AGENDA

THIS MEETING WILL BE HELD VIA TELECONFERENCE CALL OR OTHER ALTERNATIVE MEANS OF COMMUNICATION ONLY INCLUDING BOARD MEMBERS, STAFF, DEPUTY ATTORNEYS GENERAL, AND THE PUBLIC.

The Governor’s Sixteenth Supplementary Proclamation dated November 23, 2020, suspended Chapter 92, HRS, Part I. Meetings, to the extent necessary to enable Boards to conduct meetings without any board members or members of the public physically present in the same location. In consideration of the current COVID-19 situation, the HPHA’s offices are closed to the public. Individuals should submit written testimony no later than 12:00 noon on Tuesday, December 8, 2020 which will be distributed to Board members. You may submit written testimony via email to jennifer.k.menor@hawaii.gov or by U.S. mail to PO Box 17907, Honolulu, HI 96817.

The public may participate in the Board meeting as it happens via Zoom app at: https://zoom.us/j/99211255229?pwd=d2diRzlRQlpVvVnQwMmNaKy81ejhqZz09. When prompted, enter the Meeting ID: 992 1125 5229 and the Password: b2DrEf.

Alternatively, the public may also participate via telephone by calling: 1-669-900-6833. When prompted, callers should enter the Meeting ID: 992 1125 5229 and the Password: 556884. We request that meeting participants change the display on their device to show their first and last name to expedite rollcall. Please keep in mind that many devices will display your cellphone number if not changed.

The Board will consider public testimony on any item relevant to this agenda. 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.

I. CALL TO ORDER/ESTABLISHING QUORUM

II. 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.

III. APPROVAL OF MINUTES

Regular Meeting Minutes, October 15, 2020

IV. DISCUSSION AND/OR DECISION MAKING

A. To Accept the Audited Financial Statements of the Hawaii Public Housing Authority for the Fiscal Period July 1, 2019 through June 30, 2020 and to Authorize the Executive Director to Submit the Audited Financial Statements to the Office of the Governor, the Hawaii State Legislature, the U.S. Department of Housing and Urban Development, and Other Entities as may be Required

B. To Authorize the Executive Director to Take All Actions Necessary to Continue to Implement Any and All Applicable Waivers Identified in HUD Notice 2020-33(HA), REV-2, (“HUD Notice”) dated November 30, 2020 for up to the Maximum Time Allowed Under the HUD Notice Which Are Deemed Appropriate and Necessary for the Continued Operations of the Hawaii Public Housing Authority (“HPHA”) and in the Best Interests of the Residents in the HPHA’s Housing Programs, the HPHA, and/or the State of Hawaii

(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 this motion.)

C. To (1) Adopt “Amendments and Extension of Hawaii Public Housing Authority Section 8 – Housing Choice Voucher Emergency Rules Relating to COVID-19 Emergency”, Which Extends and Renews for an Additional 120 days after December 31, 2020 the “Hawaii Public Housing Authority Section 8 – Housing Choice Voucher Emergency Rules Relating to COVID-19 Emergency”, to Continue to Provide Financial Relief and Other Program Benefits to Section 8 Housing Choice Voucher Program Participants, Which Sets Forth Requirements for the Use of Alternative Means to Conduct Housing Quality Standards Inspections and Adopts HUD Waivers for Inspections and (2) Authorize the Executive Director to Undertake All Actions Necessary to Continue to Implement these Emergency Rules

(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
The Proposed “Amendments and Extension of Hawaii Public Housing Authority Section 8-Housing Choice Voucher Emergency Rules Relating to COVID-19 Emergency” may be viewed on the internet on or about December 4, 2020 on the Lieutenant Governor’s website at: https://ltgov.hawaii.gov/the-office/administrative-rules/.

