Approved by the Executive Director CT
August 20, 2009

FOR ACTION

SUBJECT: To Reappoint Ms. Ludvina Takahashi and Mr. Gary Mackler to the Kauai Eviction Board, Mr. George DeMello to the Hilo Eviction Board, and Mr. Mark Nishino to the Maui Eviction Board for Two-Year Terms Expiring on August 31, 2011.

I. FACTS

A. The Kauai, Hilo and Maui Eviction Boards are composed of members of the community and are responsible for affording public housing tenants a full and fair hearing during lease termination proceedings.

B. Pursuant to Hawaii Revised Statutes (HRS) 356D, the Authority is authorized to appoint an eviction board in each county to hear cases referred for eviction. In accordance with HRS 356D, the Eviction Board shall consist of not fewer than three members, one of which shall be a resident of public housing.

C. Having more than the minimum amount of members appointed to the Kauai, Hilo and Maui Eviction Boards will allow the Hearings Office to process the requests for hearings in an efficient and timely manner, and avoid cancellation of hearings for lack of quorum.

D. Ms. Ludvina Takahashi is a resident of Kekaha, Kauai. She is the Executive Director for the Kauai County Agency on Elderly Affairs. Ms. Takahashi has extensive experience and knowledge with the issues facing the elderly population and would be a valuable asset to this board. Ms. Takahashi has expressed a willingness to serve as a member of the Kauai Eviction Board for an additional two-year term.

E. Mr. Gary Mackler is a resident of Kauai. He is presently employed at the Kauai County Housing Agency as the Development Coordinator. Mr. Mackler's experience with housing issues would be an asset to this board. Mr. Mackler has expressed a willingness to serve as a member of the Kauai Eviction Board for an additional two-year term.

F. Mr. George DeMello is a resident of Hilo, Hawaii. He is employed as a concierge at Sig Zane Designs assisting customers with apparel and merchandise purchases. Mr. DeMello is a resident of public housing who has first hand knowledge and experience with public housing issues and would be a valuable asset to this board. Mr. DeMello has expressed a willingness to serve as a member of the Hilo Eviction Board for an additional two-year term.

G. Mr. Mark Nishino is a resident of Kahului, Maui. He is employed as an office manager with State Farm Insurance. Mr. Nishino has previous experience in property management which is a valuable asset to this eviction board. Mr. Nishino has expressed a willingness to continue to serve the community as a member of the Maui Eviction Board for an additional two-year term.

II. RECOMMENDATION

That Ms. Ludvina Takahashi and Mr. Gary Mackler be reappointed to the Kauai Eviction Board, Mr. George DeMello be reappointed to the Hilo Eviction Board and Mr. Mark Nishino be reappointed to the Maui Eviction Board for additional Two-Year terms expiring on August 31, 2011.

Prepared by: Renee Blondin-Nip, Hearings Officer RN.

Reviewed and Approved by the Executive Director
August 20, 2009

FOR ACTION

SUBJECT: To Adopt Board Resolution No. 19 Relating to the Statement of Procurement Policy Governing the Federal Capital Fund Stimulus Grant.

I. FACTS

A. On August 16, 2007, the Hawaii Public Housing Authority's (HPHA) Board of Directors adopted the Statement of Procurement Policy.

B. On March 19, 2009, the HPHA's Board of Directors adopted revisions to the Statement of Procurement Policy based on changes to procurement laws, rules and regulations.

C. Under the American Recovery and Reinvestment Act of 2009 (Recovery Act), the HPHA has received approximately $16 million in additional Federal Capital Fund Stimulus Grant funds. To comply with the Recovery Act procurement requirements, the U.S. Department of Housing and Urban Development (HUD) issued a notice requiring all public housing agencies to amend its procurement policies to incorporate provisions of the Recovery Act.

II. DISCUSSION

A. The HPHA intends to adopt an addendum to the Statement of Procurement Policy which will specifically address procurements executed with Recovery Act funds.

B. The addendum mirrors the HPHA's current Statement of Procurement Policy with the following exceptions:

1. Removes requirements relating to the procurement of goods and services arising under state laws to facilitate obligation and expenditure of Recovery Act funds;

2. Includes the "Buy American" requirements of section 1605 of the Recovery Act; and

3. Increases the small purchase threshold from $50,000 to $100,000.

C. The attached draft addendum, "Statement of Procurement Policy for the Capital Fund Stimulus Grant", to the Policy displays the changes in underlined format.

III. REQUEST

That the Board of Directors adopt Board Resolution No. 19 Relating to the Statement of Procurement Policy Governing the Federal Capital Fund Stimulus Grant.

Attachment: Addendum – Statement of Procurement Policy for the Capital Fund Stimulus Grant, dated August 20, 2009

Prepared by: Rick T. Sogawa, Acting Procurement Officer

RESOLUTION NO. 19

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

RESOLUTION APPROVING THE STATEMENT OF PROCUREMENT POLICY FOR THE FEDERAL CAPITAL FUND STIMULUS GRANT

WHEREAS, the Board of Directors of the Hawaii Public Housing Authority (HPHA) entered into Consolidated Annual Contributions Contract (ACC) No SF-181 dated July 1, 1998 with the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS, HUD has agreed to provide American Recovery and Reinvestment Act (ARRA) assistance to the HPHA in an amount of $16,245,443 for the purpose of carrying out capital and management activities at federal public housing developments in accordance with the requirements of the ARRA including title XVI general provisions, and

WHEREAS, HPHA and HUD entered into the Capital Fund Program Amendment Number 1 to receive the additional ARRA formula allocation, and

WHEREAS, the HPHA agreed to comply with the requirements for eligible activities, reporting, and expenditure deadlines of the ARRA, and

WHEREAS, more specifically, the HPHA is required to adopt a procurement policy that complies with the federal capital fund stimulus grant funds.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approves the Hawaii Public Housing Authority's addendum entitled Statement of Procurement Policy for the Capital Fund Stimulus Grant, dated August 20, 2009.

The UNDERSIGNED, hereby certifies that the foregoing resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on August 20, 2009 in Honolulu, Hawaii.

_____
Travis O. Thompson, Chairperson

STATEMENT OF PROCUREMENT POLICY
FOR THE CAPITAL FUND STIMULUS GRANT
For the Hawaii Public Housing Authority

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Hawaii Public Housing Authority (HPHA) and the HUD, Federal Regulations at **24 Code of Federal Regulations (CFR) 85.36**, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev 2.

The HPHA self-certifies that this Procurement Policy, and the HPHA's procurement system, complies with all applicable Federal regulations and, as such, the HPHA is exempt from prior HUD review and approval of individual procurement action.

1. GENERAL PROVISIONS

A. Purpose

The HPHA shall: provide for 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; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the HPHA; promote competition in contracting; and assure that HPHA purchasing actions are in full compliance with applicable Federal standards and HUD regulations relating to the procurement of goods, services and construction under the Capital Fund Stimulus Grant.

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. Application

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under "exclusions," below. However, nothing in this 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 regulations shall be applied to the total project. 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.

<u>If this policy conflicts with the provisions of 24 CFR part 85 or the American Reinvestment and Recovery Act (Recovery Act), the provisions of 24 CFR part 85 or the Recovery Act shall apply.</u>

C. Definition

The term "procurement," as used in this Policy, includes the procuring, 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.

D. Exclusions

This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part 990. These excluded areas are subject to applicable State and local requirements.

E. Changes in Laws and Regulations

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, to the extent inconsistent with these Policies, automatically supersede these Policies.

F. Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the State of Hawaii's Freedom of Information Act, Chapter 92, Hawaii Revised Statutes.

II. ETHICS IN PUBLIC CONTRACTING

A. General

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 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 ADMINSITRATION

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 that all procurement actions are conducted in accordance with the policies contained herein.

While the Executive Director is responsible for ensuring that the HPHA's procurements comply with this Policy, the Executive Director may delegate all

procurement authority as is necessary and appropriate to conduct the business of the Agency. Each contract or purchasing action that obligates the HPHA to pay a contractor or vendor must be signed or otherwise authorized by an individual to whom the HPHA has expressly delegated the authority to make such an obligation.

B. Procurement Adminsitration

Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section III below, consistent with Federal, State, or local law.

C. Procurement Planning

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 (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.

D. FUNDING AVAILABILITY

Before initiating any contract, the HPHA shall ensure 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.

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.

IV. PURCHASING METHODS

The HPHA shall follow the "Buy American" requirements of section 1605 of the Recovery Act and use only iron, steel and manufacured goods produces in the Unites States in their projects.

Subsections 1605(b) and (c) of the Recovery Act authorize the head of a Federal department or agency to waive the Buy American provision. The HPHA shall request a request for regulatory waiver only if it can document that: (1) applying the provision would be inconsistent with the public interest; (2) the relevant goods are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or (3) the inclusion of the goods produced in the United States will increase the cost of the project by more than 25 percent.

A. Petty Cash Purchases

Purchases under $50 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 that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

B. Small Purchase Procedures

For any amounts above the Petty Cash ceiling, but not exceeding $100,000, the HPHA may use small purchase procedures. 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.

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

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 PHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed $100,000.

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 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.

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 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 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.

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.

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 of the Procurement Officer's judgment. The contracting officer may inform an offeror that its price is considered by the PHA 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

The HPHA must contract for A/E services using Qualifications Based Selection (QBS) procedures, utilizing a 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. 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.

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. HUD authorizes the use of noncompetitive proposals; or
d. After solicitation of a number of sources, competition is determined inadequate.

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 Contracting 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;
d. Statement as to the unique circumstances that require award by noncompetitive proposals;
e. Description of the efforts made to find competitive sources (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 Contracting Officer's supervisor (or someone above the level of the Contracting 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 categories of cost (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 that the price paid is reasonable.

D. Competitive Proposals

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 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 $100,000.

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 Authority's procurement policy.

B. Time Frame

For purchases of more than $100,000, 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 (or designee'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.

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.

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.

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 $100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

2. Payment Bonds

For construction contracts exceeding $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.

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 LDP.
8. Submit data and information necessary to prepare reports as required under by the U.S. Department of Housing and Urban Development.

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 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:

1. The option is contained in the solicitation;
2. The option is a unilateral right of 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.

To the extent feasible, the HPHA will consider employing existing or additional force account laborers on either a permanent or a temporary basis to perform Capital Fund stimulus grant work. See 24 CFR 968.105 and 968.120. No prior HUD approval is required specifically for force account labor, but such work must be incorporated into the Capital Fund planning, budgeting and reporting documents.

XII. CONTRACT CLAUSES

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the HPHA.

Additionally, 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 $100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

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.

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.

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 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 $100,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

C. Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than $100,000.

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.

The Procurement Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. For State funded procurements, written approval by the State Procurement Office Administrator is 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

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 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:

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.

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 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**.

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 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

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, 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.

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 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.

XVIII. DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for the HPHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

Approved by the Executive Director C1
August 20, 2009

FOR ACTION

SUBJECT: To Approve Resolution No. 20 Approving the Section 8 Management Assessment Program (SEMAP) Certification For The Fiscal Year Ending June 30, 2009

I. REQUEST

Approval of the SEMAP Certification for FY ending June 30, 2009.

II. FACTS

A. SEMAP is a management assessment system that the Department of Housing and Urban Development (HUD) will annually use to measure the performance of all housing agencies (HAs) that administer the Section 8 tenant-based rental assistance program.

B. SEMAP sets forth the following fourteen (14) indicators to measure program performance. SEMAP enables HUD to ensure program integrity and accountability by identifying HA management capabilities and deficiencies and by improving risk assessment to effectively target monitoring and program assistance. HAs can use the SEMAP performance analysis to assess their own program operations.

C. Indicators 1-8, 13 and the Bonus Indicator are "self certified." Indicators 9-12 and 14 are measured and reported by HUD's Public & Indian Housing Information Center (PIC) Reports.

1. Indicator 1. Selection from the Waiting List **(15 pts)**
Examines whether the HA has written policies in its administrative plan for selecting applicants from the waiting list and whether the HA follows these policies when selecting applicants for admission from the waiting list.

2. Indicator 2. Reasonable Rent **(20 pts)**
Examines whether the HA has and implements a reasonable written method to determine and document for each unit leased that the rent charged by the owner is reasonable based on current rents for comparable unassisted units.

3. Indicator 3. Determination of Adjusted Income **(20 pts)**
Examines whether at the time of admission and annual reexamination, the HA verifies and correctly determines adjusted annual income for each assisted family and, where the family is responsible for utilities under the lease, the HA uses the appropriate utility allowance for the unit leased in determining the gross rent.

4. Indicator 4. Utility Allowance Schedule **(5 pts)**
Examines whether the HA maintains an up-to-date utility allowance schedule.

5. Indicator 5. Housing Quality Standards (HQS) Quality Control Inspections **(5 pts)**
Examines whether a HA supervisor or other qualified person reinspects a sample of units under contract during HA fiscal year, under HUD's Quality Control sample guidelines.

6. Indicator 6. HQS Enforcement **(10 pts)**
Examines whether following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection and all other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any HA-approved extension. Also if deficiencies were not corrected within the required timeframe, the HA stopped housing assistance payments or took action to enforce the family obligations.

7. Indicator 7. Expanding Housing Opportunities **(5 pts)**
Examines whether the HA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, informs rental voucher and certificate holders of the full range of areas where they may lease units both inside and outside the HA's jurisdiction, and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.

8. Indicator 8. Fair Market Rent (FMR) Limit and Payment Standards **(5 pts)**
Examines if HA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and has payment standards which do not exceed 110 percent of current applicable FMR and which are not less than 90 percent of the current FMR.

9. Indicator 9. Annual Reexaminations **(10 pts)**
Examines whether the HA completes a reexamination for each participating family at least every 12 months.

10. Indicator 10. Correct Tenant Rent Calculations **(5 pts)**
Examines whether the HA correctly calculates tenant rent in a) the rental certificate program, and b) the family's share of the rent to owner in the rental voucher program.

11. Indicator 11. Pre-Contract HQS Inspections **(5 pts)**
Examines whether newly leased units pass HQS inspection on or before the beginning date of the assisted lease and Housing Assistance Payment (HAP) contract.

12. Indicator 12. Annual HQS Inspections **(10 pts)**
Examines whether the HA inspects each unit under contract at least annually.

13. Indicator 13. Lease-Up **(20 pts)**
Examines whether the HA enters HAP contracts for the number of units under budget for at least one year.

14. Indicator 14. Family Self-Sufficiency (FSS) Enrollment and Escrow Accounts **(10 pts)**
Examines whether the HA has enrolled families in the FSS program as required, and the extent of the HA's progress in supporting FSS by measuring the percent of current FSS participants with the FSS progress reports entered in PIH Information Center (PIC) that have had increases in earned income which resulted in escrow account.

In addition, there is a Deconcentration Bonus Indicator, which is optional for HAs with jurisdiction in metropolitan FMR areas, such as HPHA. This indicator examines the percent of Section 8 mover families with children who moved to low poverty census tracts in HA's principal operating area

during the last HA FY and is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of last HA FY. **(5 pts)**

III. DISCUSSION

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

Indicator	Maximum Points	FY 08 Points	Anticipated Points for FY 09
#1: Selection from the Wait List	15	15	0[1]
#2: Reasonable Rent	20	15	15[2]
#3: Determination of Adjusted Income	20	15	15[3]
#4: Utility Allowance Schedule	5	5	5
#5: Housing Quality Standard (HQS) Quality Control Inspections	5	5	5
#6: HQS Enforcement	10	0	10[4]
#7: Expanding Housing Opportunities	5	5	5
#8: Fair Market Rent (FMR) Limit and Payment Standards	5	5	5
#9: Annual Reexaminations	10	10	10
#10: Correct Tenant Rent Calculations	5	5	5
#11: Pre-Contract HQS Inspections	5	5	5
#12: Annual HQS Inspections	10	10	10
#13: Lease-Up	20	0	20[5]
#14: Family Self-Sufficiency (FSS) Enrollment and Escrow Account	10	8	10[6]
#15: Deconcentration Bonus	5	0	0[7]
Total	145	103	120

Footnotes:

[1]Selection of tenants placed into the system was correctly done up to February 2009 when the Emphasys system failed to re-sequence the current waitlist possibly due to lack of hardware/software capability. Since placement into the Section 8 program is a priority, selection from the waitlist was taken from the different preference categories because the list could not be re-sequenced. Error did not impact final rating as Standard Performer. To receive maximum points, HPHA must score at least 98% of samples showing that admissions into the program were made in accordance with preference policies and the order of selection. HPHA will generate a manual waitlist outside of the Emphasys system as a backup to avoid facing this problem in the future. We anticipate full points for 2010 SEMAP.

[2]File samples indicated some rent comparables were dated or did not follow Administrative Plan procedure. Errors did not impact final rating as Standard Performer. To receive maximum points, HPHA must score at least 98%. Staff has been reminded to double check the inspectors' work

for completeness to improve score in the future. Out of 60 files reviewed, 4 files had errors resulting in 93.3% compliance or 15 points. To receive maximum points, HPHA must score at least 98%. We anticipate full points for 2010 SEMAP.

[3]File samples indicated some rent calculations did not follow PIH 2004-1 policy and procedure. Errors did not impact final rating as Standard Performer. Training has been established during Branch meetings to address the deficiency and improve score in the future. Out of 211 files reviewed, 28 files had errors resulting in 87% compliance or 15 points. To receive maximum points, HPHA must score at least 90%.

[4]Controls have been created whereby the inspection section follows up on failed items. Landlords were notified by telephone call 15 days after unit failed housing inspection to remind them that corrections have to be made within 30 days. Abatements of housing assistance payment were also done beginning no later than the first of the month following the specified correction period. Out of 50 files reviewed, 1 file had an error resulting in 98% compliance. To receive the maximum points, HPHA must score at least 98% compliance.

[5]HPHA Housing Assistance Payment expenditures were 98.76% of the Budget Authority. To receive the maximum 20 points, HPHA must expend at least 98% of the Budget Authority. The Section 8 Branch had succeeded in its goal to attain this mark for FY 2009 and will continue to maintain it for FY 2010.

[6]The Family Self-Sufficiency (FSS) file reviews indicate that there are 80 participating families out of 93 available slots resulting in 86% mandatory slots filled; 36 of these families have an escrow account balance resulting in 39% of the FSS families with an account balance. SEMAP indicator 14 states that if at least 80% of its mandatory FSS slots and 30% or more of FSS families have an escrow account balance, 10 points shall be awarded. The FSS Program continues to outreach and establish escrow balances to maintain the full 10 points for FY 2010.

[7]Deconcentration Bonus points not included in the total SEMAP points.

The Section 8 Management Assessment Program Certification is being submitted for FY ending June 30, 2009, 120/145 = 83.0%, Standard Performer Rating.

Less than 60% = Troubled Performer Rating
60%-89% = Standard Performer Rating
90% plus = High Performer Rating

IV. RECOMMENDATION

That the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 20, approving the Section 8 Management Assessment Program Certification for FY ending June 30, 2009.

Prepared by: Norhana Schumacher, Acting Section 8 Subsidy Programs Branch Chief NS

RESOLUTION NO. 20

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 2009, has reviewed the Section 8 Management Assessment Program (SEMAP) Certification, herein attached, and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approves the SEMAP Certification for FY ending June 30, 2009.

