

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

**February 16, 2012
9:00 a.m.**

AGENDA

I. CALL TO ORDER/ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, January 19, 2012 (*Page 1-2*)
- B. Executive Session Minutes, January 19, 2012

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. FOR ACTION

- A. Motion: To Recognize the Kuhio Park Terrace (KPT) Towers I, LLC Resident Association (*Pages 3-5*)
- B. Motion: To Reappoint Ms. Arde Long-Yamashita to the Hawaii Public Housing Authority's ("HPHA") Kauai Eviction Board, Mr. Robert Hill to the HPHA Maui Eviction Board and Mr. Keith Biho to the HPHA Hilo Eviction Board for a Two-Year Term Expiring on February 28, 2014 (*Pages 6-16*)
- C. Motion: To Accept the HPHA's Single Audit Testing on Internal Controls and Compliance for Fiscal Year July 1, 2010 Ending June 30, 2011 and to Authorize the Executive Director to Submit the Single Audit to the U.S. Department of Housing and Urban Development (*Pages 17-45*)
- D. Motion: To Authorize the Executive Director to Reevaluate the Remaining Phases of Construction at Lanakila Homes and to Proceed with the Most Appropriate Course of Action (*Pages 46-51*)

- E. Motion: To Adopt Revisions to the HPHA’s Policy on Request for Reasonable Accommodations and Modifications Subject to Consultation with the Hawaii Government Employees Association and the United Public Workers Union **(Pages 52-63)**
- F. Motion: To Adopt Proposed Changes to the HPHA’s Admissions and Continued Occupancy Policy for Federally Assisted Public Housing Regarding its Language Access Policy **(Pages 64-72)**

V. REPORTS

- A. Board Task Force Reports: None
- B. Executive Director’s Report: **(Pages 73-122)**

Accomplishments for the Month of January 2012 Related to Public Housing; Section 8 Subsidy Programs; Construction Management Branch; Compliance Office; Planning & Evaluation Office: media inquiries, legislative; Fiscal Management Office; Contracts & Procurement; Information Technology Office; Personnel; and Hearing Office.

Planned Activities for Month of February/March 2012 Related to Pilot Programs for Non-Smoking in Public Housing, Resident Manager, Resident ID’s, Tenant Training, and Tutoring for Public Housing Students; Month-to-Month Lease for Public Housing Residents; HPHA Reorganization/Restructuring; ‘I Have A Dream Hawaii Housing’ Campaign; Security Measures at Mayor Wright Homes; and Ongoing HPHA Operations.

VI. FOR DISCUSSION/INFORMATION

- A. For Information: *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority Denise Wise in Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795) (Page 123)*

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board’s attorneys on questions and issues pertaining to the Board’s powers, duties, privileges, immunities, and liabilities as related to *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority; Denise Wise In Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)*

- B. For Information: Board Training by the National Center for Housing Management on the Fair Housing Act/Section 504 and ADA Regulations **(Pages 124-125)**

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.

- C. For Discussion: Strategic Vision and Goals for the Hawaii Public Housing Authority (*Pages 126*)

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

FOR ACTION

SUBJECT: Recognition of the Kuhio Park Terrace (KPT) Towers I, LLC Resident Association

I. FACTS

- A. In November 2010, the Hawaii Public Housing Authority (HPHA) agreed to lease the land to Kuhio Park Terrace (KPT) Towers I, LLC for 65 years. In the exchange for the sale of the structures, Michaels Development, the private development team, will renovate, manage and maintain the 555 units of the two towers. Out of the 555 units, 347 units are designated as federal public housing units.
- B. Public Housing Agencies have been mandated by Congress to comply with certain provisions under the Quality Housing and Work Responsibility Act of 1998. In addition, the U.S. Department of Housing and Urban Development has promulgated federal regulations governing resident councils and the election of a governing board for resident councils under volume 24 Code of Federal Regulations (CFR) part 964.

II. DISCUSSION

- A. Since August 2011, the KPT Towers I, LLC Resident Association have been working with Interstate Realty Management (IRM), their property management company, in order to comply with the federal requirements in volume 24 Code of Federal Regulations 964 Tenant Participation and Tenant Opportunities in Public Housing.
- B. On October 20, 2011, the KPT Towers I, LLC Resident Association conducted their elections with Ms. Stacie Brach, Property Manager and Mr. Domonic Inocelda of Susannah Wesley Community Center. They were the independent third party observers that verified the process was fair, impartial and conducted pursuant to the Resident Association's By-laws.
- C. On January 24, 2012, the KPT Towers I, LLC Resident Association held a general meeting to revise the resident association's By-laws. The majority of the members present adopted the revised By-laws.

- D. IRM, a local property management team that works for Michaels Development, in partnership with HPHA's Property Management and Maintenance Services Branch (PMMSB) has reviewed all submitted documents in conjunction with volume 24 Code of Federal Regulations part 964.

Review of the documents indicates the following:

1. KPT Towers I, LLC Resident Association By-laws conform to 24 CFR 964; and
2. Officers of the KPT Towers I, LLC Resident Association as elected on October 20, 2011 are:

President – Debbie Ta'amu
Vice-President – Vacant
Secretary – Kitela Aniol
Treasurer – Juliet Won
Sgt. at Arms – Lealofioamoa "Lofi" Hollins

- E. The following documents are on file and available for review:

1. Certification of Election Results; and
2. Kuhio Park Terrace (KPT) Towers I, LLC Residents Association By-laws.

III. RECOMMENDATION

That the HPHA Board of Directors Recognize the Kuhio Park Terrace (KPT) Towers I, LLC Resident Association.

Prepared by: Stephanie Fo, PMMSB Chief



Approved by the Board of Directors
on February 16, 2012

David Gierlach
Chairperson

Certificate of Recognition

Kuhio Park Terrace Towers I, LLC Resident Association February 16, 2012

Has met all the requirements of the U. S. Department of Housing and Urban Development under Volume 24 Code of Federal Regulations, "Tenant Participation and Tenant Opportunities in Public Housing" and is in conformance with the Hawaii Public Housing Authority, Board Resolution No. 31, and "Policy on Official Recognition of a Resident Association." Pursuant to their by-laws, Kuhio Park Terrace Towers I, LLC Resident Association has duly elected officers as of October 20, 2011. Therefore, be it known that the Hawaii Public Housing Authority Board of Directors hereby acknowledge and recognize the newly elected Kuhio Park Terrace Towers I, LLC Resident Association officers as the representative resident council.

David Gierlach
Chairperson

Hakim Ouansafi
Executive Director

005

February 16, 2012

FOR ACTION

SUBJECT: To Reappoint Ms. Arde Long-Yamashita to the HPHA's Kauai Eviction Board, Mr. Robert Hill to the Maui Eviction Board and Mr. Keith Biho to the Hilo Eviction Board for a Two-Year Term Expiring on February 28, 2014

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. Attached is a list of the current eviction board members by county and term appointments.

II. DISCUSSION

- A. Ms. Arde Long-Yamashita is a resident of public housing in Kauai. She has served as a volunteer case manager with the Department of Health Community Services with the developmentally disabled and mentally retarded for many years. She is also involved in other community activities and is a valuable asset to the Kauai Eviction Board. Ms. Long-Yamashita has expressed a willingness to serve as a member of the Kauai Eviction Board for an additional two-year term.
- B. Mr. Keith Biho is a resident of Hilo. He is currently employed with the Adult Probation Services of the Third Circuit Court as a social worker. His experience in the criminal process and social work provide valuable skills to

the board. Mr. Biho has expressed a willingness to serve as a member of the Hilo Eviction Board for an additional two-year term.

- C. Mr. Robert Hill is a resident of Maui. He recently retired from the Maui Police Department as a Commander with the Communication section. His working experience in criminal and drug related issues are a valuable asset to this eviction board. Mr. Hill has expressed a willingness to continue to serve the community as a member of the Maui Eviction Board for an additional two-year term.

III. RECOMMENDATION

That Ms. Arde Long-Yamashita be reappointed to the Kauai Eviction Board, Mr. Robert Hill be reappointed to the Maui Eviction Board and Mr. Keith Biho be reappointed to the Hilo Eviction Board for a Two-Year term expiring on February 28, 2014.

Attachments:

- A. List of Eviction Board Members and Term Appointments.
B. Resumes for Arde Long-Yamashita, Robert Hill and Keith Biho.

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

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

David Gierlach
Chairperson

Attachment A

**EVICITION BOARD MEMBERS
HAWAII PUBLIC HOUSING AUTHORITY
Initial Appointment/Current Expiration Dates**

Board Member	Initial Appointment Date	Current Expiration Date	Years Served as of July 2011
Oahu A:			
Douglas Kaya	03/17/05	03/31/13	6
Radiant Chase	01/25/02	07/31/13	8
Stanley Young	07/15/10	07/15/12	1
Jane Moana Gray*	06/21/07	06/30/13	4
Oahu B:			
Jane Moana Gray*	08/31/79	07/31/13	32
Earl Mente	12/19/97	07/31/13	14
Joyce Nakamura	02/20/98	07/31/13	14
Oahu C:			
Solomon Kuresa*	05/16/97	07/31/13	14
Sylvianne Young	12/19/97	07/31/13	14
Wayne Fujikane	05/10/05	07/31/13	6
Sylvia Wilmeth	11/18/10	11/31/12	New Member
Hilo:			
Jane Moana Gray**	06/21/07	06/30/13	4
James DeMello	01/22/98	07/31/13	13
Eleanor Garcia*	07/17/03	07/31/13	8
George DeMello*	09/20/07	07/31/13	4
Melvin Kawahara	01/15/09	01/31/13	2
Keith Biho	02/18/10	02/28/12	1
Kauai:			
Jane Moana Gray**	06/21/07	06/30/13	4
Gary Mackler	12/17/98	08/31/13	13
Ludvina Takahashi	06/14/01	08/31/13	10
Arde Long-Yamashita*	02/31/08	02/29/12	3
Kona:			
Jane Moana Gray**	06/21/07	06/30/13	4
Ross Oue	05/15/92	07/31/13	19
Valerie A. Robertson*	02/19/09	02/28/13	2
Arleila Andrade	09/15/10	09/31/12	1
Elaine Watai	05/09/11	05/31/13	New Member
Maui:			
Jane Moana Gray**	06/21/07	06/30/13	4
Mark Nishino	01/19/95	08/31/13	16
Robert G. Hill	03/01/08	02/29/12	3

* Resident Member

** Floating Resident Member (Attends hearing when quorum needed)

Revised 02/01/2012

Approved by the Executive Director 
February 16, 2012

FOR ACTION

SUBJECT: To Accept the Hawaii Public Housing Authority's Single Audit Testing on Internal Controls and Compliance for Fiscal Year July 1, 2010 Ending June 30, 2011.

I. FACTS

- A. The audit of the Hawaii Public Housing Authority's (HPHA) financial statements for fiscal year ending June 30, 2011, was performed by our independent auditor, KMH, LLP.
- B. KMH has also completed the single audit testing on internal controls and compliance. Management is drafting responses and corrective action plans in response to the auditor's findings. The single audit findings are submitted to the Federal Single Audit Clearinghouse.

II. RECOMMENDATION

That the Board of Directors Accept the Single Audit for the Fiscal Year Beginning July 1, 2010 and Ending June 30, 2011.

Attachment A: Single Audit Findings for Fiscal Year July 1, 2010 Ending June 30, 2011

Prepared by: Clarence Allen, Fiscal Officer 

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

David Gierlach
Chairperson

FOR ACTION

MOTION: To Authorize the Executive Director to Reevaluate the Remaining Phases of Construction at Lanakila Homes and to Proceed with the Most Appropriate Course of Action

I. FACTS

- A. Lanakila Homes is a federally assisted low-income family housing project constructed in three separate phases. The first phase (HA 1-04) was occupied in 1951. The second phase (HA 1-13) was occupied in 1961 with the third phase being occupied in 1962 (HA 1-14). The project originally consisted of (see Exhibit A – Original Site Plan):
1. 115 one and two-story duplex structures with a total of 30 one-bedroom, 66 two-bedroom, 88 three-bedroom and 46 four-bedroom units for a total of 230 residential units, and
 2. An Administrative Complex consisting of offices, maintenance shops, a community center and a motor pool/storage area.
- B. In 1999, the U.S. Department of Housing and Urban Development (HUD) approved the Hawaii Housing Authority's (predecessor to HPHA) application to demolish and construct new housing units at Lanakila Homes on the island of Hawaii.
- C. The demolition and construction proceeded in phases as described below. Project construction history (see Exhibit B – Current Site Plan):
1. Phase I was completed in February 2000:
 - a. Eighty-eight (88) units in forty-four (44) deteriorated structures were demolished;
 - b. Eighty (80) units in twenty (20) four-plex townhouse structures were constructed consisting of 2 one-bedroom, 30 two-bedroom, 36 three-bedroom and 12 four-bedroom units;
 - c. Total project cost was \$10,214,778 (\$127,684 per unit.)

2. Phase IIa was completed in April 2005:
 - a. Twenty-eight (28) units in fourteen (14) deteriorated structures were demolished;
 - b. Twenty-eight (28) units in seven (7) four-plex townhouse structures were constructed consisting of 14 two-bedroom, 10 three-bedroom and 4 four-bedroom units including sitework;
 - c. Total project cost was \$5,970,624 (\$213,237 per unit.)

3. Phase IIb was completed in November 2005:
 - a. Twenty (20) units in ten (10) deteriorated structures were demolished;
 - b. Twenty (20) units in five (5) four-plex townhouse structures were constructed consisting of 2 one-bedroom, 4 two-bedroom, 10 three-bedroom and 4 four-bedroom units including sitework;
 - c. Total project cost was \$5,174,911 (\$258,746 per unit.)

4. Phase IIIa/IV Demolition was completed in March 2009:
 - a. Twenty two (22) units in eleven (11) deteriorated structures were demolished for Phase IIIa and;
 - b. Ten (10) units in (5) deteriorated structures were demolished in Phase IV for the new fire station;
 - c. Total project cost was \$956,293.

5. Phase IIIa was completed in May 2011:
 - a. Twenty (20) units in five (5) four-plex townhouse structures were constructed consisting of 4 one-bedroom, 12 two-bedroom, and 4 three-bedroom units including sitework and new parking;
 - b. Total project cost was \$5,946,831 (\$311,635 per unit.)

- D. 68 vacant units are currently awaiting demolition.
 - 62 of the 68 total vacant units are currently on the Demo/Dispo Application approved by the HUD Special Applications Center (SAC)
 - 6 of the 68 total vacant units were approved by HUD SAC to be removed from that list for a volunteer effort in January 2009.

- E. In September 2010, the Board authorized the Executive Director to resubmit an application to HUD SAC to demolish & dispose of those 6 vacant units that were previously requested to be removed and instead demo the remaining 68 total units (34 buildings).
- F. Most of the buildings have been vacant for nearly 15 years and all the infrastructure, roofs, kitchen and bathrooms are not code compliance and deteriorated beyond repair. However, the foundation and much of the redwood walls can be salvaged. Rehab costs would range from ~\$125K - \$160K per unit, plus ~\$1.0M in design consultant fees for master planning and A/E work; and \$500K - \$800K for site work (including ADA compliance).
- G. The project site also requires street, parking and site work improvements (which would have occurred with the demolition and new construction project.)

II. DISCUSSION

- A. HPHA staff revisited the site on February 2, 2012 to assess current conditions to determine whether demolition and new construction or rehabbing the existing buildings was the more prudent course of action.
- B. The February 10, 2012 pre-bid conference and walk-thru for the demolition of the existing 31 structures remaining in Phase IIIb and IV was postponed until further notice.
- C. In order to proceed with a renovation of the remaining 62 units,
 - i. HPHA must submit another application to HUD requesting that the original 1999 Demo/Dispo Application be revised to allow all but the burned buildings be rescinded to allow for rehabilitation and modernization.
 - ii. With only 62 units standing, an additional 20 units must be added on the site to fully restore the 230 units in the one-to-one replacement plan. This change also may require a new master plan.
 - iii. HPHA will need to obtain Board approval, amend the Five Year and Annual PHA Plan, and secure HUD approval (both local and national).

III. STAFF RECOMMENDATION

That the HPHA Board of Directors grants authorize the Executive Director to reevaluate the remaining phases of construction at Lanakila Homes and to proceed with the most appropriate course of action.

