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

AGENDA

I. CALL TO ORDER/ROLL CALL

II. APPROVAL OF MINUTES

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

III. ADJOURNMENT

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

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

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

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

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

III. PUBLIC TESTIMONY

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

IV. FOR ACTION

A. Motion: To Adopt Resolution No. 63 Approving the Section 8 Management Assessment Program (SEMAP) Certification For The Fiscal Year July 1, 2012 to June 30, 2013 and to Authorize the Executive Director to Undertake All Actions Necessary to Submit the SEMAP Certification to the U.S. Department of Housing and Urban Development ***(Pages 32-43)***

B. Motion: To Adopt Revisions and Clarifications to the Hawaii Public Housing Authority's Statement of Procurement Policy ***(Pages 44-73)***

C. Motion: To Authorize the Executive Director to Execute the Capital Fund Program Amendment No. 148 (form HUD 52840-A) to the Consolidated Annual Contributions Contract to Accept $9,066,970 in Federal Funds under the U.S. Department of Housing and Urban Development's Capital Fund Program ***(Pages 74-79)***

V. REPORTS

A. Executive Director's Report Highlights: ***(Pages 80-125)***

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

VI. FOR DISCUSSION/INFORMATION

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

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

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

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

Approved by the Executive Director
August 15, 2013

FOR ACTION

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

I. FACTS

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

B. SEMAP sets forth the following fourteen (14) indicators to measure program performance. SEMAP enables HUD to ensure program integrity and accountability by identifying PHA management capabilities and deficiencies and by improving risk assessment to effectively target monitoring and program assistance. PHAs can use the SEMAP performance analysis to assess their own program operations. A new scoring tool was implemented this fiscal year to more accurately determine the SEMAP score.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15. Indicator 15. Deconcentration Bonus (optional)
In addition, there is a Deconcentration Bonus Indicator, which is optional for HAs with jurisdiction in metropolitan FMR areas, such as HPHA. This indicator examines the percent of Section 8 mover families with children who moved to low poverty census tracts in HA's principal operating area during the last HA FY and is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of last HA FY. **(5 pts)**

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

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

II. DISCUSSION

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

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

#15: Deconcentration Bonus (Optional points)	5	**0**	0	0

1. Indicator 1. Selection from the Waiting List 15 of 15 points

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

2. Indicator 2. Reasonable Rent 20 of 20 points

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

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

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

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

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

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

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

6. Indicator 6. HQS Enforcement 10 of 10 points

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

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

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

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

9. Indicator 9. Annual Reexaminations 10 of 10 points
The HPHA completes a reexamination for each participating family at least every 12 months.

10. Indicator 10. Correct Tenant Rent Calculations 0 of 5 points
The HPHA correctly calculates tenant rent in: a) the rental certificate program; and, b) the family's share of the rent to owner in the rental voucher program. During the quality control review 19 of 149 files showed errors that affected the family's share of rent. All errors were corrected after the supervisor's review was completed, however, due to the errors in the files some of the families were required to make back payments to the Section 8 program.

11. Indicator 11. Pre-Contract HQS Inspections 5 of 5 points
The HPHA requires that newly leased units pass HQS inspection on or before the beginning date of the assisted lease and Housing Assistance Payment (HAP) contract.

12. Indicator 12. Annual HQS Inspections 10 of 10 points
The HPHA inspects each unit under contract at least annually.

13. Indicator 13. Lease-Up 20 of 20 points
The HPHA HA enters HAP contracts for the number of units under budget for at least one year.

14. Indicator 14. Family Self-Sufficiency (FSS) Enrollment and Escrow Accounts — 10 of 10 points

The HPHA met the requirement to have at least 80% of its mandatory FSS slots filled and have 30% or more of FS Families with escrow account balances.

III. RECOMMENDATION

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

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

Attachment: SEMAP Certification

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

_____

David Gierlach, Chair

RESOLUTION NO. 63

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

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

WHEREAS, the Board of Directors of the Hawaii Public Housing Authority, in compliance with the U.S. Department of Housing and Urban Development (HUD) management performance requirements for Fiscal Year July 1, 2012 to June 20, 2013, has reviewed the Section 8 Management Assessment Program (SEMAP) Certification, herein attached; and

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

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

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

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

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

_____

By:
Its:

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

Housing Agency: **HI901 HPHA**

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

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

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

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

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

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

Performance Indicators

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

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

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

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

PHA Response (●) **Yes** ( ) **No**

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

PHA Response (●) **At least 98% of units sampled** ( ) **80 to 97% of units sampled** ( ) **Less than 80% of units sampled**

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

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

PHA Response (●) **At least 90% of files sampled** ( ) **80 to 89% of files sampled** ( ) **Less than 80% of files sampled**

4 Utility Allowance Schedule (24 CFR 982.517)

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

PHA Response (●) **Yes** ( ) **No**

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

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

PHA Response (●) **Yes** ( ) **No**

6 HQS Enforcement (24 CFR 982.404)

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

PHA Response (●) **At least 98% of cases sampled** ( ) **Less than 98% of cases sampled**

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))
Applies only to PHAs with jurisdiction in metropolitan FMR areas

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Check here if not applicable ☐

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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Assessment Profile | Reports

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Stephanie Fo (MBG380)

PIC Main

SEMAP

Logoff

Field Office: 9CPH HONOLULU HUB Office

Housing Agency: HI901 HPHA

PHA Fiscal Year End: 6/30/2013

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

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

PHA Response ◉ **Yes** ○ **No**

FMR Area Name Honolulu, HI MSA

FMR 1 of 1

Enter current FMRs and payment standards (PS)

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

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

9 Timely Annual Reexaminations(24 CFR 5.617)

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

PHA Response ◉ **Yes** ○ **No**

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

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

PHA Response ○ **Yes** ◉ **No**

11 Pre-Contract HQS Inspections(24 CFR 982.305)

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

PHA Response ◉ **Yes** ○ **No**

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

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

PHA Response ◉ **Yes** ○ **No**

13 Lease-Up

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

PHA Response ◉ **Yes** ○ **No**

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

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

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Applies only to PHAs required to administer an FSS program.
Check here if not applicable ☐

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

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

b. Number of FSS families currently enrolled 86

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

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

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

Applies only to PHAs required to administer an FSS program
Check here if not applicable ☐
PHA Response ◉ **Yes** ○ **No**

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

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

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

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

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.
PHA Response ○ **Yes** ◉ **No**

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Deconcentration Addendum
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Approved by the Executive Director
August 15, 2013

FOR ACTION

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

I. FACTS

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

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

C. On August 20, 2009, the HPHA adopted additional revisions to comply with the requirements of the American Recovery and Reinvestment Act (ARRA) and U.S. Department of Housing and Urban Development (HUD).

D. Since then the HPHA's Procurement Office has identified several areas in the SOPP that require revision, clarification or additional information. The proposed changes were reviewed by the Department of the Attorney General. Their proposed changes were also incorporated in the attached draft.

E. In May 2013, HUD conducted a procurement assessment and provided recommendations to improve the HPHA's procurement policy.

II. DISCUSSION

A. The Statement of Procurement Policy will be clarified as follows:

1. The term "procurement" as used in the HPHA Policy shall include all actions related to the solicitation, purchasing, ordering, leasing, contracting and modification of such procurement activities for goods, services, construction, or other services from any responsible and responsive source.

2. References to the "HPHA" in the Policy shall mean to include the Executive Director and his/her designated representative with delegated procurement authority.

3. Remove the requirement to obtain approval by the Director of the Department of Humans Services for contracts that include multi-year funding, consistent with the statutory change in Chapter 103D, Hawaii Revised Statutes (HRS).

4. Use of the small purchase method of procurement for the procuring of goods and services under $100,000 and construction under $250,000 as revised in Chapter 103D, HRS.

5. Include a section to determine responsibility of a prospective contractor as excerpted from the HUD Handbook 746038 Rev. 2.

6. Make housekeeping changes for grammar and format.

B. The attached draft of the Policy displays the changes in underlined format.

C. The draft changes were reviewed by the Department of the Attorney General. All other terms and conditions remain intact.

III. RECOMMENDATION

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

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

Prepared by: Rick T. Sogawa, Procurement Officer

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

David Gierlach, Chairperson

STATEMENT OF PROCUREMENT POLICY
For the Hawaii Public Housing Authority

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

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

I. GENERAL PROVISIONS

A. Purpose

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

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

B. Applications

Proposed change for clarification

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

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

Recommended language from the AGs Office

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

C. Exclusions

This policy does not govern the following areas:

1. Administrative fees earned under the Section 8 Housing Choice Voucher Program;

2. Award of vouchers under the Section 8 Housing Choice Voucher Program;

3. Execution of landlord Housing Assistance Payments contracts under the Section 8 Housing Choice Voucher that program;

4. Non-program income (e.g., fee-for-services revenue under 24 CFR Part 990);

5. Monies provided by the State Legislature for a specific contractor, vendor, or purpose (e.g., Grant in Aid funds);

6. State Homeless Programs established under chapter 356D, Hawaii Revised Statutes (HRS) and funded by the State or local government

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

D. Laws and Regulations

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

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

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

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

Proposed change for clarification

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

E. Public Access to Procurement Information

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

II. ETHICS IN PUBLIC CONTRACTING

A. General

Recommended language from the AGs Office

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

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

B. Conflict of Interest

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

1. An employee, officer, Board member, or agent involved in making the award;

2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);

3. His/her partner; or

4. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above relatives.

C. Gratuities, Kickbacks, and Use of Confidential Information

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

D. Prohibition Against Contingent Fees

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

III. PROCUREMENT AUTHORITY AND ADMINISTRATION

A. Delegation of Contracting Authority

Recommended language from the AGs Office

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

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

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

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

Proposed change for clarification

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

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

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

B. Procurement Administration

The Executive Director or his/her designee shall:

Proposed change by staff

1. ~~Ensure that~~ Submit this Procurement Policy and any later policy changes ~~shall be submitted~~ to the Board of Directors for approval. Revisions for grammer, style or formatting shall not require Board approval.

2. Establish operational procedures (such as a procurement manual or standard procedures) to implement this procurement Policy.

3. Establish a system of sanctions for violations of the ethical standards described in Section II above, consistent with Federal, State or local law.