The UNDERSIGNED, hereby certifies that the foregoing Resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on August 20, 2009.

_____
Travis Thompson, Chairperson

Approved by the Executive Director
August 20, 2009

FOR ACTION

SUBJECT: To Request Governor's Approval to Fill Federally Funded Positions, to Exempt HPHA from Wage Cuts, Furloughs, and Layoffs, and to Allow HPHA to Implement Program Reductions to Help Address the State Deficit

I. FACTS

A. On July 9, 2009, the Department of Human Resources Development (DHRD) distributed a memorandum to impose a hiring freeze effective July 15 2009. The DHRD memo imposed restrictions on hiring for the following:

- All classification and bargaining unit actions for civil service positions (including reallocations, administrative reviews, appeals and selective certification requirements); and
- All recruitment actions for civil service positions.

(The above shall not apply to positions that are funded by the American Recovery and Reinvestment Act.)

B. For FY 2010 the HPHA identified 34 civil service positions and 7 exempt positions from Property Management and Maintenance Services, Construction Management Branch, Section 8 Subsidy Program Branch, Fiscal Management Office, Information Technology, Procurement and Personnel Office which are currently vacant, but critical to the effective operations of the work unit. These positions were budgeted and included in the Board approved agency budget on June 18, 2009.

C. HPHA staffing has undergone rightsizing and is sustainable.

- HPHA staffing for FY 2006 – FY 2009 steadily declined from 316 to 272, saving several million dollars per year. These reductions by attrition were required to reduce HPHA's annual deficits noted below under Discussion section.
- HPHA faced a projected $4.2 million deficit in May 2008 and contemplated 84 layoffs for FY 2009. However, instead of layoffs, management and staff worked cooperatively, with union support, and temporarily reorganized into Special Teams to reach performance goals, including a balanced budget for FY 2009.
- Staffing reductions by attrition were important to reach budget stability by end of FY 2009.
- HPHA went through its budget balancing process over the past two years because its severe deficits occurred prior to the current state general fund deficit.
- The HPHA workforce is now streamlined, organized and motivated to work toward performance and budgetary goals as was done last year.
- HPHA can sustain and support the positions included in its FY 2010 budget, approved by the Board of Directors on June 18, 2009.

II. DISCUSSION

A. HPHA budget has improved from severe deficit to balanced in the last two years. HPHA public housing budget was unbalanced from FY 2004 - FY 2008 by $38 million.

FY 2004	(4,269,452)
FY 2005	(7,644,128)
FY 2006	10,466,479)
FY 2007	(9,974,582)
FY 2008	(5,600,765)
	($37,955,406)

HPHA budget deficit was eliminated in FY 2009 because of the successful turnaround plan requested by Governor Lingle and adopted by the Board of Directors in June 2008. The FY 2010 budget is also projected to be balanced for FY 2010 without furloughs or layoffs.

FY2009	$2,083,077 unaudited positive balance
FY2010	$1,462,898 projected positive balance

B. The HPHA's request to seek a waiver from the hiring freeze is for 41 federally funded positions identified in Exhibit A. All positions are included in the HPHA's FY 2010 budget, as adopted by the Board of Directors at the June 18, 2009 board meeting.

C. If HPHA is unable to hire staff according to its FY 2010 budget, HPHA will not be able to fulfill its core functions and may become a troubled agency as happened in FY 2003. The cost of hiring delays and staff burnout is not easily calculated, but can have a devastating affect on quality and timeliness of productivity.

- Fiscal Management Office has made improvements over the past two years, but will not be able to maintain its general ledger and submit its financial statements on time. Failure to do so will automatically put HPHA in HUD's troubled status.

- Construction Management Branch has plans to use $80 million in state and federal capital funds, but will not be able to meet obligation and expenditure deadlines. If the HPHA fails to obligate and expend federal funds on a timely basis, the HPHA will suffer monetary sanctions up to $1.2 million per month. Additionally, the Branch will be able to effectively manage the upcoming energy performance contract.

- Property Management and Maintenance Services Branch also made many improvements over the last two years, including increased productivity and performance in fixing units, filling units, and evicting delinquent and lease-violating tenants. If unable to fill vacant positions, the Branch will not be able to maintain the progress it has made, resulting in troubled status and loss of funds, and potential takeover by HUD.

- Planning Office will be responsible for coordination and monitoring of the selected developer for the Kuhio Park Terrace/Kuhio Homes Mixed Income Redevelopment Project. With the upcoming work on the Five Year and Annual Public Housing Agency Plan, the State's Consolidated Plan, the HPHA's strategic plan, the upcoming legislative session, and the current legislative audit, the Planning Office will not be able to effectively monitor and coordinate the KPT Redevelopment Project which could jeopardize the project's success.

- Section 8 Subsidy Programs Branch will be unable to maintain its standard performer rating, and will have no chance to reach high performer status. The Branch Chief plays a critical role in providing direction and guidance, ensuring quality controls, and accurate reporting to HUD. Of particular concern is the institutional knowledge that was lost with the recent retirement of 2 key staffers.

- Information Technology Office will be unable to implement the agency-wide software upgrade to Emphasys Elite and effectively manage the HPHA's statewide network of users.

- Contracts and Procurement Office (CPO) will be unable to procure needed contracts for all of the above-mentioned offices and the Homeless Programs Branch, putting private providers and the people served at risk. Vacancies at the CPO has reached a critical state with 3 of 5 professional positions vacant.

D. **HPHA can help balance the state general fund budget without furloughs, pay cuts, or layoffs.**

- Of HPHA's $120 million budget, $20 million is from state general funds.

- Of HPHA's 272 current employees, only 11.25 are state general funded; 260.75 are federal funded (N) or revolving funded (W) (rent collections).

- The state general funded operating budget for FY 2010 is $5.1 billion. HPHA's $20 million in state general funds is .004 of the $5.1 billion (4/10 of 1 percent of the state general funded operating budget).

- The state's projected deficit for FY 2010 is $400 million. HPHA is able to contribute .004 of the $400 million deficit, or $1.6 million through program reductions in the state general funded budget.

- Layoffs are being contemplated for only state general funded staff for the Departments of Transportation, Commerce and Community Affairs, and Hawaiian Home Lands, and the HPHA. Federal and revolving funded staff are exempt from layoffs because such layoffs will not affect the state general fund deficit. Layoffs of the 11.25 state general funded HPHA staff would clearly be unacceptable as it would eliminate the Homeless Programs Branch, which is responsible for $16 million in homeless service provider contracts to emergency and transitional shelters. (The savings from these layoffs would only result in savings of $575,000.)

- Similarly, HPHA furloughs will not help the state general fund deficit to any material degree. Furloughs of three days per month of all 272 HPHA staff would result in $2.7 million in savings, of which only $112,000 would be attributable to the 11.25 state general funded staff. In contrast, $2,588,000 would be saved from the 260.75 federal or special funded staff, which will not help reduce the state general fund deficit.

- The possibility of furloughs is also making it difficult to recruit excellent staff with private sector experience, who are otherwise willing to bring their expertise to the public sector.

- In response to the current state deficit, the HPHA has already restricted state general fund spending by 5 percent, and could further reduce state general fund spending to contribute $1.6 million towards reducing the state general fund deficit.

- The HPHA has already identified an additional 39 vacant and unbudgeted federally funded positions to be abolished (this 39 is different from the 41 budgeted positions discussed earlier).

E. **HPHA can fairly contribute to reducing the state general fund deficit and maintain the progress it has achieved in the past two years**

Various departments and agencies are structured and funded differently. Allowing each department and agency to contribute to the state general fund deficit reduction in the way each is best suited will help both the state and the department/agency. The budget outcome is achieved, and the department/agency goals are achieved.

III. RECOMMENDATION

A. That the HPHA Board of Directors requests that Governor Lingle allow the HPHA authority to hire staff where the staff positions (please see attachment A) are:

1. Funded by federal funds or rent collections;

2. Included in HPHA's FY 2010 budget (approved by the Board of Directors on June 18, 2009);

3. Supported by a statement from the Board Chair and Executive Director that based on the Fiscal Management Office reports there are sufficient funds to pay the salaries and fringe benefits of the staff person for at least one calendar year from date of hire; and

4. Approved by the DHS director or deputy director as meeting 1), 2), and 3) above.

B. That the HPHA Board of Directors requests that Governor Lingle exempt HPHA from wage cuts, furloughs, and layoffs where staff positions are:

1. Funded by federal funds or rent collections;

2. Included in HPHA's FY 2010 budget (approved by the Board of Directors on June 18, 2009); and

3. Supported by a statement from the Board Chair and Executive Director that based on the Fiscal Management Office reports there are sufficient funds to pay the salaries and fringe benefits of the staff person for at least one calendar year from date of hire.

C. That the HPHA Board of Directors requests that Governor Lingle allow HPHA to contribute to reducing the state general fund deficit through program reductions and other methods in the amount of $1.6 million reduction in FY 2010 state general funds provided to HPHA.

Attachments: Attachment A – vacancies

Prepared by: Chad K. Taniguchi, Executive Director

HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
Vacant Positions to Fill FY 2010

Branch/ Office	Type of Appt.	Position No.	Title	Months Vacant	Means of Financing	In FY 2010 Budget
Compliance Office	Exempt	103020	Chief Compliance Officer	10	Federal	Yes
Personnel Office	Civil Service	6627	Personnel Clerk IV	1	Federal	Yes
Planning Office	Exempt	107934	Housing Planner	10	Federal	Yes
Information Technology Office	Civil Service	106429	IT Specialist	23	Federal	Yes
Fiscal Management Office	Exempt	118550	Chief Financial Mgt Advisor	3	Federal	Yes
Fiscal Management Office	Civil Service	41041	Fiscal Officer	10 days	Federal	Yes
Fiscal Management Office	Civil Service	41253	Secretary II	24	Federal	Yes
Fiscal Management Office	Civil Service	41252	Accountant IV	26	Federal	Yes
Fiscal Management Office	Civil Service	46278	Accountant II	11	Federal	Yes
Contracts and Procurement Office	Exempt	100882	Procurement Officer	48	Federal	Yes
Contracts and Procurement Office	Exempt	117691	Contract Specialist	40	Federal	Yes
Contracts and Procurement Office	Exempt	117689	Housing Contract Specialist	1	Federal	Yes
Construction Management Branch	Civil Service	25649	State Housing Administrator	12	Federeal	Yes
Construction Management Branch	Civil Service	5857	Office Assistant IV	27	Federal	Yes
Construction Management Branch	Civil Service	48707	Office Assistant III	7	Federal	Yes
Construction Management Branch	Civil Service	102676	Bldg Engineer IV	24	Revolving	Yes
Property Mgt. and Maint Services Branch	Civil Service	8751	Public Housing Supervisor VI	6	Federal	Yes
Property Mgt. and Maint Services Branch	Exempt	111874	Program Specialist (To be redescibed)	36	Federal	Yes
Property Mgt. and Maint Services Branch	Civil Service	6182	Secretary III	1	Federal	Yes
AMP 30 - Puuwai Momi	Civil Service	6307	Public Housing Supervisor IV	1	Federal	Yes
AMP 31 - Kalihi Valley	Civil Service	30242	Office Assistant III	8	Federal	Yes
AMP 32/33 - Mayor Wright	Civil Service	5035	Public Housing Supervisor IV	24	Federal	Yes
AMP 32/33 - Mayor Wright	Civil Service	9619	Secretary I	7	Federal	Yes
AMP 34 - Kalakaua	Civil Service	6693	Public Housing Supervisor IV	35	Federal	Yes
AMP 34 - Kalakaua	Civil Service	6565	General Laborer I	12	Federal	Yes
AMP 34 - Kalakaua	Civil Service	23696	Public Housing Specialist II	11	Federal	Yes
AMP 35 - Kalanihuia	Civil Service	41258	Bldg. Maint. Worker II	8	Federal	Yes
AMP 35 - Kalanihuia	Civil Service	23574	Bldg. Maint. Worker I	9	Federal	Yes
AMP 35 - Kalanihuia	Civil Service	41666	Public Housing Specialist II	8	Federal	Yes
AMP 37 - Hilo	Civil Service	15721	Bldg. Maint. Worker I	4	Federal	Yes
AMP 38 - Kauai	Civil Service	41349	Public Housing Supervisor IV	4	Federal	Yes
AMP 38 - Kauai	Civil Service	96905K /119285	Public Housing Supervisor III	1	Federal	Yes
AMP 38 - Kauai	Civil Service	119260	Public Housing Specialist II	3	Federal	Yes
AMP 38 - Kauai	Civil Service	8756	Bldg. Maint. Worker I	2	Federal	Yes
AMP 38 - Kauai	Civil Service	17576	Bldg. Maint. Worker I	6	Federal	Yes
AMP 38 - Kauai	Civil Service	10541	Bldg. Maint. Helper	3	Federal	Yes
AMP 38 - Kauai	Civil Service	43948	General Laborer I	40	Federal	Yes
AMP 39 - Maui	Civil Service	6352	Secretary I	18	Federal	Yes
AMP 39 - Maui	Civil Service	4938	Bldg. Maint. Worker I	24	Federal	Yes
					Federal	
Section 8 Subsidy Programs Branch	Civil Service	41280	Public Housing Supervisor V (Branch Chief)	2	Federal	Yes
Section 8 Subsidy Programs Branch	Civil Service	9647	Public Housing Specialist II	0.5	Federal	Yes
Total	7 exempt 34 Civil Service			540.5	1 Revolving 40 Federal	

HAWAII PUBLIC HOUSING AUTHORITY
FY 2010 GOALS & OBJECTIVES
July 1, 2009 – June 30, 2010

Goal #1 Public Housing:

Improve ratings under the "Standard Performer" status under HUD's Public Housing Assessment System (PHAS[1]).

Objectives: Receive passing scores on the 4 indicators assessed by HUD, move closer to high performer.

Management Operations

- Refer eviction referrals (or payment agreements) after rent delinquency of 30 days, by end of fiscal year.
- Monitor PHAS requirements on a monthly basis.
- Conduct 95% of recertifications.
- Achieve 97% occupancy by end of fiscal year.

HPHA's Financial Condition

- Collect an average of 97% rent receivables by the end of the fiscal year.
- Implement monthly review and reconciliation of AMP general ledger within 30 days after the end of the reporting period.
- Complete and submit bad debt write off to the Attorney General's office within 180 days of vacancy.

Physical Condition of HPHA properties

- Abate emergency work orders within 24 hours; complete tenant requested work orders within 25 days.
- Complete 100% of Annual Unit Inspections within 12 months of last inspection.

Improve Resident Satisfaction with Public Housing Operations and Increased Communication with Tenants

- Conduct 100% AMP resident meetings 4 times per fiscal year, 2 involving AMP managers only.
- Implement tenant monitor pilot program in at least 3 housing projects, by the end of fiscal year.
- Increase number of active tenant associations.
- Develop strategies and training for public housing managers and staff to improve responsiveness to resident concerns, as measured by resident surveys.
- Coordinate, promote and provide effective programs and activities to promote economic self-sufficiency of residents.

Goal #2 Section 8 Housing Choice Voucher Program:

Obtain "High Performer" status under HUD's Section 8 Management Assessment Program (SEMAP).

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[1] Passing score is 70; high performer is 90+. HPHA's last scores were 71 in FY 2007 and 75 for FY 2008. Nationally HUD did not utilize rating for FY 2009. HUD intends to implement a new PHAS for FY 2010 with differently weighted measurements, which have not been set.

Objectives:

- Maintain 95-100% utilization of authorized budget without exceeding authorized limits.
- Balance the administrative costs budget for staffing and operations.
- Explore methods to increase number of vouchers and funding, and to utilize Housing Choice Vouchers for supportive housing.
- Achieve at least 90% no errors on determinations of rent reasonableness.
- Adjust utility allowance no later than June 1, 2010.
- Complete all Housing Quality Standards inspections.
- Enforce corrections to all Housing Quality Standards findings.
- Complete at least 95% annual reexaminations on time and in compliance.
- Lease up at least 98% for the calendar year ending December 31, 2009.

Goal #3 Homeless Services:

Provide homeless prevention and intervention which promotes the social and economic self-sufficiency of families and individuals in the State of Hawaii.

Objectives:

- Provide for a network of homeless prevention and intervention services within a balanced budget in light of potential reductions in state funding.
- Meet federal funding timetables and reporting requirements.
- Targeted program outcomes for FY 2010.
  - Number of homeless transitioning to permanent housing: 3,300 persons
  - Number of unduplicated clients served by outreach providers: 11,000 persons
  - Number of unduplicated persons served by the shelter providers: 9,000 persons
  - Number of persons prevented by becoming homeless: 2,000
- Work with the State Administration and Legislature to effect the transfer of the Homeless Programs to the Department of Human Services on July 1, 2010.

Goal #4 Housing Modernization and Development:

Fully utilize state and federal capital funding to renovate and modernize state and federal public housing properties to promote safety, accessibility and crime prevention.

Objectives:

- Attain timely design, bidding and construction by meeting deadlines for obligation/encumbrance, and expenditure of allotted funds.
- Fix all existing vacant units by end of fiscal year, except for Kuhio Park Terrace and Kalihi Valley Homes, which will take into the following year.
- Repair all new long term vacant units within an average of 270 days, subject to the availability of funds.
- Contract for KPT mixed income redevelopment.
- Execute the energy performance contract for planned energy conservation measures.

Goal #5 Fiscal Management:
Provide effective and efficient fiscal management services.

Objectives:

- Meet HUD's deadline for the unaudited and audited Financial Data System submittals as published by HUD.
- Complete the independent audit by December 31, 2009.
- Resolve all FY 2008 audit findings by September 30, 2009.
- Resolve all FY 2009 REAC findings by November 30, 2009.
- By December 2009, provide monthly budget-to-actual reports for the previous month, within 30 days.

Goal #6 Administrative and Operational Effectiveness:
Develop and operate an effective organization by providing timely, appropriate, and necessary administrative support services to manage the HPHA's programs.
Objectives:

- Balance the entire agency budget by the end of the fiscal year.
- Complete and implement the HPHA's comprehensive training plan (subject to the availability of funds and DHS approvals).
- Work with the board and legislature to develop policies that promote resident responsibility and self sufficiency.
- Work cooperatively with community representatives and other units of government to prevent discrimination in HPHA programs and to further fair housing objectives.
- Implement Emphasys Elite software system for the Section 8 Program by March 2010.
- Seek Moving To Work status and designation by HUD.
- Achieve elderly only designation for certain projects by end of fiscal year.

Reviewed and Approved by the Executive Director _____
August 20, 2009

FOR ACTION

SUBJECT: Approval of the Selection of a Developer for the Hawaii Public Housing Authority's Mixed Income/Mixed Finance Redevelopment Project at Kuhio Park Terrace and Kuhio Homes

I. FACTS

A. Kuhio Park Terrace is a 614-unit family complex comprised of two 16-story high rise buildings and 14 low-rise buildings (2 single family homes, 4 duplexes and 8 row townhouse buildings) built in 1965. Kuhio Homes is a 134-unit family complex comprised of 21 2-story buildings and built in 1953.

B. The HPHA introduced the concept of mixed income/mixed finance redevelopment at a community meeting held at Kuhio Park Terrace/Kuhio Homes on September 6, 2008. Residents were generally supportive of the concept.