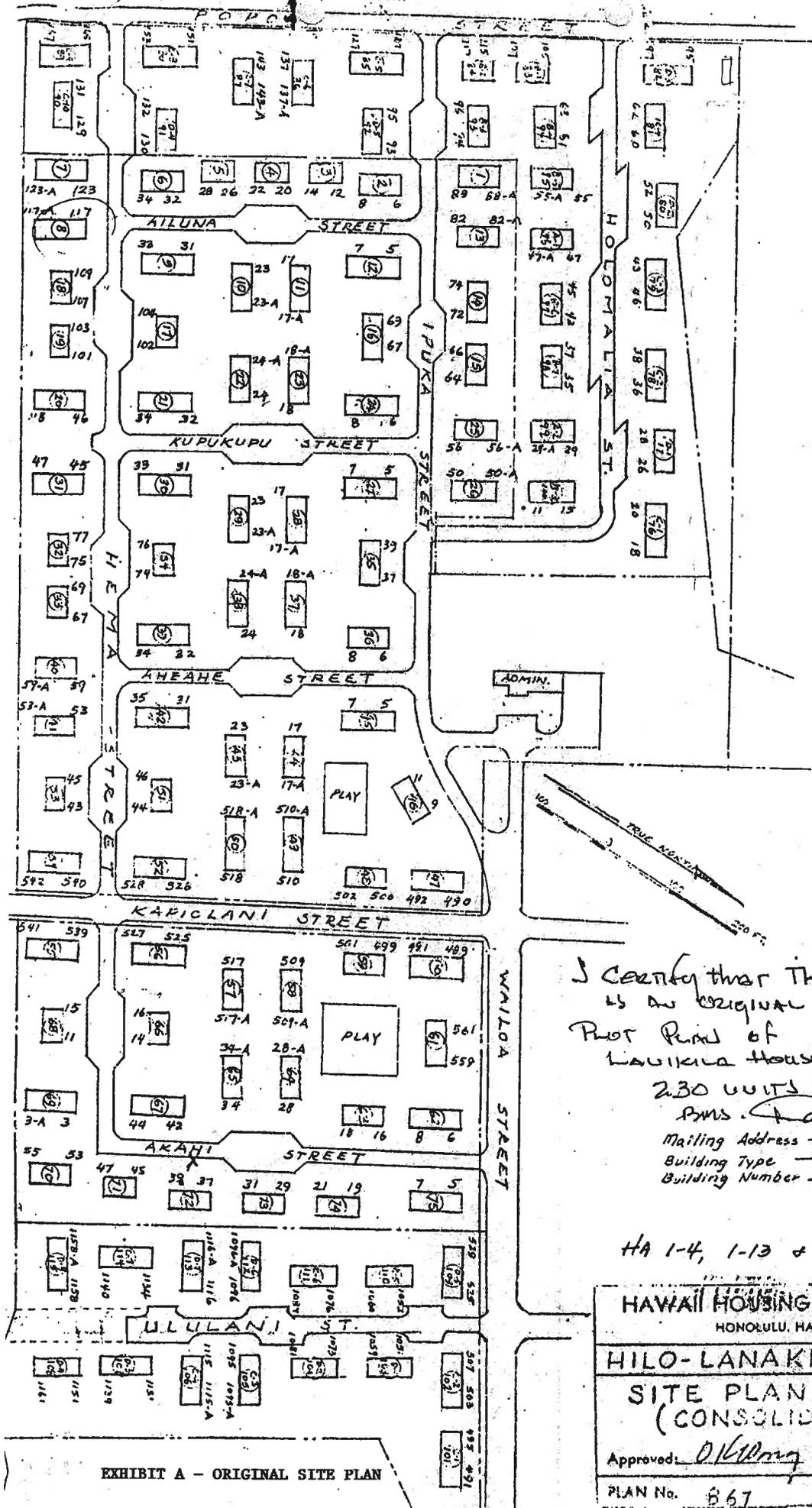
Exhibit A: Original Site Plan
Exhibit B: Current Site Plan

Prepared by: Mitchell H. Kawamura, Project Engineer

Reviewed by: Becky L. Choi, State Housing Development Administrator

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

David Gierlach, Chair



12/9/92

I certify that this
 is an ORIGINAL
 Plot Plan of
 Lanikila Housing
 230 UNITS
 PMS. *[Signature]*
 Mailing Address → 20 18
 Building Type → *[Symbol]*
 Building Number →

HA 1-4, 1-13 & 1-14

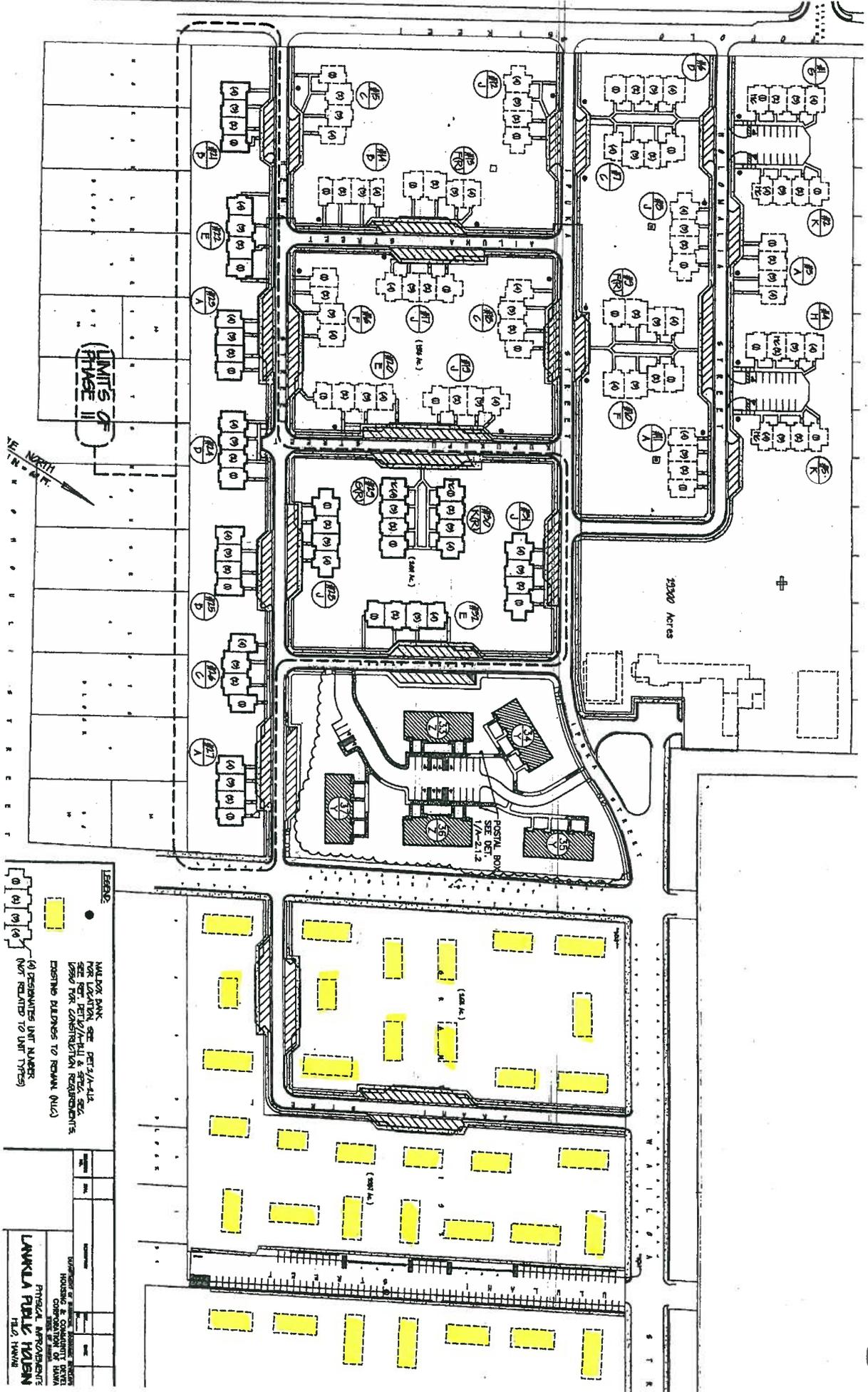
HAWAII HOUSING AUTHORITY
 HONOLULU, HAWAII

HILO-LANAKILA HO
 SITE PLAN DIAG
 (CONSOLIDATED)

Approved: *[Signature]* Scale: As Shown
 Date: F.E.E.

PLAN No. 867

EXHIBIT A - ORIGINAL SITE PLAN



(1) (2) (3) (4)
 (4) DESIGNATES UNIT NUMBER
 (NOT RELATED TO UNIT TYPES)

LEGEND:
 MAJOR PARK
 FOR LOCATION SEE DET. 1/1-4, 1.4
 SEE DET. 1/1-4, 1.4 & 1/1-5, 1.5
 SPACE FOR CONSTRUCTION REQUIREMENTS
 DESIGN BUILDINGS TO REMAIN (N/A)

DEPARTMENT OF LAND AND NATURAL RESOURCES
 HOUSING & COMMUNITY DEVELOPMENT
 CORPORATION OF HAWAII
LANIKA PARK, HONOLULU
 PHYSICAL IMPROVEMENT
 FIELD NUMBER

EXHIBIT B - CURRENT SITE PLAN

February 16, 2012

FOR ACTION

SUBJECT: To Adopt Revisions to the Hawaii Public Housing Authority's Reasonable Accommodations and Modifications Policy Subject to Consultation With the Hawaii Government Employees Association and the United Public Workers Union

I. FACTS

- A. In 2004, the U.S. Department of Housing and Urban Development (HUD) and the Department of Justice (DOJ) issued a joint statement regarding their mutual responsibility for the implementation and enforcement of the Fair Housing Act, which prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, familial status, and disability (HUD/DOJ Joint Statement).
- B. The Hawaii Public Housing Authority (HPHA) is committed to maintaining a policy of non-discrimination and prohibiting discriminatory practices in the operations, procedures, and programs it administers.
- C. The HPHA Board adopted revisions to the HPHA's Reasonable Accommodations and Modifications Policy on February 18, 2010.

II. DISCUSSION

- A. Further review of the HPHA's current policy indicates the following revisions are needed:
 - 1. The policy was revised to make a violation of the policy enforceable against the employee who intentionally refuses or fails to comply with the policy and procedures.
 - 2. The policy was revised to clarify that it is the applicant, resident, or employee's responsibility to request a reasonable accommodation.
 - 3. The policy was revised to clarify that employees are not permitted to disclose to confidential disability-related information or retaliate against

any individual who has exercised their right to request a reasonable accommodation or modification.

4. The policy was revised to clarify that the HPHA's reasonable accommodations and modifications policy and procedures apply to the privately managed projects.
 5. Technical revisions to the policy and procedures are required for consistency with the HUD/DOJ Joint Statement and HUD regulations.
- B. Attached is a copy of the revisions to the HPHA's Policy and Procedures on Reasonable Accommodations and Modifications. The proposed revisions are in blue text. The proposed changes were reviewed by the HPHA's consultant The National Center for Housing Management.
- C. All employees in all Branches/Offices will be provided a copy of the revised policy and procedures, and Managers/Supervisors will be required to ensure that the new policy is communicated to all staff no later than March 30, 2012.
- D. The proposed changes will also be presented to employees at the fair housing training sessions to be scheduled in the upcoming months.
- E. The Attorney General's office was consulted and the proposed changes were approved as to form and content.
- F. The unions were contacted for consultation and subsequently requested extensions to the review deadline. At the time of the preparation of the Board packet, the HPHA was still awaiting concurrence by the unions on the proposed revisions to the HPHA Reasonable Accommodations and Modifications Policy and Procedures.

(END OF SECTION)

III. RECOMMENDATION

That the Hawaii Public Housing Authority's Board of Directors adopt proposed changes to the Hawaii Public Housing Authority's Reasonable Accommodations and Modifications Policy, as attached in Attachment A, subject to union consultation.

Attachment A: Proposed revisions to the HPHA's Reasonable Accommodations and Modifications Policy and Procedures

Prepared by: Kiriko Oishi, Acting Chief Compliance Officer Kuo

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

David Gierlach, Chair

NEIL ABERCROMBIE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817

IN REPLY REFER TO:

ADMINISTRATIVE MEMORANDUM

ADMIN. NO. 4
February 16, 2012,
replacing Memo issued on February 18, 2010

To: All Offices, Branches, Sections, and Units

From: Hakim Ouansafi
Executive Director

Subject: **REASONABLE ACCOMMODATION AND MODIFICATION POLICY &
PROCEDURES FOR HAWAII PUBLIC HOUSING AUTHORITY
(HPHA)**

I. GENERAL

The purpose of this administrative memorandum is to establish that the Hawaii Public Housing Authority (HPHA) recognizes its obligations to reasonably accommodate individuals with disabilities in all phases of its operations. This includes applicants from housing operated by the HPHA, residents in housing managed by the HPHA, [including residents of privately managed housing projects owned by the HPHA](#), and employment applicants and the employees of HPHA.

[This policy supersedes the reasonable accommodations and modification policy and procedures adopted by the HPHA Board on February 18, 2010.](#)

II. POLICY

In accordance with the regulations, and in recognition of the HPHA's obligations, the HPHA's statement of non-discrimination policy is set forth in Resolution No. 24 (copy attached).

The HPHA will make reasonable accommodations and/or modifications to rules, policies, practices and procedures to enable an individual with a disability to benefit from the program(s) offered by the HPHA where the individual is an applicant, resident, or employee. The HPHA will make accommodations that are both *reasonable* and *necessary* to afford equal opportunity to an individual with a disability.

It shall be the responsibility of the HPHA or management company retained by the HPHA to explain its reasonable accommodations and modifications policy to all job and housing applicants, residents and employees. Since HPHA is prohibited from assuming any need for reasonable accommodations, it is the responsibility of the applicant, resident, or employee to request such an accommodation pursuant to this policy.

A “reasonable accommodation” is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including common and public areas.

A “reasonable modification” is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises.

“Employee” means an employee of the HPHA.

“Staff” or “staff person” includes employees of HPHA, entities and employees of entities contracted by the HPHA to manage or operate HPHA’s housing programs.

Each staff person shall be provided a copy of this reasonable accommodation policy. Each staff person shall comply with the following:

- A. When a staff person receives a request for a reasonable accommodation or modification from an applicant, tenant, or other program participant, the request must be reported as soon as practicable to the staff person’s supervisor. The word or phrase “reasonable accommodation” or “reasonable modification” does not need to be used. Any request for a change to HPHA rules, policies, practices and procedures, or facilities due to a disability may be considered a request for a reasonable accommodation;

- B. Disclosure or sharing of confidential disability-related information is prohibited, except for the specific purpose of making or assessing a decision to grant or deny a reasonable accommodation or modification request or when disclosure is required by law;
- C. Each staff person must cooperate with HPHA management to effect compliance with the reasonable accommodation/modification provisions of Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, as amended, and Title II of the Americans with Disabilities Act. Failure to comply with the reasonable accommodations law may result in a violation of fair housing laws and the payment of damages to the complainant;
- D. Retaliation against any individual who has exercised their right to request a reasonable accommodation/modification is prohibited.

II. PROCEDURES

It shall be the responsibility of all Office, Branch, Project, and Unit supervisors to disseminate or communicate this policy to all staff in a timely and appropriate manner. The HPHA Compliance Office shall have a Section 504/Fair Housing Officer who is responsible for monitoring the implementation of these policies, and recommending changes/updates to the HPHA's policy on non-discrimination.

A. Eligibility

In order to be eligible for a reasonable accommodation and/or modification, an individual must be considered an **individual with a disability** by federal and/or state law. A disabled person or person with a disability is defined as someone who:

1. Has a physical or emotional impairment which substantially limits one or more major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive.);
2. Is regarded as having such an impairment; or
3. Has a record of such an impairment.

The manager/supervisor or designated person receiving the request must explain to the individual their responsibility to provide the

appropriate request and verifications pertinent to the reasonable accommodation request when the disability and/or need for the accommodation are/is not obvious or apparent.

The HPHA should not inquire as to the nature and severity of an individual's disability. The HPHA should, however, explain to the individual the HPHA's rights to request relevant supplemental information, if the information submitted does not clearly explain the nature of the disability (for the purposes of verifying that the individual meets the Fair Housing Act's definition of disabled, when it is not "obvious or readily known"), need for accommodation, or does not otherwise clarify how the requested accommodation will assist the individual.

B. Process

1. A person with a disability does not need to personally make the reasonable accommodation request; the request can be made by a family member or someone else who is acting on his/her behalf. Staff may also assist an individual in completing the request form.

A reasonable accommodation request can be made orally or in writing. It is required that the staff person receiving the oral request, document the request in writing. This will help prevent misunderstandings regarding what is being requested, or whether the request was made.

If an oral request is made to a staff person who is not designated as a person to receive such requests, the staff person will as soon as practicable report the request to their supervisor or designated person to follow up with the person orally requesting a reasonable accommodation or modification.

2. Verification through a third party is the responsibility of the Asset Management Project, Branch, Section, or Office receiving the request. If additional information is needed a letter should be sent to the individual requesting the additional information or arranging to meet with the individual. Documentation is important to show the interactive process between HPHA and the individual.

Any request for which the individual's disability is "obvious or readily known" and the nexus between the disability request is

also “obvious or readily known” the HPHA shall not require additional verification to approve any request for reasonable accommodation or modification.

The person requesting a reasonable accommodation/modification may be asked to sign an authorization form to allow the HPHA to verify the need for an accommodation, whether the request is made in writing, orally, or on behalf of another. The person may refuse authorization. If authorization is refused, the request may be denied due to the HPHA’s inability to verify the need for the accommodation.

3. Any request for minor accommodations, or for which the individual’s disability is “obvious or known” and the nexus between the disability and the request is also “obvious or known” may be approved by the Project Manager and submitted to the Compliance Office within 5 working days of that approval, except where a request for reasonable modification would exceed \$1,000.00. Where a request for reasonable modification would exceed \$1,000.00, the Project Manager shall forward that request to the Compliance Office for approval.

For example, the approval of grab bars for a mobility impaired person, strobe lights for a hearing impaired person, or assistive/service animal for a vision impaired person may be approved by the Project Manager without prior consultation with the Compliance Office. All approved or denied requests, however, must be submitted within 5 working days to the Compliance Office for tracking and compliance monitoring.

4. If a person’s disability is not “obvious or readily known”, the disability must be verified. Once the disability has been verified the request must be faxed to the Compliance Office to determine whether a request is reasonable and necessary.
5. Upon determination, the Compliance Office will respond in writing at the address listed on the request form or in a manner understandable to the individual within 20 working days from the date of request, unless there is a need for additional verification or a delay in receiving the authorization and/or response from the individual. Approvals of minor accommodations and modifications delegated to Project Managers in #3 above will be communicated to the individual by the Project Manager.

6. HPHA will make accommodations and/or modifications that are both reasonable and necessary to afford an individual with a disability equal opportunity.
7. HPHA does not by law have to honor a request for reasonable accommodations which would result in:
 - a. A fundamental alteration in the nature of the program, which means that management does not have to provide services which are not presently being provided. In such a case, the individual may obtain service(s) on his or her own.
 - b. An undue financial **and** administrative burden. An undue financial burden means an accommodation which cannot be accomplished without a substantial financial investment which is prohibited by the nature and size of the program or could be accomplished only with a rent increase (prohibited by HUD) or a reduction in benefits and/or services to other tenants. An undue administrative burden means the accommodation would not easily be accomplished with existing staff and would require the hiring of additional staff. If the request requires staff to invest more than ten (10) hours per month, it is an administrative burden.
8. If an accommodation request falls into one of the **two** categories in #7 above, management will endeavor to identify an equally effective means of meeting the individual's need, not on preference.