C. Procurement Planning

Proposed change for clarification

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

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

D. Funding Availability

Recommended language from the AGs Office

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

Per revised HAR, 3-122

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

E. Staff Qualifications and Training

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

Recommended language from the AGs Office

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

IV. PURCHASING METHODS

A. Petty Cash Purchases

Recommended language from the AGs Office

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

B. Small Purchases Procedures

Per revised HRS,§103D

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

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

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

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

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

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

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

C. Sealed Bids

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

1. Conditions for Using Sealed Bids

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

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

2. Solicitation and Receipt of Bids

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

3. Pre-Bid Conference

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

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

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

4. Bid Opening and Award

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

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

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

5. Mistakes in Bids.

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

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

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

D. Competitive Sealed Proposals

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

1. Conditions for Use

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

2. Form of Solicitation

Proposed change for clarification

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

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

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

3. Evaluation

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

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

Recommended HUD Handbook 7460.8 Rev. 2

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

4. Negotiations

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

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

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

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

Recommended language from the AGs Office

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

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

5. Award

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

6. A/E Services

Proposed change for clarification

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

E. Requests for Qualifications

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

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

1. Evaluation Factors

The following factors are recommended for modernization contracts:

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

Recommended by HUD staff

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

2. Inadequate Response to Solicitation

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

F. Noncompetitive Proposals

1. Conditions for Use

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

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

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

For clarification based on HUD Handbook 7460.8 Rev. 2

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

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

2. Justification

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

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

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

Recommended language from the AGs Office

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

G. Cooperative Purchasing/Intergovernmental Agreements

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

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

V. INDEPENDENT COST ESTIMATE

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

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

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

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

Recommended language from the AGs Office

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

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

VI. COST AND PRICE ANALYSIS

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

A. Petty Cash and Micro Purchases

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

B. Small Purchases

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

C. Sealed Bids

Recommended language from the AGs Office

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

D. Competitive Proposals

Recommended language from the AGs Office

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

E. Contract Modifications

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

VII. SOLICITATION AND ADVERTISING

A. Method of Solicitation

1. Petty Cash and Micro Purchases. The HPHA may contact only one source, if the price is considered reasonable.

2. Small Purchases. Quotes may be solicited orally, through fax, or by any other reasonable method.

3. Sealed Bids and Competitive Proposals. Solicitation must be done publicly. The HPHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

    a. Advertising in newspapers or other print mediums of local or general circulations. Advertisements in local newspapers should be published in the local newspaper where the service or construction is to be delivered.
    b. Advertising in various trade journals or publications (for construction).
    c. E-Procurement. The HPHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 24 CFR 85.36, State and local requirements, and the HPHA's procurement policy.

B. Time Frame

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

C. Form

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

D. Time Period for Submission of Bids

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

E. Cancellation of Solicitations

Recommended language from the AGs Office

1. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
   a. The supplies, services or construction is no longer required;
   b. The funds are no longer available;
   c. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
   d. ~~Other similar reasons.~~ For good cause of a similar nature when it is in the best interest of the HPHA.

2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
   a. The supplies or services (including construction) are no longer required;
   b. Ambiguous or otherwise inadequate specifications were part of the solicitation;
   c. All factors of significance to the HPHA were not considered;
   d. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
   e. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
   f. For good cause of a similar nature when it is in the best interest of the HPHA.

3. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

4. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.

5. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the HPHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Procurement Officer may cancel the solicitation and either:
   a. Re-solicit using an RFP; or
   b. Complete the procurement by using the competitive proposal method. The Procurement Officer must determine, in writing, that such action is appropriate, must inform all bidders of the HPHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

6. If problems are found with the specifications, HPHA should cancel the solicitation, revise the specifications and resolicit using an IFB.

F. Credit (or Purchasing) Cards

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

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

G. Emergency Purchasing Card (pCard)

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

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

VIII. BONDING REQUIREMENTS

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

1. Bid Bonds

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

Per HUD Handbook No. 7460.8 Rev. 2

2. Payment Bonds

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

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

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

Per HUD Handbook No. 7460.8 Rev. 2

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

IX. CONTRACTOR QUALIFICATIONS AND DUTIES

A. Contractor Responsibility

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

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

Proposed change for clarification

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

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

B. Suspension and Debarment

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

C. Vendor Lists

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

X DETERMINING RESPONSIBILITY

Excerpted from HUD Handbook 7460.8 Rev. 2

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

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

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

1. **Financial Capability**. Obtain financial information and credit bureau reports; require the offeror to provide information on and then verify their lines of credit and account balances with the financial institution officer servicing their account;

2. **Compliance with Delivery and Performance Schedules**. Request information on all other active contracts the offeror is performing and verify their status with those buyers;

3. **Performance Record**. Require offerors to submit contact information for recent contracts they have performed for other customers and contact them to ascertain the offeror's quality of performance, including timeliness of delivery/completion, quality of work, compliance with terms and conditions of the contract, and cost control, if applicable. Inquire of past customers whether or not they would contract with the offeror again and why. Research the offeror's performance history with the PHA;

4. **Integrity and Business Ethics**. Contact the offeror's previous and current customers to verify their dealings with the offeror. Check with the local Better Business Bureau, local offices of Code Compliance and Business Licenses, or other regulatory agencies for business ethics record and compliance with public policy. Verify the offeror's compliance with payments, wage rates, and affirmative action requirements with other customers and with applicable State and Federal Government offices, e.g., DOL Wage and Hour Division;

5. **Necessary Organization, Experience, Accounting and Operational Controls, and Technical Skills**. Verify experience with other customers. Request copies of any audits. Verify that necessary personnel will be available to work on the PHA's contract;

6. **Necessary Production, Construction, and Technical Equipment and Facilities**. Request evidence that the offeror has all the equipment and facilities he/she will need or the capability to obtain them. Visit the offeror's place of business or other job sites to verify equipment and facilities. Contact equipment dealers and/or facility owners from whom the offeror indicates that he/she will rent or lease equipment or space; and

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

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

XI. DETERMINING RESPONSIVENESS

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

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

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

XI. CONTRACT PRICING ARRANGEMENTS

A. Contract Types

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

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

B. Options

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

Recommended language from the AGs Office

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

C. Employment Contracts

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

XII. CONTRACT CLAUSES

Recommended language from the AGs Office

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

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

XIII. CONTRACT ADMINISTRATION

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

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

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

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

XIV. SPECIFICATIONS

A. General

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

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

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

B. Limitation

The following types of specifications shall be avoided:

1. Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

2. Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

XV. APPEALS AND REMEDIES

A. General

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

B. Informal Appeals Procedure

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

C. Formal Appeals Procedure

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

1. Bid Protest

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

Recommended language from the AGs Office

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

2. Contractor Claims

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

XVI. ASSISTANCE TO SMALL AND OTHER BUSINESSES

A. Required Efforts

Proposed change for clarification

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

1. Including such firms, when qualified, on solicitation mailing lists;

2. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

6. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

7. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above. Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in HPHA prime contracts and subcontracting opportunities.

B. Definitions

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

Recommended language from the AGs Office

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

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

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

Proposed change for clarification

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

XVII. DOCUMENTATION

Recommended language from the AGs Office

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

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

Proposed change for clarification

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

Approved by the Executive Director
August 15, 2013

FOR ACTION

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

A. FACTS

1. On August 9, 2013, the U.S. Department of Housing and Urban Development issued the annual Capital Fund Program (CFP) Amendments to housing authorities nationwide.

2. Under the CFP Amendment to the consolidated Annual Contributions Contract, HUD agrees to provide CFP assistance to the HPHA to carry out capital and management activities at federal public housing developments.

3. All capital and management activities must be carried out as described in the HUD-approved Annual PHA Plan Capital Fund Annual Statement.

B. DISCUSSION

1. The HPHA must apply for the entire CFP assistance amount of $9,066,970 for the fiscal year July 1, 2013 to June 30, 2014.

2. If the HPHA does not comply with any of its obligations under the Amendment and does not have its Annual PHA Plan approved within the period required by HUD, HUD will impose penalties or take remedial action as allowed by law.

3. The timeline for the FY 2013 Capital Fund Program Formula Grant is as follows:

August 9, 2013	HUD posts to the Office of Capital Improvements Website the CFP grant amounts and the ACC Amendments
September 6, 2013	Three (3) original signed and dated ACC Amendments due to HUD Field Office

September 9, 2013	HUD Field Office executes the ACC Amendments
September 18, 2013	HUD Field Office spreads CFP award in the eLOCCS system

C. RECOMMENDATION

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

Attachments:

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

Prepared by: Barbara E. Arashiro, Executive Assistant

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

David Gierlach
Chair

2013 Capital Fund

Capital Fund Program (CFP) Amendment
To The Consolidated Annual Contributions Contract (form **HUD-53012**)

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

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

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

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

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

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

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

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

3. (Check one)

a. For Non-qualified PHAs:

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

OR

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

b. For Qualified PHAs:

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

OR

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

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

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

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

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

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

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

(mark one) : _____ Yes __X__ No

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

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

U.S. Department of Housing and Urban Development	**PHA Executive Director**
By Date:	By Date:
Title	Title Executive Director

Previous versions obsolete

form **HUD-52840-A** 03/04/2003

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

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

Part I: Summary

PHA Name: Hawaii Public Housing Authority	**Grant Type and Number** Capital Fund Program Grant No: **HI08P001501-13** Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2013** **FFYof Grant Approval: 2013**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 0)**
☐ **Performance and Evaluation Report for Period Ending: 06/30/13** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds	60,222,000	60,222,000	6,471,845	2,735,995
2	1406 Operations (may not exceed 20% of line 20) [3]	1,890,879	1,813,394	0	0
3	1408 Management Improvements	250,000	250,000	0	0
4	1410 Administration (may not exceed 10% of line 20)	945,440	906,697	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	300,000	1,600,000	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	5,568,078	4,424,078	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	0	0	0	0
17	1499 Development Activities [4]	0	0	0	0
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	500,000	72,801	0	0
20	Amount of Annual Grant: (sum of lines 2 - 19)	9,454,397	9,066,970	0	0
21	Amount of line 20 Related to LBP Activities	0	0	0	0

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form **HUD-50075.1** (4/2008)

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

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

Part I: Summary

PHA Name: Hawaii Public Housing Authority	**Grant Type and Number** Capital Fund Program Grant No: **HI08P001501-13** Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2013** **FFYof Grant Approval: 2013**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 0)**
☐ **Performance and Evaluation Report for Period Ending: 06/30/13** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0

Signature of Executive Director **8/15/2013** **Signature of Public Housing Director**

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

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form **HUD-50075.1** (4/2008)

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

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

Part II: Supporting Pages

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

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

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form **HUD-50075.1** (4/2008)

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

A. Occupancy (Goal 97%)

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

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

*Totals are as of July 31, 2013
**RRA – Request for Reasonable Accommodation
H&S – Health & Safety (unit deemed uninhabitable due to flooding, loss of electrical power, etc.).

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

B. Formal Grievance Hearings held:

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

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

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

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

D. Program Activities

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

E. Plann ed Activities for August 2013

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

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

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

Instructions: **Please print using black or blue ink only** and complete both sides of this pre-application. Answer each section/item. If not applicable to you, write "NA" in the space provided. Do not leave any section unanswered.

We collect data on race & ethnicity in accordance with federal and state regulations. People of various races may be of Hispanic ethnicity. Please indicate if you are Hispanic. Your answers will not affect your application.

APPLICANT INFORMATION

Is Head of Household (Check Only One) ☐ Hispanic ☐ Non-Hispanic
Is Head of Household (Select as many as appropriate)
☐ White ☐ Black/African American ☐ American Indian/Alaskan Native ☐ Asian ☐ Hawaiian/Other Pacific Islander
Is anyone in your household a Compact of Free Association (COFA) individual? ☐ Yes ☐ No

HEAD OF HOUSEHOLD ☐ Male ☐ Female

(Last Name) (First Name) (Middle Initial) (Date of Birth) (Social Security Number)

(Racial Ancestry) (Place of Birth, City and State or Country) (Maiden or Other Names Used) (Phone Number)

SPOUSE OR CO-HEAD (Relationship to Head of Household – indicate spouse or co-head _____) ☐ Male ☐ Female

(Last Name) (First Name) (Middle Initial) (Date of Birth) (Social Security Number)

(Racial Ancestry) (Place of Birth, City and State or Country) (Maiden or Other Names Used) (Phone Number)

MAILING ADDRESS

(Number) (Street) (Apt No.) (City) (State-Country) (Zip Code)

I am/ We are applying for the following programs:
☐ Federal Low Rent Housing for the **Elderly/Disabled** ☐ Federal Low Rent Housing for **Family** ☐ State Family Housing

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

ONLY ONE OFFER OF PLACEMENT WILL BE MADE.