C. In February 2009, the Hawaii Public Housing Authority's Board of Directors authorized the Executive Director to issue a Request for Proposals to form a public/private partnership for the purpose of revitalizing and modernizing Kuhio Park Terrace and Kuhio Homes.

D. A seven-member evaluation committee was appointed by the Executive Director consisting of government and non-government employees. The committee included a resident of Kuhio Park Terrace, staff from the City and County of Honolulu, representatives with expertise in the field of affordable housing development and HPHA staff.

E. On April 1, 2009, the Contract and Procurement Office issued a two-step Request for Proposals, RFP OED-2009-15, for a mixed income/mixed finance redevelopment project at Kuhio Park Terrace and Kuhio Homes. The Step 1: Qualifications were due no later than May 1, 2009.

F. The HPHA received a total of four proposals for Step 1, by the required due date and time. A review of the proposals indicated that the minimum submission requirements were met.

G. The evaluations of the proposals by the evaluation committee were conducted on May 11, 2009 and May 13, 2009.

H. Four offerors were selected to proceed and participate in the Step 2: Technical Submission with a proposal due date of July 13, 2009.

I. The HPHA received a total of two proposals for Step 2, by the required due date and time. A review of the proposals indicated that the minimum submission requirements were met.

J. On August 4, 2009, the evaluation committee conducted oral presentations from each interested offeror. The HPHA requested best and final offers from each interested offeror with a due date of August 11, 2009.

K. Best and final offers were received from the two interested offerors by the required due date and time.

HAWAII PUBLIC HOUSING AUTHORITY
G/L BUDGET COMPARISON REPORT
MAJOR PROGRAMS

	Jun-09				Year to Date 6/30/2009				Total Year
	Budget	Actual	Actual vs Budget	%	Budget	Actual	Actual vs Budget	%	Budget
FEDERAL LOW RENT PROGRAM									
(Full Accrual)									
Rental Program	1,412,527	1,429,491	16,964	101%	16,950,324	16,881,702	(68,622)	100%	16,950,324
State and Federal Subsidy	1,614,756	2,731,953	1,117,197	169%	19,384,026	21,677,076	2,293,050	112%	19,377,072
Other Revenue	36,705	36,378	(327)	99%	433,506	514,171	80,665	119%	440,460
Expenses	3,192,147	3,291,436	(99,289)	103%	38,305,764	35,667,449	2,638,315	93%	38,305,764
NET CHANGE	(128,159)	906,386	1,034,545	-707%	(1,537,908)	3,405,500	4,943,408	-221%	(1,537,908)
STATE FAMILY PROGRAM									
(Full Accrual)									
Rental Program	65,981	61,633	(4,348)	93%	791,772	886,920	95,148	112%	791,772
State Subsidy	0	(0)	(0)		0	602,985	602,985		0
Other Revenue	190	24,147	23,957	12709%	2,280	91,529	89,249	4014%	2,280
Expenses	201,664	(76,381)	278,045	-38%	2,402,448	1,658,011	744,437	69%	2,402,448
NET CHANGE	(135,493)	162,160	297,653	-120%	(1,608,396)	(76,578)	1,531,818	5%	(1,608,396)
STATE ELDERLY PROGRAM									
(Full Accrual)									
Rental Program	156,034	161,815	5,781	104%	1,872,408	1,934,175	61,767	103%	1,872,408
State Subsidy	0	0	0		0	597,014	597,014		0
Other Revenue	0	24,263	24,263		0	101,960	101,960		0
Expenses	200,619	(443,959)	644,578	-221%	2,407,428	2,434,663	(27,235)	101%	2,407,428
NET CHANGE	(44,585)	630,037	674,622	-1413%	(535,020)	198,486	733,506	-37%	(535,020)
CENTRAL OFFICE COST CENTER									
(Full Accrual)									
Other Revenue (Fees)	483,019	1,092,052	609,033	226%	5,794,733	9,056,051	3,261,318	156%	5,794,733
Expenses	559,383	774,469	(215,086)	138%	6,260,548	7,775,314	(1,514,766)	124%	6,260,548
NET CHANGE	(76,364)	317,583	393,947	-416%	(465,815)	1,280,737	1,746,552	-275%	(465,815)
SECTION 8 HOUSING CHOICE VOUCHER									
(Modified Accrual)									
Restricted: for tenant rents only									
Revenues: HUD PHA HSP (Sect8)	1,231,663	1,301,017	69,354	106%	19,639,124	18,350,478	(1,288,646)	93%	19,639,124
Revenues: VASH HSP (Veterans)	455,547	71,115	(384,432)	16%	607,396	732,341	124,945	121%	607,396
Expenses	1,687,210	1,721,089	(33,879)	102%	20,246,520	18,500,241	1,746,279	91%	20,246,520
NET CHANGE *	-	(348,957)	(348,957)		-	582,578	582,578		0
Unrestricted: staff/admin costs									
Revenues: Admin Fees/Others	188,135	177,518	(10,617)	94%	2,257,620	1,502,462	(755,158)	67%	2,257,620
Expenses	211,904	35,427	176,477	17%	2,542,848	1,840,388	702,460	72%	2,542,848
NET CHANGE	(23,769)	142,091	165,860	-598%	(285,228)	(337,926)	(52,698)	118%	(285,228)
SECTION 8 PROJECT BASED PROGRAM									
(Modified Accrual)									
Restricted: for tenant rents only									
Revenues	1,499,988	1,894,329	394,341	126%	17,999,928	22,021,594	4,021,666	122%	17,999,928
Expenses	1,499,988	1,894,329	(394,341)	126%	17,999,928	22,021,594	(4,021,666)	122%	17,999,928
NET CHANGE *	-	-	0		-	-	-		0
Unrestricted Administration									
Revenues	131,441	532,735	401,294	405%	1,577,292	1,562,099	(15,193)	99%	1,577,292
Expenses	121,687	603,541	481,854	496%	1,460,244	1,445,892	14,352	99%	1,460,244
NET CHANGE	9,754	(70,806)	883,148	-726%	117,048	116,207	(841)	99%	117,048
STATE RENT SUPPLEMENT									
(Modified Accrual)									
Revenue	98,794	0	(98,794)	0%	1,185,528	1,233,027	47,499	104%	1,185,528
Expenses	103,768	90,312	13,456	87%	1,245,216	1,214,592	30,624	98%	1,245,216
NET CHANGE	(4,974)	(90,312)	(85,338)	1816%	(59,688)	18,435	78,123	-31%	(59,688)
HOMELESS PROGRAMS									
(Modified Accrual)									
State and Federal Subsidy	0	1,023,785	1,023,785		21,818,004	15,741,881	(6,076,123)	72%	21,818,004
Other Revenue	1,919,322	362,510	(1,556,812)	19%	1,213,860	1,919,718	705,858	158%	1,213,860
Expenses	1,906,496	2,797,972	(891,476)	147%	22,877,952	20,183,382	2,694,570	88%	22,877,952
NET CHANGE	12,826	(1,411,677)	(1,424,503)	-11006%	153,912	(2,521,783)	(2,675,695)	-1638%	153,912
SUBTOTAL OPERATIONS *	(351,758)	236,504	588,262	-67%	(4,221,095)	**2,083,077**	6,886,750	-63%	(4,221,095)
CAPITAL FUND									
State and Federal Subsidy	4,606,353	0	(4,606,353)	0%	55,276,236	47,433,767	(7,842,469)	86%	55,276,236
Expenses	4,606,353	2,333,146	2,273,207	51%	55,276,236	24,268,890	31,007,346	44%	55,276,236
NET CHANGE *	0	(2,333,146)	(2,333,146)		0	23,164,877	23,164,877		0
GRAND TOTAL AGENCY	(351,758)	(2,096,642)	(1,744,884)	596%	(4,221,095)	25,830,532	30,051,627	-612%	(4,221,095)

Property Management and Maintenance Services Branch
Report for the Month Ended July 31, 2009

GOAL: **Fix** units, **Fill** units (95% occupancy) and **Collect** rent (collect 97%).

A. Fix Units

See attachment, #1 - July 2009 current Unit Turnover Report, #2 – Fiscal Year 2008-2009 Unit Turnover Report, and #3 Vacancy Overtime.

B. Fill Units

See chart below for the percent of units occupied for state properties and federal AMPs.

State Occupancy Report:

Island	Total Available Units	Total Occupied Units	Occupancy Ratio
2201-Hauiki	46	44	95.65%
2202-Puahala Homes	128	109	85.16%
2204-Kawailehua	26	25	96.15%
2205-Kahale Mua	32	29	90.63%
2206-Lokahi	30	14	46.67%
2207-Ke Kumu Elua	26	10	38.46%
2401-Hale Po'ai	206	205	99.51%
2402-La'iola	108	107	99.07%
2403-Kamalu-Ho'olulu	221	218	98.64%
2404-Halia Hale	41	40	97.56%
Total	**864**	**801**	**92.71%**

Puahala Homes 85.16% - 15 units being used by Homeless, 3 are rent ready, 1 resident association.
Lokahi 46.67% - Property being renovated, contract awarded, pre-construction meeting 8/25/09.
Ke Kumu Elua 38.46% - 1 unit is now occupied, 3 units rent ready, 10 units need paint only, 2 units need repairs and paint.

Federal Occupancy Report:

AMP	Total Available Units	Total Occupied Units	Occupancy Ratio
30P-Aiea	362	360	99.45%
31P-KVH	372	324	87.10%
32P-MWH	363	353	97.25%
33P-Kam/Kaamanu	371	370	99.73%
34P-Kalakaua	581	556	95.70%
35P-Kalanihuia	585	550	94.02%
37P-Hilo	301	271	90.03%
38P-Kauai	319	307	96.24%
39P-Maui	196	134	68.37%
40P-KPT	740	700	94.59%
43P-Kona	200	192	96.00%
44P-Leeward Oahu	258	216	83.72%
45P-Windward Oahu	225	222	98.67%
46P-Kamuela	101	86	85.15%
49P-Central Oahu	150	134	89.33%
50P-Palolo	114	107	93.86%
Total	**5,238**	**4,882**	**93.20%**

AMP 32 KVH – 22 units are PHASE 4 modernization, 2 roof leaks – CMS, 8 rent ready, 16 are under repair.
AMP 39 Maui – 55 units, under repair by contractor, asbestos abatement and demolition started at the end of July 2009, 2 units are rent ready and 5 are under repair by AMP.
AMP 44 Leeward – 2 units filled, 5 units available, 14 units under repair, 13 CMS units including 4 fire units, 8 units being repaired by CM.
AMP 46 Kamuela – 6 vacants due to renovation, 5 referred to CMS, 2 rent ready, 1 waiting for appliances, 1 already moved into.

The current applications pool consists of 161 families (6 are on more than 1 waitlist) to ensure ready vacant units are filled within 48 hours. It is currently taking 13 days to lease up the vacant units.

C. Collection of Rent:

Collections for the month of July 2009 for federal and state properties:

Federal AMPs July 2009 Collections:

	Collection Rate		
AMP	Charges	Collected	Ratio
30P-Aiea	$ 149,064.00	143,280.16	96.12%
31P-KVH	$ 96,026.00	91,280.04	95.06%
32P-MWH	$ 105,430.71	109,358.02	103.73%
33P-Kam/Kaamanu	$ 96,908.73	103,250.53	106.54%
34P-Kalakaua	$ 127,241.45	141,736.52	111.39%
35P-Kalanihuia	$ 137,709.64	148,903.88	108.13%
37P-Hilo	$ 55,817.50	67,521.44	120.97%
38P-Kauai	$ 72,695.00	83,795.34	115.27%
39P-Maui	$ 46,854.00	46,508.59	99.26%
40P-KPT	$ 259,233.00	255,579.68	98.59%
43P-Kona	$ 40,385.00	40,866.00	101.19%
44P-Leeward Oahu	$ 48,169.00	46,122.36	95.75%
45P-Windward Oahu	$ 73,517.00	75,060.60	102.10%
46P-Kamuela	$ 16,234.00	16,442.07	101.28%
49P-Central Oahu	$ 42,897.00	45,026.12	104.96%
50P-Palolo	$ 23,790.00	24,149.18	101.51%
	$ 1,391,972.03	$ 1,438,880.53	103.37%

State Properties June 2009 Rent Collections:

	Collection Rate		
Island	Charges	Collected	Ratio
2201-Hauiki	$ 19,839.00	19,201.60	96.79%
2202-Puahala Homes	$ 41,839.00	41,675.51	99.61%
2204-Kawailehua	$ 6,755.00	5,955.63	88.17%
2205-Kahale Mua	$ 4,806.00	5,626.00	117.06%
2206-Lokahi	$ 6,482.00	6,881.00	106.16%
2207-Ke Kumu Elua	$ 2,253.00	3,245.00	144.03%
2401-Hale Po'ai	$ 57,188.00	70,803.00	123.81%
2402-La'iola	$ 33,869.00	37,492.00	110.70%
2403-Kamalu-Ho'olulu	$ 61,756.00	69,645.00	112.77%
2404-Halia Hale	$ 11,973.00	13,449.00	112.33%
Total	$ 246,760.00	$ 273,973.74	111.03%

	# of Families Processed for Eviction
Jul-09	25
June-09	35
May-09	11
April-09	34
March-09	36

D. Goals

Implement New Uniform House Rules
Implement Tenant Monitor Program
Update Maintenance Charge List
Update Maintenance Labor Rate
Update Property Management Manual
Implement general ledger reporting requirements

E. Updates from previous Board Meetings:

1. Request for Reason Maui Rent Collection was low:

During the last fiscal year the Maui office had several vacant office positions. For a majority of the time the Manager ran the office alone. Although there were staffing issues management continued to complete day to day activities, Annual Unit Inspections, monthly reports for the agency and HUD, applications and new tenant placement, resolution of problems of the project, coordination. PMMSB assisted the Maui AMP by sending Charlene Nakamoto (Oahu based staff) to perform annual recertifications over a period of 7 months. Ione Godsey, AMP 39 Manager, was able to submit 13 files to the Hearings Office for Eviction Action during fiscal year 2008-2009. Of the 13 referrals:

3	Evicted
3	Vacated prior to being heard for Eviction
2	Conditions (resident given last chance agreement)
5	Pending summary of findings

As of 7/21/09: TARS (tenant accounts receivables):	$57,232.33
Less referred for Eviction:	$41,270.38
	$15,961.95
* Less	$12,303.22
Total outstanding:	**$ 3,658.73**

*There are 3 families who are in the process of being referred for Eviction and 1 family who needs to be vacated as expired.

I believe that Ms. Ione Godsey has been doing a spectacular job. She has a very good attitude and work ethic. Ms. Godsey has put in more than 40 hours per week, coming in on weekends unpaid, cleaned vacant units to place applicants and cut overgrown grass to make the properties presentable.

2. Occupancy Overtime
Please see attached charts for July 2009, fiscal year 2008-2009 and the Occupancy Overtime report from 2005-now.

3. Request for Resident Participation Funds – HPHA Budget
The percentage of the $10 received by HPHA for resident participation has been placed into the AMP budgets as requested under Asset Management rules. PMMSB will coordinate training and ask AMPs to fund a portion of the resident participation funds for the training. It should be noted that the resident participation fund add on is also subject to proration.

4. AMP Meeting Schedule
Please see attached AMP Community Meeting schedule.

In addition to the scheduled AMP meetings the site Managers will be conducting their own meetings as follows:

AMP	Meeting Date	Meeting Date
30	November 23, 2009	January 19, 2010
31	November 25, 2009	January 13, 2010
32	November 17, 2009	January 20, 2010
33	November 18, 2009	January 21, 2010
34	November 24, 2009	April 13, 2010
37	November 23, 2009	April 13, 2010
40	July 29, 2009	August 31, 2009
	September 28, 2009	November 30, 2009
	December 30, 2009	
42		
Kamalu-Hoolulu	November 20, 2009	May 14, 2010
Laiola Elderly	June 17, 2009	January 13, 2010
Halia Hale	November 17, 2009	May 11, 2010
Hale Poai	August 5, 2009	November 11, 2009
43		
Kaimalino	September 24, 2009	April 29, 2010
Hale Hookipa	September 10, 2009	April 15, 2010
Ka Hale Kahaluu	September 10, 2009	April 22, 2010
Nani Olu	September 10, 2009	April 15, 2010
Kealakehe	September 17, 2009	April 22, 2010
AMP	Meeting Date	Meeting Date
45	September 9, 2009	January 6, 2010
49		
Wahiawa Terrace	August 19, 2009	
Kauhale Nani	September 16, 2009	
50	September 16, 2009	April 14, 2010

F. Property Sales

1. Sale of Wilikina Apartments: Requested second final offer from the three organizations who were finalists. A recommendation should be received in September.

2. Sale of Banyan Street Manor: Letter of Intent reviewed by AG's office and forwarded to consultant for transmittal to buyer. Buyer is reviewing.