Management may also, where a request is denied for reasons permitted by law, allow the individual to make modifications at their own expense. In some cases, HPHA may require the individual to escrow money so that any modification made can be restored at the conclusion of an individual's tenancy.

9. **Approved requests for reasonable accommodations and modifications will be addressed within a reasonable time by the appropriate staff, taking into consideration the resources available at the time. The requestor shall be kept informed of the status of any approved requests.**

10. Management will allow service animals essential for a physical or emotional disability, and may verify the need for this accommodation if the requestor's disability is not "obvious or known", or the need for the accommodation is not "obvious or known". The tenant is responsible for the conduct of the service animal at all times in a manner consistent with the lease.
11. If an individual believes that his/her reasonable accommodation request has been improperly handled or denied, the individual should contact the HPHA's Section 504/Fair Housing Officer at:

Kiriko U. Oishi
Section 504/Fair Housing Officer
P.O. Box 17907
Honolulu, Hawaii 96817
Telephone: (808) 832-4680
TTY: (808) 832-6083

12. This reasonable accommodation and modification policy and procedures also applies to employees of HPHA with disabilities that meet the definition of a person with a disability contained in this policy. Employees of HPHA with disabilities shall, subject to the limitations described in #6 above, be eligible for reasonable accommodations or modifications that will permit them to perform the essential functions of the job.
13. Consideration of all accommodation and/or modification requests shall be made on a case-by-case basis.
14. Individuals who believe they have been discriminated against on the basis of their disability may bring their complaint to the HPHA Section 504/Fair Housing Officer listed in #11 above, and may also file a complaint alleging discrimination with:

Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
451 Seventh Street, S.W. Room 5204
Washington, D.S. 20410

Or, by completing the on-line complaint form available on the HUD internet site: <http://www.hud.gov>

Employees of HPHA and applicants for employment with HPHA who believe they have been discriminated against on the basis of their disability may also file a complaint alleging discrimination with:

U.S. Equal Employment Opportunity Commission
Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Phone: 1-800-669-4000
TTY: 1-800-669-6820

III. VIOLATION OF POLICY

Employees of HPHA who fail to comply with this policy and procedures may be subject to disciplinary action, up to and including discharge, in accordance with the respective collective bargaining agreement.

IV. IMPLEMENTATION

This policy shall be effective as of the date of approval and shall remain in effect until cancelled or superseded.

Attachment: Acknowledgment (Appendix A)

ACKNOWLEDGMENT:

My signature below acknowledges that I have received, read, and understand the HPHA Administrative Memorandum (Admin No. 4).

I agree that it is my responsibility to be familiar with and know how to apply the policies, as well as existing laws to my particular job responsibilities and that failure to do so may result in further disciplinary action, which may include suspension or termination of my employment with HPHA.

Privately managed Asset Management Projects (AMPs) owned by HPHA shall follow the same policies. Failure to do so may result in contract termination in addition to other possible remedies.

If I do not understand the appropriate and legal course of action to take during my employment, I will review the Reasonable Accommodation Procedure and, discuss with my supervisor and take whatever other action is necessary.

Name (Please Print)

Signature

Date

Branch/Section/Unit/Office

FOR ACTION

SUBJECT: To Adopt Proposed Changes to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy for Federally Assisted Public Housing Regarding its Language Access Policy

I. FACTS

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) states "no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance," and the courts have ruled that the exclusion of Limited English Proficient (LEP) persons from our programs because of their inability to communicate in English, could be considered a form of national origin discrimination.
- B. Pursuant to Executive Order 13166, issued on August 11, 2000, and the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficiency Persons, published by HUD effective February 21, 2007, (HUD Final Guidance), recipients of federal financial assistance have a responsibility to ensure meaningful access to programs and activities by LEP individuals.
- C. Chapter 371, Hawaii Revised Statutes, also requires each state agency to take reasonable steps to ensure meaningful access to services by LEP individuals; to provide competent, timely oral language services to LEP individuals who seek to access services; and to provide written translations of vital documents to LEP individuals who seek to access services.

II. DISCUSSION

- A. The Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program (ACOP) governs the policies applicable to the Hawaii Public Housing Authority's Federally Assisted Public Housing Program.

- B. The Hawaii Public Housing Authority is committed to maintaining a policy of non-discrimination and prohibiting discriminatory practices in the operations, procedures, and programs it administers.
- C. The Hawaii Public Housing Authority's ACOP provides for full compliance with all federal, state, and local nondiscrimination laws and rules and regulations governing Fair Housing and Equal Opportunity in housing.
- D. In compliance with the above-cited federal and state laws, and federal guidance, the Hawaii Public Housing Authority seeks to adopt a policy regarding the provision of language accessibility in its federally funded low income public housing program, which would condense to writing the Hawaii Public Housing Authority's commitment to provide oral interpretation when necessary for LEP persons to access important benefits and services, and written translations of vital documents for eligible LEP groups.
- E. On July 1, 2011, the Department of Human Services issued and approved its Language Access Plan effective July 1, 2011 to June 30, 2013, which includes the Hawaii Public Housing Authority as an administratively attached agency. The DHS plan was previously distributed to the HPHA Board of Directors in August 2011. The proposed language access policy incorporates this Language Access Plan.
- F. On August 18, 2011, the Hawaii Public Housing Authority Board of Directors authorized the Executive Director to hold public hearings on the proposed changes to the ACOP, and the public hearings were scheduled on November 9 and 10, 2011, on all of its islands, including at three locations on Oahu, two on Hawaii island, and one each on Kauai and Maui, to gather public comments on the proposed revisions.
- G. A public notice was published in the Honolulu Star-Advertiser, Maui News, West Hawaii Today, The Hawaii Tribune Herald, and Garden Island News 30 days prior to the scheduled hearings to inform the public about the public hearings.
- H. The proposed revisions to the ACOP were brought before the Resident Advisory Board and the changes were discussed. Presidents of all the Resident Associations were also notified of the public hearings by mail and encouraged their residents to participate in the public hearings and to comment.
- I. In addition, notice of the public hearings was enclosed in the October and November rent inserts to all of the tenants. Notice of the public hearings was also translated into Chinese, Korean, Chuukese, Marshallese, and Vietnamese, and posted at all public housing projects.

- J. On November 9 and 10, 2011, the Hawaii Public Housing Authority conducted public hearings at the designated locations. Attached are comments received from attendees and from members of the Resident Association.
- K. The Department of the Attorney General was consulted and the proposed changes were approved as to form and content.

III. RECOMMENDATION

That the Hawaii Public Housing Authority's Board of Directors Adopt proposed changes to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program regarding its Language Access Policy, as included in Attachment B.

- Attachment A: Department of Human Services Language Access Plan effective July 1, 2011-June 31, 2012 (A copy was previously distributed in August 2011. Duplicate copies are available upon request.)
- Attachment B: Draft Proposed Changes to the Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program
- Attachment C: Comments from the Public Hearings Held on November 9 and 10, 2011, Regarding the Proposed Language Access Policy

Prepared by: Kiriko Oishi, Acting Chief Compliance Officer Kuo

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

David Gierlach, Chair

Attachment B

New Section F in Chapter 1 of the Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program

F. Language Access Policy

It is the policy of the PHA to comply with all Federal, State, and local nondiscrimination laws and with rules and regulations governing language access, and subsequent modifications thereto, including:

- Title VI of the Civil Rights Act of 1964;
- Chapter 515, Hawaii Revised Statutes;
- Section 371-31, Hawaii Revised Statutes; and
- United States Department of Housing and Urban Development, Notice of Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, published in the Federal Register on January 22, 2007,

which are hereby incorporated in whole by reference.

Language for Limited English Proficient (LEP) persons can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the federally assisted public housing program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, which provides that no person shall "on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance[,]" and Title VI regulations against discrimination on the basis of national origin. Recipients of federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by LEP persons to the federally assisted public housing program.

The PHA will take reasonable steps to communicate with people who need services or information in a language other than English to ensure meaningful access to its federally assisted public housing program. These persons will be referred to as Persons with Limited English Proficiency (LEP).

To determine the level of access needed by LEP persons, the PHA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the federally assisted public housing program; (2) the

frequency with which LEP persons come in contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the PHA and costs. Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the PHA.

Language Access Plan

The Department of Human Services' Language Access Plan is adopted, as amended, and attached hereto as Exhibit B.

Language Access Action Plan

The PHA shall establish a Language Access Action Plan and shall revise the plan using the four-factor analysis as necessary to address the changing needs of the LEP population it serves (provided that if the PHA completes the four-factor analysis to decide what language assistance services are appropriate, and determines that the PHA serves very few LEP persons and the PHA has very limited resources, it is not necessary for the PHA to implement the written plan, but will consider alternative ways to provide meaningful access).

The Language Action Plan shall provide:

- How to identify LEP persons who need language assistance;
- How to provide language assistance to LEP persons;
- Provisions on the training of staff;
- Notice to LEP individuals of language assistance services; and
- Monitoring and updating of the Language Access Action Plan.

Oral Interpretation

Upon request, a competent interpreter will be provided in a timely manner, free of charge to the LEP person, for any hearing or other situation in which communication between the LEP person and the PHA staff is necessary to access important benefits and services, especially when the loss of a benefit or service is at stake. The PHA may offer to schedule appointments for LEP persons at specified times to minimize wait times and ensure the availability of competent interpreters, provided that use of an appointment facilitates the provision of language assistance and does not impede or delay the LEP person's access to communication with the PHA.

When LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter chosen by the LEP person may be a family member or friend, but may not be a minor. However, the PHA shall not require a LEP person to use family members or friends to provide interpretation or translation services.

If, after the offer of a free interpreter in the LEP person's primary language, the LEP person elects to use a family member or friend to provide interpretation, the PHA shall take reasonable steps to determine:

- Whether the individual providing the interpretation is competent to provide this service; and
- Whether conflict of interest, confidentiality, or other concerns make use of the family member or friend inappropriate.

The PHA reserves the right to obtain a competent interpreter for the PHA's benefit in the event the LEP person uses an interpreter of their own choosing.

The PHA shall also provide oral interpretation for timely and effective telephone communication between the PHA staff and LEP persons.

Written Translations

To comply with written translation obligations, the PHA shall take the following steps:

- The PHA will provide written translations of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered; or
- If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, the PHA need not translate vital documents, but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of vital documents, free of cost to the LEP person.

Translation of documents that are not vital documents, if needed, may be provided orally.

Availability of Free Language Assistance

The PHA will provide notice to LEP persons of the provision of free language assistance by displaying posters and flyers prominently in waiting rooms, reception areas, and other initial points of entry, and by including flyers in applicant packets and informational material disseminated to the public.

Complaint Procedure

The PHA shall establish a complaint procedure for complaints by applicants and tenants of the federally assisted public housing program relating to language access.

Definitions

"Oral Interpretation" or "Interpretation" shall mean the act of listening to something in one language and orally translating it into another.

“Person with Limited English Proficiency” or “LEP person” shall mean a person who does not speak English as his or her primary language and who has limited ability to read, write, speak, or understand English in a manner that permits him or her to communicate effectively with the PHA and have meaningful access to and an equal opportunity to participate fully in the federally assisted public housing program, and includes public housing program applicants and tenants and their household members.

“Vital documents” shall mean generic widely used written materials of the PHA including:

- Notices advising LEP persons of free language assistance;
- Application forms to participate in the PHA’s federally assisted public housing program;
- Written notices of rights, denial, loss, or decreases in benefits or services;
- Written notices of hearings;
- Notices of eviction; and
- Leases and project rules.

“Written translation” or “translation” shall mean the replacement of a written text from one language into an equivalent written text in another language.

Attachment C: Comments Regarding the Proposed Language Access Policy

- From the Public Hearings Held on November 9 and 10, 2011
 - o A testifier commented that it was a good proposal, and clarified that it would apply to all non (English) speaking people.
 - o A testifier asked whether people would have to pay for the interpreter.
 - Answer: The interpretation service, if the person qualifies for it, is free of charge to the individual.
 - o A testifier asked whether interpretation services would be provided for letters received by a tenant that is not related to housing nor from the housing agency.
 - Answer: The HPHA will try to accommodate as much as possible, but if it is not related to housing, that would not be covered by this policy.

- From the Resident Association Board meeting
 - o An individual commented that this should have been done earlier.
 - o An individual expressed concern as to whether these interpretation services can be provided even with budgetary constraints.
 - o An individual asked how the LEP individual will know that they can get an interpreter if they ask for one.
 - Answer: The HPHA will be creating flyers/posters in multiple languages that will inform all LEP individuals of the availability of interpretation services in their communications with the HPHA.
 - o An individual asked about what kind of notices will be translated. For example, whether all letters from management will be translated.
 - Answer: The HPHA is working on a Language Access Action Plan that will detail what type of written documents will be translated. In general, vital documents may be required to be translated, whereas oral interpretation may be provided for non-vital documents.
 - o An individual asked whether the new policy will require the HPHA to provide conflict resolution service to resident groups when there are divisions in the project community due to cultural differences.
 - Answer: The proposed policy does not address this issue.
 - o An individual commented that at their project, because 99% of their tenants are LEP, there is not a lot of resident input at the resident association

meetings. This individual proposed that the housing authority provide English education to LEP tenants, to enable them to participate in the resident association process.

- An individual commented that sometimes an LEP individual who speaks one language can also speak an entirely different language, and that can be used to bring the community together.
- An individual asked whether the policy included provisions about providing interpretation services at tenant association meetings.
 - Answer: The proposed policy does not address this issue. However, in general, the tenant association is separate from the HPHA and the HPHA does not provide services at the tenant association meetings. The tenant association would be responsible for providing interpretation services at their meetings.

**Executive Director's Board Status Report
January 2012/February 2012**

I. Accomplishments for the Month of January 2012

Major Programs

A. Public Housing

- AMP 32 (Mayor Wright Homes): 1) S.E.I. Electric finished installing additional lighting in dark areas. General Construction Maintenance Supervisor (89) day hire on board. 2) Completed Rent Delinquency Appointments for Mayor Wright Homes and partially for Kamehameha Homes.
- AMP 34 (Kalakaua Homes): 1) PHS I hired in 10/11 submitted notice of resignation effective 1/31/12. OA III, OA IV and ACII positions are vacant. 2) Kalakaua Laulima Disaster Preparedness for Residents. 200 residents attended informational presentation conducted by UH Manoa School of Nursing Students in partnership with AMP 34 Management, DOH Public Health Nurses, and Hawaii Civil Defense.
- AMP 35 (Kalanihulia): Security issues with the property's front door were addressed. Out of approximately 72 units, 19 tenants were awarded with a certificate for excellent housekeeping.
- AMP 38 (Kauai): 1) Completed 6-month delinquency payment plans for 12 tenants. 2) Public Relations regarding Applications (applications distributed at Adults with Disabilities Seminar, held at Chiefess Kamakahelei School on 1/28/12). 3) Conducted 2 Resident Association meetings (elections and construction scheduled).
- AMP 40 (KPT): 1) Potholes on Linapuni and Ahonui street have been filled. 2) Formed a Tenant Association Committee.
- AMP 46 (North Hawaii): Hale Hauoli and Ke Kumu Elua will be at 100% occupancy before the end of February. Noelani I and II community meeting held on 1/11/12. Health and Safety inspections completed for the AMP and had positive results.

B. Section 8 Subsidy Programs

- For Section 8 Subsidy Activities in January 2012. See Program Reports.

C. Construction Management Branch

Large Capacity Cesspools

- Contract documents for Willocks Construction are being executed to award work at Kealakehe, Hale Hauoli and Lokahi on the Big Island.

Administrative Services

A. Compliance Office

- Resolved approximately 29 tenant requests for reasonable accommodations under Section 504 of the Rehabilitation Act and the Fair Housing Act as follows:
 - 7 for transfers to ADA accessible or ground floor units.
 - 10 for transfers for other reasons.
 - 3 for installation and use of air conditioner.
 - 3 for service or comfort animals.
 - 1 for a reserved parking stall.
- Finalized revisions to HPHA reasonable accommodations law, consulted with unions on the revisions, and prepared for the adoption of the revised changes to the HPHA reasonable accommodations policy.

B. Planning and Evaluation Office (PEO)

- Monitored federal Notices of Funding Availability for potential grant opportunities.
- Continue to work with Information Technology Office to perform Geographic Information System (GIS) work.

Media Inquiries

- Worked with DHS Communications Office to develop press release regarding Weed and Seed.
- Developed press release for HPHA's "I have a Dream Campaign" and received follow up media inquiries.
- Received inquiry from Star-Advertiser real estate section regarding Kalakaua properties.
- Received and processed UIPA requests for information.

Legislative

- Coordinated introduction meetings with Executive Director and various legislators.

- Prepared testimony for Information Briefings for House Committee on Housing, House Committee on Finance and Senate Committee on Ways and Means.
- Corrected deficiency in reporting re: Act 178 – Department of Land and Natural Resources received report but did not accurately report it on their website.

C. Fiscal Management Office

For Fiscal Management Office Activities, see Financial reports.

D. Contracts and Procurement

For Solicitations and Contracts Issued in January 2012 see Program Reports.

E. Information Technology Office

- Set up 17 new computers at AMPs and PMMSB; Set-up will continue through January 2012.
- Created a Facebook page for the “I Have a Dream” Hawaii Housing Campaign.

F. Hearings Office

For Hearings Office Activities in January 2012 see Program Reports.