D. To

1. Adopt “Extension of Hawaii Public Housing Authority Emergency Rules Relating to COVID-19 Emergency”, Which Extends and Renews for an Additional 120 days after the approval of Governor Ige and upon filing with the Lt. Governor’s Office, the “Hawaii Public Housing Authority Emergency Rules Relating to COVID-19 Emergency”; Which:

   a. Sets Forth the Requirements for Physical Distancing, Waiver of Minimum Rent, Waiver of Late Fees, Termination of Rental Agreements, Evictions Throughout the COVID-19 Emergency Relief Period, Wearing Facial Coverings and Practicing Six Feet Minimum Physical Distancing at all Times, Visitor Restrictions, Gathering Restrictions, Mandating the Wearing of Face Coverings and Vacating the Unit or Isolating in an Area at Least Six Feet Away when Staff are Conducting Repairs or Other Official Business in a Tenant’s Unit, Penalties for Non-Compliance with these Rules; and

   b. Applies to and Amends Certain Sections in Following Administrative Rules: Chapters 15-185: Section – Housing Choice Voucher Program; Chapter 15-186: State-Aided Elderly Public Housing Projects; Chapter 15-193: State-Aided Family Public Housing Projects; Chapter 17-2021: Eviction - Practice and Procedure; Chapter 17-2028: Federally-Assisted Public Housing Projects; Chapter 17-2032: Resident Advisory Board; Chapter 17-2033: Rent Supplement Program; Chapter 17-2036: Section 8 Homeownership Option Program; and Chapter 17-2038: State Eviction – Practice and Procedure and

2. Authorize the Executive Director to Undertake All Actions Necessary to Continue to Implement these Emergency Rules

(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 this motion.)

V. REPORTS

A. Executive Director’s Report: Monthly reports are included in the Board packet. No formal report is planned.

- Financial Report for the Month of October 2020
- Report on Contracts Executed During November 2020 and Planned Solicitations for December 2020
- Public Housing Occupancy/Vacancy Report; Federal Public Housing; for the Month of November 2020
- Obligation and Expenditure Status for Design and Construction Projects Funded Under the Federal Capital Fund Program (CFP) and the State Capital Improvement Program (CIP). Report on closed contracts.
- Section 8 Subsidy Programs Voucher: Voucher Lease-up and Pending Placements; Update on Rent Supplement Program.

The Board agenda for this meeting is available for inspection on the HPHA’s website: http://www.hpha.hawaii.gov/boardinfo/packets.htm.
The Board of Directors of the Hawaii Public Housing Authority held their Regular Board Meeting at 1002 North School Street, on Thursday, December 10, 2020. Pursuant to the Governor’s Sixteenth Supplementary Proclamation dated November 23, 2020, suspending Chapter 92, HRS, Part I Meetings, to the extent necessary to enable Boards to conduct meetings without any board members or members of the public physically present in the same location, the Hawaii Public Housing Authority conducted the Board meeting by use of teleconference call or other alternative means of communication only without a physical quorum present in the boardroom at 1002 N. School Street, Honolulu, HI 96817.

At approximately 9:08 a.m., Chairperson Hall called the meeting to order, held a roll call and declared a quorum present. Those present were as follows:

**PRESENT:**

(Via Zoom) Director Robert Hall, Chairperson  
Director Pono Shim, Vice-Chairperson  
Director Roy Katsuda, Secretary  
Director George De Mello  
Designee Joseph Campos II  
Director Betty Lou Larson  
Director Leilani Pulmano  
Director Todd Taniguchi  
Deputy Attorney General Klemen Urbanc  
Deputy Attorney General Nalani Wilson-Ku

**EXCUSED:**

Director Susan Kunz  
Director Kymberly Sparlin

**STAFF PRESENT:**

(Via Zoom) Hakim Ouansafi, Executive Director  
Barbara Arashiro, Executive Assistant  
Bennett Liu, Acting Chief Financial Officer  
Kevin Auger, Redevelopment Officer  
Rick Sogawa, Contracts and Procurement Officer  
Sarah Beamer, Acting Section 8 Subsidy Programs Branch Chief  
Becky Choi, State Housing Development Advisor  
Benjamin Park, Chief Planner  
Shirley Befitel, Human Resources Supervisor
Public Testimony

In consideration of the current COVID-19 situation, the HPHA’s physical office locations are closed to the public. Individuals were allowed to submit written testimony no later than 12:00 noon on Tuesday, December 8, 2020 which would be distributed to the Board members. The public was instructed to submit written testimony via email to jennifer.k.menor@hawaii.gov or by U.S. mail to PO Box 17907, Honolulu, HI 96817. The public was also allowed to participate via Zoom app or teleconference.

