provided.

Executive Director's Report cont.:

- Executive Director Ouansafi reported that the HPHA will be having a first annual service provider's conference. The HPHA will identify each property's specific needs and will invite all the service providers to a conference. The goal of the conference is to have the specific service providers volunteer their specific service at each property as deemed necessary.
- Executive Director Ouansafi reported that the HPHA will be holding a celebration to recognize key staff and their families for reaching the Board and agency goal of 97% occupancy. The Board will be invited.

Vice Chair Yoshioka asked if this will be part of the Board meeting. Executive Director Ouansafi responded that the event would not be part of a Board meeting and the HPHA will be having a fun day. The first year and a half was business, now we are also focusing on the employees.

- Director Shimizu asked for an update on the Choice Neighborhood Initiative (CNI) Grant Dole Middle School event. Executive Director Ouansafi reported that the HPHA and Michaels Development will be hosting a neighborhood meeting chaired by Councilmember Joey Manahan. Executive Director Ouansafi reported that the HPHA meets with Michaels Development consistently every Wednesday and that staff are negotiating with an architect. Executive Director Ouansafi reported that a facilitator has been procured for the steering committee.

He also stated that Councilmember Joey Manahan and Benjamin Park, Housing Planner, went to Washington D.C. for the CNI grant meeting. Executive Director Ouansafi reported that the HPHA website has an updated link of all of the CNI events including pictures.

Adjournment:

There was no further business to discuss, Vice Chair Yoshioka asked for a motion to adjourn the Regular Meeting.

Director Yokoyama moved,

To adjourn the Regular Hawaii Public Housing Authority Board meeting.

The motion was unanimously approved.

The meeting was adjourned at 11:01 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:

<i>Taryn T. Chikamori</i>	AUG 15 2013
Taryn T. Chikamori	Date
Secretary to the Board	

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on August 15, 2013: [] As Presented [] As Amended

<i>Jason Espero</i>	AUG 15 2013
Jason Espero	Date
Director/Board Secretary	

FOR ACTION

MOTION: To Adopt Resolution No. 63 Approving the Section 8 Management Assessment Program (SEMAP) Certification For The Fiscal Year July 1, 2012 to June 30, 2013 and to Authorize the Executive Director to Undertake All Actions Necessary to Submit the SEMAP Certification to the U.S. Department of Housing and Urban Development

I. FACTS

- A. SEMAP is a management assessment system that the U.S. Department of Housing and Urban Development (HUD) uses annually to measure the performance of all public housing agencies (PHAs) that administer the Section 8 tenant-based rental assistance program.
- B. SEMAP sets forth the following fourteen (14) indicators to measure program performance. SEMAP enables HUD to ensure program integrity and accountability by identifying PHA management capabilities and deficiencies and by improving risk assessment to effectively target monitoring and program assistance. PHAs can use the SEMAP performance analysis to assess their own program operations. A new scoring tool was implemented this fiscal year to more accurately determine the SEMAP score.
- C. Indicators 1-8, 13 and the Bonus Indicator are "self certified." Indicators 9-12 and 14 are measured and reported by HUD's Public & Indian Housing Information Center (PIC) Reports.
1. Indicator 1. Selection from the Waiting List **(15 pts)**
Examines whether the Hawaii Public Housing Authority (HPHA) has written policies in its administrative plan for selecting applicants from the waiting list and whether the HPHA follows these policies when selecting applicants for admission from the waiting list.
 2. Indicator 2. Reasonable Rent **(20 pts)**
Examines whether the HPHA has and implements a reasonable written method to determine and document for each unit leased that the rent charged by the owner is reasonable based on current rents for comparable unassisted units.

3. **Indicator 3. Determination of Adjusted Income (20 pts)**
Examines whether at the time of admission and annual reexamination, the HPHA verifies and correctly determines adjusted annual income for each assisted family and, where the family is responsible for utilities under the lease, the HA uses the appropriate utility allowance for the unit leased in determining the gross rent.
4. **Indicator 4. Utility Allowance Schedule (5 pts)**
Examines whether the HPHA maintains an up-to-date utility allowance schedule.
5. **Indicator 5. Housing Quality Standards (HQS) Quality Control Inspections (5 pts)**
Examines whether a HPHA supervisor or other qualified person reinspects a sample of units under contract during HA fiscal year, under HUD's Quality Control sample guidelines.
6. **Indicator 6. HQS Enforcement (10 pts)**
Examines whether following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection and all other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any HPHA-approved extension. Also if deficiencies were not corrected within the required timeframe, the HPHA stopped housing assistance payments or took action to enforce the family obligations.
7. **Indicator 7. Expanding Housing Opportunities (5 pts)**
Examines whether the HPHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, informs rental voucher and certificate holders of the full range of areas where they may lease units both inside and outside the HA's jurisdiction, and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.
8. **Indicator 8. Fair Market Rent (FMR) Limit and Payment Standards (5 pts)**
Examines if HPHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and has payment standards which do not exceed 110 percent of current applicable FMR and which are not less than 90 percent of the current FMR.

9. Indicator 9. Annual Reexaminations **(10 pts)**
Examines whether the HA completes a reexamination for each participating family at least every 12 months.
10. Indicator 10. Correct Tenant Rent Calculations **(5 pts)**
Examines whether the HA correctly calculates tenant rent in a) the rental certificate program, and b) the family's share of the rent to owner in the rental voucher program.
11. Indicator 11. Pre-Contract HQS Inspections **(5 pts)**
Examines whether newly leased units pass HQS inspection on or before the beginning date of the assisted lease and Housing Assistance Payment (HAP) contract.
12. Indicator 12. Annual HQS Inspections **(10 pts)**
Examines whether the HA inspects each unit under contract at least annually.
13. Indicator 13. Lease-Up **(20 pts)**
Examines whether the HA enters HAP contracts for the number of units under budget for at least one year.
14. Indicator 14. Family Self-Sufficiency (FSS) **(10 pts)**
Enrollment and Escrow Accounts
Examines whether the HA has enrolled families in the FSS program as required, and the extent of the HA's progress in supporting FSS by measuring the percent of current FSS participants with the FSS progress reports entered in PIH Information Center (PIC) that have had increases in earned income which resulted in escrow account.
15. Indicator 15. Deconcentration Bonus (optional) **(5 pts)**
In addition, there is a Deconcentration Bonus Indicator, which is optional for HAs with jurisdiction in metropolitan FMR areas, such as HPHA. This indicator examines the percent of Section 8 mover families with children who moved to low poverty census tracts in HA's principal operating area during the last HA FY and is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of last HA FY.

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

High Performer	90+% rating
Standard Performer	60 % - 89 % rating
Troubled	< 60% rating

II. DISCUSSION

A. The HPHA anticipates a score of 140 out of 145 (93.9%) which is a High Performer. The score breakdown for the fiscal year July 1, 2012 to June 30, 2013 is as follows:

Indicator	Maximum Points	Anticipated Points for FY 12-13	Anticipated Points for FY 11-12	Anticipated Points for FY 10-11
#1: Selection from the Wait List	15	15	15	15
#2: Reasonable Rent	20	20	20	20
#3: Determination of Adjusted Income	20	20	15	15
#4: Utility Allowance Schedule	5	5	5	5
#5: Housing Quality Standard (HQS) Quality Control Inspections	5	5	5	5
#6: HQS Enforcement	10	10	10	10
#7: Expanding Housing Opportunities	5	5	0	5
#8: Fair Market Rent (FMR) Limit and Payment Standards	5	5	5	5
#9: Annual Reexaminations	10	10	10	10
#10: Correct Tenant Rent Calculations	5	0	5	5
#11: Pre-Contract HQS Inspections	5	5	5	5
#12: Annual HQS Inspections	10	10	10	10
#13: Lease-Up	20	20	20	20
#14: Family Self-Sufficiency (FSS) Enrollment and Escrow Account	10	10	8	8
Total	145	140	133	138

#15: Deconcentration Bonus (Optional points)	5	0	0	0
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1. Indicator 1. Selection from the Waiting List 15 of 15 points

The Hawaii Public Housing Authority (HPHA) has written policies in its administrative plan for selecting applicants from the waiting list. The quality control review showed that 1 out of 97 files did not have adequate documentation to demonstrate that the applicant was placed in order off the waitlist.

2. Indicator 2. Reasonable Rent 20 of 20 points

The HPHA has and implements a reasonable written method to determine and document for each unit leased that the rent charged by the owner is reasonable based on current rents for comparable unassisted units. The quality control review on 149 out of 149 files documented that the rent for leased units were reasonable.

3. Indicator 3. Determination of Adjusted Income 20 of 20 points

The HPHA verified and correctly determines adjusted annual income for each assisted family and, where the family is responsible for utilities under the lease, the HA uses the appropriate utility allowance for the unit leased in determining the gross rent. The quality control review on 137 of 149 files indicated that HPHA correctly determined the adjusted annual income. (Of the 12 files, the majority of errors were confined to the files of one former employee. All files have since been corrected.)

4. Indicator 4. Utility Allowance Schedule 5 of 5 points

The HPHA maintains an up-to-date utility allowance schedule last updated in November 2012.

5. Indicator 5. Housing Quality Standards (HQS) 5 of 5 points
Quality Control Inspections

The HPHA's supervisor reinspects a sample of units under contract during HA fiscal year, under HUD's Quality Control sample guidelines. The quality control review of 207 of 207 (100%) indicated that the units were reinspected by a Supervisor.

6. Indicator 6. HQS Enforcement 10 of 10 points

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection and all other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any HPHA-approved extension. The quality control review of 203 of 207 files (98%) indicated that HPHA took prompt action to enforce the family obligations. Of the 10

cases where the HPHA failed to timely enforce action on the landlord, all units are currently meeting HQS.

7. Indicator 7. Expanding Housing Opportunities 5 of 5 points
The HPHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, informs rental voucher and certificate holders of the full range of areas where they may lease units both inside and outside the HA's jurisdiction, and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.
8. Indicator 8. Fair Market Rent (FMR) Limit and Payment Standards 5 of 5 points
The HPHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and has payment standards which do not exceed 110 percent of current applicable FMR and which are not less than 90 percent of the current FMR.
9. Indicator 9. Annual Reexaminations 10 of 10 points
The HPHA completes a reexamination for each participating family at least every 12 months.
10. Indicator 10. Correct Tenant Rent Calculations 0 of 5 points
The HPHA correctly calculates tenant rent in: a) the rental certificate program; and, b) the family's share of the rent to owner in the rental voucher program. During the quality control review 19 of 149 files showed errors that affected the family's share of rent. All errors were corrected after the supervisor's review was completed, however, due to the errors in the files some of the families were required to make back payments to the Section 8 program.
11. Indicator 11. Pre-Contract HQS Inspections 5 of 5 points
The HPHA requires that newly leased units pass HQS inspection on or before the beginning date of the assisted lease and Housing Assistance Payment (HAP) contract.
12. Indicator 12. Annual HQS Inspections 10 of 10 points
The HPHA inspects each unit under contract at least annually.
13. Indicator 13. Lease-Up 20 of 20 points
The HPHA HA enters HAP contracts for the number of units under budget for at least one year.

14. Indicator 14. Family Self-Sufficiency (FSS) 10 of 10 points
Enrollment and Escrow Accounts
The HPHA met the requirement to have at least 80% of its mandatory FSS slots filled and have 30% or more of FS Families with escrow account balances.

III. RECOMMENDATION

That the Board of Directors of the Hawaii Public Housing Authority Adopt Resolution No. 63, Approving the Section 8 Management Assessment Program Certification for Fiscal Year July 1, 2012 to June 30, 2013 and Authorizing the Executive Director to Undertake All Actions Necessary to Submit Such Certification to the U.S. Department of Housing and Urban Development.

Prepared by: Stephanie Fo, Acting Section 8 Subsidy Programs Branch Chief SF

Attachment: SEMAP Certification

Adopted by the Board of Directors on
the date set forth above



David Gierlach, Chair

RESOLUTION NO. 63

**HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII**

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

WHEREAS, the Board of Directors of the Hawaii Public Housing Authority, in compliance with the U.S. Department of Housing and Urban Development (HUD) management performance requirements for Fiscal Year July 1, 2012 to June 30, 2013, has reviewed the Section 8 Management Assessment Program (SEMAP) Certification, herein attached; and

WHEREAS, SEMAP provides policies and procedures for HUD's use in identifying Public Housing Agency management capabilities and deficiencies; and

WHEREAS, HUD will utilize the SEMAP to practice accountability, monitoring, and risk management.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approves the SEMAP Certification for the fiscal period July 1, 2012 to June 30, 2013.

The **UNDERSIGNED**, hereby certifies that the foregoing Resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on August 15, 2013.

Adopted by the Board of Directors on the date set forth above



By: David Gierlach
Its: Chairperson

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**Barbara
Arashiro
(M86474)**

PIC Main

SEMAP

Logoff

Assessment
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Reports

Submission

List

Summary

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Field Office: **9CPH HONOLULU HUB Office**

Housing Agency: **HI901 HPHA**

PHA Fiscal Year End: **6/30/2013**

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar.

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page)

unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

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Stephanie Fo (MBG380)
PIC Main

Assessment Profile Reports

List	Summary	Certification	Profile	Comments
Field Office:	9CPH HONOLULU HUB Office			
Housing Agency:	HI901 HPHA			
PHA Fiscal Year End:	6/30/2013			

SEMAP

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SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name Honolulu, HI MSA

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	1276	1-BR FMR	1392	2-BR FMR	1833	3-BR FMR	2701	4-BR FMR	3100
PS	1148	PS	1253	PS	1650	PS	2431	PS	2790

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If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Annual HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract at least annually (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

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Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.) 97

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank) 4

b. Number of FSS families currently enrolled 86

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA 0

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page) 2150

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA 0

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

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FOR ACTION

MOTION: To Adopt Revisions to the Hawaii Public Housing Authority's Statement of Procurement Policy

I. FACTS

- A. On August 16, 2007, the Hawaii Public Housing Authority's (HPHA) Board of Directors adopted the Statement of Procurement Policy (SOPP).
- B. On March 19, 2009, the HPHA's Board of Directors adopted revisions to the SOPP based on changes to procurement laws, rules and regulations.
- C. On August 20, 2009, the HPHA adopted additional revisions to comply with the requirements of the American Recovery and Reinvestment Act (ARRA) and U.S. Department of Housing and Urban Development (HUD).
- D. Since then the HPHA's Procurement Office has identified several areas in the SOPP that require revision, clarification or additional information. The proposed changes were reviewed by the Department of the Attorney General. Their proposed changes were also incorporated in the attached draft.
- E. In May 2013, HUD conducted a procurement assessment and provided recommendations to improve the HPHA's procurement policy.

II. DISCUSSION

- A. The Statement of Procurement Policy will be clarified as follows:
 - 1. The term "procurement" as used in the HPHA Policy shall include all actions related to the solicitation, purchasing, ordering, leasing, contracting and modification of such procurement activities for goods, services, construction, or other services from any responsible and responsive source.
 - 2. References to the "HPHA" in the Policy shall mean to include the Executive Director and his/her designated representative with delegated procurement authority.
 - 3. Remove the requirement to obtain approval by the Director of the Department of Humans Services for contracts that include multi-year funding, consistent with the statutory change in Chapter 103D, Hawaii Revised Statutes (HRS).

4. Use of the small purchase method of procurement for the procuring of goods and services under \$100,000 and construction under \$250,000 as revised in Chapter 103D, HRS.
 5. Include a section to determine responsibility of a prospective contractor as excerpted from the HUD Handbook 746038 Rev. 2.
 6. Make housekeeping changes for grammar and format.
- B. The attached draft of the Policy displays the changes in underlined format.
- C. The draft changes were reviewed by the Department of the Attorney General. All other terms and conditions remain intact.

III. RECOMMENDATION

That the Board of Directors adopt revisions to the Hawaii Public Housing Authority's Statement of Procurement Policy

Attachment: Hawaii Public Housing Authority's Statement of Procurement Policy, dated August 15, 2013

Prepared by: Rick T. Sogawa, Procurement Officer 

Adopted by the Board of Directors
on the date set forth above

David Gierlach, Chairperson

STATEMENT OF PROCUREMENT POLICY
For the Hawaii Public Housing Authority

This Procurement Policy complies with the Annual Contributions Contract (ACC) between the Hawaii Public Housing Authority (HPHA) and the U.S. Department of Housing and Urban Development’s (HUD) Federal regulations 24 Code of Federal Regulations (CFR) 85.36, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev. 2, and applicable State of Hawaii (State) and local laws.

The HPHA certifies that this Procurement Policy complies with all applicable Federal regulations and, as such, the HPHA is exempted from prior HUD review and approval of individual procurement actions.

I. GENERAL PROVISIONS

A. Purpose

The purpose of this Statement of Procurement Policy (Policy) is to provide a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the HPHA; assure that supplies, services and construction are procured efficiently, effectively, and at the best value to the HPHA; promote competition in contracting; and assure that HPHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

Non-compliance with this Policy may result in disciplinary action, which may include suspension, termination, or any other appropriate action allowed by collective bargaining agreement.

B. Applications

Proposed
change for
clarification

This Policy applies to all procurement actions of the HPHA, regardless of the source of funds, except as noted under “exclusions” in Section C below. However, nothing in this Procurement Policy shall prevent the HPHA from complying with the terms and conditions of any grant, contract, gift, or bequest that is otherwise consistent with the law.

When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulation shall be applied to the total project if more restrictive. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed. In no case, shall the division of the funds be construed to mean that parceling the procurement to evade competitive source selection requirements is acceptable or allowable.

Recommended language from the AGs Office

The term “procurement” as used in this Procurement Policy, includes both the procurement, purchasing, ordering, contractings and modifications (including change orders) for the purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) architectural and engineering (A/E) services, (4) social services, and (5) other services from any responsible and responsive sources.

C. Exclusions

This policy does not govern the following areas:

1. Administrative fees earned under the Section 8 Housing Choice Voucher Program;
2. Award of vouchers under the Section 8 Housing Choice Voucher Program;
3. Execution of landlord Housing Assistance Payments contracts under the Section 8 Housing Choice Voucher that program;
4. Non-program income (e.g., fee-for-services revenue under 24 CFR Part 990);
5. Monies provided by the State Legislature for a specific contractor, vendor, or purpose (e.g., Grant in Aid funds);
6. State Homeless Programs established under chapter 356D, Hawaii Revised Statutes (HRS) and funded by the State or local government

These excluded areas are subject to applicable State and local requirements and may be subject to additional requirements of the specific funding source.

D. Laws and Regulations

The HPHA shall comply with all applicable Federal, State and local laws on procurement including, but no limited to the following regulations and any statutory or regulatory or rule references made therein:

- Chapter 103D, Hawaii Revised Statutes, The Procurement Code
- Chapter 103F, Hawaii Revised Statutes, Purchase of Health and Human Services
- Part 85 of Title 24 of the Code of Federal Regulations (24 CFR), Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments.
- 24 CFR Part 135, Economic Opportunities for Low-and Very-Low Income Persons
- 24 CFR Part 943 PHA Consortia and Joint Ventures
- 24 CFR Part 963 Public Housing, Contracting with Resident Owned Businesses

- 24 CFR Par 965 PHA Owned or Leased Projects
- 24 CFR Part 968, Public Housing Modernization
- 24 CFR Part 990, The Public Housing Operating Fund Program

In cases where the Federal standards are stricter than State or local law, the HPHA will comply with the applicable Federal law and rules. If State law is stricter than the Federal standards, the HPHA will comply with the State law and rules. In cases where the Administrator of the State Procurement Office has granted an exemption in writing to stricter State requirements, the HPHA will comply with the Federal laws and rules for procurements using Federal funds. Additional guidance on dealing with State rules governing procurement shall be handled as detailed in HUD Handbook 7460.8, Rev 2.

Proposed change for clarification

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall ~~automatically supersede this Policy. to the extent inconsistent with this Policy automatically supersede this Policy.~~ automatically supersede this Policy. Changes to State and local procurement rules may also be implemented under procurement circular, directive, administrative rule issued by the State’s Governor, Comptroller, or the State Procurement Office.

E. Public Access to Procurement Information

Procurement information shall be a matter of public record to the extent provided in Chapter 92F, HRS, Uniform Information Practices Act and shall be available to the public as provided in that statute.

II. ETHICS IN PUBLIC CONTRACTING

A. General

Recommended language from the AGs Office

Every employee, officer and Board or Directors (Board) member is expected to adhere to the highest standards of ethical behavior when acting on behalf of the HPHA. Said persons should avoid conflicts between their duties to HPHA and their own personal interests. The HPHA shall adhere to a code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. The HPHA’s Standards of Conduct is consistent with applicable Federal, State or local law. Non-compliance with the HPHA’s policy on Standards of Conduct may result in disciplinary action, ~~which may include including, without limitation,~~ which may include including, without limitation, termination of employment or removal from the HPHA Board of Directors.

The following is a general overview of the HPHA’s Standards of Conduct (adopted 12/18/03) and the provisions are not exhaustive. In the event the HPHA’s Standards of Conduct is modified or a new Standard is adopted, the revised Standard shall supersede the policy summarized herein.

B. Conflict of Interest

No employee, officer, Board member, or agent of the HPHA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below was a financial or any type of interest in a firm competing for the award:

1. An employee, officer, Board member, or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
3. His/her partner; or
4. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above relatives.

C. Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$25 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

D. Prohibition Against Contingent Fees

Contractors wanting to do business with the HPHA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for a bona fide established commercial selling agency.

III. PROCUREMENT AUTHORITY AND ADMINISTRATION

A. Delegation of Contracting Authority

Other than approval of this Policy, approval by the Board of Directors is not required for any procurement action, as permitted under Federal, State and local law. It is the responsibility of the Executive Director to **ensure provide** that all procurement actions are conducted in accordance with the policies contained herein. **All references to the HPHA herein shall mean to include the Executive Director and his/her designated representative.**

While the Executive Director is responsible for **ensuring providing** that the HPHA's procurements comply with this Policy, the Executive Director may delegate all **necessary and appropriate** procurement authority as is necessary and appropriate to

Recommended language from the AGs Office

conduct business of the HPHA. Each contract or purchasing action ~~that~~ which obligates the HPHA to pay a contractor or vendor must be signed or otherwise authorized by an individual ~~to whom~~ who is the HPHA has expressly ~~delegated the authority~~ authorized by the HPHA to make such an obligation.

With the adoption of this Policy, the Executive Director delegates all procurement authority as is necessary to conduct business of the HPHA to the Procurement Officer, regardless of the source of funds and dollar amount. The Executive Director also authorizes the Procurement Officer to make further delegations of procurement authority up to the small purchase threshold as established by Federal, State or local laws, whichever is lower. The Procurement Officer shall execute secondary delegations only with the written approval of the Executive Director. In the absence of a Procurement Officer, the Executive Director may delegate procurement authority to another Manager who is adequately trained and experienced in executing procurements in compliance with State and Federal regulations.