Effective July 1, 2013, 50% of available units for both federal and state programs will be for applicants with preference and 50% of available units will be for applicants without preference (Act 148, SLH 2013). If you wish to claim a preference, please check-off the claimed preference(s) below, which applies to you now. If you claim a preference, you will be required to provide verification on your claimed preference at the time of final eligibility screening and must maintain that preference until you move into a unit.

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

☐ **I/WE DO NOT CLAIM A PREFERENCE AT THIS TIME**

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

☐ **I/WE HEREBY CERTIFY THAT I/WE QUALIFY FOR STATE-AIDED PREFERENCE BECAUSE I AM/WE ARE:**
- ☐ Veteran with permanent disability of 10% or more as certified by the US Dept. of Veterans Affairs (VA)
- ☐ Dependent parents of veteran with permanent disability of 10% or more as certified by the VA
- ☐ Widow of deceased veteran with permanent disability of 10% or more as certified by the VA
- ☐ Elderly (62 years or Older) ☐ Displaced by Governmental action
- ☐ Disabled Veteran with service connected disabilities
- ☐ Spouse of deceased veteran whose death was determined to be service connected ☐ Other veterans
- ☐ Dependent parent(s) of deceased veteran whose death was determined to be service connected
- ☐ Families residing in a transitional shelter for the homeless and who have successfully completed a social service plan.

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LIST BELOW ALL OTHERS WHO WILL LIVE WITH YOU (DO NOT INCLUDE LIST ON PAGE 1)

FAMILY COMPOSITION	FAMILY MEMBER NUMBER	FULL NAME	RELATION (DAU,SON, ETC.)	SEX (M / F)	BIRTHDATE	PLACE OF BIRTH (City, State, Country)	SOC. SEC NO
	3						
	4						
	5						
	6						
	7						
	8						
	9						

Effective March 1, 2010, public housing applicants will be placed on only one bedroom size waitlist.
CHOOSE: ☐ Appropriate Bedroom Size **OR** ☐ Smaller Size Unit*
* If you choose a smaller size unit, you may not request a transfer unless your family size changes.

Do any household members require a unit to accommodate special needs?	Yes ☐	No ☐
If Yes, type and for whom: ☐Wheelchair ☐Vision Impaired ☐Hearing Impaired ☐ Other: _____ For: _____		
What is the family's annual gross income (include employment, welfare, social security before taxes)?	$_____	
Effective June 1995, Section 214 of the Housing and Community Development Act of 1980 prohibits the secretary of the U.S. Department of Housing and Urban Development (HUD) from making financial assistance available to persons other than United States Citizens, nationals, or certain categories of eligible non-citizens. Is any member of your household an alien with a Visa?	Yes ☐	No ☐
If Yes, family member's name(s) and alien number(s):		
Do you or any person(s) on your application have any balance owed to HPHA or any PHA Section 8 Program?	Yes ☐	No ☐
Have you or any person(s) on your application been evicted from the HPHA Public Housing program(s) since March 1, 1985?	Yes ☐	No ☐
Have you or any person(s) on your application been evicted from any assisted housing in the last 3 years due to a drug-related criminal activity?	Yes ☐	No ☐
If Yes, did that person complete an approved rehabilitation program?	Yes ☐	No ☐
Have you or any person(s) on your application committed fraud/bribery or other criminal act in connection with any federal housing program?	Yes ☐	No ☐
Do you or any person(s) on your application illegally use a controlled substance?	Yes ☐	No ☐
Have you or any person(s) on your application engaged in any criminal activity in the last 3 years?	Yes ☐	No ☐
If Yes, was it for ☐ drug-related; ☐ violent; or ☐ other criminal activity?		
Have you or any person(s) on your application been convicted of manufacturing, promoting, or distributing of methamphetamines or ice?	Yes ☐	No ☐
Have you or any person(s) on your application ever been convicted for any violent offense?	Yes ☐	No ☐
Have you or any person(s) on your application been subjected to the lifetime sex offender registration?	Yes ☐	No ☐
Do you own property suitable for dwelling purposes?	Yes ☐	No ☐
If you are applying for federal low-rent housing for the elderly/disabled, and are not elderly (over age 62), do you have a qualifying disability?	Yes ☐	No ☐

I certify that the information I have provided in this pre-application is true and accurate. I understand that:

- Under penalty of perjury under the laws of the United States of America and the State of Hawaii that the information contained in this statement of facts is true, correct, and complete;
- An applicant who has misrepresented material information may have their application cancelled or assistance terminated, and may not apply for housing assistance with the HPHA for 12 months;
- I authorize the Hawaii Public Housing Authority to obtain and verify information about the income, assets, personal data, and conduct of all persons listed in my household. Sources of such information may include but are not limited to employers, social workers, welfare workers, landlords, resident managers, housing managers, parole officers, court and criminal records, drug treatment centers, and clinics, physicians, or police departments. I am also subject to a criminal history check at final eligibility screening; and
- HPHA can share my information with other state agencies for the purposes of determining program eligibility.

PRINT NAME _____ SIGNATURE OF HEAD OF HOUSEHOLD _____ DATE _____

PRINT NAME _____ SIGNATURE OF SPOUSE OR CO-HEAD _____ DATE _____

CERTIFICATION BY AUTHORIZED REPRESENTATIVE OR OTHER PERSON ASSISTING IN FILLING OUT APPLICATION
I HELPED THE APPLICANT FILL OUT THIS FORM.

PRINT NAME _____ SIGNATURE OF AUTHORIZED REPRESENTATIVE _____ DATE _____

NAME OF ORGANIZATION AND ADDRESS _____ TELEPHONE NUMBER _____

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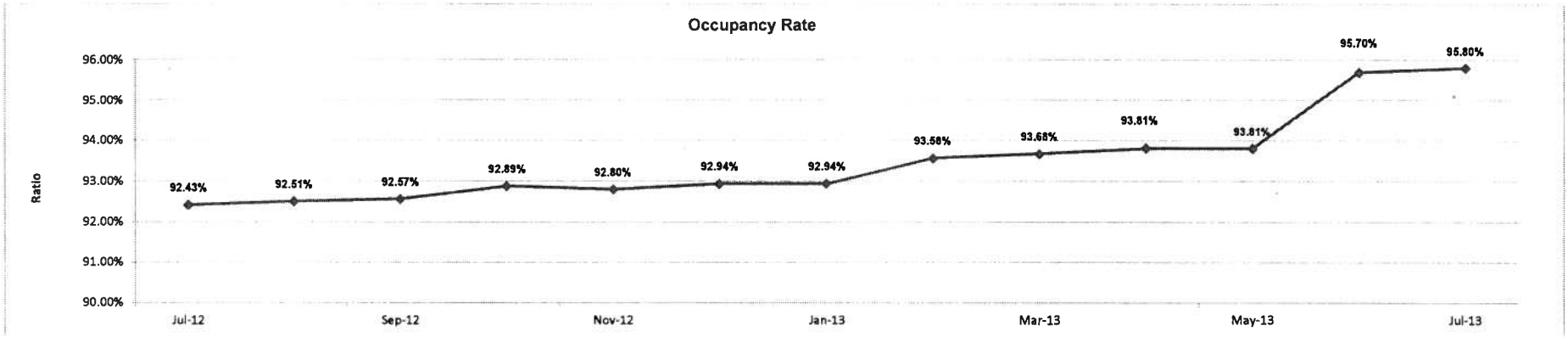
FEDERAL PUBLIC HOUSING

Occupancy from July 2012 to July 2013

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

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

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



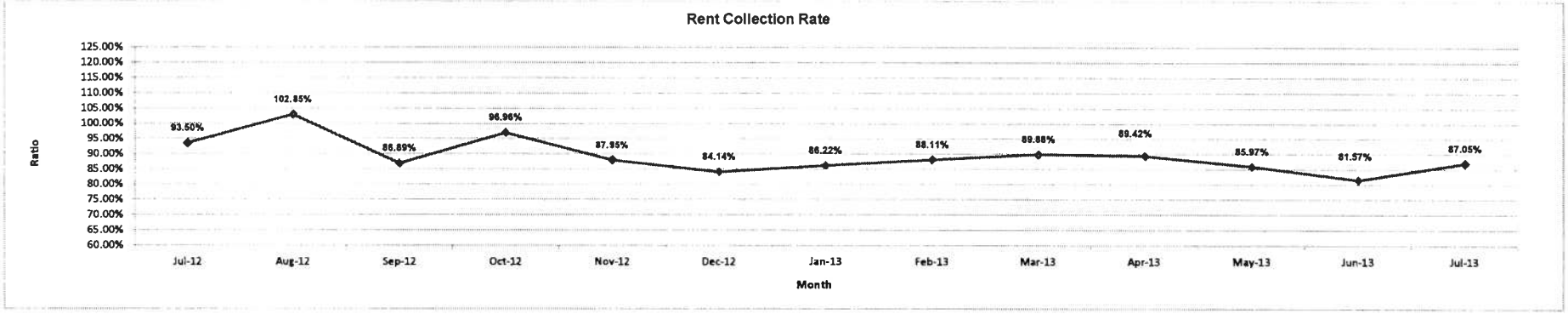
FEDERAL PUBLIC HOUSING

Rent Collection from July 2012 to July 2013

	Jul-12			Aug-12			Sep-12			Oct-12			Nov-12			Dec-12		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$107,350.00	$103,718.74	96.62%	$105,021.00	$118,324.62	112.67%	$104,312.00	$98,977.76	94.89%	$105,107.00	$109,533.35	104.21%	$115,419.00	$105,516.58	91.42%	$118,685.49	$100,465.11	84.65%
Kauai	$68,659.02	$67,390.13	98.15%	$68,634.69	$74,684.13	108.81%	$68,257.00	$56,174.97	82.30%	$68,464.00	$67,037.65	97.92%	$70,712.00	$57,227.00	80.93%	$72,785.00	$56,776.29	78.01%
Maui	$42,751.00	$41,534.18	97.15%	$43,521.00	$43,913.67	100.90%	$44,672.00	$38,615.46	86.44%	$46,129.00	$43,639.11	94.60%	$48,300.00	$39,985.48	82.79%	$47,318.00	$38,117.48	80.56%
Oahu	$932,406.22	$863,699.38	92.63%	$920,596.61	$933,241.75	101.37%	$908,055.31	$783,953.25	86.33%	$906,469.10	$871,733.02	96.17%	$953,683.92	$842,175.47	88.31%	$937,113.33	$793,999.98	84.73%
Total	$ 1,151,166.24	$ 1,076,342.43	93.50%	$ 1,137,773.30	$ 1,170,164.17	102.85%	$ 1,125,296.31	$ 977,721.44	86.89%	$ 1,126,169.10	$ 1,091,943.13	96.96%	$ 1,188,114.92	$ 1,044,904.53	87.95%	$ 1,175,901.82	$ 989,358.86	84.14%

Cumulative (12 Months) 07/12 - 07/13		
Charges	$	15,445,336.55
Collections	$	13,772,131.50
Total	$	(1,673,205.05)
Ratio		89.17%