Chairperson Hall stated that the Board would accept public testimony on any item relevant to the agenda. 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.

There was no public testimony given or submitted.

Approval of Minutes

Director Katsuda moved,

To Approve the Regular Meeting Minutes of October 15, 2020

Executive Director Ouansafi stated that the revised minutes were provided to the Board. He referred to page 1 of the Regular Meeting minutes where there was the removal of the title “Director” from the middle of four Board member’s name.

The minutes were unanimously approved as presented.

Discussion and Decision Making

Director Shim moved,
To Accept the Audited Financial Statements of the Hawaii Public Housing Authority for the Fiscal Period July 1, 2019 through June 30, 2020 and to Authorize the Executive Director to Submit the Audited Financial Statements to the Office of the Governor, the Hawaii State Legislature, the U.S. Department of Housing and Urban Development, and Other Entities as may be Required

Executive Director Ouansafi introduced and welcomed Mr. Wilcox Choy and Ms. Christy Iriguchi with KMH, LLP, the independent audit firm who were hired by the State Auditor to conduct the HPHA’s financial and compliance audit.

Mr. Choy confirmed that KMH, LLP was contracted by the Office of the Auditor and stated that the scope of work includes an audit of the financial statement for the year ended June 30, 2020 and a compliance audit of the federal programs.

The audit was conducted in accordance with the auditing standards generally accepted in the United States of America and with Government auditing standards. Those standards require that KMH, LLP plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Mr. Choy discussed HPHA’s accounting and financial background. He acknowledged that, unlike other large government agencies, such as the Department of Health and the Department of Human Services, the financial activities for HPHA are more complex.

There are four major programs that are reported under governmental funds and four other programs that are reported under proprietary funds. Mr. Choy explained the difference between governmental accounting activity and proprietary accounting activity, where proprietary fund requires full accrual basis of accounting, which is similar to a private enterprise. Governmental funds are recorded based on a modified accrual basis of accounting. Unlike many other State agencies, which are predominately governmental funded, HPHA has predominately proprietary funds requiring more accounting work and organization.

Ms. Iriguchi briefly discussed the financial auditor’s report. She stated that the financial statements, in all material respects, were presented fairly and in accordance with accounting principles generally accepted in accounting standards, which was qualified as a “clean opinion”.

The auditors are also required to report on the internal control over financial reporting and on compliance matters, which also relates to the single audit. Ms. Iriguchi explained the three levels of reporting: material weakness, significant deficiency, and internal control deficiency. Material weakness is the most severe and internal control deficiency is the least severe. Ms. Iriguchi reported for the fiscal year 2020, there were no material weaknesses, significant deficiencies, or internal control deficiencies that were identified.
Ms. Iriguchi stated that the SAS 114 Communication Letter, which is required by auditing standards, will be formally issued in March 2021 when the compliance audit is completed.

She summarized the results from the financial audit. There were no new accounting pronouncements adopted by HPHA and there weren’t any significant or unusual transactions that were identified that required additional audit procedures. Overall, HPHA had eight proposed audit adjustments for fiscal year 2020. The impact of these adjustments was approximately $820,000 to the statement of activities; however, didn’t warrant an internal control finding. Due to the volume of transactions that HPHA processes, eight proposed adjustments are considered minor and is not a material impact to the financial statements.

Mr. Choy added that the amount of proposed adjustments reflects the agency’s internal control structure. Approximately eight years ago, HPHA’s internal control comments were severe requiring a tremendous amount of adjustment journal entries. Mr. Choy recognized that HPHA’s accounting and financial process has significantly improved over the past 4-5 years.

