

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

**April 16, 2015
9:00 a.m.**

**AGENDA
Amended**

I. CALL TO ORDER/ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, March 19, 2015 (**Pages 1 – 7**)
- B. Special Meeting Minutes, April 7, 2015 (**Pages 8 – 13**)
- C. Executive Session Minutes, March 19, 2015

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 Authorize the Executive Director to Request Approval from the U.S. Department of Housing and Urban Development (HUD) to Grant the Kua`i Island Utility Cooperative (KIUC) Easements for the Sewer Improvements and Electrical Upgrades at the Kapa`a Housing Project, Tax Map Key: (4) 4-5-015:007 and (**Pages 14 – 24**)
- B. Motion: To Amend the Hawaii Housing Development & Services, Inc. Nonprofit Board Terms to Terms Concurrent with the Hawaii Public Housing Authority Board of Director Terms; to Appoint the Initial Five (5) Directors of the Nonprofit; and to Approve and Adopt Bylaws for the nonprofit Hawaii Housing Development & Services, Inc. (**Pages – 25 – 37**)

V. REPORTS

- A. Executive Director's Report Highlights: **(Pages 38 – 75)**
- Property Management and Maintenance Services Branch
 - Occupancy and Rent Collection Status
 - Mixed finance private public partnership developments
 - Section 8 Lease up Status and Program Activity
 - Design and Construction Project Updates
 - Contracts Executed During March 2015

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 on any item listed above. If any person requires special needs (i.e., large print, taped materials, sign language interpreter, etc.) please call Ms. Taryn Chikamori at (808) 832-4694 by close of business two days prior to the meeting date. Meals will be served to the Board and support staff as an integral part of the meeting.

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E
HONOLULU, HAWAII 96817
ON THURSDAY, MARCH 19, 2015
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority held a Regular Board Meeting at 1002 North School Street, on Thursday, March 19, 2015 at 9:00 a.m. Chairperson Gierlach called the meeting to order. Those present were as follows:

PRESENT: Director David Gierlach, Chairperson
Director Jason Espero, Vice Chairperson
Director Myoung Oh, Secretary
Designee Pankaj Bhanot
Director Julie Black-Caspillo
Director Gilbert De Motta
Director Morgan Kaya

Deputy Attorney General, Jennifer Sugita

EXCUSED: Director Sheri Tanaka

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Chong Gu, Chief Financial Management Advisor
Kiriko Oishi, Chief Compliance Officer
Dawn Takeuchi Apuna, Chief Planner
Rick Sogawa, Procurement Officer
Joanna Renken, Acting Public Housing Supervisor VI
Becky Choi, State Housing Development Administrator
Stephanie Fo, Section 8 Subsidy Programs Branch Chief
Renee Blondin-Nip, Hearings Officer
Gary Nakatsu, Data Processing Supervisor
Shirley Befitel, Personnel Officer
Clarence Allen, Fiscal Officer
Benjamin Park, Housing Planner
Rochelle Akamine, Resident Services Program Specialist
Taryn Chikamori, Secretary to the Board

OTHERS PRESENT (and signing in as):
June Talia, Kuhio Homes resident
Matthew Taufetee, Peacemakers
Wilcox Choy, KMH LLP

Proceedings:

Chairperson Gierlach declared a quorum present.

Approval of Minutes:

Director Espero moved,

To approve the Regular Meeting Minutes of January 15, 2015.

The minutes were unanimously approved.

Public Testimony:

Matthew Taufetee, Peacemakers, informed the Board that his organization works with gang members providing counseling and other services free of charge. They also work at the detention home. He stated that Peacemakers would also like to offer their services to the Hawaii Public Housing Authority (HPHA).

June Talia, Kuhio Homes resident, requested that HPHA provide the tenants with a status on the redevelopment of Kuhio Homes. She also requested that a park be built on the Kuhio Homes property if the redevelopment would not start within the next couple of years.

For Action:

Director Oh moved,

To Accept the Hawaii Public Housing Authority's Single Audit Testing on Internal Controls and Compliance for Fiscal Year July 1, 2013 Ending June 30, 2014 and to Authorize the Executive Director to Submit the Audit and Management Responses to the Federal Audit Clearinghouse and U.S. Department of Housing and Urban Development as Required.

Wilcox Choy, KMH LLC, reported that the single audit is an audit on the Federal programs. The U.S. Department of Housing and Urban Development (HUD) establishes the threshold that defines major programs and the auditor uses that definition to determine which programs are audited. He reported that the HPHA was given a qualified opinion and had 3 findings. He stated that this is a huge improvement

from previous years. One finding was for the Section 8 eligibility, reporting, special tests and provisions. Another finding was for eligibility for the public and Indian housing program. Mr. Choy also informed the Board that the public housing eligibility finding is a repeat finding, however, the challenge is the sheer volume of work necessary to certify a tenant's eligibility, income and rent. He reported that he reviewed the corrective action plan and believes it is a good response to the findings. Mr. Choy further recommended that the HPHA review their position descriptions to determine whether the agency can include requirements for staff to participate in certification training.

Director Espero asked if the HPHA has a quality assurance officer. Executive Director Ouansafi responded that the HPHA does conduct quality assurance activities. He also stated that due to scarce federal resources the HPHA feels the funds are better spent on the tenants.

Executive Director Ouansafi reported that the HPHA, through HUD, has provided over half a million dollars in training over the past several years and has another refresher training planned in April. He reported that the HPHA has double the case load of the City and County of Honolulu's (C&C) Section 8 program.

Mr. Choy added that KMH LLC audits the C&C's Section 8 program and reported that the C&C has the same difficulties as the HPHA.

The motion was unanimously approved.

For Action:

Director Espero moved,

To Appoint Mark Nishino to the Maui Eviction Board for a Two-Year Term Expiring on February 2017 and to Reappoint Douglas Kaya to the Oahu Eviction Board for an additional Two-Year Term Expiring on March 2017.

Executive Director Ouansafi stated that the HPHA has reviewed the resume and performance of the two and support their appointment.

The motion was unanimously approved.

For Action:

Director Espero moved,

To Approve the Updated Utility Allowance Rates for April 1, 2015 to May 31, 2016 for the Section 8 Housing Choice Voucher Program and to Authorize the Executive Director to Accept Comments on the Updated Utility Rates as Required.

Executive Director Ouansafi reported that the HPHA hired National Facility Consultants, Inc. to conduct the utility allowance study per HUD regulations. The firm uses HUD's guidelines and recommends what the utility allowance should be. Executive Director Ouansafi stated that this year the utility allowance will be going down.

Director Black-Caspillo asked if the HPHA receives a lot of complaints because the utility allowance is going down. Executive Director Ouansafi responded that there are some complaints.

Chairperson Gierlach asked what the progress is on putting timers in units. Executive Director Ouansafi responded that staff has been trained and the HPHA is working with Hawaii Energy to hold training for the residents. Executive Assistant Arashiro reported that all applicants that attended the Section 8 mass lease up were given training by Hawaii Energy.

Director Espero asked that notices be sent to all tenants before the April 1st start date. Executive Director Ouansafi responded all tenants will be notified of the changes in the utility allowance and that there is a 30-day comment period.

The motion was unanimously approved.

For Action:

Designee Bhanot moved,

To Select a Name for the Proposed Nonprofit Corporation or Delegate Authority to the Executive Director to Select a Name for the Proposed Nonprofit Corporation.

Executive Director Ouansafi stated the two potential names are Hawaii Housing Services and Hawaii Housing Collaborative and he suggested Affordable Housing Development and Services. Executive Director Ouansafi stated that the attorneys will add the LLC or Inc. as needed.

Director Oh suggested Hawaii Housing Development and Services (HHDS).

Upon a poll the Board unanimously agreed upon HHDS.

The motion was unanimously approved.

Executive Director's Report:

- Executive Director Ouansafi reported that Section 8 held a mass certification and issued approximately 300 vouchers. He stated the waitlist has been almost

completely exhausted and staff will be asking the Board to reopen the waitlist once lease up is complete.

- Executive Director Ouansafi reported that the HPHA will need to remediate contaminated soil at Lanakila Homes which could cost approximately \$2.0M and take approximately 2 years. This process requires that the Department of Health approve the HPHA's remediation plan.
- Executive Director Ouansafi reported that 5 bills are still moving through the Legislature. The current bill for CIP includes \$5.0 million for the HPHA in both years of the biennium. The HPHA is asking to increase that amount to \$35 million.
- Executive Director Ouansafi reported that the issue with Budget and Finance (B&F) withholding associated costs of the CIP work is still ongoing and Designee Bhanot/Director Wong has been very helpful in getting closer to a resolution.
- Executive Director Ouansafi reported that the Request for Qualification's (RFQ) for the School Street redevelopment has been closed and the review committee will be reviewing all responses.
- Executive Director Ouansafi reported that the HPHA is still negotiating with the Hunt Companies for the redevelopment of Mayor Wright Homes (MWH) and Michaels Development Company for the redevelopment for Kuhio Park Terrace (KPT)/Kuhio Homes.
- Executive Director Ouansafi reported that Ed Moses from HUD was at the HPHA last week and noted the great improvements of the HPHA.

Chairperson Gierlach stated that Ed Moses did mention that the HPHA is among the top 3 public housing agencies.

- Executive Director Ouansafi reported that the HPHA does not get enough credit for helping with the homeless population. The HPHA has served 4,000 homeless people last year.

Chairperson Gierlach stated that he learned from the HUD staff that other public housing agencies attempted to focus only on the homeless population, but failed because there also needs to be working families.

- Executive Director Ouansafi reported that the HPHA is working on the FY2015-2016 operating budget. The HPHA creates approximately 100 individual budgets and rolls it into one large agency budget. He requested the Board Chair establish a Finance Task Force to review the operating budget.

- Executive Director Ouansafi stated that if the HPHA does not receive enough funds to manage the State public housing from the Legislature staff will need to ask the Board to increase the rent at State properties.

Chairperson Gierlach asked for a Finance Task Force. Director Oh, Director Espero and Designee Bhanot agreed to be on the task force.

Director Espero asked if the Section 8 waitlist is opened will applicants be applying by paper or online. Executive Director Ouansafi responded that the HPHA will likely accept both paper and online applications and is considering issuing vouchers by lottery.

Director Black-Caspillo asked if the \$5 million subsidy request is for all 85 properties. Executive Director Ouansafi responded that it is for 12 state properties which include 864 units.

Director Kaya asked if the HPHA needs to request the funds every year. Executive Director Ouansafi responded that the HPHA will need to request the funds every year.

Chairperson Gierlach reported that the for discussion item regarding Jeanne A. Lorrin v. Hawaii Public Housing Authority (Civil No. 14-1-0735-03) will be deferred to next month's meeting.

Executive Director Ouansafi stated that the HPHA will be requesting a Special Board meeting be held regarding the formation of the non-profit.

Designee Bhanot moved,

To Amend the Agenda to Add Approval of the Executive Session Minutes for July 17, 2014 and August 21, 2014.

The motion was unanimously approved.

Director Bhanot moved at 9:54 a.m.,

To go into Executive Session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to:

- 1. Executive Session Minutes for July 17, 2014; August 21, 2014; and January 15, 2015.**

The motion was unanimously approved.

The Board reconvened from Executive Session at 9:59 a.m.

Chairperson Gierlach reported that the Board approved the Executive Session minutes of July 17, 2014, August 21, 2014, and January 15, 2015.

Adjournment:

There was no further business to discuss, Chairperson Gierlach asked for a motion to adjourn the Regular Meeting.

Director Oh moved,
To adjourn the Regular Hawaii Public Housing Authority Board meeting.

The motion was unanimously approved.

The meeting was adjourned at 10:00 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:



Taryn T. Chikamori
Secretary to the Board

APR 16 2015

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on April 16, 2015: [] As Presented [] As Amended



Myoung Oh
Director/Board Secretary

APR 16 2015

Date

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE SPECIAL MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E
HONOLULU, HAWAII 96817
ON TUESDAY, APRIL 7, 2015
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority held a Special Board Meeting at 1002 North School Street, on Tuesday, April 7, 2015 at 11:00 a.m. Chairperson Gierlach called the meeting to order. Those present were as follows:

PRESENT: Director David Gierlach, Chairperson
Director Jason Espero, Vice Chairperson
Director Myoung Oh, Secretary
Director Julie Black-Caspillo
Director Gilbert De Motta
Director Sheri Tanaka
Director Rachael Wong

Deputy Attorney General, Diane Taira

EXCUSED: Director Morgan Kaya

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Chong Gu, Chief Financial Management Advisor
Kiriko Oishi, Chief Compliance Officer
Dawn Takeuchi Apuna, Chief Planner
Rick Sogawa, Procurement Officer
Joanna Renken, Supervising Public Housing Manager
Becky Choi, State Housing Development Administrator
Stephanie Fo, Section 8 Subsidy Programs Branch Chief
Renee Blondin-Nip, Hearings Officer
Gary Nakatsu, Data Processing Supervisor
Shirley Befitel, Personnel Officer
Dean Sakata, Development Specialist
Benjamin Park, Housing Planner
Taryn Chikamori, Secretary to the Board

OTHERS PRESENT (and signing in as):
None

Proceedings:

Chairperson Gierlach declared a quorum present.

Public Testimony:

With there being none, Chairperson Gierlach moved on to the next order of business.

For Action:

Director Oh moved,

To Amend “For Action A” to read as follows: To Approve the Purposes of the Nonprofit, the Hawaii Housing Development & Services as to Benefit and Support the State of Hawaii and the Hawaii Public Housing Authority, Public Body Corporate Politic and its Purposes in Accordance with Section 509 (a)(3)(A) of the Internal Revenue Code by: (1) Acquiring, providing, developing, financing, rehabilitating, owning and operating decent, safe and sanitary housing affordable to persons and households of low income where no adequate housing exists for such groups; (2) Lessening the burdens of government by assisting the HPHA and the State in the development of housing targeted to low income households; (3) Combating blight and deterioration within the State; (4) Working to eliminate discrimination and prejudice; (5) Assisting in the lessening of neighborhood tensions; (6) Promoting social welfare through community-based development activities; (7) Carrying out such other activities as will benefit and support the HPHA and the State; and (8) Serving, directly or through a wholly owned limited liability company, as a general partner in limited partnerships which will own and operate housing for the benefit of low income persons and households, as described in (1) above; Initial Activities, and Board Formation; to Appoint the Board of Directors, which shall be selected from the current Hawaii Public Housing Authority’s Board Members; and to Approve the Articles of Incorporation of the “Hawaii Housing Development & Services” Nonprofit Corporation

The motion to amend was unanimously approved.

For Action:

Director Espero moved,

To Approve the Purposes of the Nonprofit, the Hawaii Housing Development & Services as to Benefit and Support the State of Hawaii and the Hawaii Public Housing Authority, Public Body Corporate Politic and its Purposes in Accordance with Section 509 (a)(3)(A) of the Internal Revenue Code by: (1) Acquiring, providing, developing, financing, rehabilitating, owning and operating decent, safe and sanitary housing affordable to persons and households of low income where no adequate housing exists for such groups; (2) Lessening the burdens of government by assisting the HPHA and the State in the development of housing targeted to low income households; (3) Combating blight and deterioration within the State; (4) Working to eliminate discrimination and prejudice; (5) Assisting in the lessening of neighborhood tensions; (6) Promoting social welfare through community-based development activities; (7) Carrying out such other activities as will benefit and support the HPHA and the State; and (8) Serving, directly or through a wholly owned limited liability company, as a general partner in limited partnerships which will own and operate housing for the benefit of low income persons and households, as described in (1) above; Initial Activities, and Board Formation; to Appoint the Board of Directors, which shall be selected from the current Hawaii Public Housing Authority's Board Members; and to Approve the Articles of Incorporation of the "Hawaii Housing Development & Services" Nonprofit Corporation

Executive Director Ouansafi reported that there have been discussions for the past several months of creating a non-profit arm of the HPHA. He requested that the following changes be made: 1) after all "Hawaii Housing Development & Services" the following be added ", Inc." and 2) delete the fourth bullet under part C. on page 3.

Executive Director Ouansafi reported that there are many public housing non-profit instrumentalities and affiliates nationwide.

Director Wong questioned whether the proposed non-profit Board would have some members who were not part of Hawaii Public Housing Authority's (HPHA) Board of Directors. Executive Director Ouansafi responded that staff is requesting that all of the Board members for the proposed non-profit be from the HPHA Board.

Director Wong was concerned that having all of the non-profit Board members be from the HPHA's Board would not allow for checks and balances. Executive Director Ouansafi responded that the checks and balances would exist because: 1) the mission of the non-profit would be defined by the HPHA Board; and 2) the proposed nonprofit would still be subject to State and federal rules. Executive Director Ouansafi also

suggested that the HPHA could consider creating a non-profit affiliate which would keep the entities separate and allow for non-HPHA Board members.

Director Wong questioned whether there is precedent with other Boards. Executive Assistant Arashiro stated that the HPHA currently has a non-profit instrumentality, HHA Wilikina Apartments, Inc.

Executive Director Ouansafi stated the motion can be amended to say instrumentality or affiliate then it could have a couple members from the HPHA's Board and a couple members from the outside.

Chairperson Gierlach asked how difficult would it be to amend the by-laws. Executive Director Ouansafi stated that the Board can make amendments to the by-laws at any time.

Director Caspillo-Black asked if the HPHA Board has ex-officio members. Executive Director Ouansafi responded that Director Wong, who represents the Department of Human Services (DHS) and the Governor's representative are considered ex-officio members.

Executive Director Ouansafi asked to amend the motion to add "or affiliate" and if the Board could appoint members of the non-profit Board.

Director Tanaka stated that if this is needed to keep the MWH redevelopment project going she would like to see the HPHA pursue the establishment of a nonprofit instrumentality. She commented that the establishment of a nonprofit affiliate would add additional procedures and possibly delay the redevelopment project.

Director Wong asked for clarification on the differences between an instrumentality and an affiliate. Director Tanaka stated that an affiliate would include a combination of HPHA's Board members and outside individuals serving on the non-profit Board versus an instrumentality which includes strictly HPHA Board members. The new Board can change it to affiliate when they serve.

Director Wong asked if the difference between instrumentality and affiliate is an affiliate is a standalone non-profit whereas, instrumentality is an arm of the HPHA. Executive Director Ouansafi stated that instrumentality means only the HPHA's Board can sit on the non-profit Board and affiliate means other individuals can sit on the non-profit Board. The HPHA Board will continue to provide some oversight in the creation of the mission and in its dealing with the nonprofit.

Director Espero asked whether changing directions to establish an affiliate would delay the MWH redevelopment. Executive Director responded the HPHA can change the language for the next Board meeting.

Chairperson Gierlach asked how much of a delay would that cause. Executive Director Ouansafi responded that it would only delay it one week because the next Board meeting is next week.

The motion was unanimously approved.

For Action:

Director Espero moved,

To Approve the Hawaii Public Housing Authority's Annual Public Housing Agency Plan for the Fiscal Years Beginning July 1, 2015 to June 30, 2016, and to Authorize the Executive Director to Take Required Actions to Submit the Approved Plan to the U.S. Department Of Housing and Urban Development

Executive Director Ouansafi reported that the draft Five Year and Annual Public Housing Agency Plan (PHA) was previously brought to the Board. The HPHA held public hearings and no one showed up on the neighbor islands and 5 people came to the Oahu meeting. With that being said, there are no significant changes.

Director Oh asked whether the Capital Improvement Program (CIP) funds will be spent on the Mayor Wright Homes redevelopment. Executive Director Ouansafi responded that some funds reported in the PHA Plan is being expended on MWH, but most of the funds will be spent on other properties. The HPHA will be using public/private partnerships, tax credits, and Legislative funding to fund the MWH's redevelopment.

The motion was unanimously approved.

Executive Director Ouansafi reported that discussion on Authorizing the Executive Director to Request the Department of the Attorney General or Outside Legal Counsel to Conduct an Administrative Investigation and Possibly Pursue Legal Action Against the State of Hawaii, Department of Budget and Finance (B&F); and Staff in Their Official Capacity At the Department of Budget and Finance and/or Pursue Legal Action Against Employees at the Department of Budget and Finance as Private Individuals or in Their Official Capacity for Defamation is no longer needed. HPHA is working with the B&F Director to resolve the issues.