3. Sale of Hana vacant parcel: No new offers.

STATE and FEDERAL UNIT TURNOVER REPORT
Fiscal Year 2009-2010
July 2009

GRAND TOTAL OF UNITS VACANT IN FY 2009-10	TOTAL REPAIRED AND OCCUPIED	TOTAL READY MOVE IN	TOTAL TO BE REPAIRED
452	83	61	308

Vacant Units	Current Vacant Units	Placements July, 2009	Rent Ready Units	Units Under Repair	Repair Aug-09	Repair Sep-09	Repair Oct-09	Future CMS	Future AMP
30P-Aiea	2	0	1	1	1	0	0	0	0
31P-KVH	48	24	8	40	4	5	5	23	3
32P-MWH	10	2	3	7	2	0	0	5	0
33P-Kamehameha/Kaahumanu	1	1	1	0	0	0	0	0	0
34P-Kalakaua	25	3	1	24	3	4	4	13	0
35P-Kalanihuia	32	1	9	23	8	8	5	0	2
37P-Hilo	21	12	6	15	2	3	0	10	0
38P-Kauai	11	1	3	8	2	0	0	6	0
39P-Maui	63	1	2	61	4	4	4	47	2
40P-KPT	36	11	2	34	5	3	2	24	0
43P-Kona	7	1	3	4	1	0	0	3	0
44P-Leeward Oahu	37	2	6	31	5	5	5	11	5
45P-Windward Oahu	0	0	0	0	0	0	0	0	0
46P-Kamuela	15	1	8	7	1	1	0	5	0
49P-Central Oahu	15	1	1	14	2	1	0	11	0
50P-Palolo	5	0	0	5	0	0	5	0	0
State Family	40	12	6	34	0	4	2	26	2
State Elderly	1	10	1	0	0	0	0	0	0
Total	369	83	61	308	40	38	32	184	14

CMS	Units to be Repaired	Month & Year of Repair
30P-Aiea	0	
31P-KVH	23	
32P-MWH	5	
33P-Kamehameha/Kaahumanu	0	
34P-Kalakaua	13	
35P-Kalanihuia	0	
37P-Hilo	10	
38P-Kauai	6	
39P-Maui	47	
40P-KPT	24	
43P-Kona	3	
44P-Leeward Oahu	11	
45P-Windward Oahu	0	
46P-Kamuela	5	
49P-Central Oahu	11	
50P-Palolo	0	
State Family	26	
State Elderly	0	
Total	184	

FISCAL YEAR [illegible]-2009 UNIT TURNOVER REPORT AS OF 6[illegible]9

GRAND TOTAL OF UNITS VACANT IN FY 2008-09	TOTAL REPAIRED AND OCCUPIED	TOTAL READY MOVE IN	TOTAL TO BE REPAIRED
1257	892	85	280

Vacant Units 7/1/08 - 6/30/09	Units Vacated > 7/08	Units Occupied > 7/08:	Rent Ready Units	Units Under Repair	Repair July-09	Repair Aug-09	Repair Sep-09	Future CMS	Future AMP
30P-Aiea	46	46	0	0					
31P-KVH	41	27	0	14	2	3	9		
32P-MWH	31	25	0	6	5			1	
33P-Kamehameha/Kaahum	18	17	0	1	1				
34P-Kalakaua	36	27	2	7		3			4
35P-Kalanihuia	71	44	6	21	9	9	3		
37P-Hilo	57	27	10	20	3			17	
38P-Kauai	35	28	2	5	1	1	2	1	
39P-Maui	45	9	1	35	4	1	3	27	
40P-KPT	81	67	6	8		4		4	
43P-Kona	30	28	0	2	1			1	
44P-Leeward Oahu	40	16	9	15	5	5	2	3	
45P-Windward Oahu	17	16	1	0					
46P-Kamuela	11	2	6	3	1	1		1	
49P-Central Oahu	28	18	1	9		1		8	
50P-Palolo	4	0	0	4					4
State Family	27	16	3	8	1	1	1	5	
State Elderly	81	80	0	1	1				
Total	699	493	47	159	34	29	20	68	8

Vacant Units Prior to 7/1/08	Units Vacated < 7/08	Units Occupied 7/08:	Ready Units	Units Under Repair	Repair June-09			Future Repairs CMS	
30P-Aiea	4	4	0	0					
31P-KVH	80	35	24	21				21	
32P-MWH	12	7	0	5	1			4	
33P-Kamehameha/Kaahum	16	16	0	0					
34P-Kalakaua	21	8	0	13				13	
35P-Kalanihuia	77	74	3	0					
37P-Hilo	42	40	1	1				1	
38P-Kauai	21	17	0	4				4	
39P-Maui	57	37	0	20				20	
40P-KPT	30	10	0	20				20	
43P-Kona	41	39	0	2		1		1	
44P-Leeward Oahu	39	20	6	13			2	11	
45P-Windward Oahu	21	21	0	0					
46P-Kamuela	20	13	3	4		1	1	2	
49P-Central Oahu	11	7	1	3				3	
50P-Palolo	3	2	0	1				1	
State Family	40	26	0	14				14	
State Elderly	23	23	0	0					
Total	558	399	38	121	1	2	3	115	0
Grand Total	1,257	892	85	280	35	31	23	183	8

CMS	Units to be Repaired	Month & Year of Repair
30P-Aiea		
31P-KVH	21	
32P-MWH	5	
33P-Kamehameha/Kaahumanu	0	
34P-Kalakaua	13	
35P-Kalanihuia	0	
37P-Hilo	18	
38P-Kauai	5	
39P-Maui	47	
40P-KPT	24	
43P-Kona	2	
44P-Leeward Oahu	14	
45P-Windward Oahu	0	
46P-Kamuela	3	
49P-Central Oahu	11	
50P-Palolo	1	
State Family	19	
State Elderly	0	
TOTAL CMS:	183	

Occupancy History - Fiscal Year 2005 to Now

Please notice that:

1) Occupancy is the count of Units with status = "ANTI-DRUG", "AREA OFFICE USE", "LAW AND REGULATIONS", "HOMEOWNERSHIP", "OCCUPIED", "OCCUPIED BY EMPLOYEE", "UNIT_ENTRY", "PUBLIC SAFETY", "RESIDENT ASSOCIATION" a
2) Vacancy is the count of Units with status = "AVAILABLE", "CAPITAL FUND", "CAPTIAL FUND", "CMS", "DEMOLISHED", "DEMOLITION", "MAINT. HOLD", "ON SCHEDULED MOD", "SCHED. FOR DEMO" and "TEAM"

8/3/2009

		FY05		FY06		FY07		FY08		FY09		Now	
	Total Units	VAC	OCC	VAC	OCC	VAC	OCC	VAC	OCC	VAC	OCC	VAC	OCC
HI001000030	363	43	348	38	333	32	336	19	350	23	346	19	345
HI001000031	372	159	254	181	221	160	239	135	261	105	289	70	307
HI001000032	364	29	345	30	344	37	340	25	345	23	349	25	346
HI001000033	373	33	355	38	348	38	349	29	351	32	349	24	362
HI001000034	581	50	506	51	507	55	507	49	516	45	518	45	518
HI001000035	587	59	548	54	549	65	544	61	535	89	517	38	560
HI001000037	361	110	266	143	258	129	273	112	272	122	273	120	244
HI001000038	321	9	358	11	340	19	333	9	338	24	322	9	328
HI001000039	195	53	168	79	143	67	152	59	159	77	133	85	133
HI001000040	747	117	643	76	647	120	628	60	694	63	697	82	690
HI001000043	202	54	150	69	142	77	138	93	123	42	154	27	190
HI001000044	260	146	122	63	213	47	227	45	233	63	220	59	217
HI001000045	225	48	191	56	184	58	185	54	189	51	195	31	215
HI001000046	103	21	80	17	86	21	78	13	86	23	78	14	83
HI001000049	151	27	130	35	124	43	120	37	126	25	139	25	135
HI001000050	118	4	102	3	104	3	106	3	109	2	111	0	109
Total	5,323	962	4,566	944	4,543	971	4,555	803	4,687	809	4,690	673	4,782

ATTACHMENT 369

Hawaii Public Housing Authority
Resident Community Meetings Schedule (August to November 2009)
Schedule is subject to change
6:00 to 7:30 pm (unless noted otherwise)

AMP	Date	Notes
30 (Puuwai Momi)	8/19/09 W	
31 (Kalihi Valley)	8/26/09 W	
32 (Mayor Wright Housing)	9/2/09 W	
33 (Kamehameha)	9/9/09 W	
34 (Kalakaua)	9/14/09 M	
35 (Kalanihuia)	9/24/09 Th	Meeting time: 3:00 to 4:30
37 (Hilo)	9/29/09 Tue	
38 (Kauai)	10/7/09 W	Kekaha – 12:00 & Koloa 3:30
39 (Maui)	10/14/09 W	
40 (Kuhio Park Terrace)	10/21/09 W	
43 (Kona)	10/1/09 Th	
44 (Waianae)	10/28/09 W	
45 (Windward)	11/4/09 W	
46 (Kamuela)	9/30/09 W	
49 (Wahiawa)	11/18/09 W	
50 (Palolo)	11/23/09 M	

Contact Elena.S.Murayama@hawaii.gov
Phone: 808 832 4696

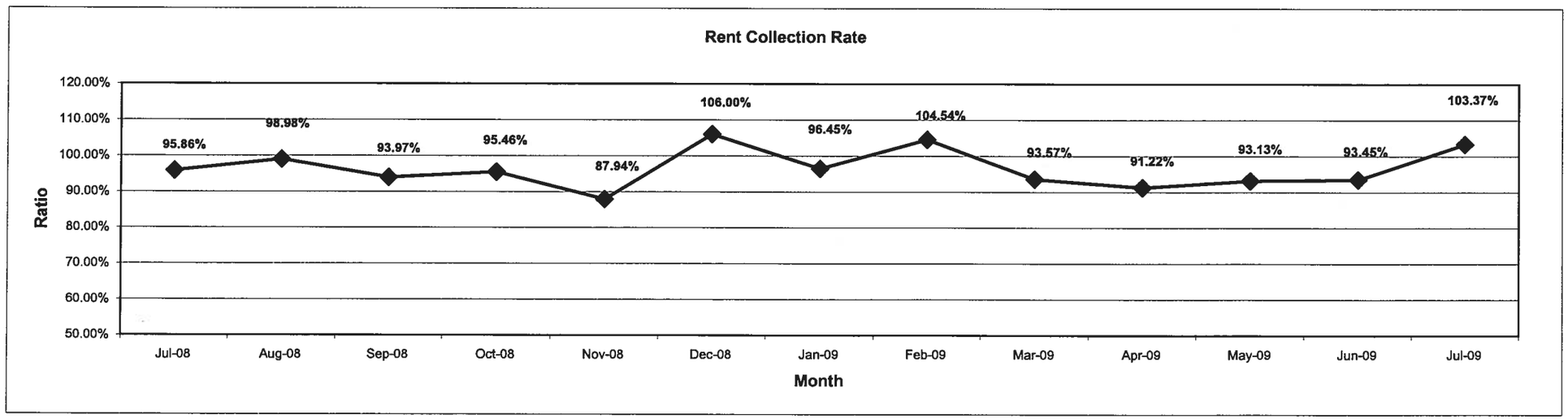
FEDERAL PUBLIC HOUSING

Rent Collection from 07/01/2008 to 7/31/2009

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

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

	Jul-09			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 112,436.50	$ 124,829.51	111.02%	$ 1,652,285.05	$ 1,602,047.90	96.96%
Kauai	$ 72,695.00	$ 83,795.34	115.27%	$ 1,047,583.00	$ 1,051,997.43	100.42%
Maui	$ 46,854.00	$ 46,508.59	99.26%	$ 626,290.00	$ 572,153.47	91.36%
Oahu	$ 1,159,986.53	$ 1,183,747.09	102.05%	$ 15,728,096.40	$ 15,147,520.40	96.31%
Total	$ 1,391,972.03	$ 1,438,880.53	103.37%	$ 19,054,254.45	$ 18,373,719.20	96.43%



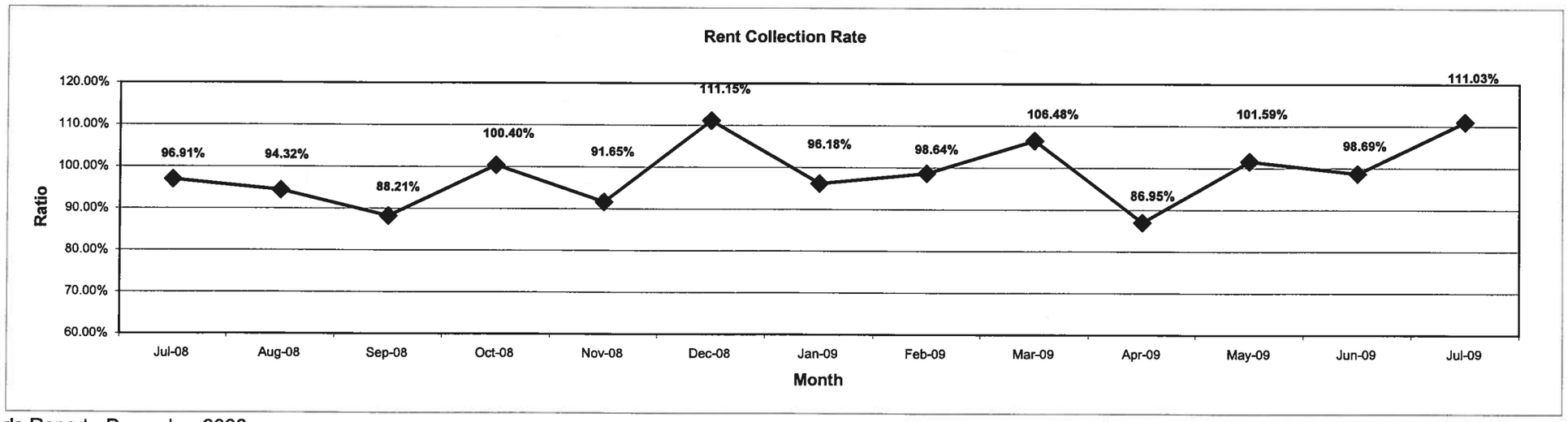
STATE PUBLIC HOUSING

Rent Collection from 07/01/2008 to 7/31/2009

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

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

	Jul-09			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 8,735.00	$ 10,126.00	115.92%	$ 141,267.00	$ 124,796.60	88.34%
Kauai	$ 6,755.00	$ 5,955.63	88.17%	$ 83,457.00	$ 77,898.70	93.34%
Maui	$ 4,806.00	$ 5,626.00	117.06%	$ 58,460.00	$ 53,005.94	90.67%
Oahu	$ 226,464.00	$ 252,266.11	111.39%	$ 2,834,220.00	$ 2,820,190.09	99.50%
Total	$ 246,760.00	$ 273,973.74	111.03%	$ 3,117,404.00	$ 3,075,891.33	98.67%



Federal Low Income Public Housing (LIPH)
HPHA Island Overview Report
July 2009

	Occupancy					Monthly Activity				Federal Waiting List*			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Families	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
Hawaii	602	549	91.20%	53	12	7	15	3	0	1,625	161	9	4
Kauai	319	307	96.24%	12	2	0	1	0	0	145	49	1	0
Maui	196	134	68.37%	62	0	7	1	0	3	187	82	1	0
Oahu	4,121	3,892	94.44%	229	33	39	45	12	7	5,642	1,375	30	4
Total	5,238	4,882	93.20%	356	47	53	62	15	10	7,444	1,636	41	8

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	61	$ 31,633.12	31	$ 76,660.18	$ 112,436.50	$ 124,829.51	111.02%
Kauai	29	$ 12,438.26	18	$ 16,017.86	$ 72,695.00	$ 83,795.34	115.27%
Maui	14	$ 9,063.00	10	$ 22,212.65	$ 46,854.00	$ 46,508.59	99.26%
Oahu	422	$ 220,380.23	133	$ 412,725.97	$ 1,159,986.53	$ 1,183,747.09	102.05%
Total	526	$ 273,514.61	192	$ 527,616.66	$ 1,391,972.03	$ 1,438,880.53	103.37%

* - Please notice waitlist count does not sum up as applicants may apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents and Payment Agreements (Bill Code 0001 and 0006).
The collection charges reflect only the dwelling rental collections including prepays and Rent Payment Agreements. Excluded are Work Orders, Pet Fees, Monthly Pet Fees, Misc Charges, etc.
Collections Rate uses the same month for calculations. Example: 11-2008 charges are compared against 11-2008 collected.

Federal Low Income Public Housing (LIPH)
HPHA Project Overview Report
July 2009

	Occupancy					Monthly Activity				Federal Waiting List*			
AMP	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
30P-Aiea	362	360	99.45%	2	1	0	0	0	0	4217	0	29	0
31P-KVH	372	324	87.10%	48	6	9	23	9	0	4217	0	29	0
32P-MWH	363	353	97.25%	10	3	0	2	0	0	4217	0	29	0
33P-Kam/Kaamanu	371	370	99.73%	1	1	1	1	0	0	4217	0	29	0
34P-Kalakaua	581	556	95.70%	25	1	5	3	0	1	0	1328	0	4
35P-Kalanihuia	585	550	94.02%	35	9	4	1	0	0	4217	1328	29	4
37P-Hilo	301	271	90.03%	30	6	3	12	3	0	782	118	6	4
38P-Kauai	319	307	96.24%	12	2	0	1	0	0	145	49	1	0
39P-Maui	196	134	68.37%	62	0	7	1	0	3	187	82	1	1
40P-KPT	740	700	94.59%	40	4	7	11	1	5	4217	0	29	0
43P-Kona	200	192	96.00%	8	4	4	2	0	0	982	56	3	0
44P-Leeward Oahu	258	216	83.72%	42	5	7	2	1	0	1915	0	0	0
45P-Windward Oahu	225	222	98.67%	3	0	3	1	0	0	1343	0	1	0
46P-Kamuela	101	86	85.15%	15	2	0	1	0	0	982	56	0	0
49P-Central Oahu	150	134	89.33%	16	3	2	1	1	1	1070	159	0	0
50P-Paloio	114	107	93.86%	7	0	1	0	0	0	4217	0	29	0
Total	5,238	4,882	93.20%	356	47	53	62	15	10	7,444	1,636	41	8

	Non Vacated Delinquencies**				Collection Rate		
AMP	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	33	14,616.19	3	1,789.76	$ 149,064.00	143,280.16	96.12%
31P-KVH	48	26,275.91	18	159,001.54	$ 96,026.00	91,280.04	95.06%
32P-MWH	29	16,831.67	7	20,604.44	$ 105,430.71	109,358.02	103.73%
33P-Kam/Kaamanu	31	13,688.85	10	29,411.71	$ 96,908.73	103,250.53	106.54%
34P-Kalakaua	4	2,158.59	0	0.00	$ 127,241.45	141,736.52	111.39%
35P-Kalanihuia	31	11,496.66	15	50,030.52	$ 137,709.64	148,903.88	108.13%
37P-Hilo	19	7,206.72	6	10,043.70	$ 55,817.50	67,521.44	120.97%
38P-Kauai	29	12,438.26	18	16,017.86	$ 72,695.00	83,795.34	115.27%
39P-Maui	14	9,063.00	10	22,212.65	$ 46,854.00	46,508.59	99.26%
40P-KPT	123	73,393.74	21	26,486.95	$ 259,233.00	255,579.68	98.59%
43P-Kona	20	14,186.40	10	29,804.15	$ 40,385.00	40,866.00	101.19%
44P-Leeward Oahu	63	27,887.92	36	94,527.70	$ 48,169.00	46,122.36	95.75%
45P-Windward Oahu	33	19,648.33	10	15,106.54	$ 73,517.00	75,060.60	102.10%
46P-Kamuela	22	10,240.00	15	36,812.33	$ 16,234.00	16,442.07	101.28%
49P-Central Oahu	18	10,260.39	6	6,668.38	$ 42,897.00	45,026.12	104.96%
50P-Paloio	9	4,121.98	7	9,098.43	$ 23,790.00	24,149.18	101.51%
	526	$ 273,514.61	192	$ 527,616.66	$ 1,391,972.03	$ 1,438,880.53	103.37%

* - Please notice waitlist count does not sum up as applicants may apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents and Payment Agreements (Bill Code 0001 and 0006).
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State Low Income Public Housing (LIPH)
HPHA Island Overview Report
July 2009

	Occupancy					Monthly Activity				State Waiting List*			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH-Elderly
Hawaii	56	24	42.86%	32	3	0	0	0	0	1,347	0	0	0
Kauai	26	25	96.15%	1	0	1	0	0	0	59	0	0	0
Maui	32	29	90.63%	3	1	0	2	0	0	38	0	2	0
Oahu	750	723	96.40%	27	6	1	11	5	0	4,847	491	1	10
Total	864	801	92.71%	63	10	2	13	5	0	6,217	491	3	10

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	7	$ 3,198.61	10	$ 16,876.17	$ 8,735.00	$ 10,126.00	115.92%
Kauai	3	$ 2,000.00	3	$ 496.39	$ 6,755.00	$ 5,955.63	88.17%
Maui	3	$ 1,071.00	17	$ 19,002.37	$ 4,806.00	$ 5,626.00	117.06%
Oahu	39	$ 22,593.11	63	$ 334,034.64	$ 226,464.00	$ 252,266.11	111.39%
Total	52	$ 28,862.72	93	$ 370,409.57	$ 246,760.00	$ 273,973.74	111.03%

* - Please notice waitlist count does not sum up as applicants may apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents and Payment Agreements (Bill Code 0001 and 0006).
The collection charges reflect only the dwelling rental collections including prepays and Rent Payment Agreements. Excluded are Work Orders, Pet Fees, Monthly Pet Fees, Misc Charges, etc.
Collections Rate uses the same month for calculations. Example: 11-2008 charges are compared against 11-2008 collected.