Ms. Iriguchi continued to report that there were no material disagreements with management and no significant difficulties dealing with management during the audit. She thanked Acting Chief Financial Officer Liu and his team for their cooperation and efforts, especially during the pandemic.

Mr. Choy explained that KMH’s on-site presence was limited due to the HPHA’s COVID-19 safety protocols, so management was required to provide copies and scans of all the necessary documents requiring extraordinary efforts from both the HPHA staff and the auditors. He thanked Executive Director Ouansafi, Executive Assistant Arashiro and Acting Chief Financial Officer Liu for their efforts and professionalism. Despite the challenges brought on by the pandemic, the financial statement audit was completed within the timeframe provided by DAGS and the Office of the Auditor.

Ms. Iriguchi confirmed completing the financial audit report to be approved by the Board at this meeting and approximately 75%-85% of the single audit has been completed. While the single audit is due in March 2021, KMH, LLP anticipates completing the single audit by February 2021. Ms. Iriguchi stated that based on the federal government guidelines, KMH, LLP was required to audit two major programs: the Housing Choice Program and the Public and Indian Housing program. She added that the single audit also includes the Financial Data Schedule (FDS), which gets submitted to HUD.

Chairperson Hall thanked Mr. Choy and Ms. Iriguchi.
Director Shim stated that HPHA’s audit updates are the most positive audits. He has been on the Board of other entities and on the HPHA Board of Directors for approximately 6.5 years and acknowledged HPHA’s hard work.

Director Katsuda was pleased with the “clean audit” and commended HPHA on their efforts.

Executive Director Ouansafi thanked Mr. Choy and Ms. Iriguchi for their professionalism and patience, especially with the extra challenges brought about by the pandemic and required safety protocols. He also acknowledged the hard work of his staff who perform approximately 2,800 financial transactions each day.

Director Larson thanked Executive Director Ouansafi and his staff for their efforts in all aspects. She recognized the extra and new efforts needed during these unprecedented times.

(Designee Campos left the meeting at approximately 9:34 a.m.)

Chairperson Hall concurred with his fellow Board members and was pleased with HPHA’s “clean audit”. He thanked Acting Chief Financial Officer Liu and his team for their hard work.

Executive Director Ouansafi referred to page 6 and 7 of the final draft of the Audited Financial Statements and pointed out additional program information that was added for clarity.

    The motion was unanimously approved.

Director Shim moved,

    To Authorize the Executive Director to Take All Actions Necessary to Continue to Implement Any and All Applicable Waivers Identified in HUD Notice 2020-33(HA), REV-2, (“HUD Notice”) dated November 30, 2020 for up to the Maximum Time Allowed Under the HUD Notice Which Are Deemed Appropriate and Necessary for the Continued Operations of the Hawaii Public Housing Authority (“HPHA”) and in the Best Interests of the Residents in the HPHA’s Housing Programs, the HPHA, and/or the State of Hawaii

Executive Director Ouansafi reported that on April 10, 2020, the U.S. Department of Housing and Urban Development (HUD) issued Notice PIH 2020-05, “COVID, Statutory and Regulatory Waivers for the Public Housing, Housing Choice Voucher, Indian Housing Block Grant and Indian Community Development Block Grant Programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program” which provides waivers and alternative requirements for
numerous statutory and regulatory requirements for the HPHA’s federal public housing and housing choice voucher programs.

On November 30, 2020, HUD issued Notice PIH 2020-33(HA), REV-2, “COVID-19, Statutory and Regulatory Waivers and Alternative Requirements for the Public Housing, Housing Choice Voucher (including Mainstream and Mod Rehab), Indian Housing Block Grant and Indian Community Development Block Grant Programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision 2” which extends the deadlines set forth in Notice PIH 2020-05 and provides additional waivers and alternative requirements for numerous statutory and regulatory requirements for the HPHA’s federal public housing and housing choice voucher programs.