Adjournment:

There was no further business to discuss, Chairperson Gierlach asked for a motion to adjourn the Special Meeting.

Director Oh moved,

To adjourn the Special Hawaii Public Housing Authority Board meeting.

The motion was unanimously approved.

The meeting was adjourned at 11:36 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:

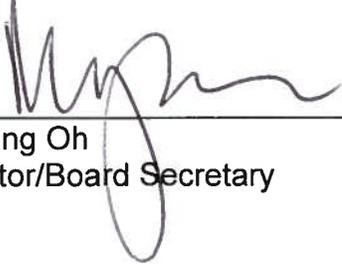


Taryn T. Chikamori
Secretary to the Board

APR 16 2015

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on April 16, 2015: [] As Presented [] As Amended



Myoung Oh
Director/Board Secretary

APR 16 2015

Date

FOR ACTION

MOTION: To Authorize the Executive Director to Request Approval from the U.S. Department of Housing and Urban Development (HUD) to Grant the Kaua`i Island Utility Cooperative (KIUC) Easements for the Sewer Improvements and Electrical Upgrades at the Kapa`a Housing Project, Tax Map Key: (4) 4-5-015:007 and 038.

I. FACTS

- A. Kapa`a Housing is a federally subsidized family public housing project constructed on three tax map keys consisting of 36 dwelling units in one-story duplex wood, slab-on-grade structures. Kapa`a Housing was constructed in 1965 and is located at 4726 Malu Road in Kapa`a on the Island of Kaua`i. See attached Exhibit A with internal exhibits.
- B. On April 3, 2014, the Invitation for Bids (IFB) for the Sewer Improvements and Electrical Upgrades at the Kapa`a Housing Project was posted on the State Electronic Notice System. The low bid and award amount was \$1,503,900.00 plus optional maintenance extensions for three additional years at \$24,000.00 per year. The IFB involves the repair of the existing gravity sewer lines, the upgrade of the lift station to 3-phase from 1-phase power, and the upgrades of the existing pumps, wet well, generator, and emergency notification system.
- C. The electrical upgrade from 1-phase to 3-phase power for the lift station requires new aboveground utility lines and poles to be installed by the Kaua`i Island Utility Cooperative. As the owner of the utility lines and poles, Kaua`i Island Utility Cooperative requires the Hawaii Public Housing Authority's execution of a Grant of Easement outlining responsibilities for the easement.
- D. On February 20, 2015, the Kaua`i Island Utility Cooperative requested the utility easements along tax map keys (4) 4-5-015:007 and (4) 4-5-015:038 for the proposed construction of new 3-phase power to the lift station. Easement Acquisition Maps showing the property needed for the Utility Easements are attached as Exhibits E and H.
- E. On March 31, 2015, the HPHA received the Attorney General's review of the Grant of Easement (easement recordation) documents.

II. DISCUSSION

- A. The proposed 3-phase power will improve the operation and maintenance of the lift station at the Kapa`a Housing Project. Currently, the lift station pumps are powered by a single-phase system whose parts are not readily available in the United States and whose leadtime is excessive.
- B. The granting of the easement will allow the Kaua`i Island Utility Cooperative to proceed with the installation of the upgraded electrical lines, and therefore, allow the Hawaii Public Housing Authority to proceed with improvements to its pump station.
- C. The consultant for the Sewer Improvements and Electrical Upgrades at the Kapa`a Housing Project will provide the A.L.T.A survey for HUD's review and approval, so that the easement may be recorded.
- D. With Board approval, a request to grant the utility easement will be submitted to the U.S. Department of Housing and Urban Development, Honolulu Field Office for their review and approval.

III. STAFF RECOMMENDATION

That the HPHA Board of Directors authorize the Executive Director to Request Approval from the U.S. Department of Housing and Urban Development to Grant the Kaua`i Island Utility Cooperative Easements for the Sewer Improvements and Electrical Upgrades at the Kapa`a Housing Project, Tax Map Keys: (4) 4-5-015:007 and 038.

Exhibit A: Vicinity and Location Maps
Exhibit B: Site Plan
Exhibit C: Enlarged Plan – E-1 Easement
Exhibit D: Easement Metes and Bounds - E-1
Exhibit E: Easement Acquisition Map - E-1
Exhibit F: Enlarged Plan – E-2 Easement
Exhibit G: Easement Metes and Bounds - E-2
Exhibit H: Easement Acquisition Map - E-2

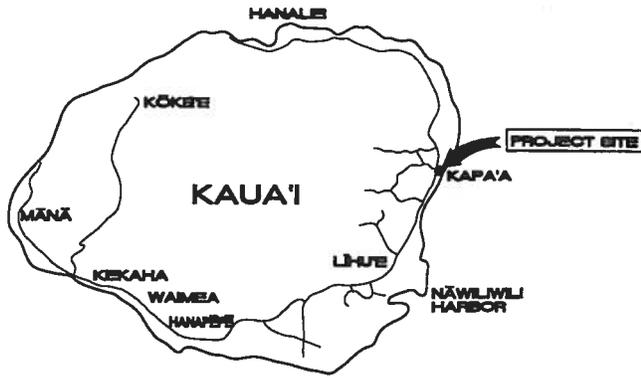
Prepared by: Salli Krekel, Project Engineer

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

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

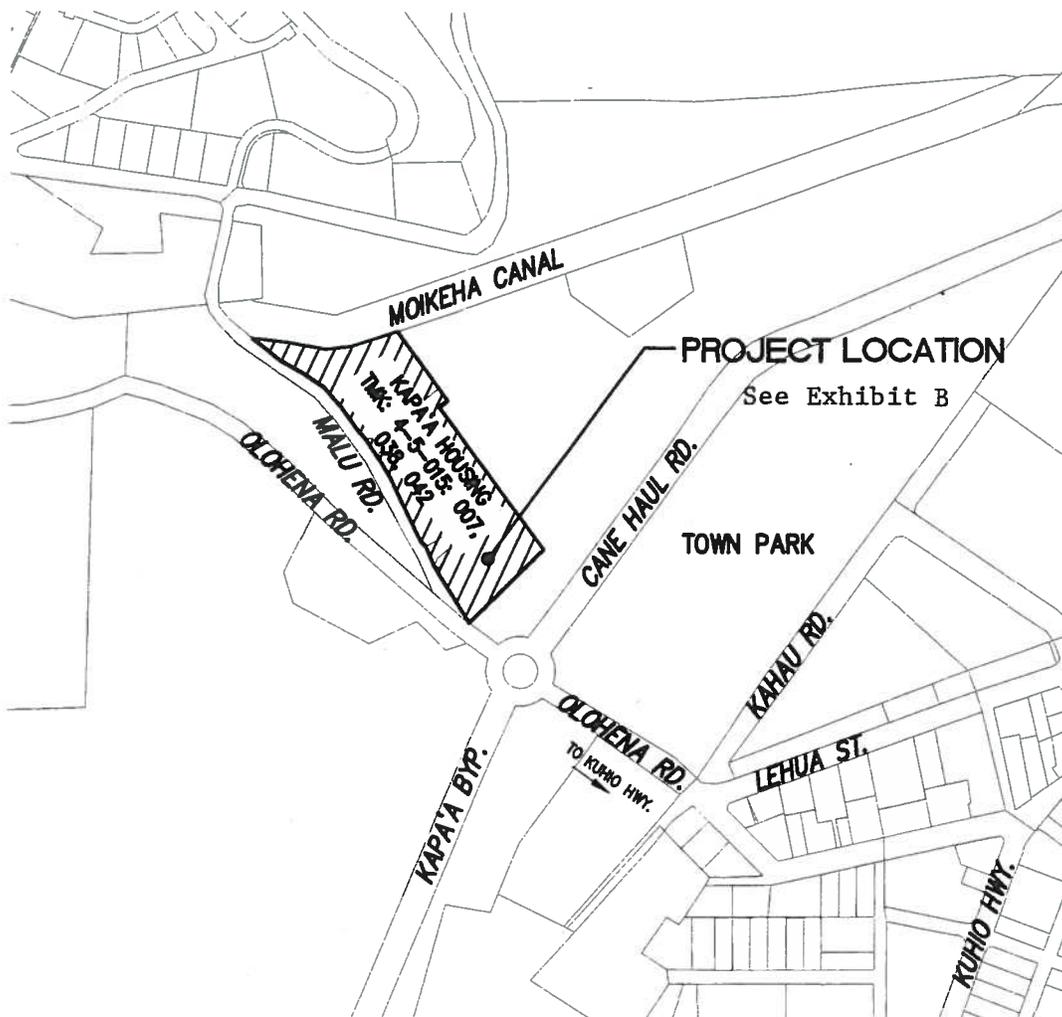


for David Gierlach
Chairperson



VICINITY MAP
NOT TO SCALE

LOCATION MAP



LOCATION MAP
SCALE: 1" = 100'

MOTKEHA CANAL

AREA OF EASEMENT
E-1
See Exhibits C, D & E

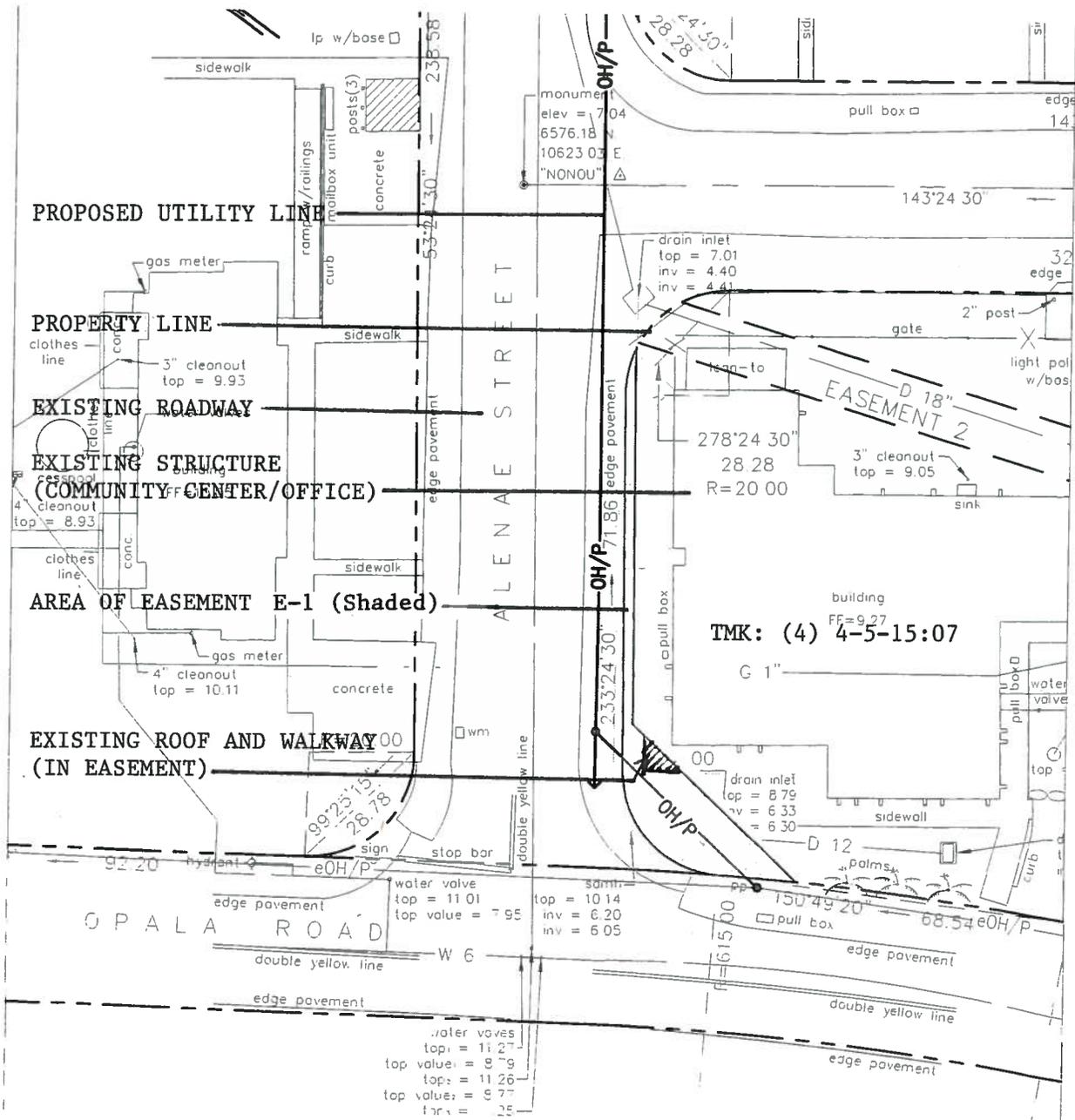
AREA OF EASEMENT
E-2
See Exhibits F, G & H

MALU ROAD



017

EXHIBIT B: SITEPLAN



EASEMENT E-1
(For Overhead Electric Purpose)

LAND SITUATED AT KAPAA, KAWAIHAU (PUNA), KAUAI, HAWAII

Being Portion of Lot 1-B

Being Also a Portion of Grant S-14,315 and Hawaii Housing Authority

Beginning at the south corner of this parcel of land, on the east side of Opala Road, the coordinates of said point of beginning referred to Government Survey Triangulation "NONOU" being 6,453.71 feet North and 10,548.15 feet East, thence running by azimuths measured clockwise from true South:

- | | | |
|-----------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | along the east side of Opala Road, on a curve to the left with a radius of 615.00 feet, the chord azimuth and distance being: |
| 1. 148° 20' 16" | 15.24 | feet; |
| | | thence along the southeast side of the Opala Road and Alenae Street intersection, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being: |
| 2. 190° 31' 05" | 27.22 | feet; |
| 3. 233° 24' 30" | 71.86 | feet along the south side of Alenae Street; |
| | | thence along the southwest side of the Alenae Street and Akoa Street intersection, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being: |
| 4. 246° 19' 45" | 8.94 | feet; |
| 5. 53° 24' 30" | 71.75 | feet along the remainder of Lot 1-B; |

6. 6° 54'

43.71

feet along the remainder of Lot 1-B to the point of beginning and containing an area of 556 square feet.

DESCRIPTION PREPARED BY:
ESAKI SURVEYING & MAPPING, INC.



Dennis M. Esaki
Licensed Professional Land Surveyor
Certificate Number 4383

Lihue, Hawaii
October 2014

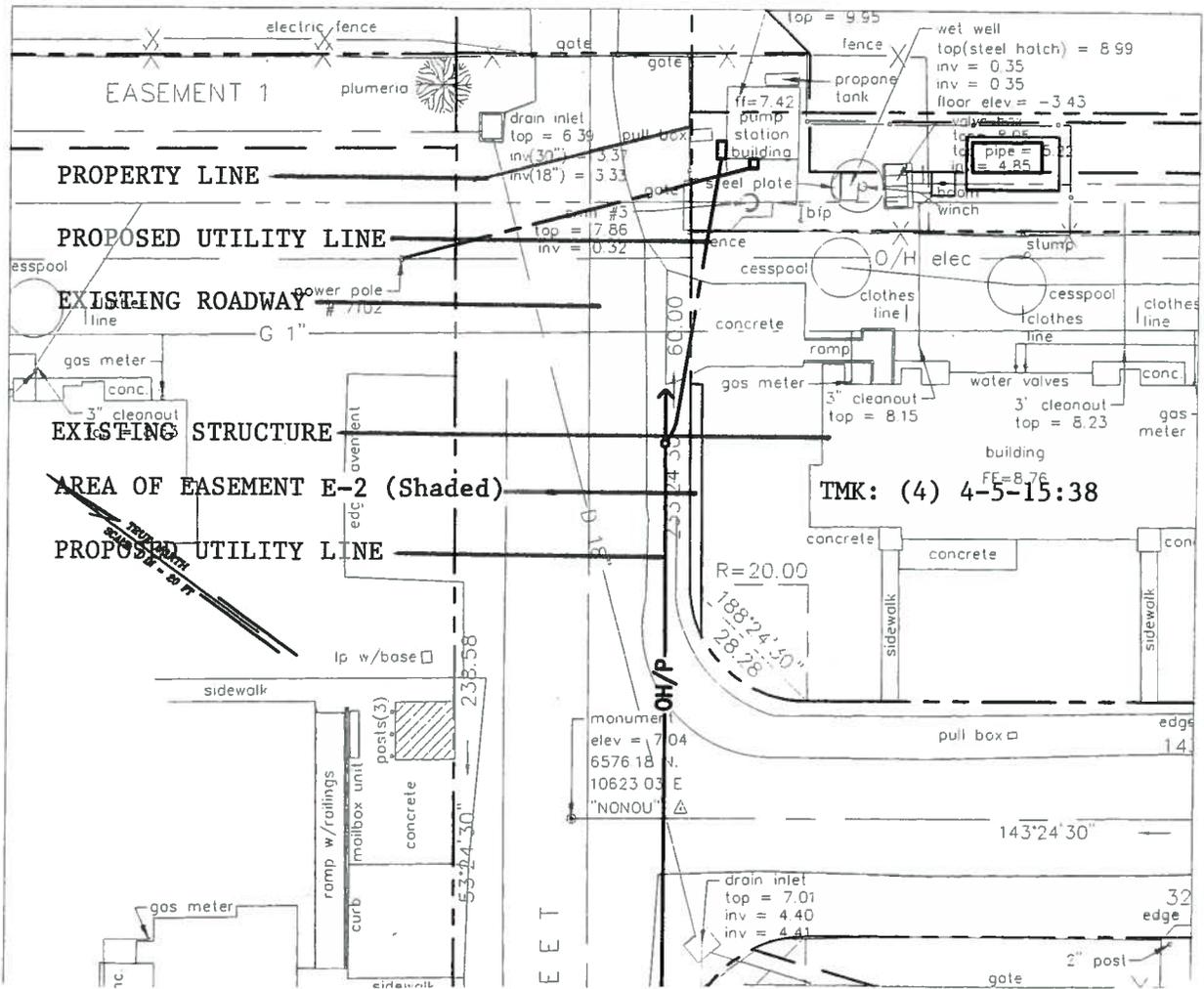


EXHIBIT F: ENLARGED PLAN - E-2 EASEMENT

EASEMENT E-2
(For Overhead Electric Purpose)

LAND SITUATED AT KAPAA, KAWAIHAU (PUNA), KAUAI, HAWAII

Being a Portion of Lot 1-A
Being Also a Portion of Grant S-14,315 to Hawaii Housing Authority

Beginning at the north corner of this parcel of land, on the southeast side of Alenae Street, the coordinates of said point of beginning referred to Government Survey Triangulation "NONOU" being 6,604.30 feet North and 10,694.44 feet East, thence running by azimuths measured clockwise from true South:

- | | | |
|-----------------|-------|--------------------------------------|
| 1. 323° 24' 30" | 2.00 | feet along the remainder of Lot 1-A; |
| 2. 53° 24' 30" | 42.82 | feet along the remainder of Lot 1-A; |

thence along the east side of the Alenae Street and Akoa Street intersection, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

- | | | |
|-------------------|-------|--------------------------------------------------------------------------------------------------------------------|
| 3. 220° 29' 14.5" | 8.94 | feet; |
| 4. 233° 24' 30" | 34.10 | feet along the southeast side of Alenae Street to the point of beginning and containing an area of 80 square feet. |

