

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

**January 15, 2015
9:00 a.m.**

AGENDA

I. CALL TO ORDER/ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, November 20, 2014 (**Pages 1 - 7**)
- B. Special Meeting Minutes, November 24, 2014 (**Pages 8 – 12**)
- C. Executive Session Minutes, August 21, 2014 (not for public release)
- D. Executive Session Minutes, October 28, 2014 (not for public release)
- E. Executive Session Minutes, November 20, 2014 (not for public release)
- F. Executive Session Minutes, November 24, 2014 (not for public release)

III. PUBLIC TESTIMONY

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

IV. FOR ACTION

- A. Motion: To Appoint Ayotunde Adewunmi to the Hilo Eviction Board for a Two-Year Term Expiring on January 2017 (**Pages 13 - 21**)
- B. Motion: To Authorize the Hawaii Public Housing Authority to Hold Public Hearings on the Draft PHA Annual Plan for Fiscal Year 2015 – 2016 (**Pages 22 – 49**)
- C. Motion: To Adopt Proposed Changes to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy for Federally Assisted Public Housing Regarding its Pet Policy (**Pages 50 – 70**)

- D. Motion: To Delegate Authority to the Executive Director to Track Legislative Measures and Provide Testimony in Accordance with the Positions and Policy Directives Previously Adopted by the Board of Directors (**Pages 71 – 72**)

V. REPORTS

- A. Executive Director's Report Highlights: (**Pages 73 – 123**)
- 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 November/December 2014

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) 832-4690 by close of business two days prior to the meeting date. Meals will be served to the Board and support staff as an integral part of the meeting.

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E
HONOLULU, HAWAII 96817
ON THURSDAY, NOVEMBER 20, 2014
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, November 20, 2014 at 9:04 a.m. Chairperson Gierlach called the meeting to order. Those present were as follows:

PRESENT: Director David Gierlach, Chairperson
Director Myoung Oh, Secretary
Director Gilbert De Motta
Director Morgan Kaya
Director Debbie Shimizu
Director Sheri Tanaka
Designee Barbara Yamashita

Deputy Attorney General, John Wong

EXCUSED: Director Jason Espero, Vice Chairperson

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
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
Rochelle Akamine, Resident Services Program Specialist
Taryn Chikamori, Secretary to the Board

OTHERS PRESENT (and signing in as):
Daria Fand, Kalakaua Homes resident
David Moakley, Ameresco
Monique Ocampo, Nanakuli Homes resident
June Talia, Kuhio Park Terrace resident
Brian Uy, private resident

Proceedings:

Chairperson Gierlach declared a quorum present.

Approval of Minutes:

Director Yamashita moved,

To approve the Regular Meeting Minutes of October 28, 2014.

The minutes were unanimously approved.

Public Testimony:

Daria Fand, Kalakaua Homes resident, stated she did not receive a written response regarding her testimony last month. She stated that she is concerned that the Administrative rules on the no smoking policy is being held up at the Attorney General's office. She stated that the response last month was that because no smoking in public housing is law, a lease addendum is not necessary to enforce the policy. She stated that the managers need to handle the policy, but without a lease addendum can't get things to change. She asked that the Board write a letter to the Attorney General's office asking them to review the Administrative Rules and Lease Addendum.

Monique Ocampo, Nanakuli Homes resident, stated that she is working with Hawaii Energy and wanted to share some success stories regarding tenants who have been able to reduce their utility bills. She stated that a tenant's electric bill was \$349 and after turning off his second freezer his electric bill went down to \$180. Another person had a refrigerator and was paying \$249 and once it was turned off their bill went down to \$89 a month.

June Talia, Kuhio Park Terrace resident, requested that tenants be provided information on the redevelopment at Kuhio Homes so that the tenants can prepare. Executive Director Ouansafi responded that the master plan was just completed and the HPHA is in negotiations with Michaels Development. Ms. Talia requested that the Kuhio Park Terrace Board be allowed to comment on proposed changes as a result of redevelopment.

For Action:

Director Yamashita moved,

To Authorize the Executive Director to Accept and Pay for the Investment Grade Energy Audit from Ameresco in the Amount of \$151,436.

Director Kaya requested more information regarding this motion.

Chairperson Gierlach deferred the motion to Executive Session.

For Action:

Director Oh moved,

To Approve the Increase in Payment Standard From 90% to 95% of the Fair Market Rents for the Section 8 Housing Choice Voucher Program and to Authorize the Executive Director to Take All Necessary Steps to Implement the New Payment Standards Effective January 1, 2015.