Included in the Board packet as Attachment A was a summary of the public housing and housing choice voucher waivers and alternative requirements. The HPHA does not anticipate exercising all of the available waivers either because they are not applicable or not necessary at this time. However, it may be determined at a later date that the HPHA should implement additional available waivers.

Executive Director Ouansafi reported the following:

1. HUD has not provided waiver authority that would allow tenants to stop paying their portion of the rent.
2. Use of the HUD waivers is at the discretion of the public housing agencies; no special HUD approval is required.
3. HPHA is required to keep written documentation that records which waivers the HPHA applied to its program and the effective dates.
4. The HPHA is required to notify its residents and landlords of any impacts of the waiver by whatever means it considers most effective as soon as practicable.
5. The HPHA is not required to keep the waiver/alternative requirement in-place for the full period of availability.
6. HUD has waived the requirement to allow the PHAs Public Housing Admissions and Continued Occupancy Policy and the Section Administrative Plan to be revised on a temporary basis without Board approval.
7. The PIH Notice allows PHAs to implement and informally adopt HUD waivers without formal board approval through March 31, 2021.

The HPHA will use allowable HUD waivers to the extent allowed by law and in compliance with time limitations set forth in the federal notice, the Governor’s Emergency Proclamation, State statute, and the HPHA’s emergency administrative rules.

Once approved by the HPHA Board of Directors, the agency will:

1. Post the waivers on the applicable state or county government website; and
2. Take all required actions to inform the HPHA’s residents about the implementation of any and all waivers.

Chairperson Hall asked for the end date of the HUD waivers.

Executive Director Ouansafi reported that HUD extended their waivers until June 30, 2021; however, the motion is for 120 days, following the Governor’s supplemental proclamations.

The motion was unanimously approved.

Director Shim moved,

To (1) Adopt “Amendments and Extension of Hawaii Public Housing Authority Section 8 – Housing Choice Voucher Emergency Rules Relating to COVID-19 Emergency”, Which Extends and Renews for an Additional 120 days after December 31, 2020 the “Hawaii Public Housing Authority Section 8 – Housing Choice Voucher Emergency Rules Relating to COVID-19 Emergency”, to Continue to Provide Financial Relief and Other Program Benefits to Section 8 Housing Choice Voucher Program Participants, Which Sets Forth Requirements for the Use of Alternative Means to Conduct Housing Quality Standards Inspections and Adopts HUD Waivers for Inspections and (2) Authorize the Executive Director to Undertake All Actions Necessary to Continue to Implement these Emergency Rules

Executive Director Ouansafi reported that these Emergency Rules apply to the HPHA’s Section 8 program and will continue to provide benefits to the program participants including the following:

- Allowing for interim rent adjustments due to loss of income
- Allowing execution of a housing assistance payments (HAP) contract if the unit has non-life-threatening deficiencies to allow a tenant to move in quickly
- Allowing the use of alternate means to conduct voucher briefings
- Allowing the increase of a payment standard during interim rent adjustments
- Non-termination of the HAP contract if the tenant’s income increases and no HAP is paid thereby protecting his/her standing in the Section 8 program if their income decreases.

Unlike the public housing emergency rules, the Section 8 Emergency Rules do not address the wearing of face coverings, visitor restrictions, gathering restrictions, and practicing six feet minimum physical distancing.

The proposed amendments will allow the HPHA the flexibility to continue to conduct housing quality standards inspections using alternative methods allowed by HUD, including remote video inspections, delayed inspections, owner/landlord certifications, etc. The HPHA will be able to reduce the need for person-to-person contact by
employing alternative inspection protocols (e.g., remote video inspections), accepting owner/landlord certifications, delaying supervisory quality control inspections, and delaying initial/annual inspections.

By extending the Hawaii Administrative Rules Entitled “Hawaii Public Housing Authority Section 8 – Housing Choice Voucher Emergency Rules Relating to COVID-19 Emergency”, these rules will remain in effect until 120 days after December 31, 2020. The expiration of HUD waivers on June 30, 2021 extends beyond the Governor’s current proclamation and extension of the rules would require additional Board action.