G. Personnel

Summary of HPHA Staffing Turnover for FY 2012

Staffing as of January 31, 2012, Full-time Equivalent positions:

Filled positions:	261
Vacant positions:	89
Total FTEs:	350
New Hires:	3
Resigned/Retired:	2

Recruitment:

Interviews held, results/ start date/job offers:	4 positions
Positions filled with 89-day appointments:	5 positions
Interviews scheduled:	5 positions

- Safety/Workers Compensation:
 - Received one injury with no lost time.
 - Injury/illness OSHA report posted as of 2/1/12.
- Labor Relations:
 - HPHA Management met with UPW Director and his staff regarding volunteers and special team task.
 - Assist managers in reviewing BU 1 sick leave abuse program.

II. Planned Activities for the Months of February/March 2012

Major Programs

The Office of the Executive Director is working and planning the following programs for the coming months. Any program requiring adoption of policy changes will be brought to the Board for formal adoption.

- **Pilot Programs for Non-Smoking in Public Housing**
The HPHA is working on identifying projects to implement a no smoking program including, but not limited to, identifying specific projects or buildings to implement the pilot program.
- **Resident Management Advisors (RMA)**
The HPHA is investigating the possibility of having resident management advisors and/or providing stipends to assist the RMA.
- **Resident ID's**
The HPHA intends to implement resident ID's statewide. The resident ID's would help to address security concerns at projects and assist law enforcement efforts when dealing with disturbances on property.
- **Resident Formation of Businesses**
The HPHA will encourage the formation of resident owned businesses and is considering partnering with organizations (such as the Small Business Administration) for training. Under section 3, resident owned businesses would receive a preference for any contract funded with HUD assistance.
- **Business Roundtable and Tenant Training**
The HPHA is investigating the possibility of holding a business roundtable or conference to increase training and employment opportunities for public housing tenants.
- **Tutoring for Public Housing Students**

The HPHA is planning to work with students from the University of Hawaii (and its associated colleges) to implement a tutoring program for grade school and middle school students.

- **Month-to-Month Leases**
The HPHA is investigating the possibility of implementing month-to-month leases for state public housing tenants.
- **Reorganization/Restructuring of HPHA**
The ED is assessing the current organizational structure of the HPHA and drafting a plan to address structural deficiencies through reorganization or restructuring of the HPHA. Part of the restructuring, includes reestablishing the Special Team (or A-Team) and pursuing the Multi-skilled workers program.
- **“I Have A Dream Hawaii” Campaign**
The HPHA continues to coordinate volunteer efforts for the “I Have a Dream Hawaii” Campaign. The VIP group has also assisted in coordinating individuals and groups for vacant unit repair. At the time of this report, nearly 150 vacant units were assigned to volunteer groups with a target ready date by the end of February 2012.
- **Security Measures at Mayor Wright Homes**
Staff continue to work on security measures at Mayor Wright Homes including but not limited to increased lighting, fencing, security cameras, tenant ID’s.

A. Public Housing

- Continue assessment of security needs and install/implement security features.
- Continue to assess personnel vacancies and hire critical positions at the AMPs and PMMSB Branch office.
- Coordinate volunteer work days under the “I Have a Dream Hawaii” campaign to turn vacant units. Monitor assignment of vacant units to applicants to ensure timely placement after the units are completed.
- Continue AMP monitoring statewide, with emphasis on vacant unit turnover, rent collection and occupancy.

B. Section 8 Subsidy Programs

- Continue to monitor lease-up of tenant based vouchers and rent supplement program
- Work with Department of Veteran’s Affairs to increase lease up of VASH vouchers

C. Construction Management Branch

- Continue to monitor expenditures of ARRA Capital Fund grant to close March 2012.
- Continue work with the AG's on potential litigation issues

Administrative Services

A. Compliance Office

- Continue to administer contract with National Center for Housing Management for HPHA self-evaluation and transition plan.
- Continue to monitor timely handling and responses to requests for reasonable accommodations and modifications
- Continue to work with the AG's on current litigation issues.

B. Planning and Evaluation Office

- Work with the Office of the Governor to prepare for the upcoming legislative session.
- Draft PHA Annual Plan public hearing scheduled for Thursday, February 9, 2012 6:00 p.m.
- Draft 17-2021 HAR amendment scheduled for public hearing March 23, 2012 at 1:00 p.m.

C. Fiscal Management Office

- Continue to work with vendor and ITO on conversion to Elite.

D. Personnel

- Continue recruitment/hiring for critical and vacant positions.

**HAWAII PUBLIC HOUSING AUTHORITY
Board Report – December 2011**

AGENCY TOTAL – Variance Analysis based on any increases(decreases) of 10% with the month of December being the basis for the variances.

I. INCOME STATEMENT

A. REVENUES:

Actual revenues for the month of December increased by \$1,028k or 14% versus Budget due to HUD Operating Subsidies increasing 27% or an increase of \$1,408k and decreases in COCC Fee income of \$(74)k (18)%, General Fund Income of \$(19)k or(19)%, Rental Income of \$(170)k or (11)% and \$(116)k or (37)% in Other Income. . The increase in the Operating Subsidies reflect a \$250k or 15% increase in the Housing Choice Voucher Program and a 81% or \$1,142k for Federal Low Rent Program reflecting the catch up in the last three months of the total subsidy allocated over the twelve months. COCC Fee(Management and Accounting Fees) Income decreased by 18% or \$(74)k due to units out of service but included in the Budget computation of fees. Rental Income decreased by (11)% or \$(170)k correspondingly due out of service units that were budgeted to be occupied.

B. EXPENSES:

Administrative:

Administrative Expenses reflected a decrease of \$164k due primarily to staffing positions for the month of December that were budgeted to be filled and are still vacant. There were also reductions in employee benefits, Office Expenses, Subscriptions, equipment purchases, travel and other administrative expenses offset by increases in Legal, Telephone and accounting and audit fees.

Asset Management Fees:

Asset management fees budgeted monthly will be calculated in the month of June 2012 when the profitability of each project is known since only projects with net income can pay to the Central Office Cost Center asset management fee.

Management and Bookkeeping Fees:

Fees are reduced due to the unit counts used in the budget computation were higher than the actual count due to estimate used in the budget.

Housing Assistance Payments(HAP):

Increase of (7)% or \$(248)k from budget due increase in HAP expense payment.

Tenant Services:

Tenant services reflect budgeted allocations.

Utilities:

decrease were Fuel 100% or \$39k (Should be budgeted in Maintenance re: fuel for Lawn mowers and weed wackers and vehicles), Sewer 10% or \$36k, Water 26% or \$52k and Other \$1k or 100%, offset by a (39)% increase in Electricity cost or \$(127)k, Gas (68)% or \$(62)k resulting in a net decrease in utilities expenses of (6)% or \$(59)k.

Maintenance:

Maintenance expenses showed a 25% decrease due decreases in Maintenance Salaries and Benefits, Contract costs and maintenance materials costs.

Protective Services:

Straight line of the costs in the Budget vs Actual costs allocation resulted in 59% or \$64k decrease for the month.

Insurance:

Reflect a 21% or \$16k decrease in accrual. Prior month reflected a reversal of a year-end accrual which lowered the monthly accrual for November.

General Expenses:

Additional depreciation from construction in progress being capitalized and depreciated \$(64k), P-Card Undistributed expenses \$(53k), Severance expenses \$(14k), and Extraordinary maintenance budgeted but not expended \$97k, bad debt \$12k and Other General expense \$18k variances.

OVERVIEW – Current Fiscal Year:

Year to date revenues exceed budget by 14% or \$1,028k and total expenses decrease by 4% or \$387k favorable resulting in a net income variance of \$1,415k or a 115% over budget on an accrual basis. On a cash basis(*After adding back Depreciation Expense and Bad Debt Write-Off*) reflected an increase in net income over budget of \$1,467 or 472%. In the calendar year 2012 increases in Utilities and medical insurance will take effect which should not adversely affect net income through June 30, 2012. In January also the new Subsidy allocation will take effect and the proposed reduction by HUD is 14% of the Operating Subsidy. Given the reduction in Subsidy, it is projected on a cash basis for revenues to exceed expenses at the end of the fiscal year by approximately \$4 to \$5 million given no other unforeseen reductions in revenues.

Overall there is enough cash in reserve available to cover expenses as projected.

II. BALANCE SHEET

ASSETS:

CASH:

Payments of Construction invoices net of Operating Subsidy resulted in a \$147k increase.

ACCOUNT RECEIVABLE:

Primarily decrease due to Tenant Account Receivable adjustments.

INTERPROGRAM DUE FROM:

Allocation of expenses paid to the various projects.

PROPERTY, PLANT & EQUIPMENT, NET:

The \$(974)k represents depreciation expense for the month of December.

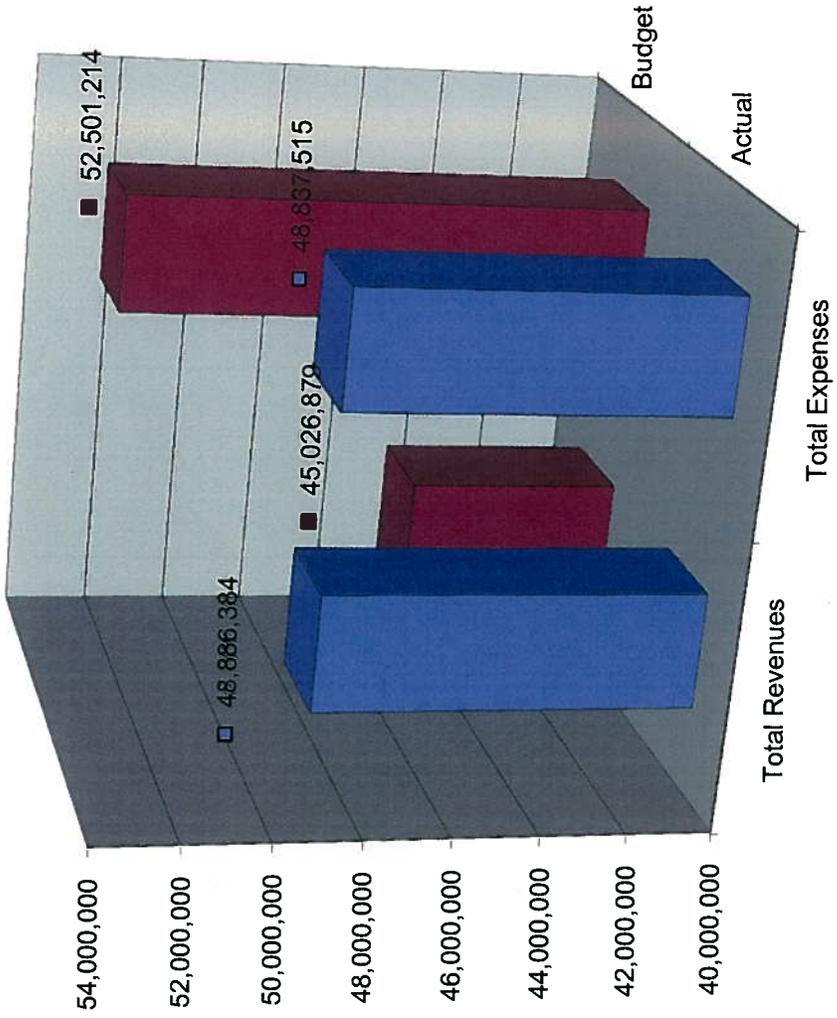
LIABILITIES AND EQUITY:

ACCOUNTS PAYABLE:

Contracts and Vendors payments.

OTHER LIABILITIES & DEFERRED INCOME:

HPHA December 31, 2011 Actual VS Budget



	Total Revenues	Total Expenses
Actual	48,886,384	48,837,515
Budget	45,026,879	52,501,214

HAWAII PUBLIC HOUSING AUTHORITY
AGENCY TOTAL

ACTUAL VS BUDGET COMPARISON
FOR THE FIVE MONTHS ENDING DECEMBER 31, 2011
(Amounts in Full Dollars)

MONTH OF DECEMBER, 2011		YEAR TO DATE ENDING DECEMBER 31, 2011				
Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
\$ 1,320,735	\$ 1,490,565	\$ (169,830)	-11%	\$ 9,345,608	\$ (1,259,124)	-13%
6,601,546	5,193,757	1,407,789	27%	32,934,772	2,892,781	9%
330,413	404,518	(74,105)	-18%	1,925,880	50,568	3%
85,141	104,426	(19,285)	-18%	36,743	452,641	1232%
199,385	315,650	(116,265)	-37%	-	(153,101)	0%
8,537,220	7,508,916	1,028,304	14%	46,902,620	1,983,765	4%
REVENUES						
Dwelling Rental Income						
HUD Operating Subsidies						
COCC Fee Income						
General Fund						
Grant Income						
Other Income						
Total Revenues	45,026,879	3,859,505	9%	46,902,620	1,983,765	4%
EXPENSES						
Administrative						
Asset Management Fees						
Management Fees						
Bookkeeping Fees						
Housing Assistance Payments						
Tenant Services						
Utilities						
Maintenance						
Protective Services						
Insurance						
General Expenses						
Total Expenses	52,501,214	3,663,699	7%	46,198,081	(2,639,434)	-6%
Net income(Loss)	(7,474,335)	7,523,205	101%	704,539	(655,669)	-93%
CASH BASIS:						
Net income(loss) per Above						
Add back non cash items:						
Depreciation Expense						
Bad Debt Expense						
TOTAL CASH BASIS	(1,934,595)	7,885,234	408%	2,646,779	3,303,860	125%

**CONSOLIDATED BALANCE SHEET
HAWAII PUBLIC HOUSING AUTHORITY
FUND FROM 130 TO 150, 007, 024, 181, 265, 318, 337
FOR PERIOD ENDING DECEMBER 31, 2011
AGENCY TOTAL**

	<u>December</u>	<u>November</u>	<u>Increase (Decrease)</u>
ASSETS:			
Cash	45,529,905	45,382,512	147,392
Receivables:			
Accrued Interest	646,097		
Tenant Receivables	4,988,719		
Other	1,676,648		
Less Allowance for Doubtful Accounts	3,690,594	3,748,421	(57,826)
Total receivables	1,951,620	1,996,158	(44,537)
Prepaid Expenses	953,962	950,596	3,366
Inventories	14,654,161	14,418,892	235,269
Interprogram Due From			
Total Current Assets	66,780,242	66,496,578	283,664
Property, Plant & Equipment:			
Land	21,451,327		
Buildings	499,169,582		
Furniture & Equipment	6,140,472		
Motor vehicles	1,355,056		
Construction in Progress	9,265,865		
Less: Accumulated Depreciation	(307,096,774)	231,259,386	(973,858)
Notes, Loans & Mortgage Receivable-Non Current	426,100	426,100	-
Other Long term assets	-	-	-
Total Assets	297,491,870	296,182,064	(690,194)

CONSOLIDATED BALANCE SHEET
HAWAII PUBLIC HOUSING AUTHORITY
FUND FROM 130 TO 150, 007, 024, 181, 265, 318, 337
FOR PERIOD ENDING DECEMBER 31, 2011
AGENCY TOTAL

	<u>December</u>	<u>November</u>	<u>Increase (Decrease)</u>
LIABILITIES AND EQUITY:			
Accounts Payable	66,688	1,039,689	(973,001)
Accrued Expenses	391,325	391,325	-
Accrued Salaries & Wages	502,125	502,125	-
Accrued Vacation	649,885	649,885	-
Tenant Security Deposits	780,584	780,617	(33)
Other Liabilities & Deferred Income	7,078,629	7,114,859	(36,230)
Interprogram Due To	7,627,744	7,491,661	136,084
Total Current Liabilities	17,096,980	17,970,160	(873,180)
Accrued Pension and OPEB Liability	6,029,526	6,029,526	-
Accrued Compensated Absences - Non Current	1,663,695	1,663,695	-
Accrued Expenses	129,336	127,452	1,884
Net Assets:			
Restricted Net Assets		1,900,129	
Unrestricted Net Assets		270,623,335	
Net Income Year to Date		48,870	
Total Equity	272,572,333	272,572,333	-
Total Liabilities & Equity	297,491,870	298,363,166	(871,296)

HAWAII PUBLIC HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM
ACTUAL VS BUDGET COMPARISON
FOR THE FIVE MONTHS ENDING DECEMBER 31, 2011
(Amounts in Full Dollars)

	MONTH OF DECEMBER, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	1,924,233	1,674,702	15%
	-	-	0%
	-	-	0%
	154,393	177,832	(23,439) -13%
Total Revenues	2,078,626	1,852,534	226,092 12%

	YEAR TO DATE ENDING DECEMBER 31, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	11,152,067	10,048,212	1,103,855 11%
	-	-	0%
	-	-	0%
	883,307.64	1,066,992	(183,684) -17%
Total Revenues	12,035,375	11,115,204	920,171 8%

	MONTH OF DECEMBER, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	1,924,233	1,674,702	249,531 15%
	-	-	0%
	-	-	0%
	154,393	177,832	(23,439) -13%
Total Revenues	2,078,626	1,852,534	226,092 12%

	YEAR TO DATE ENDING DECEMBER 31, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	11,152,067	10,048,212	1,103,855 11%
	-	-	0%
	-	-	0%
	883,307.64	1,066,992	(183,684) -17%
Total Revenues	12,035,375	11,115,204	920,171 8%

	MONTH OF DECEMBER, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	1,924,233	1,674,702	249,531 15%
	-	-	0%
	-	-	0%
	154,393	177,832	(23,439) -13%
Total Revenues	2,078,626	1,852,534	226,092 12%

	YEAR TO DATE ENDING DECEMBER 31, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	11,152,067	10,048,212	1,103,855 11%
	-	-	0%
	-	-	0%
	883,307.64	1,066,992	(183,684) -17%
Total Revenues	12,035,375	11,115,204	920,171 8%

	MONTH OF DECEMBER, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	1,924,233	1,674,702	249,531 15%
	-	-	0%
	-	-	0%
	154,393	177,832	(23,439) -13%
Total Revenues	2,078,626	1,852,534	226,092 12%

	YEAR TO DATE ENDING DECEMBER 31, 2011		
	Actual	Budget	Variance Amount %
\$	- \$	- \$	0%
	11,152,067	10,048,212	1,103,855 11%
	-	-	0%
	-	-	0%
	883,307.64	1,066,992	(183,684) -17%
Total Revenues	12,035,375	11,115,204	920,171 8%