	Jan-13			Feb-13			Mar-13			Apr-13			May-13			Jun-13			Jul-13		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$120,935.00	$107,016.94	88.49%	$121,050.10	$108,138.56	89.33%	$123,808.68	$113,174.38	91.41%	$129,673.30	$111,873.60	86.27%	$121,317.30	$106,077.26	87.44%	$120,622.20	$103,068.13	85.45%	$128,171.87	$113,642.05	88.66%
Kauai	$72,979.00	$61,222.92	83.89%	$72,407.00	$59,848.00	82.65%	$77,168.00	$66,422.00	86.07%	$78,499.00	$68,647.50	87.45%	$86,045.00	$70,470.09	81.90%	$85,288.00	$65,864.09	77.23%	$82,113.00	$66,030.92	80.41%
Maui	$47,832.00	$40,745.13	85.18%	$49,676.67	$44,266.72	89.11%	$49,710.67	$45,416.13	91.36%	$46,990.79	$40,270.12	85.70%	$46,034.00	$37,002.06	80.38%	$47,105.00	$35,683.67	75.75%	$55,093.50	$44,438.99	80.68%
Oahu	$944,175.97	$813,564.69	86.17%	$958,859.49	$846,874.46	88.32%	$973,891.50	$875,663.63	89.91%	$973,518.13	$877,858.04	90.17%	$977,304.94	$844,507.77	86.41%	$964,457.80	$788,482.29	81.75%	$986,186.95	$865,426.80	87.75%
Total	$ 1,185,921.97	$ 1,022,549.68	86.22%	$ 1,201,993.26	$ 1,059,127.74	88.11%	$ 1,224,578.85	$ 1,100,676.14	89.88%	$ 1,228,681.22	$ 1,098,649.26	89.42%	$ 1,230,701.24	$ 1,058,057.18	85.97%	$ 1,217,473.00	$ 993,098.18	81.57%	$ 1,251,565.32	$ 1,089,538.76	87.05%



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

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

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

* Occupancy also counts Scheduled for Modernization Units.

** Occupancy reflects removal of KPT Units.

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

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

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

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

* Occupancy also counts Scheduled for Modernization Units.
* Occupancy reflects removal of KPT Units.
** Please notice WL Income Limits assumes 2010 HUD Family Income Limit for Hawaii.
*** Delinquencies and Collections reflect only Rents, Prepays and Payment Agreements (Bill Code 0001 and 0006).
**** Lower Collection rate due to mailing label errors.

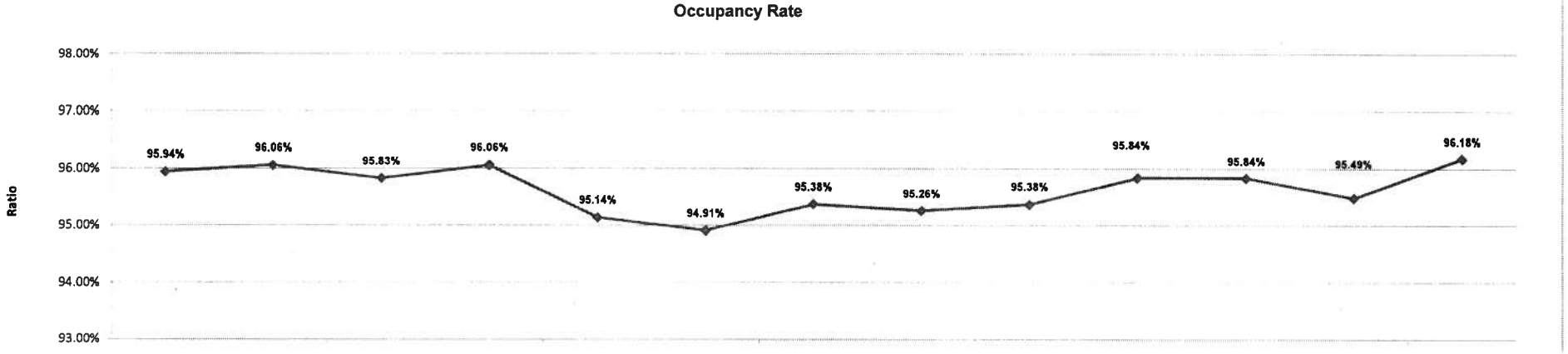
STATE PUBLIC HOUSING

Occupancy from July 2012 to July 2013

	Jul-12			Aug-12			Sep-12			Oct-12			Nov-12			Dec-12		
	Total Units	Occ Units	Ratio	Total Units	Occ Units	Ratio	Total Units	Occ Units	Ratio	Total Units	Occ Units	Ratio	Total Units	Occ Units	Ratio	Total Units	Occ Units	Ratio
Hawaii	56	46	82.14%	56	48	85.71%	56	48	85.71%	56	46	82.14%	56	47	83.93%	56	48	85.71%
Kauai	26	24	92.31%	26	24	92.31%	26	24	92.31%	26	24	92.31%	26	25	96.15%	26	24	92.31%
Maui	32	29	90.63%	32	29	90.63%	32	29	90.63%	32	29	90.63%	32	26	81.25%	32	25	78.13%
Oahu	749	729	97.33%	749	728	97.20%	749	726	96.93%	749	730	97.46%	751	725	96.54%	751	724	96.40%
Total	863	828	95.94%	863	829	96.06%	863	827	95.83%	863	829	96.06%	865	823	95.14%	865	821	94.91%

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

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



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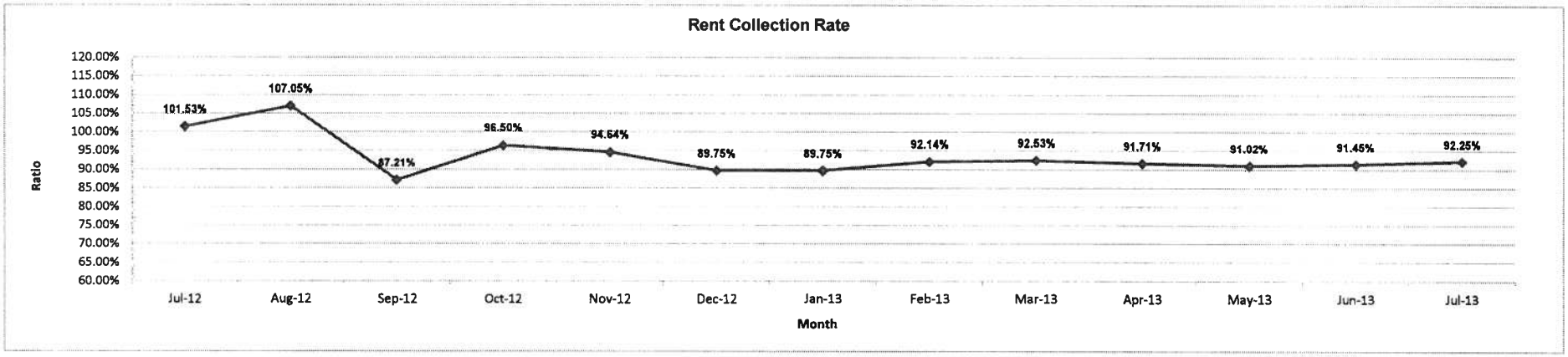
STATE PUBLIC HOUSING

Rent Collection from July 2012 to July 2013

	Jul-12			Aug-12			Sep-12			Oct-12			Nov-12			Dec-12		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 8,970.00	$ 6,435.00	71.74%	$ 15,525.00	$ 14,149.00	91.14%	$ 15,189.00	$ 11,446.00	75.36%	$ 15,384.00	$ 12,703.00	82.57%	$ 14,094.00	$ 11,083.00	78.64%	$ 15,888.00	$ 10,349.50	65 14%
Kauai	$ 3,132.00	$ 2,107.00	67.27%	$ 5,264.00	$ 5,466.00	103.84%	$ 5,264.00	$ 4,662.00	88.56%	$ 5,276.00	$ 5,097.74	96.62%	$ 5,076.19	$ 3,875.19	76.34%	$ 5,886.00	$ 4,476.00	76 04%
Maui	$ 5,504.00	$ 5,568.00	101.16%	$ 5,448.00	$ 4,651.00	85.37%	$ 5,339.00	$ 4,693.00	87.90%	$ 4,975.00	$ 4,196.00	84.34%	$ 5,514.00	$ 3,457.00	62.69%	$ 4,782.00	$ 3,197.00	66.85%
Oahu	$ 240,423.68	$ 247,877.52	103.10%	$ 225,890.00	$ 245,627.74	108.74%	$ 225,553.00	$ 198,408.18	87.97%	$ 224,465.00	$ 219,337.37	97.72%	$ 223,737.00	$ 216,686.24	96.85%	$ 231,450.52	$ 213,525.93	92.26%
Total	$ 258,029.68	$ 261,987.52	101.53%	$ 252,127.00	$ 269,893.74	107.05%	$ 251,345.00	$ 219,209.18	87.21%	$ 250,100.00	$ 241,334.11	96.50%	$ 248,421.19	$ 235,101.43	94.64%	$ 258,006.52	$ 231,548.43	89.75%

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

	Jan-13			Feb-13			Mar-13			Apr-13			May-13			Jun-13			Jul-13		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	$ 15,888.00	$ 10,349.50	65.14%	$ 16,989.50	$ 13,585.50	79.96%	$ 16,734.00	$ 13,546.00	80.95%	$ 15,814.00	$ 12,780.00	80.81%	$ 15,502.00	$ 11,566.00	74.61%	$ 22,748.00	$ 18,247.50	80.22%	$ 16,837.00	$ 12,440.33	73.89%
Kauai	$ 5,886.00	$ 4,476.00	76.04%	$ 4,728.81	$ 4,240.81	89.68%	$ 4,850.76	$ 4,433.76	91.40%	$ 4,797.81	$ 4,778.47	99.60%	$ 4,668.81	$ 4,184.86	89.63%	$ 5,444.81	$ 4,837.81	88.85%	$ 4,972.81	$ 4,406.81	88.62%
Maui	$ 4,782.00	$ 3,197.00	66.85%	$ 4,744.00	$ 3,803.00	80.16%	$ 4,353.00	$ 3,037.00	69.77%	$ 4,303.00	$ 3,059.00	71.09%	$ 4,140.00	$ 3,115.00	75.24%	$ 4,134.00	$ 2,827.00	68.38%	$ 4,188.00	$ 3,071.00	73.33%
Oahu	$ 231,450.52	$ 213,525.93	92.26%	$ 234,896.90	$ 219,180.72	93.31%	$ 235,923.00	$ 221,276.42	93.79%	$ 256,198.40	$ 237,192.70	92.58%	$ 236,283.40	$ 218,331.82	92.40%	$ 244,025.00	$ 226,812.96	92.95%	$ 235,618.40	$ 221,416.94	93.97%
Total	$ 258,006.52	$ 231,548.43	89.75%	$ 261,359.21	$ 240,810.03	92.14%	$ 261,860.76	$ 242,293.18	92.53%	$ 281,113.21	$ 257,810.17	91.71%	$ 260,594.21	$ 237,197.68	91.02%	$ 276,351.81	$ 252,725.27	91.45%	$ 261,616.21	$ 241,335.08	92.25%



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

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

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

* Occupancy also counts Scheduled for Modernization Units.

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

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

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

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

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

* Occupancy also counts Scheduled for Modernization Units.