Proposed
change for
clarification

The Executive Director also delegates authority as necessary to the Procurement Officer to approve and execute requests to the State Procurement Office, including, ~~but not limited~~ without limitation, the following:

SPO-01	Notice and Request for Sole Source
SPO-01B	Notice of Amendment to Sole Source Contract
SPO-02	Emergency Procurement Request
SPO-03	Request for Extension on Time on Contracts
SPO-05	SPO Price List Purchase Exemptions
SPO-05A	Request for Authorization to Purchase Outside the Price List for Statewide Publication of Public Notice
SPO-07	Notice of and Request for Exemption From Chapter 103D, HRS
SPO-07B	Notice of Amendment to Exemption From Chapter 103D, HRS
SPO-11	Inquiries on Chapter 103D, HRS and/or Administrative Rules
SPO-15	Alternative Procurement Method
SPO-16	Procurement Violation
SPO-18	Procurement Services Request
SPO-18A	Request for Review Services
SPO-H-300	Request for After-the-Fact Secondary Purchase
SPO-H-600	Request for Crisis Purchase of Service
SPO-H-805	Response to Request for Clarification
SPO-H-807	Response to Formal Protest
	Report on Planned Purchases for Health and Human Services

This delegation is intended to include all future revisions to the list above by the State Procurement Office, the Department of Accounting and General Services and the State Comptroller.

B. Procurement Administration

The Executive Director or his/her designee shall:

Proposed
change by staff

1. ~~Ensure that~~ Submit this Procurement Policy and any later policy changes ~~shall be submitted~~ to the Board of Directors for approval. Revisions for grammar, style or formatting shall not require Board approval.
2. Establish operational procedures (such as a procurement manual or standard procedures) to implement this procurement Policy.
3. Establish a system of sanctions for violations of the ethical standards described in Section II above, consistent with Federal, State or local law.

C. Procurement Planning

Proposed
change for
clarification

The HPHA recognizes that advanced planning is essential to managing the procurement function properly. Hence, the HPHA will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the HPHA's procurement costs; reduce administrative costs; ensure that supplies and services are obtained without any need for re-procurement including, without limitation, (e.g., resolving bid protests); and minimizing errors that occur when there is inadequate lead time. Consideration should be given to the storage, security, and handling requirements when planning the most appropriate purchasing actions.

Prior to the start of each fiscal year, each Branch shall submit an advance procurement plan to the Executive Director and his/her designated representative.

D. Funding Availability

Recommended
language from
the AGs Office

Before initiating any contract, the HPHA shall ~~ensure~~ determine that there are sufficient funds available to cover the anticipated cost of the contract or modification. Any employee, officer, or Board member who negotiates and enters into a verbal or written unauthorized commitment of HPHA funds may be subject to disciplinary action and/or sanctions as allowable under Federal, State, or local law.

Per revised
HAR, 3-122

~~Contracts that include multi-year funding require approval of the Director of the Department of Human Services.~~ The HPHA shall comply with all requirements of the Governor's budget execution policies unless provided specific written exemption or delegated authority.

E. Staff Qualifications and Training

The HPHA's Procurement staff shall be required to meet minimum standards for education and procurement experience.

The HPHA shall establish training and experience standards for its procurement positions. The Procurement Officer shall periodically review the HPHA's procurement operations to **ensure** that personnel meet those standards. Procurement staff shall be required to attend annual training to keep abreast of current regulations governing procurement. Staff who are not adequately trained shall not be allowed to handle procurements independently.

Recommended language from the AGs Office

IV. PURCHASING METHODS

A. Petty Cash Purchases

Purchases under \$25 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period (e.g., one month). For all Petty Cash Accounts, the HPHA shall **ensure verify** that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically. The HPHA's Fiscal Office shall be responsible for the security and maintenance of the petty cash account.

Recommended language from the AGs Office

B. Small Purchases Procedures

For any amounts above the Petty Cash ceiling, but not exceeding ~~\$50,000~~ **\$100,000 (goods/services) and \$150,000 (construction)**, the HPHA may use small purchase procedures.

Per revised HRS, §103D

Under small purchase procedures, the HPHA shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$2,000 also known as Micro Purchases only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Time permitting, the HPHA shall: 1) obtain a reasonable number of quotes for Micro Purchases more than \$2,000; or 2) document that the proposed purchase price is reasonable based on past purchases or catalog sales.

Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the HPHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file.

The HPHA shall be allowed to purchase its requirements from price or vendor lists issued by the State Procurement Office that are in compliance with these Policies.

The HPHA shall not breakdown requirements aggregating more than the small purchase threshold (or Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to 1) permit the use of the small purchase procedures or 2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

The establishment of this policy on small purchases is intended to incorporate future revisions issued by the State Procurement Office regarding policies governing small purchases. If there is a direct conflict between future revisions and any federal laws, rules, and regulations, the federal laws, rules and regulations shall prevail for purchases executed with federal funds.

In the event the State Procurement Office grants a written exemption to the small purchase threshold, the Procurement Officer shall be responsible to determine the appropriate method of procurement. The HPHA shall comply with any restrictions to the exemption as issued by the State Procurement Office.

C. Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the HPHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all material terms and conditions of the Invitation for Bids (IFB) is the lowest in price. Sealed bidding is the preferred method of procuring construction, supply, and non-complex service contracts that are expected to exceed \$50,000.

1. Conditions for Using Sealed Bids

The HPHA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specifications or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

The following contracts shall not be solicited under the sealed bid method: 1) Professional Services; 2) Health and Human Services; 3) Design-Build Construction projects; and 4) any other contract where a complete statement of work or specification cannot be established prior to solicitation.

2. Solicitation and Receipt of Bids

An IFB is issued with the specifications and all contractual terms and conditions applicable to the procurement, and a statement that an award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

3. Pre-Bid Conference

After an IFB is issued and before bids are due, the HPHA may conduct a pre-bid conference to discuss the project's requirements. Notice of any scheduled conference shall be included in the IFB. A written summary of the conference must be made available to anyone requesting it. Any changes to a solicitation shall be issued under an addendum.

Attendance, while desirable, should not be mandatory and non-attendees should not be deemed non-responsive. To impose a requirement to attend a pre-bid conference could unnecessarily limit competition.

For all construction projects, the HPHA must hold a pre-bid conference. For State funded construction projects, the HPHA may require mandatory attendance if stated in the public notice and prominently listed in the solicitation.

4. Bid Opening and Award

Sealed bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB.

If only one responsible bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis and shall be subject to conditions governing non-competitive proposals.

Bid prices that exceed the independent cost estimate or available funds are not open to negotiation. The HPHA shall handle the reduction of base bid offers through the inclusion of deductive alternates or value engineering when it is in the best interests of the State. Unless specific written approval or statutory authority is provided, no bid price should be negotiated after bid opening.

5. Mistakes in Bids.

Correction or withdrawal of bids is permitted, where appropriate, before bid opening by written, or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening.

After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a non-judgemental character was made, the nature of the mistake and the bid price actually intended. A low bidder alleging a non-judgemental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of a bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.

All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Procurement Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interests of the HPHA or fair competition shall not be permitted.

D. Competitive Sealed Proposals

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the HPHA, considering price and other factors (e.g., technical expertise, past experience, quality of proposed staffing, etc.) set in the solicitation and not solely the lowest price.

1. Conditions for Use

Where conditions are not appropriate for the use of sealed bidding competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

2. Form of Solicitation

Other than Architect/Engineering (A/E) services, competitive proposals shall be solicited through the issuance of an Request for Proposals (RFP). The RFP shall clearly identify the important and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued.

Proposals shall be handled so as to prevent disclosure of the number of offerors, identify the offerors, and the contents of their proposals until after award. The HPHA may assign a price specific weight in the evaluation

Proposed
change for
clarification

criteria. The HPHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

3. Evaluation

The proposal shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the HPHA shall establish an Evaluation Plan for each RFP. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. A copy of the document identifying any committee members and any subsequent changes thereto must be placed in the contract files. The Evaluation Committee shall consist of at least three governmental employees with sufficient qualifications in the area of the goods, services or construction to be procured. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement.

For the review of proposals, evaluation criteria need to be supported with written justification for the scores provided by each reviewer. Rating sheets must include written comments which demonstrate that the evaluator has actually read and reviewed the proposals, submittals and/or professional qualifications.

4. Negotiations

Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals.

No offeror shall be given any information about any other offerors proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations.

Negotiations are exchanges (in either competitive or sole source environment) between the HPHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract.

When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the HPHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation.

Recommended language from the AGs Office

The Procurement Officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are **a matter within the discretion** of the Procurement Officer's judgment. The contracting officer may inform an offeror that its price is considered by the HPHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the governments price analysis, market research, and other reviews have identified as reasonable.

Auctioning (revealing one offerors price in an attempt to get another offeror to lower their price) is strictly prohibited.

5. Award

After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the HPHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

6. A/E Services

Proposed change for clarification

The HPHA must contract for A/E services using Qualifications Based Selection (QBS) procedures, utilizing a **Request for Qualifications (RFQ)**. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. If service are funded with Federal funds, QBS procedures shall not be used to purchase other types of services, though architectural/engineering firms are potential sources.

E. Requests for Qualifications

The QBS method is conducted using an RFQ. Under the QBS method, the HPHA shall select the highest ranked respondent on technical factors and then negotiate price.

The QBS methods can only be used for A/E services or developer's related contracts, or when specifically authorized by HUD. The QBS method cannot be used to contract for other services that may be provided by an A/E firm unless specifically authorized.

1. Evaluation Factors

The following factors are recommended for modernization contracts:

- a. Evidence of the A/E's or firm's ability to perform the work;
- b. Capability to provide services in a timely manner;
- c. Evidence that the A/E is registered in the State and carries Errors and Omissions insurance;
- d. Past performance in terms of cost control, quality of work, and compliance with performance scheduled;
- e. Demonstrated knowledge of local building codes and Federal building alteration requirements; and
- f. Other factors determined to be important to HPHA.

Recommended
by HUD staff

For the review of professional qualifications, evaluation criteria need to be supported with written justification for the scores provided by each reviewer. Rating sheets must include written comments which demonstrate that the evaluator has actually read and reviewed the proposals, submittals and/or professional qualifications.

2. Inadequate Response to Solicitation

If the HPHA received fewer than three proposals, the HPHA will analyze and document the reasons for the inadequate response. The HPHA may either reject the proposals and issue a revised solicitation or the HPHA may proceed to evaluate the proposals as deemed appropriate.

F. Noncompetitive Proposals

1. Conditions for Use

Procurement by noncompetitive proposals (sole-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

- a. The item is available only from a single source, based on a good faith review of available sources;

- b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the HPHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
- c. The State Procurement Office and HUD authorizes the use of noncompetitive proposals. (HUD approval is not required for State-funded procurements.); or
- d. After solicitation of a number of sources, competition is determined inadequate, or only one offeror responds. This condition does not apply to procurements using State funds.

As in all procurements, the HPHA must first prepare an independent cost estimate prior to the solicitation. The independent cost estimate is used to establish a reasonable range and for verification that funds are available to fund the procurement. Because there is no price competition, a cost analysis is required and the price must be determined to be reasonable. During the cost analysis, the price proposal would need to be compared with the independent cost estimate and other relevant factors.

Approval to award a contract resulting from a noncompetitive proposal does not eliminate or alter any other requirements governing the contract.

2. Justification

Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Chief Procurement Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements.

The justification, to be included in the procurement file, should include the following information:

- a. Description of the requirement;
- b. History of prior purchases and their nature (competitive vs. noncompetitive);
- c. The specific exception in 24 CFR 85.36(d)(4)(i)(A) through (D) which applies (for federally funded procurements only);
- d. Statement as to the unique circumstances that require award by noncompetitive proposals;

For clarification
based on HUD
Handbook 7460.8
Rev. 2

Recommended language from the AGs Office

- e. Description of the efforts made to find competitive sources including, without limitation (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
- f. Statement as to efforts that will be taken in the future to promote competition for the requirement;
- g. Signature by the Chief Procurement Officer; and
- h. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

G. Cooperative Purchasing/Intergovernmental Agreements

The HPHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions.

The HPHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 24 CFR 85.36.

V. INDEPENDENT COST ESTIMATE

For all purchases above the micro purchase threshold, the HPHA shall prepare an independent cost estimate (ICE) prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

The contracting office is responsible for the preparation of the ICE, and may obtain assistance from other personnel (e.g., the end user, or budget and finance) are usually involved and may actually do most of the preparation. The HPHA may develop the ICE using its own employees, outside parties (e.g., consultants), or a combination of the two. If any outside party (whether compensated or not) assists in developing the ICE, the HPHA shall take appropriate steps to ensure that organizational conflicts of interest are avoided and that an outside party does not obtain any competitive advantage from its advance knowledge of the HPHA's cost estimate.

For purchases above \$2,000 but less than the HPHA's small purchase threshold, documentation will be kept to a minimum. The ICE may be based on prior purchases, commercial catalogs, or detailed analyses (e.g., purchases for services).

For purchases above the HPHA's small purchase threshold, the level of detail will vary but should be commensurate with the size (i.e., dollar value), complexity, and commercial nature of the requirement. ICEs will normally be broken out into major

Recommended language from the AGs Office

categories of cost including, without limitation, (e.g., labor, materials, and other direct costs such as travel, overhead, and profit). Commercially available products and services may require less detail as the marketplace tends to provide current reliable pricing information for commercially available products; HPHA may also not need to break out components. Non-commercial type requirements, and work designed specifically for the HPHA, will require much more extensive estimation and a detailed ICE.

The ICE will serve as the primary in-house gauge of cost and price reasonableness, but may not be relied upon to the exclusion of other sources of pricing information. Market conditions may fluctuate between the time the ICE is prepared and the receipt of offers. For example, materials or labor costs may have increased or decreased. If a significant period of time has elapsed, or the HPHA knows that certain market conditions have changed, the Procurement Officer may request that an updated ICE be prepared to use in evaluating offers.

VI. COST AND PRICE ANALYSIS

The HPHA shall require assurances that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

A. Petty Cash and Micro Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Procurement Officer (through a Purchase Order or other means) shall serve as the Procurement Officer's determination that the price obtained is reasonable, which may be based on prior experience or other factors.

B. Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the requisitioner shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

C. Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the HPHA cannot reasonably determine price reasonableness, the HPHA must conduct a cost analysis, consistent with federal guidelines, to ensure determine that the price paid is reasonable.

Recommended language from the AGs Office

D. Competitive Proposals

Recommended language from the AGs Office

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the HPHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the HPHA must conduct a cost analysis, consistent with Federal guidelines, to ~~ensure~~ determine that the price paid is reasonable.

E. Contract Modifications

A cost analysis, consistent with federal guidelines, will be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$50,000.

VII. SOLICITATION AND ADVERTISING

A. Method of Solicitation

1. Petty Cash and Micro Purchases. The HPHA may contact only one source, if the price is considered reasonable.
2. Small Purchases. Quotes may be solicited orally, through fax, or by any other reasonable method.
3. Sealed Bids and Competitive Proposals. Solicitation must be done publicly. The HPHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.
 - a. Advertising in newspapers or other print mediums of local or general circulations. Advertisements in local newspapers should be published in the local newspaper where the service or construction is to be delivered.
 - b. Advertising in various trade journals or publications (for construction).
 - c. E-Procurement. The HPHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 24 CFR 85.36, State and local requirements, and the HPHA's procurement policy.

B. Time Frame

For purchases of more than \$50,000, the public notice should run not less than once each week for two consecutive weeks.

C. Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

D. Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director/Chief Procurement Officer may allow for a shorter period under extraordinary circumstances and/or when it has been determined that the HPHA would still receive adequate competition under a shorter notice. A copy of the Executive Director's written determination shall be maintained in the contract file.

E. Cancellation of Solicitations

1. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
 - a. The supplies, services or construction is no longer required;
 - b. The funds are no longer available;
 - c. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 - d. ~~Other similar reasons.~~ For good cause of a similar nature when it is in the best interest of the HPHA.
2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
 - a. The supplies or services (including construction) are no longer required;
 - b. Ambiguous or otherwise inadequate specifications were part of the solicitation;
 - c. All factors of significance to the HPHA were not considered;
 - d. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 - e. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 - f. For good cause of a similar nature when it is in the best interest of the HPHA.
3. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

Recommended
language from
the AGs Office

4. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
5. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the HPHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Procurement Officer may cancel the solicitation and either:
 - a. Re-solicit using an RFP; or
 - b. Complete the procurement by using the competitive proposal method. The Procurement Officer must determine, in writing, that such action is appropriate, must inform all bidders of the HPHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
6. If problems are found with the specifications, HPHA should cancel the solicitation, revise the specifications and resolicit using an IFB.

F. Credit (or Purchasing) Cards

Credit card usage should follow the rules for all other small purchases. For example, the Procurement Officer may use a credit card for micro purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the micro purchase level, the Procurement Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card.

When using credit cards, the HPHA will adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards). The use and administration of the HPHA's purchasing card program is subject to policies issued by the State Procurement Office.

G. Emergency Purchasing Card (pCard)

The HPHA shall obtain an emergency pcard under the State of Hawaii Purchasing Card program. The emergency pcard shall be used only upon the issuance of the Governor's emergency proclamation. Such emergencies may include those that seriously threaten the public health, welfare or safety of persons or property as determined by the Governor.

The HPHA shall adopt reasonable safeguards to assure that the emergency pcard is used only for its intended purposes.

VIII. BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$50,000. There are no bonding requirements for small purchases or for competitive proposals. The HPHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds. Use of performance bonds with State funded non-construction contracts requires prior written approval by the State Procurement Office. There are no requirements for bid, payment or performance bonds for small purchases.

1. Bid Bonds

For construction contracts exceeding ~~\$50,000~~ \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

Per HUD
Handbook No.
7460.8 Rev. 2

2. Payment Bonds

For construction contracts exceeding ~~\$50,000~~, \$100,000 the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

- a. A performance bond and a payment bond both in a penal sum of 100% of the contract price; or
- b. Separate performance and payment bonds, each for 50 % or more of the contract price; or
- c. A 20 % cash escrow; or
- d. A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

Per HUD
Handbook No.
7460.8 Rev. 2

For bids and contracts that include bond requirements, the HPHA shall ensure that all bonds are issued by an acceptable surety (bonding) company. All active files for federally funded contracts must contain a copy of the most recently published U.S. Treasury Circular 570.

IX. CONTRACTOR QUALIFICATIONS AND DUTIES

A. Contractor Responsibility

The HPHA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

1. Have adequate financial resources to perform the contract, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidders/offerors existing commercial and governmental business commitments;
3. Have a satisfactory performance record;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed Limited Denial of Participation (LDP).

Proposed
change for
clarification

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

In no instance shall the Executive Director seek an exemption from the State Procurement Office or HUD to contract with a non-responsible offeror.

B. Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

C. Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

X DETERMINING RESPONSIBILITY

Excerpted from
HUD Handbook
7460.8 Rev. 2

Any request for approval of a contract award must include an affirmative statement that the offeror was determine responsible and that HPHA's evaluation included a review of the offeror's financial capabilities, past performance and experience.

satisfactory record of integrity and business ethics, equipment and facilities, and eligibility to receive federal funds.

A. Researching Responsibility. The Contracting Officer will need to conduct research to determine that a prospective contractor is responsible. The size and complexity of the contract, the degree of prior experience of the PHA or the Contracting Officer with the offeror, and the extent to which the PHA can cancel the contract and install a replacement vendor will all influence the extent of research required. Only that information deemed necessary to determine the offeror's responsibility should be requested, obtained, and reviewed. Some methods include:

- 1. Financial Capability.** Obtain financial information and credit bureau reports; require the offeror to provide information on and then verify their lines of credit and account balances with the financial institution officer servicing their account;
- 2. Compliance with Delivery and Performance Schedules.** Request information on all other active contracts the offeror is performing and verify their status with those buyers;
- 3. Performance Record.** Require offerors to submit contact information for recent contracts they have performed for other customers and contact them to ascertain the offeror's quality of performance, including timeliness of delivery/completion, quality of work, compliance with terms and conditions of the contract, and cost control, if applicable. Inquire of past customers whether or not they would contract with the offeror again and why. Research the offeror's performance history with the PHA;
- 4. Integrity and Business Ethics.** Contact the offeror's previous and current customers to verify their dealings with the offeror. Check with the local Better Business Bureau, local offices of Code Compliance and Business Licenses, or other regulatory agencies for business ethics record and compliance with public policy. Verify the offeror's compliance with payments, wage rates, and affirmative action requirements with other customers and with applicable State and Federal Government offices, e.g., DOL Wage and Hour Division;
- 5. Necessary Organization, Experience, Accounting and Operational Controls, and Technical Skills.** Verify experience with other customers. Request copies of any audits. Verify that necessary personnel will be available to work on the PHA's contract;
- 6. Necessary Production, Construction, and Technical Equipment and Facilities.** Request evidence that the offeror has all the equipment and facilities he/she will need or the capability to obtain them. Visit the offeror's place of business or other job sites to verify equipment and facilities. Contact equipment dealers and/or facility owners from whom the offeror indicates that he/she will rent or lease equipment or space; and

7. Eligible to Receive a PHA Contract. Verify that the offeror has not been suspended, debarred or is under a HUD LDP (see paragraph H below).

B. Responsible at Time of Award. Bidders/offerors must be determined to be responsible at the time of award. For sealed bidding this means at the point where the low, responsive bidder has been determined. For the competitive proposal method, this means after the successful offeror has been selected for award. Bidders/offerors may be afforded the opportunity to provide acceptable evidence of their ability to meet the stated requirements after bid opening (sealed bidding) or contractor selection (competitive proposal method) in accordance with the PHA's written procurement policy and procedures and applicable State or local law or regulation. The Contracting Officer must clearly indicate to potential bidders/offerors the time frame in which they are required to submit evidence that they meet the above requirements.

XI. DETERMINING RESPONSIVENESS

The HPHA shall not award any contract unless it has been determined that a bid offer is responsive. To be considered responsive, a bid must conform to the material requirements of the IFB. Bid offers may be deemed non-responsive for the following:

1. Unless specifically provided for in the solicitation, multiple or alternate offers shall not be accepted and all such offers shall be rejected.
2. Any offer which is conditioned upon receiving a contract other than is provided for in the solicitation shall be deemed non-responsive and not acceptable.
3. Any offer submitted in response to an invitation for competitive sealed bids which conditioned by proposed changes to the scope of work shall be deemed non-responsive.
4. Any offer submitted via facsimile machine, electronic mail, or through an electronic procurement system shall be acceptable only when specifically allowed in the invitation for bids or request for proposal and for a purchase below the small purchase threshold.