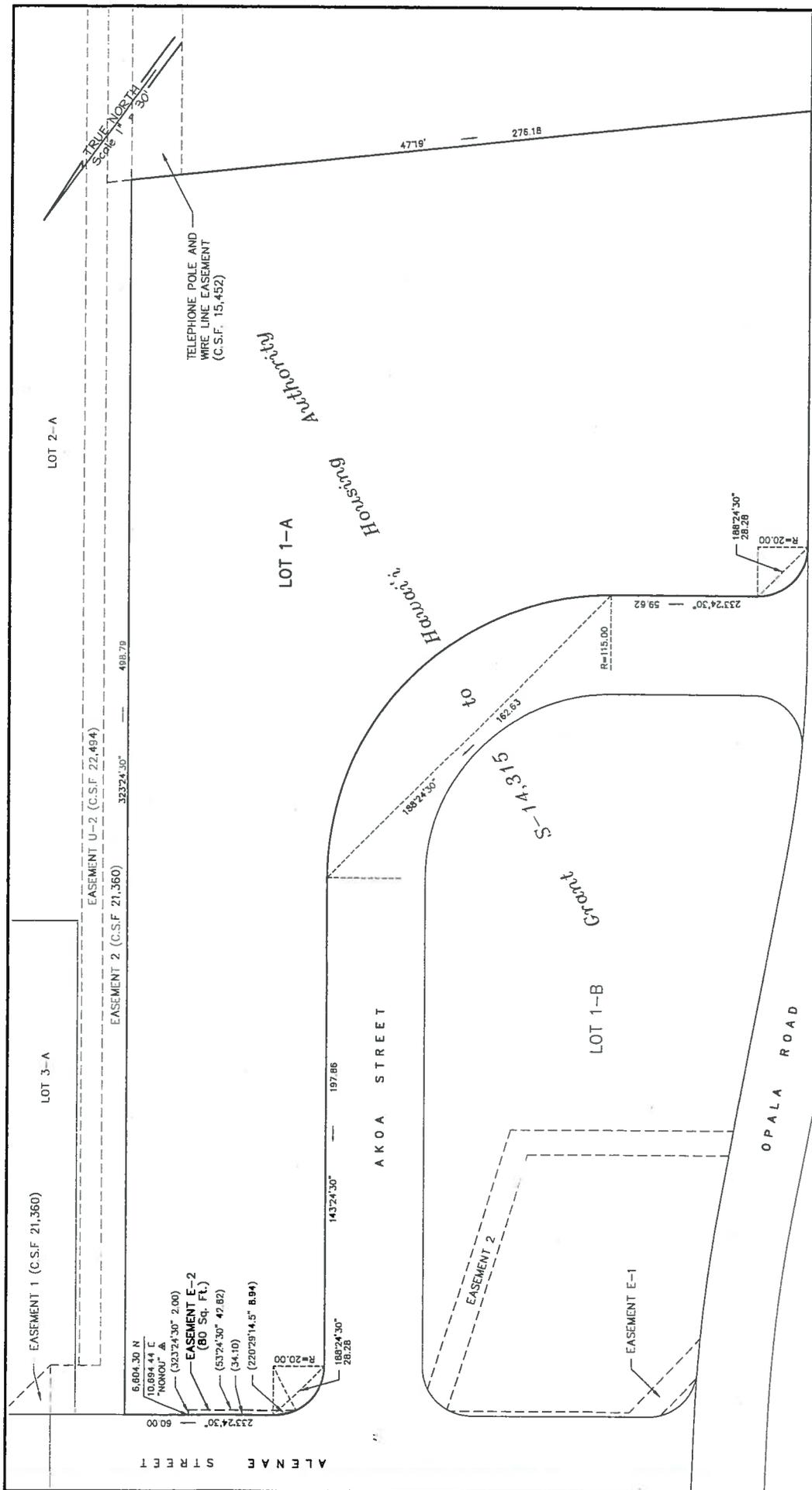


Lihue, Hawaii
October 2014

DESCRIPTION PREPARED BY:
ESAKI SURVEYING & MAPPING, INC.

A handwritten signature in black ink, appearing to read "Dennis M. Esaki".

Dennis M. Esaki
Licensed Professional Land Surveyor
Certificate Number 4383



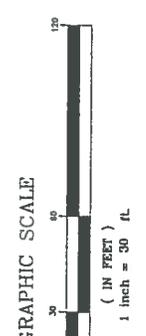
DESIGNATION OF EASEMENT E-2 BEING A PORTION OF LOT 1-A BEING ALSO A PORTION OF GRANT S-14315 TO HAWAII HOUSING AUTHORITY
 KAPAA, KAMAHAU (PUNA), KAUAI, HAWAII

Tax Map Key: (4) 4-5-15, 36
 Owner: Hawaii Housing Authority
 Prepared For: The Limitaco Consulting Group
 Date: October 2, 2014

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION

[Signature]

ESAKI SURVEYING & MAPPING, INC.
 EXPIRES: APRIL 30, 2016



024

EXHIBIT H: EASEMENT ACQUISITION MAP - E-2

April 16, 2015

FOR ACTION

MOTION: To Amend the Hawaii Housing Development & Services, Inc. Nonprofit Board Terms to Terms Concurrent with the Hawaii Public Housing Authority Board of Director Terms; to Appoint the Initial Five (5) Directors of the Nonprofit; and to Approve and Adopt Bylaws for the nonprofit Hawaii Housing Development & Services, Inc.

I. FACTS

- A. At the special HPHA Board meeting on April 7, 2015, the HPHA Board of Directors approved the purposes, initial activities, board formation and Articles of Incorporation of the "Hawaii Housing Development & Services, Inc." (HHDSI) nonprofit.
- B. The Motion before the HPHA Board at the special HPHA board meeting on April 7, 2015, recommended, and the HPHA Board approved, five (5) year terms for the initial HHDSI nonprofit board, and three (3) year terms for subsequent boards.
- C. While the Motion before the HPHA Board at the special HPHA board meeting on April 7, 2015, recommended the appointment of the initial five (5) directors to the HHDSI nonprofit from the HPHA Board of Directors, the HPHA Board did not appoint the initial five (5) directors.
- D. Pursuant to the Hawaii Nonprofit Corporations Act, incorporators or the board of directors of a corporation shall adopt initial bylaws for the corporation. The bylaws may contain any provision for regulating and managing the affairs of the corporation that is not inconsistent with law or the articles of incorporation.
- E. The Motion before the HPHA Board at the special HPHA board meeting on April 7, 2015 stated that outside counsel, which is licensed in California, provided consultation on the nonprofit formation and the Articles of Incorporation.

II. DISCUSSION

- A. While the HPHA Board approved five (5) year terms for the HHDSI nonprofit at the special HPHA board meeting on April 7, 2015, to main control of the HHDSI nonprofit by the HPHA Board of Directors, the terms

of the HHDSI nonprofit should be consistent and concurrent with the terms of the HPHA Board of Directors.

- B. HPHA staff continues to recommend that the HPHA Board appoint the initial five (5) nonprofit corporation board of directors, which shall be selected from the current HPHA Board of Directors, excluding ex officio members.
- C. In consultation with outside counsel with expertise in Federal public housing authority nonprofit formation and subject to the review of the Department of the Attorney General and the Department of Human Resources Development, HPHA drafted proposed Bylaws for the HHDSI nonprofit (Attachment A).
- D. While outside counsel provided consultation on the board formation, Articles of Incorporation and Bylaws, the outside counsel's consultation is limited to the areas of Federal Public Housing and HUD Laws and Regulations, while matters of state law concern are subject to review by the Department of the Attorney General and/or local counsel.

III. RECOMMENDATION

Staff recommends that the Board:

- (1) Amend the terms of the HHDSI nonprofit board to run concurrent with the HPHA Board terms;
- (2) Appoint the initial five (5) directors of the nonprofit corporation, which shall be selected from the current HPHA Board of Directors, excluding ex officio members; and
- (3) Approve the proposed nonprofit corporation Bylaws subject to the review and consultation of outside counsel and the Department of the Attorney General.

Attachment A: Bylaws of the "Hawaii Housing Development & Services, Inc." nonprofit corporation.

Prepared by: Dawn Takeuchi Apuna, Chief Planner *DTA*

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



for _____
David Gierlach
Chairperson

BYLAWS
OF
HAWAII HOUSING DEVELOPMENT & SERVICES, INC.
A Hawaii Nonprofit Corporation

I. NAME

Section 1.1 Name. The name of this Corporation is "Hawaii Housing Development & Services, Inc." (the "Corporation").

II. OFFICE

Section 2.1 Principal Office. The principal office for the transaction of affairs and activities of the Corporation is located at 1002 N. School Street, Honolulu, HI 96817. The Board of Directors of the Corporation (the "Board") may change the principal office from one location to another. Any change shall be noted on these Bylaws, or this section may be amended to state the new location.

Section 2.2 Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

III. SUPPORTING ORGANIZATION

Section 3.1 Supporting Organization Under IRC §509(a)(3). This Corporation has been organized and shall operate exclusively to support the Hawaii Public Housing Authority (the "HPHA") and shall be operated in connection with that organization as specified in Internal Revenue Code §509(a)(3). If the HPHA (1) shall cease to be an organization described in Internal Revenue Code §170(b)(1)(A)(iv), §501(c)(3) and §509(a)(1) or §509(a)(2), or (2) shall substantially abandon the charitable purposes that this Corporation is organized to support, the directors shall designate a publicly supported charitable organization as described in Internal Revenue Code §170(b)(1)(A)(iv), §501(c)(3) and §509(a)(1) or §509(a)(2), in substitution for the HPHA, for purposes of Article VI of the Articles of Incorporation.

IV. MEMBERS

Section 4.1 Members. This Corporation shall have no members.

V. DIRECTORS

Section 5.1 Powers. Subject to the provisions and limitations of the Hawaii Nonprofit Corporations Act and any other applicable laws, all powers and activities of the Corporation shall be exercised directly by or under the ultimate direction of the Board.

Section 5.2 Borrowing Funds. The Board shall have the power to borrow money and incur indebtedness on the Corporation's behalf and cause to be executed and

delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

Section 5.3 Number of Directors. The number of directors shall be five (5) unless a greater or lesser number is authorized by the HPHA's Board of Directors.

Section 5.4 Compensation and Reimbursement of Directors. The directors shall serve without compensation though they may be reimbursed for their expenditure of monies on behalf of the Corporation.

Section 5.5 Restriction on Interested Persons as Directors. No more than forty-nine percent (49%) of the persons serving on the Board of Directors may be interested persons. An interested person is (a) any person compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, and (b) father, mother, parent, son, daughter, child, brother, sister, sibling, uncle, aunt, first cousin, nephew, niece, husband, wife, registered domestic partner, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, other relation by marriage, half-brother, half-sister, descendant or his/her partner of such person. However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 5.6 Appointment and Qualification of Directors. Subject to Sections 5.9 and 5.10 below and as set forth below, the initial and all subsequent directors shall be appointed by the HPHA's Board of Directors. The HPHA Board of Directors shall appoint directors meeting the following criteria (each a "Designated Director"): currently serving on the HPHA Board of Directors.

If a Designated Director ceases to be a HPHA Board of Director, such person shall automatically cease to be a director of the Corporation. If one or more Designated Director positions shall cease to exist (such as by reorganization of the HPHA or otherwise), the HPHA Board of Directors shall designate one or more new Designated Director positions, as needed, and shall appoint directors to those positions.

Section 5.7 Term. The initial directors of the Corporation shall serve for a term beginning on the date on which the Articles of Incorporation of the Corporation are filed with the Department of Commerce and Consumer Affairs and ending concurrent with the terms of the current HPHA Board from the date of filing. At such time and thereafter, the HPHA Board of Directors shall appoint successor directors to serve as directors of the Board for terms concurrent with the HPHA Board of Directors terms.

Section 5.8 Vacancies on the Board. A vacancy shall be deemed to exist in the event that the actual number of directors is less than the authorized number for any reason.

Section 5.9 Removal of Directors. The HPHA Board of Directors may remove any director with or without cause.

Section 5.10 Resignations of Directors. Except as provided below, any director may resign by giving written notice to the president or secretary of the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. Except on notice to the Attorney General of Hawaii, no director may resign if the Corporation would be left without a duly elected director or directors.

Section 5.11 Filling Vacancies. Vacancies shall be filled as provided for in Section 5.6.

Section 5.12 Meetings of the Directors. Regular meetings shall be held at least twice a year at such time and place as shall from time to time be fixed by the directors for the purpose of organization, election of officers and the transaction of other business.

Section 5.13 Meetings by Interactive Conference Technology. Any Board meeting may be held by interactive conference technology, which includes teleconference, Skype, videoconference, or voice over internet protocol. Participation in a meeting under this Section shall constitute presence in person at the meeting if all of the following apply:

(1) The interactive conference technology used by the Board allows interaction among all members of the board participating in the meeting and all members of the public attending the meeting.

(2) The notice required by Hawaii Revised Statutes, Section 92-7 identifies all of the locations where participating members will be physically present and indicates that members of the public may join board members at any of the identified locations.

(3) A meeting held by interactive conference technology shall be terminated when audio communication cannot be maintained with all locations where the meeting by interactive conference technology is being held, even if a quorum of the board is physically present in one location. If copies of visual aids required by, or brought to the meeting by board members or members of the public, are not available to all meeting participants, at all locations where audio-only interactive conference technology is being used, within fifteen minutes after audio-only communication is used, those agenda items for which visual aids are not available for all participants at all meeting locations cannot be acted upon at the meeting.

Section 5.14 Special Meetings. Special meetings of the Board for any purpose may be called at any time by the president or any three (3) directors.

Section 5.15 Director Voting. Each director shall have one vote on each matter presented to the Board of Directors for action. No director may vote by proxy.

Section 5.16 Notice. All notices of meetings shall adhere to the notice requirements as prescribed by law. In addition to the date, time, and place of the meeting, all notices of meetings must include an agenda, which lists all of the items to be considered at the forthcoming meeting. If an executive meeting is anticipated, the notice must also state the purpose of the executive meeting.

Section 5.17 Quorum. A majority of the authorized number of directors shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the directors present at a duly held meeting of which a quorum is present shall be the act of the Board, subject to the more stringent provisions of the Hawaii Nonprofit Corporations Act, including, without limitation, those provisions relating to (1) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (2) approval of certain transactions between corporations having common directorships, (3) creation of and appointments to committees of the Board, and (4) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some directors from that meeting, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Section 5.18 Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment to another time and place shall be given to the directors who were not present at the time of the adjournment.

Section 5.19 Action Without a Meeting. Any action that the Board is required or permitted to take may be taken without a meeting if all members of the Board consent in writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of the Board.

Section 5.20 Committees of Directors. The Board may, by resolution adopted by a majority of the directors then in office, designate one (1) or more committees, each consisting of two (2) or more directors, to serve at the pleasure of the Board. Appointments to such committees shall be by majority vote of the directors then in office. Any committee, to the extent provided in the resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) Fill vacancies on the Board or on any committee;
- (b) Fix compensation of directors for serving on the Board or any committee;
- (c) Amend or repeal bylaws or adopt new bylaws;
- (d) Amend or repeal any resolution of the Board which by its express terms is not so amendable or repealable;

(e) Appoint any other committees of the Board or the members of these committees; or

(f) Approve any self-dealing transaction.

Section 5.21 Committee Meetings. Meetings and actions of committees shall be governed by and held and taken in accordance with the provisions of this Article V concerning meetings of directors, with such changes in the context of these Bylaws as are necessary to substitute the committee and its members for the Board and its members. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee not inconsistent with the provisions of these Bylaws concerning meetings of directors.

Section 5.22 Standard of Care – General. A director shall perform the duties of a director, including duties as a member of any committee of the Board on which the director may serve, in good faith, in a manner such director believes to be in the best interest of this Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.

In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

(a) One (1) or more officers or employees of the Corporation whom the director believes to be reliable and competent in the matters presented;

(b) Counsel, independent accountants, or other persons as to matters which the director believes to be within such person's professional or expert competence; or

(c) A committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director believes to merit confidence, so long as in any such case, the director acts in good faith, after reasonable inquiry when the need thereof is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Except in the case of a self-dealing director, as described in Section 5.25 of these Bylaws, a person who performs the duties of a director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limiting the generality of the foregoing, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation, or assets held by it, are dedicated.

Section 5.23 Standard of Care—Investments. Except with respect to assets held for use or used directly in carrying out this Corporation's charitable activities, in investing, reinvesting, purchasing, acquiring, exchanging, selling and managing this Corporation's investments, the Board shall avoid speculation, looking instead to the

permanent disposition of the funds, considering the probable income, as well as the probable safety of this Corporation's capital. The provisions of Section 5.23 of these Bylaws shall apply to this Section.

Section 5.24 Self-Dealing Transactions. Except as provided below, the Board shall not approve a self-dealing transaction. A self-dealing transaction is one in which the Corporation is a party and in which one (1) or more of the directors has a material financial interest as defined in the Corporation's Conflict of Interest policy or if no such policy exists then as it is generally defined, or a transaction between this Corporation and any entity in which one (1) or more of its directors has a material financial interest as defined in the Corporation's Conflict of Interest policy or if no such policy exists then as it is generally defined. The Board may approve a self-dealing transaction if a majority of the Board, not including the self-interested director, determines that the transaction is fair and reasonable to this Corporation and, after reasonable investigation under the circumstances, determines that it could not have secured a more advantageous arrangement with reasonable effort under the circumstances.

Section 5.25 Inspection. Every director shall, at his or her own expense, have the absolute right at any reasonable time during the business hours of the Corporation to inspect and copy all books, records, and documents, and to inspect the physical properties of this Corporation.

VI. OFFICERS

Section 6.1 Officers of the Corporation. The officers of the Corporation shall be a president, vice-president, and a secretary/treasurer. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the Bylaws or established by the Board. The Corporation may also have, at the Board's discretion, such other officers as may be appointed in accordance with Section 5.3 of these Bylaws. Any number of offices may be held by the same person, except that the secretary/treasurer may not serve concurrently as the president.

Section 6.2 Appointment of Officers. Except as otherwise provided herein, the Board shall designate all officers of the Corporation for terms of two (2) years or until their successors are designated and qualified. An officer's term shall end and his or her position deemed vacant upon the officer's ceasing to be a HPHA Board Director.

Section 6.3 Other Officers. The Board may appoint or may authorize the president or other officer, to appoint any other officers that the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined by the Board.

Section 6.4 Removal of Officers. Any officer may be removed with or without cause by the HPHA Board of Directors at any time.

Section 6.5 Resignation of Officers. Any officer may resign at any time by giving written notice to the president or secretary of the Corporation. The resignation

shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall not affect the rights, if any, of the Corporation under any contract to which the officer is a party.

Section 6.6 Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office, provided, however, that vacancies may be filled as they occur.

Section 6.7 Reimbursement of Expenses. The Corporation shall provide reimbursement for monies expended on behalf of the Corporation by its officers.

Section 6.8 President. The president shall serve as the chief executive officer of the Corporation and shall be responsible for conducting the affairs of the Corporation in a manner consistent with the policies and directives of the Board. The president shall preside at meetings of the Board and shall exercise and perform such other powers and duties as may from time to time be assigned to the president by the Board. Subject to the control of the Board, the president shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers. The president shall have such other powers and duties as the Board of the Corporation may require.

Section 6.9 Secretary. The secretary shall have the following duties:

(d) The secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of the meetings shall include the time and place that meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized and the notice given.

(e) The secretary shall keep or cause to be kept at the Corporation's principal office, a copy of the Articles of Incorporation and Bylaws of the Corporation, as amended to date.

(f) The secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

Section 6.10 Treasurer. The treasurer shall have the following duties:

(g) The treasurer shall be the chief financial officer of the Corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account

shall be open to inspection by any director at all reasonable times during the business hours of the Corporation.

(h) The treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the president and the Board, when requested, an account of all transactions as treasurer and of the financial condition of the Corporation, and shall have other powers and perform such other duties as the Board or the Bylaws may prescribe.

VII. EMPLOYEES

Section 7.1 Authority to Hire Employees. The Corporation may hire employees distinct and separate from HPHA employees. Such employees may be civil service and/or exempt from civil service, so long as the employees are bound by and limited to the purposes and activities of the Corporation as provided by law.

VIII. MISCELLANEOUS

Section 8.1 Fiscal Year. The fiscal year of this Corporation shall be July 1 to June 30.

Section 8.2 Corporate Seal. This Corporation may have a seal which shall be specified by resolution of the Board. The seal may be affixed to any corporate instruments, as directed by the Board or any of its officers, but failure to affix it shall not affect the validity of the instrument.