**CENTRAL OFFICE COST CENTER
ACTUAL VS BUDGET COMPARISON
FOR THE FIVE MONTHS ENDING DECEMBER 31, 2011
(Amounts in Full Dollars)**

MONTH OF DECEMBER, 2011			
Actual	Budget	Variance Amount	%
-	56,161	\$ (56,161)	-100%
-	-	-	0%
277,715	343,092	(65,377)	-19%
52,698	-	52,698	0%
-	61,426	(61,426)	-100%
-	-	-	0%
-	50,000	(50,000)	-100%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
952	20,833	(19,881)	-95%
331,365	531,512	(200,147)	-38%

YEAR TO DATE ENDING DECEMBER 31, 2011					
Actual	Budget	Variance Amount	%	Prior Year	Variance Amount
-	336,966	\$ (336,966)	-100%	-	\$ -
-	-	-	0%	-	-
1,662,878	2,058,552	(395,674)	-19%	1,626,499	36,379
313,570	-	313,570	0%	299,381	14,189
-	368,556	(368,556)	-100%	-	-
-	-	-	0%	-	-
-	300,000	(300,000)	-100%	-	-
-	-	-	0%	-	-
-	-	-	0%	-	-
-	-	-	0%	-	-
-	-	-	0%	-	-
29,455	124,998	(95,543)	-76%	41,503	(12,048)
2,005,902	3,189,072	(1,183,170)	-37%	1,967,383	38,519

EXPENSES			
Actual	Budget	Variance Amount	%
434,108	519,404	85,296	16%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
32	52	20	39%
334	8,281	7,947	96%
65,033	62,538	(2,495)	-4%
21,721	22,219	498	2%
1,671	7,074	5,403	76%
24,421	110,589	86,168	78%
547,319	730,157	182,838	25%
\$ (215,954)	\$ (198,645)	(17,309)	-9%

2,228,448	3,180,606	952,158	30%	2,101,176	(127,272)
-	-	-	0%	-	-
-	-	-	0%	-	-
-	-	-	0%	-	-
-	-	-	0%	-	-
32	312	280	90%	-	(32)
44,600	49,686	5,086	10%	41,607	(2,993)
338,501	380,765	42,264	11%	344,255	5,754
122,710	133,314	10,604	8%	114,897	(7,813)
11,367	42,444	31,077	73%	35,738	24,371
148,241	663,486	515,245	78%	95,509	(52,732)
2,893,898	4,450,613	1,556,715	35%	2,733,183	(160,715)
\$ (887,995)	\$ (1,261,541)	\$ 373,546	30%	\$ (765,800)	(122,196)

CASH BASIS:

\$ (215,954)	\$ (198,645)	\$ (17,309)	-9%
669	101,372	(100,703)	-99%
-	-	-	0%
\$ (215,285)	\$ (97,273)	(118,012)	-121%

\$ (887,995)	\$ (1,261,541)	\$ 373,546	30%	\$ (765,800)	\$ (122,196)
4,015	608,184	(604,169)	-99%	411	3,605
-	-	-	0%	-	-
\$ (883,980)	\$ (653,357)	(230,623)	-35%	\$ (765,389)	(118,591)

FEDERAL LOW RENT PROGRAM
ACTUAL VS BUDGET COMPARISON
FOR THE FIVE MONTHS ENDING DECEMBER 31, 2011
(Amounts in Full Dollars)

MONTH OF DECEMBER, 2011				YEAR TO DATE ENDING DECEMBER 31, 2011			
Actual	Budget	Variance Amount	%	Actual	Budget	Variance Amount	%
\$ 1,073,085	\$ 1,175,575	\$ (102,490)	-9%	\$ 6,586,856	\$ 7,036,909	\$ (450,053)	-6%
2,560,848	1,418,672	1,142,176	81%	12,046,643	8,504,901	3,541,742	42%
-	-	-	0%	-	-	-	0%
-	-	-	0%	-	-	-	0%
35,524	47,733	(12,209)	-26%	231,341	286,369	(55,028)	-19%
3,669,457	2,641,980	1,027,477	39%	18,864,841	15,828,179	3,036,662	19%
REVENUES							
294,647	322,269	27,622	9%	1,693,305	1,932,274	238,969	12%
-	59,169	59,169	100%	-	355,014	355,014	100%
207,473	236,647	29,174	12%	1,243,688	1,419,882	176,194	12%
30,938	33,400	2,463	7%	189,218	200,400	11,183	6%
3,973	11,053	7,080	64%	6,523	67,017	60,494	90%
884,730	786,376	(98,354)	-13%	4,852,474	4,718,242	(134,232)	-3%
825,224	882,841	57,617	7%	4,617,976	5,285,501	667,525	13%
44,793	100,417	55,624	55%	401,576	602,499	200,923	33%
49,618	56,085	6,467	12%	289,894	336,508	46,614	14%
849,905	839,076	(10,829)	-1%	5,256,211	5,034,456	(221,755)	-4%
3,191,301	3,327,333	136,032	4%	18,550,865	19,951,793	1,400,928	7%
EXPENSES							
\$ 478,156	\$ (685,353)	\$ 1,163,509	170%	\$ 313,976	\$ (4,123,614)	\$ 4,437,590	108%
\$ 478,156	\$ (685,353)	\$ 1,163,509	170%	\$ 313,976	\$ (4,123,614)	\$ 4,437,590	108%
818,475	807,981	10,494	1%	4,957,819	4,847,886	109,933	2%
2,506	13,669	(11,163)	-82%	10,069	82,014	(71,945)	-88%
\$ 1,299,138	\$ 136,297	\$ 1,162,841	853%	\$ 5,281,864	\$ 806,286	\$ 4,475,578	555%

Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
\$ 1,073,085	\$ 1,175,575	\$ (102,490)	-9%	\$ 7,873,423	\$ (1,286,567)	-16%
2,560,848	1,418,672	1,142,176	81%	10,755,391	1,291,253	12%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
35,524	47,733	(12,209)	-26%	311,599	(80,257)	-26%
3,669,457	2,641,980	1,027,477	39%	18,940,412	(75,571)	0%
REVENUES						
Dwelling Rental Income						
HUD Operating Subsidies						
COCC Fee Income						
General Fund						
Grant Income						
Other Income						
Total Revenues	15,828,179	3,036,662	19%	18,940,412	(75,571)	0%
EXPENSES						
Administrative						
Asset Management Fees						
Management Fees						
Bookkeeping Fees						
Housing Assistance Payments						
Tenant Services						
Utilities						
Maintenance						
Protective Services						
Insurance						
General Expenses						
Total Expenses	19,951,793	1,400,928	7%	17,714,203	(836,662)	-5%
Net Income(Loss)	(4,123,614)	4,437,590	108%	1,226,210	(912,234)	-74%
CASH BASIS:						
Net Income(loss) per Above						
Add back non cash items:						
Depreciation Expense						
Bad Debt Expense						
TOTAL CASH BASIS	806,286	4,475,578	555%	2,873,373	2,408,491	84%

**Contract and Procurement Office
Monthly Status Report for January 2012**

Accomplishments

Solicitation(s):

- See Board of Directors Monthly Status Report.

Contract(s):

- See Board of Directors Monthly Status Report.

Purchase Orders/pCards/Central Stores Requisitions Processed:

Type	Dec	Nov	% change	FYTD
Central Stores Requisitions	30	20	50%	144
Purchase Orders	116	137	-15%	789
pCard (Total)	589	580	2%	3,545
pCard (under \$1,000)	579	564	3%	3,458
pCard (over \$1,000)	10	16	-38%	87

Planned Solicitation/Contract Activities February 2012

Solicitation(s):

- Issue Request-for-Proposals for Waimaha-Sunflower, Kau'iokalani, Maili I, Maili II and Nanakuli Homes under Asset Management Project 44 (Oahu).
- Issue Invitation-for-Bids for Security Services at Mayor Wright Homes under Asset Management Project 32 (Oahu).

Contract(s)

- Award contract for Integrated Pest Management Services at Kuhio Park Terrace – Low Rise and Kuhio Homes under Asset Management Project 40 (Oahu).
- Award contract for Professional Energy Performance Contracting Consultant Services.
- Award contract for Tree Trimming Services at Kalakaua Homes, Makua Alii and Paoakalani under Asset Management Project 35 (Oahu).
- Execute Supplemental Contract with Emphasys Computer Solutions, Inc. dba emphasys software to continue to upgrade the current Flex system, to the windows based Elite system.

Activities for the Month of February 2012

Solicitation(s):

- Solicitations issued under the Construction Management Branch are anticipated to increase due to the effort to encumber/obligate the funds under the Capital Improvement Program and Capital Fund Program.
- Solicitations issued under the Property Management and Maintenance Services Branch is anticipated to remain steady due to majority of the recurring property management, maintenance and resident services, refuse collection services and security services contracted.

Contract(s):

- Contracts to be executed under the Construction Management Branch are anticipated to increase due to the effort to encumber/obligate the funds under the Capital Improvement Program and Capital Fund Program.
- Contracts to be executed under the Property Management and Maintenance Services Branch are anticipated to remain steady due to the majority of the recurring property management, maintenance and resident services, refuse collection services and security services been completed.

Purchase Orders/pCards/Central Stores Requisitions:

- The number of pCard documents processed is anticipated to remain steady.
- The number of purchase orders processed is anticipated to remain steady.
- The number of Central Stores requisitions is anticipated to remain steady.

Issues

- Newly hired contract specialist staff continues to be trained on State and Federal procurement subject matter and on contract subject matter.

Potential Risks

Contract(s):

- Failure to issue timely the Request –for-Proposals for property management, maintenance and resident services under AMP 44 may result in an interruption of services and create a health and safety issue.
- Failure to issue timely the Invitation-for-Bids for Security Services at Mayor Wright Homes under Asset Management Project 32 may result in an interruption of services and create a health and safety issue.

Staffing

- Conduct interviews for vacant construction contract specialist position.

**Contract & Procurement Office
Monthly Status Report for January 2012**

Solicitations Issued in January 2012:

Solicitation No.	Title	Due Date
IFB-CMS-2011-33	Provide Operational and Preventive Maintenance Services for the New Sewage Treatment Plant at Kupuna Home O Waialua	February 6, 2012
IFB-CMS-2012-03	Kalihi Valley Homes Building 16 Rock Fall Remediation Work	February 21, 2012
IFB-PMB-2012-02	Tree Trimming Services at Puuwai Momi and Hale Laulima under Asset Management Project 30 on the Island of Oahu-	February 22, 2012

Contracts Executed in January 2012:

Contract No.	Contractor & Description	Supp. Amount	Total Amount
ASO 09-01-SC02	Emphasys Computer Solutions, Inc. dba emphasys software Increase Scope of Services to Provide Custom Programming and Modify the Administrative Suite – Core Financials and Install the Executive Portal and Continue to Provide Monthly Maintenance Completion Date: March 31 ,2012	\$167,885.08	\$622,762.84
CMS 12-01	Prometheus Construction Provide Labor, Materials and Equipment for Kalihi Valley Homes (AMP 31) Rock Wall Repair on the Island of Oahu Completion Date: 120 Calendar Days from Notice to Proceed		\$544,680.00
CMS 08-11-SC03	Kim & Shiroma Engineers, Inc. Extension of Time of 365 calendar days for Site Improvements at Puahala Homes (AMP 31) on the Island of Oahu End Date: January 1, 2013	n/a	\$177,022.95
CMS 09-01-SC03	Mitsunaga & Associates, Inc. Provide Additional Construction Administration and Concrete Spall Repair Monitoring Services for the Reroof to Mayor Wright Homes (AMP 32), Wahiawa Terrace (AMP 49), Kaahumanu Homes (AMP 33), and Kauiokalani (AMP 44) on the Island of Oahu End Date: July 7, 2012	\$155,512.00	\$370,293.00

Contract No.	Contractor & Description	Supp. Amount	Total Amount
CMS 10-16-CO03	Hi-Tec Roofing, Inc. No Cost Extension of Time for Reroof of Mayor Wright Homes (AMP 32) and Wahiawa Terrace (AMP 49) on the Island of Oahu Completion Date: May 28, 2012	n/a	\$1,087,492.45
CMS 11-03-SC01	Awa & Associates, LLC Provide Additional Design Services to Include Emergency Generator Requirements to Service the Existing Elevator for Modernization of Sale Lake Apartments (AMP 30) on the Island of Oahu End Date: August 25, 2015	\$6,635.00	\$692,763.00
PMB 11-17	Hawaii Affordable Properties, Inc. Provide Property Management, Maintenance, and Resident Services at Kauhale Nani, Wahiawa Terrace and Kupuna Home O Waialua under Asset Management Project 49 on the Island of Oahu End Date: September 30, 2012		\$447,565.00
PMB 11-01-SC01	Pacific Waste, Inc. Continue to Furnish Refuse Collection Services at Noelani I, Noelani II, Ke Kumu Elua, and Ke Kumu Ekolu under Asset Management Project 46 on the Island of Hawaii End Date: January 31, 2013	\$36,497.79	\$74,878.59

**Federal LIPH
HPHA Island Overview Report
January 2012**

Island	Occupancy *						LIPH and Elderly Waiting List**					
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	621	534	81	85.99%	13	7	6	Average Income	39	0.36%	6.82	3.33
Kauai	319	275	43	86.21%	2	0	1	Low Income (80%)	155	1.41%	2.90	1.96
Maui	196	146	50	74.49%	1	0	0	Very Low Inc. (50%)	999	9.11%	2.88	1.92
Oahu	3,554	3,313	221	93.22%	28	12	20	Extremely Low Inc. (30%)	9,767	89.11%	2.56	1.76
Total	4,690	4,268	395	91.00%	44	19	27		10,960	100.00%	2.60	1.78

Island	Non Vacated Delinquencies***				Collection Rate		
	Count of Families	30-90 Days	Over 90 Days	Count of Families	Charges	Collected	Ratio
Hawaii	49	\$ 15,502.30	\$ 19,529.00	34	\$ 114,209.50	\$ 110,422.26	96.68%
Kauai	49	\$ 28,864.22	\$ 114,761.45	39	\$ 74,647.00	\$ 73,572.68	98.56%
Maui	20	\$ 8,354.56	\$ 6,395.34	22	\$ 44,064.00	\$ 39,954.01	90.67%
Oahu	413	\$ 214,836.18	\$ 390,886.89	277	\$ 895,613.84	\$ 825,897.28	92.22%
Total	531	\$ 267,557.26	\$ 531,572.68	372	\$ 1,128,534.34	\$ 1,049,846.23	93.03%

* Occupancy also counts Scheduled for Modernization Units.

* Occupancy reflects removal of KPT Units.

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

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

**Federal LIPH
HPHA Project Overview Report
January 2012**

AMP	Occupancy*						Units Rent Ready
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	
30P-Aiea	362	336	17	92.82%	0	0	9
31P-KVH	373	327	43	87.67%	6	2	3
32P-MWH	363	342	20	94.21%	2	2	1
33P-Kami/Kaamanu	371	356	14	95.96%	1	1	1
34P-Kalaikoa	581	555	26	95.52%	4	2	0
35P-Kalanihiua	587	572	11	97.44%	7	0	4
37P-Hilo	375	235	138	62.67%	9	6	2
38P-Kauai	319	275	43	86.21%	2	0	1
39P-Maui	196	146	50	74.49%	1	0	0
40P-KPT	170	161	9	94.71%	2	2	0
43P-Kona	200	193	6	96.50%	2	1	1
44P-Leeward Oahu	258	223	35	86.43%	4	1	0
45P-Windward Oahu	225	219	6	97.33%	2	2	0
46P-Kamuela	101	90	8	89.11%	2	0	3
49P-Central Oahu	149	113	35	75.84%	0	0	1
50P-Paloalo	115	109	5	94.78%	0	0	1
Total	4,745	4,252	466	89.61%	44	19	27

AMP	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	83	54,533.67	47	74,031.89	\$ 121,531.00	\$ 103,740.31	85.36%
31P-KVH	48	29,054.55	24	46,559.95	\$ 85,993.00	\$ 79,494.87	92.44%
32P-MWH	45	26,661.32	32	37,577.08	\$ 106,488.49	\$ 100,673.57	94.54%
33P-Kami/Kaamanu	52	21,031.91	40	51,649.65	\$ 88,317.82	\$ 80,747.18	91.43%
34P-Kalaikoa	20	6,894.66	8	18,631.40	\$ 127,477.89	\$ 122,352.55	95.98%
35P-Kalanihiua	29	9,181.74	6	6,211.29	\$ 139,573.81	\$ 127,766.79	91.54%
37P-Hilo	22	3,819.30	11	4,859.00	\$ 61,541.50	\$ 60,111.18	97.68%
38P-Kauai	49	28,864.22	39	114,761.45	\$ 74,647.00	\$ 73,572.68	98.56%
39P-Maui	20	8,354.56	22	6,395.34	\$ 44,064.00	\$ 39,954.01	90.67%
40P-KPT	13	1,686.36	7	8,421.20	\$ 66,997.00	\$ 62,481.28	93.26%
43P-Kona	13	4,967.00	4	551.33	\$ 34,730.00	\$ 32,794.00	94.43%
44P-Leeward Oahu	55	24,913.08	49	76,521.44	\$ 47,304.00	\$ 38,459.21	81.30%
45P-Windward Oahu	32	17,555.49	16	16,625.16	\$ 60,882.00	\$ 60,491.28	99.36%
46P-Kamuela	14	6,716.00	19	14,118.67	\$ 17,938.00	\$ 17,517.08	97.66%
49P-Central Oahu	14	4,193.00	5	10,056.22	\$ 31,299.00	\$ 28,323.45	90.49%
50P-Paloalo	12	6,124.16	8	22,959.46	\$ 19,749.83	\$ 21,366.79	108.19%
Total	521	254,551.02	337	509,930.53	\$ 1,128,534.34	\$ 1,049,846.23	93.03%

* Occupancy also counts Scheduled for Modernization Units.