Minor informalities are not grounds for determining a bid to be non-responsive.

XI. CONTRACT PRICING ARRANGEMENTS

A. Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of the HPHA may be used, provided that the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the HPHA.

For all cost reimbursement contracts, HPHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

B. Options

Options for additional quantities or performance periods may be included in contracts, provided that:

Recommended language from the AGs Office

1. The option is contained in the solicitation;
2. The option is a unilateral right of and reserved by the HPHA;
3. The contract states a limit on the additional quantities and the overall term of the contract;
4. The options are evaluated as part of the initial competition;
5. The contract states the period within which the options may be exercised;
6. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
7. The options may be exercised only if determined to be more advantageous to HPHA than conducting a new procurement.

C. Employment Contracts

Employment contracts are part of the personnel process and are subject to those rules and regulations. Independent services contract, where there is no employer-employee relationship, is considered a procurement action and subject to applicable procurement rules.

XII. CONTRACT CLAUSES

Recommended language from the AGs Office

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the HPHA and the Department of the Attorney General. For construction contracts, the HPHA shall attach the current dated HPHA General Conditions ~~dated 9/11/03, or any subsequent revised general conditions.~~

Additionally, for public housing procurements, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$50,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by the HPHA.

XIII. CONTRACT ADMINISTRATION

The HPHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor

performance, status reporting on major projects including construction contracts, and similar matters.

For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18 and the Hawaii Administrative Rules.

The HPHA shall establish systems for ensuring that the items required by contract are received in accordance with contract terms. Payment shall be processed promptly once goods and/or services are received. No payments shall be processed without adequate verification that goods and services are satisfactorily received.

XIV. SPECIFICATIONS

A. General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying HPHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible.

Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Contractors funded to develop or draft specifications, requirements, statements of work, invitations for bids, or request for proposals shall be excluded from competing in the procurement.

B. Limitation

The following types of specifications shall be avoided:

1. Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
2. Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

XV. APPEALS AND REMEDIES

A. General

It is HPHA's policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

B. Informal Appeals Procedure

The HPHA shall adopt an informal bid protest/appeal procedure for contracts of \$50,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Administrator Officer. If the informal bid protest cannot be resolved by the Contract Administrator, the party filing the protest may appeal to the Procurement Officer.

C. Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$50,000.

1. Bid Protest

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contractor receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Procurement Officer or designee, who shall issue a written decision on the matter.

Recommended
language from
the AGs Office

The Procurement Officer may, at his/her discretion, suspend the procurement pending resolution of the protest ~~if based upon~~ the facts presented so warrant. For State funded procurements, written approval by the State Procurement Office Administrator ~~is~~ shall be required in order to proceed to contract.

2. Contractor Claims

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Procurement Officer for a written decision. The contractor may request a conference on the claim. The Procurement Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in HPHA. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

XVI. ASSISTANCE TO SMALL AND OTHER BUSINESSES

A. Required Efforts

Proposed
change for
clarification

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ~~ensure provide~~ that small and minority-owned businesses, womens' business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the HPHA project are used when possible. Such efforts shall include, ~~but shall not be limited to~~ without limitation:

1. Including such firms, when qualified, on solicitation mailing lists;
2. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
6. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
7. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above. Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in HPHA prime contracts and subcontracting opportunities.

B. Definitions

1. A small business is defined as a business that is: independently owned; not dominant-in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.

Recommended language from the AGs Office

2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, ~~but are not limited to~~ without limitation, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

4. A Section 3 business concern is as defined under 24 CFR Part 135.

Proposed change for clarification

5. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the Department of Labor (DOL) in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

XVII. DOCUMENTATION

Recommended language from the AGs Office

The HPHA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, ~~but shall not necessarily be limited to~~, without limitation, the following:

1. Rationale for the method of procurement (if not self-evident);
2. Rationale of contract pricing arrangement (also if not self-evident);
3. Reason for accepting or rejecting the bids or offers;
4. Basis for the contract price (as prescribed in this handbook);
5. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
6. Basis for contract modifications; and
7. Related contract administration actions.

Proposed change for clarification

The level of documentation should be commensurate with the value of the procurement. In general, records are to be retained for a period of three (3) years after final payment and all matters pertaining to the contact are closed. Each Contract Administrator shall be responsible to confirm the record retention requirements for their specific funding source.

FOR ACTION

SUBJECT: To Authorize the Executive Director to Execute the Capital Fund Program Amendment No. 148 (form HUD 52840-A) to the Consolidated Annual Contributions Contract to Accept \$9,066,970 in Federal Funds under the U.S. Department of Housing and Urban Development's Capital Fund Program

A. FACTS

1. On August 9, 2013, the U.S. Department of Housing and Urban Development issued the annual Capital Fund Program (CFP) Amendments to housing authorities nationwide.
2. Under the CFP Amendment to the consolidated Annual Contributions Contract, HUD agrees to provide CFP assistance to the HPHA to carry out capital and management activities at federal public housing developments.
3. All capital and management activities must be carried out as described in the HUD-approved Annual PHA Plan Capital Fund Annual Statement.

B. DISCUSSION

1. The HPHA must apply for the entire CFP assistance amount of \$9,066,970 for the fiscal year July 1, 2013 to June 30, 2014.
2. If the HPHA does not comply with any of its obligations under the Amendment and does not have its Annual PHA Plan approved within the period required by HUD, HUD will impose penalties or take remedial action as allowed by law.
3. The timeline for the FY 2013 Capital Fund Program Formula Grant is as follows:

August 9, 2013 HUD posts to the Office of Capital Improvements Website the CFP grant amounts and the ACC Amendments

September 6, 2013 Three (3) original signed and dated ACC Amendments due to HUD Field Office

September 9, 2013

HUD Field Office executes the ACC
Amendments

September 18, 2013

HUD Field Office spreads CFP award in the
eLOCCS system

C. RECOMMENDATION

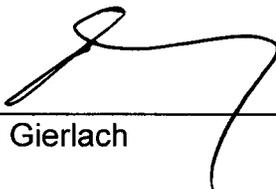
That the Board of Directors Authorize the Executive Director to Execute the Capital Fund Program Amendment No. 148 (form HUD 52840-A) to the Consolidated Annual Contributions Contract to Accept \$9,066,970 in Federal Funds under the U.S. Department of Housing and Urban Development's Capital Fund Program

Attachments:

- a. Form HUD 52840-A Capital Fund Program Amendment to the Consolidated Annual Contributions Contract (form HUD 53012)
- b. CFP Annual Statement/Performance and Evaluation Report (HUD 50075.1)

Prepared by: Barbara E. Arashiro, Executive Assistant 

Approved by the Board of Directors on
the date set forth above



David Gierlach
Chair

2013 Capital Fund

Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions Contract (form HUD-53012)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Whereas, (Public Housing Authority) Hawaii Public Housing Authority Hi001 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) SF-181 dated 7/1/1998

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 9,066,970.00 for Fiscal Year 2013 to be referred to under Capital Fund Grant Number HI08P00150113 PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 148

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

X (i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.

OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFF Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization schedule will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States

The PHA acknowledges its responsibility for adherence to this amendment. The parties have executed this Amendment, and it will be effective 9/9/2013. This is the date on which CFP assistance becomes available to the PHA for obligation.

Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one) : Yes No X

8. At a public housing development level and in the format and frequency established by HUD, the PHA is required to report on all Capital Fund grants awarded that have not closed, including information on the installation of energy conservation measures.

U.S. Department of Housing and Urban Development

By Date: Title

PHA Executive Director

By Date: Title Executive Director

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2013		
PHA Name: Hawaii Public Housing Authority		Capital Fund Program Grant No: H108P001501-13		FFY of Grant Approval: 2013		
Type of Grant		Replacement Housing Factor Grant No:				
		Date of CFFP:				
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/13		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 0) <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds	60,222,000	60,222,000	6,471,845	2,735,995	
2	1406 Operations (may not exceed 20% of line 20) ³	1,890,879	1,813,394	0	0	
3	1408 Management Improvements	250,000	250,000	0	0	
4	1410 Administration (may not exceed 10% of line 20)	945,440	906,697	0	0	
5	1411 Audit	0	0	0	0	
6	1415 Liquidated Damages	0	0	0	0	
7	1430 Fees and Costs	300,000	1,600,000	0	0	
8	1440 Site Acquisition	0	0	0	0	
9	1450 Site Improvement	0	0	0	0	
10	1460 Dwelling Structures	5,568,078	4,424,078	0	0	
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0	
12	1470 Non-dwelling Structures	0	0	0	0	
13	1475 Non-dwelling Equipment	0	0	0	0	
14	1485 Demolition	0	0	0	0	
15	1492 Moving to Work Demonstration	0	0	0	0	
16	1495.1 Relocation Costs	0	0	0	0	
17	1499 Development Activities ⁴	0	0	0	0	
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0	
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0	
19	1502 Contingency (may not exceed 8% of line 20)	500,000	72,801	0	0	
20	Amount of Annual Grant: (sum of lines 2 - 19)	9,454,397	9,066,970	0	0	
21	Amount of line 20 Related to LBP Activities	0	0	0	0	

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2013
PHA Name: Hawaii Public Housing Authority		Capital Fund Program Grant No: HI08P001501-13		FFY of Grant Approval: 2013
		Replacement Housing Factor Grant No:		
		Date of CFFP:		
Type of Grant				
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 0)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/13				<input type="checkbox"/> Final Performance and Evaluation Report
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost¹
		Original	Revised²	Obligated Expended
22	Amount of line 20 Related to Section 504 Activities	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0
Signature of Executive Director		8/15/2013		Signature of Public Housing Director

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHIF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part II: Supporting Pages									
Federal FFY of Grant: 2012									
Grant Type and Number Capital Fund Program Grant No: HI08P001501-13									
CFPP (Yes/No): No									
Replacement Housing Factor Grant No:									
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
30/1026 Puuwai Momi	Modernization Ph1 (Design)	1430		0	1,300,000	0.00	0.00	Planning	
32/1003 Mayor Wright	Modernization Ph1 (Const)	1460		1,144,000	0	0.00	0.00	Planning	
50/1008 Palolo Valley Homes	Physical Improvements Ph3 (Const)	1460		2,500,000	2,500,000	0.00	0.00	Planning	
50/1008 Palolo Valley Homes	Physical Improvements Ph4 (Const)	1460		1,580,124	1,580,124	0.00	0.00	Planning	
COCC, PHA Wide	CMS Support Services Technical	1430		300,000	300,000	0.00	0.00	Planning	
LIPH, PHA Wide	ADA Accessibility Compliance	1460		343,954	343,954	0.00	0.00	Planning	
PHA Wide	Management Improvements	1408		250,000	250,000	0.00	0.00	Planning	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Property Management and Maintenance Services Branch (PMMSB)
Report for the Months of July/August 2013

A. Occupancy (Goal 97%)

- Property Management's lease up activity consisted of the following:

	Federal Public Housing	State Public Housing	Reason for Transfer
New Move-ins from the Waitlist	40	5	
Internal Transfers	8	1	**4 – RRA, 4 - H&S, 1 - Other
Vacancy (tenants who vacated from the program)	30	5	

*Totals are as of July 31, 2013

**RRA – Request for Reasonable Accommodation

H&S – Health & Safety (unit deemed uninhabitable due to flooding, loss of electrical power, etc.).

As of July 31, 2013, HPHA has a total of 81 approved RRA statewide (Oahu – 75, Maui – 1, Hilo – 2 & Kauai – 3). These approved internal RRA tenants are waiting for a transfer to a suitable unit.

B. Formal Grievance Hearings held:

July 2013 Grievance Hearings			
AMP	Property	Expedited	Reason for Grievance
34	Kalakaua Homes	No	Requesting reimbursement and/or rent reduction.
43	Kaimalino Kona	Yes	A noise disturbance and unauthorized guests/pets.
43	Kealakehe Kona	Yes	Unauthorized guests and noise disturbance.

Property Management scheduled and heard a total of three (3) formal grievance hearing cases due to tenants being in violation of their rental agreement.

C. Rent Collection (from January 2013 to the end of July 2013)

Non vacated delinquencies were reduced from 1,043 families owing approximately \$578,000 to 317 families owing approximately \$536,441.72 in back rent. AMPs are continuing to submit eviction referrals for non-payment of rent.

D. Program Activities

- Finalized and implemented a short form Pre-Application for Public Housing (attached).
- Continued to assist with updating data and filing of correspondence for the purging of the waitlist for Oahu.
- PMMSB staff will continue to certify and correct the information in PIC to meet HPHA's certification deadline of August 16, 2013. This data will affect HPHA's submittal of the Capital Fund Certification and Operating Fund Submission due later this year.
- Assist the Application Services Unit in creating a pool for upcoming vacant units.
- PMMSB continues to purge the waitlist.

E. Planned Activities for August 2013

- Kalihi Valley Homes will continue to have clean-up events (litter pickup, landscaping, grass trimming, graffiti clean-up) on Saturdays during the month of August, involving tenants who are required to do 8 hours of community service, volunteers from the Kaneohe Marine Corps, resident association members and staff.
- AMPs will continue to address and correct deficiencies noted in their REAC report to improve their scores from last year.
- Track programs on administrative rules that are currently being delayed at the Department of Human Services (DHS) for review. PMMSB unable to schedule a public hearing without DHS processing the rules to the Governor's Office.



**STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
PRE-APPLICATION FOR PUBLIC HOUSING PROGRAM**

HPHA USE ONLY
NEW _____
REACT _____
CRIM _____
NOC _____
HIST _____

Instructions: Please print using black or blue ink only and complete both sides of this pre-application. Answer each section/item. If not applicable to you, write "NA" in the space provided. Do not leave any section unanswered.
We collect data on race & ethnicity in accordance with federal and state regulations. People of various races may be of Hispanic ethnicity. Please indicate if you are Hispanic. Your answers will not affect your application.

APPLICANT INFORMATION	Is Head of Household (Check Only One) <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic					
	Is Head of Household (Select as many as appropriate)					
	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Other Pacific Islander					
	Is anyone in your household a Compact of Free Association (COFA) individual? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	HEAD OF HOUSEHOLD <input type="checkbox"/> Male <input type="checkbox"/> Female					
	(Last Name)		(First Name)	(Middle Initial)	(Date of Birth)	(Social Security Number)
	(Racial Ancestry)		(Place of Birth, City and State or Country)		(Maiden or Other Names Used)	(Phone Number)
	SPOUSE OR CO-HEAD (Relationship to Head of Household – indicate spouse or co-head _____) <input type="checkbox"/> Male <input type="checkbox"/> Female					
	(Last Name)		(First Name)	(Middle Initial)	(Date of Birth)	(Social Security Number)
	(Racial Ancestry)		(Place of Birth, City and State or Country)		(Maiden or Other Names Used)	(Phone Number)
MAILING ADDRESS						
(Number)		(Street)	(Apt No.)	(City)	(State-Country)	(Zip Code)

I am/ We are applying for the following programs:

- Federal Low Rent Housing for the Elderly/Disabled Federal Low Rent Housing for Family State Family Housing

County of Oahu <input type="checkbox"/> Honolulu (Red Hill to Palolo) <input type="checkbox"/> State Housing (Honolulu) <input type="checkbox"/> Central Oahu (Wahiawa and Waialua) <input type="checkbox"/> Leeward Oahu (Pearl City to Waianae) <input type="checkbox"/> Windward Oahu (Kaneohe and Waimanalo)	Oahu Public Housing Applications Office 1002 North School St, Bldg A P. O. Box 17907 Honolulu, HI 96817 Telephone (808) 832-5961 TTY (808) 832-6083
County of Hawaii <input type="checkbox"/> East Hawaii (<input type="checkbox"/> Hilo, <input type="checkbox"/> Honokaa, <input type="checkbox"/> Ka'u) <input type="checkbox"/> West Hawaii (<input type="checkbox"/> Kona, <input type="checkbox"/> Kohala/Waikoloa, <input type="checkbox"/> Waimea)	Big Island Housing Office, 600 Wailoa Street Hilo, HI 96720 Telephone (808) 933-0474 TTY (808) 933-0593
County of Maui <input type="checkbox"/> East Maui (Kahului to Wailuku) <input type="checkbox"/> Molokai <input type="checkbox"/> West Maui (Lahaina)	Maui Housing Office, 2015 Holowai Place, P. O. Box 885 Wailuku, HI 96793 Telephone (808) 243-5001 TTY (808) 243-5947
County of Kauai <input type="checkbox"/> East Kauai (Hanamaulu to Kapaa, Kilauea, Kalaheo) <input type="checkbox"/> West Kauai (Koloa to Kekaha)	Kauai Housing Office 4726 Malu Road, Kapaa, HI 96746 Telephone (808) 821-4415 TTY (808) 821-6951

ONLY ONE OFFER OF PLACEMENT WILL BE MADE.

Effective July 1, 2013, 50% of available units for both federal and state programs will be for applicants with preference and 50% of available units will be for applicants without preference (Act 148, SLH 2013).

If you wish to claim a preference, please check-off the claimed preference(s) below, which applies to you now. If you claim a preference, you will be required to provide verification on your claimed preference at the time of final eligibility screening and must maintain that preference until you move into a unit.

Your selection may be changed at any time by submitting an update form.

I/WE DO NOT CLAIM A PREFERENCE AT THIS TIME

I/WE HEREBY CERTIFY THAT I/WE QUALIFY FOR FEDERAL LOW RENT PREFERENCE BECAUSE I AM/ WE ARE:

- Victim of Domestic Violence (DV) in DV shelter or clearinghouse with case management
- Involuntary Displacement (State reason) _____
- Homeless persons that live in transitional shelters, supportive housing programs, or those who are unsheltered homeless persons who are participating; AND who are in compliance with a social service plan.
- Disabled (for single applicants only)
- Not currently available, but to become available in the future: An adult family member who is employed for not fewer than 20 hours per week in the previous six months, or adult members cannot work because of age or disability

I/WE HEREBY CERTIFY THAT I/WE QUALIFY FOR STATE-AIDED PREFERENCE BECAUSE I AM/WE ARE:

- Veteran with permanent disability of 10% or more as certified by the US Dept. of Veterans Affairs (VA)
- Dependent parents of veteran with permanent disability of 10% or more as certified by the VA
- Widow of deceased veteran with permanent disability of 10% or more as certified by the VA
- Elderly (62 years or Older) Displaced by Governmental action
- Disabled Veteran with service connected disabilities
- Spouse of deceased veteran whose death was determined to be service connected Other veterans
- Dependent parent(s) of deceased veteran whose death was determined to be service connected
- Families residing in a transitional shelter for the homeless and who have successfully completed a social service plan.

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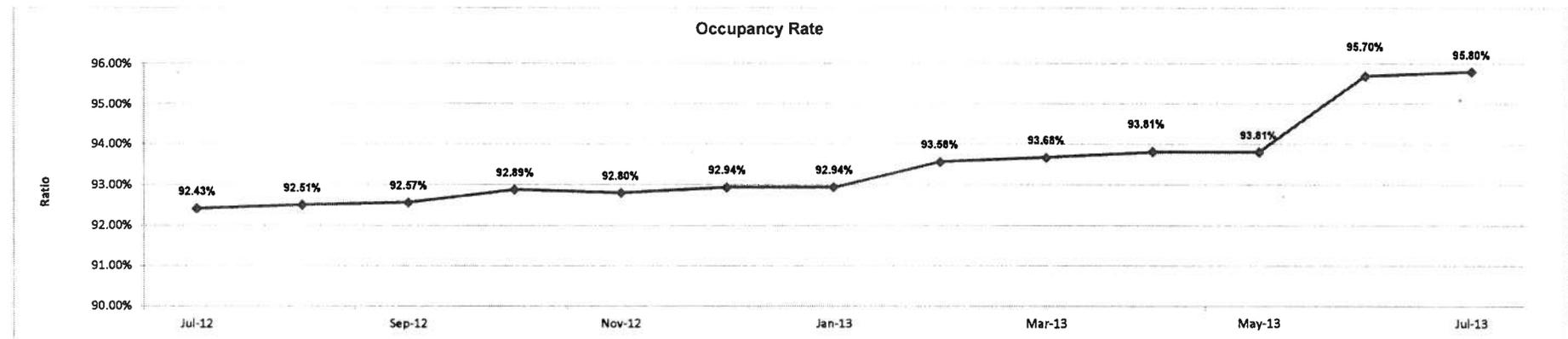
FEDERAL PUBLIC HOUSING

Occupancy from July 2012 to July 2013

	Jul-12			Aug-12			Sep-12			Oct-12			Nov-12			Dec-12		
	Total Units	Occ Units	Ratio															
Hawaii	620	534	86.13%	620	546	88.06%	620	551	88.87%	619	564	91.11%	620	571	92.10%	627	576	91.87%
Kauai	318	275	86.48%	318	274	86.16%	315	272	86.35%	315	274	86.98%	321	281	87.54%	321	278	86.60%
Maui	196	169	86.22%	196	172	87.76%	196	176	89.80%	196	175	89.29%	196	172	87.76%	196	170	86.73%
Oahu	3,553	3,354	94.40%	3,553	3,344	94.12%	3,553	3,337	93.92%	3,553	3,337	93.92%	3,574	3,348	93.68%	3,573	3,360	94.04%
Total	4,687	4,332	92.43%	4,687	4,336	92.51%	4,684	4,336	92.57%	4,683	4,350	92.89%	4,711	4,372	92.80%	4,717	4,384	92.94%

Cumulative (12 Months)		
07/12 - 07/13		
Units		61,199
Tenants		57,221
Ratio		93.50%

	Jan-13			Feb-13			Mar-13			Apr-13			May-13			Jun-13			Jul-13		
	Total Units	Occ Units	Ratio																		
Hawaii	627	577	92.03%	627	587	93.62%	627	584	93.14%	627	588	93.78%	627	588	93.78%	627	594	94.74%	627	593	94.58%
Kauai	321	276	85.98%	321	281	87.54%	321	290	90.34%	321	297	92.52%	321	297	92.52%	319	303	94.98%	319	306	95.92%
Maui	196	167	85.20%	196	165	84.18%	196	162	82.65%	196	158	80.61%	196	158	80.61%	196	177	90.31%	196	171	87.24%
Oahu	3,574	3,365	94.15%	3,574	3,382	94.63%	3,574	3,384	94.68%	3,576	3,385	94.66%	3,576	3,385	94.66%	3,576	3,441	96.22%	3,576	3,450	96.48%
Total	4,718	4,385	92.94%	4,718	4,415	93.58%	4,718	4,420	93.68%	4,720	4,428	93.81%	4,720	4,428	93.81%	4,718	4,515	95.70%	4,718	4,520	95.80%