Section 8.3 Contracts. All contracts entered into on behalf of this Corporation must be authorized by the Board, or, where the contract is for less than Two Hundred Fifty Thousand Dollars (\$250,000), by the president.

Section 8.4 Execution of Checks. Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of the Corporation shall be signed by such individuals as are authorized by the Board.

Section 8.5 Indemnification. This Corporation shall indemnify its directors, officers, employees, and agents, including persons formerly occupying any such position, to the fullest extent permitted by law, against all expenses, judgments, fines and other amounts actually and reasonably incurred by them in connection with any threatened, pending or completed action or proceeding, whether it is civil, criminal, administrative or investigative.

In all cases where indemnification is sought, the Corporation shall be subject to the following restrictions and requirements:

(i) Where the action or proceeding is brought on behalf of the Corporation or involves self-dealing transactions, as defined in Section 5.24 of these

Bylaws, the Corporation shall not indemnify against amounts paid in settlement or judgment amounts, but shall, upon the express authorization of the Board, indemnify the director, officer, employee or agent against expenses incurred in defense of an action arising from his or her relation to the Corporation. To indemnify in such cases the Board must find the person met the statutorily prescribed standard of care by acting (1) in good faith, (2) in the best interests of the Corporation, and (3) with the care of an ordinarily prudent person.

(j) Where the person seeking indemnification under this section has been held liable to the Corporation, or has settled his or her liability to the Corporation, the Corporation shall not indemnify against expenses without the approval of the court or the Attorney General.

(k) The Board shall determine whether the person seeking indemnification has acted in accordance with the standard of care set forth in subsection (a) of this section by a majority vote of a quorum consisting of disinterested directors. The termination of any proceeding in a manner adverse to the defendant seeking indemnification shall not create a presumption that such person failed to meet the standard of care.

(l) Where the person seeking indemnification has been successful on the merits in defense of any action or proceeding brought on behalf of the Corporation or in defense of any claim or issue involved in such action or proceeding, the Corporation shall indemnify against all expenses actually or reasonably incurred.

(m) The Corporation shall not advance any money to the person seeking indemnification for the purpose of defending against any action or proceeding without the receipt of an undertaking by such person to repay all advances unless it is ultimately determined that he or she is entitled to indemnification.

Section 8.6 Insurance. The Board may adopt a resolution authorizing the purchase of insurance on behalf of any director, officer, employee or agent of this Corporation against any liability asserted against or incurred by the director, officer, employee or agent in such capacity or arising out of the director's, officer's, employee's or agent's status as such, whether or not this Corporation would have the power to indemnify the director, officer, employee, or agent against that liability under law; except, the Corporation may not purchase insurance to protect self-dealing directors from liability.

Section 8.7 Annual Report to Directors. The president shall furnish a written report at the first regular meeting of the fiscal year to all directors of this Corporation containing the following information:

(n) The assets and liabilities, including the trust funds, of this Corporation as of the end of the fiscal year;

(o) The principal changes in assets and liabilities, including trust funds, during the fiscal year;

(p) The revenue or receipts of this Corporation both unrestricted and restricted for particular purposes, for the fiscal year;

(q) The expenses or disbursements of this Corporation, for both general and restricted purposes during the fiscal year.

(r) An independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

The president must furnish a written report to all directors that lists any transaction during the prior fiscal year involving Fifty Thousand Dollars (\$50,000) or more between this Corporation or a subsidiary and any director or officer of this Corporation or a subsidiary. The report must disclose the name of the director or officer and the person's relationship to the Corporation, the nature of such person's interest in the transaction and, where practicable, the amount of such interest. The president must also furnish an annual written report to all directors disclosing the amount and circumstances of any indemnifications or advances aggregating more than Ten Thousand Dollars (\$10,000) paid during the prior fiscal year to any officer or director of the Corporation.

This requirement of an annual report shall not apply if the corporation receives less than \$25,000 in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all directors and to any member who requests it in writing. If the Board approves, the corporation may send the report and any accompanying material sent pursuant to this section by electronic transmission.

Section 8.8 Amendment of Bylaws. The Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of all the members of the Board, provided that any amendment to the Bylaws must receive the prior written approval of the HPHA's Board of Directors. Such amended or newly adopted Bylaws shall take effect immediately.

Section 8.9 Applicable Law. This Corporation shall be subject to any and all applicable state, federal and local laws, including, but not limited to, such laws as may be applicable as a result of the Corporation's affiliation with the HPHA.

ADOPTION OF BYLAWS

The HPHA Board of Directors, on this 16th Day of April, 2015, do hereby, pursuant to the laws of the State of Hawaii, adopt the foregoing provisions as the Bylaws of the Corporation.



for _____
David Gierlach
HPHA Chairperson

**Hawaii Public Housing Authority
Report for the Month of March 2015**

I. Planning Activities

- A. Halawa/Aloha Stadium Transit Oriented Development (TOD) Meeting
On March 17, 2015, staff attended the Aloha Stadium Transit Oriented Development (TOD) workshop held by the City's Department of Planning and Permitting. The workshop focused on the areas around the rail station planned near Aloha Stadium including, land use, circulation, infrastructure and community character. The HPHA's Puuwai Momi housing is located just feet from the planned rail stadium.
- B. Public Housing Agency Annual Plan
As required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (24 CFR 903, Part II), the HPHA has developed in conjunction with the Resident Advisory Board (RAB) a preliminary draft of the Five Year and Annual Public Housing Agency (PHA) plan. HUD has provided a standard format, which we have completed as a draft. PEO held meetings with the RAB on March 18, 2015 to discuss the draft PHA plan. On March 23, 2015, PEO held public hearings statewide to gather comments on the PHA plan draft. The PHA Plan was submitted to the HUD Field Office on April 9, 2015.
- C. HUD Emergency Security and Safety Grant Application
On March 20, 2015, HPHA submitted an application to HUD for emergency safety and security grant funding towards security improvements at Waimaha-Sunflower and Kau'iokalani housing in Waianae, which have experienced a heightened rate of crime and threats to public safety. Grant moneys up to \$250,000 are awarded to qualified applicants.
- D. Redevelopment Activities
1. On March 19, 2015, Executive Director Hakim Ouansafi met informally with Senator Suzanne Chun Oakland and neighboring residents of the School Street Redevelopment to address any specific concerns regarding the proposed project.
 2. On March 25, 2015, Executive Director Hakim Ouansafi and select staff met with Hunt Development Group to continue negotiations on the master developer agreement for the redevelopment of Mayor Wright Homes.

E. 2015 Legislative Session

The Executive Director and PEO continue to monitor legislation and meet with legislators on HPHA issues at the state Capitol. Attachment A provides the Current Status of Bills (as of April 2, 2015).

Attachment A – Current Status of Bills (as of April 2, 2015) that HPHA is Monitoring

II. Fiscal Management

Financial statement are presented for the Month of February 2015

A. Variance report for February 2015

Revenue – February

HUD Operating Subsidies \$647,986 or 11% greater than budget

The favorable variance consists mainly of \$698,358 more HUD money received for Section 8 Contract Administration program for the month of February. Section 8 Voucher program also received \$27,398 more than budget for the month; the favorable variance is offset by \$63,528 less income for Federal Low Rental program for the month.

CFP Grant Income \$189,881 or 100% less than budget

CFP grant income is recognized when i) CFP drawing on soft cost (BLI numbers 1406, 1408 and 1410) is made; ii) CFP drawing on hard cost (BLI number larger than 1410) that funds a contract either does not meet HPHA capitalization threshold, or the contract is of general repair and maintenance in nature instead of capital improvement. All the actual \$1,223,092 drawn in February is for capital expenditures therefore there is no revenue for this line item. Capitalized expenditure is added to Construction in Progress on balance sheet.

State CIP Fund \$260,804 or 99% less than budget

State CIP Fund income is recognized when appropriated and released State CIP fund pays: i) contracts for repair and maintenance; ii) unit turnarounds; and iii) work orders. Similar to CFP Grant Income, budgeted income is spread out among the 12 months, but the actual payment varies based on contract progress and performance. The actual expenditures in February of \$540,509 has only \$2,941 recognized for this line item, the rest is capitalized as addition to Construction in Progress on balance sheet.

Grant Income \$254,684 or 69% more than budget

The Grant Income is recognized when State general funds are released for State Rent Supplemental program, and for payment of protective services and repair and maintenance contracts for federal and state housing units. Actual released fund for state rent supplement program is \$245,722 more than budget in February.

Other Income \$889,895 or 74% less than budget

The variance consists of \$992,834 less income than budget in COCC, which indicates less income from work orders / front line services actually charged to beneficiary AMPs and State housing projects; the unfavorable variance is offset by more income than budget of \$22,136 for Excess Electric and \$15,839 Work Orders charged to tenants at AMPs.

Expenses – February

Administrative \$483,537 or 31% less than budget, a favorable variance

It consists of budget savings of Salary and Benefit of \$173,817 and \$64,325 for COCC and HPHA-managed AMPs, respectively, Legal Expense of \$40,309 at COCC, and Administrative – Other of \$47,967. The favorable variances are offset by budget overruns of \$14,753 for Salary and Benefit of private-managed AMPs.

Asset Management Fees \$30,337 or 100% less than budget

The fees will be charged after audited FDS submission is approved.

Housing Assistance Payments \$669,201 or 17% greater than budget

Mainly due to \$624,354 more payments than budget for Section 8 Contract Administration program, related to \$698,358 more HUD subsidy received than budget, and \$21,144 more payments for Section 8 Voucher program in the efforts to issuing more vouchers, related to \$27,938 more HUD subsidy received than budget in February.

Tenant Services \$23,523 or 173% less than budget, a favorable variance

It is mainly because of \$9,341 budget savings for FSS contract cost as a result of correcting over-accrual of previous months of Section 8 Contract Administration.

Maintenance \$399,829 or 22% less than budget, a favorable variance

The favorable variance mainly consists of \$162,333 budget savings of maintenance salary and benefits, and contract cost savings of \$126,612.

Insurance \$10,214 or 14% greater than budget

The variance is mainly a result of reconciliation and adjustment of all types of insurance expenses.

Depreciation Expense \$155,916 or 12% greater than budget

As shown on Consolidated Balance Sheet, HPHA has completed and put into use of \$11,251,044 capital projects year-to-date. Completed capital projects were reclassified from Construction in Progress to Fixed Asset. Depreciation starts when a project is completed and put into use and is based on expected economic life. The variance mainly due to the fact that budgeted depreciation was based on fixed assets at the time of budget preparation. The depreciation amount will increase as more projects completed, transferred from construction in progress to fixed assets and capitalized.

Bad Debt Expense \$24,644 or 101% less than budget

Mainly because change in the Elite set up has switched from direct charge method to allowance methods in compliance with GAAP. HPHA conducted analysis of allowance balance at end of February, in comparison with tenant receivables balance, and believes the allowance balance is adequate for uncollectible, so no adjustments to bad debt expenses for the month.

General Expenses \$20,552 or 172% less than budget, a favorable variance

The major component in this line item is clearing account for Pcard expenditure. As Pcard payment cycle is tight, HPHA normally pays and books the entire amount into the clearing account. Allocation of expenses to proper expense accounts is made as detail information obtained.

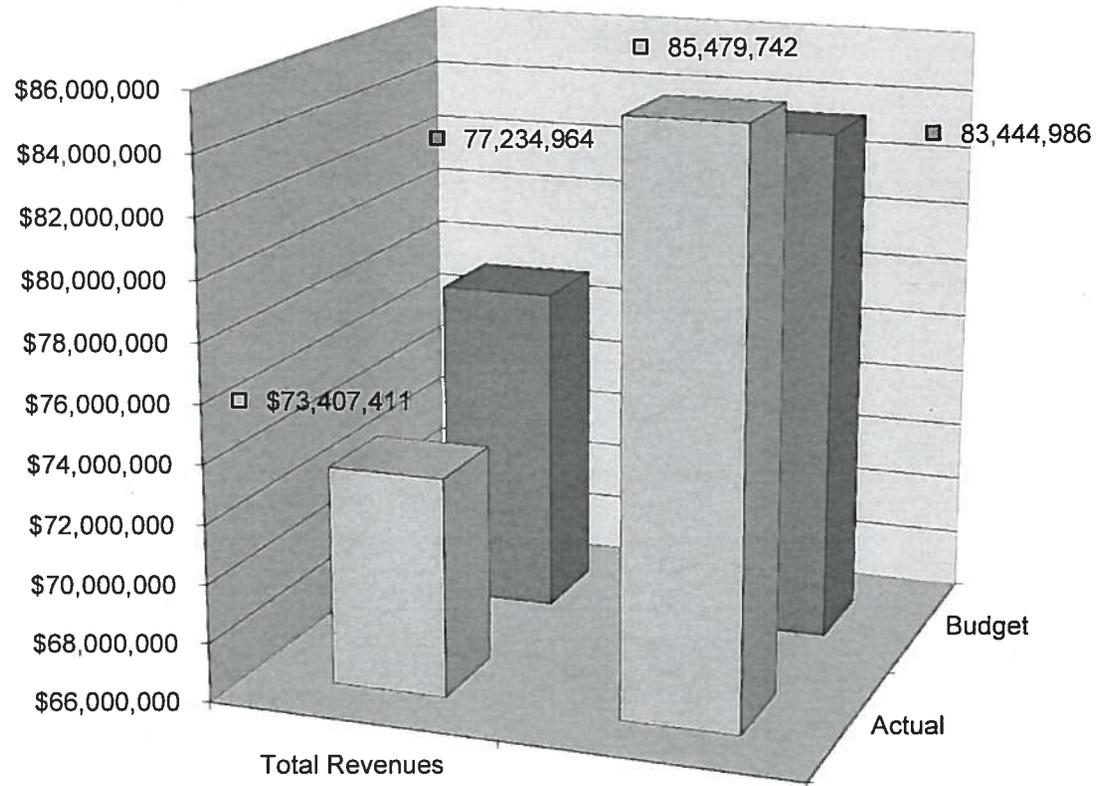
(Financial statement for the Month of February 2015 follows.)

HAWAII PUBLIC HOUSING AUTHORITY
Agency Total
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015							
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				REVENUES							
1,459,996	1,417,172	42,824	3%	Dwelling Rental Income	11,577,499	11,321,684	255,815	2%	10,733,685	843,814	8%
6,735,355	6,087,369	647,986	11%	HUD Operating Subsidies	51,942,845	48,698,952	3,243,893	7%	47,732,049	4,210,796	9%
-	189,881	(189,881)	-100%	CFP Grant Income	24,830	1,397,643	(1,372,813)	-98%	-	24,830	100%
371,290	389,420	(18,130)	-5%	COCC Fee Income	3,008,571	3,115,694	(107,122)	-3%	3,058,504	(49,932)	-2%
2,941	263,745	(260,804)	-99%	State CIP Fund	1,100,412	2,232,519	(1,132,107)	-51%	-	1,100,412	100%
624,694	370,010	254,684	69%	Grant Income	2,910,906	3,114,216	(203,310)	-7%	3,423,288	(512,382)	-15%
319,440	1,209,335	(889,895)	-74%	Other Income	2,842,347	7,354,256	(4,511,909)	-61%	2,694,177	148,171	5%
\$ 9,513,716	9,926,932	(413,215)	-4%	Total Revenues	\$ 73,407,411	77,234,964	(3,827,553)	-5%	67,641,702	5,765,708	9%
				EXPENSES							
1,079,373	1,562,910	483,537	31%	Administrative	9,987,009	11,822,526	1,835,517	16%	9,024,290	(962,719)	-11%
-	30,337	30,337	100%	Asset Management Fees	-	242,696	242,696	100%	-	-	0%
390,730	405,925	15,195	4%	Management Fees	3,156,830	3,250,530	93,700	3%	3,204,790	47,961	1%
53,796	56,409	2,613	5%	Bookkeeping Fees	436,047	451,613	15,566	3%	441,229	5,182	1%
4,569,601	3,900,400	(669,201)	-17%	Housing Assistance Payments	36,177,078	31,206,200	(4,970,878)	-16%	34,130,561	(2,046,518)	-6%
(9,913)	13,610	23,523	173%	Tenant Services	377,224	114,277	(262,947)	-230%	244,313	(132,911)	-54%
1,088,228	1,132,052	43,824	4%	Utilities	9,143,865	9,353,170	209,305	2%	9,058,413	(85,452)	-1%
1,458,724	1,858,553	399,829	22%	Maintenance	13,127,581	14,423,856	1,296,275	9%	11,397,167	(1,730,414)	-15%
183,593	194,647	11,054	6%	Protective Services	1,451,517	1,544,770	93,253	6%	1,295,966	(155,551)	-12%
81,870	71,656	(10,214)	-14%	Insurance	628,453	573,174	(55,279)	-10%	665,125	36,672	6%
1,445,836	1,289,920	(155,916)	-12%	Depreciation Expense	10,563,658	10,319,360	(244,298)	-2%	9,853,258	(710,400)	-7%
(266)	24,378	24,644	101%	Bad Debt Expense	92,215	195,024	102,809	53%	(12,386)	(104,601)	
(8,569)	11,983	20,552	172%	General Expenses	338,265	142,814	(195,451)	-137%	743,848	405,583	55%
10,333,002	10,552,780	219,778	2%	Total Expenses	85,479,742	83,640,010	(1,839,732)	2%	80,046,574	(5,433,168)	-7%
(819,286)	(625,849)	(193,438)	-31%	Net Income(Loss)	\$ (12,072,331)	\$ (6,405,047)	(5,667,285)	-88%	(12,404,871)	332,540	3%
				CASH BASIS:							
(819,286)	(625,849)	(193,438)	-31%	Net Income(loss) per Above	(12,072,331)	(6,405,047)	(5,667,285)	-88%	(12,404,871)	(332,540)	3%
				Add back non cash items:							
1,445,836	1,289,920	155,916	12%	Depreciation Expense	10,563,658	10,319,360	244,298	-2%	9,853,258	710,400	7%
(266)	24,378	(24,644)	101%	Bad Debt Expense	92,215	195,024	(102,809)	53%	(12,386)	104,601	845%
\$ 626,284	688,450	(62,166)	-9%	TOTAL CASH BASIS	\$ (1,416,458)	4,109,338	(5,525,796)	-134%	(2,564,000)	482,462	45%

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HPHA February 28, 2015 Actual vs Budget



	Total Revenues	
Actual	\$73,407,411	85,479,742
Budget	77,234,964	83,444,986

HAWAII PUBLIC HOUSING AUTHORITY
Consolidated Balance Sheet
Agency Total (Funds 130 To 150, 007, 020, 024, 181, 265, 318 & 337)
As of February 28, 2015 and January 31, 2015

	As of February 28 2015	As of January 31 2015	Increase (Decrease)
ASSETS:			
Cash	65,021,784	64,210,015	811,769
Receivables:			
Tenant Receivables	1,923,384	1,940,621	(17,236)
Other	1,080,314	967,390	112,924
Less Allowance for Doubtful Accounts	(3,359,289)	(3,368,184)	8,895
Total receivables	(355,591)	(460,174)	104,583
Accrued Interest	2,040,891	2,040,944	(53)
Prepaid Expenses	2,326,614	2,380,615	(54,001)
Inventories	567,755	557,983	9,772
Interprogram Due From	13,235,423	13,323,804	(88,381)
Total Current Assets	82,836,876	82,053,186	783,690
Property, Plant & Equipment:			
Land	21,451,327	21,451,327	-
Buildings	570,131,866	559,014,328	11,117,539
Furniture & Equipment	5,440,075	5,306,570	133,505
Motor vehicles	494,167	494,167	-
Construction in Progress	25,048,420	34,535,864	(9,487,443)
Less: Accumulated Depreciation	(340,251,040)	(338,805,204)	(1,445,836)
Notes, Loans & Mortgage Receivable-Non Current	8,716,630	8,716,630	-
Other Long term assets	-	-	-
Total Assets	\$ 373,868,322	372,766,868	1,101,454
LIABILITIES AND NET ASSETS			
Accounts Payable	3,052,433	3,018,978	33,454
Accrued Expenses	-	-	-
Accrued Salaries & Wages	766,146	766,146	-
Accrued Vacation	2,446,189	2,446,189	-
Tenant Security Deposits	774,131	777,575	(3,444)
Other Liabilities & Deferred Income	2,406,578	2,283,618	122,960
Interprogram Due To	10,662,251	10,662,251	-
Total Current Liabilities	20,107,727	19,954,757	152,971
Accrued Pension and OPEB Liability	16,343,577	16,343,577	-
Accrued Liabilities - Long Term	86,373	86,373	-
Net Assets			
Investment in capital assets	282,314,816	281,997,052	317,765
Restricted Net Assets	(21,189,937)	(21,189,937)	-
Unrestricted Net Assets	88,278,097	86,828,092	1,450,005
Net Income Year to Date	(12,072,331)	(11,253,045)	(819,286)
Total Net Assets	337,330,644	336,382,161	948,484
Total Liabilities & Net Assets	\$ 373,868,322	372,766,868	1,101,454