State Low Income Public Housing (LIPH)
HPHA Project Overview Report
July 2009

	Occupancy *					Monthly Activity				State Waiting List*			
Island	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly	Transf. to LIPH-Family	Transf. to LIPH Elderly
2201-Hauiki	46	44	95.65%	2	0	0	0	0	0	4774	0	1	0
2202-Puahala Homes	128	109	85.16%	19	2	0	1	0	0	224	0	0	0
2204-Kawailehua	26	25	96.15%	1	0	1	0	0	0	59	0	0	0
2205-Kahale Mua	32	29	90.63%	3	1	0	2	0	0	38	0	2	0
2206-Lokahi	30	14	46.67%	16	0	0	0	0	0	736	0	0	0
2207-Ke Kumu Elua	26	10	38.46%	16	3	0	0	0	0	685	0	0	0
2401-Hale Po'ai	206	205	99.51%	1	0	0	2	1	0	0	313	0	3
2402-La'iola	108	107	99.07%	1	0	0	4	1	0	0	82	0	4
2403-Kamalu-Ho'olulu	221	218	98.64%	3	3	1	3	3	0	0	127	0	3
2404-Halia Hale	41	40	97.56%	1	1	0	1	0	0	0	127	0	0
Total	864	801	92.71%	63	10	2	13	5	0	6,217	491	3	10

	Non Vacated Delinquencies**				Collection Rate		
Island	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	12	$ 8,674.84	19	$ 141,253.39	$ 19,839.00	19,201.60	96.79%
2202-Puahala Homes	23	$ 12,512.27	30	$ 187,916.96	$ 41,839.00	41,675.51	99.61%
2204-Kawailehua	3	$ 2,000.00	3	$ 496.39	$ 6,755.00	5,955.63	88.17%
2205-Kahale Mua	3	$ 1,071.00	17	$ 19,002.37	$ 4,806.00	5,626.00	117.06%
2206-Lokahi	3	$ 1,234.61	2	$ 12,591.50	$ 6,482.00	6,881.00	106.16%
2207-Ke Kumu Elua	4	$ 1,964.00	8	$ 4,284.67	$ 2,253.00	3,245.00	144.03%
2401-Hale Po'ai	0	$ -	5	$ 2,284.00	$ 57,188.00	70,803.00	123.81%
2402-La'iola	2	$ 658.00	7	$ 2,002.89	$ 33,869.00	37,492.00	110.70%
2403-Kamalu-Ho'olulu	1	$ 366.00	1	$ 4.40	$ 61,756.00	69,645.00	112.77%
2404-Halia Hale	1	$ 382.00	1	$ 573.00	$ 11,973.00	13,449.00	112.33%
Total	52	$ 28,862.72	93	$ 370,409.57	$ 246,760.00	$ 273,973.74	111.03%

* - Please notice WL count does not sum up as applicants my apply on more than 1 listing.
**-Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).
*** - Occupancy also counts Scheduled for Modernization Units.

BOARD MEETING PUBLIC TESTIMONIES FOR 7-16-09 MEETING

Item	Public Testimony	Case Disposition	Reason Declined or Discontinued	Investigation Finding	Closure Determination	Complaint Resolution
1	Fetu Kolio, Mayor Wright Homes - Clarify manager role, can manager authorize use of fireworks. Tenant assoc disregard roles, bylaws & rental agreement does bylaws give res assoc. power above the lease.	Closed				Letter sent 8/7/09, Resident association was notified that Mgmt. doesn't condone fireworks. All tenants must adhere to rental agreement.
2	Jesse Ponce DeLeon, Kalakaua - testifier cancelled testimony – Executive Director recruiting people for his agenda, Jesse was threatened about his testimony by another resident at the board meeting. Alcoholic radicals next to senior citizens. Mr. Thompson asked if a testifier was threatening the board.	Closed				Letter sent 8/7/09 Mgmt. addresses violations of rental agreement. Criminal matters to be reported to HPD. Testifier apologized for comment made at June meeting.
3	Roy Nakamura, Kalakaua - What does unsubstantiated mean? Woman fell to her death less than1 yr, Korean Asian battle, person hit on head w/golf club. Clarissa said she would get Jan fired. 3 witnesses. No one protested camera man. Something has to be done –Ed Tomczak threatened by Lester Lopes. Wants to see Linda Smith and the Gov.	Closed	Previously addressed			Letter sent 6/19/09 Ombudsman Office and HPHA found complaints unsubstantiated. Civil behavior towards staff will be appreciated.

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 8/3/09

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of July			No. and duration of Repairs to Elevator between 7/1/07 to 7/31/09			Start Date	Date or Estimated Completion of Major Repair	Total Repair Cost as of Report Date
				Less than one day	2 to 7 days	More than 7 days	Less than one day	2 to 7 days	More than 7 days			
Kuhio Park Terrace A	Family	1		2			34	4	2			$ 116,060.93
		2		4	1		48	6	2			$ 70,238.12
		3					2					$ 2,612.56
Kuhio Park Terrace B	Family	4	Parts used to repair #5	Cannot be repaired.					1	06/29/07	Cannot be repaired.	
		5					25	1	2			$ 140,359.14
		6					47					$ 8,937.25
Paoakalani	Elderly	1		3			11					$ 1,100.00
		2					1		1			$ 17,038.90
Kalakaua Home	Elderly	1					16	1	1			
		2					12	1				$ 14,538.60
Ho`olulu Elderly	Elderly	1							1			$ 12,140.20
		2					3					
Kalanihuia	Elderly	1		1			36	1	1			$ 27,763.75
		2		2			22					$ 275.00
Kamalu Elderly	Elderly	1					6	2	1			$ 9,467.50
		2					4					$ 137.50
Makamae	Elderly	1					5		1			$ 2,722.51
		2					2					
Makua Alii	Elderly	1					17	2	1			$ 137.50
		2		1			11					
Punchbowl Homes	Elderly	1					12	2				$ 23,350.78
		2					7	1	1			$ 137.50
Banyan St Manor	Family	1					5					$ 20,692.75
Hale Poai	Elderly	1					12	2				$ 206.00
		2		1			9					$ 329.80
Halia Hale	Elderly	1					4					$ 3,460.52
Kulaokahua	Homeless	1					10					$ 378.75
Laiola	Elderly	1					1					$ 412.00
		2					4					
Pumehana	Elderly	1		1			10	2				$ 17,726.24
		2					9					$ 240.63
Salt Lake Apts	Family	1		1			5					$ 23,350.78
Wilikina Apts	Family	1					7	1				$ 3,323.02
		2					9					$ 17,038.90
Total		34		16	1	0	406	26	15			
											Total Cost for Repairs to date	$ 534,177.13

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 8/3/09

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Kuhio Park Terrace A	Family	1	1964	44	271	16	3		$4,152,919	Six elevators funded w/ FY08 Elevator CIP	Sep-07	Oct-09	Nov-10
		2	1964	44							Sep-07	May-10	May-11
		3	1981	27					Notice to proceed date 3/19/09 for six elevators		Sep-07	Apr-09	Apr-10
Kuhio Park Terrace B	Family	4	1964	44	298	16	3				Sep-07	Apr-09	Apr-10
		5	1964	44							Sep-07	Oct-09	Nov-10
		6	1981	27							Sep-07	May-10	May-11
Kalanihuia	Elderly	1	1968	40	151	15	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Mar-10	Aug-10
		2	1968	40							Aug-08	Aug-10	Dec-10
Kalakaua Home	Elderly	1	1983	25	221	10	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Jul-12	Sep-12
		2	1983	25							Aug-08	Oct-12	Dec-12
Punchbowl Homes	Elderly	1	1961	47	144	7	2		$700,000	To be funded w/ FY09 Elevator CIP	Aug-08	Dec-10	Apr-11
		2	1961	47							Aug-08	Apr-11	Jul-11
Paoakalani	Elderly	1	1970	38	151	17	2		$780,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-11	Dec-11
		2	1970	38							Aug-08	Dec-11	Apr-12
Pumehana	Elderly	1	1972	36	139	21	2		$760,000	To be funded w/ FY09 Elevator CIP	Aug-08	Mar-10	Aug-10
		2	1972	36							Aug-08	Aug-10	Dec-10
Makua Alii	Elderly	1	1967	41	211	20	2		$900,000	To be funded w/ FY09 Elevator CIP	Aug-08	Aug-11	Dec-11
		2	1967	41							Aug-08	Dec-11	Apr-12
Salt Lake Apts	Family	1	1970	38	28	8	1		$450,000	To be funded w/ FY09 Elevator CIP	Aug-08	Apr-12	Jul-12

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 8/3/09

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF HPHA ELEVATORS													
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Design Start	Construction Start	Estimated Construction Completion
							Major	Minor					
Makamae	Elderly	1	1971	37	124	4	2		$350,000	To be funded w/ FY09 Elevator CIP	Aug-08	Jul-12	Sep-12
		2	1971	37							Aug-08	Oct-12	Dec-12
Wilikina Apts	Family	1	1977	31	119	9	2		$700,000	To be funded w/ Wilikina Funds	Aug-08	Apr-12	Aug-12
		2	1977	31							Aug-08	Aug-12	Nov-12
Hale Poai	Elderly	1	1989	19	206	7		2	$320,000	Full Modernization not required, only installation of safety related items. Funding dependent on bids for major modernization listed above.			
		2	1989	19									
Halia Hale	Elderly	1	1995	13	41	5		1	$255,000				
Laiola	Elderly	1	1991	17	108	6		2	$220,000				
		2	1991	17									
Kulaokahua	Homeless	1	1992	16	30	3		1	$60,000				
Ho`olulu Elderly	Elderly	1	1994	14	112	7		2	$245,000				
		2	1994	14									
Kamalu Elderly	Elderly	1	1993	15	109	7		2	$240,000				
		2	1993	15									
Banyan St Manor	Family	1	1977	31	55	3							
	TOTAL	34			2,518	181	23	10	$11,932,919				
	Average age of elevators			31									

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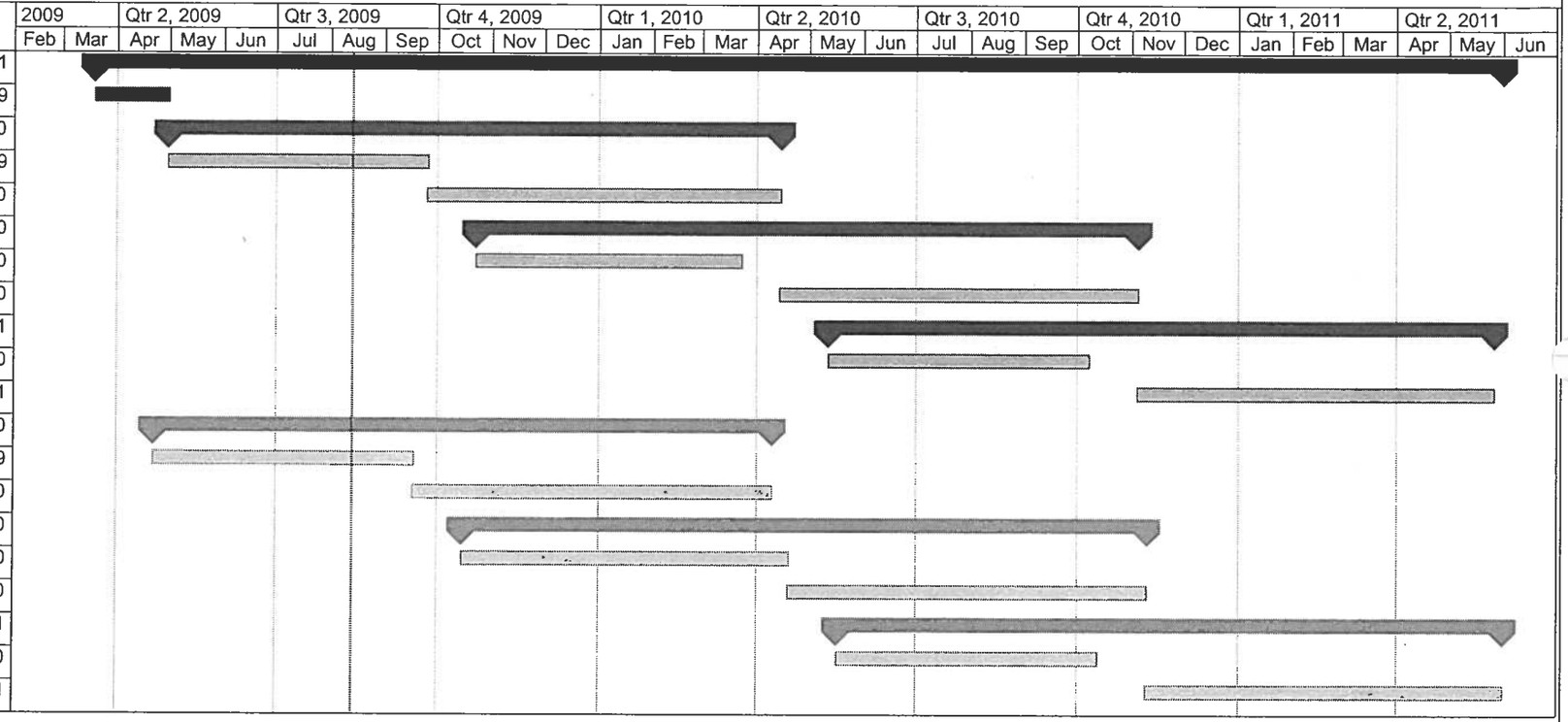
ELEVATOR MODERNIZATION SCHEDULE

ID	Task Name	Start	Finish
1	**Kuhio Park Terrace**	Thu 3/19/09	Tue 5/31/11
2	Prepare Shop Drawings	Thu 3/19/09	Thu 4/30/09
3	**Building A Elevator 3**	Thu 4/30/09	Wed 4/14/10
4	Eng/Mfg/Delivery	Thu 4/30/09	Fri 9/25/09
5	On Site Construction	Fri 9/25/09	Wed 4/14/10
6	**Building A Elevator 1**	Fri 10/23/09	Thu 11/4/10
7	Eng/Mfg/Delivery	Fri 10/23/09	Tue 3/23/10
8	On Site Construction	Wed 4/14/10	Thu 11/4/10
9	**Building A Elevator 2**	Wed 5/12/10	Thu 5/26/11
10	Eng/Mfg/Delivery	Wed 5/12/10	Thu 10/7/10
11	On Site Construction	Thu 11/4/10	Thu 5/26/11
12	**Building B Elevator 4**	Wed 4/22/09	Fri 4/9/10
13	Eng/Mfg/Delivery	Wed 4/22/09	Thu 9/17/09
14	On Site Construction	Thu 9/17/09	Fri 4/9/10
15	**Building B Elevator 5**	Thu 10/15/09	Tue 11/9/10
16	Eng/Mfg/Delivery	Thu 10/15/09	Mon 4/19/10
17	On Site Construction	Mon 4/19/10	Tue 11/9/10
18	**Building B Elevator 6**	Mon 5/17/10	Tue 5/31/11
19	Eng/Mfg/Delivery	Mon 5/17/10	Tue 10/12/10
20	On Site Construction	Tue 11/9/10	Tue 5/31/11



Project: Aug 2009
Date: Thu 8/13/09

Task | Completed | Elevator Summary | Project Summary

AMERESCO
Green • Clean • Sustainable

Energy Audit Status Report

Hawaii Public Housing Authority

Date: July 27, 2009

General Overview

The energy audit is currently in progress for HPHA. Current projected delivery date of audit is September 28, 2009. No delays are anticipated at this time. Below is a status of major tasks critical to the development of the energy audit.

Field Auditing

All field data collection is substantially complete. We have just completed engineering site work at nearly 30 sites with respect to the solar hot water and high rise central heating plant measures. This work included some sampling of existing water heater power draw and water temperatures to characterize water heating loads.

Most site work planned for the month of August will involve contractor site visits to develop primarily labor pricing for the proposed measures.

Utility Baseline Development

Development of utility baseline data for 69 developments is substantially complete. We are currently awaiting occupancy projections two years out from HPHA to adjust and normalize the baselines.

As part of the solar hot water analysis, we are looking at potential deficiency of service at some sites where HPHA can apply for an adjustment (i.e. increase in the baseline) to capture additional energy savings.

Measure Development

Currently Ameresco is working to finalize various measure scopes of work for contractor pricing. Refinement of savings projections is still ongoing.

Based on our further analysis, we have altered which sites are currently being considered for renewable measures. Here is a summary of the alternatives we are considering:

- Solar Photovoltaic Arrays: We originally were considering Kalanihuia for this measure, but after further field investigation, determined that there was too great of a building shading factor at this location, limiting the installation capacity and viability of solar PV. Instead, we are considering Makamae as an alternate site with an unobstructed solar exposure, a new roof, and plenty of roof area.

- Wind Turbines: Piilani Homes was originally considered, but after review of island wind charts we determined this development is in a poor wind zone. Alternatively, we are considering one of the high rise sites such as Kalanihuia or Pumehana; Honolulu in general is in a good wind zone and these two buildings have the proper architectural configuration for roof mounted wind-turbines (parapets), good elevation and the fewest obstructions nearby.