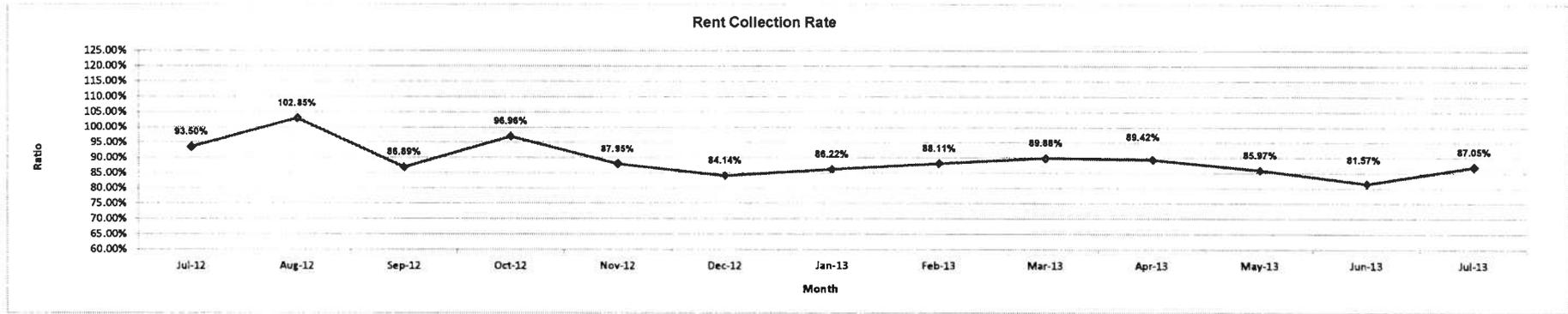
FEDERAL PUBLIC HOUSING

Rent Collection from July 2012 to July 2013

	Jul-12			Aug-12			Sep-12			Oct-12			Nov-12			Dec-12		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$107,350.00	\$103,718.74	96.62%	\$105,021.00	\$118,324.62	112.67%	\$104,312.00	\$98,977.76	94.88%	\$105,107.00	\$109,533.35	104.21%	\$115,419.00	\$105,516.58	91.42%	\$118,685.49	\$100,485.11	84.65%
Kauai	\$68,659.02	\$67,390.13	98.15%	\$68,634.69	\$74,684.13	108.81%	\$68,257.00	\$56,174.97	82.30%	\$68,464.00	\$67,037.65	97.92%	\$70,712.00	\$57,227.00	80.93%	\$72,785.00	\$56,776.29	78.01%
Mauai	\$42,751.00	\$41,534.16	97.15%	\$43,521.00	\$43,913.67	100.90%	\$44,672.00	\$38,615.46	86.44%	\$46,129.00	\$43,639.11	94.60%	\$48,300.00	\$39,985.48	82.79%	\$47,318.00	\$38,117.48	80.56%
Oahu	\$932,406.22	\$863,699.36	92.63%	\$920,596.61	\$933,241.75	101.37%	\$908,055.31	\$783,953.25	86.33%	\$906,469.10	\$871,733.02	96.17%	\$953,683.92	\$842,175.47	88.31%	\$837,113.33	\$793,999.89	84.73%
Total	\$ 1,151,196.24	\$ 1,076,342.43	93.50%	\$ 1,137,773.30	\$ 1,170,164.17	102.86%	\$ 1,125,296.31	\$ 977,721.44	86.89%	\$ 1,126,169.10	\$ 1,061,943.13	94.99%	\$ 1,188,114.82	\$ 1,044,904.53	87.95%	\$ 1,175,001.82	\$ 969,359.66	84.14%

Cumulative (12 Months)	
07/12 - 07/13	
Charges	\$ 15,445,336.55
Collections	\$ 13,772,131.50
Total	\$ (1,673,205.05)
Ratio	88.17%

	Jan-13			Feb-13			Mar-13			Apr-13			May-13			Jun-13			Jul-13		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio												
Hawaii	\$120,935.00	\$107,016.94	88.49%	\$121,050.10	\$108,138.56	89.33%	\$123,808.68	\$113,174.38	91.41%	\$129,673.30	\$111,873.60	86.27%	\$121,317.30	\$106,077.26	87.44%	\$129,622.20	\$103,068.13	85.45%	\$128,171.87	\$113,642.05	88.66%
Kauai	\$72,979.00	\$61,222.92	83.89%	\$72,407.00	\$59,848.00	82.65%	\$77,168.00	\$66,422.00	86.07%	\$78,499.00	\$68,647.50	87.45%	\$86,045.00	\$70,470.09	81.90%	\$85,288.00	\$65,864.09	77.23%	\$82,113.00	\$68,030.92	80.41%
Mauai	\$47,832.00	\$40,745.13	85.18%	\$49,676.67	\$44,266.72	88.11%	\$48,710.67	\$45,416.13	91.36%	\$46,990.79	\$40,270.12	85.70%	\$46,034.00	\$37,002.06	80.38%	\$47,105.00	\$35,683.67	75.75%	\$55,093.50	\$44,438.88	80.66%
Oahu	\$944,175.97	\$813,564.69	86.17%	\$958,859.49	\$846,874.46	88.32%	\$973,891.50	\$875,663.63	89.91%	\$973,518.13	\$877,858.04	90.17%	\$977,304.94	\$844,507.77	86.41%	\$984,457.60	\$788,482.29	81.75%	\$986,186.95	\$865,426.80	87.75%
Total	\$ 1,185,921.97	\$ 1,022,546.68	86.22%	\$ 1,201,663.26	\$ 1,059,127.74	88.11%	\$ 1,224,576.85	\$ 1,100,676.14	89.89%	\$ 1,228,681.22	\$ 1,098,949.26	89.42%	\$ 1,230,701.24	\$ 1,058,057.18	85.97%	\$ 1,217,473.00	\$ 993,098.18	81.57%	\$ 1,251,665.32	\$ 1,069,538.76	87.05%



**Federal LIPH
HPHA Project Overview Report
as of 7/30/2013**

AMP	Occupancy*							
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready
30P-Aiea	363	348	14	95.87%	4	1	0	0
31P-KVH	373	367	4	98.39%	9	7	1	2
32P-MWH	364	361	1	99.18%	1	1	1	2
33P-Kam/Kaamanu	373	369	2	98.93%	2	2	1	2
34P-Kalakaua	583	575	7	98.63%	2	2	0	1
35P-Kalanihiua	587	582	5	99.15%	3	6	1	0
37P-Hilo	322	301	21	93.48%	3	2	0	0
38P-Kauai	319	306	7	95.92%	4	1	1	1
39P-Maui	196	171	23	87.24%	2	8	1	2
40P-KPT	170	165	2	97.06%	1	0	0	3
43P-Kona	202	196	2	97.03%	2	4	0	4
44P-Leeward Oahu	260	240	19	92.31%	6	0	0	1
45P-Windward Oahu	235	220	5	93.62%	3	3	2	1
46P-Kamuela	103	96	4	93.20%	1	4	0	2
49P-Central Oahu	150	129	21	86.00%	1	1	0	0
50P-Palolo	118	94	24	79.66%	1	0	1	0
Total	4,718	4,520	161	95.80%	45	42	9	21

AMP	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	16	43,532.34	9	36,178.28	\$ 138,404.80	\$ 118,451.34	85.58%
31P-KVH	88	68,024.43	33	44,316.94	\$ 115,468.53	\$ 79,998.61	69.28%
32P-MWH	15	19,449.58	7	16,537.60	\$ 107,793.20	\$ 97,473.41	90.43%
33P-Kam/Kaamanu	8	15,291.83	2	12,421.50	\$ 83,057.00	\$ 75,149.46	90.48%
34P-Kalakaua	9	17,577.30	6	30,367.90	\$ 141,103.02	\$ 132,446.57	93.87%
35P-Kalanihiua	2	7,663.00	4	10,349.59	\$ 152,768.28	\$ 149,167.28	97.64%
37P-Hilo	6	6,952.22	3	3,706.00	\$ 65,192.00	\$ 61,962.02	95.05%
38P-Kauai	16	26,900.52	10	29,472.50	\$ 82,113.00	\$ 66,030.92	80.41%
39P-Maui	8	19,766.00	8	20,842.00	\$ 55,093.50	\$ 44,438.99	80.66%
40P-KPT	4	19,904.29	3	5,479.21	\$ 63,164.29	\$ 52,695.66	83.43%
43P-Kona	3	6,521.00	3	1,015.00	\$ 37,568.87	\$ 35,134.96	93.52%
44P-Leeward Oahu	23	34,648.57	5	9,895.97	\$ 57,342.67	\$ 38,609.31	67.33%
45P-Windward Oahu	1	2,918.00	1	20.00	\$ 64,097.16	\$ 60,735.16	94.75%
46P-Kamuela	8	5,945.69	5	7,549.00	\$ 25,411.00	\$ 16,545.07	65.11%
49P-Central Oahu	4	5,469.00	2	784.00	\$ 40,396.00	\$ 38,124.00	94.38%
50P-Palolo	4	4,608.00	1	2,334.46	\$ 22,592.00	\$ 22,576.00	99.93%
Total	215	\$ 305,171.77	102	\$ 231,269.95	\$ 1,251,565.32	\$ 1,089,538.76	87.05%

* Occupancy also counts Scheduled for Modernization Units.

** Occupancy reflects removal of KPT Units.

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

**Federal LIPH
HPHA Island Overview Report
as of 7/30/2013**

Island	Occupancy *								LIPH and Elderly Waiting List**				
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	627	593	27	94.58%	6	10	0	6	Average Income	22	0.34%	7.02	3.37
Kauai	319	306	7	95.92%	4	1	1	1	Low Income (80%)	51	0.78%	2.62	1.97
Maui	196	171	23	87.24%	2	8	1	2	Very Low Inc. (50%)	438	6.71%	2.74	1.88
Oahu	3,576	3,450	104	96.48%	33	23	7	12	Extremely Low Inc. (30%)	6,019	92.17%	2.48	1.69
Total	4,718	4,520	161	95.80%	45	42	9	21		6,530	100.00%	2.52	1.71

Island	Non Vacated Delinquencies***				Collection Rate ****		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	17	\$ 19,418.91	11	\$ 12,270.00	\$ 128,171.87	\$ 113,642.05	88.66%
Kauai	16	\$ 26,900.52	10	\$ 29,472.50	\$ 82,113.00	\$ 66,030.92	80.41%
Maui	8	\$ 19,766.00	8	\$ 20,842.00	\$ 55,093.50	\$ 44,438.99	80.66%
Oahu	174	\$ 239,086.34	73	\$ 168,685.45	\$ 986,186.95	\$ 865,426.80	87.75%
Total	215	\$ 305,171.77	102	\$ 231,269.95	\$ 1,251,565.32	\$ 1,089,538.76	87.05%

* Occupancy also counts Scheduled for Modernization Units.

* Occupancy reflects removal of KPT Units.

** Please notice WL Income Limits assumes 2010 HUD Family Income Limit for Hawaii.

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

**** Lower Collection rate due to mailing label errors.

STATE PUBLIC HOUSING

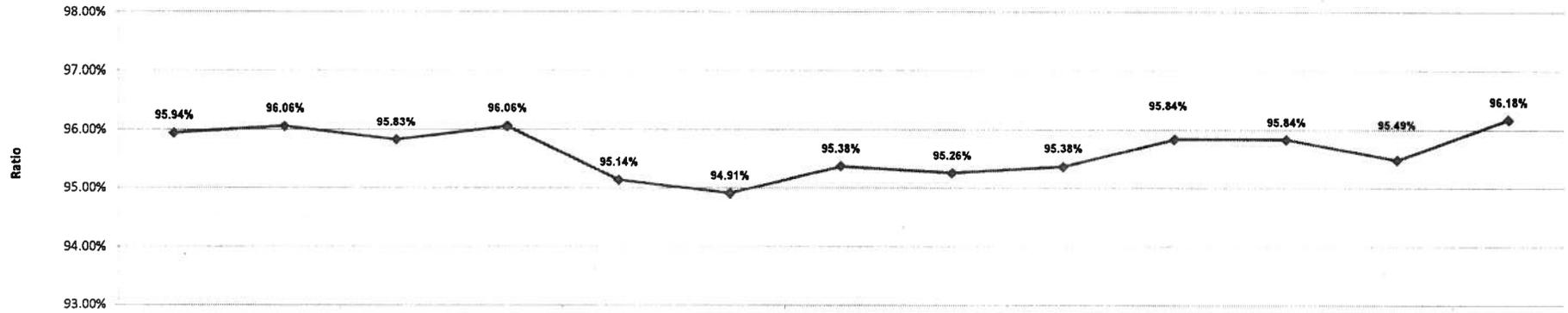
Occupancy from July 2012 to July 2013

	Jul-12			Aug-12			Sep-12			Oct-12			Nov-12			Dec-12		
	Total Units	Occ Units	Ratio															
Hawaii	56	46	82.14%	56	48	85.71%	56	48	85.71%	56	46	82.14%	56	47	83.93%	56	48	85.71%
Kauai	26	24	92.31%	26	24	92.31%	26	24	92.31%	26	24	92.31%	26	25	96.15%	26	24	92.31%
Maui	32	29	90.63%	32	29	90.63%	32	29	90.63%	32	29	90.63%	32	26	81.25%	32	25	78.13%
Oahu	749	729	97.33%	749	728	97.20%	749	726	96.93%	749	730	97.46%	751	725	96.54%	751	724	96.40%
Total	863	828	95.84%	863	829	96.06%	863	827	95.83%	863	829	96.06%	865	823	95.14%	865	821	94.91%

Cumulative (12 Months)	
07/12 - 07/13	
Units	11,235
Tenants	10,745
Ratio	95.64%

	Jan-13			Feb-13			Mar-13			Apr-13			May-13			Jun-13			Jul-13		
	Total Units	Occ Units	Ratio																		
Hawaii	56	49	87.50%	56	49	87.50%	56	48	85.71%	56	48	85.71%	56	48	85.71%	56	48	85.71%	56	51	91.07%
Kauai	26	22	84.62%	26	22	84.62%	26	22	84.62%	26	22	84.62%	26	22	84.62%	26	24	92.31%	26	24	92.31%
Maui	32	25	78.13%	32	25	78.13%	32	26	81.25%	32	24	75.00%	32	24	75.00%	32	23	71.88%	32	24	75.00%
Oahu	751	729	97.07%	751	728	96.94%	751	729	97.07%	751	735	97.87%	751	735	97.87%	750	730	97.33%	750	732	97.60%
Total	865	825	95.38%	865	824	95.26%	865	825	95.38%	865	829	95.84%	865	829	95.84%	864	826	95.49%	864	831	96.18%

Occupancy Rate



STATE PUBLIC HOUSING

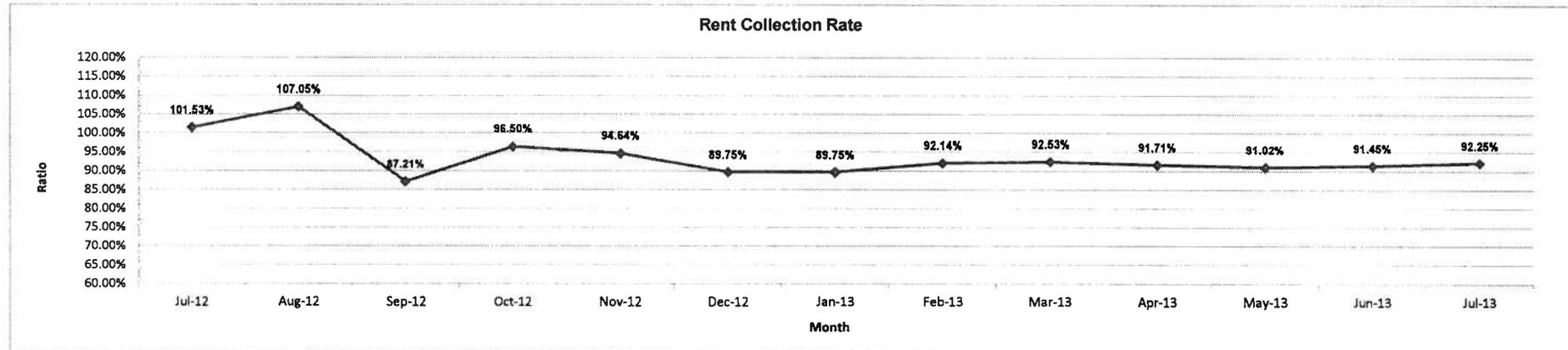
Rent Collection from July 2012 to July 2013

	Jul-12			Aug-12			Sep-12			Oct-12			Nov-12			Dec-12		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 8,970.00	\$ 6,435.00	71.74%	\$ 15,525.00	\$ 14,149.00	91.14%	\$ 15,189.00	\$ 11,446.00	75.36%	\$ 15,384.00	\$ 12,703.00	82.57%	\$ 14,094.00	\$ 11,083.00	78.64%	\$ 15,888.00	\$ 10,349.50	65.14%
Kauai	\$ 3,132.00	\$ 2,107.00	67.27%	\$ 5,264.00	\$ 5,466.00	103.84%	\$ 5,264.00	\$ 4,662.00	88.56%	\$ 5,276.00	\$ 5,097.74	96.62%	\$ 5,076.19	\$ 3,875.19	76.34%	\$ 5,886.00	\$ 4,476.00	76.04%
Maui	\$ 5,504.00	\$ 5,568.00	101.16%	\$ 5,448.00	\$ 4,651.00	85.37%	\$ 5,339.00	\$ 4,693.00	87.90%	\$ 4,975.00	\$ 4,196.00	84.34%	\$ 5,514.00	\$ 3,457.00	62.69%	\$ 4,782.00	\$ 3,197.00	66.85%
Oahu	\$ 240,423.68	\$ 247,877.52	103.10%	\$ 225,890.00	\$ 245,627.74	108.74%	\$ 225,553.00	\$ 198,408.18	87.97%	\$ 224,465.00	\$ 219,337.37	97.72%	\$ 223,737.00	\$ 216,686.24	96.85%	\$ 231,450.52	\$ 213,525.93	92.26%
Total	\$ 258,029.68	\$ 261,987.52	101.53%	\$ 252,127.00	\$ 269,893.74	107.05%	\$ 251,345.00	\$ 219,209.18	87.21%	\$ 250,100.00	\$ 241,334.11	96.50%	\$ 248,421.19	\$ 235,101.43	94.64%	\$ 258,006.52	\$ 231,548.43	89.75%

Cumulative (12 Months) 07/12 - 07/13	
Charges	\$ 3,378,931.32
Collections	\$ 3,162,794.25
Total	\$ (216,137.07)
Ratio	93.60%

	Jan-13			Feb-13			Mar-13			Apr-13			May-13			Jun-13			Jul-13		
	Charges	Collected	Ratio																		
Hawaii	\$ 15,888.00	\$ 10,349.50	65.14%	\$ 16,989.50	\$ 13,585.50	79.96%	\$ 16,734.00	\$ 13,546.00	80.95%	\$ 15,814.00	\$ 12,780.00	80.81%	\$ 15,502.00	\$ 11,566.00	74.61%	\$ 22,748.00	\$ 18,247.50	80.22%	\$ 16,837.00	\$ 12,440.33	73.89%
Kauai	\$ 5,886.00	\$ 4,476.00	76.04%	\$ 4,728.81	\$ 4,240.81	89.68%	\$ 4,850.76	\$ 4,433.76	91.40%	\$ 4,797.81	\$ 4,778.47	99.60%	\$ 4,668.81	\$ 4,184.86	89.63%	\$ 5,444.81	\$ 4,837.81	88.85%	\$ 4,972.81	\$ 4,406.81	88.62%
Maui	\$ 4,782.00	\$ 3,197.00	66.85%	\$ 4,744.00	\$ 3,803.00	80.16%	\$ 4,363.00	\$ 3,037.00	69.77%	\$ 4,303.00	\$ 3,059.00	71.09%	\$ 4,140.00	\$ 3,115.00	75.24%	\$ 4,134.00	\$ 2,827.00	68.38%	\$ 4,188.00	\$ 3,071.00	73.33%
Oahu	\$ 231,450.52	\$ 213,525.93	92.26%	\$ 234,896.90	\$ 219,180.72	93.31%	\$ 235,923.00	\$ 221,276.42	93.79%	\$ 256,198.40	\$ 237,192.70	92.58%	\$ 236,283.40	\$ 218,331.82	92.40%	\$ 244,025.00	\$ 226,812.96	92.95%	\$ 235,618.40	\$ 221,416.94	93.97%
Total	\$ 258,006.52	\$ 231,548.43	89.75%	\$ 261,359.21	\$ 240,810.03	92.14%	\$ 261,860.78	\$ 242,293.18	92.53%	\$ 281,113.21	\$ 257,810.17	91.71%	\$ 280,594.21	\$ 237,197.68	91.02%	\$ 276,351.61	\$ 252,725.27	91.45%	\$ 261,618.21	\$ 241,335.06	92.25%

Rent Collection Rate



**State LIPH
HPHA Island Overview Report
as of 7/30/2013**

Island	Occupancy*								LIPH and Elderly Waiting List**				
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	56	51	2	91.07%	4	1	0	1	Average Income	19	0.39%	6.48	2.95
Kauai	26	24	0	92.31%	0	0	0	2	Low Income (80%)	28	0.57%	2.50	1.67
Maui	32	24	6	75.00%	1	0	0	2	Very Low Inc. (50%)	320	6.52%	2.49	1.55
Oahu	750	732	6	97.60%	6	5	1	5	Extremely Low Inc. (30%)	4,544	92.53%	2.28	1.44
Total	864	831	14	96.18%	11	6	1	10		4,911	100.00%	2.31	1.45

Island	Non Vacated Delinquencies***				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	4	\$ 6,028.00	4	\$ 11,586.00	\$ 16,837.00	\$ 12,440.33	73.89%
Kauai	0	\$ 1,132.00	0	\$ 3,882.00	\$ 4,972.81	\$ 4,406.81	88.62%
Maui	0	\$ 1,876.00	0	\$ 10,606.00	\$ 4,188.00	\$ 3,071.00	73.33%
Oahu	6	\$ 29,539.68	12	\$ 70,793.28	\$ 235,618.40	\$ 221,416.94	93.97%
Total	10	\$ 38,575.68	16	\$ 96,867.28	\$ 261,616.21	\$ 241,335.08	92.25%

* Occupancy also counts Scheduled for Modernization Units.