The motion was unanimously approved.

Director Katsuda moved,

To (1) Adopt “Extension of Hawaii Public Housing Authority Emergency Rules Relating to COVID-19 Emergency”, Which Extends and Renews for an Additional 120 days after the approval of Governor Ige and upon filing with the Lt. Governor’s Office, the “Hawaii Public Housing Authority Emergency Rules Relating to COVID-19 Emergency”; Which: (a) Sets Forth the Requirements for Physical Distancing, Waiver of Minimum Rent, Waiver of Late Fees, Termination of Rental Agreements, Evictions Throughout the COVID-19 Emergency Relief Period, Wearing Facial Coverings and Practicing Six Feet Minimum Physical Distancing at all Times, Visitor Restrictions, Gathering Restrictions, Mandating the Wearing of Face Coverings and Vacating the Unit or Isolating in an Area at Least Six Feet Away when Staff are Conducting Repairs or Other Official Business in a Tenant’s Unit, Penalties for Non-Compliance with these Rules; and (b) Applies to and Amends Certain Sections in Following Administrative Rules: Chapters 15-185: Section 8 – Housing Choice Voucher Program; Chapter 15-186: State-Aided Elderly Public Housing Projects; Chapter 15-193: State-Aided Family Public Housing Projects; Chapter 17-2021: Eviction - Practice and Procedure; Chapter 17-2028: Federally-Assisted Public Housing Projects; Chapter 17-2032: Resident Advisory Board; Chapter 17-2033: Rent Supplement Program; Chapter 17-2036: Section 8 Homeownership Option Program; and Chapter 17-2038: State Eviction – Practice and Procedure and (2) Authorize the Executive Director to Undertake All Actions Necessary to Continue to Implement these Emergency Rules

Executive Director Ouansafi reported that on April 16, 2020, the HPHA Board of Directors adopted emergency administrative rules entitled “Hawaii Public Housing Authority Emergency Rules Relating to COVID-19 Emergency”.

On August 4, 2020, the HPHA Board of Directors adopted amendments to the emergency administrative rules entitled “Hawaii Public Housing Authority Emergency Rules Relating to COVID-19 Emergency”.
These Emergency Rules apply to all HPHA programs and accomplish the following:

1. Requiring compliance with social distancing guidelines relating to the COVID-19 emergency.
2. Allowing all communication to be performed through electronic or other means.
3. No termination of rental agreement due to failure to rent due to loss of wages due to COVID-19, unless needed in cases of health and safety.
4. Waiving the minimum rent due to loss of wages due to COVID-19.
5. Waiving the late fee due for non-payment of rent due to COVID-19.
6. Mandating the wearing of face coverings in all public housing properties.
7. Restricting visitors at all public housing properties.
8. Restricting gatherings at all public housing properties.
9. Mandating the wearing of face coverings and vacating the unit or isolating in an area at least six feet away when staff are conducting repairs or other official business in a tenant’s unit.
10. Establishing penalties for non-compliance of these emergency rules.

(Designee Campos returned to the meeting at approximately 9:51 a.m.)

The motion was unanimously approved.

Executive Director’s Report

Executive Director Ouansafi reported on the following:

- HPHA successfully executed the Aloha Cares Emergency Feeding Program (ACEFP), which provided HPHA public housing tenants and the general public with meals and access to food to ensure that people can stay safer in their homes and avoid possible exposure to COVID-19. During the 4-month period from July through October, the HPHA was thankful for the privilege to serve approximately 500,000 meals to all of the participants. Executive Director Ouansafi thanked his staff for their hard work and thanked its partners, FEMA and HI-EMA.

- HPHA continue to work with the Department of Health Public Health Nurses to provide COVID-19 outreach and facial coverings at the HPHA’s Hawaii island public housing properties such as Ka Hale Kahaluu (on October 28, 2020) and Ke Kumu ‘Ekolu – & Ke Kumu Elua (on October 29, 2020).