** Occupancy reflects removal of KPT Units.

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

FEDERAL PUBLIC HOUSING

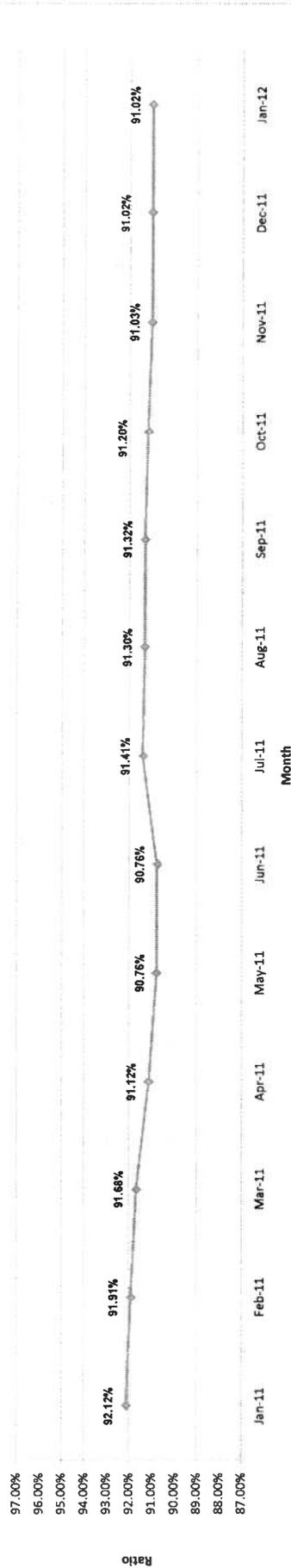
Occupancy from January 2011 to January 2012

Cumulative (12 Months)	
Charges	92111-01/12
Collections	59,066.00
Ratio	53,893.00
	91.21%

	Jan-11			Feb-11			Mar-11			Apr-11			May-11			Jun-11		
	Total Units	Occ Units	Ratio															
Hawaii	601	537	89.35%	601	537	89.35%	601	535	89.02%	621	527	84.85%	621	529	85.19%	621	529	85.19%
Kauai	319	294	92.16%	319	293	91.85%	319	287	89.97%	319	287	89.97%	319	285	89.34%	319	285	89.34%
Molai	196	136	69.39%	196	132	67.35%	196	136	69.39%	196	136	69.39%	196	136	69.39%	196	136	69.39%
Oahu	4,122	3,658	88.74%	4,122	3,852	93.45%	4,122	3,844	93.26%	4,122	3,841	93.18%	4,123	3,823	92.72%	4,123	3,823	92.72%
Total	5,238	4,625	88.33%	5,238	4,814	91.91%	5,238	4,802	91.68%	5,268	4,791	91.12%	5,269	4,773	90.76%	5,269	4,773	90.76%

	Jul-11			Aug-11			Sep-11			Oct-11			Nov-11			Dec-11			Jan-12		
	Total Units	Occ Units	Ratio																		
Hawaii	621	524	84.38%	621	526	84.70%	621	530	85.35%	623	533	85.55%	621	532	85.39%	621	533	85.83%	621	533	85.83%
Kauai	319	281	88.09%	319	278	87.15%	319	276	86.52%	319	275	86.21%	319	274	85.89%	319	274	85.89%	319	274	85.89%
Molai	196	147	75.00%	196	151	77.04%	196	148	76.02%	196	147	75.00%	196	146	74.49%	196	147	75.00%	196	147	75.00%
Oahu	3,554	3,335	93.84%	3,554	3,327	93.61%	3,554	3,328	93.64%	3,554	3,324	93.53%	3,554	3,319	93.39%	3,554	3,315	93.28%	3,554	3,315	93.28%
Total	4,690	4,287	91.41%	4,690	4,282	91.30%	4,690	4,283	91.32%	4,692	4,279	91.20%	4,692	4,271	91.03%	4,690	4,269	91.02%	4,690	4,269	91.02%

Occupancy Rate



**State LIPH
HPHA Island Overview Report
January 2012**

Island	Occupancy*					LIPH and Elderly Waiting List**						
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	56	49	5	87.50%	1	0	2	Average Income	28	0.35%	7.48	3.55
Kauai	26	23	3	88.46%	0	0	0	Low Income (80%)	78	0.98%	2.61	1.84
Maui	32	24	8	75.00%	1	0	0	Very Low Inc. (50%)	664	8.33%	2.87	1.91
Oahu	749	734	12	98.00%	5	0	3	Extremely Low Inc. (30%)	7,203	90.34%	2.43	1.67
Total	863	830	28	96.18%	7	0	5		7,973	100.00%	2.49	1.70

Island	Non Vacated Delinquencies***				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	16	\$ 6,921.00	12	\$ 18,009.17	\$ 17,160.00	\$ 13,920.00	81.12%
Kauai	5	\$ 3,096.00	3	\$ 14,409.46	\$ 4,980.00	\$ 3,606.93	72.43%
Maui	8	\$ 1,473.00	18	\$ 17,057.53	\$ 4,765.00	\$ 3,194.00	67.03%
Oahu	26	\$ 15,345.06	52	\$ 198,676.29	\$ 227,509.00	\$ 213,788.90	93.97%
Total	55	\$ 26,835.06	85	\$ 248,152.45	\$ 254,414.00	\$ 234,509.83	92.18%

* Occupancy also counts Scheduled for Modernization Units.

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

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

**State LIPH
HPHA Project Overview Report
January 2012**

Project	Occupancy *						
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Transfers	Units Rent Ready
2201-Hauiki	46	43	3	93.48%	0	0	0
2202-Puahala Homes	128	119	7	92.97%	0	0	2
2204-Kawailehua	26	23	3	88.46%	0	0	0
2205-Kahale Mua	32	24	8	75.00%	1	0	0
2206-Lokahi	30	26	4	86.67%	0	0	0
2207-Ke Kumu Elua	26	23	1	88.46%	1	0	2
2401-Hale Po'ai	206	205	1	99.51%	1	0	0
2402-La'ioia	108	107	1	99.07%	1	0	0
2403-Kamalu-Ho'olulu	220	220	0	100.00%	2	0	0
2404-Halia Hale	41	40	0	97.56%	1	0	1
Total	863	830	28	96.18%	7	0	5

Project	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	3	\$ 2,211.00	13	\$ 80,998.11	\$ 16,688.00	\$ 15,052.50	90.20%
2202-Puahala Homes	20	\$ 12,301.06	26	\$ 113,403.26	\$ 47,840.00	\$ 39,765.00	83.12%
2204-Kawailehua	5	\$ 3,096.00	3	\$ 14,409.46	\$ 4,980.00	\$ 3,606.93	72.43%
2205-Kahale Mua	8	\$ 1,473.00	18	\$ 17,057.53	\$ 4,765.00	\$ 3,194.00	67.03%
2206-Lokahi	7	\$ 2,813.00	5	\$ 14,274.50	\$ 9,897.00	\$ 8,069.00	81.53%
2207-Ke Kumu Elua	9	\$ 4,108.00	7	\$ 3,734.67	\$ 7,263.00	\$ 5,851.00	80.56%
2401-Hale Po'ai	1	\$ 195.00	5	\$ 2,284.00	\$ 56,774.00	\$ 55,658.00	98.03%
2402-La'ioia	1	\$ 276.00	7	\$ 1,986.52	\$ 33,626.00	\$ 32,908.00	97.86%
2403-Kamalu-Ho'olulu	1	\$ 362.00	1	\$ 4.40	\$ 61,689.00	\$ 59,915.40	97.12%
2404-Halia Hale	0	\$ -	0	\$ -	\$ 10,892.00	\$ 10,490.00	96.31%
Total	55	\$ 26,835.06	85	\$ 248,152.45	\$ 254,414.00	\$ 234,509.83	92.18%

* Occupancy also counts Scheduled for Modernization Units.

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

STATE PUBLIC HOUSING

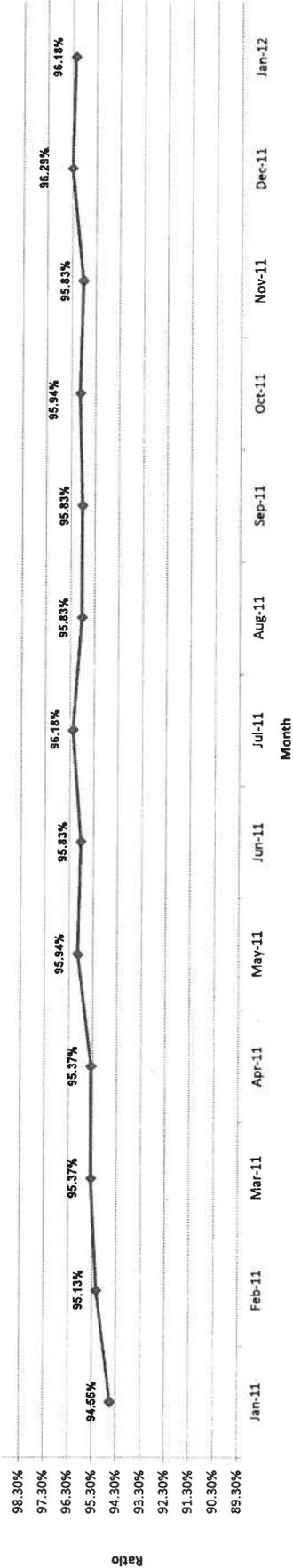
Rent Collection from January 2011 to January 2012

Cumulative (12 Months) 02/11 - 01/12	
Charges	10,356.00
Collections	9,922.00
Ratio	95.81%

	Jan-11			Feb-11			Mar-11			Apr-11			May-11			Jun-11		
	Total Units	Occ Units	Ratio															
Hawaii	56	31	55.36%	56	39	69.64%	56	42	75.00%	56	42	75.00%	56	44	78.57%	56	45	80.36%
Kauai	26	25	96.15%	26	25	96.15%	26	25	96.15%	26	24	92.31%	26	24	92.31%	26	24	92.31%
Mauai	32	27	84.38%	32	27	84.38%	32	27	84.38%	32	26	81.25%	32	26	81.25%	32	25	78.13%
Oahu	749	733	97.86%	749	730	97.46%	749	729	97.33%	749	731	97.60%	749	734	98.00%	749	733	97.86%
Total	863	616	94.56%	863	621	95.13%	863	623	95.37%	863	623	95.37%	863	628	95.94%	863	627	95.83%

	Jul-11			Aug-11			Sep-11			Oct-11			Nov-11			Dec-11			Jan-12		
	Total Units	Occ Units	Ratio																		
Hawaii	56	46	82.14%	56	45	80.36%	56	47	83.93%	56	47	83.93%	56	47	83.93%	56	49	87.50%	56	49	87.50%
Kauai	26	24	92.31%	26	24	92.31%	26	23	88.46%	26	23	88.46%	26	23	88.46%	26	23	88.46%	26	23	88.46%
Mauai	32	26	81.25%	32	24	75.00%	32	24	75.00%	32	23	71.88%	32	24	75.00%	32	25	78.13%	32	24	75.00%
Oahu	749	734	98.00%	749	734	98.00%	749	733	97.86%	749	735	98.13%	749	733	97.86%	749	734	98.00%	749	734	98.00%
Total	863	630	96.10%	863	627	96.63%	863	627	96.63%	863	628	95.94%	863	627	95.83%	863	631	96.29%	863	630	96.18%

Rent Collection Rate



**VACANT UNIT INFORMATION REPORT
FEDERAL PROJECTS**

January 31, 2012

(1) AMPS	(2) Number of Units Per AMP	(3) Total Vacant Units on 1-Jan-12	(4) Total Move-Ins for the entire month of Jan-12	(5) Units Rent Ready and Not Occupied in Jan-12	(6) HUD Approved Special Service Units	(7) Units on Hold for Relocation	(8) Admin Hold (Justify in Remarks column)	(9) HUD Approved Units Scheduled Demolition	(10) Units AMP Responsible For and/or To Repair	(11) Units AMP Completed a Form A	(12) Units CMB Approved Form A	(13) Remarks Any data entered into columns (7) and (8) require an explanation.
30	363	27	0	11	1	0	0	0	2	7	6	
31	373	50	4	2	0	0	0	0	8	0	36	
32	364	22	2	4	1	4	1	0	5	0	5	Law-enforcement unit/downsize unit
33	373	15	2	2	2	3	0	0	6	0	0	Resize to right unit
34	583	30	4	0	3	0	0	9	9	5	0	
35	587	24	5	5	0	0	0	0	14	0	0	
37	375	140	9	2	2	0	0	64	8	0	55	29 to be built; 41ADA Reno; 14 "C"
38	321	47	2	0	3	0	0	0	23	4	15	
39	196	49	1	6	0	0	0	0	7	0	35	
40	174	15	2	1	0	0	0	4	4	2	2	
43	202	10	2	2	1		1	0	4	0	0	unit 2h@nani olu is temp occupied by tenant. Has pending case w/ HPHA
44	260	40	1	3	2	0	0	0	16	3	15	
45	226	8	2	1	1	0	0	0	1	0	3	
46	103	12	2	1	2	0	0	0	1	0	6	
49	150	35	0	2	1	0	0	0	13	0	19	
50	118	9	0	0	3	0	0	0	4	1	1	
TOTAL	4,768	533	38	42	22	7	2	77	125		198	

*This count includes all units which are occupied or designated as social services, resident association, area office, public safety, anti-drug, administrative hold, available, CMS, sent to maintenance, maintenance hold, Capital Fund, on-scheduled modernization, relocation and scheduled for demolition.

**VACANT UNIT INFORMATION REPORT
STATE PROJECTS**

January 1, 2012

(1) AMPS	(2) Number of Units Per AMP	(3) Total Vacant Units on 1-Jan-12	(4) Total Move-Ins for the entire month of Jan	(5) Units Rent Ready and Not Occupied in	(6) Special Service Units	(7) Units on Hold for Relocation	(8) Admin Hold (Justify in Remarks column)	(9) Approved Units Scheduled Demolition	(10) Units AMP Responsible For and/or To Repair	(11) Units AMP Submitted a Form A	(12) Units CMB Approved Form A	(13) Remarks Any data entered into columns (7) and (8) require an explanation.
31	174	8	0	2	0	1	0	0	5	0	0	Rightsizing transfer
37	30	4	0	0	0	2	1	0	1	0	0	
38	26	3	0	0	0	0	0	0	1	0	2	Construction in
39	32	8	1	4		0	0	0	1	0	2	
42	576	5	5	0		0	0	0	0	0		
46	26	4	0	2	0	0	1	0	1	0	0	Deprogram Unit
TOTAL	864	32	6	8	0	3	2	0	9		4	

*This count includes all units which are occupied or designated as social services, resident association, area office, public safety, anti-drug, administrative hold, available, CMS, sent to maintenance, maintenance hold, Capital Fund, on-scheduled modernization

HEARINGS OFFICE-STATEWIDE FEDERAL EVICTION REFERRALS

MONTH	REFERRALS			RESULT OF EVICTION REFERRAL					Completed
	Total	REASON FOR REFERRAL		Evict	Evict with Cond	10-day Cure	Dismiss	Continued	
		Rent	Other						
FY 2008	145	108	37	56	39	18	5	37	118
FY 2009	232	194	38	94	63	5	11	59	173
FY 2010	263	223	40	109	83	4	6	61	202
FY 2011	178	140	38	68	54	5	5	46	132
FY 2012	58	45	13	18	19	0	2	16	41

July 2011 - January 2012

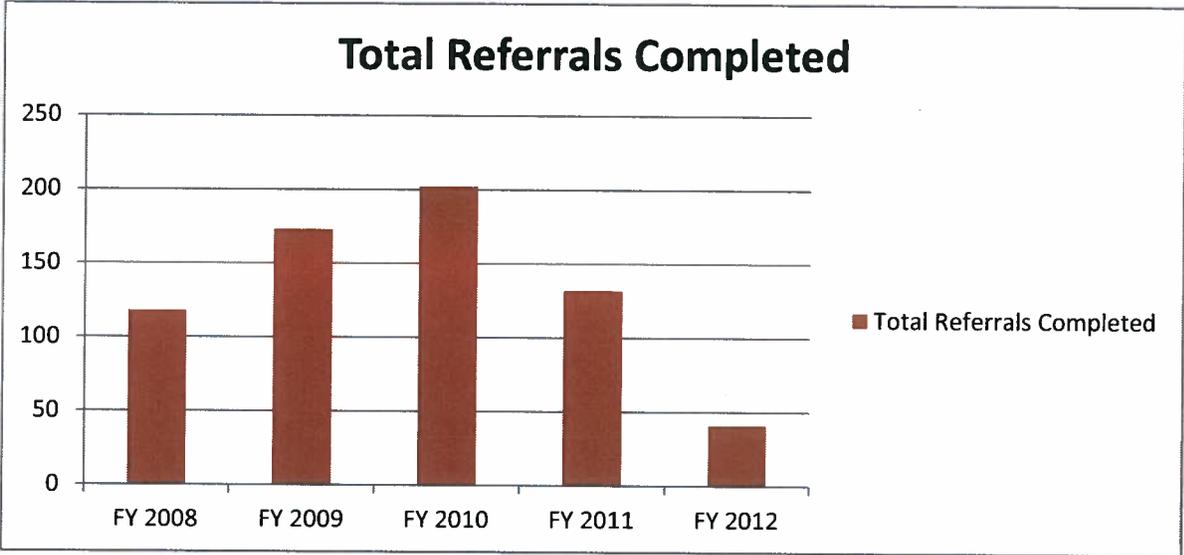
MONTH	REFERRALS			RESULT OF EVICTION REFERRAL					Completed
	Total	REASON FOR REFERRAL		Evict	Evict with Cond	10-day Cure	Dismiss	Continued	
		Rent	Other						
July 11	5	3	2	2	1	0	0	2	3
Aug 11	11	8	3	3	3	0	1	4	6
Sept 11	9	8	1	2	5	0	0	2	7
Oct 11	7	7	0	3	3	0	0	1	6
Nov 11	16	13	3	3	4	0	0	6	10
Dec 11	3	1	2	2	1	0	0	0	3
Jan 12	7	5	2	3	2	0	1	1	6
TOTALS	58	45	13	18	19	0	2	16	41