** Please notice WL Income Limits assumes 2010 HUD Family Income Limit for Hawaii.

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

**State LIPH
HPHA Project Overview Report
as of 7/30/2013**

Project	Occupancy *							
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready
2201-Hauiki	46	45	0	97.83%	0	0	0	0
2202-Puahala Homes	128	118	4	92.19%	1	0	0	4
2204-Kawaiehua	26	24	0	92.31%	0	0	0	2
2205-Kahale Mua	32	24	6	75.00%	1	0	0	2
2206-Lokahi	30	27	1	90.00%	4	0	0	1
2207-Ke Kumu Elua	26	24	1	92.31%	0	1	0	0
2401-Hale Po'ai	206	203	2	98.54%	0	0	0	0
2402-La'iola	108	106	0	98.15%	3	1	1	1
2403-Kamalu-Ho'olulu	221	220	0	99.55%	2	4	0	0
2404-Halia Hale	41	40	0	97.56%	0	0	0	0
Total	864	831	14	96.18%	11	6	1	10

Project	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	0	\$ 8,111.00	3	\$ 35,869.80	\$ 19,702.00	\$ 16,372.42	83.10%
2202-Puahala Homes	5	\$ 20,628.68	9	\$ 33,817.48	\$ 43,559.00	\$ 32,923.12	75.58%
2204-Kawaiehua	0	\$ 1,132.00	0	\$ 3,882.00	\$ 4,972.81	\$ 4,406.81	88.62%
2205-Kahale Mua	0	\$ 1,876.00	0	\$ 10,606.00	\$ 4,188.00	\$ 3,071.00	73.33%
2206-Lokahi	2	\$ 3,058.00	1	\$ 3,442.00	\$ 9,590.00	\$ 7,471.33	77.91%
2207-Ke Kumu Elua	2	\$ 2,970.00	3	\$ 8,144.00	\$ 7,247.00	\$ 4,969.00	68.57%
2401-Hale Po'ai	1	\$ 553.00	0	\$ 1,106.00	\$ 59,102.00	\$ 58,557.00	99.08%
2402-La'iola	0	\$ 247.00	0	\$ -	\$ 37,231.40	\$ 37,140.40	99.76%
2403-Kamalu-Ho'olulu	0	\$ -	0	\$ -	\$ 65,086.00	\$ 65,219.00	100.20%
2404-Halia Hale	-	\$ -	-	\$ -	\$ 10,938.00	\$ 11,205.00	102.44%
Total	10	\$ 38,575.68	16	\$ 96,867.28	\$ 261,616.21	\$ 241,335.08	92.25%

* Occupancy also counts Scheduled for Modernization Units.

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

Construction Management Branch
Report for the Months July/August 2013

A. Completed Activities

- **Vacant Units Type C**
 - Lokahi – 1 unit (4R)
- **Large Capacity Cesspool Conversions (LCCC) Statewide**
 - Sewer Improvements at Kealakehe, Hale Hauoli and Lokahi completed and accepted
- **Solicitations Posted**
 - Mayor Wright Homes Replace Defective Concrete Walkways and Ramps at Playground
 - Mayor Wright Homes Repair of Defective Sidewalks Throughout
 - Ka`ahumanu Homes Repair of Defective Sidewalks Throughout
 - Lanakila Homes Rehab of a sampling of vacant units
- **New Contracts Executed**
 - Lanakila Homes Infrastructure and Site Improvements - Design
 - Hale Nana Kai O Kea Site and Dwelling Improvements – Construction
 - Kalaheo Homes Site and Dwelling Improvements – Construction
 - Hale Ho`olulu Site and Dwelling Improvements – Construction
 - Kalihi Valley Homes Site and Dwelling Improvements Phase 4B-9 – Design

B. Planned Activities

- **Elevator Modernization Projects**
 - 14 Federal Elevator Modernization and Repairs (Okada Trucking)-Contractor:
 - Okada Trucking started on modernization work to elevator #2 at Makamae on July 29 and elevator #2 at Pumehana on July 31, 2013.
 - Maintenance service to all other elevators is on schedule.
 - Salt Lake Elevator (Summit Construction)-Contractor:
 - Construction of new elevator is on-going.
- **Large Capacity Cesspool Conversions (LCCC) Statewide**
 - HPHA has received the additional information from the contractor and is reviewing to obtain credits for final payment for the remaining items outstanding at Kalaheo and Hale Ho`olulu on Kaua`i (Group 1 cesspools).
 - The Maui/Molokai and Hawaii land agents estimated that the Executive Order (EO) land transfers could be addressed in the Hawaii District Land Office Agenda for August 2013 for execution of the necessary documents requesting the cancellation of the Executive Orders (EO's) relating to the HPHA's responsibilities of the Teacher's Cottages in Maui and Hawaii counties, issuing management and control to the Department of Education (DOE) in reference to Consent Agreement/Final Order (CA/FO) requirements of the Environmental Protection Agency (EPA).
 - The Notice to Proceed for the Individual Wastewater System Maintenance Contract for AMP 38 was issued for July 15, 2013.

- HPHA is awaiting confirmation from the Environmental Protection Agency (EPA) of satisfaction of all requirements of the Consent Agreement/Final Order (CA/FO).
- **Vacant Units Type C Status**
 - PHA Wide Type C Vacant Units
 - Total Vacant Type C Units: 173
 - Federal: 170 units
 - State: 3 units
 - Total in design or about to get into design: 54
 - Total in construction: 56
 - Total approved by HUD as "Undergoing Modernization": 58
 - Total approved for Demolition: 60
 - Status by County:
 - Oahu
 - 72 Units total
 - 4 units approved for demo
 - 49 currently in construction contracts.
 - 19 in design or about to be in design
 - Hawaii
 - 77 Units total
 - 60 units approved for demo
 - 1 unit currently in construction contracts
 - 26 in design
 - Kauai
 - 9 units total
 - 7 units currently in construction contracts
 - 2 in design
 - Maui County
 - Maui:
 - 6 units in design or about to be in design
 - Molokai:
 - 5 units total
 - 2 units in the Federal project and 3 units in the State project are in design.
- **Lanakila Homes**
 - Pre-bid meeting for rehab of sampling of vacant units held on site on July 24, 2013 with several contractors in attendance. (Bid opening expected August 23, 2013.)
 - Design in progress for the Fair Housing renovations, which include the construction of accessible routes through the upper section of Lanakila Homes and additional parking stalls.
 - Design in progress for the infrastructure and site.
 - Hazmat Testing of vacant units site completed, awaiting completion of the test reports. Reports for Bldg. 59, 61 and 62 due August 9, 2013.

C. State Capital Improvement Projects (CIP) & Federal Capital Fund Program (CFP)

- The Federal CFP 721 funds were obligated before the August 2, 2013 deadline.
- CMB has been working with the Fiscal Management Office and Budget and Finance to provide requested information for the release of funds of the State CIP FY2013-2014 \$45M appropriation.
- CMB successfully submitted their quarterly report into EPIC, the Federal Energy and Performance Information Center before the July 31, 2013 deadline.
- CMB is working with the Planning and Evaluation Office to submit the State “Lead By Example” FY2012-2013 energy year-end report.
- CMB is on track and working to meet all other State CIP and Federal CFP deadlines.
- Please refer to the Summary of Capital Projects spreadsheet by the Fiscal Management Office for detailed encumbrance, obligation and expenditure status.
- Please refer to the Contracts and Procurement report for a complete listing of contracts that were issued by CMB.

**Construction Management Branch
Elevator Modernization Report
August 2013**

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF FEDERAL ELEVATORS										
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Construction Cost	Funding Source	Construction Start	Estimated Construction Completion
Pumehana	Elderly	1	1972	36	139	21	\$465,968	B-08-401-K	Dec-13	May-14
		2	1972	36					Jul-13	Dec-13
Punchbowl Homes	Elderly	1	1961	47	144	7	\$371,728	B-08-401-K	Sep-13	Jan-14
		2	1961	47					Jan-14	May-14
Makamae	Elderly	1	1971	37	124	4	\$261,780	B-08-401-K	Sep-13	Jan-14
		2	1971	37					Jul-13	Oct-13
Salt Lake Apts	Family	1	1970	38	28	8	\$416,000	B-09-410-K, B-10-404-K	Nov-13	Feb-14
		2	New elevator under construction					\$972,888		Oct-12

Hearings Office

Report for the Month of July/August 2013

A. Status Update:

- Eviction cases heard for July 2013-3 cases, 2 for rent, 1 for non rent,
- July 2012 through July 2013, a total of 164 cases were referred with a total of 78 families evicted for this period.
- Implement Elite System Generated First Notice of Violation for AMPS.
- Track AMP Delinquencies and Report to ED/PMMSB
- Prepare Record on Appeal for Circuit Court Appeal

B. Planned Activities for Next Month:

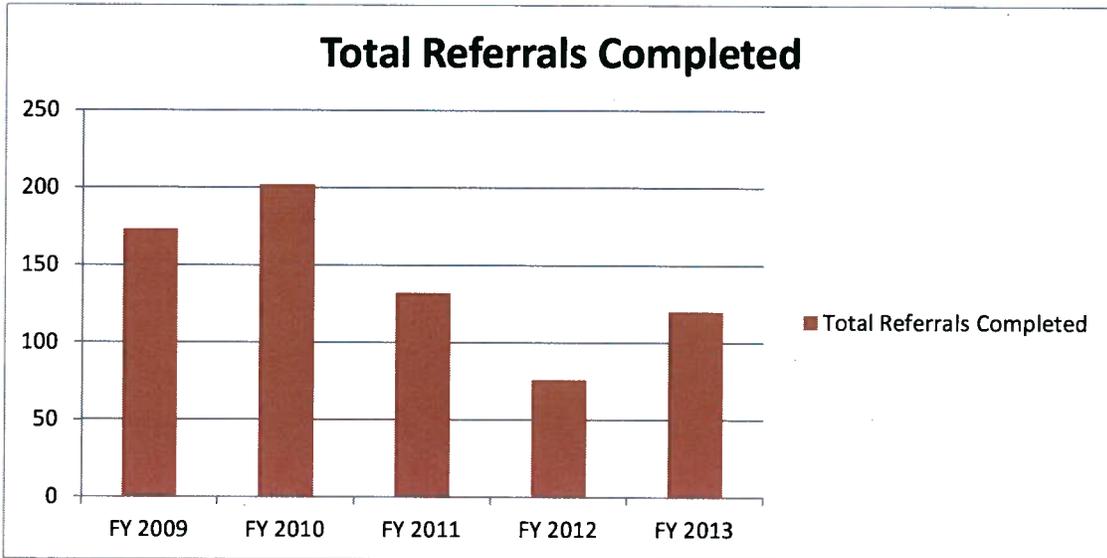
- Evaluate, review and revise eviction referrals for compliance with Section 356D, Hawaii Revised Statutes (Public Housing-Evictions).
- Conduct Statewide Administrative eviction hearings in compliance with laws, rules, and regulations.
- Prepare Findings of Facts, Conclusions of Law, Decision and Order, and other legal documents.
- Update hearings staff on revisions to law, rules and regulations governing public housing Tenants' rights and responsibilities.
- Update and Streamline Operating Procedures for the Hearings Office.
- Update Federal Notice of Violation Letters
- Continue to Assist Manager's Documentation of Criminal Cases
- Continue to work with Management to refer rent and non rent cases in a timely manner.
- Continue to recruit resident and non-resident statewide eviction board members.
- Maintain the confidentiality of tenants referred for eviction.
- Schedule federal statewide eviction hearings in a timely manner.
- Interview potential candidates for Legal Assistant Position

HEARINGS OFFICE-STATEWIDE FEDERAL EVICTION REFERRALS-July 31, 2013

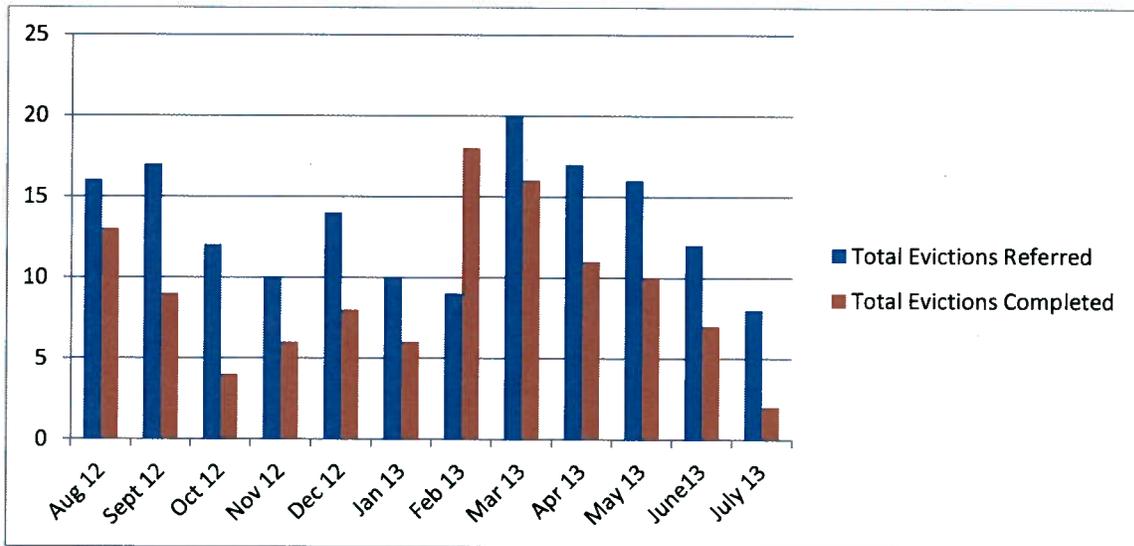
Total # of Cases Heard for the Month of July 2013: 3

	REFERRALS			RESULT OF EVICTION REFERRAL					
	REASON FOR REFERRAL			RESULT OF EVICTION REFERRAL					
MONTH	Total	Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
FY 2009	232	194	38	94	63	5	11	59	173
FY 2010	263	223	40	109	83	4	6	61	202
FY 2011	178	140	38	68	54	5	5	46	132
FY 2012	106	84	22	40	32	1	3	30	76
FY 2013	161	119	42	76	37	3	6	38	120

Fiscal Years 2009-2013



January 2012 - July 2013



Prepared and Reviewed by Renee Blondin-Nip on July 31, 2013

Section 8 Subsidy Programs Branch
Report for the Month of July / August 2013

A. Accomplishments

- Voucher lease up update:
 1. In July 2013 Section 8 staff worked to determine eligibility for the voucher program for 7 veteran's vouchers statewide and 5 port-in's from other states or neighbor islands.
 2. HPHA is currently assisting 1977 families with voucher rental assistance payments. There are currently 27 Veteran's that have a voucher and are looking for a place to live. Four Veterans are scheduled to receive vouchers and 6 are in the leasing process.
 3. 2 veteran families were leased up in July 2013 on Oahu, 4 families moved into apartments at Kuhio Towers and 10 families currently vouchered transferred in July 2013.

- 172 inspections were conducted and completed by HPHA staff in July 2013.

- The Section 8 Branch received Voucher Management System (VMS) training from Elite Software Representative, Shawn Joy. The Elite Software representative is reconciling fiscal year 2012-2013 VMS amounts reported to Housing and Urban Development (HUD).

- Staff completed the purge of the Housing Choice Voucher waitlist. Staff then updated Elite program software with purge responses for the Housing Choice Voucher program waitlist by 7/31/13.

- The Family Self Sufficiency (FSS) program assisted 87 Section 8 clients in July 2013.
 - 40 active escrow accounts, account balance \$125,169
 - 1 family increased their income
 - Family goals are to seek homeownership and achieve escrow savings

C. Planned Activities for Next Month

- Palolo Valley Homes purge letters will be mailed out on August 9, 2013.
- Staff will update Elite with purge responses for the Rent Supplement Program waitlist by 9/30/13.
- Recruit vacant Public Housing Specialist Supervisor position, Housing Quality Standards inspector Supervisor position and Branch Chief Position.

**HAWAII PUBLIC HOUSING AUTHORITY
Board Report – June 2013(Unaudited)**

AGENCY TOTAL – Variance Analysis based on any increases or (decrease) of 10% or more with the month of June 2013 being the basis for the variances. The June 2013 and prior year financial are unaudited and subject to auditors adjustments and reclassifications resulting from the audit.

INCOME STATEMENT

A. REVENUES:

HUD Operating Subsidies:

Reflect the Continuing Resolution and Sequestration cuts on Subsidies to the Federal Low Rent Program and the Project Based Contract Administration which was not anticipated when the budget was created.

COCC Fee Income:

Increase in Management Fees (8%) from \$58.01 to \$62.51 per occupied units was not reflected in the Budget since the increase was approved in March 2013 retroactive to January 2013. Accounting for the positive variance were \$314k in Front-line service costs, \$501k in Asset Management Fees and increase in Management Fee of \$59k.

B. EXPENSES:

Administrative:

Employees Benefit Contribution accrual booked resulting in an increase of \$1,914k over budget. Administrative salaries decreased \$262k due to position not filled as budgeted. Increases in accounting and audit fees accrual \$99k, travel and related costs and Office Supplies also increased \$100k.

Asset Management Fees:

Asset Management Fees charged to the Projects increased \$501k over budget. It was not anticipated at the time the budget was prepared that some of the projects could afford to absorb the higher fees.

Management Fees:

Increase of \$59k due to HUD's increase in rates from \$58.01 to \$62.51 per occupied units.

Tenant Services:

Relocation costs budgeted by Palolo Valley Homes for renovation was to be paid by Capital Fund Contract. This item should not be expensed.

Utilities:

Variance increases in Water \$83k, Electricity \$110k, Gas \$33k and Sewer \$91k resulting from increases in rates and usage.

Maintenance:

Projects increased purchases at the Fiscal Year-end to reduce expenditures in the upcoming Fiscal 2014 Budget since Sequestration will take full effect in that period. There were increases in Material and Supplies \$312k, Equipment \$92k, refuse collection \$97k, Private Management Contracts \$70k.

Protective Services:

The increase in protective services expense was due to the approval of additional security contracts that were not part of the Fiscal Year 2012-2013 budget. These new security contracts are for special events, as well as increased services at the projects.

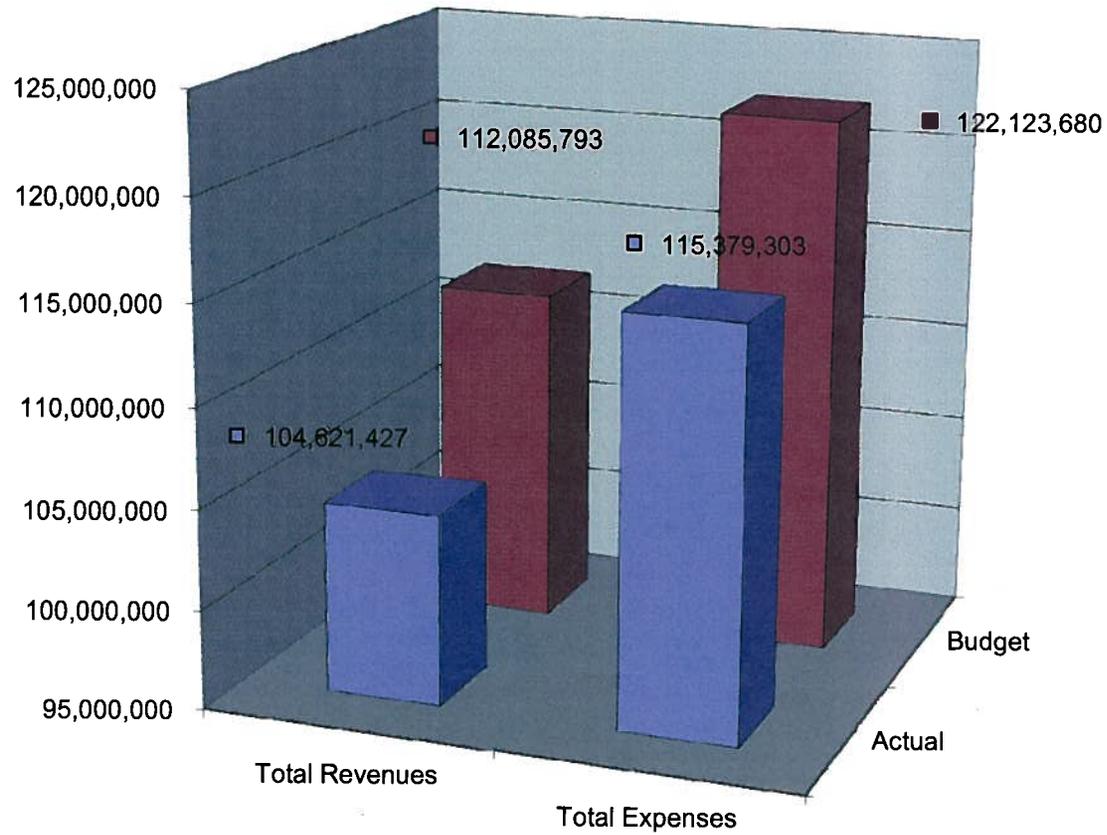
General Expenses:

Undistributed P Card Expenses were allocated to proper expense line in June 2013 resulting in \$376k(decrease), depreciation expense increased \$258k, Severance expense credit \$56k(decrease), and Other General Expense decrease \$53k.

OVERVIEW – Current Fiscal Year:

Due to the Federal Sequestration, HUD has notified Hawaii Public Housing Authority(HPHA) of substantial cuts to its Section 8 and Public Housing Operating subsidies which will have significant impact to HPHA Operating Budget in the upcoming 2014 Fiscal Year.