Kuhio Park Terrace/Kuhio Low-Rises and Homes Rental Assistance Demonstration (RAD) Conversion

- The Final Environmental Assessment (EA) evidencing compliance with CFR 24 Part 58 has been completed and submitted to the Governor’s Office for acceptance (as the certifying officer for the Responsible Entity). The review of the EA has been completed and is pending acceptance by the Responsible Entity. Once the EA is
accepted by the Responsible Entity, a Financing Plan for the RAD conversion will be submitted to the U.S. Department of Housing and Urban Development (HUD). Upon HUD’s acceptance of the financing plan, HPHA will receive a RAD Conversion Commitment (RCC) at which time the conversion and closing process will begin.

- A virtual resident meeting discussing the RAD conversion was hosted online from October 16-23, 2020. The virtual resident meeting was created based on guidance from Notice H-2020-09 Notice PIH-2020-26, Rental Assistance Demonstration (RAD) – Supplemental COVID-19 Guidance and the HPHA Language Access Action Plan. A meeting video was created, translated and transcribed into the following languages: Cantonese, Chuukese, English, Korean, Marshallese, Samoan, Chinese, and Vietnamese.

- A Google Forms document was also created to collect resident data and any questions received from the residents after viewing & listening to the video.

KPT Low-rises and Homes Phase II Redevelopment

- The Michael’s Organization, with assistance from the HPHA, prepared and distributed Requests for Qualifications (RFQ) seeking qualified architects, planners and engineers for the master planning and environmental review required for undertaking Phase II of the redevelopment. Several responses to the RFQ have been received, which will be reviewed by the developers with assistance from HPHA staff.

School Street Administrative Offices Redevelopment

- City Council Zoning, Planning and Housing (ZPH) Committee adopted Resolution 20-251, CD-1, FD-1 approving the School Street redevelopment 201H Application. The Resolution granted the Project’s residential units approximately $9.9 million in fee and other exemptions from statutes, ordinances, charter provisions, and rules relating to planning, zoning, construction standards for subdivision and development pursuant.

- The 201H Application approval allow the following:
  - an exemption of wastewater system facility charges estimated at approximately $4.2M.
  - an exemption of plan review fees estimated at approximately at $87,000.
  - an exemption of special assignment inspection (courtesy inspection) fees estimated at approximately $20,000.
  - an exemption of building permit fees estimated at approximately $1.7M.
  - an exemption of Honolulu Fire Department plan review fees (estimated at approximately $12,000).
  - an exemption from Land Use Ordinance (LUO), relating to permitted uses and structures in the R-5 Residential District, to allow the Project to have multifamily
dwellings, office buildings, and commercial uses as permitted in the BMX-3 Community Business Mixed-Use District.

- an exemption from LUO relating to development standards in the R-5 Residential District, to allow the Project to comply instead with the development standards applicable in the BMX-3 Community Business Mixed Use District.
- an exemption from LUO relating to off-street parking for multifamily dwellings, to allow the Project to provide a minimum of 820 parking spaces (rather than the required minimum 1,200 parking spaces) including a minimum of 578 residential parking spaces, provided that the DPP may, upon request, approve further reductions in the required minimum number of residential parking spaces, but not below a minimum of 309.
- an exemption from park dedication requirements, totaling approximately 88,000 square feet of park space, or payment of an equivalent in-lieu fee, estimated at approximately $3.8M.

- Phase I is set to include 250 units and all units to be affordable and for the elderly.

Hawaii County

- The Office of Planning (OP) circulated the first draft of a proposed Memorandum of Agreement (MOA) for the $550,000 master planning and environmental review grant awarded to the HPHA and the County of Hawai‘i for the Lanakila housing project. The grant will provide funding for a new master plan for the site to address updated site conditions and streets that will need to be constructed to recently revised County of Hawai‘i Standards.