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015										
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance				
		Amount	%				Amount	%		Amount	%			
REVENUES														
1,204,432	1,173,108	31,324	3%	Dwelling Rental Income	9,539,482	9,369,172	170,310	2%	8,688,611	850,871	10%			
1,857,991	1,921,519	(63,528)	-3%	HUD Operating Subsidies	14,456,325	15,372,152	(915,827)	-6%	12,914,306	1,542,019	12%			
-	189,881	(189,881)	-100%	CFP Grant Income	24,830	1,397,643	(1,372,813)	-98%	-	24,830	100%			
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%			
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%			
-	263,745	(263,745)	-100%	State CIP Fund	1,038,813	2,232,519	(1,193,706)	-53%	-	1,038,813	100%			
(10,803)	158,349	(169,152)	-107%	Grant Income	1,063,783	1,316,792	(253,009)	-19%	-	1,063,783	100%			
70,719	27,646	43,073	156%	Other Income	344,678	222,527	122,151	55%	1,251,216	(906,537)	-72%			
\$ 3,122,338	3,734,248	(611,910)	-16%	Total Revenues	\$ 26,467,911	29,910,805	(3,442,894)	-12%	22,854,133	3,613,779	16%			
EXPENSES														
471,715	481,812	10,097	2%	Administrative	3,711,121	3,830,698	119,577	3%	3,513,248	(197,873)	-6%			
-	22,217	22,217	100%	Asset Management Fees	-	177,736	177,736	100%	-	-	0%			
243,403	254,929	11,526	5%	Management Fees	1,973,861	2,042,625	68,764	3%	2,011,328	37,467	2%			
33,218	34,755	1,538	4%	Bookkeeping Fees	268,778	278,389	9,612	3%	273,510	4,733	2%			
-	-	-	0%	Housing Assistance Payments	3,789	-	(3,789)	-100%	13,388	9,599	72%			
(576)	12,153	12,729	105%	Tenant Services	270,856	102,621	(168,235)	-164%	74,294	(196,561)	-265%			
880,728	967,497	86,769	9%	Utilities	7,580,723	8,036,647	455,924	6%	7,504,591	(76,133)	-1%			
1,102,285	1,287,905	185,620	14%	Maintenance	9,897,645	10,170,511	272,866	3%	8,242,345	(1,655,300)	-20%			
182,328	193,492	11,164	6%	Protective Services	1,443,893	1,535,530	91,637	6%	1,242,695	(201,198)	-16%			
67,774	57,268	(10,506)	-18%	Insurance	513,973	458,070	(55,903)	-12%	514,247	275	0%			
1,248,998	1,105,722	(143,276)	-13%	Depreciation Expense	8,989,052	8,845,776	(143,276)	-2%	8,356,464	(632,588)	-8%			
(266)	19,498	19,764	101%	Bad Debt Expense	92,215	155,984	63,769	41%	(12,386)	(104,601)	-845%			
(1,983)	7,341	9,324	127%	General Expenses	80,994	58,728	(22,266)	-38%	435,476	354,481	81%			
4,227,623	4,444,589	216,966	5%	Total Expenses	34,826,899	35,693,315	866,416	2%	32,169,199	(2,657,700)	-8%			
\$ (1,105,284)	(710,341)	(394,943)	-56%	Net Income(Loss)	\$ (8,358,988)	(5,782,510)	(2,576,478)	-45%	(9,315,067)	956,079	10%			
CASH BASIS:														
(1,105,284)	(710,341)	(394,943)	-56%	Net Income(loss) per Above	(8,358,988)	(5,782,510)	(2,576,478)	-45%	(9,315,067)	956,079	10%			
1,248,998	1,105,722	143,276	13%	Add back non cash items:										
(266)	19,498	(19,764)	101%	Depreciation Expense	8,989,052	8,845,776	143,276	2%	8,356,464	632,588	8%			
				Bad Debt Expense	92,215	155,984	(63,769)	41%	(12,386)	104,601	845%			
\$ 143,447	414,879	(271,432)	-65%	TOTAL CASH BASIS	\$ 722,279	3,219,250	(2,496,971)	-78%	(970,988)	1,693,268	174%			

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015								
Actual	Budget	Variance		ACCRUAL BASIS	Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
REVENUES												
290,820	392,155	(101,335)	-26%	Asset Management Project - 30	2,553,448	3,174,635	(621,187)	-20%	2,482,603	70,845	3%	
148,014	364,830	(216,816)	-59%	Asset Management Project - 31	2,289,496	2,768,640	(479,144)	-17%	1,930,136	359,361	19%	
337,792	419,648	(81,856)	-20%	Asset Management Project - 32	2,574,987	3,308,410	(733,423)	-22%	2,154,150	420,837	20%	
268,623	270,358	(1,735)	-1%	Asset Management Project - 33	1,933,418	2,162,866	(229,448)	-11%	1,689,387	244,032	14%	
365,943	384,188	(18,245)	-5%	Asset Management Project - 34	3,034,401	3,073,501	(39,100)	-1%	2,692,131	342,270	13%	
380,721	415,831	(35,110)	-8%	Asset Management Project - 35	3,382,039	3,326,648	55,391	2%	2,783,131	598,909	22%	
180,451	181,041	(590)	0%	Asset Management Project - 37	1,316,169	1,496,460	(180,291)	-12%	1,114,249	201,920	18%	
203,639	228,056	(24,417)	-11%	Asset Management Project - 38	1,553,082	1,912,080	(358,998)	-19%	1,401,300	151,782	11%	
143,588	165,832	(22,244)	-13%	Asset Management Project - 39	1,123,195	1,327,044	(203,849)	-15%	961,221	161,974	17%	
160,940	175,638	(14,698)	-8%	Asset Management Project - 40	1,216,819	1,331,174	(114,355)	-9%	1,107,789	109,031	10%	
119,386	139,314	(19,928)	-14%	Asset Management Project - 43	973,510	1,253,305	(279,795)	-22%	876,530	96,981	11%	
171,677	201,909	(30,232)	-15%	Asset Management Project - 44	1,510,761	1,624,499	(113,738)	-7%	1,133,116	377,645	33%	
106,549	148,618	(42,069)	-28%	Asset Management Project - 45	1,047,153	1,155,713	(108,560)	-9%	855,590	191,563	22%	
56,277	57,157	(880)	-2%	Asset Management Project - 46	466,267	469,955	(3,688)	-1%	401,526	64,741	16%	
96,737	104,752	(8,015)	-8%	Asset Management Project - 49	780,892	843,621	(62,729)	-7%	678,123	102,769	15%	
91,180	84,921	6,259	7%	Asset Management Project - 50	712,273	682,254	30,019	4%	593,152	119,121	20%	
\$ 3,122,338	3,734,248	(611,910)	-16%	Total Revenues	\$ 26,467,911	29,910,805	(3,442,894)	-12%	22,854,133	3,613,779	16%	
NET INCOME(LOSS)												
(95,776)	78	(95,854)	-122889%	Asset Management Project - 30	(663,615)	(332,409)	(331,206)	-100%	(834,461)	170,847	20%	
(374,404)	(81,789)	(292,615)	-358%	Asset Management Project - 31	(1,701,721)	(737,542)	(964,179)	-131%	(1,213,409)	(488,312)	-40%	
20,929	85,239	(64,310)	-75%	Asset Management Project - 32	(445,821)	618,520	(1,064,341)	-172%	(289,808)	(156,013)	-54%	
22,488	(38,034)	60,522	159%	Asset Management Project - 33	(416,518)	(404,556)	(11,962)	-3%	(611,538)	195,019	32%	
29,186	(74,741)	103,927	139%	Asset Management Project - 34	(68,634)	(159,605)	90,971	57%	(78,752)	10,118	13%	
5,162	(42,183)	47,345	112%	Asset Management Project - 35	(115,100)	(270,545)	155,445	57%	(320,716)	205,616	64%	
(195,618)	(161,607)	(34,011)	-21%	Asset Management Project - 37	(1,226,782)	(1,209,263)	(17,519)	-1%	(1,504,862)	278,080	18%	
(60,097)	(76,353)	16,256	21%	Asset Management Project - 38	(417,383)	(502,872)	85,489	17%	(328,435)	(88,948)	-27%	
(61,294)	(41,550)	(19,744)	-48%	Asset Management Project - 39	(476,620)	(422,039)	(54,581)	-13%	(587,266)	110,646	19%	
(15,114)	(4,064)	(11,050)	-272%	Asset Management Project - 40	(261,214)	(92,578)	(168,636)	-182%	(352,534)	91,319	26%	
(70,664)	(97,307)	26,643	27%	Asset Management Project - 43	(622,207)	(656,118)	33,911	5%	(802,763)	180,556	22%	
(87,562)	(57,064)	(30,498)	-53%	Asset Management Project - 44	(633,624)	(574,930)	(58,694)	-10%	(877,435)	243,811	28%	
(102,731)	(34,614)	(68,117)	-197%	Asset Management Project - 45	(555,388)	(334,345)	(221,043)	-66%	(627,607)	72,219	12%	
(46,321)	(48,595)	2,274	5%	Asset Management Project - 46	(452,852)	(399,093)	(53,759)	-13%	(426,588)	(26,265)	-6%	
(54,161)	(49,272)	(4,889)	-10%	Asset Management Project - 49	(425,699)	(387,325)	(38,374)	-10%	(516,945)	91,245	18%	
(19,310)	11,515	(30,825)	-268%	Asset Management Project - 50	124,190	82,190	42,000	51%	58,050	66,140	114%	
\$ (1,105,284)	(710,341)	(394,943)	-56%	Total Net Income(Loss)	\$ (8,358,988)	(5,782,510)	(2,576,478)	-45%	(9,315,067)	956,079	10%	

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HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015								
Actual	Budget	Variance		CASH BASIS	Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
REVENUES												
290,820	392,155	(101,335)	-26%	Asset Management Project - 30	2,553,448	3,174,635	(621,187)	-20%	2,482,603	70,845	3%	
148,014	364,830	(216,816)	-59%	Asset Management Project - 31	2,289,496	2,768,640	(479,144)	-17%	1,930,136	359,361	19%	
337,792	419,648	(81,856)	-20%	Asset Management Project - 32	2,574,987	3,308,410	(733,423)	-22%	2,154,150	420,837	20%	
268,623	270,358	(1,735)	-1%	Asset Management Project - 33	1,933,418	2,162,866	(229,448)	-11%	1,689,387	244,032	14%	
365,943	384,188	(18,245)	-5%	Asset Management Project - 34	3,034,401	3,073,501	(39,100)	-1%	2,692,131	342,270	13%	
380,721	415,831	(35,110)	-8%	Asset Management Project - 35	3,382,039	3,326,648	55,391	2%	2,783,131	598,909	22%	
180,451	181,041	(590)	0%	Asset Management Project - 37	1,316,169	1,496,460	(180,291)	-12%	1,114,249	201,920	18%	
203,639	228,056	(24,417)	-11%	Asset Management Project - 38	1,553,082	1,912,080	(358,998)	-19%	1,401,300	151,782	11%	
143,588	165,832	(22,244)	-13%	Asset Management Project - 39	1,123,195	1,327,044	(203,849)	-15%	961,221	161,974	17%	
160,940	175,638	(14,698)	-8%	Asset Management Project - 40	1,216,819	1,331,174	(114,355)	-9%	1,107,789	109,031	10%	
119,386	139,314	(19,928)	-14%	Asset Management Project - 43	973,510	1,253,305	(279,795)	-22%	876,530	96,981	11%	
171,677	201,909	(30,232)	-15%	Asset Management Project - 44	1,510,761	1,624,499	(113,738)	-7%	1,133,116	377,645	33%	
106,549	148,618	(42,069)	-28%	Asset Management Project - 45	1,047,153	1,155,713	(108,560)	-9%	855,590	191,563	22%	
56,277	57,157	(880)	-2%	Asset Management Project - 46	466,267	469,955	(3,688)	-1%	401,526	64,741	16%	
96,737	104,752	(8,015)	-8%	Asset Management Project - 49	780,892	843,621	(62,729)	-7%	678,123	102,769	15%	
91,180	84,921	6,259	7%	Asset Management Project - 50	712,273	682,254	30,019	4%	593,152	119,121	20%	
\$ 3,122,338	3,734,248	(611,910)	-16%	Total Revenues	\$ 26,467,911	29,910,805	(3,442,894)	-12%	22,854,133	3,613,779	16%	
NET INCOME(LOSS)												
3,338	99,857	(96,519)	-97%	Asset Management Project - 30	129,297	465,823	(336,526)	-72%	(28,656)	157,954	551%	
(188,722)	98,055	(286,777)	-292%	Asset Management Project - 31	(270,781)	701,210	(971,991)	-139%	83,250	(354,030)	-425%	
49,225	110,635	(61,410)	-56%	Asset Management Project - 32	(243,784)	821,688	(1,065,472)	-130%	(126,509)	(117,274)	-93%	
85,175	26,975	58,200	216%	Asset Management Project - 33	90,468	115,516	(25,048)	-22%	(115,935)	206,403	178%	
101,672	(12,539)	114,211	911%	Asset Management Project - 34	441,560	338,011	103,549	31%	284,901	156,659	55%	
82,607	42,319	40,288	95%	Asset Management Project - 35	534,276	405,471	128,805	32%	240,996	293,281	122%	
4,575	(12,854)	17,429	136%	Asset Management Project - 37	6,980	(19,239)	26,219	136%	(168,272)	175,252	104%	
14,948	(18,231)	33,179	182%	Asset Management Project - 38	65,569	(37,896)	103,465	273%	21,632	43,937	203%	
(3,513)	17,507	(21,020)	-120%	Asset Management Project - 39	(14,372)	50,417	(64,789)	-129%	(128,424)	114,053	89%	
(12,930)	(643)	(12,287)	-1911%	Asset Management Project - 40	(243,742)	(65,210)	(178,532)	-274%	(339,891)	96,148	28%	
3,106	(22,737)	25,843	114%	Asset Management Project - 43	(20,198)	(59,558)	39,360	66%	(221,324)	201,126	91%	
8,428	38,123	(29,695)	-78%	Asset Management Project - 44	154,778	186,566	(31,788)	-17%	(183,679)	338,457	184%	
(38,350)	30,794	(69,144)	-225%	Asset Management Project - 45	(33,451)	188,919	(222,370)	-118%	(112,568)	79,117	70%	
2,950	1,046	1,904	182%	Asset Management Project - 46	(58,684)	(1,965)	(56,719)	-2886%	(112,413)	53,729	48%	
1,678	2,008	(330)	-16%	Asset Management Project - 49	(7,023)	22,915	(29,938)	-131%	(133,483)	126,459	95%	
29,258	14,564	14,694	101%	Asset Management Project - 50	191,385	106,582	84,803	80%	69,389	121,996	176%	
\$ 143,447	414,879	(271,432)	-65%	Total Net Income(Loss)	\$ 722,279	3,219,250	(2,496,971)	-78%	(970,988)	1,693,268	174%	

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HAWAII PUBLIC HOUSING AUTHORITY
Housing Choice Voucher Program
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015						
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance	
		Amount	%			Amount	%		Amount	%
-	-	-	0%	-	-	-	0%	-	-	0%
2,179,935	2,151,997	27,938	1%	16,699,106	17,215,976	(516,870)	-3%	16,248,072	451,034	3%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
56,166	922	55,244	5992%	417,078	7,376	409,702	5555%	326,663	90,416	28%
\$ 2,236,101	2,152,919	83,182	4%	\$ 17,116,184	17,223,352	(107,168)	-1%	16,574,735	541,450	3%
89,347	117,126	27,779	24%	698,091	874,538	176,447	20%	605,380	(92,711)	-15%
-	-	-	0%	-	-	-	0%	-	-	0%
22,692	23,724	1,032	4%	185,184	189,792	4,608	2%	183,468	(1,716)	-1%
14,183	14,828	646	4%	115,740	118,624	2,884	2%	114,668	(1,073)	-1%
2,019,347	1,998,203	(21,144)	-1%	16,074,590	15,985,624	(88,966)	-1%	16,007,840	(66,750)	0%
(9,341)	150	9,491	6327%	105,559	1,200	(104,359)	-8697%	169,589	64,030	38%
3,222	2,948	(274)	-9%	30,877	23,584	(7,293)	-31%	26,576	(4,302)	-16%
106	299	193	65%	10,323	2,492	(7,831)	-314%	6,016	(4,307)	-72%
67	45	(22)	-49%	471	360	(111)	-31%	471	-	0%
261	471	210	45%	3,010	3,768	758	20%	8,458	5,449	64%
8,173	2,327	(5,846)	-251%	60,811	35,022	(25,789)	-74%	82,337	21,526	26%
2,148,057	2,160,121	12,064	1%	17,284,656	17,235,004	(49,652)	0%	17,204,804	(79,852)	0%
\$ 88,044	(7,202)	95,246	1322%	\$ (168,471)	(11,652)	(156,819)	-1346%	(630,069)	461,598	73%
88,044	(7,202)	95,246	1322%	(168,471)	(11,652)	(156,819)	-1346%	(630,069)	461,598	73%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
\$ 88,044	(7,202)	95,246	1322%	\$ (168,471)	(11,652)	(156,819)	-1346%	(630,069)	461,598	73%

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HAWAII PUBLIC HOUSING AUTHORITY
State Low Rent
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015							
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance		
		Amount	%			Amount	%		Amount	%	
REVENUES											
85,353	75,382	9,971	13%	682,214	603,056	\$ 79,158	13%	695,629	\$ (13,415)	-2%	
-	-	-	0%	-	-	-	0%	-	-	0%	
-	-	-	0%	-	-	-	0%	-	-	0%	
-	-	-	0%	-	-	-	0%	-	-	0%	
-	-	-	0%	44,020	-	44,020	100%	-	44,020	100%	
4,010	(4,315)	8,325	193%	43,555	69,616	(26,061)	-37%	-	43,555	100%	
5,487	1,299	4,188	322%	3,554	4,622	(1,068)	-23%	33,702	(30,148)	-89%	
\$ 94,850	72,366	22,484	31%	\$ 773,343	677,294	96,049	14%	729,331	44,013	6%	
EXPENSES											
25,652	31,158	5,506	18%	200,760	280,384	79,624	28%	206,007	5,247	3%	
-	2,360	2,360	100%	-	18,880	18,880	100%	-	-	0%	
15,440	17,939	2,499	14%	126,145	143,449	17,304	12%	133,709	7,564	6%	
1,853	2,153	301	14%	15,135	17,216	2,081	12%	16,043	908	6%	
-	-	-	0%	-	-	-	0%	-	-	0%	
-	397	397	100%	89	3,176	3,087	97%	-	(89)	-100%	
69,317	30,666	(38,651)	-126%	536,083	245,328	(290,755)	-119%	540,313	4,230	1%	
51,555	76,408	24,853	33%	462,973	622,459	159,486	26%	545,211	82,238	15%	
-	-	-	0%	241	-	(241)	-100%	-	(241)	-100%	
3,217	2,772	(445)	-16%	25,731	22,176	(3,555)	-16%	24,292	(1,440)	-6%	
76,893	64,253	(12,640)	-20%	615,046	514,024	(101,022)	-20%	557,318	(57,728)	-10%	
-	1,507	1,507	100%	-	12,056	12,056	100%	-	-	0%	
-	749	749	100%	-	5,992	5,992	100%	17,456	17,456	100%	
243,926	230,362	(13,564)	-6%	1,982,203	1,885,140	(97,063)	-5%	2,040,348	58,145	3%	
\$ (149,076)	(157,996)	36,048	6%	\$ (1,208,860)	(1,207,846)	(1,014)	0%	(1,311,017)	102,157	8%	
CASH BASIS:											
(149,076)	(157,996)	36,048	6%	(1,208,860)	(1,207,846)	(1,014)	0%	(1,311,017)	102,157	8%	
76,893	64,253	12,640	-20%	615,046	514,024	101,022	-20%	557,318	57,728	10%	
-	1,507	(1,507)	100%	-	12,056	(12,056)	100%	-	-	0%	
\$ (72,183)	(92,236)	47,181	22%	\$ (593,814)	(681,766)	87,952	13%	(753,699)	159,885	21%	