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

Construction Management Branch
Report for the Months July/August 2013

A. Completed Activities

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

B. Planned Activities

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

- HPHA is awaiting confirmation from the Environmental Protection Agency (EPA) of satisfaction of all requirements of the Consent Agreement/Final Order (CA/FO).

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

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

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

Construction Management Branch
Elevator Modernization Report
August 2013

Note: All dates and costs are subject to change

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

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Hearings Office
Report for the Month of July/August 2013

A. Status Update:

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

B. Planned Activities for Next Month:

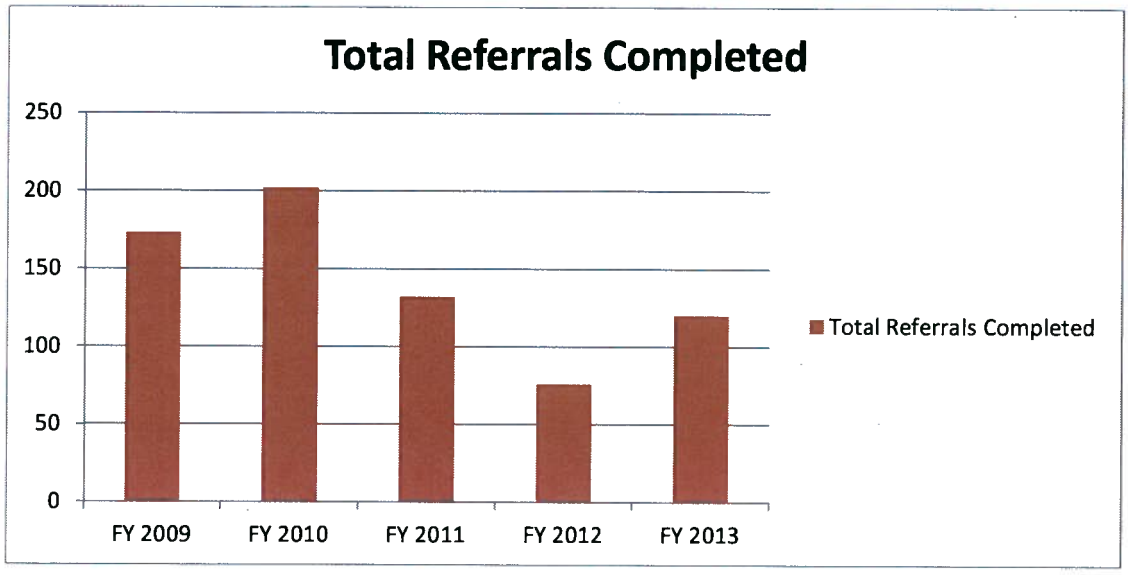
- Evaluate, review and revise eviction referrals for compliance with Section 356D, Hawaii Revised Statutes (Public Housing-Evictions).
- Conduct Statewide Administrative eviction hearings in compliance with laws, rules, and regulations.
- Prepare Findings of Facts, Conclusions of Law, Decision and Order,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

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

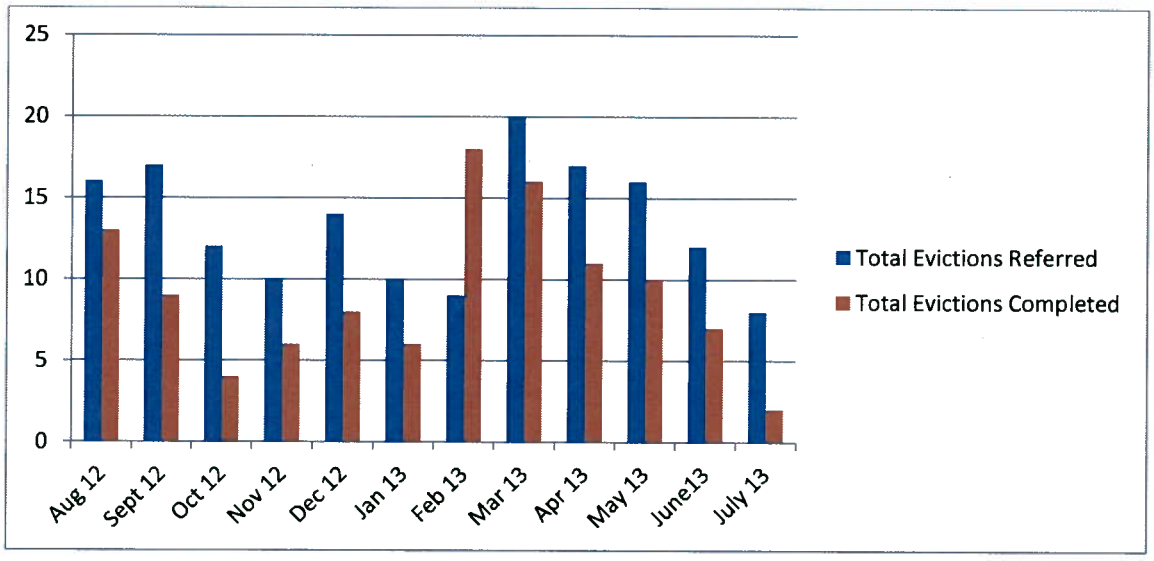
Total # of Cases Heard for the Month of July 2013: 3

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

Fiscal Years 2009-2013



January 2012 - July 2013



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

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

A. Accomplishments

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

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

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

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

- The Family Self Sufficiency (FSS) program assisted 87 Section 8 clients in July 2013.

  - 40 active escrow accounts, account balance $125,169
  - 1 family increased their income
  - Family goals are to seek homeownership and achieve escrow savings

C. Planned Activities for Next Month

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

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

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

INCOME STATEMENT

A. REVENUES:

HUD Operating Subsidies:

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

COCC Fee Income:

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

B. EXPENSES:

Administrative:

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

Asset Management Fees:

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

Management Fees:

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

Tenant Services:

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

Utilities:

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

Maintenance:

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

Protective Services:

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

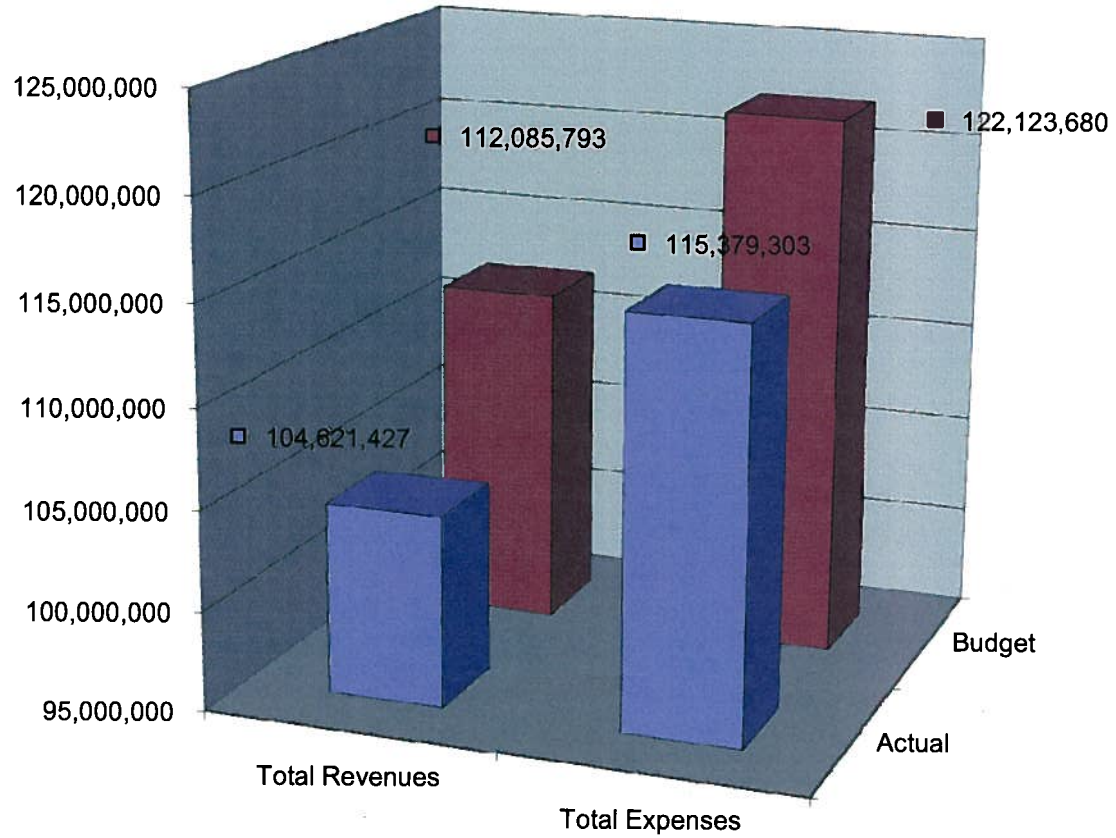
General Expenses:

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

OVERVIEW – Current Fiscal Year:

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

HPHA June 30, 2013 Actual VS Budget



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

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

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

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

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

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

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

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

MONTH OF JUNE, 2013					YEAR TO DATE ENDING JUNE 30, 2013						
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
$ -	$ -	$ -	0%	Dwelling Rental Income	$ -	$ -	$ -	0%	$ -	$ -	0%
2,313,615	1,968,605	345,010	18%	HUD Operating Subsidies	23,478,833	23,623,260	(144,427)	-1%	22,265,737	1,213,097	5%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
-	-	-	0%	Grant Income	-	-	-	0%	-	-	0%
151,925	152,504	(579)	0%	Other Income	1,799,026	1,830,048	(31,022)	-2%	2,015,481	(216,454)	-11%
2,465,540	**2,121,109**	**344,431**	**16%**	**Total Revenues**	**25,277,860**	**25,453,308**	**(175,448)**	**-1%**	**24,281,217**	**996,642**	**4%**
				EXPENSES							
(117,552)	128,875	246,427	191%	Administrative	1,251,426	1,722,818	471,392	27%	1,129,598	(121,828)	-11%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
23,292	28,268	4,976	18%	Management Fees	277,644	269,424	(8,220)	-3%	264,576	(13,068)	-5%
14,558	14,043	(515)	-4%	Bookkeeping Fees	173,528	168,384	(5,144)	-3%	165,360	(8,168)	-5%
2,302,140	1,797,820	(504,320)	-28%	Housing Assistance Payments	24,136,111	21,573,840	(2,562,271)	-12%	22,264,383	(1,871,729)	-8%
3,692	117	(3,575)	-3055%	Tenant Services	3,692	1,382	(2,310)	-167%	-	(3,692)	0%
971	2,924	1,953	67%	Utilities	30,486	35,088	4,602	13%	32,869	2,383	7%
13,690	22,005	8,315	38%	Maintenance	204,014	264,060	60,046	23%	225,615	21,600	10%
72	107	35	33%	Protective Services	644	420	(224)	-53%	725	81	11%
725	1,334	609	46%	Insurance	18,241	15,986	(2,255)	-14%	3,851	(14,390)	-374%
4,197	15,237	11,040	72%	General Expenses	34,133	282,800	248,667	88%	34,542	409	1%
2,245,784	**2,010,730**	**(235,055)**	**-12%**	**Total Expenses**	**26,129,918**	**24,334,202**	**(1,795,716)**	**-7%**	**24,121,518**	**(2,008,400)**	**-8%**
$ 219,756	**$ 110,379**	**$ 109,377**	**99%**	**Net Income(Loss)**	**$ (852,058)**	**$ 1,119,106**	**$ (1,971,164)**	**-176%**	**$ 159,699**	**$ (1,011,757)**	**-634%**
				CASH BASIS:							
$ 219,756	**$ 110,379**	**$ 109,377**	**99%**	Net Income(loss) per Above	**$ (852,058)**	**$ 1,119,106**	**$ (1,971,164)**	**-176%**	**$ 159,699**	**$ (1,011,757)**	**-634%**
				Add back non cash items:							
-	-	-	0%	Depreciation Expense	-	-	-	0%	-	-	0%
-	-	-	0%	Bad Debt Expense	-	-	-	0%	-	-	0%
$ 219,756	**$ 110,379**	**$ 109,377**	**99%**	**TOTAL CASH BASIS**	**$ (852,058)**	**$ 1,119,106**	**$ (1,971,164)**	**-176%**	**$ 159,699**	**$ (1,011,757)**	**-634%**