Activities – Next Month (Aug-08)

- Solicit subcontractor costing
- Finalize savings calculations
- Begin examining utility rebate opportunities

RESULTS OF EVICTION REFERRALS

July 2007 – July 2009

	REFERRALS								
	TOTAL	REASON FOR REFERRAL		RESULT OF EVICTION REFERRAL					
MONTH		Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
Aug 07	12	7	5	2	5	2	1	2	10
Sept 07	13	7	6	6	1	0	0	6	7
Oct 07	13	5	8	6	3	2	0	2	11
Nov 07	21	15	6	12	3	1	1	4	17
Dec 07	3	2	1	1	0	1	1	0	3
Jan 08	10	10	0	5	3	0	0	2	8
Feb 08	10	9	1	3	2	1	0	4	6
Mar 08	7	6	1	2	1	1	0	3	4
Apr 08	30	27	3	9	13	0	1	7	23
May 08	14	11	3	4	6	0	0	4	10
June 08	12	9	3	6	2	0	1	3	9
July 08	0	0	0	0	0	0	0	0	0
Aug 08	13	9	4	5	2	0	1	5	8
Sept 08	14	12	2	4	2	1	3	4	10
Oct 08	22	15	7	5	7	0	2	8	14
Nov 08	14	10	4	9	2	0	1	2	12
Dec 08	11	10	1	7	2	0	0	2	9
Jan 09	5	4	1	3	0	1	0	1	4
Feb 09	39	32	7	16	13	0	0	10	29
March 09	31	27	4	12	11	3	0	5	26
Apr 09	31	29	2	14	9	0	0	8	23
May 09	22	18	4	7	6	0	4	5	17
June 09	30	28	2	12	9	0	0	9	21
July 09	27	24	3	8	7	0	0	12	27
TOTALS	404	326	78	158	109	13	16	108	308

Total # of Cases Heard for the Month of July 2009: 27
(Oahu & Neighbor Island)

Decisions Rendered:	Rent Violations	Other Violations
Eviction	7	1
Evict w/cond	7	0
10-day cure	0	0
Dismissal	0	0
Continued	10	2
TOTAL	24	3

Delinquent balances for rent cases ordered evicted for month of July 2009:

AMP 37	East Hawaii	$ 4,801.00
AMP 38	Kauai Management	$ 4,505.80
AMP 39	Maui Management	$ 9,468.00
AMP 40	Kuhio Park Terrace	$ 642.00
AMP 43	Kona Management	$ 2,884.50
AMP 49	Wahiawa Terrace	$ 4,313.47
Total:		$ 26,614.77

Contract & Procurement Office
Monthly Status Report for July 2009

Solicitations Issued in July 2009:

Solicitation No.	Title	Due Date
n/a	Request for Qualifications for State Capital Improvement and Federal Capital Fund Program – Program Management	August 13, 2009

Contracts Executed in July 2009:

Contract No.	Contractor & Project	Supp. Amount	Total Amount
CMS 09-10	Pacific Power Products Company, LLC Provide Generator Maintenance Services a Various State and Federal AMPs on the Island of Oahu July 16, 2009 to October 16, 2012		$118,108.32
CMS 09-11	DCN Contracting, Inc. Provide labor, materials and equipment to repair 10 vacant units at AMP 34 (Paoakalani) July 20, 2009 to October 31, 2009		$283,898.41
CMS 09-12	Sandwich Isle Termite & Pest Control Provide Tent Fumigation and Soil Treatmer for 15 Buildings at AMP 34 (Kahekili Terrace) July 30, 2009 to January 30, 2010		$138,547.02
CMS 09-13	Stan's Contracting, Inc. Provide Construction Services for Reroofin and Miscellaneous Repairs at AMP 43 (Nani Olu, Hale Hookipa) June 27, 2009 to March 27, 2010		$2,211,300.00
HPB 08-20-SA01	Office for Social Ministry Provide Supportive Services Under the State Homeless Emergency Grants Program; (12-month no-cost extension August 1, 2009 to July 31, 2010	n/a	$180,000.00
HPB 09-05-SA01	Catholic Charities Hawaii Provide Supportive Services Under the HUD Supportive Housing Program February 1, 2009 to January 31, 2010 *Note: Contract executed in February to avoid break in service; HUD grant agreement received in July 2009.*	$41,788.00	$41,788.00
HPB 09-07-SA01	Women Helping Women Provide Supportive Services Under the HUD Supportive Housing Program February 1, 2009 to January 31, 2010 *Note: Contract executed in February to avoid break in service; HUD grant agreement received in July 2009.*	$77,036.00	$77,036.00
HPB 09-11	Kalihi-Palama Health Center Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$427,500.00
HPB 09-12	Family Life Center Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$114,000.00
HPB 09-13	Office for Social Ministry Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$712,500.00

Contract No.	Contractor & Project	Supp. Amount	Total Amount
HPB 09-20	Holumua Na Ohana Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$699,600.00
HPB 09-21	Office for Social Ministry Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$493,050.00
HPB 09-22	Women In Need Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$82,080.00
HPB 09-23	Family Life Center Provide Emergency Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$73,150.00
HPB 09-24	Hawaii Island Home for Recovery Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$129,960.00
HPB 09-25	Office for Social Ministry Provide Transitional Shelter and Supportive Services for Exiting Offenders Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$414,960.00
HPB 09-26	Family Promise of Hawaii Provide Emergency Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$76,000.00
HPB 09-27	Kauai Economic Opportunity, Inc. Provide Emergency and Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$278,749.00
HPB 09-29	Waikiki Health Center Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$380,000.00
HPB 09-30	Kauai Economic Opportunity, Inc. Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$76,000.00
HPB 09-31	The Salvation Army Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$323,00.00
HPB 09-32	Waianae Coast Comprehensive Health Center Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$87,306.00

Contract No.	Contractor & Project	Supp. Amount	Total Amount
HPB 09-33	River of Life Mission, Inc. Provide Emergency Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$383,159.00
HPB 09-34	Kahikolu Ohana Hale O Waianae Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$122,650.00
HPB 09-35	H5: Hawaii Helping the Hungry Have Hope Provide Emergency and Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$894,140.00
HPB 09-36	Honolulu Community Action Program Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$329,175.00
HPB 09-37	Waianae Community Outreach Provide Emergency Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$676,875.00
HPB 09-38	Waianae Community Outreach Provide Outreach Services Under the State Homeless Outreach Program August 1, 2009 to July 31, 2010		$275,255.00
HPB 09-39	United States Veterans Initiative Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$2,042,500.00
HPB 09-40	The Salvation Army Provide Supportive Services Under the State Homeless Emergency Grants Program August 1, 2009 to July 31, 2010		$345,000.00
HPB 09-41	Housing Solutions, Inc. Provide Transitional Shelter and Supportive Services Under the State Homeless Shelter Stipend Program August 1, 2009 to July 31, 2010		$798,000.00
PMB 08-09-SA02	Alvarez & Marsal Real Estate Advisory Services, LLC Real Estate Consultant Services for the Sale of Banyan Street Manor; 6-month extension August 1 2009 to January 27, 2010	n/a	$202,750.00
PMB 08-17-SA01	Realty Laua, LLC Property Management, Maintenance and Resident Services for AMP 49 (Wahiawa Terrace, Kauhale Nani, Kupuna Home O Waialua); 12-month extension July 31, 2009 to July 31, 2010	$309,272.00	$629,272.00

Contract No.	Contractor & Project	Supp. Amount	Total Amount
PMB 08-18-SA01	Realty Laua, LLC Property Management, Maintenance and Resident Services for AMP 45 (Koolau Village, Ka Hale Kahaluu, Kaneohe Apartments, Kauhale Ohana, Waimanalo Homes); 12-month extension July 31, 2009 to July 31, 2010	$539,808.00	$1,024,200.00

Status Reports:

1. Revitalize and redevelop Kuhio Park Terrace/Kuhio Homes
   a. Issued Addendum No. 9 to inform Priority Listed Offerors of the cancellation of the Kuhio Park Terrace/Kuhio Homes community presentation.
   b. Step 2: Technical Submissions received from the Priority Listed Offerors by the required due date and time of 2:00 p.m., July 13, 2009.
   c. Evaluation Committee met on July 22, 2009 to review and discuss the proposals received.
   d. Informed Priority Listed Offerors of the oral presentation schedule set for August 4, 2009.

Section 8 Subsidy Programs Branch
Program Report
As of July 31, 2009

Federal Housing Choice Voucher (Section 8) Program

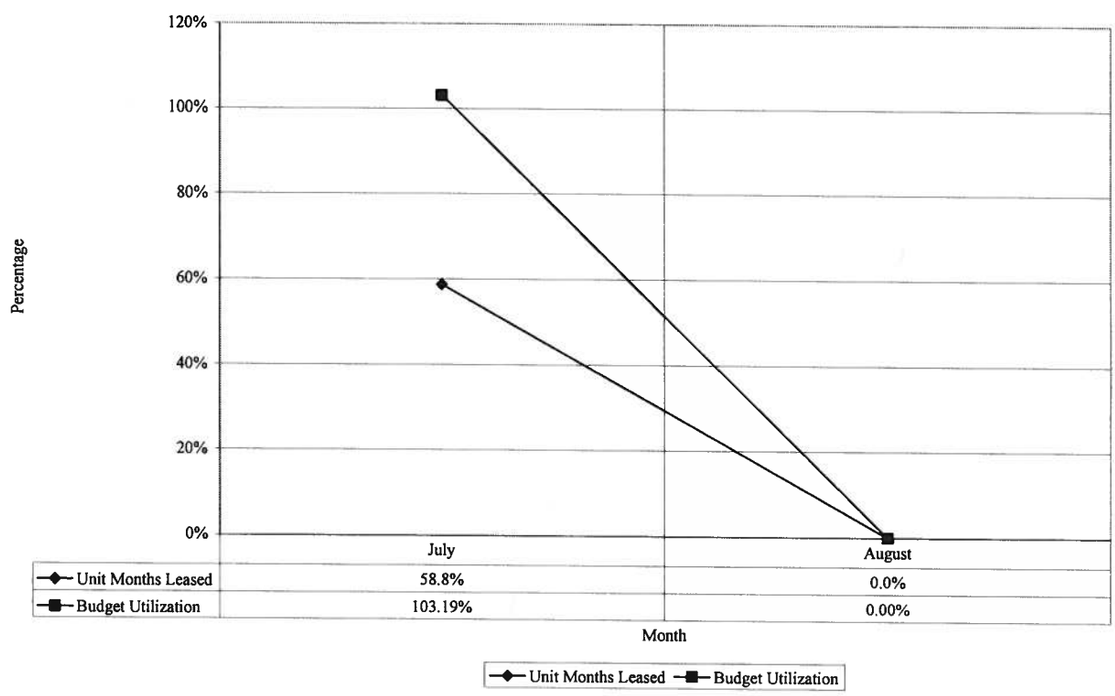
2010 Fiscal Year Report (Cumulative Trend)

- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 103.19% of the total annual allocated budget of $18,741,816 or $1,561,818 per month.
- For FY 2009, unadjusted average monthly voucher lease up is 1,798 or 58.80% of the total 3,058 baseline vouchers; 1,825 participants were assisted during the month. Administrative fees are earned for each participant that leased up on the first of the month. The low number of vouchers utilized is because of high rents in Hawaii. Therefore, it is unlikely Hawaii will ever utilize all vouchers because the limiting factor is the funding provided.
- July 2009 subsidy payments show a 0.6% monthly increase in subsidy expenditures from the previous month due in part to an increase in rents and voucher holders' success in securing rental contracts.

Monthly Report (Monthly Snapshots)

Current average budget utilization is **103.19%.** HPHAwill attain 15 points for Indicator 13 in SEMAP.

FY 2010 Section 8 Budget Utilization and Unit Months Leased

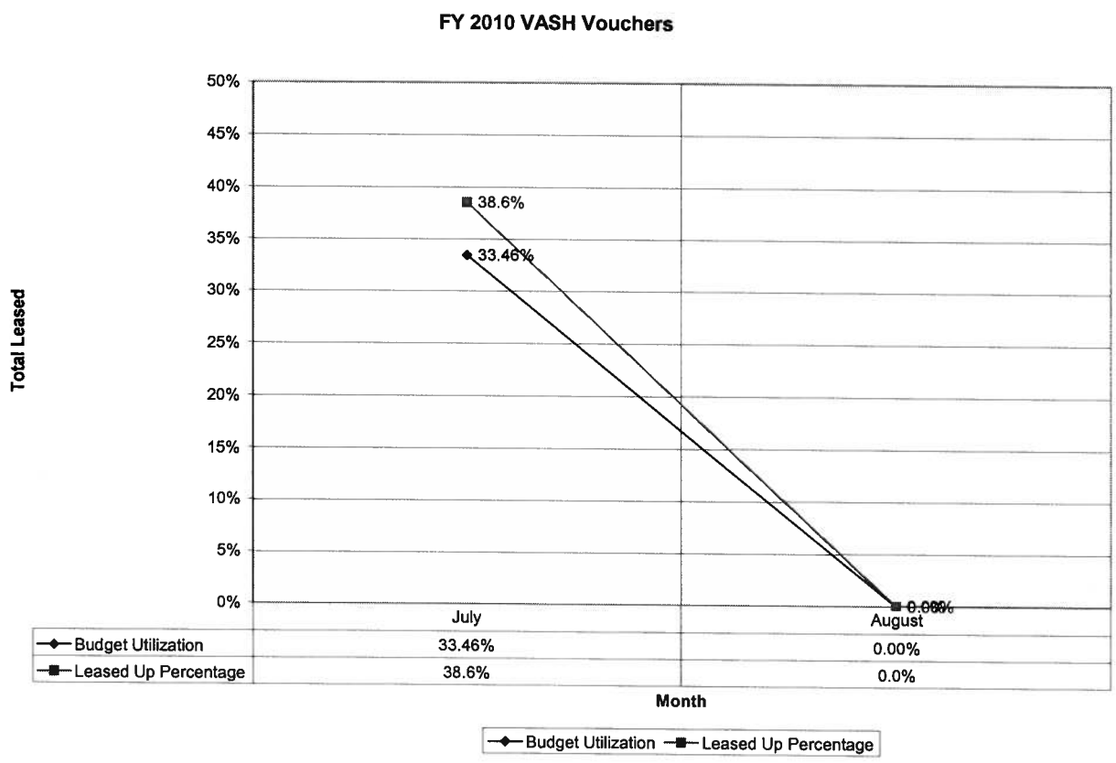


- The monthly average per unit cost subsidy is $908.00 per month. The amount reflects the difference between what the family pays towards rent and the approved payment standard. Payment standards vary among bedroom sizes.
- No new Housing Choice Vouchers were issued for July 2009 due to an effort to curb over-utilization of funds. The total FY 2010 of new HCV issuances is 0.
- The Department of Housing and Urban Development, Financial Management Center has allotted the HAP budget authority for CY 2009. As of 7/31/09 the branch is operating at 103.19% of the budget authority. The branch will concentrate its efforts in bringing this rate down to between 95% and 98% to ensure that the program is sustainable by the allotted amount. The branch will closely monitor the attrition rate, suspend voucher issuance, and to limit new placements. The branch has begun to administer all incoming portable vouchers effective May 14, 2009.

Federal Housing Choice Voucher (Section 8) Program
Veterans Affairs Supportive Housing (VASH)

- HPHA was awarded 70 Veterans Affairs Supportive Housing (VASH) Vouchers to assist Veterans with housing assistance. HPHA has also applied for an additional 35 VASH vouchers.
- Eligible applicants under this program are referred to HPHA from the Department of Veteran Affairs.
- For the month of July 2009, a total of 36 vouchers were issued. To date, a total of 27 veteran families are leased up under VASH assistance.
- VASH voucher holders reside on Oahu, Maui and Kauai.

Monthly VASH Report (Monthly Snapshots)



Federal Housing Choice Voucher (Section 8) Program
Quarterly Update of Section 8 Management Assessment Program (SEMAP)

The United States Department of Housing and Urban Development (HUD) established the Section 8 Management Assessment Program (SEMAP) to assess performance and delivery of the Section 8 Rental Assistance Program. SEMAP consists of 15 measurement indicators. Hawaii Public Housing Authority's (HPHA) performance for each indicator through December 31, 2008 and respective strategies to achieve maximum points are itemized below.

	Indicator	Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
1	Wait List Selection (>98% = 15)	Wait List Selection Policies & procedures in place and being followed	15	15	0	The Hawaii Administrative Rules Chapter 15-185 stated that applicants must be pulled from the waitlist in order of preference and date and time of application. Due to the Emphasys system inability to re-sequence the Section 8 waitlist in February 2009, selection were made from different preference categories.
2	Reasonable Rent (>98% = 20; 80-97% = 15)	Procedure in place and being followed to document that rents are comparable to other units in census tract at initial lease up and annual recertification	20	15	15	HPHA's rent comparable data base is updated on a real time basis and reasonable rent is done during lease-up and re-certification. Random audits will be performed to ensure full compliance: 93.3% of files containing no errors. EmPHAsys (ECS) Elite contains a rent comparable module to assist the Housing Quality Standards (HQS) Inspectors when making this determination and improving on this indicator.
3	Adjusted Income (>90% = 20; 80-89% = 15)	Rent computations to determine adjusted income being done accurately	20	15	15	Rent computations are formulated via ECS and backed up by manual calculations. This procedure is automated. Section 8 recipients' (S8R) file audits (10%) are conducted to ensure accuracy of the calculation. Current accuracy rate is at 87%, however, the full quarter has not been reviewed as there is a time lag of two months to review tenant files. The Branch continues to address file errors and corrective actions.
4	Utility Allowance	Maintain and utilize current utility allowance rates (for each county)	5	5	5	All utility allowance schedules have been made current.
5	Housing Quality Standards (HQS) Control	Perform management inspection on 10% of units as quality control.	5	5	5	All the required inspections have been completed. For each month, 2% of initial inspections are reviewed.
6	HQS Enforcement	Enforce that landlords correct any emergency situations found during HQS inspections within 24 hours, non-emergency within 30 days	10	0	10	An extremely small percentage of the units have life threatening deficiencies reported during the HQS inspections. The Housing Inspectors immediately call to inform the landlord of all the deficiencies (life threatening and non-life threatening). Furthermore, a copy of the report and corrective actions required is mailed shortly thereafter. The inspectors schedule a follow-up inspection to ensure compliance. The HQS clerk contacts the owner/landlord for any deficiencies that have not been corrected within 15 days to check if corrections have been made or not. If corrections are not made after 30 days, the housing assistance payment (HAP) will be abated.