Kalaeloa Project

- Contracts were awarded to HomeAid, and on November 25, 2020, HPHA visited the site for inspection of the first homes for the project.

Public Housing

- HPHA moved in 34 families in October 2020 and 17 families in November 2020. Units offered that were refused were 19 and 28.

Section 8

- Executive Director Ouansafi thanked the Board for approving the housing in-place preference.
- Executive Director Ouansafi recognized and thanked Acting Section 8 Subsidy Programs Branch Chief and her staff for their efforts and commitment. The goal is to assist 750 families in one month.
• Executive Director Ouansafi thanked the Property Management and other staff for their additional assistance.

• Approximately 3,000 applicants were selected for the waitlist through a lottery system. The first 1,200 names were contacted to begin submitting their application paperwork. A second draw of 1,800 was later conducted. Section 8 staff are actively working on processing completed applications and expect to begin issuing vouchers shortly. HPHA held multiple drive-throughs for the applicants to drop off their necessary paperwork.

• HPHA hopes to provide hundreds of families with housing assistance through the Section 8 program by December 31, 2020.

Director Larson asked for an update on the public housing’s handling of COVID-19.

Executive Director Ouansafi acknowledged the Department of Health for their continued help and sending the case spreadsheets twice a week. He acknowledged the spread of positive COVID-19 cases within HPHA’s housing properties has been minimal.

Chairperson Hall asked if any Section 8 lease in-place applicants have been assisted at this point.

Executive Director Ouansafi reported that of the first 1,200 applicants that were notified, HPHA received approximately 445 complete files pending some verifications. Of the 3,000 applicants, approximately 800 files were received; however, are still being reviewed that all documents are completed accordingly. Multiple drive-throughs have been arranged for applicants to drop off their paperwork. As of December 10, 2020, HPHA anticipates serving 300 families by the end of the month. Executive Director Ouansafi stated that it is required that the landlords agree to accept Section 8; however, some applicants applied without their landlord’s knowledge or agreement.

Chairperson Hall sought for more information on the CARES federal funds and asked if the deadlines have been extended.

Executive Director Ouansafi confirmed that the HUD funding was extended to the end of next year.

Chairperson Hall commented on Governor Ige’s decision to implement state furloughs. He anticipates challenging years ahead and encouraged HPHA and its Board development task force to do what they can to move the current projects forward.

Executive Director Ouansafi agreed that there will be challenges, but HPHA is eager to continue to provide housing and moving expeditiously where possible. Request for the School Street redevelopment gap was submitted into the Governor’s year-end budget and the developer is working on the paperwork for obtaining tax credit. The state of the economy is currently difficult; however, Executive Director Ouansafi remains hopeful.
Director De Mello stated that unit inspections are required to be conducted to receive some HUD funding. Being a tenant, he initially had his concerns especially during the State’s shutdown phase. Director De Mello was pleased of the professionalism and the many safety precautions that were taken by the HPHA staff when entering a tenant’s unit. He discussed the process that was followed, which included wearing of PPE mask, wearing of shoe bottles, taking of temperatures, showing the tenant the temperatures and asking the tenants to wait outside of the unit during the inspection. He showed everyone the letter insert and reusable face masks that were supplied to every tenant. Director De Mello commended and thanked Executive Director Ouansafi and his staff for their continued efforts and commitment in keeping the tenants safe.

Executive Director Ouansafi acknowledged the importance of safety and thanked Executive Assistant Arashiro and the HPHA staff for their hard work. He was grateful for Director De Mello’s feedback.

Executive Director Ouansafi, on behalf of himself and his staff, extended greetings of “Happy Holidays” to the Board and expressed gratitude for their efforts.

Director Katsuda moved,

To Adjourn the Meeting

The motion was unanimously approved.

The meeting adjourned at 10:19 a.m.

MINUTES CERTIFICATION:

Minutes Prepared by:

Jennifer K. Menor
Secretary to the Board

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on January 21, 2021 [✓] As Presented [ ] As Amended

Roy Katsuda
Board Secretary

Jan 21, 2021