Executive Director Ouansafi stated that the standards are from the U.S. Department of Housing and Urban Development (HUD). HUD is lowering the standard which will affect the tenants. He stated the City and County of Honolulu's (C & C) standard is 100%, but the HPHA is recommending 95% because with the 5% difference in the payment standard, the HPHA will be able to assist more families. Under the proposed change, the tenant's portion will continue to be at or near 30% of their adjusted income.

The motion was unanimously approved.

For Action:

Director Oh moved,

To Approve the Selection of a Master Developer for the Redevelopment of Mayor Wright Homes and to Authorize the Executive Director to Begin Negotiations to Enter into A Master Development Agreement with the Selected Master Developer.

Executive Director Ouansafi stated that this action was approved in the October 28, 2014 meeting, but the Board did not formally announce who the Request for Qualifications (RFQ) was awarded to.

The motion was unanimously approved.

Deputy Attorney Wong requested clarification on the award to the Hunt Group. Executive Director Ouansafi reported that the selection committee recommended that the Board select and start negotiations with Hunt Group for the redevelopment at Mayor Wright Homes. The Hunt Group teamed up with McCormick Baron and the Vitus Group.

For Action:

Director Tanaka moved,

To Approve Compensation for the Hawaii Public Housing Authority's (HPHA) Executive Director Effective January 1, 2014 Provided that the Executive Director's Salary Shall Not Exceed the Governor's Salary Pursuant to §356D-2, Hawaii Revised Statutes.

Chairperson Gierlach stated that this is a correction to the "For Action" that was approved at the October 28, 2014 Board meeting. He stated the motion stated "effective January 1, 2014" but when he made the motion he verbally stated "effective July 1, 2014". Chairperson Gierlach commented that Executive Director Ouansafi did not want this on the agenda, but he insisted that the correction be made.

Director Yamashita asked because it is retroactive to the last fiscal year would it be an issue. Executive Assistant Arashiro responded that it will not be an issue because federal funds are being used and do not lapse like the State funds.

The motion was unanimously approved.

Finance Task Force Report:

Director Oh commended Mr. Chong Gu, Chief Financial Management Advisor, and staff for all the hard work completing the financial statements. He stated that the task force had their questions answered to the satisfaction of the task force. The HPHA has made significant progress. This is the first time in recent history that the agency has prepared the financial statements; previously the auditors would prepare the statements for HPHA.

Director Oh stated that the HPHA has combined assets that exceeds \$580 million and has no outstanding mortgage or notes. There is a concern, however, that the HPHA loses money with the State Family projects and transfers approximately \$4 million into the program.

The task force recommended that the Board look at the future needs of the State Family projects. He stated that the other concern is that the Legislature appropriated \$91 million in Capital Improvement Funds and the Budget and Finance (B & F) office is refusing to release the funds necessary to administer those funds to the HPHA.

Personnel Task Force Report:

Chairperson Gierlach deferred the report to Executive Session.

Executive Director's Report:

- Executive Director Ouansafi stated that the HPHA has \$140 million of ongoing repairs in contract. The HPHA is having difficulty collecting the funds from the State and the issue has been escalated to the Governor's office. It impacts the HPHA because without the reimbursement the Construction Management Branch will need to cease all work.
- Executive Director Ouansafi reported that 15 projects have converted to tenant paid utilities. He stated because the HPHA changed to tenant paid utilities many tenants need to put a security deposit. This is causing issues because many tenants cannot afford a security deposit. The HPHA is working with the Hawaiian Electric Company (HECO) to see how they can assist tenants. Helping Hands and other agencies are also trying to assist with financial assistance.
- Executive Director Ouansafi stated that the Office of Inspector General (OIG) has been investigating several of HPHA's tenants for fraud. He stated that fraud is serious and the HPHA will evict anyone committing fraud. Chairperson Gierlach clarified that the fraud is not with staff, but with tenants. Executive Director Ouansafi stated an example maybe that a voucher holder is renting their unit to a convicted criminal or falsifying their income or hiding assets.
- Executive Director Ouansafi reported that Real Estate Assessment Center (REAC) inspections are ongoing for the public housing program on all islands. Executive Director Ouansafi reported that previously the privately managed Asset Management Projects (AMP) were doing a better job than the state managed AMPs, but that does not still seem to hold true. The HPHA is evaluating all of the privately managed AMPs to determine whether the performance at those AMPs would improve under state employees.
- Executive Director Ouansafi reported that the Mayor Wright Homes negotiating team checked if there were any conflicts with the Hunt Group and found that a conflict with AECOM may exist, because the Executive Director's wife works at AECOM. The Hunt Group and AECOM informally confirmed that they are completely separate entities with no business or other financial ties between them. There appears to be no real or apparent conflict of interest. The HPHA is waiting for a formal written response from the Hunt Group and AECOM.
- Executive Director Ouansafi reported that there is a delay in the Lanakila Homes development because of arsenic in the soil. The HPHA has drafted a remediation plan to address the soil.
- Executive Director Ouansafi reported that the financial audit is almost complete.