HPHA June 30, 2013 Actual VS Budget



	Total Revenues	Total Expenses
Actual	104,621,427	115,379,303
Budget	112,085,793	122,123,680

**HAWAII PUBLIC HOUSING AUTHORITY
AGENCY TOTAL
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013				YEAR TO DATE ENDING JUNE 30, 2013								
Actual	Budget	Variance Amount	%			Unaudited Actual	Budget	Variance Amount	%	Unaudited Prior Year	Variance Amount	%
				REVENUES								
1,400,062	1,418,881	\$ (18,819)	-1%	Dwelling Rental Income	16,263,149	17,023,616	\$ (760,467)	-4%	16,222,807	\$ 40,342	0%	
5,939,779	6,610,859	(671,080)	-10%	HUD Operating Subsidies	68,956,140	79,330,311	(10,374,171)	-13%	71,556,927	(2,600,787)	-4%	
1,741,948	862,049	879,899	102%	COCC Fee Income	6,298,264	4,995,371	1,302,893	26%	5,858,655	439,609	8%	
418,845	456,250	(37,405)	-8%	General Fund	5,071,147	3,650,000	1,421,147	39%	5,394,917	(323,769)	-6%	
-	-	-	0%	Grant Income	-	-	-	0%	-	-	0%	
2,046,260	1,957,591	88,669	5%	Other Income	8,032,727	7,086,495	946,232	13%	5,777,981	2,254,746	39%	
11,546,894	11,305,630	241,264	2%	Total Revenues	104,621,427	112,085,793	(7,464,366)	-7%	104,811,287	(189,860)	0%	
				EXPENSES								
3,252,773	1,399,019	(1,853,754)	-133%	Administrative	12,499,961	17,144,697	4,644,736	27%	14,836,046	2,336,085	16%	
514,080	13,315	(500,765)	-3761%	Asset Management Fees	514,080	159,780	(354,300)	-222%	526,440	12,360	2%	
326,399	267,617	(58,782)	-22%	Management Fees	3,667,564	3,211,920	(455,644)	-14%	3,564,563	(103,001)	-3%	
54,445	54,740	295	1%	Bookkeeping Fees	650,135	656,874	6,739	1%	621,537	(28,598)	-5%	
4,387,620	4,353,328	(34,292)	-1%	Housing Assistance Payments	49,037,386	50,701,100	1,663,714	3%	49,802,023	764,637	2%	
78,322	99,639	21,317	21%	Tenant Services	942,105	1,196,778	254,673	21%	1,016,786	74,681	7%	
1,430,573	1,112,807	(317,766)	-29%	Utilities	13,608,022	13,353,062	(254,960)	-2%	13,295,766	(312,256)	-2%	
2,335,848	1,761,024	(574,824)	-33%	Maintenance	16,481,499	20,516,379	4,034,880	20%	15,022,051	(1,459,448)	-10%	
304,858	174,747	(130,111)	-74%	Protective Services	2,252,972	2,176,925	(76,047)	-3%	2,199,396	(53,576)	-2%	
76,675	78,106	1,431	2%	Insurance	1,000,100	936,818	(63,282)	-7%	863,221	(136,879)	-16%	
778,238	1,004,969	226,731	23%	General Expenses	14,725,478	12,069,347	(2,656,131)	-22%	13,561,298	(1,164,180)	-9%	
13,539,831	10,319,311	(3,220,520)	-31%	Total Expenses	115,379,303	122,123,680	6,744,377	6%	115,309,126	(70,176)	0%	
\$ (1,992,937)	\$ 986,319	\$ (2,979,256)	-302%	Net Income(Loss)	\$ (10,757,876)	\$ (10,037,887)	\$ (719,989)	-7%	\$ (10,497,839)	\$ (260,036)	-2%	
				CASH BASIS:								
\$ (1,992,937)	\$ 986,319	\$ (2,979,256)	-302%	Net Income(loss) per Above	\$ (10,757,876)	\$ (10,037,887)	\$ (719,989)	-7%	\$ (10,497,839)	\$ (260,036)	-2%	
				Add back non cash items:								
1,212,770	954,287	258,483	27%	Depreciation Expense	14,378,549	11,461,792	2,916,757	25%	12,629,906	1,748,643	14%	
-	25,433	(25,433)	-100%	Bad Debt Expense	151,582	305,196	(153,614)	-50%	431,576	(279,994)	-65%	
\$ (780,168)	\$ 1,966,039	\$ (2,746,207)	-140%	TOTAL CASH BASIS	\$ 3,772,255	\$ 1,729,101	\$ 2,043,154	118%	\$ 2,563,643	\$ 1,208,612	47%	

**CONSOLIDATED BALANCE SHEET
HAWAII PUBLIC HOUSING AUTHORITY
FUND FROM 130 TO 150, 007, 020, 024, 181, 265, 318, 337, 400
FOR PERIOD ENDING JUNE 30, 2013 and JUNE 2012
AGENCY TOTAL**

	2013	2012	Increase
	<u>JUNE</u>	<u>JUNE</u>	<u>(Decrease)</u>
ASSETS:			
Cash	55,669,129	62,223,441	(6,554,312)
Receivables:			
Accrued Interest	595,271	646,349	(51,078)
Tenant Receivables	1,860,926	1,826,487	34,438
Other	2,834,758	2,368,913	465,845
Less Allowance for Doubtful Accounts	(1,391,541)	(1,498,568)	107,028
Total receivables	<u>3,899,414</u>	<u>3,343,181</u>	<u>556,233</u>
Prepaid Expenses	2,080,954	1,952,173	128,781
Inventories	804,173	931,346	(127,173)
Interprogram Due From	17,713,537	17,103,862	609,675
Interprogram Due To	(0)	(400)	400
Total Current Assets	<u>80,167,207</u>	<u>85,553,604</u>	<u>(5,386,397)</u>
Property, Plant & Equipment:			
Land	21,451,327	21,451,327	-
Buildings	524,370,174	516,037,164	8,333,010
Furniture & Equipment	5,749,444	5,994,563	(245,119)
Motor vehicles	1,355,056	1,355,056	-
Construction in Progress	27,539,398	34,908,612	(7,369,214)
Less: Accumulated Depreciation	(314,599,917)	(314,294,236)	(305,681)
	<u>265,865,483</u>	<u>265,452,487</u>	<u>412,996</u>
Notes, Loans & Mortgage Receivable-Non Current	46,928,157	46,928,157	-
+Other Long term assets	-	-	-
Total Assets	<u>392,960,847</u>	<u>397,934,248</u>	<u>(4,973,401)</u>

**CONSOLIDATED BALANCE SHEET
HAWAII PUBLIC HOUSING AUTHORITY
FUND FROM 130 TO 150, 007, 020, 024, 181, 265, 318, 337, 400
FOR PERIOD ENDING JUNE 30, 2013 and JUNE 2012
AGENCY TOTAL**

	2013 <u>JUNE</u>	2012 <u>JUNE</u>	Increase <u>(Decrease)</u>
LIABILITIES AND EQUITY:			
Accounts Payable	1,586,003	1,647,211	(61,209)
Accrued Expenses	374,357	391,325	(16,967)
Accrued Salaries & Wages	708,298	880,238	(171,940)
Accrued Vacation	669,776	602,863	66,913
Accrued W/C Compensation	231,976	-	231,976
Tenant Security Deposits	811,227	801,313	9,914
Other Liabilities & Deferred Income	42,559,584	46,389,369	(3,829,785)
Interprogram Due To	2,615,638	2,682,191	(66,553)
Total Current Liabilities	<u>49,556,860</u>	<u>53,394,510</u>	<u>(3,837,650)</u>
Accrued Pension and OPEB Liability	13,949,102	13,949,102	-
Accrued Compensated Absences - Non Current	1,364,487	1,331,848	32,639
Accrued Expenses	-	128,149	(128,149)
Net Assets:			
Restricted Net Assets	2,677,576	2,844,517	(166,941)
Unrestricted Net Assets	336,170,698	336,783,961	(613,263)
Net Income Year to Date	(10,757,876)	(10,497,839)	(260,037)
Total Equity	<u>328,090,398</u>	<u>329,130,639</u>	<u>(1,040,241)</u>
 Total Liabilities & Equity	 <u>392,960,847</u>	 <u>397,934,248</u>	 <u>(4,973,401)</u>

**HAWAII PUBLIC HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013			
Actual	Budget	Variance Amount	%
\$ -	\$ -	\$ -	0%
2,313,615	1,968,605	345,010	18%
-	-	-	0%
-	-	-	0%
-	-	-	0%
151,925	152,504	(579)	0%
2,465,540	2,121,109	344,431	16%
(117,552)	128,875	246,427	191%
-	-	-	0%
23,292	28,268	4,976	18%
14,558	14,043	(515)	-4%
2,302,140	1,797,820	(504,320)	-28%
3,692	117	(3,575)	-3055%
971	2,924	1,953	67%
13,690	22,005	8,315	38%
72	107	35	33%
725	1,334	609	46%
4,197	15,237	11,040	72%
2,245,784	2,010,730	(235,055)	-12%
\$ 219,756	\$ 110,379	\$ 109,377	99%
\$ 219,756	\$ 110,379	\$ 109,377	99%
-	-	-	0%
-	-	-	0%
\$ 219,756	\$ 110,379	\$ 109,377	99%

YEAR TO DATE ENDING JUNE 30, 2013									
Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%			
REVENUES									
\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%			
23,478,833	23,623,260	(144,427)	-1%	22,265,737	1,213,097	5%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
1,799,026	1,830,048	(31,022)	-2%	2,015,481	(216,454)	-11%			
25,277,860	25,453,308	(175,448)	-1%	24,281,217	996,642	4%			
EXPENSES									
1,251,426	1,722,818	471,392	27%	1,129,598	(121,828)	-11%			
-	-	-	0%	-	-	0%			
277,644	269,424	(8,220)	-3%	264,576	(13,068)	-5%			
173,528	168,384	(5,144)	-3%	165,360	(8,168)	-5%			
24,136,111	21,573,840	(2,562,271)	-12%	22,264,383	(1,871,729)	-8%			
3,692	1,382	(2,310)	-167%	-	(3,692)	0%			
30,486	35,088	4,602	13%	32,869	2,383	7%			
204,014	264,060	60,046	23%	225,615	21,600	10%			
644	420	(224)	-53%	725	81	11%			
18,241	15,986	(2,255)	-14%	3,851	(14,390)	-374%			
34,133	282,800	248,667	88%	34,542	409	1%			
26,129,918	24,334,202	(1,795,716)	-7%	24,121,518	(2,008,400)	-8%			
\$ (852,058)	\$ 1,119,106	\$ (1,971,164)	-176%	\$ 159,699	\$ (1,011,757)	-634%			
CASH BASIS:									
\$ (852,058)	\$ 1,119,106	\$ (1,971,164)	-176%	\$ 159,699	\$ (1,011,757)	-634%			
Add back non cash items:									
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
\$ (852,058)	\$ 1,119,106	\$ (1,971,164)	-176%	\$ 159,699	\$ (1,011,757)	-634%			

**HAWAII PUBLIC HOUSING AUTHORITY
REPAIRS & MAINTENANCE GENERAL FUND
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013			
<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>
\$ -	\$ -	\$ -	0%
-	-	-	0%
-	-	-	0%
(598,351)	-	(598,351)	0%
-	-	-	0%
-	-	-	0%
(598,351)	-	(598,351)	0%
(4,695)	-	4,695	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
140,620	-	(140,620)	0%
4,883	-	(4,883)	0%
(50,758)	-	50,758	0%
-	-	-	0%
90,050	-	(90,050)	0%
\$ (688,402)	\$ -	\$ (688,402)	0%
\$ (688,402)	\$ -	\$ (688,402)	0%
-	-	-	0%
-	-	-	0%
\$ (688,402)	\$ -	\$ (688,402)	0%

YEAR TO DATE ENDING JUNE 30, 2013									
<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>	<u>Prior Year</u>	<u>Variance Amount</u>	<u>%</u>			
REVENUES									
Dwelling Rental Income	\$ -	\$ -	\$ -	0%		\$ -	0%		
HUD Operating Subsidies	-	-	-	0%		-	0%		
COCC Fee Income	-	-	-	0%		-	0%		
General Fund	356,701	-	356,701	0%	328,323	28,378	9%		
Grant Income	-	-	-	0%		-	0%		
Other Income	-	-	-	0%		-	0%		
Total Revenues	356,701	-	356,701	0%	328,323	28,378	9%		
EXPENSES									
Administrative	12,578	-	(12,578)	0%	241,928	229,350	95%		
Asset Management Fees	-	-	-	0%	-	-	0%		
Management Fees	-	-	-	0%	-	-	0%		
Bookkeeping Fees	-	-	-	0%	-	-	0%		
Housing Assistance Payments	-	-	-	0%	-	-	0%		
Tenant Services	-	-	-	0%	-	-	0%		
Utilities	-	-	-	0%	-	-	0%		
Maintenance	175,095	-	(175,095)	0%	-	(175,095)	0%		
Protective Services	4,883	-	(4,883)	0%	-	(4,883)	0%		
Insurance	7,686	-	(7,686)	0%	-	(7,686)	0%		
General Expenses	-	-	-	0%	-	-	0%		
Total Expenses	200,243	-	(200,243)	0%	241,928	41,685	17%		
Net Income(Loss)	\$ 156,458	\$ -	\$ 156,458	0%	\$ 86,395	\$ 70,063	0%		
CASH BASIS:									
Net Income(loss) per Above	\$ 156,458	\$ -	\$ 156,458	0%	\$ 86,395	\$ 70,063	0%		
Add back non cash items:									
Depreciation Expense	-	-	-	0%	-	-	0%		
Bad Debt Expense	-	-	-	0%	-	-	0%		
TOTAL CASH BASIS	\$ 156,458	\$ -	\$ 156,458	0%	\$ 86,395	\$ 70,063	0%		

**STATE RENT SUPPLEMENT PROGRAM
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013			
<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>
\$ -	\$ -	\$ -	0%
-	-	-	0%
-	-	-	0%
2,033	69,525	(67,492)	-97%
78,305	-	78,305	0%
-	2,500	(2,500)	-100%
80,338	72,025	8,313	12%
248,593	6,972	(241,621)	-3466%
-	-	-	0%
(289)	1,609	1,898	118%
639	800	161	20%
3,144	-	(3,144)	0%
87,847	-	(87,847)	0%
6,103	700	(5,403)	-772%
1,853	35	(1,818)	-5193%
-	-	-	0%
1,556	22	(1,534)	-6974%
55,459	54,000	(1,459)	-3%
404,906	64,138	(340,768)	-531%
\$ (324,568)	\$ 7,887	\$ (332,455)	-4215%

\$ (324,568)	\$ 7,887	\$ (332,455)	-4215%
-	-	-	0%
-	-	-	0%
\$ (324,568)	\$ 7,887	\$ (332,455)	-4215%

State Rent Operating Subsidies is funded on a Quarterly Basis.

YEAR TO DATE ENDING JUNE 30, 2013						
<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>	<u>Prior Year</u>	<u>Variance Amount</u>	<u>%</u>
REVENUES						
\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
56,456	834,300	(777,844)	-93%	63,515	(7,059)	-11%
944,670	-	944,670	0%	993,362	(48,692)	-5%
-	30,000	(30,000)	-100%	21,080	(21,080)	-100%
1,001,126	864,300	136,826	16%	1,077,957	(76,831)	-7%
EXPENSES						
305,558	105,675	(199,883)	-189%	364,221	58,663	16%
-	-	-	0%	-	-	0%
16,639	19,308	2,669	14%	9,390	(7,248)	-77%
7,851	9,600	1,749	18%	5,884	(1,967)	-33%
3,144	-	(3,144)	0%	625,249	622,105	99%
87,847	-	(87,847)	0%	-	(87,847)	0%
13,059	8,400	(4,659)	-55%	8,225	(4,834)	-59%
2,279	420	(1,859)	-443%	-	(2,279)	0%
-	-	-	0%	-	-	0%
1,802	286	(1,516)	-530%	268	(1,534)	-572%
534,684	648,000	113,316	17%	-	(534,684)	0%
972,863	791,689	(181,174)	-23%	1,013,238	40,375	4%
\$ 28,263	\$ 72,611	\$ (44,348)	-61%	\$ 64,719	\$ (36,456)	-56%

CASH BASIS:						
\$ 28,263	\$ 72,611	\$ (44,348)	-61%	\$ 64,719	\$ (36,456)	-56%
Add back non cash items:						
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
\$ 28,263	\$ 72,611	\$ (44,348)	-61%	\$ 64,719	\$ (36,456)	-56%

**PROJECT BASED CONTRACT ADMINISTRATION
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013			
Actual	Budget	Variance Amount	%
\$ -	\$ -	\$ -	0%
2,044,718	2,200,000	(155,282)	-7%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
(72,746)	112,680	(185,426)	-165%
1,971,972	2,312,680	(340,708)	-15%
(11,869)	17,260	29,129	169%
-	-	-	0%
-	-	-	0%
-	-	-	0%
2,044,718	2,133,960	89,242	4%
66,485	87,600	21,115	24%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
10,182.15	710	(9,472)	-1334%
2,109,515	2,239,530	130,015	6%
\$ (137,544)	\$ 73,150	\$ (210,694)	-288%
\$ (137,544)	\$ 73,150	\$ (210,694)	-288%
-	-	-	0%
-	-	-	0%
\$ (137,544)	\$ 73,150	\$ (210,694)	-288%

YEAR TO DATE ENDING JUNE 30, 2013									
Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%			
REVENUES									
\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%			
24,380,061	26,400,000	(2,019,939)	-8%	25,704,769	(1,324,708)	-5%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
1,001,330	1,352,160	(350,830)	-26%	1,307,023	(305,693)	-23%			
25,381,391	27,752,160	(2,370,769)	-9%	27,011,792	(1,630,401)	-6%			
EXPENSES									
51,948	207,120	155,172	75%	52,801	853	2%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
24,380,061	25,607,520	1,227,459	5%	25,704,769	1,324,708	5%			
925,610	1,051,200	125,590	12%	1,002,213	76,603	8%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
16,901	8,520	(8,381)	-98%	7,463	(9,438)	-126%			
25,374,520	26,874,360	1,499,840	6%	26,767,247	1,392,727	5%			
\$ 6,871	\$ 877,800	\$ (870,929)	-99%	\$ 244,545	\$ (237,675)	-97%			
CASH BASIS:									
\$ 6,871	\$ 877,800	\$ (870,929)	-99%	\$ 244,545	\$ (237,675)	-97%			
-	-	-	0%	-	-	0%			
-	-	-	0%	-	-	0%			
\$ 6,871	\$ 877,800	\$ (870,929)	-99%	\$ 244,545	\$ (237,675)	-97%			

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**CENTRAL OFFICE COST CENTER
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013			
Actual	Budget	Variance Amount	%
-	-	\$ -	0%
-	-	-	0%
1,372,910	787,674	585,236	74%
55,593	36,060	19,533	54%
514,080	13,315	500,765	3761%
-	-	-	0%
-	25,000	(25,000)	-100%
-	-	-	0%
-	-	-	0%
(1,047,630)	539,587	(1,587,217)	-294%
-	-	-	0%
433,939	4,167	429,772	10314%
1,328,892	1,405,803	(76,911)	-5%
1,241,733	664,283	(577,450)	-87%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
65	1,250	1,185	95%
22,244	10,328	(11,916)	-115%
347,722	96,462	(251,260)	-260%
2,718	365	(2,353)	-645%
3,738	3,886	148	4%
(242,409)	4,500	246,909	5487%
1,375,811	781,074	(594,737)	-76%
\$ (46,919)	\$ 624,729	\$ (671,648)	-108%

\$ (46,919)	\$ 624,729	\$ (671,648)	-108%
832	693	139	20%
-	-	-	0%
\$ (46,087)	\$ 625,422	\$ (671,509)	-107%

YEAR TO DATE ENDING JUNE 30, 2013							
Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%	
REVENUES							
-	-	\$ -	0%	-	\$ -	0%	
-	-	-	0%	-	-	0%	
5,335,786	4,102,871	1,232,915	30%	4,230,347	1,105,439	26%	
649,032	432,720	216,312	50%	631,384	17,648	3%	
514,080	159,780	354,300	222%	-	514,080	0%	
-	-	-	0%	-	-	0%	
-	300,000	(300,000)	-100%	302,181	(302,181)	-100%	
-	-	-	0%	-	-	0%	
-	-	-	0%	-	-	0%	
1,973,879	4,650,000	(2,676,121)	-58%	-	1,973,879	0%	
-	-	-	0%	-	-	0%	
80,573	50,004	30,569	61%	1,888,902	(1,808,329)	-96%	
8,553,350	9,695,375	(1,142,025)	-12%	7,052,815	1,500,535	21%	
EXPENSES							
6,099,467	7,998,756	1,899,289	24%	5,490,899	(608,568)	-11%	
-	-	-	0%	-	-	0%	
-	-	-	0%	-	-	0%	
-	-	-	0%	-	-	0%	
-	-	-	0%	-	-	0%	
375	15,000	14,625	98%	388	14	3%	
142,218	123,067	(19,151)	-16%	112,114	(30,104)	-27%	
2,333,585	1,268,286	(1,065,299)	-84%	1,108,157	(1,225,428)	-111%	
21,595	4,259	(17,336)	-407%	245,745	224,150	91%	
66,383	43,464	(22,919)	-9%	60,749	(5,634)	-9%	
25,002	70,244	45,242	64%	130,320	105,318	81%	
8,688,624	9,523,076	834,452	9%	7,148,372	(1,540,252)	-22%	
\$ (135,274)	\$ 172,299	\$ (307,573)	-179%	\$ (95,557)	\$ (39,717)	-42%	

CASH BASIS:							
\$ (135,274)	\$ 172,299	\$ (307,573)	-179%	\$ (95,557)	\$ (39,717)	-42%	
Add back non cash items:							
9,990	8,030	1,960	24%	9,064	925	10%	
-	-	-	0%	-	-	0%	
\$ (125,285)	\$ 180,329	\$ (305,614)	-169%	\$ (86,493)	\$ (38,792)	-45%	

**STATE ELDERLY PROGRAM
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013				YEAR TO DATE ENDING JUNE 30, 2013							
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
\$ 166,665	\$ 163,586	\$ 3,079	2%	Dwelling Rental Income	\$ 1,994,383	\$ 1,962,504	\$ 31,879	2%	\$ 1,934,266	\$ 60,117	3%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookeeping Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Capital Fund Admin Fee	-	-	-	0%	-	-	0%
-	-	-	0%	CMSS Front Line Service Fee	-	-	-	0%	-	-	0%
-	-	-	0%	ARRA Funds Admin Fee	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
-	-	-	0%	Grant Income	-	-	-	0%	-	-	0%
421,138	1,604,265	(1,183,127)	-74%	Other Income	1,523,940	1,653,358	(129,418)	-8%	1,259,059	264,881	21%
587,803	1,767,851	(1,180,048)	-67%	Total Revenues	3,518,323	3,615,862	(97,539)	-3%	3,193,326	324,998	10%
				EXPENSES							
20,979	57,129	36,150	63%	Administrative	216,456	701,758	485,302	69%	254,987	38,530	15%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
32,950	3,286	(29,664)	-903%	Management Fees	408,074	39,388	(368,686)	-936%	395,918	(12,155)	-3%
4,260	4,314	54	1%	Bookkeeping Fees	51,105	51,570	465	1%	51,188	83	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
13,700	6,012	(7,688)	-128%	Tenant Services	103,853	71,880	(31,973)	-44%	-	(103,853)	0%
153,032	141,311	(11,721)	-8%	Utilities	1,252,856	1,694,302	441,446	26%	1,397,329	144,473	10%
209,283	216,174	6,891	3%	Maintenance	1,187,109	2,591,349	1,404,240	54%	1,119,364	(67,745)	-6%
43	4,000	3,957	99%	Protective Services	2,336	48,000	45,664	95%	516	(1,820)	-353%
14,407	7,336	(7,071)	-96%	Insurance	129,176	87,724	(41,452)	-47%	125,299	(3,877)	-3%
116,602	115,184	(1,418)	-1%	General Expenses	1,460,137	1,381,889	(78,248)	-6%	1,399,196	(60,941)	-4%
565,256	554,746	(10,510)	-2%	Total Expenses	4,811,102	6,667,860	1,856,758	28%	4,743,796	(67,306)	-1%
\$ 22,547	\$ 1,213,105	\$ (1,190,558)	-98%	Net Income(Loss)	\$ (1,292,779)	\$ (3,051,998)	\$ 1,759,219	58%	\$ (1,550,471)	\$ 257,692	17%
				CASH BASIS:							
\$ 22,547	\$ 1,213,105	\$ (1,190,558)	-98%	Net Income(loss) per Above	\$ (1,292,779)	\$ (3,051,998)	\$ 1,759,219	58%	\$ (1,550,471)	\$ 257,692	17%
				Add back non cash items:							
116,602	115,184	(1,418)	-1%	Depreciation Expense	1,399,224	1,381,889	(17,335)	-1%	1,399,252	(28)	0%
-	-	-	0%	Bad Debt Expense	59,363	-	(59,363)	0%	(56)	59,418	106580%
\$ 139,149	\$ 1,328,289	\$ (1,191,976)	-90%	TOTAL CASH BASIS	\$ 165,807	\$ (1,670,109)	\$ 1,682,521	101%	\$ (151,274)	\$ 317,081	210%