HAWAII PUBLIC HOUSING AUTHORITY
State Elderly Program
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015							
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance	
		Amount	%				Amount	%		Amount	%
				REVENUES							
170,211	168,682	1,529	1%	Dwelling Rental Income	1,355,803	1,349,456	\$ 6,347	0%	1,349,445	6,358	0%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
2,941	-	2,941	100%	State CIP Fund	17,579	-	17,579	100%	-	17,579	100%
27,899	133,000	(105,101)	-79%	Grant Income	156,390	1,064,000	(907,610)	-85%	-	156,390	100%
5,963	4,357	1,606	37%	Other Income	199,511	34,856	164,655	472%	1,037,226	(837,715)	-81%
\$ 207,015	306,039	(99,024)	-32%	Total Revenues	\$ 1,729,283	2,448,312	(719,029)	-29%	2,386,671	(657,389)	-28%
				EXPENSES							
42,854	26,177	(16,677)	-64%	Administrative	186,300	209,416	23,116	11%	195,326	9,026	5%
-	5,760	5,760	100%	Asset Management Fees	-	46,080	46,080	100%	-	-	0%
35,506	36,006	500	1%	Management Fees	283,545	288,048	4,503	2%	284,108	563	0%
4,260	4,321	61	1%	Bookkeeping Fees	34,020	34,568	548	2%	34,088	68	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
-	385	385	100%	Tenant Services	193	3,080	2,887	94%	-	(193)	-100%
126,801	115,543	(11,258)	-10%	Utilities	919,308	924,344	5,036	1%	899,510	(19,797)	-2%
76,376	146,966	70,590	48%	Maintenance	768,244	1,175,728	407,484	35%	880,831	112,587	13%
86	200	114	57%	Protective Services	387	1,600	1,213	76%	731	344	47%
8,179	7,093	(1,086)	-15%	Insurance	65,105	56,744	(8,361)	-15%	82,113	17,007	21%
118,314	118,314	-	0%	Depreciation Expense	946,512	946,512	-	0%	932,816	(13,696)	-1%
-	3,373	3,373	100%	Bad Debt Expense	-	26,984	26,984	100%	-	-	0%
-	-	-	0%	General Expenses	-	-	-	0%	17,220	17,220	100%
412,376	464,138	51,762	11%	Total Expenses	3,203,614	3,713,104	509,490	14%	3,326,742	123,127	4%
\$ (205,361)	(158,099)	(47,262)	-30%	Net Income(Loss)	\$ (1,474,332)	(1,264,792)	(209,540)	-17%	(940,071)	(534,261)	-57%
				CASH BASIS:							
(205,361)	(158,099)	(47,262)	-30%	Net Income(loss) per Above	(1,474,332)	(1,264,792)	(209,540)	-17%	(940,071)	(534,261)	-57%
118,314	118,314	-	0%	Add back non cash items:							
-	3,373	(3,373)	100%	Depreciation Expense	946,512	946,512	-	0%	932,816	13,696	1%
				Bad Debt Expense	-	26,984	26,984	100%	-	-	0%
\$ (87,047)	(36,412)	(50,635)	-139%	TOTAL CASH BASIS	\$ (527,820)	(291,296)	(182,556)	-81%	(7,255)	(520,565)	-7176%

HAWAII PUBLIC HOUSING AUTHORITY
State Rent Supplement Program
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>		
		<u>Amount</u>	<u>%</u>	
-	-	-	0%	
-	-	-	0%	
-	-	-	0%	
-	-	-	0%	
-	-	-	0%	
328,698	82,976	245,722	296%	
-	-	-	0%	
\$ 328,698	82,976	245,722	296%	
6,897	7,834	937	12%	
-	-	-	0%	
453	561	108	19%	
284	352	68	19%	
62,733	39,030	(23,703)	-61%	
-	-	-	0%	
473	680	207	30%	
-	-	-	0%	
-	-	-	0%	
-	18	18	100%	
-	-	-	0%	
70,839	48,475	(22,364)	-46%	
\$ 257,859	34,501	223,358	647%	
257,859	\$ 34,501	\$ 223,358	647%	
-	-	-	0%	
-	-	-	0%	
\$ 257,859	34,501	223,358	647%	

Year to Date ended February 28, 2015									
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>			<u>Prior Year</u>	<u>Variance</u>			
		<u>Amount</u>	<u>%</u>			<u>Amount</u>	<u>%</u>		
REVENUES									
Dwelling Rental Income	-	-	0%		-	-	0%		0%
HUD Operating Subsidies	-	-	0%		-	-	0%		0%
CFP Grant Income	-	-	0%		-	-	0%		0%
COCC Fee Income	-	-	0%		-	-	0%		0%
General Fund	-	-	0%		-	-	0%		0%
Grant Income	636,112	663,808	(27,696)	-4%	692,452	(56,340)	-8%		-8%
Other Income	-	-	0%		9,375	(9,375)	-100%		-100%
Total Revenues	\$ 636,112	663,808	(27,696)	-4%	701,826	(65,714)	-9%		-9%
EXPENSES									
Administrative	47,849	62,672	14,823	24%	34,327	(13,523)	-39%		-39%
Asset Management Fees	-	-	0%		-	-	0%		0%
Management Fees	3,789	4,488	699	16%	4,662	873	19%		19%
Bookkeeping Fees	2,374	2,816	442	16%	2,922	547	19%		19%
Housing Assistance Payments	289,009	315,240	26,231	8%	311,661	22,652	7%		7%
Tenant Services	-	-	0%		-	-	0%		0%
Utilities	4,532	5,440	908	17%	5,411	879	16%		16%
Maintenance	3,542	-	(3,542)	-100%	21	(3,521)	-17028%		-17028%
Protective Services	-	-	0%		-	-	0%		0%
Insurance	-	144	144	100%	167	167	100%		100%
General Expenses	-	-	0%		-	-	0%		0%
Total Expenses	351,095	390,800	39,705	10%	359,170	8,074	2%		2%
Net Income(Loss)	\$ 285,017	273,008	12,009	4%	342,657	(57,640)	-17%		-17%
CASH BASIS:									
Net Income(loss) per Above	285,017	\$ 273,008	\$ 12,009	4%	342,657	\$ (57,640)	-17%		-17%
Add back non cash items:									
Depreciation Expense	-	-	-	0%	-	-	0%		0%
Bad Debt Expense	-	-	-	0%	-	-	0%		0%
TOTAL CASH BASIS	\$ 285,017	273,008	12,009	4%	342,657	(57,640)	-17%		-17%

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HAWAII PUBLIC HOUSING AUTHORITY
Section 8 Contract Administration
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

Month of February 2015				Year to Date ended February 28, 2015								
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
REVENUES												
-	-	-	0%	Dwelling Rental Income	-	-	-	0%	-	-	0%	
2,680,249	1,981,891	698,358	35%	HUD Operating Subsidies	20,770,234	15,855,128	4,915,106	31%	18,569,671	2,200,563	12%	
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%	
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%	
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%	
(26,621)	-	(26,621)	-100%	Grant Income	(130,389)	-	(130,389)	-100%	-	(130,389)	-100%	
15	-	15	100%	Other Income	129	-	129	100%	(138,357)	138,486	100%	
\$ 2,653,643	1,981,891	671,752	34%	Total Revenues	\$ 20,639,973	15,855,128	4,784,845	30%	18,431,314	2,208,659	12%	
EXPENSES												
8,964	11,797	2,833	24%	Administrative	73,641	50,416	(23,225)	-46%	43,447	(30,194)	-69%	
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%	
73,237	72,766	(471)	-1%	Management Fees	584,305	582,128	(2,177)	0%	587,516	3,210	1%	
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%	
2,487,521	1,863,167	(624,354)	-34%	Housing Assistance Payments	19,809,690	14,905,336	(4,904,354)	-33%	17,797,671	(2,012,019)	-11%	
-	-	-	0%	Tenant Services	-	-	-	0%	-	-	0%	
-	-	-	0%	Utilities	-	-	-	0%	-	-	0%	
-	-	-	0%	Maintenance	-	-	-	0%	-	-	0%	
-	-	-	0%	Protective Services	-	-	-	0%	-	-	0%	
-	-	-	0%	Insurance	-	-	-	0%	-	-	0%	
750	-	(750)	-100%	General Expenses	3,303	-	(3,303)	-100%	1,350	(1,953)	-145%	
2,570,472	1,947,730	(622,742)	-32%	Total Expenses	20,470,940	15,537,880	(4,933,060)	-32%	18,429,985	(2,040,956)	-11%	
\$ 83,171	34,161	49,010	143%	Net Income(Loss)	\$ 169,033	317,248	(148,215)	-47%	1,329	167,704	12617%	
CASH BASIS:												
83,171	\$ 34,161	\$ 49,010	143%	Net Income(loss) per Above	169,033	\$ 317,248	\$ (148,215)	-47%	1,329	\$ 167,704	12617%	
-	-	-	0%	Add back non cash items:								
-	-	-	0%	Depreciation Expense	-	-	-	0%	-	-	0%	
				Bad Debt Expense	-	-	-	0%	-	-	0%	
\$ 83,171	34,161	49,010	143%	TOTAL CASH BASIS	\$ 169,033	317,248	(148,215)	-47%	1,329	167,704	12617%	

HAWAII PUBLIC HOUSING AUTHORITY
Central Office Cost Center
Actual vs Budget Comparison
For the Month of February 2015, and the 8 Months ended February 28, 2015
(Amounts in Full Dollars)

<u>Month of February 2015</u>				<u>Year to Date ended February 28, 2015</u>							
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>			<u>Actual</u>	<u>Budget</u>	<u>Variance</u>		<u>Prior Year</u>	<u>Variance</u>	
		<u>Amount</u>	<u>%</u>				<u>Amount</u>	<u>%</u>			
				REVENUES							
-	-	-	0%	Dwelling Rental Income	-	-	-	0%	-	-	0%
17,180	-	17,180	100%	Ongoing Admin Fee Earned	17,180	-	17,180	100%	-	17,180	100%
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%
371,290	389,420	(18,130)	-5%	COCC Fee Income	3,008,571	3,115,694	(107,122)	-3%	3,058,504	(49,932)	-2%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
(191,503)	-	(191,503)	-100%	Grant Income	(132,627)	-	(132,627)	-100%	-	(132,627)	-100%
181,090	1,175,111	(994,021)	-85%	Other Income	1,820,056	7,079,105	(5,259,049)	-74%	1,738,828	81,228	5%
\$ 378,057	1,564,531	(1,186,473)	-76%	Total Revenues	\$ 4,713,181	10,194,799	(5,481,617)	-54%	4,797,332	(84,151)	-2%
				EXPENSES							
431,976	887,006	455,030	51%	Administrative	5,003,765	6,514,402	1,510,637	23%	4,422,986	(580,778)	-13%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
4	525	521	99%	Tenant Services	527	4,200	3,673	87%	429	(98)	-23%
7,687	14,718	7,031	48%	Utilities	72,342	117,827	45,485	39%	82,012	9,670	12%
228,402	346,975	118,573	34%	Maintenance	1,984,855	2,452,666	467,811	19%	1,690,148	(294,708)	-17%
1,112	910	(202)	-22%	Protective Services	6,525	7,280	755	10%	8,600	2,074	24%
2,438	4,034	1,596	40%	Insurance	20,634	32,272	11,638	36%	35,848	15,214	42%
1,631	1,631	-	0%	Depreciation Expense	13,048	13,048	-	0%	6,660	(6,388)	-96%
(15,510)	1,566	17,076	1090%	General Expenses	193,157	43,072	(150,085)	-348%	190,009	(3,148)	-2%
657,741	1,257,365	599,624	48%	Total Expenses	7,294,853	9,184,767	1,889,914	21%	6,436,692	(858,161)	-13%
\$ (279,683)	307,166	(586,849)	-191%	Net Income(Loss)	\$ (2,581,672)	1,010,032	(3,591,704)	-356%	(1,639,360)	(942,312)	-57%
				CASH BASIS:							
(279,683)	307,166	(586,849)	-191%	Net Income(loss) per Above	(2,581,672)	1,010,032	(3,591,704)	-356%	(1,639,360)	(942,312)	-57%
				Add back non cash items:							
1,631	1,631	-	0%	Depreciation Expense	13,048	13,048	-	0%	6,660	6,388	96%
-	-	-	0%	Bad Debt Expense	-	-	-	0%	-	-	0%
\$ (278,052)	308,797	(586,849)	-190%	TOTAL CASH BASIS	\$ (2,568,624)	1,023,080	(3,591,704)	-351%	(1,632,700)	(935,924)	-57%

III. Contract & Procurement Office

A. Solicitation(s) Issued in March 2015:

Solicitation No.	Title	Due Date
IFB PMB-2015-01	Provision of Temporary Lodging Placement Services Statewide	4/16/2015
IFB PMB-2015-08	Furnish Laundry Services for Asset Management Project 37 on the Island of Hawaii and Asset Management Project 39 on the Islands of Maui and Molokai	4/22/2015

No protest(s) were received In March 2015:

B. Contract(s) Executed in March 2015:

Contract No.	Contractor & Description	Supp. Amount
CMS 14-22-CO01	Mocon Corporation Provide Additional Labor, Materials, and Equipment for Sewer Improvements and Electrical Upgrades at Kapaa (AMP 38) on the Island of Kauai and Increase in Time of Performance of 30 Calendar Days Completion Date: April 26, 2015	Suppl. Amount: \$9,191.00 Total Contract: \$1,513,913.00
CMS 14-22-CO02	Mocon Corporation Provide Additional Labor, Materials, and Equipment for Sewer Improvements and Electrical Upgrades at Kapaa (AMP 38) on the Island of Kauai and Increase in Time of Performance of 30 Calendar Days Completion Date: May 17, 2015	Suppl. Amount: \$229,690.76 Total Contract: \$1,742,781.76
CMS 14-10-SC01	Heartwood Pacific, LLC Provide Labor, Materials, and Equipment for Site and Building Improvements at Pomaikai (AMP 37) on the Island of Hawaii Completion Date: October 27, 2015	Suppl. Amount: \$108,442.00 Total Contract: \$3,170,315.00
CMS 13-12-SC01	Austin, Tsutsumi & Associates, Inc. No-Cost Extension of Time of 365 Calendar Days and Amend the Special Conditions for Site and Roadway Improvements at Kuhio Park Terrace (AMP 40) on the Island of Oahu End Date: March 21, 2016	No cost extension Total Contract: \$206,403.62

B. Contract(s) Executed in March 2015 (cont.):

Contract No.	Contractor & Description	Supp. Amount
CMS 13-05-SC01	The Limitiaco Consulting Group, Inc. No-Cost Extension of Time of 330 Calendar Days and Amend the Special Conditions for Sewer Improvements and Electrical Upgrades at Kapaa (AMP 38) on the Island of Oahu End Date: February 10, 2016	No cost extension Total Contract: \$179,293.14

C. Planned Solicitation/Contract Activities for April/May 2015

Solicitation(s):

- Issue Invitation-for-Bids for Laundry Services for AMP 35 on the Island of Oahu.

Contract(s)

- Execute Interlocal Agreement for Performance-Based Section 8 Contract Administration Services.
- Execute Contract to Provide Property Management and Maintenance Services for the Ka Hale Kamehaikana Community Resource Center on the Island of Oahu.
- Execute Contract to Provide Tenant Re-Certification Services under the Federal Low Income Public Housing Program on the Island of Oahu
- Execute Supplemental Contract to Continue to Provide Property Management, Maintenance and Resident Services for AMP 43 on the Island of Hawaii.
- Execute Supplemental Contract to Continue to Provide Property Management, Maintenance and Resident Services for AMP 45 on the Island of Oahu.
- Execute Supplemental Contract to Continue to Provide Property Management, Maintenance and Resident Services for AMP 46 on the Island of Hawaii.
- Execute Supplemental Contract to Continue to Provide Property Management, Maintenance and Resident Services for MU 42 on the Island of Oahu.
- Execute Supplemental Contract to Continue to Provide Security Services for Kalihi Valley Homes (AMP 31), Mayor Wright Homes (AMP 32), and Kalanihuia, Punchbowl Homes, Makamae (AMP 35) on the Island of Oahu.

IV. Property Management and Maintenance Services

A. Occupancy and Leasing Activities

Total Move Ins: 52
Vacates: 44
 Net gain/loss: 8

	Federal Public Housing	State Public Housing
Number of New Move-ins from the Waitlist	30	4
Number of Internal Transfers	17	1
Number of Vacates (Tenants who left the program.)	40	4

B. Formal Grievance Hearings

In March 2015, the HPHA held 9 grievance hearings on Oahu related to Verbal altercation, loitering, drinking, smoking on property, noise disturbance, guest damaged another tenant's parked vehicle, non-compliance in maintaining electrical services for the unit and storage of an unlicensed vehicle. The formal grievance process continues to be essential in affording tenants an opportunity for a hearing when the tenant disputes any Authority action or failure to act, involving the tenant's rental agreement with the Authority, or Authority's regulations which adversely affects the individual tenant's rights, duties, welfare or status. HPHA received requests for and scheduled 4 grievance hearing in April 2015.

C. Hearing/Evictions

Eviction cases heard for the month of March 2015, there were a total of 23 cases, 21 for rent, and 2 for non-rent. For February 2014 through March 2015, a total of 287 cases were referred with a total of 105 families evicted for this period.

Total Cases Heard in March 2015 = 23 cases

Decisions Rendered	Rent Violations	Other Lease Violations
Eviction	3	0
Evict with conditions	9	1
10-day cure	0	0
Withdrawn/dismiss	3	0
<u>Continued</u>	<u>6</u>	<u>1</u>
Total	21	2

D. Rent Collection

PMMSB continues to focus on rent collection as a top priority and is working diligently with the AMPs to monitor current and vacated tenants account receivables (TAR) to reduce the overall delinquency. For FY

2014, the collection ratio increased slightly from 89.28% at the beginning of the fiscal period (July 2014) to 90.97% in March 2015.

E. Program Activities

1. Continuous planning and coordination with various AMPs to right-size tenants and assisting to finalize the AMPs relocation plan for upcoming modernization on their properties. Effective April 1, 2015, the focus will be to fill our vacant units to reach our goal of 99% occupancy.
2. The Pet Policy was sent to all the federal public housing residents for their comments on the revised Pet Policy. All comments received prior to May 1, 2015 will be taken into consideration prior to implementation.
3. HPHA continues to review and finalize proposed changes based on HUD rules and Hawaii Administrative Rule changes and clarifications.
4. Branch staff continue to audit tenant files for accuracy on rent calculations, eligibility, and program compliance.

F. Planned Activities for April 2015

1. Branch is addressing potential inspection deficiencies with each AMP to obtain higher score is an ongoing process. PMMSB continues to conduct site inspections and provide technical guidance to improve the AMPs units and site. 13 of the federal AMPs will be inspected during the period March 31, 2015 to July 29, 2015.
2. PMMSB received approval and rescoring for six (6) of the eleven (11) Technical Reviews submitted for the 2014 REAC inspection.
3. Budget draft completed by each AMP, waiting for the review and approval process.
4. Upcoming tenant meetings/workshop through June with Hawaii Energy. Hawaii Energy is a conservation and efficiency program providing education and training to our residents to help reduce total electric energy usage.