- Executive Director Ouansafi reported that the contract with Goldfarb and Lipmann has been executed for legal services for the MWH redevelopment, School Street development, the Faircloth issue and other HUD issues.
- Executive Director Ouansafi reported that the occupancy rate is at 98% and will be fluctuating in the next couple of months because the HPHA is conducting right sizing and remodeling of 129 units.
- Executive Director Ouansafi reported that the HPHA had thousands of late recertifications and it has been cut down to 261. The goal is to significantly reduce the late recertifications within the next 60 days.
- Executive Director Ouansafi reported that 276 veterans receive rent subsidy, which is about \$210,000. The Section 8 program has paid landlords approximately \$2.01 million, which is 99.1% of the funds received from HUD. The HPHA is spending more than it is receiving and the reserves are being depleted because HUD will be funding on previous usage.
- Executive Director Ouansafi reported that the HPHA continues to record the Declaration of Trusts and reporting it to HUD.

Director Yamashita moved at 9:42 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. To Authorize the Executive Director to Accept and Pay for the Investment Grade Energy Audit from Ameresco in the Amount of \$151,436;**
- 2. Personnel Task Force Report;**
- 3. Executive Session Minutes for October 28, 2014**
- 4. *Kolio v. State of Hawaii, Hawaii Public Housing Authority; Case No. 13-000785*) Eviction Appeal and Oral Arguments Before the Supreme Court**

The motion was unanimously approved.

The Board reconvened from Executive Session at 10:23 a.m.

Chairperson Gierlach reported that the Board discussed the motion to authorize the Executive Director to accept and pay for the investment grade energy audit from Ameresco in the Amount of \$151,436; the October 28, 2014 Executive Session minutes were deferred; the Personnel Task Force gave a report; the employment contract was discussed with the Executive Director; and the Board received an update on the Kolio litigation.

Chairperson Gierlach called for the question on the motion to approve the Increase in Payment Standard From 90% to 95% of the Fair Market Rents for the Section 8 Housing Choice Voucher Program and to authorize the Executive Director to Take All Necessary Steps to Implement the New Payment Standards Effective January 1, 2015.

The motion was unanimously approved.

Adjournment:

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

Director Yamashita moved,

To adjourn the Regular Hawaii Public Housing Authority Board meeting.

The motion was unanimously approved.

The meeting was adjourned at 10:25 a.m.

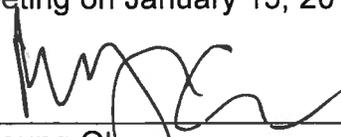
MINUTES CERTIFICATION

Minutes Prepared by:


Taryn T. Chikamori
Secretary to the Board

JAN 15 2015
Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on January 15, 2015: As Presented As Amended


Myoung Oh
Director/Board Secretary

JAN 15 2015
Date

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE SPECIAL MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E
HONOLULU, HAWAII 96817
ON MONDAY, NOVEMBER 24, 2014
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 Monday, November 24, 2014 at 9:06 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 Morgan Kaya
Director Debbie Shimizu
Director Sheri Tanaka
Designee Barbara Yamashita

Deputy Attorney General, John Wong

EXCUSED: NONE

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Chong Gu, Chief Financial Management Advisor
Taryn Chikamori, Secretary to the Board

OTHERS PRESENT (and signing in as):
Randy Hiu, Urban Housing Communities
Wilcox Choy, KMH LLP

Proceedings:

Chairperson Gierlach declared a quorum present.

Public Testimony:

Randy Hiu, Urban Housing Communities stated that he wants to submit an unsolicited proposal for the Lanakila Homes development. Executive Director Ouansafi informed him that because of procurement laws the Hawaii Public Housing Authority (HPHA) is

unable to accept unsolicited proposals. Mr. Hiu responded that he will not submit the proposal.

For Action:

Director Espero moved,

To Authorize the Executive Director to Accept and Pay for the Investment Grade Energy Audit from Ameresco in the Amount of \$151,436.

Executive Director Ouansafi introduced Wilcox Choy, KMH LLP.