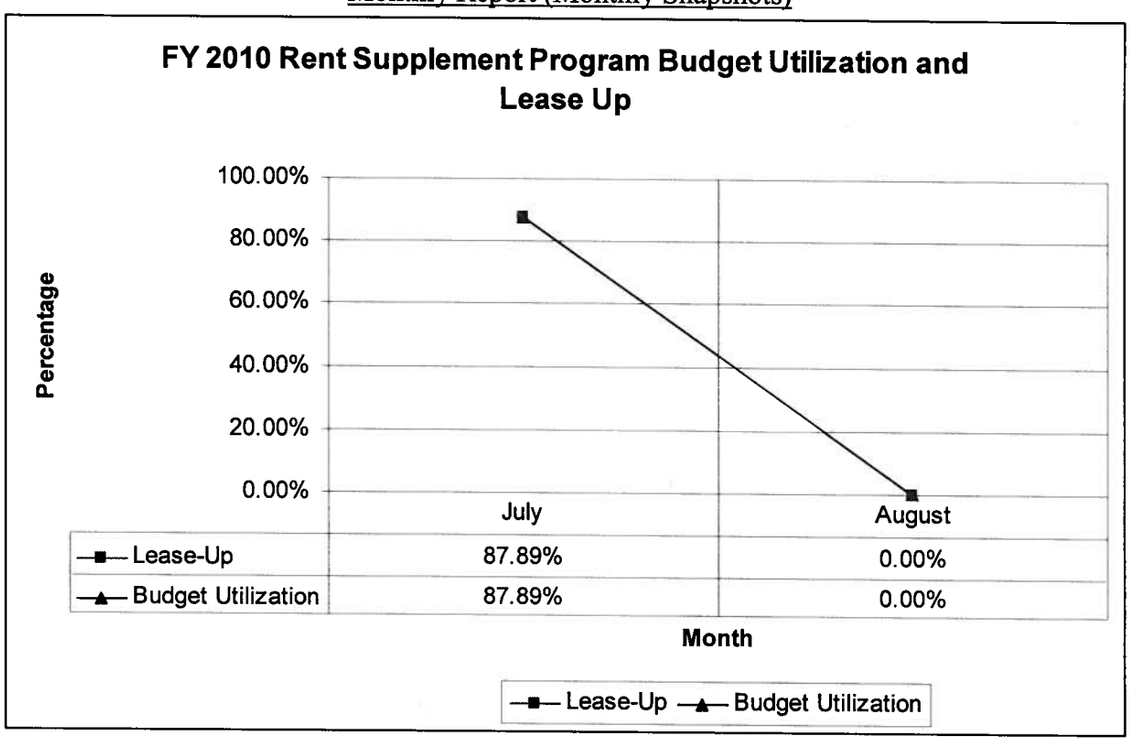
	Indicator	Requirement	Max Score	07-08 Score	08-09 Antici-pated Score	Status
7	Expand Housing Opportunities	Encourage landlord participation in low poverty areas to participate through outreach strategies	5	5	5	HPHA and the City & County of Honolulu co-sponsored a Landlord Outreach Seminar on May 29, 2009. This seminar is for current and prospective landlords, property managers and service providers.
8	Fair Market Rent (FMR) Limit & Payment Standards	At least 98% of gross rents are less than or equal to current FMR or Payment Standard	5	5	5	HUD has issued a 2009 FMR update and HPHA has updated the payment standard equivalent to approximately 95% of the FMR. Exception is that for studio units, 100% of the FMR will be used to assist the elderly and disabled households. The intent is to assist families with overcoming high rent barriers.
9	Annual Re-examinations (<5% = 10; 5-10% = 5)	Complete annual recertification on time / less than 5% overdue	10	10	10	PIH Information Center (PIC) SEMAP indicator shows 100% of number of families reported to be in compliance with annual re-certifications completed timely.
10	Tenant Rent Calculations	Calculations are done correctly / error rate of less than 2%	5	5	5	Monthly quality control (QC) will determine whether tenant rent calculations are within the 2% error rate report.
11	Pre-contract HQS (<2%)	98% of units must pass HQS inspection before lease signed	5	5	5	QC audits will indicate whether a unit passed inspection before HAP payments are made.
12	Annual HQS Inspection	Each unit must be inspected annually / error rate of less than 2%	10	10	10	PIC Ad Hoc reports will determine whether unit inspected was completed within 12 months. QC audits will back up data.
13	Lease Up (>98% = 20; 95-97% = 15)	Maximize lease up and utilization of Section 8 budget allocation.	20	0	20	As of 07/31/2009: **Adjusted Voucher Lease-Up Analysis**: Mainstream (175 / 175 or 100%) Section 8 (2,883 / 1,623 or 56.3%) VASH (70/27 or 39.0%) **Lease-Up (3,128/1,825 or 58.3%)** Maintenance strategies • Decrease payment standard to 90% of FMR. This will decrease PUC, therefore balancing the over-utilization rate • Monitor attrition rate and limit lease-ups to maintain 95% to 98% lease-up rate • Administer incoming portable vouchers to recoup 80% of porting PHAs administrative fees
14	FSS (Oahu) (>80% & 30% escrow = 10; 60-79% & 30% escrow = 8; >80% & <30% escrow, or <60% & >30% escrow = 5; 60-79% & <60% escrow = 3)	Maximize enrollment up to budget allocation	10	8	10	The Family Self Sufficiency (FSS) coordinator has been receiving newly leased up referrals to increase the FSS program participants. It is anticipated to have 86 families under contract. There are 80 families under contract as of July 31, 2009.
			145	103	120	
15	Deconcentration Bonus (Oahu)	Utilize Section 8 Vouchers to deconcentrate urban areas of poverty	5	0	0	PIC information not available.
TOTAL SCORE PLUS BONUS POINTS			**150**	**103**	**120**	

State Rent Supplement Program

2010 Fiscal Year Report (Cumulative Trend)

- For FY 2010, unadjusted average monthly lease up is 346 families or 87.90% of the total 394 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 87.90% of the total annual allocated budget of $924,720 or $77,060 per month.
- The monthly average per unit cost subsidy is $196.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of $230.00 per month.
- July 2009 Rent Supplement Subsidy payments show a 0.8% monthly decrease from the previous month ($68,263 in June to $67,725 in July) because of a decrease in the number of families on assistance. Per unit cost increased from $195 to $196 which is attributed to an increase in subsidy payments.
- The values for previous reports may not be the same as the current report due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)



	July	August
Lease-Up	87.89%	0.00%
Budget Utilization	87.89%	0.00%

HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
August 20, 2009
9:00 a.m.
1002 North School Street, Building E
Honolulu, Hawaii 96817

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

A. Annual Meeting, July 16, 2009
B. Regular Meeting, July 16, 2009
C. Executive Sessions, July 8, 2009
D. Executive Sessions, July 16, 2009

III. PUBLIC TESTIMONY

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

IV. DECISION MAKING

A. Decision Making: To Reappoint Ms. Ludvina Takahashi and Mr. Gary Mackler to the Kauai Eviction Board, Mr. George DeMello to the Hilo Eviction Board, and Mr. Mark Nishino to the Maui Eviction Board for Two-Year Terms Expiring on August 31, 2011

B. Decision Making: To Adopt Board Resolution No. 19, Relating to the Statement of Procurement Policy Governing the Federal Capital Fund Stimulus Grant

C. Decision Making: To Adopt Board Resolution No. 20, Approving the Section 8 Management Assessment Program (SEMAP) Certification of Standard Performer for the Fiscal Year Ending June 30, 2009

D. Decision Making: To Approve the Hawaii Public Housing Authority's Request to the Governor for a Waiver to Fill Federally Funded Staff Positions

E. Decision Making: To Adopt the Hawaii Public Housing Authority's Goals and Objectives for Fiscal Year 2009-2010

F. Decision Making: To Approve the Selection of a Developer for the Redevelopment of the Kuhio Park Terrace and Kuhio Homes

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4, 92-5(a)(8), and 103D-105 to discuss, deliberate or make a decision on information that must be kept confidential and section 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 related to the Redevelopment of Kuhio Park Terrace and Kuhio Homes

G. Decision Making: To Accept the Audited Financial Statements for Banyan Street Manor, located at 1122 Banyan Street, Honolulu, Hawaii for Fiscal Year 2007 and Fiscal Year 2008.

H. Decision Making: Evaluation of the Executive Director and Possible Personnel Action Related Thereto. Evaluation to Cover Performance to Date.

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(2) to consider employment related matters affecting privacy as they relate to the Executive Director and section 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 related to this agenda item.

I. Discussion and Decision Making: Related to the Decision of the Executive Director to Discontinue Employment of Seven Employees of the Hawaii Public Housing Authority and Whether the Decision Should be Affirmed or Rescinded.

The Board may go into executive session pursuant to sections 92-4 and 92-5(a)(2) to consider employment related matters where consideration of matters affecting privacy are involved and section 92-5(a)(4) to confer with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to these personnel issues.

V. REPORTS

A. Report of Task Force Committees

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

B. Report of the Executive Director Program/Project Updates

1. FY 2009 Budget to Actual Comparisons
2. Property Management and Maintenance Services Branch
   a. Rent Collection
   b. Island Overview
   c. AMP Overview
3. Construction Management Services
   a. Capital Program Obligations
   b. Elevator Repair Report
   c. Elevator Modernization Report
   d. Update on Progress of Energy Performance Contractor, Ameresco
4. Hearings Office Evictions
5. Contracts & Procurement Office Contracts
6. Section 8 Subsidy Programs Report
7. Homeless Programs Report
8. Personnel Report

VI. FOR INFORMATION/FOR DISCUSSION

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

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to *Faletogo et al. v. Hawaii Public*

Housing Authority (Civil No. 08-1-2608-12) and *McMillon et al. v. Hawaii Public Housing Authority* (Civil No. CV08-00578).

B. For Information: Update on Compliance with the Consent Agreement and Final Order with the U.S. Environmental Protection Agency Relating to the Conversion of Large Capacity Cesspools

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 Compliance with the Consent Agreement and Final Order with the U.S. Environmental Protection Agency Relating to the Conversion of Large Capacity Cesspools.

C. For Information: Hawaii Public Housing Authority 2009 Annual Compliance Review Report for Performance Based Contract Administration

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.

HOMELESS PROGRAMS BRANCH
August 20, 2009

I. ACCOMPLISHMENTS

A. Shelter Occupancy Report
Information from this report is updated weekly and available on line at www.homeless.hpha.hawaii.gov This report identifies the number of people served in June. July information is updated on August 15th. The wait list information is effective as of August 6, 2009, because of the internal deadline for Board items. Note: Singles may be served in a family shelter when a female is in the third trimester of pregnancy.

The shelters with an asterisk are leased or owned by HPHA.

Shelter Name(s)	Total Number of units	Total # of People Served	Wait List
*Weinberg Village Waimanalo (Waimanalo, Oahu) Family Shelter	30 units	30 families **128 total indiv.**	(202 individuals) 49 families
*Nakolea (McCully, Oahu) Working singles	64 units	66 singles **66 total indiv.**	0 single
*Kulaokahua (Makiki, Oahu) Trans. shelter for single seniors	29 units	33 single **33 total indiv.**	29 singles
*Next Step Shelter (Kakaako, Oahu) Emergency shelter for singles & families	160 units	154 singles 21 families **232 total indiv.**	n/a
Puahala – H5 (Kalihi, Oahu) Transitional shelter for families	14 units	13 families **49 total indiv.**	n/a
*Onelau'ena (Kalaeloa, Oahu) Emergency shelter for singles & families	56 units 4 dorms	32 singles 26 families **133 total indiv.**	202 singles 86 families
*Onemalu (Kalaeloa, Oahu) Transitional shelter for singles & families	46 units	18 singles 31 families **173 total indiv.**	156 singles 51 families
*Hale Ulu Pono (Kalaeloa, Oahu) Transitional shelter for singles w/mental illness	28 units	21 singles **21 total indiv.**	24 singles
*Paiolu Kaiaulu (Leeward Oahu) Emergency shelter for singles & families	125 units	60 singles 51 families **260 total indiv.**	0
*Kumuhonua (Kalaeloa, Oahu) Transitional shelter for adults Currently taking applications	69 units	33 singles 0 families **33 total indiv.**	0
*Ulu Ke Kukui (Leeward Oahu) Transitional shelter for families Currently taking applications	80 units	4 singles 67 families **304 total indiv.**	0
Kawaihae (Big Island, Hawaii) Transitional for families	24 units	23 families **105 total indiv.**	(25 individuals) 7 families
Maililand (Waianae, Oahu) Transitional for families	44 units	2 singles 42 families **169 total indiv.**	(88 individuals) 25 families

Shelter Name(s)	Total Number of units	Total # of People Served	Wait List
Hawaii Island Home for Recovery (formerly) Faith Against Drugs (Hilo, Hawaii) Transitional for singles	19 units	18 singles **18 total indiv.**	16 singles
Ho'olanani (Kahului, Maui) Emergency for singles & families	18 beds	22 singles 1 families **25 total indiv.**	0
Honolulu Family Center (Oahu) Emergency for singles & Families	14 beds	0 singles 8 families **26 total indiv.**	454 singles 109 families
Windward Family Center (Kailua, Oahu) Emergency for singles & families	14 beds	1 family **4 total**	155 singles 37 families
Gregory House (Honolulu, Oahu) Transitional for singles w/HIV	11 beds	11 singles **11 total indiv.**	52 singles
Community Residential Prog.(Waipahu, Oahu) Transitional for singles	13 beds	11 singles **11 total indiv.**	52 singles
TLP Young Men's Keeaumoku (Honolulu, Oahu) Transitional for young men	4 units	4 singles **4 total indiv.**	0
TLP Young Men's Maka'aloa (Ewa Beach, Oahu) Transitional for young men	4 units	4 singles **4 total indiv.**	0
TLP Young Women Apaa (Ewa Beach, Oahu) Transitional for young women	6 units	3 singles **3 total indiv.**	0
Loliana (Honolulu, Oahu) Transitional for families	43 units	44 families **157 total indiv.**	10 families
Vancouver House (Honolulu, Oahu) Transitional for students with or without families	33 units	35 families **107 total indiv.**	19 families
IHS Ka'aahi Street (Honolulu, Oahu) Emergency for women & children	190 beds	130 singles 26 families **208 total indiv.**	0
IHS Sumner Street (Honolulu, Oahu) Emergency for men	200 beds	364 singles **364 total indiv.**	0
Kahikolu Ohana Hale O Waianae (Oahu) Transitional for singles & families	2 dorms & 72 units	8 singles 27 families **115 total indiv.**	0
Mana'olana (Lihue, Kauai) Emergency for families/singles	20 beds	63 singles 5 families **85 total indiv.**	0
Mana'olana (Lihue, Kauai) Transitional for families/singles	13 units	0 singles 3 families **7 total indiv.**	0
Komohana Group Home (Lihue, Kauai) Transitional for singles	6 beds	2 singles **2 total indiv.**	0
Lihue Court (Lihue, Kauai) Transitional for families	24 units	5 families **19 total indiv.**	0

Shelter Name(s)	Total Number of units	Total # of People Served	Wait List
Ka Hale A Ke Ola Homeless Resource Ctr. (Wailuku, Maui) Emergency/Transitional for singles & families	72 units	71 singles 57 families **278 total indiv.**	133 singles 33 families
Na Hale O Wainee Resource Center (Lahaina, Maui) Emergency/Transitional for singles & families	72 units	56 singles 30 families **150 total indiv.**	11 singles 1 families
Safe Haven (Honolulu, Oahu) Transitional for singles w/mental illness	25 units	29 singles **29 total indiv.**	20 singles
Beyond Shelter (Hilo, Hawaii) Transitional for singles & families	8 units	9 families **39 total indiv.**	2 families
Kiheipua Emergency Shelter (Hilo, Hawaii) Emergency for singles & families	72 beds	15 singles 13 families **61 total indiv.**	2 singles 3 families
Wilder House (Hilo, Hawaii) Transitional for families	1 unit	1 family **9 total indiv.**	0
Kuleana House (Hilo, Hawaii) Transitional for families	1 unit	1 family **4 total indiv.**	2 families
Lighthouse Outreach Center (Waipahu, Oahu) Emergency for singles & families	100 beds	73 singles 58 families **262 total indiv.**	n/a
Veteran's in Progress (Kalaeloa, Oahu) Transitional for veterans	98 beds	100 singles **100 total indiv.**	0
Bridge to Success (Domestic Violence)(Oahu) Transitional for woman & children	8 units	11 singles 1 family **13 total indiv.**	7 families
Family House (Domestic Violence)(Oahu) Transitional for women & children	15 units	2 singles 5 families **14 total indiv.**	0
Ohana Ola O Kahumana (Waianae, Oahu) Transitional for families	48 units	50 families **192 total indiv.**	35 families
TOTAL	**1217 Units** **753 Beds** **6 Dorms**	**1420 singles** **684 families** **4027 total indiv**	**1621 singles** **476 families**

B. State Programs Administration – (Stipend, Outreach and Grants Program)

1. Thirty two contracts for the State stipend, outreach and grant programs were finalized and executed for an August 1 start date.

2. Homeless Programs Branch (HPB) kicked off the FY 2010 contract year on July 24 with an informational meeting for all contracted providers, under State and Federal funded contracts.

3. Kahikolu Ohana Hale O Waianae. Hawaii Public Housing Authority (HPHA) executed a three month contract with Kahikolu under the State Stipend Program under stipulation that corrective action continue within the guidance of an interim executive director. A monitoring team will be sent for a site visit in late August to monitor the execution of corrective actions initiated thus far.

C. Federal Programs

1. Five Year Consolidated Plan for 2010-2014 – Completed the homeless portion of the Five Year Plan and sent it the rural counties so that they can use the information in completing their county five year plans. HPHA is also working with the counties to produce a gap analysis for housing and services within the three rural counties which must be included in the five year plan. The plan is specifically for the use of Housing and Urban Development (HUD) funds provided through Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grant (ESG) Programs over the next five years. The first draft must be completed by Sept. 2009, for a 30-day public comment period. The Consolidated Plan will be submitted to HUD by Dec. 1, 2009, for approval by Jan. 15, 2010.

2. Completed the homeless portion of the Consolidated Annual Performance and Evaluation Report (CAPER) for program year 2008 and submitted it for public comment pursuant to HUD requirements.

3. ESG and HOPWA agreements were executed between (HPHA) and Housing and Urban Development (HUD). All provider contracts for the two programs have also been executed.

4. The HUD contract for Homeless Prevention and Rapid Re-housing Program (HPRP) was received by HPHA and is pending execution by the Executive Director. Provider contracts for HPRP are being drafted for execution by Sept 1, 2009.

5. A Request for Information for funding proposals to be included in the 2009 competitive Continuum of Care Notice of Funding Availability has been posted. HUD is expected to post their notice of the competition in late August, and HPHA will apply on behalf of the rural counties.

6. Draft contracts are being developed for Shelter Plus Care programs: Office for Social Ministry – new contract for New Direction; Family Life Center – new contract; and Gregory House Programs – renewal contract.

7. A draft Memorandum of Agreement between Dept. of Health and HPHA has been developed and will be followed by a contract between HPHA and Hybrid International to develop an XML data link between the Homeless Management Information System (HMIS) and provider agency databases to simplify data input procedures. Funding is being provided for the project from the Dept. of Health's Mental Health Transformation State Incentive Grant.

D. Other Projects

1. Investigating a problem with power outages at Onelauena and Onemalu. Staff is consulting Navy Public Works and HECO to isolate the problem and come up with an appropriate remedy .

2. Preconstruction meeting on the re-roofing of the office building at Weinberg Village Waimanalo was held and the work should be completed by August 21.

3. Nakolea – Executed a contract with CC Engineering for renovation work at Nakolea which consists of bathroom and sewer line repairs. The landscaping design required by the City has also been completed. A draft contract has also been developed for MKE Associates to do an assessment to determine if the crack in the building at Nakolea is structural or if it can be repaired.

4. Working with the Homeless Management Information System (HMIS) consultant to complete the new field of data elements required to implement record keeping for the stimulus funds under the American Revitalization and Recovery Act. Once the new program is activated in HMIS, staff will need to schedule training session for the providers under contract with the State and the City and County of Honolulu.

5. Kaloko Project – Received a copy of the response to the request to allot and expend funds appropriated for the Kaloko housing project in Kona. The request was returned without action from the Director of Finance, because the 2009 Legislature slated the project for early lapsing, indicating the Legislature's intention that the project not be partially funded with State G.O. Bonds. Additionally, the letter cited that the State's support represented only 10% of the funding, so losing the G.O Bond funding should not impede implementation of the Kaloko Project.

6. Awaiting a response on a request to the Governor to allot funds from Act 222, SLH 2007, to supplement stipend program funds for FY 2010. HPB is also awaiting response to a request to the Governor to allot 90% of State homeless program funds to the first quarter of FY 2010, to enable HPHA to encumber the contracts for homeless shelter and services.

7. Continuing to work with the University of Hawaii Center on the Family to complete the HMIS data analysis for FY 2008 and 2009. The FY 2008 report is nearly complete and the FY 2009 report will be completed in November.

8. Met with The Resort Group to begin planning and construction of a playground being donated for the Kalaeloa shelters.

9. Drafting a memorandum of agreement with Kapaalana Traveling Preschool for the construction of two yurts at Kalaeloa to support employment training and pre school services for the families at Onemalu and Onelauena.