**Federal LIPH
HPHA Island Overview Report
as of 03/31/2015**

Island	Occupancy *								LIPH and Elderly Waiting List**				
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	627	590	33	94.10%	11	14	2	2	Average Income	36	0.39%	7.57	3.68
Kauai	321	296	23	92.21%	7	8	3	1	Low Income (80%)	69	0.74%	2.79	1.83
Maui	196	178	18	90.82%	2	1	0	0	Very Low Inc. (50%)	389	4.18%	2.52	1.72
Oahu	3,567	3,364	186	94.31%	27	34	12	16	Extremely Low Inc. (30%)	8,807	94.69%	2.41	1.63
Total	4,711	4,428	260	93.99%	47	57	17	19		9,301	100.00%	2.44	1.65

Island	Non Vacated Delinquencies***				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	95	\$ 36,655.64	17	\$ 6,781.42	\$ 137,279.00	\$ 119,388.47	86.97%
Kauai	72	\$ 40,620.16	28	\$ 25,704.68	\$ 93,946.71	\$ 75,608.34	80.48%
Maui	55	\$ 19,913.90	14	\$ 7,504.00	\$ 63,398.00	\$ 56,091.61	88.48%
Oahu	345	\$ 172,703.40	100	\$ 55,528.90	\$ 997,875.01	\$ 924,656.80	92.66%
Total	567	\$ 269,893.10	159	\$ 95,519.00	\$ 1,292,498.72	\$ 1,175,745.22	90.97%

* 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, Cash Receipts, and Payment Agreements (Bill Code 0001 and 0006).

**Federal LIPH
HPHA Project Overview Report
as of 03/31/2015**

AMP	Occupancy*							Units Rent Ready
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	
30P-Aiea	363	313	48	86.23%	4	1	0	1
31P-KVH	373	347	23	93.03%	1	1	0	3
32P-MWH	364	352	11	96.70%	0	2	1	1
33P-Kam/Kaamanu	373	361	12	96.78%	3	5	0	0
34P-Kalakaua	583	569	8	97.60%	5	6	0	6
35P-Kalanihiuia	587	576	9	98.13%	6	6	5	2
37P-Hilo	322	290	31	90.06%	6	7	0	0
38P-Kauai	321	296	23	92.21%	7	8	3	1
39P-Maui	196	178	18	90.82%	2	1	0	0
40P-KPT	170	166	3	97.65%	1	3	1	1
43P-Kona	202	198	2	98.02%	4	3	2	2
44P-Leeward Oahu	260	235	25	90.38%	0	3	0	0
45P-Windward Oahu	226	213	12	94.25%	1	3	1	1
46P-Kamuela	103	102	0	99.03%	1	4	0	0
49P-Central Oahu	150	136	13	90.67%	6	4	4	1
50P-Palolo	118	96	22	81.36%	0	0	0	0
Total	4,711	4,428	260	93.99%	47	57	17	19

AMP	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	8	3,221.50	4	5,555.00	\$ 93,345.00	\$ 91,297.00	97.81%
31P-KVH	28	2,608.94	18	313.21	\$ 112,976.01	\$ 111,848.22	99.00%
32P-MWH	31	22,068.29	7	5,120.00	\$ 119,974.00	\$ 111,040.00	92.55%
33P-Kam/Kaamanu	29	17,984.70	7	6,293.44	\$ 100,807.00	\$ 92,373.00	91.63%
34P-Kalakaua	58	18,128.00	7	7,019.50	\$ 151,037.00	\$ 141,315.00	93.56%
35P-Kalanihiuia	13	11,022.19	2	1,916.00	\$ 156,817.00	\$ 151,435.00	96.57%
37P-Hilo	29	11,345.00	5	540.00	\$ 69,868.00	\$ 63,508.00	90.90%
38P-Kauai	72	40,620.16	28	25,704.68	\$ 93,946.71	\$ 75,608.34	80.48%
39P-Maui	55	19,913.90	14	7,504.00	\$ 63,398.00	\$ 56,091.61	88.48%
40P-KPT	23	18,172.95	5	2,107.13	\$ 72,668.00	\$ 64,722.39	89.07%
43P-Kona	54	20,951.64	7	1,563.00	\$ 42,859.00	\$ 33,889.32	79.07%
44P-Leeward Oahu	122	56,738.83	39	18,790.35	\$ 61,557.00	\$ 38,098.11	61.89%
45P-Windward Oahu	15	11,764.00	8	7,269.27	\$ 58,162.00	\$ 55,734.08	95.83%
46P-Kamuela	12	4,359.00	5	4,678.42	\$ 24,552.00	\$ 21,991.15	89.57%
49P-Central Oahu	11	5,968.00	3	1,145.00	\$ 40,706.00	\$ 39,076.00	96.00%
50P-Palolo	8	5,026.00	0	0.00	\$ 29,826.00	\$ 27,718.00	92.93%
Total	567	\$ 269,893.10	159	\$ 95,519.00	\$ 1,292,498.72	\$ 1,175,745.22	90.97%

* Occupancy also counts Scheduled for Modernization Units.

** Occupancy reflects removal of KPT Units.

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

FEDERAL PUBLIC HOUSING

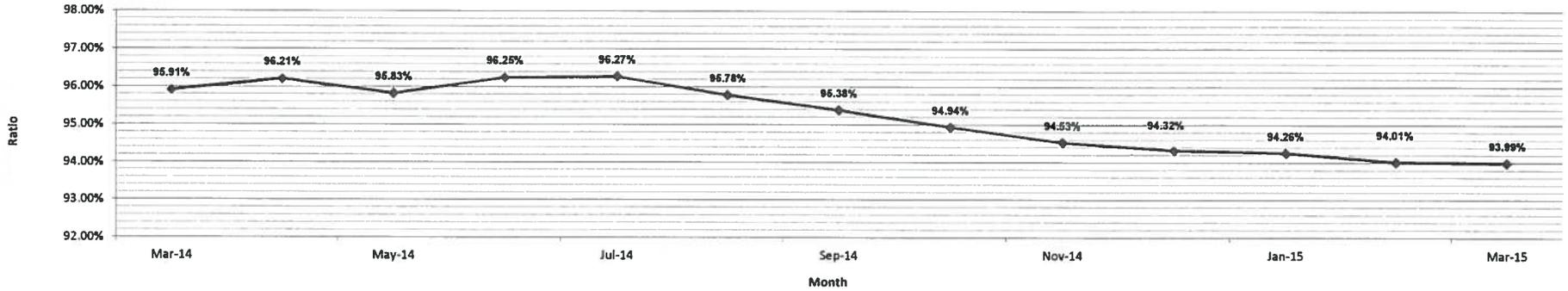
Occupancy from March 2014 to March 2015

	Mar-14			Apr-14			May-14			Jun-14			Jul-14			Aug-14		
	Total Units	Occ Units	Ratio															
Hawaii	627	592	94.42%	627	597	95.22%	627	595	94.90%	627	598	95.37%	627	597	95.22%	627	595	94.90%
Kauai	321	304	94.70%	321	311	96.88%	321	312	97.20%	321	314	97.82%	321	310	96.57%	321	312	97.20%
Maui	196	183	93.37%	196	182	92.86%	196	175	89.29%	196	181	92.35%	196	181	92.35%	196	178	90.82%
Oahu	3,576	3,448	96.42%	3,576	3,451	96.50%	3,576	3,441	96.22%	3,576	3,450	96.48%	3,576	3,456	96.64%	3,576	3,436	96.09%
Total	4,720	4,527	95.91%	4,720	4,541	96.21%	4,720	4,523	95.83%	4,720	4,543	96.25%	4,720	4,544	96.27%	4,720	4,521	95.78%

Cumulative (12 Months)	
03/14 - 03/15	
Units	61,339
Tenants	58,369
Ratio	95.21%

	Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15		
	Total Units	Occ Units	Ratio																		
Hawaii	627	596	95.06%	627	587	93.62%	627	594	94.74%	627	591	94.26%	627	590	94.10%	627	588	93.78%	627	590	94.10%
Kauai	321	311	96.88%	321	303	94.39%	321	304	94.70%	321	303	94.39%	321	304	94.70%	321	294	91.59%	321	296	92.21%
Maui	196	176	89.80%	196	183	93.37%	196	175	89.29%	196	177	90.31%	196	177	90.31%	196	177	90.31%	196	178	90.82%
Oahu	3,576	3,419	95.61%	3,575	3,407	95.30%	3,575	3,388	94.77%	3,575	3,380	94.55%	3,576	3,378	94.46%	3,567	3,370	94.48%	3,567	3,364	94.31%
Total	4,720	4,502	95.38%	4,719	4,480	94.94%	4,719	4,461	94.53%	4,719	4,451	94.32%	4,720	4,440	94.28%	4,711	4,429	94.01%	4,711	4,428	93.99%

Occupancy Rate



FEDERAL PUBLIC HOUSING

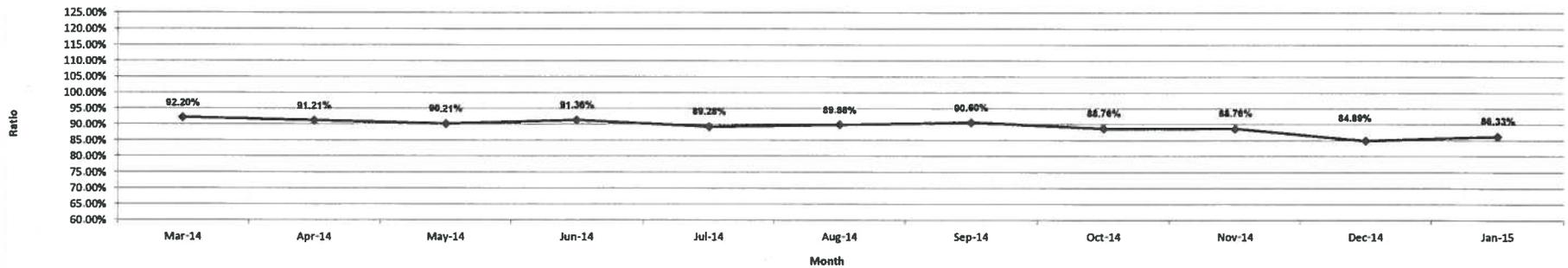
Rent Collection from March 2014 to March 2015

	Mar-14			Apr-14			May-14			Jun-14			Jul-14			Aug-14		
	Charges	Collected	Ratio															
Hawaii	\$121,142.69	\$112,049.36	92.49%	\$126,402.27	\$114,646.17	90.70%	\$123,475.00	\$113,584.98	91.99%	\$123,583.00	\$113,942.72	92.20%	\$129,330.00	\$112,127.37	86.70%	\$125,430.00	\$112,928.59	90.03%
Kauai	\$82,798.00	\$69,041.26	83.30%	\$82,499.04	\$65,266.79	79.14%	\$84,830.00	\$65,839.42	77.80%	\$85,270.00	\$68,708.92	80.58%	\$85,123.00	\$66,101.50	77.65%	\$83,519.00	\$63,180.34	75.62%
Maui	\$66,952.00	\$53,389.24	79.74%	\$63,783.00	\$44,324.27	69.49%	\$62,753.00	\$44,190.61	70.42%	\$63,046.00	\$46,749.36	74.15%	\$59,328.00	\$44,071.25	74.28%	\$62,696.00	\$46,735.61	74.55%
Oahu	\$943,099.97	\$884,761.02	93.81%	\$951,720.58	\$892,530.64	93.78%	\$946,606.00	\$874,695.01	92.40%	\$981,873.27	\$916,106.50	93.30%	\$947,295.09	\$867,800.14	91.62%	\$963,934.24	\$885,733.35	91.89%
Total	\$ 1,213,982.66	\$ 1,119,240.88	92.20%	\$ 1,224,404.89	\$ 1,118,787.87	91.21%	\$ 1,217,464.00	\$ 1,098,310.02	90.21%	\$ 1,253,772.27	\$ 1,145,507.50	91.38%	\$ 1,221,878.08	\$ 1,090,199.26	89.20%	\$ 1,236,579.24	\$ 1,116,567.89	89.88%

Cumulative (12 Months)	
03/14 - 03/15	
Charges	\$ 16,207,720.52
Collections	\$ 14,481,592.27
Total	\$ (1,726,128.25)
Ratio	89.35%

	Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15		
	Charges	Collected	Ratio																		
Hawaii	\$139,552.83	\$127,616.75	91.45%	\$134,474.00	\$117,897.37	87.67%	\$131,524.00	\$114,722.43	87.67%	\$131,498.00	\$110,539.92	84.06%	\$133,051.00	\$111,628.52	83.40%	\$135,429.00	\$119,713.42	88.40%	\$137,279.00	\$119,388.47	86.97%
Kauai	\$94,212.00	\$69,361.09	73.62%	\$93,714.00	\$63,739.90	68.02%	\$91,837.00	\$63,801.44	68.02%	\$90,786.00	\$60,950.89	67.14%	\$90,149.20	\$60,702.62	67.34%	\$90,571.00	\$69,392.83	76.62%	\$93,946.71	\$75,608.34	80.46%
Maui	\$64,138.00	\$51,426.39	80.19%	\$63,934.00	\$49,541.25	77.49%	\$69,263.00	\$52,954.61	77.49%	\$69,940.52	\$57,718.89	82.53%	\$63,395.00	\$50,885.37	80.30%	\$64,495.00	\$54,483.61	84.48%	\$63,398.00	\$56,091.61	88.46%
Oahu	\$1,021,858.86	\$947,244.42	92.70%	\$1,030,885.47	\$951,182.11	91.47%	\$1,039,407.76	\$917,671.98	91.47%	\$1,000,645.99	\$868,347.12	86.78%	\$996,338.72	\$884,931.59	88.82%	\$997,480.07	\$914,961.62	91.73%	\$997,675.01	\$924,656.80	92.66%
Total	\$ 1,319,761.69	\$ 1,195,648.65	90.60%	\$ 1,332,007.47	\$ 1,182,340.83	88.79%	\$ 1,332,673.75	\$ 1,093,006.95	81.98%	\$ 1,332,970.51	\$ 1,097,566.82	81.98%	\$ 1,283,643.92	\$ 1,108,148.10	86.33%	\$ 1,287,975.07	\$ 1,150,561.48	89.39%	\$ 1,292,498.72	\$ 1,175,745.22	90.97%

Rent Collection Rate



**State LIPH
HPHA Island Overview Report
as of 03/31/2015**

Island	Occupancy*								LIPH and Elderly Waiting List**				
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	56	51	3	91.07%	2	2	1	0	Average Income	21	0.32%	7.43	3.83
Kauai	26	26	0	100.00%	0	0	0	0	Low Income (80%)	39	0.60%	2.14	1.27
Maui	32	17	15	53.13%	0	2	0	0	Very Low Inc. (50%)	309	4.78%	2.33	1.39
Oahu	750	722	10	96.27%	3	1	0	12	Extremely Low Inc. (30%)	6,093	94.29%	2.27	1.44
Total	864	816	28	94.44%	5	5	1	12		6,462	100.00%	2.29	1.44

Island	Non Vacated Delinquencies***				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	12	\$ 5,495.00	5	\$ 1,932.00	\$ 18,765.00	\$ 17,346.00	92.44%
Kauai	7	\$ 4,734.80	4	\$ 1,572.00	\$ 7,666.00	\$ 6,413.50	83.66%
Maui	6	\$ 2,135.00	3	\$ 12,768.00	\$ 3,151.00	\$ 2,220.00	70.45%
Oahu	10	\$ 8,032.88	5	\$ 4,577.00	\$ 233,737.00	\$ 230,425.00	98.58%
Total	35	\$ 20,397.68	17	\$ 20,849.00	\$ 263,319.00	\$ 256,404.50	97.37%

* 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 03/31/2015**

Project	Occupancy *							
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready
2201-Hauiki	46	41	1	89.13%	0	0	0	3
2202-Puahala Homes	128	113	6	88.28%	0	0	0	8
2204-Kawailehua	26	26	0	100.00%	0	0	0	0
2205-Kahale Mua	32	17	15	53.13%	0	2	0	0
2206-Lokahi	30	28	1	93.33%	0	1	0	0
2207-Ke Kumu Elua	26	23	2	88.46%	2	1	1	0
2401-Hale Po'ai	206	203	2	98.54%	1	1	0	0
2402-La'iola	108	106	0	98.15%	1	0	0	1
2403-Kamalu-Ho'olulu	221	219	1	99.10%	1	0	0	0
2404-Halia Hale	41	40	0	97.56%	0	0	0	0
Total	864	816	28	94.44%	5	5	1	12

Project	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	1	\$ 77.00	1	\$ -	\$ 20,092.00	\$ 20,092.00	100.00%
2202-Puahala Homes	6	\$ 6,997.88	3	\$ 4,358.00	\$ 41,910.00	\$ 39,127.00	93.36%
2204-Kawailehua	7	\$ 4,734.80	4	\$ 1,572.00	\$ 7,666.00	\$ 6,413.50	83.66%
2205-Kahale Mua	6	\$ 2,135.00	3	\$ 12,768.00	\$ 3,151.00	\$ 2,220.00	70.45%
2206-Lokahi	4	\$ 1,800.00	2	\$ 651.00	\$ 11,917.00	\$ 11,205.00	94.03%
2207-Ke Kumu Elua	8	\$ 3,695.00	3	\$ 1,281.00	\$ 6,848.00	\$ 6,141.00	89.68%
2401-Hale Po'ai	0	\$ -	0	\$ -	\$ 60,259.00	\$ 60,352.00	100.15%
2402-La'iola	2	\$ 767.00	0	\$ -	\$ 35,114.00	\$ 34,592.00	98.51%
2403-Kamalu-Ho'olulu	1	\$ 191.00	1	\$ 219.00	\$ 66,136.00	\$ 66,036.00	99.85%
2404-Halia Hale	0	\$ -	0	\$ -	\$ 10,226.00	\$ 10,226.00	100.00%
Total	35	\$ 20,397.68	17	\$ 20,849.00	\$ 263,319.00	\$ 256,404.50	97.37%

* Occupancy also counts Scheduled for Modernization Units.