Wilcox Choy, KMH LLP, stated that KMH was contracted to conduct an independent financial and single audit ending June 30, 2014. He stated that the draft financial statements should be completed sometime this week and KMH would be issuing an unqualified opinion. An unqualified opinion means that the financial statements are presented fairly and all material respects are in accordance to accepted accounting principles.

This year, KMH would also be reporting no internal control findings. Mr. Choy reported that in previous years, the HPHA had problems with maintaining appropriate internal control's resulting in numerous proposed adjusting journal entries. Previously, KMH recommended over 100 journal entry adjustments. Last year there were 40 journal entry adjustments. This year, KMH is expecting to recommend 22 journal entry adjustments; which is a significant improvement. He stated that the HPHA has made the improvements because the right staff and right systems are in place. He stated that the review and approval process has significantly improved. Mr. Choy reported that the HPHA's accounting challenges include that the HPHA has predominantly enterprise funds and has to comply with federal reporting requirements.

Mr. Choy also reported that Mr. Chong Gu, Chief Financial Management Advisor, cleaned up the fixed assets records. He stated that he anticipates not having any internal control findings except for the interfund which is the only area with difficulties. He stated that the audited financial statements do not get issued to the Department of Accounting and General Services (DAGS) until December.

Mr. Choy reported that single audit is almost completed. He stated KMH needs to meet with management regarding the preliminary finding. Last year, KMH reported 5 findings and the preliminary report for this year is 3 findings. He reported that the finding of non-compliance is reoccurring and that there are still some challenges.

Chairperson Gierlach congratulated Executive Director Ouansafi, Executive Assistant Barbara Arashiro, and Chief Financial Management Advisor Chong Gu for an exceptional job this year.

The motion was unanimously approved.

Executive Assistant Arashiro requested that the Board amend the agenda to add items C and D: To Adopt Board Resolution No. 71 Expressing Appreciation to Director Debbie Shimizu and To Adopt Board Resolution No. 72 Expressing Appreciation to Designee Barbara Yamashita.

For Action:

Director Espero moved,

To Amend the Agenda to Add "For Action" Items C and D: To Adopt Board Resolution No. 71 Expressing Appreciation to Director Debbie Shimizu and To Adopt Board Resolution No. 72 Expressing Appreciation to Designee Barbara Yamashita.

The motion was unanimously approved.

For Action:

Director Tanaka moved,

To Adopt Board Resolution No. 71 Expressing Appreciation to Director Debbie Shimizu and To Adopt Board Resolution No. 72 Expressing Appreciation to Designee Barbara Yamashita.

Executive Director Ouansafi thanked Director Shimizu and Director Yamashita for all their hard work.

The motions were unanimously approved.

**RESOLUTION NO. 71
HAWAII PUBLIC HOUSING AUTHORITY**

EXPRESSING APPRECIATION TO DIRECTOR DEBBIE SHIMIZU

WHEREAS, Director Debbie Shimizu is a member of the Hawaii Public Housing Authority's (HPHA) Board of Directors; and

WHEREAS, as the ex-officio designee from the Office of the Governor, Director Shimizu brought with her a wealth of experience which was reflected in her thoughtful inquiries, discussions and decisions at the Board level; and

WHEREAS, Director Shimizu worked tirelessly to improve services and programs for the families in the HPHA's programs; and

WHEREAS, Director Shimizu has been instrumental in resolving policy issues and served on various task force committees; and

WHEREAS, in her role as a Board member, Director Shimizu was particularly interested in increased accountability at all levels and coordination of services for the most vulnerable populations; and

WHEREAS, the HPHA's Board of Directors hold Director Shimizu in the highest personal regard.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 71 Expressing Appreciation to Director Debbie Shimizu on this 24th day of November 2014;

AND, BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to Director Debbie Shimizu reflecting sincere appreciation of the Board for her contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.