**FEDERAL LOW RENT PROGRAM
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013			
Actual	Budget	Variance Amount	%
1,148,137	1,162,220	\$ (14,083)	-1%
1,581,446	1,913,359	(331,913)	-17%
-	-	-	0%
-	-	-	0%
135,479	78,575	56,904	72%
40,134	2,328,412	(2,288,278)	-98%
2,905,196	5,482,566	(2,577,370)	-47%
1,402,744	488,887	(913,857)	-187%
514,080	13,048	(501,032)	-3840%
254,610	255,169	559	0%
33,300	52,549	19,249	37%
-	-	-	0%
7,500	9,842	2,342	24%
1,163,838	915,247	(248,591)	-27%
2,965,813	1,219,649	(1,746,164)	-143%
352,862	160,933	(191,929)	-119%
53,028	63,776	10,748	17%
804,661	873,776	69,115	8%
7,552,435	4,052,876	(3,499,559)	-86%
\$ (4,647,239)	\$ 1,429,690	\$ (6,076,929)	-425%
1,027,581	811,756	(215,825)	-27%
-	25,355	25,355	100%
\$ (3,619,658)	\$ 2,266,801	\$ (5,886,459)	-260%

YEAR TO DATE ENDING JUNE 30, 2013									
Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%			
REVENUES									
Dwelling Rental Income	13,347,450	13,940,700	\$ (593,250)	-4%	13,234,149	\$ 113,301	1%		
HUD Operating Subsidies	21,097,246	22,956,076	(1,858,830)	-8%	22,587,254	(1,490,008)	-7%		
COCC Fee Income	-	-	-	0%	-	-	0%		
General Fund	-	-	-	0%	-	-	0%		
Grant Income	1,938,140	942,935	995,205	106%	1,496,646	441,494	29%		
Other Income	308,423	2,761,395	(2,452,972)	-89%	477,718	(169,295)	-35%		
Total Revenues	36,691,260	40,601,106	(3,909,846)	-10%	37,795,767	(1,104,508)	-3%		
EXPENSES									
Administrative	3,876,370	6,029,256	2,152,886	36%	3,651,611	(224,760)	-6%		
Asset Management Fees	514,080	156,180	(357,900)	-229%	-	(514,080)	0%		
Management Fees	2,788,712	3,059,615	270,903	9%	2,715,022	(73,690)	-3%		
Bookkeeping Fees	395,768	486,920	91,153	19%	375,878	(19,890)	-5%		
Housing Assistance Payments	-	-	-	0%	-	-	0%		
Tenant Services	11,848	119,116	107,268	90%	14,185	2,337	16%		
Utilities	11,326,703	10,972,129	(354,574)	-3%	10,987,009	(339,694)	-3%		
Maintenance	13,363,268	15,068,336	1,705,068	11%	11,773,730	(1,589,538)	-14%		
Protective Services	2,220,791	1,954,008	(266,783)	-14%	1,952,410	(268,381)	-14%		
Insurance	746,959	756,959	10,000	1%	641,678	(105,281)	-16%		
General Expenses	12,340,411	10,492,305	(1,848,106)	-18%	11,207,160	(1,133,250)	-10%		
Total Expenses	47,584,909	49,094,824	1,509,915	3%	43,318,681	(4,266,227)	-10%		
Net Income(Loss)	\$ (10,893,649)	\$ (8,493,718)	\$ (2,399,931)	-28%	\$ (5,522,914)	\$ (5,370,735)	-97%		
CASH BASIS:									
Net Income(loss) per Above	\$ (10,893,649)	\$ (8,493,718)	\$ (2,399,931)	-28%	\$ (5,522,914)	\$ (5,370,735)	-97%		
Add back non cash items:									
Depreciation Expense	12,158,421	9,748,712	(2,409,709)	-25%	10,614,808	1,543,613	15%		
Bad Debt Expense	77,044	303,996	226,952	75%	427,777	(350,733)	-82%		
TOTAL CASH BASIS	\$ 1,341,816	\$ 1,558,990	\$ (217,174)	-14%	\$ 5,519,671	\$ (4,177,855)	-76%		

**HAWAII PUBLIC HOUSING AUTHORITY
FEDERAL LOW RENT PROGRAM BY AMPS
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013
(Amounts in Full Dollars)**

MONTH OF JUNE, 2013

	Actual	Budget	Variance	
			Amount	%
\$ 307,431	\$ 922,542	\$ (615,111)	-67%	
266,851	297,093	(30,242)	-10%	
295,146	364,532	(69,386)	-19%	
216,627	370,909	(154,282)	-42%	
330,326	351,884	(21,558)	-6%	
312,147	679,990	(367,843)	-54%	
139,349	483,272	(343,923)	-71%	
179,167	191,151	(11,984)	-6%	
111,205	558,197	(446,992)	-80%	
163,480	220,795	(57,315)	-26%	
108,424	124,739	(16,315)	-13%	
144,118	172,799	(28,681)	-17%	
126,500	152,526	(26,026)	-17%	
48,580	177,817	(129,237)	-73%	
83,816	322,272	(238,456)	-74%	
72,031	92,048	(20,017)	-22%	
\$ 2,905,196	\$ 5,482,566	\$ (2,577,370)	-47%	

\$ (482,716)	\$ 469,694	\$ (952,410)	-203%
(624,546)	(103,039)	(521,507)	-506%
(702,333)	60,494	(762,827)	-1261%
(356,688)	61,675	(418,363)	-678%
(304,664)	(29,042)	(275,622)	-949%
(446,201)	268,093	(714,294)	-266%
(311,181)	176,065	(487,246)	-277%
(198,821)	(10,587)	(188,234)	-1778%
(133,786)	402,841	(536,627)	-133%
(97,478)	21,403	(118,881)	-555%
(150,814)	(18,961)	(131,853)	-695%
(279,628)	(76,061)	(203,567)	-268%
(111,663)	(58,747)	(52,916)	-90%
(79,927)	84,734	(164,661)	-194%
(232,830)	177,612	(410,442)	-231%
(133,963)	3,516	(137,479)	-3910%
\$ (4,647,239)	\$ 1,429,690	\$ (6,076,929)	-425%

YEAR TO DATE ENDING JUNE 30, 2013

ACCRUAL BASIS

REVENUES

Asset Management Project - 30
Asset Management Project - 31
Asset Management Project - 32
Asset Management Project - 33
Asset Management Project - 34
Asset Management Project - 35
Asset Management Project - 37
Asset Management Project - 38
Asset Management Project - 39
Asset Management Project - 40
Asset Management Project - 43
Asset Management Project - 44
Asset Management Project - 45
Asset Management Project - 46
Asset Management Project - 49
Asset Management Project - 50

Total Revenues

NET INCOME(LOSS)

Asset Management Project - 30
Asset Management Project - 31
Asset Management Project - 32
Asset Management Project - 33
Asset Management Project - 34
Asset Management Project - 35
Asset Management Project - 37
Asset Management Project - 38
Asset Management Project - 39
Asset Management Project - 40
Asset Management Project - 43
Asset Management Project - 44
Asset Management Project - 45
Asset Management Project - 46
Asset Management Project - 49
Asset Management Project - 50

Total Net Income(Loss)

Actual	Budget	Variance		Prior Year	Variance	
		Amount	%		Amount	%
\$ 3,539,641	\$ 4,250,531	\$ (710,890)	-17%	\$ 3,337,941	\$ 201,700	6%
3,250,604	3,565,149	(314,545)	-9%	3,334,761	(84,157)	-3%
3,810,680	3,736,737	73,943	2%	3,661,822	148,858	4%
2,778,302	3,136,408	(358,106)	-11%	2,734,268	44,034	2%
4,097,565	4,221,873	(124,308)	-3%	4,097,192	373	0%
4,414,412	4,485,396	(70,984)	-2%	4,354,222	60,189	1%
1,689,284	2,122,547	(433,264)	-20%	1,884,929	(195,645)	-10%
2,125,199	2,293,766	(168,567)	-7%	2,287,847	(162,648)	-7%
1,400,524	1,835,055	(434,531)	-24%	1,377,809	22,715	2%
2,082,887	2,352,034	(269,147)	-11%	2,667,612	(584,725)	-22%
1,359,312	1,495,801	(136,489)	-9%	1,475,753	(116,441)	-8%
1,930,731	2,072,290	(141,559)	-7%	2,095,717	(164,987)	-8%
1,567,128	1,829,113	(261,985)	-14%	1,721,540	(154,412)	-9%
638,215	851,292	(213,077)	-25%	684,773	(46,558)	-7%
1,021,562	1,248,802	(227,240)	-18%	989,949	31,614	3%
985,214	1,104,312	(119,098)	-11%	1,089,632	(104,418)	-10%
\$ 36,691,260	\$ 40,601,106	\$ (3,909,846)	-10%	\$ 37,795,767	\$ (1,104,508)	-3%

(1,482,455)	(1,194,409)	\$ (288,046)	-24%	(1,378,804)	\$ (103,650)	-8%
(1,662,241)	(1,238,997)	(423,244)	-34%	(1,136,675)	(525,566)	-46%
(419,044)	(162,642)	(256,402)	-158%	454,282	(873,326)	-192%
(530,769)	(625,885)	95,116	15%	(189,779)	(340,990)	-180%
112,172	(342,839)	455,011	133%	308,626	(196,454)	-64%
(273,679)	(462,408)	188,729	41%	172,381	(446,060)	-259%
(2,065,607)	(1,568,307)	(497,300)	-32%	(1,790,320)	(275,287)	-15%
(258,593)	(155,284)	(103,309)	-67%	220,986	(479,579)	-217%
(749,635)	(113,198)	(636,437)	-562%	(264,320)	(485,315)	-184%
(75,113)	(48,029)	(27,084)	-56%	28,839	(103,951)	-360%
(962,194)	(230,444)	(731,750)	-318%	(677,410)	(284,784)	-42%
(801,258)	(919,325)	118,067	13%	(451,528)	(349,730)	-77%
(655,483)	(709,996)	54,513	8%	(297,394)	(358,089)	-120%
(504,730)	(261,656)	(243,074)	-93%	(338,748)	(165,981)	-49%
(660,786)	(494,039)	(166,747)	-34%	(476,364)	(184,422)	-39%
95,765	33,740	62,025	184%	293,314	(197,549)	-67%
\$ (10,893,649)	\$ (8,493,718)	\$ (2,399,931)	-28%	\$ (5,522,914)	\$ (5,370,735)	-97%

**HAWAII PUBLIC HOUSING AUTHORITY
FEDERAL LOW RENT PROGRAM BY AMPS
ACTUAL VS BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDING JUNE 30, 2013**

<u>MONTH OF JUNE, 2013</u>				<u>(Amounts in Full Dollars)</u>				<u>YEAR TO DATE ENDING JUNE 30, 2013</u>							
				<u>CASH BASIS</u>											
<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>					<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>	<u>Prior Year</u>	<u>Variance Amount</u>	<u>%</u>	
REVENUES															
\$ 307,431	\$ 922,542	\$ (615,111)	-67%	Asset Management Project - 30	\$ 3,539,641	\$ 4,250,531	\$ (710,890)	-17%	\$ 3,337,941	\$ 201,700	6%				
266,851	297,093	(30,242)	-10%	Asset Management Project - 31	3,250,604	3,565,149	(314,545)	-9%	3,334,761	(84,157)	-3%				
295,146	364,532	(69,386)	-19%	Asset Management Project - 32	3,810,680	3,736,737	73,943	2%	3,661,822	148,858	4%				
216,627	370,909	(154,282)	-42%	Asset Management Project - 33	2,778,302	3,136,408	(358,106)	-11%	2,734,268	44,034	2%				
330,326	351,884	(21,558)	-6%	Asset Management Project - 34	4,097,565	4,221,873	(124,308)	-3%	4,097,192	373	0%				
312,147	679,990	(367,843)	-54%	Asset Management Project - 35	4,414,412	4,485,396	(70,984)	-2%	4,354,222	60,189	1%				
139,349	483,272	(343,923)	-71%	Asset Management Project - 37	1,689,284	2,122,547	(433,264)	-20%	1,884,929	(195,645)	-10%				
179,167	191,151	(11,984)	-6%	Asset Management Project - 38	2,125,199	2,293,766	(168,567)	-7%	2,287,847	(162,648)	-7%				
111,205	558,197	(446,992)	-80%	Asset Management Project - 39	1,400,524	1,835,055	(434,531)	-24%	1,377,809	22,715	2%				
163,480	220,795	(57,315)	-26%	Asset Management Project - 40	2,082,887	2,352,034	(269,147)	-11%	2,667,612	(584,725)	-22%				
108,424	124,739	(16,315)	-13%	Asset Management Project - 43	1,359,312	1,495,801	(136,489)	-9%	1,475,753	(116,441)	-8%				
144,118	172,799	(28,681)	-17%	Asset Management Project - 44	1,930,731	2,072,290	(141,559)	-7%	2,095,717	(164,987)	-8%				
126,500	152,526	(26,026)	-17%	Asset Management Project - 45	1,567,128	1,829,113	(261,985)	-14%	1,721,540	(154,412)	-9%				
48,580	177,817	(129,237)	-73%	Asset Management Project - 46	638,215	851,292	(213,077)	-25%	684,773	(46,558)	-7%				
83,816	322,272	(238,456)	-74%	Asset Management Project - 49	1,021,562	1,248,802	(227,240)	-18%	989,949	31,614	3%				
72,031	92,048	(20,017)	-22%	Asset Management Project - 50	985,214	1,104,312	(119,098)	-11%	1,089,632	(104,418)	-10%				
\$ 2,905,196	\$ 5,482,566	\$ (2,577,370)	-47%	Total Revenues	\$ 36,691,260	\$ 40,601,106	\$ (3,909,846)	-10%	\$ 37,795,767	\$ (1,104,508)	-3%				
NET INCOME(LOSS)															
(381,894)	585,920	\$ (967,814)	-165%	Asset Management Project - 30	(256,513)	200,321	\$ (456,834)	-228%	(114,015)	\$ (142,498)	-125%				
(462,028)	49,655	(511,683)	-1030%	Asset Management Project - 31	270,314	585,019	(314,705)	-54%	696,641	(426,327)	-61%				
(678,352)	74,476	(752,828)	-1011%	Asset Management Project - 32	(180,403)	5,153	(185,556)	-3601%	642,404	(822,807)	-128%				
(294,743)	113,949	(408,692)	-359%	Asset Management Project - 33	224,324	1,403	222,921	15889%	460,860	(236,536)	-51%				
(265,070)	6,750	(271,820)	-4027%	Asset Management Project - 34	587,307	86,544	500,763	579%	826,713	(239,406)	-29%				
(375,987)	308,184	(684,171)	-222%	Asset Management Project - 35	575,925	18,673	557,252	2984%	688,364	(112,439)	-16%				
(146,471)	299,573	(446,044)	-149%	Asset Management Project - 37	(85,586)	(86,761)	1,175	1%	106,632	(192,218)	-180%				
(154,088)	9,446	(163,534)	-1731%	Asset Management Project - 38	193,862	103,697	90,165	87%	503,643	(309,781)	-62%				
(77,290)	413,431	(490,721)	-119%	Asset Management Project - 39	(73,288)	13,530	(86,818)	-642%	(6,151)	(67,136)	-1091%				
(97,478)	22,134	(119,612)	-540%	Asset Management Project - 40	(75,016)	(39,345)	(35,671)	-91%	192,610	(267,626)	-139%				
(78,891)	24,562	(103,453)	-421%	Asset Management Project - 43	(94,373)	291,381	(385,754)	-132%	79,963	(174,336)	-218%				
(192,602)	17,782	(210,384)	-1183%	Asset Management Project - 44	244,959	206,054	38,905	19%	636,127	(391,168)	-61%				
(47,283)	5,653	(52,936)	-936%	Asset Management Project - 45	115,524	62,562	52,962	85%	481,712	(366,188)	-76%				
(42,453)	107,473	(149,926)	-140%	Asset Management Project - 46	(43,089)	11,014	(54,103)	-491%	5,047	(48,136)	-954%				
(192,223)	223,137	(415,360)	-186%	Asset Management Project - 49	(172,270)	52,118	(224,388)	-431%	11,262	(183,532)	-1630%				
(132,806)	4,676	(137,482)	-2940%	Asset Management Project - 50	110,139	47,627	62,512	131%	307,859	(197,720)	-64%				
\$ (3,619,658)	\$ 2,266,801	\$ (5,886,459)	-260%	Total Net Income(Loss)	\$ 1,341,816	\$ 1,558,990	\$ (217,174)	-14%	\$ 5,519,671	\$ (4,177,855)	-76%				

**Contract & Procurement Office
Monthly Status Report for July 2013**

Solicitation(s) Issued in July 2013:

Solicitation No.	Title	Due Date
IFB CMS-2013-11	Renovate 6 Vacant Units at Lanakila Homes (AMP 37) on the Island of Hawaii	August 19, 2013
IFB PMB-2013-14	Furnish Refuse Collection Services for Asset Kawailehua – State and Kawailehua – Federal under Asset Management Project 38 on the Island of Kauai	August 7, 2013

Protest(s) Received in July 2013:

- None

Contract(s) Executed in July 2013:

Contract No.	Contractor & Description	Supp. Amount	Total Amount
CMS 13-17	GYA Architects, Inc. Provide Design and Consultant Services for Site and Dwelling Improvements to Kalihi Valley Homes, Phase 4B – 9 (AMP 31) on the Island of Oahu End Date: 900 Calendar Days from Notice to Proceed		\$2,157,548.35
CMS 13-16	Artistic Builders Corporation Provide Labor, Materials, and Equipment for Site and Dwelling Improvements Design to Kalaheo Homes (AMP 38) on the Island of Kauai Completion Date: 270 Calendar Days from Notice To Proceed (May 16, 2014)		\$1,389,346.00
CMS 13-15	Okahara and Associates, Inc. dba DMT Consultant Engineers Provide Design and Consultant Services for Repair to Trash Chutes at Makua Alii, Punchbowl Homes, Makamae and Pumehana (AMP 34) on the Island of Oahu End Date: 900 Calendar Days from Notice to Proceed (January 15, 2016)		\$245,187.41

Contract No.	Contractor & Description	Supp. Amount	Total Amount
CMS 13-14	Artistic Builders Corporation Provide Labor, Materials and Equipment for Site and Dwelling Improvements to Hale Nana Kai O Kea (AMP 38) on the Island of Kauai Completion Date: 270 Calendar Days from Notice to Proceed (May 16, 2014)		\$2,143,510.00
CMS 13-10-CO01	Artistic Builders Corporation Provide Additional Labor, Materials and Equipment for Renovation of 4 Vacant Units at Kapaa (AMP 38) on the Island of Kauai Completion Date: September 17, 2013	\$15,104.91	\$313,580.00
CMS 13-10-CO02	Artistic Builders Corporation Provide Additional Labor, Materials and Equipment for Renovation of 4 Vacant Units at Kapaa (AMP 38) on the Island of Kauai Completion Date: September 17, 2013	\$1,843.96	\$315,423.96
CMS 11-04-SC01	Riecke Sunnland Kono Architects, Ltd. Provide Additional Design and Consultant Services for Site and Dwelling Improvements to Kahale Mua – State – and Kahale Mua - Federal (AMP 39) on the Island of Maui End Date: November 28, 2013	\$7,136.38	\$550,981.74
CMS 10-06-SC02	Richard Matsunaga & Associates Architects, Inc. No-Cost Extension of Time of 1245 Calendar Days to Provide Design and Consultant Services for Site and Dwelling Improvements to Kawailehua – State and Kawailehua – Federal on the Island of Kauai End Date: August 25, 2013	n/a	\$510,449.32
CMS 09-18-SC04	Architects Hawaii, Ltd. No-Cost Extension of Time of 365 Calendar Days to Provide Design and Consultant Services for Re-Roof, Exterior Repairs and ADA Accessibility Compliance at Kalakaua Homes (AMP 34) on the Island of Oahu End Date: November 25, 2014	n/a	\$653,791.41

Planned Solicitation/Contract Activities for August/September 2013

Solicitation(s):

- Procure New Copy Machine Lease Agreements for AMPs 33, 38, 40, and MU 42 and Various Central Office Cost Centers.
- Issue Invitation-for-Bids for Laundry Concession Services for AMPs 43 and 46 on the Island of Hawaii.
- Issue Invitation-for-Bids for Laundry Concession Services for AMP 39 on the Island of Maui.
- Issue Request-for-Proposals for Property Management, Maintenance and Resident Services for Asset Management Project 45 on the Island of Oahu.
- Issue Request-for-Proposals for Property Management, Maintenance and Resident Services for Management Unit 42 on the Island of Oahu.
- Issue Request-for-Quotes for Temporary Recruitment Services to Assist the HPHA in the Hiring of Key Central Office Cost Center Vacant Positions.
- Issue Invitation-for-Bids for Various Capital Improvement Projects.