**Total # of Cases Heard for the Month of January 2012: 7
(Oahu & Neighbor Islands)**

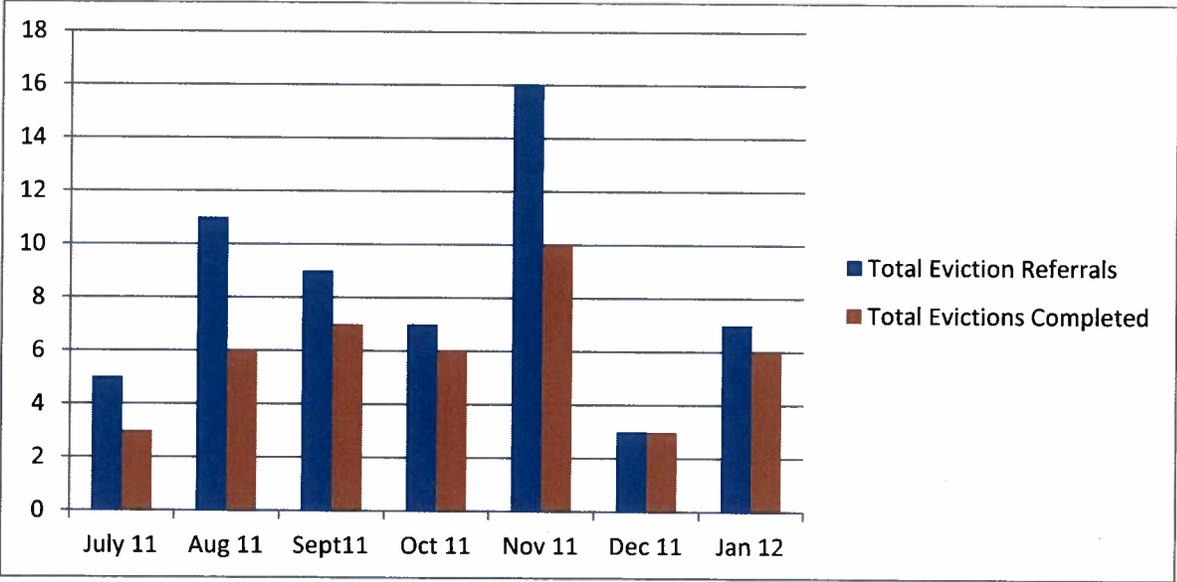
Decisions Rendered:	Rent Violations	Other Violations
Eviction	1	2
Evict w/cond	2	0
10-day cure	0	0
Dismissal	1	0
Continued	1	0
Total	5	2

Delinquent balances for rent cases ordered evicted for month of January 2012: \$0.00

Fiscal Years 2008-2012



July 2011 - January 2012 (By Month)



**Construction Management Branch
Status Report for American Recovery and Reinvestment Act (ARRA)
January 31, 2012**

Completed Activities

- 100% Obligation – March 17, 2009
- 60% Expenditure – January, 2011 (deadline was by March 2011)
- 100% Expenditure – January 2012 (deadline was by March 2012)
- 4th Quarterly Report 2011 filed January 2012
- 4th Quarterly RAMPS Core Activities Module Report filed January 2012
- Final ARRA Section 3 Report filed January 2012 (low-risk finding removed by HUD)

Planned Activities

- Final ARRA Report to be filed
- Final RAMPS Report to be filed
- On-going ARRA projects will be funded through the ARRA Administrative Funds:
 - Hale Hau`oli – punchlist items
 - Kalakaua – Department of Labor investigation of back wages due workers
 - Makua Ali`i – punchlist & rejected roof
 - Kalihi Valley Homes – Building 27 completion (once collapsed rock wall in front of the building is repaired – NTP for the repair was given in January 2012)
 - SSFM – Construction Management for Phase II of Makua Ali`i
- Filing of all ARRA closeout documents

Trends/Issues

- Due to the great turnover in engineering staff, ARRA files need to be organized and in some cases reconstructed by remaining engineering staff.

Risks

- Possible audit by the Office of the Inspector General (OIG).

**AMERICAN RECOVERY AND REINVESTMENT ACT
PROJECT STATUS REPORT
February 1, 2012**

PROJECT	CONTRACT AMOUNT	ADVERTISE - INVITATION FOR BID	BID OPENING	APPROVAL GRANTED BY HUD	CONTRACT EXECUTED	NOTICE TO PROCEED	PRE-CONSTRUCTION CONFERENCE	CONSTRUCTION START DATE	ACTUAL/EST. CONSTRUCTION COMPLETION
Hale Hauoli	\$ 2,031,067.00	11/17/2009	12/29/2009	2/9/2010	2/23/2010	9/7/2010	3/18/2010	10/4/2010	11/30/2011 (Completed)
Kahekili Terrace	\$ 5,079,289.00	1/11/2010	2/4/2010	2/23/2010	3/11/2010	6/28/2010	4/20/2010	6/28/2010	9/18/2011 (Completed)
Kaimalino & Kealahou	\$ 1,915,750.00	6/15/2009	7/16/2009	1/7/2010	1/7/2010	2/1/2010	1/28/2010	2/1/2010	Completed
Kalaheo	\$ 780,552.56	1/12/2010	2/9/2010	2/26/2010	3/11/2010	5/20/2010	3/22/2010	6/1/2010	9/28/2010 (Completed)
Kalanithuia	\$ 196,864.85	12/4/2009	1/7/2010	2/26/2010	3/11/2010	4/19/2010	4/1/2010	4/19/2010	Completed (ARRA work completed) 10/1/2012
Kalihi Valley Homes	\$ 1,567,032.00	5/19/2009	7/12/2009	8/13/2009	9/12/2009	10/26/2009	9/18/2009	10/26/2009	Completed
Makani Kai Hale I & II	\$ 1,651,764.59	1/11/2010	2/4/2010	2/25/2010	3/4/2010	6/4/2010	4/20/2010	6/4/2010	Completed
Makua Alii	\$ 2,235,868.11	12/18/2009	1/12/2010	2/16/2010	3/11/2010	4/26/2010	4/21/2010	4/26/2010	11/15/2011 (Completed)
Makua Alii Construction Management	\$ 409,171.00	N/A	N/A	2/9/2010	3/9/2010	N/A	N/A	N/A	N/A
Sub-Total	\$ 15,867,359.11								
Administration	\$ 378,084.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sub-Total	\$ 378,084.00								
TOTAL	\$ 16,245,443								

NOTE: 60% Expenditure deadline is March 17, 2011.
100% Expenditure deadline is March 17, 2012.

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
EXPENDITURE REPORT**

Current Date: 2/3/2012 9:13

Project	Contract No.	NTP Issued	Contract Amount	Reporting Year 1			Reporting Year 2			Reporting Year 3			Total	% Complete	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1			Q2
				Oct-Dec 09	Jan-Mar 10	Apr-Jun 10	Jul-Sep 10	Oct-Dec 10	Jan-Mar 11	Apr-Jun 11	Jul-Sep 11	Oct-Dec 11			Jan-Mar 12
Makua Alii - Construction Mgt. Service (SSFM International, Inc.)	CMS 08-39-SA02	N/A	\$409,171.00				\$55,280.00	\$82,935.00	\$98,615.72	\$57,880.00	\$28,940.00	\$28,940.00	\$14,470.00	\$337,070.72	82.38%
Kaalihi Valley Homes - Site & Dwelling Improvements, Phase 4A (Rainforest Conservation LLC)	CMS 08-15-C001	10/28/09	\$1,567,032.00			\$525,000.00	\$1,024,866.00	\$4,949.00	\$8,877.10	\$2,785.38				\$1,566,377.48	99.96%
Kaalihi Valley Homes - Renovation & Misc. Repairs (Coastal Construction, Inc.)	CMS 10-01	2/1/10	\$1,815,750.00			\$547,988.92	\$915,892.18	\$314,970.15	\$138,896.75					\$1,815,750.00	100.00%
Hale Hauoli - Reroof & Renovation (Isemoto Contracting Co., Ltd.)	CMS 10-07	9/7/10	\$2,031,087.00						\$370,069.04	\$278,616.52			\$663,517.41	\$1,709,560.61	84.12%
Makani Kai Hale I & II - Physical Improvements (Artistic Builders Corporation)	CMS 10-08	6/4/10	\$1,651,784.59				\$97,806.05	\$914,441.75	\$430,200.96	\$185,779.14	\$23,536.69			\$1,651,784.59	100.00%
Makua Alii - Reroof and Structural Repairs (Hi-Tec Roofing, Inc.)	CMS 10-09	4/28/10	\$2,235,868.11				\$590,889.39	\$684,994.43	\$559,087.69	\$272,585.49		\$38,073.83		\$2,145,730.83	95.87%
Kaiauka Homes - Reroofing (Tory's Roofing & Waterproofing, Inc.)	CMS 10-10	5/20/10	\$780,552.56					\$700,613.82			\$29,678.97			\$730,490.79	93.58%
Kahekihi Terrace - Physical Improvements (P&H Construction)	CMS 10-11	6/29/10	\$5,079,289.00					\$2,386,927.77	\$514,302.01	\$984,257.77	\$1,124,529.05		\$144,869.62	\$5,167,006.22	101.73%
Kalanihua - Reroof & Elevator Lobby Improvements (ABC Design Center)	CMS 10-12	4/19/10	\$1,988,864.85				\$20,330.00	\$167,412.30	\$9,122.55					\$196,864.85	100.00%
Administration	N/A	N/A	\$378,083.89	\$601,688.00									\$224,138.91	\$825,826.91	218.42%
Total Amount:			\$16,245,443.00	\$0.00	\$601,688.00	\$1,072,888.92	\$2,705,273.82	\$5,259,444.22	\$2,096,972.82	\$1,791,904.30	\$1,485,075.58	\$730,531.24	\$501,564.30	\$16,245,443.00	100.00%
Budget Balance:			\$16,245,443.00	\$15,643,755.00	\$14,570,786.08	\$11,865,492.46	\$6,606,048.24	\$4,509,075.42	\$2,717,171.12	\$1,232,095.54	\$501,564.30	\$0.00	\$0.00	\$0.00	
Percentage Expended:			0.00%	3.70%	6.60%	16.65%	32.37%	12.91%	11.05%	9.14%	4.50%	3.09%			

NOTE: The expenditure rate of 100% is actual expenditures made based on eLOCCS input and check cut by FMO as of January 26, 2012. The original amount of \$601,688 for the Administration budget has been reduced and redistributed into the various construction contracts to fund Change Orders. However, since there has already been a draw from the eLOCCS system, the monies cannot be repositioned back into eLOCCS and then redistributed so instead, it is manually being accounted for outside of eLOCCS which is why it is showing a % Complete of 218.42%.

Construction Management Branch
Status Report for Large Capacity Cesspool Conversions (LCCC) Statewide
February 1, 2012

Completed Activities

- Contract documents to initiate award and implementation of the sewer work at Kealakehe, Hale Haouli and Lokahi in the Big Island for Willocks Construction is now being reviewed and circulated for approval.

Planned Activities

- Connection to the sewer main at Kealakehe and Hale Haouli in the Big Island and the backfilling of the large capacity cesspools at those two areas are the only remaining outstanding issues in the Environmental Protection Agency (EPA) Consent Agreement/Formal Order (CA/FO). Notice to Proceed (NTP) is being planned for March 2012.
- The Hawai'i Housing Finance & Development Corporation (HHFDC) and Hawai'i Public Housing Authority (HPHA) will enter into a Memorandum of Agreement (MOA) or similar document to address the sharing of a sewer lateral (used by properties owned by the two agencies) but located on the La'ilani property on the Big Island (owned by the HHFDC) once the contractor is on board and can conduct field verifications. The MOA will address the cost-sharing of maintenance and repair of the sewer lateral shared by the two agencies.
- The Attorney General's office will be assisting in drafting the necessary documents requesting the cancellation of the Executive Orders relating to the Hawaii Public Housing Authority's (HPHA) responsibilities of the Teacher's Cottages in Maui and Hawaii counties, issuing management and control to the Department of Education (DOE), in reference to Consent Agreement/Final Order (CA/FO) requirements of the Environmental Protection Agency (EPA).
- Draft of "5-year Maintenance of Individual Wastewater Systems (IWS) and Underground Injection Control (UIC) Seepage Pits" bid documents for HPHA properties statewide are being prepared for review and approval. Additional properties not part of the CA/FO will be added: Kauhale O Hanakahi and Punahele Homes.

Trends/Issues

- Honokaa sewer main is expected to be ready for connection. Upon receipt of letter from the County, Hale Hau'oli sewer connection must occur within 90 days. The contract is about to be awarded to Willocks Construction Corporation.

Risks

- **Group 2** cesspools had a March 2009 deadline. Environmental Protection Agency (EPA) noted that the sewer connection for Kealakehe and Hale Hau'oli on the Big Island are still outstanding and are not yet in compliance. However, David Albright, head of the EPA regional office in San Francisco, indicated that penalizing HPHA for delays is not a top enforcement priority and that he believes that there is no need to amend the CA/FO to amend deadline dates.

CONSTRUCTION MANAGEMENT BRANCH
Project Status Report
Elevator Modernization Projects

February 1, 2012

Completed Activities

- 16 Federal Elevator Modernization and Repairs:
 - Modernization to car #2 at Makua Alii and car #1 at Kalakaua is complete. Cars were turned over to the AMP to be used by residents. Elevator contractor started modernization of car#1 at Makua Alii on 1/17/12 and car #2 at Kalakaua on 1/26/12.
- 11 State Elevators Repairs and Maintenance:
 - Schindler submitted the repair schedule and started repair work at Kulaokahua and Hale Poi.

Planned Activities

- Elevator Consulting Services (ECS):
 - Monitoring ongoing modernization work.
- 16 Federal Elevator Modernization and Repairs:
 - Start modernization work to Car #2 at Kalakaua and Car #1 at Makua Alii. Makua Alii work will be done on accelerated schedule; car should be completed in 10 weeks.
 - Maintenance services to all other elevators are on schedule.
- 11 State Elevators Repair and Maintenance
 - Maintenance services to elevators are on schedule. Repair to elevators will be done as per the repair schedule prepared by Schindler.

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 2/1/2012

Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF FEDERAL ELEVATORS												
Name	Housing Type	Elevator No.	Year Elevator Installed	Age of Elevators in Years	Number of Units	Number of Floors	Modernizations Planned		Construction Cost	Funding Source	Construction Start	Estimated Construction Completion
							Major	Minor				
Kalakaua Home Phase 1	Elderly	1	1983	25	221	10	2		\$460,733	B-08-401-K	May-11	Jan-12
		2	1983	25							Jan-12	May-12
Makua Aili Phase 1	Elderly	1	1967	41	211	20	2		\$460,733	B-08-401-K	Jul-11	Jan-12
		2	1967	41							Jan-12	Mar-12
Kalanihulia Phase 2	Elderly	1	1968	40	151	15	2		\$471,204	B-08-401-K	Apr-12	Aug-12
		2	1968	40							Aug-12	Oct-12
Paokalani Phase 2	Elderly	1	1970	38	151	17	2		\$445,026	B-08-401-K	May-12	Aug-12
		2	1970	38							Aug-12	Oct-12
Pumehana Phase 3	Elderly	1	1972	36	139	21	2		\$465,968	B-08-401-K	Oct-12	Feb-13
		2	1972	36							Feb-13	Apr-13
Punchbowl Homes Phase 3	Elderly	1	1961	47	144	7	2		\$371,728	B-08-401-K	Oct-12	Jan-13
		2	1961	47							Jan-13	Mar-13
Makamae Phase 4	Elderly	1	1971	37	124	4	2		\$261,780	B-08-401-K	Mar-13	May-13
		2	1971	37							May-13	Aug-13
Wiliikina Apts Phase 4	Family	1	1977	31	119	9	2		\$424,712	B-08-401-K	Apr-13	Jul-13
		2	1977	31							Jul-13	Oct-13
Salt Lake Apts	Family	1	1970	38	28	8	1		\$1,000,000	B-08-401-K	Apr-12	Jul-13

Elevator Modernization Report: Hawaii Public Housing Authority Elevators reported as of 2/1/2012
 Note: All dates and costs are subject to change

MODERNIZATION (REBUILDING) OF STATE 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	Construction Start	Estimated Construction Completion	
							Major	Minor					
Hale Poi	Elderly	1	1989	19	206	7		2	\$65,723	B-10-404-K	Dec. 1/2011	Feb 22/2012	
		2	1989	19							Feb 6/2012	Feb 24/2012	
Halia Hale	Elderly	1	1995	13	41	5		1	\$27,681	B-10-404-K	Feb 27/2012	Feb 29/2012	
Laiola	Elderly	1	1991	17	108	6		2	\$55,757	B-10-404-K	Mar 1/2012	Mar 7/2012	
		2	1991	17							Mar 8/2012	Mar 14/2012	
Kulaokahua	Homeless	1	1992	16	30	3		1	\$16,055	B-10-404-K	Jan 19/2012	Jan 19/2012	
Ho'oiulu Elderly	Elderly	1	1994	14	112	7		2	\$108,627	B-10-404-K	Apr 16/2012	Apr 20/2012	
		2	1994	14							Apr 23/2012	Apr 27/2012	
Kamalu Elderly	Elderly	1	1993	15	109	7		2	\$52,720	B-10-404-K	Mar 15/2012	Mar 20/2012	
		2	1993	15							Mar 21/2012	Mar 26/2012	
	TOTAL	28			1,894	146	17	10	\$4,688,447	B-10-404-K			
Average age of elevators												29	