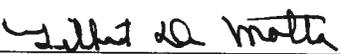
David Gierlach, Chairperson



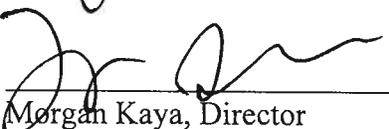
Jason Espero, Vice Chair



Myoung Oh, Secretary



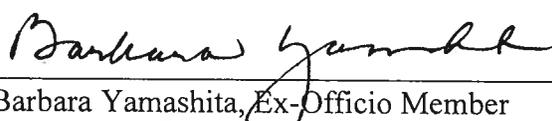
Gilbert DeMotta, Director



Morgan Kaya, Director



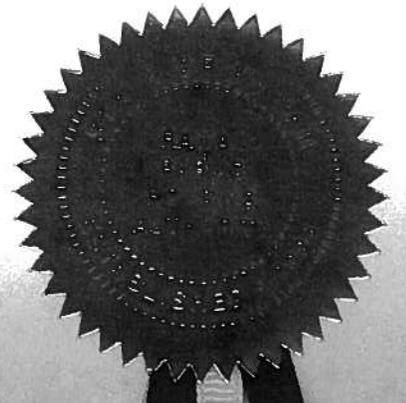
Sheri Tanaka, Director



Barbara Yamashita, Ex-Officio Member



Julie Black-Caspillo, Director



**RESOLUTION NO. 72
HAWAII PUBLIC HOUSING AUTHORITY**

EXPRESSING APPRECIATION TO DIRECTOR BARBARA YAMASHITA

WHEREAS, Director Barbara Yamashita is an ex-officio member of the Hawaii Public Housing Authority's (HPHA) Board of Directors; and

WHEREAS, as the ex-officio designee from the Department of Human Services, Director Yamashita brought with her a wealth of experience from various State departments which was reflected in her thoughtful inquiries, discussions and decisions at the Board level; and

WHEREAS, Director Yamashita worked tirelessly to improve services and programs for the families in the HPHA's programs; and

WHEREAS, Director Yamashita has been instrumental in resolving policy issues, serving on various task force committees, and filled a vital role in communication with the Department of Human Services; and

WHEREAS, in her role as a Board member, Director Yamashita was particularly interested in increased accountability at all levels, improved administrative rules and policies, and the coordination of services for the most vulnerable populations; and

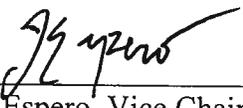
WHEREAS, the HPHA's Board of Directors hold Director Yamashita in the highest personal regard.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 72 Expressing Appreciation to Director Barbara Yamashita on this 24th day of November 2014;

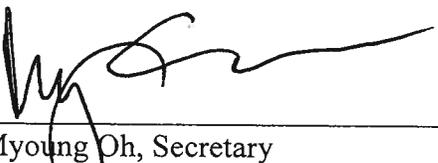
AND, BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to Director Barbara Yamashita reflecting sincere appreciation of the Board for her contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.



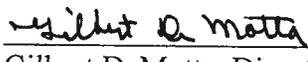
David Gierlach, Chairperson



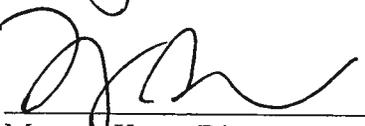
Jason Espero, Vice Chair



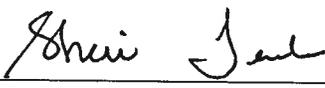
Myoung Oh, Secretary



Gilbert DeMotta, Director



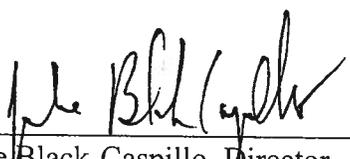
Morgan Kaya, Director



Sheri Tanaka, Director



Debbie Shimizu, Ex-Officio Member



Julie Black-Caspillo, Director



For Action:

Director Tanaka moved,

To Approve an Employment Contract for the Hawaii Public Housing Authority's Executive Director.

Director Espero moved at 9:13 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. To Approve an Employment Contract for the Hawaii Public Housing Authority's Executive Director.**

The motion was unanimously approved.

The Board reconvened from Executive Session at 10:25 a.m.

Chairperson Gierlach stated that the Board discussed the employment contract of the Hawaii Public Housing Authority's Executive Director.

Chairperson Gierlach called for the question on the motion To Approve an Employment Contract for the Hawaii Public Housing Authority's Executive Director as amended in Executive Session.

The motion was unanimously approved.

Adjournment:

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

Director Espero moved,

To adjourn the Regular Hawaii Public Housing Authority Board meeting.

The motion was unanimously approved.

The meeting was adjourned at 10:26 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:


Taryn T. Chikamori
Secretary to the Board

JAN 15 2015

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on January 15, 2015: As Presented As Amended


Myoung Oh
Director/Board Secretary

JAN 15 2015

Date

FOR ACTION

MOTION: To Appoint Ayotunde Adewunmi to the Hilo Eviction Board for a Two-Year Term Expiring on December 2016.