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

STATE PUBLIC HOUSING

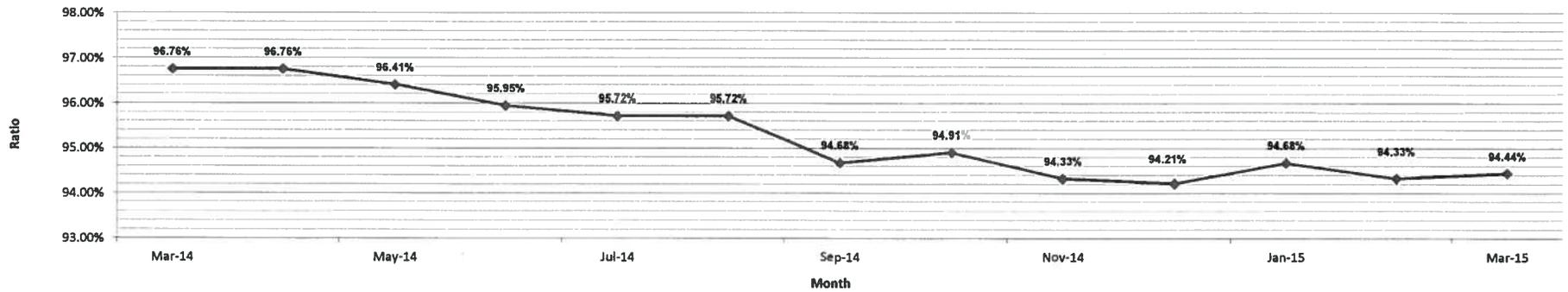
Occupancy from March 2014 to March 2015

	Mar-14			Apr-14			May-14			Jun-14			Jul-14			Aug-14		
	Total Units	Occ Units	Ratio															
Hawaii	56	54	96.43%	56	53	94.64%	56	53	94.64%	56	52	92.86%	56	52	92.86%	56	52	92.86%
Kauai	26	25	96.15%	26	26	100.00%	26	26	100.00%	26	26	100.00%	26	26	100.00%	26	26	100.00%
Mauai	32	24	75.00%	32	24	75.00%	32	23	71.88%	32	23	71.88%	32	23	71.88%	32	22	68.75%
Oahu	750	733	97.73%	750	733	97.73%	750	731	97.47%	750	728	97.07%	750	726	96.80%	750	727	96.93%
Total	864	836	96.76%	864	836	96.76%	864	833	96.41%	864	829	95.95%	864	827	95.72%	864	827	95.72%

Cumulative (12 Months)	
03/14 - 03/15	
Units	11,232
Tenants	10,704
Ratio	95.30%

	Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15		
	Total Units	Occ Units	Ratio																		
Hawaii	56	50	89.29%	56	50	89.29%	56	49	87.50%	56	51	91.07%	56	51	91.07%	56	50	89.29%	56	51	91.07%
Kauai	26	26	100.00%	26	26	100.00%	26	25	96.15%	26	25	96.15%	26	26	100.00%	26	26	100.00%	26	26	100.00%
Mauai	32	21	65.63%	32	21	65.63%	32	21	65.63%	32	19	59.38%	32	19	59.38%	32	17	53.13%	32	17	53.13%
Oahu	750	721	96.13%	750	723	96.40%	750	720	96.00%	750	719	95.87%	750	722	96.27%	750	722	96.27%	750	722	96.27%
Total	864	818	94.68%	864	820	94.91%	864	815	94.33%	864	814	94.21%	864	818	94.68%	864	815	94.33%	864	816	94.44%

Occupancy Rate



STATE PUBLIC HOUSING

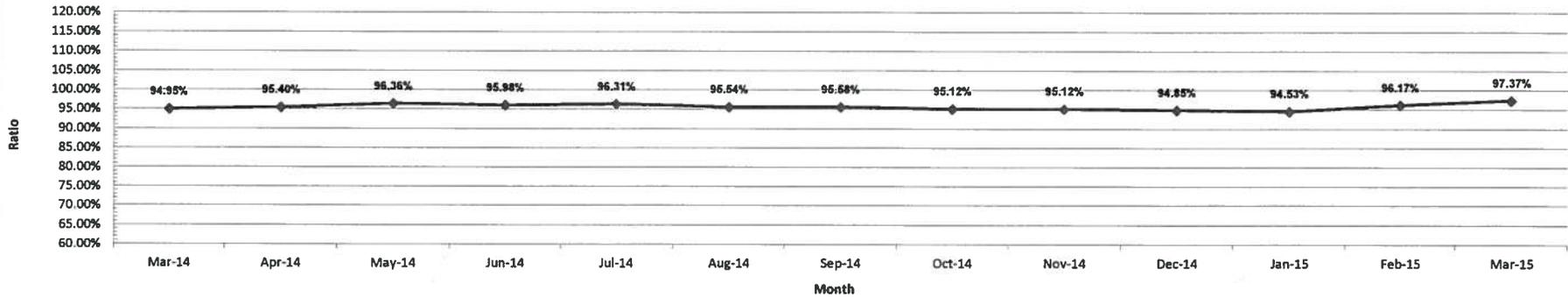
Rent Collection from March 2014 to March 2015

	Mar-14			Apr-14			May-14			Jun-14			Jul-14			Aug-14		
	Charges	Collected	Ratio															
Hawaii	\$ 18,859.00	\$ 15,267.00	80.95%	\$ 19,664.00	\$ 16,795.67	85.41%	\$ 19,543.00	\$ 17,733.75	90.74%	\$ 19,536.00	\$ 17,436.00	89.25%	\$ 19,647.00	\$ 17,020.25	86.63%	\$ 19,450.00	\$ 16,465.77	84.62%
Kauai	\$ 6,094.00	\$ 5,039.00	82.69%	\$ 6,177.00	\$ 5,150.00	83.37%	\$ 6,054.00	\$ 5,329.00	88.02%	\$ 6,016.00	\$ 4,455.00	74.05%	\$ 6,130.00	\$ 3,962.00	64.63%	\$ 6,130.00	\$ 3,973.00	64.81%
Mau	\$ 4,536.00	\$ 3,662.00	80.73%	\$ 4,670.00	\$ 3,176.00	68.01%	\$ 4,370.00	\$ 3,054.00	69.89%	\$ 3,793.00	\$ 2,707.00	71.37%	\$ 3,796.00	\$ 2,943.00	77.53%	\$ 3,707.00	\$ 2,749.00	74.16%
Oahu	\$ 241,846.66	\$ 233,680.50	96.62%	\$ 235,822.52	\$ 228,961.56	97.09%	\$ 233,115.00	\$ 227,394.30	97.55%	\$ 250,959.24	\$ 244,448.24	97.41%	\$ 235,217.24	\$ 231,082.58	98.24%	\$ 230,552.00	\$ 225,075.87	97.62%
Total	\$ 221,335.66	\$ 257,828.50	94.95%	\$ 269,333.52	\$ 254,093.23	95.40%	\$ 263,062.00	\$ 253,511.05	96.36%	\$ 280,304.24	\$ 269,046.24	95.96%	\$ 284,790.24	\$ 256,007.83	90.31%	\$ 259,848.00	\$ 248,263.84	95.54%

Cumulative (12 Months)	
03/14 - 03/15	
Charges	\$ 3,411,513.00
Collections	\$ 3,261,638.74
Total	\$ (149,874.26)
Ratio	95.61%

	Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15		
	Charges	Collected	Ratio																		
Hawaii	\$ 20,062.00	\$ 16,085.77	80.18%	\$ 19,403.00	\$ 15,632.71	80.57%	\$ 18,997.00	\$ 14,733.71	80.57%	\$ 19,213.00	\$ 14,146.56	73.63%	\$ 19,298.00	\$ 12,716.56	73.63%	\$ 19,270.00	\$ 14,133.00	73.34%	\$ 18,765.00	\$ 17,346.00	92.44%
Kauai	\$ 6,130.00	\$ 4,942.00	80.62%	\$ 6,775.00	\$ 5,515.00	81.40%	\$ 6,760.00	\$ 4,955.00	81.40%	\$ 6,278.00	\$ 4,253.00	67.74%	\$ 6,832.00	\$ 5,370.00	67.74%	\$ 7,052.00	\$ 6,260.00	88.77%	\$ 7,666.00	\$ 6,413.50	83.66%
Mau	\$ 3,736.00	\$ 2,784.00	74.52%	\$ 3,608.00	\$ 2,212.00	61.31%	\$ 3,587.00	\$ 2,568.00	61.31%	\$ 3,762.00	\$ 2,526.00	67.15%	\$ 3,231.00	\$ 2,108.00	67.15%	\$ 3,231.00	\$ 2,538.00	78.55%	\$ 3,151.00	\$ 2,220.00	70.45%
Oahu	\$ 232,453.50	\$ 226,950.66	97.64%	\$ 231,286.00	\$ 224,966.47	97.27%	\$ 231,753.86	\$ 223,517.45	97.27%	\$ 231,494.48	\$ 226,403.53	97.80%	\$ 231,097.00	\$ 226,023.95	97.80%	\$ 232,708.00	\$ 229,263.00	98.53%	\$ 233,737.00	\$ 230,425.00	98.58%
Total	\$ 262,381.50	\$ 250,771.43	95.58%	\$ 261,072.00	\$ 248,326.18	95.12%	\$ 235,980.36	\$ 222,834.54	95.12%	\$ 280,747.48	\$ 247,329.09	94.85%	\$ 280,458.00	\$ 246,218.51	94.53%	\$ 282,261.00	\$ 252,214.00	96.17%	\$ 283,319.00	\$ 256,404.80	97.37%

Rent Collection Rate



V. Construction Management

A. Program Activities and Major Projects

1. Lanakila Homes

- a. Demolition of Phase IIIb & IV (HA 1004) –
Background: Demolition is on hold due to the discovery of arsenic and termiticide in the soil. The Hazard Evaluation and Emergency Response (HEER) Office is requiring a soil mitigation plan before any disturbance of the soil can proceed. Even if the site is completely demolished and no development is planned, the site still must be encapsulated with two feet of arsenic-free fill. Soil remediation is estimated to cost between \$2M to \$10M or more depending on the extent of remediation (from encapsulation to complete removal and disposal of all contaminated soil). All the existing structures are still standing and the site has been completely fenced in. Trespassing, unauthorized entry and vandalism are increasing. Arson and people sleeping in the vacant units have been reported.
- b. Fair Housing Improvements at Lanakila Homes (HA 1004) –
Consultant has submitted pre-final drawings and specifications for review and comment. The scope is to provide an accessible route through the upper section of Lanakila Homes including curb ramps and crosswalks and the construction of 103 additional parking stalls located on-street and in new parking areas. The Estimated construction cost is \$715,000.
- c. Reroof Community Center at Lanakila Homes (HA 1004) – The preconstruction meeting was held on 03/25/15. The Notice to Proceed letter was sent on 03/30/15. The start of construction will be on 04/20/15 and should be completed in three weeks.

2. Palolo Valley Homes Major Modernization – 22 Units

- a. The major modernization includes 44 units. Phase I & II includes 22 units (in buildings 14 – 19).
- b. Building 18 and 19 – Units 18A-F, 19A-F (12 units): A new consultant is being contracted to replace the consultant that went out of business. The consultant contract is currently being routed for final execution.
- c. Building 10 Units A through F (6 units): This building is vacant due to emergency sewer issues. Pending approval to design the next phase

3. Large Capacity Cesspool Conversions (LCCC) Statewide
The United States Environmental Protection Agency (EPA) issued a letter on March 19, 2015 confirming the closure of the Consent Agreement and Final Order (CA/FO) with the Hawaii Public Housing Authority for its large capacity cesspool closures. (See attached letter.)
4. Vacant Units Total Type C Units: 229
 - a. Federal: 214 units
 - b. State: 15 units

Total in design or about to get into design: 70
 Total in construction: 99
 Total approved for Demolition by HUD: 60
 Total approved for HUD Subsidy: 112

Vacant Unit Status by County:

O`ahu

- a. 96 units total
- b. 4 units approved for demo
- c. 69 currently in construction contracts
- d. 23 in design or about to be in design

Hawai`i

- a. 90 units total
- b. 56 units approved for demo
- c. 14 currently in construction contracts
- d. 20 in design or about to be in design

Kaua`i

- a. 16 units total
- b. 16 units currently in construction contracts

Maui County

- a. Maui: 5 units in design or about to be in design
- b. Molokai: 22 units in design

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

CMB is on track and working to meet all State CIP and Federal CFP deadlines. Construction Management Branch is at a critical state with staffing. With the large amount of CIP funds that were appropriated in Biennium 2011-2013 that were encumber on June 30, 2014, several large

construction contracts have started up or about to start up in the next few months. Though the funds have been appropriated, they have not been released to provide for construction management staff. Therefore CMB hiring efforts have been hindered.

Inspections of new projects have revealed several major unforeseen conditions of buildings not having been built to code. Severe structural and infrastructure deficiencies have been identified as our contractors are opening up the walls.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street
San Francisco, CA 94105-3901

MAR 19 2015

Sent Via Certified Mail (7005 2570 0001 6437 1925)

Mr. Hakim Ouansafi, Executive Director
State of Hawaii, Dept. of Human Services
Hawaii Public Housing Authority
1002 North School Street
Honolulu, HI 96817

Subject: Consent Agreement and Final Order Docket No. UIC-AO-2005-0011

Dear Mr. Ouansafi:

The U. S. Environmental Protection Agency, Region IX, ("EPA") is in receipt of your letter dated September 5, 2014 (attached). In that letter the Hawaii Public Housing Authority ("HPHA") reports that it is in full compliance with the subject Consent Agreement and Final Order (CA/FO), as it has closed (or converted) all two-hundred and fifty-three (253) large capacity cesspools which had provided service to public housing units (operated/managed by HPHA) located on the islands of Hawaii, Kauai, and Maui.

EPA acknowledges all of your past submittals related to this matter, and that HPHA has certified that it is in full compliance with the subject CA/FO. Thus, EPA considers the CA/FO closed.

EPA very much appreciates your attention and efforts related to closing and/or converting the subject large capacity cesspools. Please feel free to contact me at 415-972-3302 should have any questions related to this correspondence, or this matter in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Roberto Rodriguez".

Roberto Rodriguez, Manager
SDWA/FIFRA Enforcement Office

Attachment

069

NEIL ABERCROMBIE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

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

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY REFER TO:

14:CMS/178

September 5, 2014

Mr. Roberto Rodriguez, Manager
SDWA/FIFRA Enforcement Office
Enforcement Division, EPA Region 9
75 Hawthorne Street (ENF-3-3)
San Francisco, CA 94105

Dear Mr. Rodriguez:

SUBJECT: Consent Agreement and Final Order Docket No. UIC-AO-2005-0011

In 2005, the United States Environmental Protection Agency, Region IX issued a Consent Agreement and Final Order ("CA/FO") to the Hawaii Public Housing Authority (HPHA) pursuant to Section 1423(c) and 1445(a) of the Safe Water Drinking Act, 42 U.S.C. §§300h-2, 300j-4(a). The Hawaii Public Housing Authority operated two-hundred and fifty three (253) large capacity cesspools servicing its public housing units located on the islands of Hawaii, Kauai, and Maui.

The HPHA is pleased to report that it has closed (or converted) all 253 large capacity cesspools and fulfilled all compliance requirements as follows:

- HPHA completed the design of alternative treatment systems, including septic tank systems which include an effluent filter located prior to the leach field or seepage pit, and or sewer infrastructure to connect to the County sewer systems.
- HPHA properly bid out the conversion or closure of the large capacity cesspools (e.g., alternative wastewater treatment system or sewer infrastructure) and obtained inspections and an Approval to Use by the State Department of Health.
- HPHA has submitted engineering reports to the EPA, including actions taken, design of the alternative wastewater system installed as a replacement, what was actually installed, and how and when the cesspool was converted or closed.
- For cesspools transferred to the State Department of Education, the HPHA provided written notice and a copy of the CAFO to the Superintendent of Education.

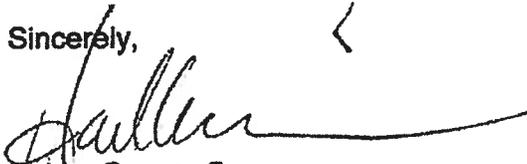
Mr. Roberto Rodriguez
September 5, 2014
Page 2

- On 10/19/2010, 1/26/2011 and 6/14/2011 the HPHA's properties were inspected by Jorge G. Martinez, US Army Corps of Engineers' inspector contracted by the EPA to monitor their projects.
- A list of the HPHA's affected properties and the actions taken is attached.

With the closure of all 253 large capacity cesspools, the HPHA respectfully requests that the EPA inspect and verify that all conditions as set forth in the CAFO have been satisfied. If the EPA inspections confirm this, the HPHA respectfully requests to have this CAFO closed.

If you have any questions, please feel free to contact Ms. Becky Choi, State Housing Development Administrator at (808) 832-6020. We look forward to your response.

Sincerely,



Hakim Ouansafi
Executive Director

c: State Department of the Attorney General, Housing Division

VI. Section 8 Subsidy Programs

Section 8 Branch manages the Housing Choice Voucher Program, Project Based Voucher Program, Veteran’s Affairs Supportive Housing, Performance Based contract Administration, and State Rent Supplement Program.

A. Voucher activity for March 2015:

1. HPHA expended a total of \$2,028,569 (102.6% of eligible HUD funds received) in housing assistance payments to private landlords on behalf of 1956 voucher holders in March 2015.
2. HPHA expended \$31,078 on behalf of 152 families served under the rent supplement program on Oahu in March 2015.
3. As of March 31, 2015, 290 veterans were assisted with Veterans Administration Supportive Housing Vouchers (VASH). Monetary assistance was \$207,783.

Waiting List	# of wait list applicants as of March 2015	Waitlist Status
Housing Choice Voucher	110 *	closed
Kuhio Park Towers	121	closed
Palolo Homes Project Based Section 8	3586	closed
Rent Supplement Program	631	closed

* The remaining 110 applicants on the Housing Choice Voucher waitlist will be removed pending final purge and cancellation in the Elite database. These applicants failed to respond to notices from the HPHA.

Voucher Type	# leased	# of vacancies	# in housing search
Housing Choice Vouchers	23		189
VASH	11		57
Kuhio Park Towers	3	1	
Palolo Homes Project Based Section 8	0	0	
Port-In (from other agencies)	3		4

B. Housing Quality Standards Inspections

	March 2015
Housing Quality Standards (HQS) Inspections Conducted	286
HQS Re-inspections	77 failed and were reinspected
Quality Control Inspections	27

C. Family Self Sufficiency (FSS) Program

1. The Family Self Sufficiency (FSS) program assisted 61 Section 8 clients in March 2015. There were 35 active escrow accounts with a total deposit of \$2761 in March 2015.
2. Two new participants enrolled in the FSS program in March 2015.

VII. Compliance Office

A. Program Activities for March

1. Approximately 99 tenant requests for reasonable accommodations under Section 504 of the Rehabilitation Act and the Fair Housing Act were processed and approved requests were for:
 - a. Transfers to accessible or ground floor units (11);
 - b. Transfers for other reasons (3);
 - c. Installation of air conditioning (6);
 - d. Approval of assistance animals (4);
 - e. Accommodation regarding parking stalls (5);
 - f. Inclusion of live-in aides (5); and
 - g. Larger voucher size (3).
2. Reviewed relocation plans for various properties undergoing upcoming modernization work;
3. Provided new staff orientation training on compliance issues, including nondiscrimination, fair housing, language access, reasonable accommodations, and security of confidential records;
4. Provided reminder to the managers on the community service and self-sufficiency requirements of the public housing program;
5. Coordinated fair housing monitoring of staff under the contract with National Center for Housing Management for HPHA Self-evaluation and Transition Plan; and

6. Sent to the United States Department of Housing and Urban Development (HUD) the Release and Declaration of Trust for an additional property for HUD's review and execution of the Releases.

VIII. Information Technology

A. Program Activities

1. Continued to work with vendor Emphasys and HPHA staff to resolve issues with the Elite software.
 - Coordinated a conference call between Emphasys consultants, FMO, and PMMSB staff on 3/24 to discuss how HPHA plans to handle tracking and updating of materials inventory.
 - Follow-up meetings and a significant amount of further data correction will be required, before HPHA will be able to proceed with implementing the Materials Inventory module.
2. Updating list from DHS containing all of HPHA's HAWI system users. HPHA staff use this system to help verify information on tenants.
3. Updated calculations of how computer costs can be shared fairly with AMPs. Spreadsheet splits costs based upon the number of users in each office, and by various housing programs. Covers annual operating costs for MS Office 365, Anti-Virus, HawaiianTelcom network maintenance, etc.
4. Working with AT&T representatives to update phone device records in their online system.
5. Continued to update and refine the content for a new HPHA website in WordPress.

IX. Personnel

A. Summary of HPHA Staffing:

Filled positions (FTE):	285
<u>Vacant positions:</u>	<u>88</u>
Total:	373

B. Program Activities:

1. Linked with Multifamily Insiders.com a social media networking group for the multifamily/property management. This assists to coordinate with professionals within the property management and development industries to search through job listing. Worked directly with the Chief of Insiders to recruit potential professional candidates.
2. Hired 3 program specialists for Property Management Branch to start in March, April and May 2015.

3. Audited the Hawaii and Federal law notices that are currently posted to all offices to ensure our offices are in compliance with all current and changes; provided updates of new regulations.
4. Held the quarterly safety meeting on March 31, 2015, with comments from safety members on 1) Updating agency-wide health and safety manual, 2) Discussing on the new agency's "Be Safe" program to be implemented second quarter of 2015, 3) Increasing safety awareness and training for new and current employees and the properties.
5. Workers Compensation: 3 injuries reported and 2 lost time with the average 3 days.