VMS Data Collection Report

	1/1/2011	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
From	12/1/2011											
To	2/7/2012											
As of	HI901											
PHA Code	Hawaii Public Housing Authority											
PHA Name	Stephanie Fo											
Point of Contact	(808) 832-4696											
Phone	stephanie.l.fo@hawaii.gov											
E-mail												
Litigation												
Litigation HAP												
1 Year Mainstream HAP	166	163	160	162	160	158	156	174	175	172	170	164
Homeownership HAP	\$139,581	\$136,184	\$135,042	\$134,631	\$133,713	\$134,398	\$133,509	\$154,125	\$151,630	\$148,365	\$147,212	\$142,438
Homeownership HAP	10	10	10	10	10	10	10	10	10	10	10	11
Homeownership HAP	\$10,318	\$10,387	\$10,387	\$10,350	\$10,350	\$10,301	\$10,301	\$9,985	\$9,985	\$9,995	\$9,985	\$11,205
New Home Owners - This Month												
Moving To Work Vouchers												
HAP Moving To Work Vouchers:												
Family Unification												
Family Unification HAP												
2008 and 2009 Family Unification												
2008 and 2009 Family Unification HAP												
2008 and 2009 Non-Elderly Disabled												
2008 and 2009 Non-Elderly Disabled HAP												
Portable Vouchers Paid	22	22	22	23	23	22	25	25	22	26	26	29
Portable Voucher HAP	\$18,358	\$17,478	\$18,991	\$21,309	\$21,783	\$20,678	\$21,466	\$21,722	\$20,360	\$20,564	\$19,152	\$22,115
Hope 6 Section 8 Vouchers												
Hope 6 Section 8 Vouchers												
Tenant Protection HAP												
Tenant Protection HAP					\$96,057	\$144,087	\$147,894	\$147,894	\$147,051	\$147,051	\$148,085	\$271,434

	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
Enhanced Vouchers this Month												
Veteran's Affair Supported Housing (VASH) Voucher	82	93	94	96	98	104	114	125	123	124	120	124
Veteran's Affair Supported Housing (VASH) HAP	\$55,562	\$64,907	\$64,716	\$66,751	\$68,314	\$73,430	\$80,553	\$87,064	\$87,357	\$85,236	\$81,050	\$84,776
DHAP to HCV Vouchers Leased												
DHAP to HCV Voucher HAP												
All Other Vouchers	1,472	1,438	1,424	1,417	1,569	1,574	1,574	1,567	1,558	1,551	1,558	1,396
HAP All Other Vouchers	\$1,365,675	\$1,370,354	\$1,362,703	\$1,354,242	\$1,541,694	\$1,643,706	\$1,646,203	\$1,643,712	\$1,634,847	\$1,637,075	\$1,633,795	\$1,355,744
FSS Escrow Deposits	\$3,194	\$3,621	\$3,784	\$3,729	\$3,403	\$2,523	\$4,029	\$3,181	\$3,308	\$3,061	\$2,923	\$2,806
All Voucher HAP Expenses After the First of Month	\$4,241	\$5,911	\$6,933	\$9,118	\$14,639	\$6,097	\$11,040	\$5,469	\$8,558	\$10,344	\$7,341	\$9,665
Total Vouchers	1,752	1,726	1,710	1,708	1,938	1,946	1,959	1,981	1,968	1,963	1,964	1,871
HAP Total	\$1,596,929	\$1,608,842	\$1,602,556	\$1,600,130	\$1,889,953	\$2,035,220	\$2,054,995	\$2,073,152	\$2,063,096	\$2,061,691	\$2,049,543	\$1,900,183
Number of Vouchers Under Leased (HAP Contract) on the last day of the Month	1,760	1,748	1,728	1,729	1,737	1,723	1,737	1,754	1,888	1,879	1,884	1,877
Temporary Housing Units to HCV Conversion - Leasing												
Temporary Housing Units to HCV Conversion - HAP												
HA Owned Units Leased - included in the units leased above												
New vouchers issued but not under HAP contracts as of the last day of the month	14	13	22	16	17	17	18	7	22	26	14	16
Portability - In	\$15,837	\$21,913	\$22,595	\$25,208	\$18,201	\$18,804	\$17,055	\$7,855	\$12,690	\$18,114	\$19,152	\$17,848
Portability - In												
Number of Vouchers Covered by Project-Based AHAPs and HAPs	190	189	186	182	252	255	252	253	253	255	258	455
Mainstream 5-Year												

Year	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
Tenant Protection - New this Month												
Amount Booked this Month	\$391	\$307	\$563	\$1,159	\$320	\$1,201	\$720	\$629	\$862	\$869	\$424	\$431
Income earned this month from the investment of HAP funds and Net Restricted Assets	\$31	\$17	\$29	\$24	\$23	\$24	\$25	\$28	\$30	\$25	\$17	\$19
FSS Escrow Forfeitures	\$10,947		\$727			\$3,900			\$1,726			\$537
Number of Hard-to-House Families Leased	13	7	19	16	19	11	24	16	15	12	19	16
Number of LBP Initial Clearance Tests												
Portable HAP Costs Billed and Unpaid - 90 Days or older												
Number of LBP Risk Assessments												
FSS Coordinator			\$10,505	\$10,505	\$10,505	\$10,505	\$10,505	\$10,505	\$10,505	\$10,505	\$10,505	\$10,505
FSS Coordinator Expenses Not Covered by FSS Grant	\$17,926	\$21,799	\$22,267	\$27,346	\$24,262	\$10,845	\$11,774	\$11,495	\$12,224	\$21,786		
Expense Audit	\$123,136	\$128,343	\$129,778	\$126,346	\$166,389	\$205,927	\$72,349	\$137,133	\$161,809	\$147,316	\$147,675	\$130,408
Net Restricted Assets (NRA) as of the Last Day of the Month	\$1,900,129	\$1,900,129	\$1,900,129	\$1,900,129	\$1,900,129	\$1,900,129	\$2,828,116	\$2,828,116	\$2,828,116	\$2,828,116	\$2,828,116	\$3,712,475
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$2,462,598	\$2,462,598	\$2,462,598	\$2,462,598	\$2,462,598	\$2,462,598	\$2,539,635	\$2,539,635	\$2,539,635	\$2,539,635	\$2,539,635	\$2,317,128
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$5,990,282	\$5,791,634	\$6,269,804	\$6,132,697	\$6,415,135	\$5,801,304	\$6,082,186	\$6,482,748	\$4,704,347	\$4,887,695	\$4,920,518	\$5,853,986
Administrative Fee Earned												
Hard to House												
LBP Clearance Test												
LBP Risk Assessment												
Mobility Counseling												
Preliminary Fees												

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of February 5, 2012**

Position No.	CS EX TA	M O F	Perm or Temp	CURRENT Position Title	SR	Status
OFFICE OF THE EXECUTIVE DIRECTOR						
118550	EX	N	T	Chief Financial Mgt Advisor	SRNA	No action; cost savings.
42095	CS	W	P	Secretary II	SR12	Former employee returning to position, eff: 02/07/12.
COMPLIANCE OFFICE						
103020	EX	N	T	Chief Compliance Officer	SRNA	Interviews scheduled for February.
102190	EX	N	P	Hsg Comp & Eval Spclt	SRNA	Interviews scheduled for February.
42104	CS	W	P	Secretary I	SR12	No action; cost savings.
FISCAL MANAGEMENT OFFICE						
98903K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
96908K	CS	N	T	Office Assistant III	SR08	No action; cost savings.
7994	CS	W	P	Account Clerk V	SR15	89-Day recommendation.
46278	CS	W	P	Accountant III	SR20	DHRD recruitment scheduled for 02/18/12.
5854	CS	W	P	Accountant II	SR18	Position updated to Accountant III. Pending 89-Day search.
22265	CS	W	P	Account Clerk III	SR11	No action; cost savings.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Hsg Information Officer	SRNA	No action; cost savings.
PROCUREMENT OFFICE						
100882	EX	N	T	Contracts & Procurement Officer	SRNA	Pending recruitment.
117691	EX	N	T	Hsg Contact Spclt	SRNA	On HPHA continuous recruitment.
31664	CS	W	P	Procurement & Supply Spclt III	SR20	No action; cost savings.
CONSTRUCTION MANAGEMENT BRANCH						
8774	CS	N	P	Engineer VI	SR28	Updating position description.
48707	CS	N	T	Office Assistant III	SR08	Pending recommendation.
120410	CS	W	T	Bldg Constr Inspector II	SR19	Internal Vacancy Announcement in the week of 02/06/12.
120409	CS	W	T	Bldg Constr Inspector II	SR19	Internal Vacancy Announcement in the week of 02/06/12.
102383	EX	N	T	Project Engineer	SRNA	Pending start date.
103029	EX	N	T	Project Engineer	SRNA	Pending updated position description.
102676	CS	W	T	Building Engineer IV	SR24	No action; cost savings.
101326	EX	W	T	Hsg Dev Spclt III	SRNA	No action; cost savings.
100886	EX	W	T	Hsg Dev Spclt I	SRNA	No action; cost savings.
PERSONNEL OFFICE						
30111	CS	N	P	Personnel Mgt Spclt IV	SR22	Filled by an 89-Day appointment.
51784	CS	N	T	Office Assistant III	SR08	No action; cost savings.
PLANNING AND EVALUATION OFFICE						
107934	EX	N	T	Hsg Planner	SRNA	Interviews scheduled for February.
98902K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
8751	CS	N	P	Public Hsg Spvr VI	SR26	On DHRD continuous recruitment; HPHA to advertise thru local newspaper.

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of February 5, 2012**

Position No.	CS EX TA	M O F	Perm or Temp	CURRENT Position Title	SR	Status
96904K	EX	N	T	Hsg Maint Manager	SRNA	No action; cost savings.
32210	CS	W	P	Office Assistant III	SR08	No action; cost savings.
PMMSB - APPLICATION SERVICES UNIT						
117850	CS	N	T	Public Hsg Spclt I	SR16	No action; cost savings.
41255	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
PMMSB - CENTRAL MAINTENANCE SERVICES SECTION (CMSS)						
8045	CS	N	P	Plumber Helper	BC10	Pending DHRD Announcement.
5968	CS	N	P	Welder I	BC10	Awaiting for new certificate of eligible.
PMMSB - ASSET MANAGEMENT PROJECT 30 (MU 1)						
5643	CS	N	P	Bldg Maint Helper	BC05	No action; cost savings.
5636	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
19593	CS	N	P	Public Hsg Spclt II	SR18	Pending 89-Day appointment.
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.
105746	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101120	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 31 (MU 2)						
111470	CS	N	T	Public Hsg Spclt I	SR16	Pending recommendation
18669	CS	W	P	Social Service Assistant IV	SR11	Updating position description.
30242	CS	N	P	Office Assistant III	SR08	Pending 89-Day recommendation.
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
10376	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
32407	CS	N	W	General Laborer I	BC02	No action; cost savings.
101137	TA	N	T	Janitor II	SRNA	No action; cost savings.
101128	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 32/33 (MU 3)						
6281	CS	N	P	Gen Constr & Maint Spvr I	F110	Filled by 89-Day appointment.
6727	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
8851	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
9662	CS	N	P	Bldg Maint Helper	BC05	Employee retired 12/30/11.
6304	CS	N	P	Account Clerk II	SR08	Pending 89-Day appointment.
6681	CS	N	P	General Laborer II	BC03	No action; cost savings.
6286	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
8834	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
46195	CS	N	P	Social Service Assistant IV	SR11	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 34 (MU 4)						
8636	CS	N	P	Painter I	BC09	No action; cost savings.
6792	CS	N	P	Bldg Maint Helper	BC05	No action; cost savings.
105744	TA	N	T	General Laborer I	SRNA	No action; cost savings.
3489	CS	N	P	Office Assistant IV	SR10	Pending 89-Day appointment.
44184	CS	N	P	Office Assistant III	SR08	Interviews scheduled for February.
36360	CS	N	P	Account Clerk II	SR11	Received a recall list.

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of February 5, 2012**

Position No.	CS EX TA	M O F	Perm or Temp	CURRENT Position Title	SR	Status
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 35 (MU 5)						
9204	CS	N	P	Public Hsg Spvr IV	SR 22	Start date 02/16/12.
23698	CS	W	P	Public Hsg Spclt I	SR16	Start date 02/16/12.
10907	CS	N	P	Painter I	BC09	Updating position description.
5856	CS	W	P	Office Assistant IV	SR10	Pending start date; DHRD job search appt.
5640	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
8846	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
10866	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	Start date 02/06/12.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101114	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 37 (MU 7)						
6931	CS	N	P	Bldg Maint Supervisor I	F109	Filled by an 89-Day hire, nte: 02/17/12.
8719	CS	N	P	Secretary I	SR12	No action; cost savings.
101112	TA	N	T	THP General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 38 (MU 8)						
14978	CS	N	P	Public Hsg Spvr V	SR24	On DHRD continuous recruitment; HPHA to advertise thru local newspaper.
41349	CS	N	P	Public Hsg Spvr IV	SR22	No action; cost savings.
119285	CS	N	T	Public Hsg Spvr III	SR20	Pending 89-Day appointment.
18794	CS	N	P	Social Service Assistant IV	SR11	Pending start date.
22433	CS	N	P	Bldg Maint Helper	BC05	No action; cost savings.
102242	TA	N	T	THP General Laborer I	SRNA	No action; cost savings.
PMMSB - ASSET MANAGEMENT PROJECT 39 (MU 9)						
23050	CS	N	P	Public Hsg Spvr IV	SR22	No action; cost savings.
45873	CS	N	P	Social Service Assistant IV	SR11	No action; cost savings.
6731	CS	N	P	Bldg Maint Worker I	BC09	No action; cost savings.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PMMSB - PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
100986	EX	N	T	Property Mgt Coordinator II	SRNA	Updating position description.
102048	EX	W	P	Property Mgt Spclt	SRNA	No action; cost savings.
107932	EX	N	T	Property Mgt Spclt	SRNA	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	No action; cost savings.
PMMSB - RESIDENT SERVICES SECTION						
100892	EX	N	T	Tenant Services Manager	SRNA	Updating position description.
103045	EX	N	T	Program Spclt & Tenant Services	SRNA	No action; cost savings.
103030	EX	N	T	Program Spclt & Tenant Services	SRNA	No action; cost savings.
111874	EX	N	T	Resident Services Prog Spclt	SRNA	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
SECTION 8 SUBSIDY PROGRAM BRANCH						

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of February 5, 2012**

Position No.	CS EX TA	M O F	Perm or Temp	CURRENT Position Title	SR	Status
41280	CS	N	P	Public Hsg Spvr V	SR24	Start date 03/01/12.
S8SPB - INSPECTION SECTION						
119190	CS	N	T	Hsg Quality Standards Inspector I	SR13	Pending 89-Day recommendation.
119198	CS	N	T	Hsg Quality Standards Inspector II	SR15	Redescribe position to HQS I
119192	CS	N	T	Hsg Quality Standards Inspector I	SR13	Pending 89-Day recommendation.
119199	CS	N	T	Hsg Quality Standards Inspector II	SR15	No action; cost savings.
101130	TA	N	T	Clerk I	SRNA	No action; cost savings.
100895	EX	N	T	Research & Couns Assistant	SRNA	No action; cost savings.
S8SPB - RENT SUBSIDY SECTION 1						
42526	CS	N	T	Public Hsg Spclt II	SR18	Pending recommendation.
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
S8SPB - RENT SUBSIDY SECTION 2						
111419	CS	N	P	Office Assistant IV	SR10	No action; cost savings.
101132	TA	N	T	Clerk I	SRNA	Pending request to fill.

FOR DISCUSSION

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

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority; Denise Wise In Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)*

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

FOR INFORMATION

SUBJECT: Board Training by the National Center for Housing Management on the Fair Housing Act/Section 504 and ADA Regulations

I. FACTS

- A. As a recipient of federal funds, the Hawaii Public Housing Authority (HPHA) must comply with various federal, state, and local non-discrimination laws and rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.
- B. The HPHA has adopted a non-discrimination policy which demonstrates its commitment to maintaining a policy of non-discrimination and prohibiting discriminatory practices in the operations, procedures, or programs it administers.

II. DISCUSSION

- A. As a part of the HPHA's commitment to nondiscrimination and fair housing, the HPHA entered into a contract with the National Center for Housing Management (NCHM) to conduct an assessment of the ADA accessibility of our public housing inventory. As part of the contract, the NCHM will be providing a presentation on fair housing and ADA requirements for the HPHA board members.
- B. An outline of the training/briefing that will be provided to the HPHA Board of Directors is attached hereto as Attachment A.

Attachment A: Agenda for the Training/Briefing for the HPHA Board of Directors

Prepared by: Kiriko Oishi, Acting Chief Compliance Officer 

**NATIONAL CENTER FOR HOUSING MANAGEMENT
TRAINING/BRIEFING FOR THE HPHA BOARD OF DIRECTORS
February 16, 2012
HPHA Central Office, Honolulu
12:30 p.m. – 2:30 p.m.**

AGENDA

- I. INTRODUCTION**
- II. OVERVIEW OF RELEVANT REGULATIONS**
 - a) Section 504 of the Rehabilitation Act**
 - b) Fair Housing Act as Amended**
 - c) Americans with Disabilities Act**
- III. THE SELF-EVALUATION AND TRANSITION PLANS**
 - a) Objective**
 - b) Scope**
 - c) Discussion of “policies, practices and procedures”**
 - d) Opportunities and Challenges**
- IV. SUMMATION**
- V. QUESTION AND ANSWER SESSION WITH THE BOARD**

PRESENTERS:

**GLENN STEVENS, President and CEO of NCHM
MARK S. ALPER, Vice President of Compliance for NCHM**

FOR DISCUSSION

SUBJECT: Strategic Vision and Goals for the Hawaii Public Housing Authority

There are no handout/packet materials for this item. The Board of Directors will discuss this item at the meeting.