I. FACTS

- A. The Oahu and Neighbor Island Eviction Boards are composed of members of the community and are responsible for affording public housing tenants a full and fair due process hearing during lease termination proceedings.
- B. Pursuant to the Hawaii Revised Statutes (HRS) 356D-93, the Authority is authorized to appoint an eviction board which shall consist of not less than one person, and no more than three persons, of which one shall be a resident of public housing.
- C. Having more than the minimum amount of members and resident members appointed to the Oahu and Neighbor Island Eviction Boards will allow the Hearings Office to process the requests for hearings in an efficient and timely manner, and avoid cancellation of hearings for lack of quorum.
- D. Attached is a list of the current eviction board members by county and term appointments.

II. DISCUSSION

- A. Mr. Adewunmi is a Senior Probation Officer with the Drug Court in Hilo, Hawaii. He also is a member of the Hawaii reintegration council and the labor/management team for HGEA. His collaborative work experience and social service background would be a valuable asset to the Board in making their decisions. Mr. Adewunmi has expressed a willingness to serve as a member of the Hilo Eviction Board for a two-year term.

III. RECOMMENDATION

That the Hawaii Public Housing Authority Board of Directors approve the Appointment of Mr. Ayotunde Adewunmi to the Hilo Eviction Board for a Two Year Term Expiring on December 2016.

Attachments:

- A. List of Eviction Board Members and Term Appointments
- B. Resume of Ayotunde Adewunmi

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

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



David Gierlach, Chairperson

FOR ACTION

MOTION: To Authorize the Executive Director to Hold Public Hearings on the Hawaii Public Housing Authority's Draft Five Year and Annual Public Housing Agency (PHA) Plan for Fiscal Year 2015 – 2016

I. FACTS

- A. The Public Housing Agency (PHA) Annual Plan is a requirement of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the Housing and Economic Recovery Act (HERA) of 2008. All public housing agencies administering federal public housing and Section 8 tenant-based Housing Choice Voucher (HCV) assistance programs must submit their plan to the U.S. Department of Housing and Urban Development (HUD) to be eligible to receive administrative, operating, Capital Fund Program, and Section 8 HCV assistance monies.
- B. The PHA Annual Plan for Fiscal Year 2015 – 2016 states the mission of serving the needs of low-income and very low-income families, and sets out the goals, objectives and policy changes of the HPHA for a one year period.
- C. A public hearing on the draft PHA Annual Plan is required under the 24 Code of Federal Regulations, Part 903.17. Public notice of the hearing must be published in newspapers of general circulation at least 45 days prior to the public hearing.
- D. The HPHA must electronically submit the plan and required attachments in the HUD-specified format no later than April 17, 2015, for review and subsequent approval by the local Honolulu HUD Office.

II. DISCUSSION

- A. The PHA Annual Plan for Fiscal Year 2015 – 2016 has several new goals and objectives, as well as changes to HPHA policies.
- B. For the PHA Annual Plan for Fiscal Year 2015 – 2016, meetings started with the Resident Advisory Board (RAB) members on a monthly basis in October 2014. RAB members and the HPHA staff discussed progress over the past year and additions and changes to the plan. The RAB will

provide preliminary comments and recommendations, and the HPHA will respond to those recommendations.

- C. In order to meet the April 17, 2015 deadline for submitting the final plan to HUD, the following schedule has been established:

<u>Action</u>	<u>Timeframe</u>
Input From RAB (Monthly Meetings)	October 2014 – March 2015
Board – “For Action” (set Public Hearing)	January 15, 2015
Publish Hearing Notice (45 Day Notice)	February 2, 2015
Public Hearing	March 20, 2015
Finalize Plan	March 23 – April 15, 2015
Board – “For Action” (To Approve Plan)	April 16, 2015
Transmit Approved PHA Plans to HUD	April 16, 2015
HUD Final Deadline	April 17, 2015

- D. Information regarding the draft PHA Plan and the public hearings will be sent to all RAB members, Resident Associations and Asset Management Project (AMP) managers, and will be included in the February monthly rent billing statement mailed to all public housing households.
- E. To notify the public of the hearings, notices will be published in the Honolulu Star-Advertiser, The Garden Isle (Kauai), The Maui News, West Hawaii Today (Kailua-Kona), and the Hawaii Tribune-Herald (Hilo) upon Board approval.
- F. The draft PHA Annual Plan for Fiscal Year 2015 – 2016 and required attachments are provided in this packet for review.