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

MONTH OF JUNE, 2013					YEAR TO DATE ENDING JUNE 30, 2013						
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
$ -	$ -	$ -	0%	Dwelling Rental Income	$ -	$ -	$ -	0%		$ -	0%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%		-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%		-	0%
(598,351)	-	(598,351)	0%	General Fund	356,701	-	356,701	0%	328,323	28,378	9%
-	-	-	0%	Grant Income	-	-	-	0%		-	0%
-	-	-	0%	Other Income	-	-	-	0%		-	0%
(598,351)	**-**	**(598,351)**	**0%**	**Total Revenues**	**356,701**	**-**	**356,701**	**0%**	**328,323**	**28,378**	**9%**
				EXPENSES							
(4,695)	-	4,695	0%	Administrative	12,578	-	(12,578)	0%	241,928	229,350	95%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
-	-	-	0%	Tenant Services	-	-	-	0%	-	-	0%
-	-	-	0%	Utilities	-	-	-	0%	-	-	0%
140,620	-	(140,620)	0%	Maintenance	175,095	-	(175,095)	0%	-	(175,095)	0%
4,883	-	(4,883)	0%	Protective Services	4,883	-	(4,883)	0%	-	(4,883)	0%
(50,758)	-	50,758	0%	Insurance	7,686	-	(7,686)	0%	-	(7,686)	0%
-	-	-	0%	General Expenses	-	-	-	0%	-	-	0%
90,050	**-**	**(90,050)**	**0%**	**Total Expenses**	**200,243**	**-**	**(200,243)**	**0%**	**241,928**	**41,685**	**17%**
$ (688,402)	**$ -**	**$ (688,402)**	**0%**	**Net Income(Loss)**	**$ 156,458**	**$ -**	**$ 156,458**	**0%**	**$ 86,395**	**$ 70,063**	**0%**
				CASH BASIS:							
$ (688,402)	**$ -**	**$ (688,402)**	**0%**	Net Income(loss) per Above	**$ 156,458**	**$ -**	**$ 156,458**	**0%**	**$ 86,395**	**$ 70,063**	**0%**
				Add back non cash items:							
-	-	-	0%	Depreciation Expense	-	-	-	0%	-	-	0%
-	-	-	0%	Bad Debt Expense	-	-	-	0%	-	-	0%
$ (688,402)	**$ -**	**$ (688,402)**	**0%**	**TOTAL CASH BASIS**	**$ 156,458**	**$ -**	**$ 156,458**	**0%**	**$ 86,395**	**$ 70,063**	**0%**

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

MONTH OF JUNE, 2013					YEAR TO DATE ENDING JUNE 30, 2013						
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
$ -	$ -	$ -	0%	Dwelling Rental Income	$ -	$ -	$ -	0%	$ -	$ -	0%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
2,033	69,525	(67,492)	-97%	General Fund	56,456	834,300	(777,844)	-93%	63,515	(7,059)	-11%
78,305	-	78,305	0%	Grant Income	944,670	-	944,670	0%	993,362	(48,692)	-5%
-	2,500	(2,500)	-100%	Other Income	-	30,000	(30,000)	-100%	21,080	(21,080)	-100%
80,338	**72,025**	**8,313**	**12%**	**Total Revenues**	**1,001,126**	**864,300**	**136,826**	**16%**	**1,077,957**	**(76,831)**	**-7%**
				EXPENSES							
248,593	6,972	(241,621)	-3466%	Administrative	305,558	105,675	(199,883)	-189%	364,221	58,663	16%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
(289)	1,609	1,898	118%	Management Fees	16,639	19,308	2,669	14%	9,390	(7,248)	-77%
639	800	161	20%	Bookkeeping Fees	7,851	9,600	1,749	18%	5,884	(1,967)	-33%
3,144	-	(3,144)	0%	Housing Assistance Payments	3,144	-	(3,144)	0%	625,249	622,105	99%
87,847	-	(87,847)	0%	Tenant Services	87,847	-	(87,847)	0%	-	(87,847)	0%
6,103	700	(5,403)	-772%	Utilities	13,059	8,400	(4,659)	-55%	8,225	(4,834)	-59%
1,853	35	(1,818)	-5193%	Maintenance	2,279	420	(1,859)	-443%	-	(2,279)	0%
-	-	-	0%	Protective Services	-	-	-	0%	-	-	0%
1,556	22	(1,534)	-6974%	Insurance	1,802	286	(1,516)	-530%	268	(1,534)	-572%
55,459	54,000	(1,459)	-3%	General Expenses	534,684	648,000	113,316	17%	-	(534,684)	0%
404,906	**64,138**	**(340,768)**	**-531%**	**Total Expenses**	**972,863**	**791,689**	**(181,174)**	**-23%**	**1,013,238**	**40,375**	**4%**
$ (324,568)	**$ 7,887**	**$ (332,455)**	**-4215%**	**Net Income(Loss)**	**$ 28,263**	**$ 72,611**	**$ (44,348)**	**-61%**	**$ 64,719**	**$ (36,456)**	**-56%**
				CASH BASIS:							
$ (324,568)	**$ 7,887**	**$ (332,455)**	**-4215%**	Net Income(loss) per Above	**$ 28,263**	**$ 72,611**	**$ (44,348)**	**-61%**	**$ 64,719**	**$ (36,456)**	**-56%**
				Add back non cash items:							
-	-	-	0%	Depreciation Expense	-	-	-	0%	-	-	0%
-	-	-	0%	Bad Debt Expense	-	-	-	0%	-	-	0%
$ (324,568)	**$ 7,887**	**$ (332,455)**	**-4215%**	**TOTAL CASH BASIS**	**$ 28,263**	**$ 72,611**	**$ (44,348)**	**-61%**	**$ 64,719**	**$ (36,456)**	**-56%**

State Rent Operating Subsidies is funded on a Quarterly Basis.

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

MONTH OF JUNE, 2013					YEAR TO DATE ENDING JUNE 30, 2013						
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
$ -	$ -	$ -	0%	Dwelling Rental Income	$ -	$ -	$ -	0%	$ -	$ -	0%
2,044,718	2,200,000	(155,282)	-7%	HUD Operating Subsidies	24,380,061	26,400,000	(2,019,939)	-8%	25,704,769	(1,324,708)	-5%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookeeping Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Capital Fund Admin Fee	-	-	-	0%	-	-	0%
-	-	-	0%	CMSS Front Line Service Fee	-	-	-	0%	-	-	0%
-	-	-	0%	ARRA Funds Admin Fee	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
-	-	-	0%	Grant Income	-	-	-	0%	-	-	0%
(72,746)	112,680	(185,426)	-165%	Other Income	1,001,330	1,352,160	(350,830)	-26%	1,307,023	(305,693)	-23%
1,971,972	**2,312,680**	**(340,708)**	**-15%**	**Total Revenues**	**25,381,391**	**27,752,160**	**(2,370,769)**	**-9%**	**27,011,792**	**(1,630,401)**	**-6%**
				EXPENSES							
(11,869)	17,260	29,129	169%	Administrative	51,948	207,120	155,172	75%	52,801	853	2%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%
2,044,718	2,133,960	89,242	4%	Housing Assistance Payments	24,380,061	25,607,520	1,227,459	5%	25,704,769	1,324,708	5%
66,485	87,600	21,115	24%	Tenant Services	925,610	1,051,200	125,590	12%	1,002,213	76,603	8%
-	-	-	0%	Utilities	-	-	-	0%	-	-	0%
-	-	-	0%	Maintenance	-	-	-	0%	-	-	0%
-	-	-	0%	Protective Services	-	-	-	0%	-	-	0%
-	-	-	0%	Insurance	-	-	-	0%	-	-	0%
10,182.15	710	(9,472)	-1334%	General Expenses	16,901	8,520	(8,381)	-98%	7,463	(9,438)	-126%
2,109,515	**2,239,530**	**130,015**	**6%**	**Total Expenses**	**25,374,520**	**26,874,360**	**1,499,840**	**6%**	**26,767,247**	**1,392,727**	**5%**
$ (137,544)	**$ 73,150**	**$ (210,694)**	**-288%**	**Net Income(Loss)**	**$ 6,871**	**$ 877,800**	**$ (870,929)**	**-99%**	**$ 244,545**	**$ (237,675)**	**-97%**
				CASH BASIS:							
$ (137,544)	**$ 73,150**	**$ (210,694)**	**-288%**	Net Income(loss) per Above	**$ 6,871**	**$ 877,800**	**$ (870,929)**	**-99%**	**$ 244,545**	**$ (237,675)**	**-97%**
				Add back non cash items:							
-	-	-	0%	Depreciation Expense	-	-	-	0%	-	-	0%
-	-	-	0%	Bad Debt Expense	-	-	-	0%	-	-	0%
$ (137,544)	**$ 73,150**	**$ (210,694)**	**-288%**	**TOTAL CASH BASIS**	**$ 6,871**	**$ 877,800**	**$ (870,929)**	**-99%**	**$ 244,545**	**$ (237,675)**	**-97%**