HAWAI'I PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES

August 5, 2009

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
OFFICE OF THE EXECUTIVE DIRECTOR						
COMPLIANCE OFFICE						
103020	EX	N	T	Chief Compliance Officer	SRNA	Pending start date.
42104	CS	W	P	Secretary I	SR12	No action; cost savings.
FISCAL MANAGEMENT OFFICE						
118550	EX	N	T	Chief Financial Management Advisor	SRNA	Interviews completed and pending recommendation
41041	CS	N	P	Fiscal Officer I	SR26	Employee resigned 08/03/09.
41253	CS	N	P	Secretary II	SR14	Position description in review at DHS Office.
98903K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
ACCOUNTING SECTION						
41252	CS	N	P	Accountant IV	SR22	Interviews completed; pending recommendation.
46278	CS	N	P	Accountant II	SR18	Per DHRD memo unable to recruit as of 7/15/09
22265	CS	W	P	Account Clerk III	SR11	Unable to fill; state funded.
5854	CS	W	P	Accountant II	SR28	Unable to fill; state funded.
ASSET MANAGEMENT OFFICE						
96908K	T	N	P	Office Assistant III	SR10	No action; cost savings.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
PROCUREMENT OFFICE						
117691	EX	N	T	Contract Specialist	SRNA	Interviews scheduled for 8/17 - 8/21/09
117689	EX	N	T	Housing Contract Specialist	SRNA	Interviews scheduled for 8/17 - 8/21/09
100882	EX	N	T	Contracts & Procurement Officer	SRNA	Continuous recruitment.
31664	CS	W	P	Procurement & Supply Specialist II	SR20	No action; cost savings.
CONSTRUCTION MANAGEMENT BRANCH						
25649	CS	N	P	State Housing Dev Administrator	EM07	Interviews completed and pending recommendation.
2800	CS	W	P	Secretary II	SR14	No action; cost savings.
102205	SH	N	T	Student Helper II	NA	No action; cost savings.
CONSTRUCTION MANAGEMENT SECTION						
5857	CS	N	P	Secretary II	SR14	Position description in review at DHS Office.
48707	CS	N	T	Office Assistant III	SR08	89 day appointment.
CONSTRUCTION MGMT UNIT 1						
105633	EX	W	T	Housing Warranty & Inspection Supr.	SRNA	State funded unable to fill.
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	State funded unable to fill.
100202	EX	W	T	Project Engineer	SRNA	State funded unable to fill.
CONSTRUCTION MGMT UNIT 2						
102676	EX	W	T	Engineer (Building) IV	SRNA	State funded unable to fill.
DEVELOPMENT SUPPORT SECTION						
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
INFORMATION TECHNOLOGY OFFICE						
51820	CS	N	T	Office Assistant III	SR08	No action cost savings.
100388	EX	N	T	HPHA Systems Analyst	SRNA	No action cost savings.
106429	EX	N	T	HPHA Systems Analyst	SRNA	No action cost savings.
PERSONNEL OFFICE						
6627	CS	N	P	Personnel Clerk IV	SRII	Per DHRD memo unable to recruit as of 7/15/09.
51784	CS	N	T	Office Assistant III	SR08	No action; cost savings.
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Housing Planner	SRNA	No action; cost savings.
98902K	EX	N	P	Office Assistant III	SR08	No action; cost savings.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
8751	CS	N	P	Public Hsg Mgr VI	SR26	Per DHRD memo unable to recruit as of 7/15/09.
96904K	EX	N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
6182	CS	N	P	Secretary III	SR16	No action; cost savings.
32210	CS	W	P	Office Assistant III	SR08	No action; cost savings.
CENTRAL MAINTENANCE SERVICES						
5968	CS	N	P	Welder I	BC10	No action; cost savings.
PMMSB-APPLICATION SERVICES UNIT						
117850	CS	N	T	Public Hsg Spclt II	SR18	Per DHRD memo unable to recruit as of 7/15/09.
ASSET MANAGEMENT PROJECT 30 (MU 1)						
2802	CS	N	P	Public Housing Supervisor V	SR24	Ee start date 07/13/09.
6307	CS	N	P	Public Housing supervisor IV	SR22	Per DHRD memo unable to recruit as of 7/15/09.
5636	CS	N	P	Public Housing Spclt II	SR18	No action; cost savings.
6171	CS	N	P	Account Clerk II	SR08	No action; cost savings.
6791	CS	N	P	General Laborer II	BC03	No action; cost savings.
4940	CS	N	P	General Laborer I	BC02	No action; cost savings.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
105756	TA	N	T	General Laborer I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 31 (MU 2)						
5855	CS	W	P	Secretary I	SR12	Stated funded unable to recruit.
30242	CS	N	P	Office Assistant III	SR08	Interviews completed; no recommendation.
10376	CS	N	P	Building Maintenance Worker I	BC09	Per DHRD memo unable to recruit as of 7/15/09.
10879	CS	N	P	Building Maint. Worker I	BC09	No action; cost savings.
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
32407	CS	N	P	General Laborer I	BC02	No action; cost savings.
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
101119	TA	N	T	General Laborer I	BC02	Applicant declined.
101135	TA	N	T	Office Assistant I	SRNA	No action; cost savings.
101137	TA	N	T	Janitor II	BC02	Applicant declined.
101128	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 32/33 (MU 3)						
5035	CS	N	P	Public Housing Supvr IV	SR22	Per DHRD memo unable to recruit as of 7/15/09.
9619	CS	N	P	Secretary I	SR12	Recommendation made and pending start date.
6286	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
46195	CS	N	P	Social Service Asst IV	SR11	Pending request to fill from supervisor.
8834	CS	N	P	Bldg Maint Wkr I	BCO9	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 34 (MU 4)						
6693	CS	W	P	Public Hsg Spvr IV	SR22	State funded unable to fill.
23696	CS	W	P	Public Hsg Spclt II	SR18	State funded unable to fill.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.
8842	CS	N	P	Painter I	BC09	Pending start date.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
6565	CS	N	P	General Laborer I	BC02	Recommendation made and pending start date.
ASSET MANAGEMENT PROJECT 35 (MU 5)						
41258	CS	N	P	Bldg. Maint. Wkr II	WS09	Per DHRD memo unable to recruit as of 7/15/09.
23574	CS	N	P	Bldg. Maint Wkr I	BC09	Per DHRD memo unable to recruit as of 7/15/09.
5640	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
10866	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	State funded unable to fill.
41666	CS	N	P	Public Hsg Spclt II	SR18	Per DHRD memo unable to recruit as of 7/15/09.
8846	CS	N	P	Bldg. Maint. Wkr I	BC09	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
ASSET MANAGEMENT PROJECT 37 (MU 7)						
8719	CS	N	P	Secretary I	SR12	No action; cost savings.

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
15721	CS	N	P	Building Maint Worker I	BC09	Per DHRD memo unable to recruit as of 7/15/09.
ASSET MANAGEMENT PROJECT 38 (MU 8)						
41349	CS	N	P	Public Housing Supervisor IV	SR20	Per DHRD memo unable to recruit as of 7/15/09.
119285	CS	N	T	Public Housing Specialist III	SR 19	Position description in review at DHS Office.
119260	CS	N	P	Public Housing Specialist II	SR18	Pending eligible listing from DHS.
8756	CS	N	P	Bldg Maint Wkr I	BC09	Pending eligible listing from DHS.
17576	CS	N	P	Bldg Maint Wkr I	BC09	Pending eligible listing from DHS.
10541	CS	N	P	Bldg Maint Helper	BC05	Pending eligible listing from DHS.
43948	CS	N	P	General Laborer II	BC03	89day hire started 07/15/09.
102241	TA	N	T	General Laborer I	SRNA	Pending start date.
102242	TA	N	T	General Laborer I	SRNA	Continuous recruitment
ASSET MANAGEMENT PROJECT 39 (MU 9)						
23050	CS	N	P	Public Hsg Spvr IV	SR20	No action; cost savings.
6352	CS	N	P	Secretary I	SR12	Recommendation made and pending start date.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	Per DHRD memo unable to recruit as of 7/15/09.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Clerk I	SR04	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
102048	EX	W	P	Property Management Specialist	SR22	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	State funded unable to fill.
RESIDENT SERVICES SECTION						
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
51818	CS	N	T	Office Assistant III	SR08	No action; cost savings.
103036	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	SRNA	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SR05	Pending recommendation.
SECTION 8 - INSPECTION UNIT						
101214	EX	N	T	Lead Housing Inspector	SRNA	No action; cost savings.
119190	CS	N	T	Housing Quality Standards Inspector II	SR15	No action; cost savings.
119199	CS	N	T	Housing Quality Standards Inspector II	SR15	No action; cost savings.
101130	TA	N	T	Office Assistant II	SR04	No action; cost savings.
ENT SUBSIDY PROGRAMS BRANCH (S8S)						
41280	CS	N	P	Public Hsg Supervisor V	SR24	Per DHRD memo unable to recruit as of 7/15/09.
RENT SUBSIDYSECTION 1						
40643	CS	N	T	Office Assistant IV	SR10	Per DHRD memo unable to recruit as of 7/15/09.
29009	CS	N	P	Office Assistant III	SR08	No action; cost savings.
9647	CS	N	P	Public Hsg Spclt II	SR18	Ee retired as of 07/31/09.
46983	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
RENT SUBSIDY SECTION 2						
111419	CS	N	P	Office Assistant IV	SR10	Per DHRD memo unable to recruit as of 7/15/09.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111465	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111467	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111468	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111469	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant II	SRNA	Applicant Declined

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
As of August 5, 2009

Branch	Section	Total Full Time Positions Civil Svc	Exempt	Total	Occupied	Vacant	% Vacant	Active Recruitment Yes	No
Office of the Executive Director		5	3	8	8	0	0.00%	0	0
		5	3	8	8	0	0.00%	0	0
Planning and Evaluation Office		1	2	3	1	2	66.67%	0	2
		1	2	3	1	2	66.67%	0	2
Compliance Office		1	3	4	2	2	50.00%	0	2
		1	3	4	2	2	50.00%	0	2
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	3	0	0.00%	0	0
		1	2	3	3	0	0.00%	0	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	1	1
	Acctg Sec	10	0	10	6	4	40.00%	2	2
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	2	0	0.00%	0	0
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		20	1	21	14	7	33.33%	3	4
Information Technology		1	5	6	3	3	50.00%	0	3
		1	5	6	3	3	50.00%	0	3
Personnel Office		4	1	5	3	2	40.00%	0	2
		4	1	5	3	2	40.00%	0	2
Procurement Office		5	4	9	5	4	44.44%	2	2
		5	4	9	5	4	44.44%	2	2
Construction Mgt. Branch		2	0	2	0	2	100.00%	1	1
	CMS	3	0	3	1	2	66.67%	2	0
	CMS I	2	7	9	7	2	22.22%	0	2
	CMS 2	5	3	8	6	2	25.00%	0	2
	DSS	1	2	3	2	1	33.33%	0	1
		13	12	25	16	9	36.00%	3	6
Homeless Branch	Homeless	1	9	10	10	0	0.00%	0	0
		1	9	10	10	0	0.00%	0	0
Section 8 Branch	Sec 8 Office	2	0	2	1	1	50.00%	1	0
	Insp Unit	1	7	8	5	3	37.50%	0	3
	Rent Sub Sec 1	14	0	14	9	5	35.71%	0	5
	Rent Sub Sec 2	12	0	12	5	7	58.33%	0	7
		29	7	36	20	16	44.44%	1	15
Property Management & Maint. Services Branch	PMMSB	3	1	4	1	3	75.00%	1	2
	MGT SEC	2	0	2	1	1	50.00%	1	0
	APP	7	0	7	6	1	14.29%	0	1
	RSS	3	8	11	7	4	36.36%	0	4
	PMCS	1	4	5	3	2	40.00%	0	2
	CMSS	20	0	20	19	1	5.00%	0	1
	Puuwai Momi - AMP 30	25	0	25	21	4	16.00%	0	4
	Kalihi Valley - AMP 31	28	0	28	21	7	25.00%	2	5
	Mayor Wright - AMP 32/33	34	0	34	29	5	14.71%	2	3
	Kalakaua - AMP 34	28	0	28	25	3	10.71%	0	3
	Kalanihuia - AMP 35	29	0	29	22	7	24.14%	3	4
	Hilo - AMP 37	15	0	15	13	2	13.33%	1	1
	Kauai - AMP 38	16	0	16	9	7	43.75%	7	0
	Maui - AMP 39	13	0	13	10	3	23.08%	2	1
		224	13	237	187	50	21.10%	19	31
TOTAL		**305**	**64**	**369**	**273**	**96**	**26.02%**	**28**	**68**

Approved for the Executive Director
August 20, 2009

FOR INFORMATION

SUBJECT: Hawaii Public Housing Authority 2009 Annual Compliance Review Report for Performance Based Contract Administration

I. FACTS

A. In November 2000, the Housing and Community Development Corporation of Hawaii (HCDCH) began administering Hawaii Section 8 New Construction Housing Assistance Payments contracts for the U. S. Department of Housing and Urban Development (HUD). The program is known as Performance Based Contract Administration (PBCA).

B. On May 1, 2004, the Housing Authority of the City of Bremerton, now known as Contract Management Services (CMS), became the HCDCH's subcontractor for the PBCA work. CMS performs 14 of the 16 Incentive Based Performance Standards Tasks required by HUD. These tasks include processing monthly subsidy payments, approving contract rent increases, processing contract renewals, acting as liaison between Managers/Owners and HUD and conducting annual Management and Occupancy Reviews to ensure that subsidized properties comply with HUD regulations.

C. In addition to monitoring monthly reports prepared by HPHA and CMS, HUD conducts an Annual Compliance Review (ACR) of the work. The ACR involves site visits and reviews of project files as well as reviews of contract administrator's files by HUD staff from the San Francisco and Honolulu offices. The ACR is to assess the degree to which the PBCA Contractor is performing in accordance with the contract.

II. DISCUSSION

A. In April and May, 2009 HUD conducted its ACR of HPHA's contract performance for the period May, 2008 through April, 2009.

B. On July 7, 2009 HPHA received the ACR report from HUD which reported that the Compliance Review Team gave HPHA an excellent rating for its performance. The high ratings are due in large part to the expertise and customer service orientation of CMS.

Attachment

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

Reviewed by: Stephanie L. Fo, Property Management and Maintenance Services Branch Chief

U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
600 Harrison Street, 3rd Floor
San Francisco, California 94107-1387
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JUL 07 2009

Chad K. Taniguchi, Executive Director
Hawaii Public Housing Authority
1002 North School Street
Honolulu, HI 96817

Dear Mr. Taniguchi:

Subject: Hawaii Public Housing Authority 2009 Annual Compliance Review Report

The Compliance Review Team (CRT) has completed its report for HPHA's 2009 Annual Compliance Review (ACR). The performance period evaluated during the ACR was from May 2008 through April 2009.

Five projects were randomly selected for this year's on site reviews. These projects are Keola Hoonanea, Arc of Hawaii #7, HARC III, Makalapa Manor, and Hale O Hauoli Elderly. The purpose of an Annual Compliance Review is for HUD to assess the degree to which Performance Based Contract Administrators (PBCAs) perform in accordance with the PB-ACC, in general, and the Acceptable Quality Levels (AQLs) for each of sixteen Incentive-Based Performance Standards (IBPS), in particular.

PBCAs must complete all tasks described in Exhibit A of the PB-ACC, including both requirements specifically designated as Incentive-Based Performance Standards and all other requirements. PBCAs are also required to keep certain data systems, such as HUD's Integrated Real Estate Management System (iREMS), current.

Issues, problems, or concerns in each of the scheduled core IBPS task areas are identified and analyzed, to determine whether the PBCA has met the AQLs. Where appropriate, findings are made and required corrective actions are prescribed. Other deficiencies not classified as findings and do not require corrective actions, are noted on this report as observations. If, during the course of the review, the CRT determines that the PBCA has not complied with its obligations a disincentive, among other sanctions, may be applied.

The CRT evaluated HPHA's performance relative to the sixteen Incentive Based Performance Standards (IBPSs) and management of the initiative governed by the Annual Contributions Contract (ACC) for the review period. The CRT evaluated HPHA's general operations, financial management, systems, management capacity, on-site reviews of project records, monthly invoices, REMS, TRACS, LOCCS, SPM and PM reports. Much of the ACR was conducted remotely during April 2009. The CRT for the ACR consisted of:

- Frank Castro, Supervisory Project Manager, Las Vegas and Hawaii HUD Offices
- Carole Horiuchi, Project Manager, Hawaii Office
- Rod Dickson, Project Manager, Hawaii Office
- Ray Yamate, Program Assistant, Hawaii Office
- Danilo A. Dadios, CAOM, San Francisco Multifamily Hub
- Gwen Kelleher, Project Manager, San Francisco Office
- Rita Lee, Project Manager, San Francisco Office

Due to the Hawaii Build & Buy Green Conference and Expo, in which your staff provided valuable assistance in making the conference a success, a formal entrance conference was not held. However, an exit conference was held on May 21, 2009 at the HPHA office to discuss the ACR process, findings, observations, and to address questions and concerns. The CRT has given HPHA an excellent rating for its performance for the period of May 2008 through April 2009. HPHA's performance exceeded the ACC requirements; this is largely due to the experience, customer service orientation and excellence of your sub-contractor, CMS, and Mike Hee's overall management of the ACC. The below bullets provide a few examples of this.

- HPHA continues to provide a high level of customer service to HUD, business partners and program participants; one example of this is HPHA's participation in HUD, HI Office industry meetings and the Hawaii Build & Buy Green Conference.
- The CMS PBCA website continues to bring helpful tools, program guidance and keeps industry partners and program participants informed.
- To ensure a high level of performance, HPHA continues to implement its comprehensive quality assurance for IBPS 1, far exceeding ACC requirements. HPHA has heeded HUD's message in last year's ACR of carefully distinguishing material and significant issues as findings. This helps to cultivate better working relationship with HUD's industry partners in Hawaii.
- Contract renewals and Rent Adjustments are completed in an accurate and timely manner.
- IBPS 6: HPHA generally processes and pays vouchers on time even when owners and agents submit them late, ensuring properties have the operating funds they need to function properly.
- HUD Honolulu staff appreciated HPHA-CMS' presentation on its voucher review, processing, and reconciliation of monthly vouchers. This presentation helped HUD staff to understand and appreciate the complexity and importance of each step in the voucher review process.
- IBPS 7: HPHA continues to reconcile monthly vouchers with tenant eligibility certifications to insure that the right subsidies go to the right people.

- IBPS 9 & 10: HPHA consistently exceeds the time-frame requirements; for example, instead of responding to non-life-threatening complaints within two business days, HPHA generally responds immediately.
- For IBPS 16: HPHA requires not only certifications but back up documentation, such as work orders and/or invoices, to verify EH&S compliance.

HPHA's commitment to excellence better enables HUD to achieve its mission of delivering effective, high quality programs and services. We appreciate HPHA's cooperation, professionalism and customer service, during the ACR and throughout the year, and look forward to the continuing success of our partnership.

This year's CRT only reported observations in the MOR reports they reviewed, which do not require corrective actions. I am including with this letter a summary of the CRT's reports. If you have any comments, please send them to me, in writing, within 30 days of the date of this letter. Should you have any questions or require additional information, please contact Danilo A. Dadios, CAOM, at (415) 489-6609 or by email danilo.a.dadios@hud.gov.

Sincerely,

Angela Corcoran
Director of Operations
San Francisco Multifamily Hub

Enclosure