III. RECOMMENDATION

That the Board of Directors authorize the Executive Director to hold public hearings on the Hawaii Public Housing Authority’s draft Five Year and Annual Public Housing Agency (PHA) Plan for fiscal year 2015 – 2016

Attachment A: Draft PHA 5-Year and Annual Plan for Fiscal Years 2014-2019

Prepared by: Benjamin Park, Housing Planner DPK

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



David Gierlach
Chairperson



Hawaii Public Housing Authority
 Annual and Five-Year Plan
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1. PHA 5-Year and Annual Plan		U.S. Department of Housing and Urban Development Office of Public and Indian Housing			OMB No. 2577-022 Expires 4/30/2011	
1.0	PHA Information					
	PHA Name: Hawaii Public Housing Authority			PHA Code: HI001		
	PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8)					
	PHA Fiscal Year Beginning: (MM/YYYY): 07/2014					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above)					
	Number of Public Housing Units: 5,332			Number of Housing Choice Voucher units: 3,420		
3.0	Submission Type					
	<input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission.					
	The Hawaii Public Housing Authority (HPHA) is committed to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.					



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5.2 Goals and Objectives

A. Expand the supply of assisted housing:

1. Apply for and lease up additional rental vouchers if available.
2. Public housing vacancies: Not to exceed 5% vacancy rate.
3. Leverage private or other public funds to create additional housing opportunities: Assess the feasibility of mixed-use public/private partnerships in the redevelopment for all properties.
4. Assess the feasibility of acquiring or developing more properties to create additional housing opportunities on all islands.
5. Pursue inclusion in rental assistance demonstration (RAD) for select public housing properties to convert to the housing choice voucher program.
6. Pursue VASH development opportunities and additional funding.
7. Pursue the mixed income/mixed use/mixed finance/project based and higher density redevelopment projects such as Mayor Wright Homes and other HPHA properties, and create public/private partnerships by utilizing various HUD programs including but not limited to Rental Assistance Demonstration and Choice Neighborhood Initiative, and will utilize various financing tools to rehabilitate federal and state low-income housing properties and pursue any and all means of financing including but not limited to federal grants, state appropriations and low-income housing tax credits.

B. Improve the quality of assisted housing:

1. Improve public housing management: (PHAS score)
 - PHAS Physical Condition (REAC) – Achieve a high performer score of 90 out of 100 points for each property.
 - PHAS Financial Condition – Maintain rent collection rate of 95% or better at all properties.
 - PHAS Management Operations – With the conversion of the UPCS form to PDF file format that can be utilized by iPad or laptop, the inspection process should be streamlined and made more efficient. Continue to implement upgrades of PHA computer software to increase the efficiency of programs agency-wide.
 - Continue to improve the tenant rent collection system through timely evictions for non-payment of rents.
 - Enter into a cooperative agreement with the State Department of Human Services and the State Department of Health to exchange program and client information to streamline operations and to combat fraud in the public housing and the Section 8 programs.
 - In determining income from assets for purposes of eligibility and subsidy determination in the Public Housing program and the Section 8 program, update the policy determining the value of a checking account to be consistent with the policy determining the value of a savings account, by using the current balance, or average monthly balance for the last six months, to reduce administrative burden and excessive paperwork and added expense for the applicant.
 - Adopt policy requiring live-in aides to establish legal residency in the United States to receive subsidy for an additional bedroom in the Section 8 program, and to occupy an additional bedroom in the public housing program.



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5.2 Goals and Objectives

- Update the Admissions and Continued Occupancy Policy to revise the “one-strike” admissions and termination policy to conform to the HUD Screening and Eviction Final Rule.
 - Extend the length of time an applicant may be denied admissions after drug-related criminal activity or convictions over the minimum of 3 years as required by the HUD regulations.
 - Update the Admissions and Continued Occupancy Policy to implement the requirements of Act 148, Session Laws of Hawaii 2013, restricting the number of available units that may be for applicants with preferences, and eliminating the elderly and disabled singles preference, which is considered obsolete.
2. Improve voucher management: (SEMAP score)
- Maintain “High Performer” status.
 - Maintain lease-up to 98% of budget utilization.
 - Maintain an effective reporting system to improve operational efficiency.
 - Continue to develop relationships with more partners in the recruitment and retention of landlords.
 - Increase efforts to lease up VASH vouchers for qualifying veterans by pursuing operational efficiencies.
 - Absorb VASH vouchers once veteran has completed his/her service plan.
 - If veteran lives at unit under VASH project based voucher for one year and is eligible to “voucher-out” and Veterans Administration discharges veteran, allow the veteran to receive a housing choice voucher in place of the VASH project based voucher.
 - Update policy on additions to the household after admission into the Housing Choice Voucher program to deny additions of an additional family consisting of more than one member to the Housing Choice Voucher except by birth, adoption, or court-awarded custody, or marriage, when the addition would increase the subsidy to the family.
 - Adopt policy on changes to household composition when a family member who is 18 and over remove themselves from the household; and to establish the following policies when such family members seek readmission to the household:
 - A. They are prohibited from readmission to the household.
 - B. They are required to apply as new applicants for placement on the waitlist.
 - C. The HPHA may consider medical hardship or other extenuating circumstances, and if determined necessary as a reasonable accommodation, may allow such family members to be added to the household as a live-in-aide
 - Adopt policy to enforce Hawaii Revised Statutes §356D-13.5 regarding remaining members of assisted tenant families to allow only the original household members at the time of voucher issuance to retain the voucher where other members of the family have left the unit; and to provide for the automatic return of the voucher to the HPHA once all original household members are no longer in the household; and to provide an exception for families where the original parents in the household are survived by minors who were subsequently added to the household, until the youngest minor reaches the age of 21 years, or reaches the age of 23 if the youngest minor is a full-