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

MONTH OF JUNE, 2013					YEAR TO DATE ENDING JUNE 30, 2013						
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
-	-	$ -	0%	Dwelling Rental Income	-	-	$ -	0%	-	$ -	0%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
1,372,910	787,674	585,236	74%	Management Fees	5,335,786	4,102,871	1,232,915	30%	4,230,347	1,105,439	26%
55,593	36,060	19,533	54%	Bookeeping Fees	649,032	432,720	216,312	50%	631,384	17,648	3%
514,080	13,315	500,765	3761%	Asset Management Fees	514,080	159,780	354,300	222%	-	514,080	0%
-	-	-	0%	Capital Fund Admin Fee	-	-	-	0%	-	-	0%
-	25,000	(25,000)	-100%	CMSS Front Line Service Fee	-	300,000	(300,000)	-100%	302,181	(302,181)	-100%
-	-	-	0%	ARRA Funds Admin Fee	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
(1,047,630)	539,587	(1,587,217)	-294%	General Fund	1,973,879	4,650,000	(2,676,121)	-58%	-	1,973,879	0%
-	-	-	0%	Grant Income	-	-	-	0%	-	-	0%
433,939	4,167	429,772	10314%	Other Income	80,573	50,004	30,569	61%	1,888,902	(1,808,329)	-96%
1,328,892	**1,405,803**	**(76,911)**	**-5%**	**Total Revenues**	**8,553,350**	**9,695,375**	**(1,142,025)**	**-12%**	**7,052,815**	**1,500,535**	**21%**
				EXPENSES							
1,241,733	664,283	(577,450)	-87%	Administrative	6,099,467	7,998,756	1,899,289	24%	5,490,899	(608,568)	-11%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
65	1,250	1,185	95%	Tenant Services	375	15,000	14,625	98%	388	14	3%
22,244	10,328	(11,916)	-115%	Utilities	142,218	123,067	(19,151)	-16%	112,114	(30,104)	-27%
347,722	96,462	(251,260)	-260%	Maintenance	2,333,585	1,268,286	(1,065,299)	-84%	1,108,157	(1,225,428)	-111%
2,718	365	(2,353)	-645%	Protective Services	21,595	4,259	(17,336)	-407%	245,745	224,150	91%
3,738	3,886	148	4%	Insurance	66,383	43,464	(22,919)		60,749	(5,634)	-9%
(242,409)	4,500	246,909	5487%	General Expenses	25,002	70,244	45,242	64%	130,320	105,318	81%
1,375,811	**781,074**	**(594,737)**	**-76%**	**Total Expenses**	**8,688,624**	**9,523,076**	**834,452**	**9%**	**7,148,372**	**(1,540,252)**	**-22%**
$ (46,919)	**$ 624,729**	**$ (671,648)**	**-108%**	**Net Income(Loss)**	**$ (135,274)**	**$ 172,299**	**$ (307,573)**	**-179%**	**$ (95,557)**	**$ (39,717)**	**-42%**
				CASH BASIS:							
$ (46,919)	**$ 624,729**	**$ (671,648)**	**-108%**	Net Income(loss) per Above	**$ (135,274)**	**$ 172,299**	**$ (307,573)**	**-179%**	**$ (95,557)**	**$ (39,717)**	**-42%**
				Add back non cash items:							
832	693	139	20%	Depreciation Expense	9,990	8,030	1,960	24%	9,064	925	10%
-	-	-	0%	Bad Debt Expense	-	-	-	0%	-	-	0%
$ (46,087)	**$ 625,422**	**$ (671,509)**	**-107%**	**TOTAL CASH BASIS**	**$ (125,285)**	**$ 180,329**	**$ (305,614)**	**-169%**	**$ (86,493)**	**$ (38,792)**	**-45%**

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

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

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

MONTH OF JUNE, 2013					YEAR TO DATE ENDING JUNE 30, 2013						
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
1,148,137	1,162,220	$ (14,083)	-1%	Dwelling Rental Income	13,347,450	13,940,700	$ (593,250)	-4%	13,234,149	$ 113,301	1%
1,581,446	1,913,359	(331,913)	-17%	HUD Operating Subsidies	21,097,246	22,956,076	(1,858,830)	-8%	22,587,254	(1,490,008)	-7%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
135,479	78,575	56,904	72%	Grant Income	1,938,140	942,935	995,205	106%	1,496,646	441,494	29%
40,134	2,328,412	(2,288,278)	-98%	Other Income	308,423	2,761,395	(2,452,972)	-89%	477,718	(169,295)	-35%
2,905,196	**5,482,566**	**(2,577,370)**	**-47%**	**Total Revenues**	**36,691,260**	**40,601,106**	**(3,909,846)**	**-10%**	**37,795,767**	**(1,104,508)**	**-3%**
				EXPENSES							
1,402,744	488,887	(913,857)	-187%	Administrative	3,876,370	6,029,256	2,152,886	36%	3,651,611	(224,760)	-6%
514,080	13,048	(501,032)	-3840%	Asset Management Fees	514,080	156,180	(357,900)	-229%	-	(514,080)	0%
254,610	255,169	559	0%	Management Fees	2,788,712	3,059,615	270,903	9%	2,715,022	(73,690)	-3%
33,300	52,549	19,249	37%	Bookkeeping Fees	395,768	486,920	91,153	19%	375,878	(19,890)	-5%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
7,500	9,842	2,342	24%	Tenant Services	11,848	119,116	107,268	90%	14,185	2,337	16%
1,163,838	915,247	(248,591)	-27%	Utilities	11,326,703	10,972,129	(354,574)	-3%	10,987,009	(339,694)	-3%
2,965,813	1,219,649	(1,746,164)	-143%	Maintenance	13,363,268	15,068,336	1,705,068	11%	11,773,730	(1,589,538)	-14%
352,862	160,933	(191,929)	-119%	Protective Services	2,220,791	1,954,008	(266,783)	-14%	1,952,410	(268,381)	-14%
53,028	63,776	10,748	17%	Insurance	746,959	756,959	10,000	1%	641,678	(105,281)	-16%
804,661	873,776	69,115	8%	General Expenses	12,340,411	10,492,305	(1,848,106)	-18%	11,207,160	(1,133,250)	-10%
7,552,435	**4,052,876**	**(3,499,559)**	**-86%**	**Total Expenses**	**47,584,909**	**49,094,824**	**1,509,915**	**3%**	**43,318,681**	**(4,266,227)**	**-10%**
$ (4,647,239)	**$ 1,429,690**	**$ (6,076,929)**	**-425%**	**Net Income(Loss)**	**$ (10,893,649)**	**$ (8,493,718)**	**$ (2,399,931)**	**-28%**	**$ (5,522,914)**	**$ (5,370,735)**	**-97%**
				CASH BASIS:							
$ (4,647,239)	**$ 1,429,690**	**$ (6,076,929)**	**-425%**	Net Income(loss) per Above	**$ (10,893,649)**	**$ (8,493,718)**	**$ (2,399,931)**	**-28%**	**$ (5,522,914)**	**$ (5,370,735)**	**-97%**
				Add back non cash items:							
1,027,581	811,756	(215,825)	-27%	Depreciation Expense	12,158,421	9,748,712	(2,409,709)	-25%	10,614,808	1,543,613	15%
-	25,355	25,355	100%	Bad Debt Expense	77,044	303,996	226,952	75%	427,777	(350,733)	-82%
$ (3,619,658)	**$ 2,266,801**	**$ (5,886,459)**	**-260%**	**TOTAL CASH BASIS**	**$ 1,341,816**	**$ 1,558,990**	**$ (217,174)**	**-14%**	**$ 5,519,671**	**$ (4,177,855)**	**-76%**

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

MONTH OF JUNE, 2013				ACCRUAL BASIS	YEAR TO DATE ENDING JUNE 30, 2013						
		Variance					Variance			Variance	
Actual	Budget	Amount	%		Actual	Budget	Amount	%	Prior Year	Amount	%
				REVENUES							
$ 307,431	$ 922,542	$ (615,111)	-67%	Asset Management Project - 30	$ 3,539,641	$ 4,250,531	$ (710,890)	-17%	$ 3,337,941	$ 201,700	6%
266,851	297,093	(30,242)	-10%	Asset Management Project - 31	3,250,604	3,565,149	(314,545)	-9%	3,334,761	(84,157)	-3%
295,146	364,532	(69,386)	-19%	Asset Management Project - 32	3,810,680	3,736,737	73,943	2%	3,661,822	148,858	4%
216,627	370,909	(154,282)	-42%	Asset Management Project - 33	2,778,302	3,136,408	(358,106)	-11%	2,734,268	44,034	2%
330,326	351,884	(21,558)	-6%	Asset Management Project - 34	4,097,565	4,221,873	(124,308)	-3%	4,097,192	373	0%
312,147	679,990	(367,843)	-54%	Asset Management Project - 35	4,414,412	4,485,396	(70,984)	-2%	4,354,222	60,189	1%
139,349	483,272	(343,923)	-71%	Asset Management Project - 37	1,689,284	2,122,547	(433,264)	-20%	1,884,929	(195,645)	-10%
179,167	191,151	(11,984)	-6%	Asset Management Project - 38	2,125,199	2,293,766	(168,567)	-7%	2,287,847	(162,648)	-7%
111,205	558,197	(446,992)	-80%	Asset Management Project - 39	1,400,524	1,835,055	(434,531)	-24%	1,377,809	22,715	2%
163,480	220,795	(57,315)	-26%	Asset Management Project - 40	2,082,887	2,352,034	(269,147)	-11%	2,667,612	(584,725)	-22%
108,424	124,739	(16,315)	-13%	Asset Management Project - 43	1,359,312	1,495,801	(136,489)	-9%	1,475,753	(116,441)	-8%
144,118	172,799	(28,681)	-17%	Asset Management Project - 44	1,930,731	2,072,290	(141,559)	-7%	2,095,717	(164,987)	-8%
126,500	152,526	(26,026)	-17%	Asset Management Project - 45	1,567,128	1,829,113	(261,985)	-14%	1,721,540	(154,412)	-9%
48,580	177,817	(129,237)	-73%	Asset Management Project - 46	638,215	851,292	(213,077)	-25%	684,773	(46,558)	-7%
83,816	322,272	(238,456)	-74%	Asset Management Project - 49	1,021,562	1,248,802	(227,240)	-18%	989,949	31,614	3%
72,031	92,048	(20,017)	-22%	Asset Management Project - 50	985,214	1,104,312	(119,098)	-11%	1,089,632	(104,418)	-10%
$ 2,905,196	**$ 5,482,566**	**$ (2,577,370)**	**-47%**	**Total Revenues**	**$ 36,691,260**	**$ 40,601,106**	**$ (3,909,846)**	**-10%**	**$ 37,795,767**	**$ (1,104,508)**	**-3%**
				NET INCOME(LOSS)							
$ (482,716)	$ 469,694	$ (952,410)	-203%	Asset Management Project - 30	(1,482,455)	(1,194,409)	$ (288,046)	-24%	(1,378,804)	$ (103,650)	-8%
(624,546)	(103,039)	(521,507)	-506%	Asset Management Project - 31	(1,662,241)	(1,238,997)	(423,244)	-34%	(1,136,675)	(525,566)	-46%
(702,333)	60,494	(762,827)	-1261%	Asset Management Project - 32	(419,044)	(162,642)	(256,402)	-158%	454,282	(873,326)	-192%
(356,688)	61,675	(418,363)	-678%	Asset Management Project - 33	(530,769)	(625,885)	95,116	15%	(189,779)	(340,990)	-180%
(304,664)	(29,042)	(275,622)	-949%	Asset Management Project - 34	112,172	(342,839)	455,011	133%	308,626	(196,454)	-64%
(446,201)	268,093	(714,294)	-266%	Asset Management Project - 35	(273,679)	(462,408)	188,729	41%	172,381	(446,060)	-259%
(311,181)	176,065	(487,246)	-277%	Asset Management Project - 37	(2,065,607)	(1,568,307)	(497,300)	-32%	(1,790,320)	(275,287)	-15%
(198,821)	(10,587)	(188,234)	-1778%	Asset Management Project - 38	(258,593)	(155,284)	(103,309)	-67%	220,986	(479,579)	-217%
(133,786)	402,841	(536,627)	-133%	Asset Management Project - 39	(749,635)	(113,198)	(636,437)	-562%	(264,320)	(485,315)	-184%
(97,478)	21,403	(118,881)	-555%	Asset Management Project - 40	(75,113)	(48,029)	(27,084)	-56%	28,839	(103,951)	-360%
(150,814)	(18,961)	(131,853)	-695%	Asset Management Project - 43	(962,194)	(230,444)	(731,750)	-318%	(677,410)	(284,784)	-42%
(279,628)	(76,061)	(203,567)	-268%	Asset Management Project - 44	(801,258)	(919,325)	118,067	13%	(451,528)	(349,730)	-77%
(111,663)	(58,747)	(52,916)	-90%	Asset Management Project - 45	(655,483)	(709,996)	54,513	8%	(297,394)	(358,089)	-120%
(79,927)	84,734	(164,661)	-194%	Asset Management Project - 46	(504,730)	(261,656)	(243,074)	-93%	(338,748)	(165,981)	-49%
(232,830)	177,612	(410,442)	-231%	Asset Management Project - 49	(660,786)	(494,039)	(166,747)	-34%	(476,364)	(184,422)	-39%
(133,963)	3,516	(137,479)	-3910%	Asset Management Project - 50	95,765	33,740	62,025	184%	293,314	(197,549)	-67%
$ (4,647,239)	**$ 1,429,690**	**$ (6,076,929)**	**-425%**	**Total Net Income(Loss)**	**$ (10,893,649)**	**$ (8,493,718)**	**$ (2,399,931)**	**-28%**	**$ (5,522,914)**	**$ (5,370,735)**	**-97%**

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

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

Contract & Procurement Office
Monthly Status Report for July 2013

Solicitation(s) Issued in July 2013:

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

Protest(s) Received in July 2013:

- None

Contract(s) Executed in July 2013:

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

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

Planned Solicitation/Contract Activities for August/September 2013

Solicitation(s):

- Procure New Copy Machine Lease Agreements for AMPs 33, 38, 40, and MU 42 and Various Central Office Cost Centers.