Contract(s)

- Award and Execute Contract for Refuse Collection Services for Kawailehua – State and Kawailehua – Federal under Asset Management Project 38 on the Island of Kauai.
- Execute Contract with the City and County of Honolulu's Department of Community Services to Continue to Provide Case Management Services under the Section 8 and Low Income Public Housing Family Self-Sufficiency Program.
- Execute Supplemental Contract with Island Refuse, Inc. to Continue to Provide Refuse Collection Services for Kahale Mua – State and Kahale Mua – Federal (AMP 39) on the Island of Molokai.
- Execute Supplemental Contract with Realty Laua LLC to Continue to Provide Property Management, Maintenance, and Resident Services for AMP 40 on the Island of Oahu.
- Execute Supplemental Contract with Realty Laua LLC to Continue to Provide Property Management, Maintenance, and Resident Services for AMP 44 on the Island of Oahu.
- Execute Supplemental Contract with Realty Laua LLC to Continue to Provide Property Management, Maintenance, and Resident Services for AMP 45 on the Island of Oahu.

- Execute Supplemental Contract with Hawaii Affordable Properties, Inc. to Continue to Provide Property Management, Maintenance, and Resident Services for MU 42 on the Island of Oahu.
- Execute Supplemental Contract with Kiamalu Consulting and Investigations Agency, LLC to provide Security Services for AMP 31, AMP 32, and AMP 35 on the Island of Oahu.
- Execute Supplemental Contract with EMSS, Inc. to Continue to Provide Printing and Mailing Services of the Monthly Tenant Rent Bills.

COMPLIANCE OFFICE

Report for Month of July/August 2013

A. Accomplishments for July

- Resolved approximately 38 tenant requests for reasonable accommodations under Section 504 of the Rehabilitation Act and the Fair Housing Act. Requests were approved for:
 - a. Transfers to accessible or ground floor units (3);
 - b. Transfer of unit for other reasons (0);
 - c. Installation of air conditioning (4);
 - d. Service animal (7); and
 - e. Reserved parking (1).
- Continued to work on the filing of Declarations of Trust for all of the federally assisted public housing projects;
- Continued to administer contract with National Center for Housing Management for HPHA Self-evaluation and transition plan, including coordinating reinspections of properties that have undergone substantial improvements, and working with the Construction Management Branch to plan for the construction or retrofit of accessible units and accessible routes within the properties;
- Continued to pursue proposed changes to the Hawaii Administrative Rules pertaining to the federally assisted low-income public housing program and eviction procedure. Rules are currently still at DHS (since May) awaiting DHS approval;
- Assisted in the implementation of change to state law effective July 1, 2013 (Act 148, SLH 2013), regarding the placement of applicants with preferences in fifty percent of available units;
- Assisted with drafting of proposed changes to Hawaii Administrative Rules pertaining to the state low-income public housing program;
- Attended sole source and emergency procurement training;
- Provided guidance to property managers on live-in aides for tenants with disabilities;
- Distributed updates to required notices to all offices;
- Collected statistical data on encounters with Limited English Proficient individuals for the period January 1-June 30, 2013;

- Assisted Property Management Branch with the implementation of the non-smoking policy; and
- Continued to work with managers to fulfill reasonable accommodation and modification requests, and monitor the fulfillment of approved reasonable accommodation and modification requests.

B. Planned activities for August and September

- Continue to administer contract with National Center for Housing Management for HPHA Self-evaluation and transition plan, including coordinating with the Construction Management Branch to plan for the construction of accessible and hearing/sight-impaired units in compliance with federal accessibility laws;
- Provide new staff orientation training on compliance issues, including fair housing;
- Provide language access training to select offices to complete annual mandatory language access training;
- Distribute guidance on EIV access and annual collection of User Agreement Forms for EIV system information users, in accordance with HUD requirements;
- Assist with HUD Assessment site visit;
- Compile and review statistical data on encounters with Limited English Proficient individuals for the period January 1-June 30, 2013;
- Continue to pursue proposed changes to the Hawaii Administrative Rules pertaining to the federally assisted low-income public housing program and eviction procedure;
- Continue to work with various Branches and Offices to develop a comprehensive plan to address audit findings and tracking and monitoring mechanism;
- Finalize the HPHA policy on the Violence Against Women Act;
- Pursue adoption of proposed changes to the Pets Policy for the Federally Assisted Low-Income Public Housing Program;
- Submit draft HPHA Language Access Action Plan to the Office of the Executive Director for discussion and approval;
- Prepare for translations of vital documents;
- Implement revised changes to the HPHA reasonable accommodations policy and forms;
- Continue to timely process tenant requests for reasonable accommodations and modifications under the Fair Housing Act; and
- Work with the Attorney General's office on the Mayor Wright Homes litigation.

Planning and Evaluation Office
Report for the Months of July/August 2013

A. Choice Neighborhoods Initiative Neighborhood Meeting – July 23, 2013

- On July 23, 2013, the HPHA Choice Neighborhoods Initiative Neighborhood Task Force Chair Councilmember Joey Manahan held a community meeting at the Dole Middle School cafeteria. There were around 60 participants from the Kuhio Park / Kalihi neighborhood that came together to discuss the “Neighborhood” aspect of the Choice Neighborhoods Initiative, and to come up with collaborative solutions regarding public safety, amenities, parks and recreation, streets and sidewalks infrastructure and the future of the Kuhio Park neighborhood.
- **Public Safety Solutions:**
The participants of this break out group provided several possible solutions to their public safety concerns in the Kuhio Park / Kalihi neighborhood. A desire to create a singular response organization with direct contact with the community, as well as a direct phone number, that would work with the Honolulu Police Department with their neighborhood patrolling schedules and criminal monitoring efforts. With the addition of security cameras and sensor lights for hidden and dark areas, more attention could be given to prevent and document criminal activities. Stricter penalties and more attention to enforcing curfew with our middle to high school children and covering up graffiti were also discussed.
- **Amenities:**
Both the towers and low-rise area tenants are allowed 2 cars per unit. In addition, the cars need to be registered to the tenant, have current insurance, and current safety inspection. Because many residents use cars that are not under their name, many of the tenants park in the surrounding neighborhood streets which overly stress the supply of street parking. The participants proposed that a parking garage for residents at the Kuhio Park low-income public housing properties be created for residents who are unable to meet the sticker and allotment restrictions. That way the parking problems are contained within the Kuhio Park properties and not exported to the surrounding neighborhood street parking.

There are very limited recreational facilities in the Towers. Security is very strict, so the young people who wish to stay up “spill out” into the neighboring streets where they can hangout late into the night without being cited. There needs to be more recreational centers for these young people within the Kuhio Park properties so they stay there and be closely monitored.

- **Parks and Recreation:**
 The desire to work together as a community to positively fill the time of our youth and community was the main goal that this break out group created. Our community youth would benefit from the creation of a new community gym / center which would allow them to participate in clinics, camps, tutoring and computer labs. This would be accompanied by longer hours of operation on the weekends, licensed trainers for sports programs, and better maintenance of playgrounds and facilities. The idea of transforming Kalihi Stream into a "River Walk" area like San Antonio and holding "Farmers Markets" along the stream would be a meeting place for the entire community to share fresh produce and relationships.

- **Streets and Sidewalks:**
 As you may know, much of the Kuhio Park / Kalihi neighborhood lacks street and sidewalk infrastructure. Many problems are widely known to be not enough setback area provided from homes for sidewalks, curb ramp deficiencies, drainage issues, and absence of bicycle lanes, speeding motorists and poor visibility of sidewalks. While the Choice Neighborhoods Initiative does not provide funding for the construction of infrastructure issues, it does provide funding for the community in supporting the City and County of Honolulu's overall vision and goals to connect employment, service providers, retail, and educational opportunities in the Kuhio Park / Kalihi neighborhood.

- **Future:**
 The main topics that came out of this break out group were the future education of our youth, employment, security / safety and recreation. The group agreed that our youth would greatly benefit in the future by engaging them with educational extracurricular activities such as college preparedness classes, affordable social activities in combination with our schools and scholarship awards. Job opportunities discussed were entrepreneurship activities and neighborhood day care for children with working parents. While security has been much improved, the group believes that alcohol consumption by underage minors is still occurring at the "Sunny Store" and overall, alcohol consumption by underage minors needs more enforcement in the Kuhio Park / Kalihi neighborhood. Paying Kuhio Park residents to monitor the entire neighborhood could be the organization that could work hand in hand with the Honolulu Police Department to help prevent criminal activity.

B. Hawaii Public Housing Authority – Social Service and Community Assistance Conference

- The Hawaii Public Housing Authority is working with Senator Suzanne Chun Oakland to organize the first annual Hawaii Public Housing Authority Social Service and Community Assistance Conference. All social service providers, businesses, charitable organizations, public housing tenants and interested parties will be invited to this conference with the caveat that whoever attends

needs to commit in some way or form in assisting the current Hawaii Public Housing Authority tenants and potential tenants on the low-income public housing waitlist.

Date: November 13, 2013
Time: 9:30 am – 2:30 pm
Place: Hawaii State Capitol Auditorium

Future Event:

The Hawaii Public Housing Authority hopes to use this conference as a spring board to organize and host the first annual Hawaii Public Housing Authority Social Service and Community Assistance Fair. This will be an all-day event that will connect Hawaii Public Housing Authority's tenants and potential tenants on the low-income public housing waitlist with a wide array of social services and life achievement opportunities. Areas such social services, donations, business / employment commitments, community involvement etc. will provide participants with an opportunity to gather program information, exchange dialogue with experts, and participate in free activities.

Planning timeline:

- Finalize and send conference invitations and publicity material the first week of September.
- Confirm invitations by mid-October and continue to accept invitations until the day of the event.
- Finalize the Hawaii Public Housing Authority presentation, conference agenda and break out group activities first week of November.
- Send out press release to all television and print media to cover the conference two weeks, one week, and three days prior to event. Confirm media outlets that will be participating.
- Order lunch for participants one week prior to event, with last minute orders three days before the event.

C. “No Smoking” Policy

The “No Smoking” lease addendum has being vetted by the Attorney General's office, and will be issued as soon as the Administrative Rules process has concluded. (At this time, the rules are still being held by DHS so the public hearing is on hold.)

D. Hawaii Public Housing Authority – Hawaii Administrative Rules – Status

Chapter 17-2020 Hawaii Administrative Rules and Chapter 17-2028 Hawaii Administrative Rules are awaiting Governor Abercrombie's approval to hold an

anticipated public hearing date for the September 27, 2013 at 1 pm on Oahu, Maui, Hawaii and Kauai.

E. Information Office Activities (Media Inquiries)

Sent Uniform Information and Practices Act requests to the Department of Human Services to facilitate Civil Beat's public information request of all state departments and attached agencies.

F. Legislative

- The 2013 Legislative Session adjourned May 2, 2013. All bills that were not passed by the Legislature will "Carry Over" to 2014.
- Collaborating with OED and the Compliance Office to develop Administrative Rules for the 2013 ACTs relating to the Hawaii Public Housing Authority that were signed into law by Governor Abercrombie.
- Receiving and organizing input from all branch chiefs regarding the creation of bills for the Governor's 2014 supplemental bill package.

Information Technology Office (ITO)
Report for the Month of July/August 2013

A. Accomplishments

- Coordinated with Hawaiian Telcom to begin the installation of new data lines that will be used in HPHA's statewide network upgrade. These faster connections should help staff to work more efficiently, especially at remote AMP sites.
- Helped users to update their connections to ICSD's new VPN server to allow them to continue to access State online systems like HAWI and FAMIS.
- Continued to assist with the Waiting List purge effort with customized reports.
- Helped HPHA staff to update their Lotus Notes email signatures to include phone, fax, and addresses to facilitate alternate methods of communication, as may be required for some matters.
- Coordinated remote assistance from Emphasys to address ongoing issues with various Elite modules.
- Continued to develop new customized reports for the Elite system.

B. Planned Activities for Next Month

- Training and "go live" on Elite's Executive Portal.
- Work with PERS to hire staff to coordinate the implementation of a new agency wide phone call routing system, and redesign of the HPHA's website.
- Need to meet with key staff from OED, CPO, and FMO to discuss the Elite Procurement module, and how, or if, it will be implemented at HPHA.

PERSONNEL OFFICE

Report for the month July/August 2013

A. Summary of HPHA Staffing:

Filled positions (FTE):	280
Vacant positions:	<u>87</u>
Total:	367

Tenant Aides (19 Hrs): 14

New Hires 3

Termination/resigned 4

Note: 89day hires (temp) 3

Positions on continuous recruitment: 30

B. Accomplishment:

- Pilot Program: met with the Union on the Maintenance Pilot Program. Implemented the program as of August 5, 2013, and Management Unit 4 (AMP 34) is the first maintenance group to start. Maintenance staff report directly to assigned General Construction Maintenance Supervisor and Building Maintenance Worker II (from the exempt maintenance team).
- Second phase of the program for Public Housing Specialists in Section 8 Application and Certification to be implemented.
- Met with Maintenance supervisors and Public Housing Supervisors on Oahu to determine staffing ratio for maintenance and administrative support to ensure adequate staffing are provided in the state managed properties.
- Performance Management: developed goals and expectations for AMP 32/33 administrative positions and FMO for Accountants III and Account Clerks. Met with supervisors to review all the expectations.
- Reviewed and screened applicants for the following positions: Chief Financial Management Advisor, Property Management and Maintenance Services Branch Chief, Building Engineer IV, Housing General Construction and Maintenance Supervisor, Housing Building Construction Inspector II, and Housing Building Maintenance Worker II Workers Compensation: A total of three (3) injuries were reported, with two of the injuries being from previous months. The one (1) injury for July resulted in a loss of three days.

C. Planned Activities:

- Implement Pilot Program for Public Housing Specialists (Section 8 Application and Recertification).

- On-going meetings with managers relating to performance expectations, and providing assistance in documenting performances for new hires and existing employees.
- On-going meetings with Public Housing Supervisors reorganizational structure for state managed properties.
- Scheduled meeting with University of Hawaii Career Center for possibility of recruiting identified positions.

FOR DISCUSSION

SUBJECT: *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority Denise Wise in Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)*

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 *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority; Denise Wise In Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795*

(There are no handout/packet materials for this item.)

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

	Total CFP Appropriation	Budget Construction Activities (BLI 1411-1501)	Budget Operations (BLI 1406)	Budget Management Improvements (BLI 1408)	Budget Administration (BLI 1410)	Budget Contingency (BLI 1502)	CFP Obligated	% Obligated	Balance	Obligation Deadline	Notes
CFP 719	\$12,526,177	\$8,730,113	\$2,416,486	\$54,497	\$1,252,617	\$72,464	\$12,144,343	96.95%	\$381,834	4/14/12	Obligated. LOCCS created 09-12-09
CFP 720	\$12,389,235	\$8,172,283	\$2,477,847	\$249,788	\$1,038,924	\$450,393	\$11,761,409	94.93%	\$627,826	7/14/12	Obligated. LOCCS created 06-23-10
CFP 721	\$10,301,898	\$6,856,997	\$2,060,380	\$71,000	\$1,030,190	\$283,331	\$9,768,565	94.82%	\$533,333	8/2/13	Obligated. LOCCS created 07-13-11
CFP 722	\$9,454,397	\$5,669,348	\$1,890,879	\$350,000	\$945,440	\$598,730	\$3,036,319	32.12%	\$6,418,078	3/11/14	These funds are available to PHA's. LOCCS created 03-12-12
CFP 723	\$9,066,970	\$6,024,078	\$1,813,394	\$250,000	\$906,697	\$72,801	\$0	0.00%	\$9,066,970	TBD	Awarded 8-8-13
CFP Budget Totals	\$57,285,440	\$37,822,489	\$11,368,339	\$1,161,150	\$5,528,543	\$1,404,919	\$49,324,370	86%	\$7,961,070		

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

	Total CFP Appropriation	Expended Construction Activities (BLI 1411-1501)	Expended Operations (BLI 1406)	Expended Management Improvements (BLI 1408)	Expended Administration (BLI 1410)	Expended Contingency (BLI 1502)	Expended to Date Total Funds	% Expended	Balance	Expenditure Deadline	Notes
CFP 719	\$12,526,177	\$7,331,601	\$2,416,486	\$35,723	\$1,249,723	\$0	\$11,033,534	88.08%	\$1,492,643	4/14/14	LOCCS created 09-12-09
CFP 720	\$12,389,235	\$6,641,049	\$619,462	\$13,717	\$1,038,924	\$0	\$8,313,152	67.10%	\$4,076,083	7/14/14	LOCCS created 06-23-10
CFP 721	\$10,301,898	\$2,011,698	\$0	\$0	\$0	\$0	\$2,011,698	19.53%	\$8,290,200	7/13/15	LOCCS created 07-13-11
CFP 722	\$9,454,397	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$9,454,397	3/12/16	LOCCS created 03-12-12
CFP 723	\$9,066,970	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$9,066,970	TBD	Awarded 8-8-13
CFP Expenditure Totals	\$57,285,440	\$24,378,098	\$5,568,694	\$485,306	\$3,550,020	\$0	\$33,972,118	59.30%	\$23,313,322		

STATE: Capital Improvement Program (CIP)

	State GO Bond Appropriation	HPHA Budget	HPHA Encumbered	HPHA Expended	HPHA % Expended Against Budget	HPHA Budget Balance	CIP Encumbrance Deadline	Notes	ACT/SLH
FY 07-08 Elevator	\$4,939,503	\$4,591,697	\$4,591,697	4,167,638	90.76%	\$424,059	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 07-08 Lump Sum CIP	\$19,910,000	\$17,809,280	\$15,802,595	14,270,715	80.13%	\$3,538,565	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 08-09 Elevator	\$6,410,000	\$4,263,049	\$4,263,049	2,467,025	57.87%	\$1,796,024	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 08-09 Lump Sum CIP	\$10,000,000	\$3,374,706	\$3,374,706	2,184,122	64.72%	\$1,190,584	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 09-10 Lump Sum CIP	\$7,913,000	\$7,898,483	\$7,882,201	7,069,312	89.50%	\$829,171	6/30/12	Allotment Granted - Blanket Encumbrance (1)	ACT 162/2009 as amended by ACT 180/2010
FY 10-11 Lump Sum CIP	\$4,500,000	\$4,384,799	\$4,270,004	3,017,804	68.82%	\$1,366,995	6/30/12	Allotment Granted - Blanket Encumbrance (1)	ACT 162/2009 as amended by ACT 180/2010
FY 11-12 CIP Totals	\$31,120,000	\$30,982,825	\$7,557,603	687,180	2.22%	\$30,295,645	6/30/14	Allotment Granted	ACT 164/2011 as amended by ACT 106/2012
FY 12-13 CIP Totals	\$60,222,000	\$60,222,000	\$13,383,653	2,838,966	4.71%	\$57,383,034	6/30/14	Allotment Granted	ACT 164/2011 as amended by ACT 106/2012
FY 13-14 Lump Sum CIP	\$45,643,000	\$45,643,000	\$0	0	0.00%	\$45,643,000	6/30/16	Pending Allotment	ACT 134/2013
FY 14-15 Lump Sum CIP	\$0	\$0	\$0	0	#DIV/0!	\$0	6/30/16		ACT 134/2013
STATE CIP TOTALS	\$145,014,503	\$133,526,839	\$61,125,509	\$36,702,762		\$96,824,077			

K E Y	1411 - Audit Costs
	1430 - Fees & Costs
	1450 - Site Improvement
	1460 - Dwelling Structures
	1465 - Dwelling Equipment
	1470 - Non-Dwelling Structures
	1499 - Development Activities
	1501 - Collateralization or Debt Service Paid by PHA
	1502 - Budget Contingency

Federal Capital Fund Program Budget
 These are HPHA CFP budget numbers a/o the upper left corner date. The rows reflect the CFP fund grant, the columns represent the manner in which the funds are currently budgeted. The obligation deadline indicates the date by which these funds must be at least 92% obligated.

Federal Capital Fund Program Actual
 These are HPHA CFP actual expenditures a/o the upper left corner date. The rows reflect the CFP fund grant, the columns represent the manner in which these funds are currently being expended. The expenditure deadline indicates the date by which these funds must be expended.

State Capital Improvement Program Budget and Expenditure
 These are HPHA CIP budget and actual expenditures a/o the upper left corner date. The rows reflect the CIP fund appropriation, the columns represent budget, encumbrance and expenditures. The encumbrance deadline indicates the date by which the funds must be encumbered.

**AMP Dashboard
as of 8/14/13**

Overall Rating	Occupancy			As of 7/31/13		FY 2012	
AMP	ACC	Adjusted Occupancy	Current Occupancy Ratio	Late Recerts/ PIC Errors	Rent Collections	REAC Score for Physical Indicator	Comments
30P-Aiea	363	353	97.25%	0	85.68%	61	6 C + 1 SS Unit = 7 HUD appr'd
31P-KVH	373	363	97.32%	137	69.28%	50	No HUD approved units
32P-MWH	364	362	99.45%	8	90.43%	59	1 SS unit = 1 HUD appr'd
33P-Kam/Kaamanu	373	369	98.93%	7	90.48%	65	2 SS units = 2 HUD appr'd
34P-Kalakaua	583	570	97.77%	239	93.87%	93	3 exempt = 0 HUD appr'd subsidy
35P-Kalanihiua	587	588	99.32%	83	97.64%	80	
37P-Hilo	384	301	93.48%	5	95.05%	84	62 sch'd Demo (19 C + 2 Police = 0 HUD subsidy)
38P-Kauai	321	312	95.92%	33	80.41%	56	5 C + 2 SS + 1 Anti-Crime = 8 HUD appr'd
39P-Maui	196	169	86.22%	84	80.66%	96	1 C unit = 1 HUD appr'd
40P-KPT	174	166	97.06%	2	83.43%	58	1 SS + 4 Sch'd Demo = 5 HUD appr'd
43P-Kona	202	197	97.52%	20	93.52%	82	2 SS units = 2 HUD appr'd
44P-Leeward Oahu	260	241	92.69%	1	67.33%	43	1 C unit + 2 SS unit = 3 HUD appr'd
45P-Windward Oahu	226	221	93.62%	1	94.75%	45	1 SS unit = 1 HUD appr'd
46P-Kamuela	103	94	91.26%	1	66.11%	86	3 HUD appr'd
49P-Central Oahu	150	145	96.67%	2	94.38%	84	17 C units = 17 HUD appr'd
50P-Palolo	118	114	96.61%	2	99.93%	53	23 C units + 1 SS = 24 HUD appr'd
52P-KPT Towers	347	335	96.54%	5		new	
Total	5,124	4,895	95.53%	630			

State Projects	Rent Collection
2201-Hauiki	83.10%
2202-Puahala Homes	75.58%
2204-Kawailehua	88.62%
2205-Kahale Mua	73.33%
2206-Lokahi	77.91%
2207-Ke Kumu Elua	68.57%
2401-Hale Po'ai	99.08%
2402-La'iola	99.76%
2403-Kamalu-Ho'olulu	100.20%
2404-Halia Hale	102.44%
Total	92.25%