- Issue Invitation-for-Bids for Laundry Concession Services for AMPs 43 and 46 on the Island of Hawaii.

- Issue Invitation-for-Bids for Laundry Concession Services for AMP 39 on the Island of Maui.

- Issue Request-for-Proposals for Property Management, Maintenance and Resident Services for Asset Management Project 45 on the Island of Oahu.

- Issue Request-for-Proposals for Property Management, Maintenance and Resident Services for Management Unit 42 on the Island of Oahu.

- Issue Request-for-Quotes for Temporary Recruitment Services to Assist the HPHA in the Hiring of Key Central Office Cost Center Vacant Positions.

- Issue Invitation-for-Bids for Various Capital Improvement Projects.

Contract(s)

- Award and Execute Contract for Refuse Collection Services for Kawailehua – State and Kawailehua – Federal under Asset Management Project 38 on the Island of Kauai.

- Execute Contract with the City and County of Honolulu's Department of Community Services to Continue to Provide Case Management Services under the Section 8 and Low Income Public Housing Family Self-Sufficiency Program.

- Execute Supplemental Contract with Island Refuse, Inc. to Continue to Provide Refuse Collection Services for Kahale Mua – State and Kahale Mua – Federal (AMP 39) on the Island of Molokai.

- Execute Supplemental Contract with Realty Laua LLC to Continue to Provide Property Management, Maintenance, and Resident Services for AMP 40 on the Island of Oahu.

- Execute Supplemental Contract with Realty Laua LLC to Continue to Provide Property Management, Maintenance, and Resident Services for AMP 44 on the Island of Oahu.

- Execute Supplemental Contract with Realty Laua LLC to Continue to Provide Property Management, Maintenance, and Resident Services for AMP 45 on the Island of Oahu.

- Execute Supplemental Contract with Hawaii Affordable Properties, Inc. to Continue to Provide Property Management, Maintenance, and Resident Services for MU 42 on the Island of Oahu.

- Execute Supplemental Contract with Kiamalu Consulting and Investigations Agency, LLC to provide Security Services for AMP 31, AMP 32, and AMP 35 on the Island of Oahu.

- Execute Supplemental Contract with EMSS, Inc. to Continue to Provide Printing and Mailing Services of the Monthly Tenant Rent Bills.

COMPLIANCE OFFICE
Report for Month of July/August 2013

A. Accomplishments for July

- Resolved approximately 38 tenant requests for reasonable accommodations under Section 504 of the Rehabilitation Act and the Fair Housing Act. Requests were approved for:

    a. Transfers to accessible or ground floor units (3);

    b. Transfer of unit for other reasons (0);

    c. Installation of air conditioning (4);

    d. Service animal (7); and

    e. Reserved parking (1).

- Continued to work on the filing of Declarations of Trust for all of the federally assisted public housing projects;

- Continued to administer contract with National Center for Housing Management for HPHA Self-evaluation and transition plan, including coordinating reinspections of properties that have undergone substantial improvements, and working with the Construction Management Branch to plan for the construction or retrofit of accessible units and accessible routes within the properties;

- Continued to pursue proposed changes to the Hawaii Administrative Rules pertaining to the federally assisted low-income public housing program and eviction procedure. Rules are currently still at DHS (since May) awaiting DHS approval;

- Assisted in the implementation of change to state law effective July 1, 2013 (Act 148, SLH 2013), regarding the placement of applicants with preferences in fifty percent of available units;

- Assisted with drafting of proposed changes to Hawaii Administrative Rules pertaining to the state low-income public housing program;

- Attended sole source and emergency procurement training;

- Provided guidance to property managers on live-in aides for tenants with disabilities;

- Distributed updates to required notices to all offices;

- Collected statistical data on encounters with Limited English Proficient individuals for the period January 1-June 30, 2013;

- Assisted Property Management Branch with the implementation of the non-smoking policy; and

- Continued to work with managers to fulfill reasonable accommodation and modification requests, and monitor the fulfillment of approved reasonable accommodation and modification requests.

B. Planned activities for August and September

- Continue to administer contract with National Center for Housing Management for HPHA Self-evaluation and transition plan, including coordinating with the Construction Management Branch to plan for the construction of accessible and hearing/sight-impaired units in compliance with federal accessibility laws;

- Provide new staff orientation training on compliance issues, including fair housing;

- Provide language access training to select offices to complete annual mandatory language access training;

- Distribute guidance on EIV access and annual collection of User Agreement Forms for EIV system information users, in accordance with HUD requirements;

- Assist with HUD Assessment site visit;

- Compile and review statistical data on encounters with Limited English Proficient individuals for the period January 1-June 30, 2013;

- Continue to pursue proposed changes to the Hawaii Administrative Rules pertaining to the federally assisted low-income public housing program and eviction procedure;

- Continue to work with various Branches and Offices to develop a comprehensive plan to address audit findings and tracking and monitoring mechanism;

- Finalize the HPHA policy on the Violence Against Women Act;

- Pursue adoption of proposed changes to the Pets Policy for the Federally Assisted Low-Income Public Housing Program;

- Submit draft HPHA Language Access Action Plan to the Office of the Executive Director for discussion and approval;

- Prepare for translations of vital documents;

- Implement revised changes to the HPHA reasonable accommodations policy and forms;

- Continue to timely process tenant requests for reasonable accommodations and modifications under the Fair Housing Act; and

- Work with the Attorney General's office on the Mayor Wright Homes litigation.

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

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

- On July 23, 2013, the HPHA Choice Neighborhoods Initiative Neighborhood Task Force Chair Councilmember Joey Manahan held a community meeting at the Dole Middle School cafeteria. There were around 60 participants from the Kuhio Park / Kalihi neighborhood that came together to discuss the "Neighborhood" aspect of the Choice Neighborhoods Initiative, and to come up with collaborative solutions regarding public safety, amenities, parks and recreation, streets and sidewalks infrastructure and the future of the Kuhio Park neighborhood.

- Public Safety Solutions:
  The participants of this break out group provided several possible solutions to their public safety concerns in the Kuhio Park / Kalihi neighborhood. A desire to create a singular response organization with direct contact with the community, as well as a direct phone number, that would work with the Honolulu Police Department with their neighborhood patrolling schedules and criminal monitoring efforts. With the addition of security cameras and sensor lights for hidden and dark areas, more attention could be given to prevent and document criminal activities. Stricter penalties and more attention to enforcing curfew with our middle to high school children and covering up graffiti were also discussed.

- Amenities:
  Both the towers and low-rise area tenants are allowed 2 cars per unit. In addition, the cars need to be registered to the tenant, have current insurance, and current safety inspection. Because many residents use cars that are not under their name, many of the tenants park in the surrounding neighborhood streets which overly stress the supply of street parking. The participants proposed that a parking garage for residents at the Kuhio Park low-income public housing properties be created for residents who are unable to meet the sticker and allotment restrictions. That way the parking problems are contained within the Kuhio Park properties and not exported to the surrounding neighborhood street parking.

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

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

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

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

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

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

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

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

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

Planning timeline:

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

C. "No Smoking" Policy

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

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

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

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

E. Information Office Activities (Media Inquiries)

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

F. Legislative

- The 2013 Legislative Session adjourned May 2, 2013. All bills that were not passed by the Legislature will "Carry Over" to 2014.

- Collaborating with OED and the Compliance Office to develop Administrative Rules for the 2013 ACTs relating to the Hawaii Public Housing Authority that were signed into law by Governor Abercrombie.

- Receiving and organizing input from all branch chiefs regarding the creation of bills for the Governor's 2014 supplemental bill package.

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

A. Accomplishments

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

B. Planned Activities for Next Month

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

PERSONNEL OFFICE
Report for the month July/August 2013

A. Summary of HPHA Staffing:

Filled positions (FTE):	280
Vacant positions:	87
Total:	367
Tenant Aides (19 Hrs):	14
New Hires	3
Termination/resigned	4
Note: 89day hires (temp)	3

Positions on continuous recruitment: 30

B. Accomplishment:

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

C. Planned Activities:

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

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

FOR DISCUSSION

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

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

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

Hawaii Public Housing Authority
Summary of Capital Projects
Report As Of 7/31/13

CIP - CFP
Rev.200

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

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

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

	Total CFP Appropriation	Expended Construction Activities (BLI 1411-1501)	Expended Operations (BLI 1406)	Expended Management Improvements (BLI 1408)	Expended Administration (BLI 1410)	Expended Contingency (BLI 1502)	Expended to Date Total Funds	% Expended	Balance	Expenditure Deadline	Notes
CFP 719	$12,526,177	$7,331,601	$2,416,486	$35,723	$1,249,723	$0	$11,033,534	88.08%	$1,492,643	4/14/14	LOCCS created 09-12-09
CFP 720	$12,389,235	$6,641,049	$619,462	$13,717	$1,038,924	$0	$8,313,152	67.10%	$4,076,083	7/14/14	LOCCS created 06-23-10
CFP 721	$10,301,898	$2,011,698	$0	$0	$0	$0	$2,011,698	19.53%	$8,290,200	7/13/15	LOCCS created 07-13-11
CFP 722	$9,454,397	$0	$0	$0	$0	$0	$0	0.00%	$9,454,397	3/12/16	LOCCS created 03-12-12
CFP 723	$9,066,970	$0	$0	$0	$0	$0	$0	0.00%	$9,066,970	TBD	Awarded 8-8-13
CFP Expenditure Totals	**$57,285,440**	**$24,378,098**	**$5,558,694**	**$485,306**	**$3,550,020**	**$0**	**$33,972,118**	**59.30%**	**$23,313,322**		

STATE: Capital Improvement Program (CIP)

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

KEY

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

Federal Capital Fund Program Budget

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

Federal Capital Fund Program Actual

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

State Capital Improvement Program Budget and Expenditure

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