5.2 Goals and Objectives

time student at a business school, technical school, college, community college, or university.

- Adopt a policy to implement a lottery system to randomly choose families (excluding the elderly, disabled, and victims of domestic violence) to terminate from the Housing Choice Voucher Program if the HPHA must terminate Housing Assistance Payments contracts due to insufficient funding.
 - In determining the amount of allowances for purposes of rent and subsidy determination in the Housing Choice Voucher program, establish policy to cap the amount of child care expenses that can be claimed at the amount of the lower wage earned by working family members, unless the child care expenses incurred is obviously to enable another family member with higher wages to work.
 - Update policy regarding the designation of the head of household, spouse, and co-head of the family in the event of marriage of the head or co-head individuals who may not be related by blood, marriage, adoption, or other operation of law, subsequent to admission to the program, to clarify as follows:
 - A. If the head marries, the head's spouse automatically replaces the original co-head as the spouse. The original co-head automatically becomes an authorized family member.
 - B. If the co-head marries, as a family can only have a spouse or co-head, but not both, the family determines whether the co-head's spouse will become the head of household, or an authorized household member.
 - Adopt policy in the Section 8 program to determine which household will include a minor's unearned income into the household's income, in determining unit size, and eligible deductions where two households in the assisted housing programs share custody of minors.
 - Adopt revisions to the Section 8 policy in shortening the length of time for a temporary absence from, other than students and foster care.
3. Increase customer satisfaction:
- Automate more functions to provide increased quality of service such as web-based applications, increase web capabilities, and interactive voice response systems.
 - Increase face to face meetings to improve customer satisfaction.
4. Concentrate on efforts to improve specific management functions:
- Revise and implement plan to have Tenant Monitors or other resident participation programs to address issues when managers are not available.
5. Continue to renovate or modernize public housing units.
6. Demolish or dispose of obsolete public housing and provide replacement housing.
7. Provide replacement vouchers.
8. Leverage Capital Funds to accelerate modernization projects, study the feasibility of utilizing public/ private partnerships for the redevelopment of public housing and pursue mixed finance redevelopment opportunities with various HUD programs such as RAD and CNI.



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5.2 Goals and Objectives

9. Continue to refer criminal cases to the eviction board in an expeditious manner to maintain the health and safety of the public housing community.
- C. Increase assisted housing choices:
1. Conduct outreach efforts to potential voucher landlords.
 2. Provide Section 8 voucher mobility counseling.
 3. Assess voucher payment standards.
 4. Maintain voucher homeownership program.
 5. Maintain public housing or other homeownership programs.
 6. Utilize Geographical Wait Lists.
 7. Pursue designated housing for elderly-only project(s).
- D. Provide an improved living environment:
1. Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments.
 2. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
 3. Implement public housing security improvements, such as increased lighting, video surveillance, resident identification cards, utilizing after hour quiet time, tenant participation with Resident Associations, and crime prevention through environmental design features.
 4. Designate developments or buildings for particular resident groups (e.g., elderly or persons with disabilities) and/or pursue designated housing under HUD's definition of designated housing.
 5. Pursuing a due process determination from HUD to expedite criminal activity cases that involve assault, terroristic threatening, firearms, dangerous weapons, harassment, kidnapping, sexual assault, extortion, forgery, burglary, unauthorized entry into a dwelling, unauthorized entry into a motor vehicle, criminal property damage, criminal trespass on HPHA property, disorderly conduct, child pornography, and consuming liquor on HPHA property, which is considered as reasonably likely to adversely affect the health, safety, right to peaceful enjoyment of the premises by other tenants, the HPHA and its staff.
 6. Installing adaptable design elements to allow elderly tenants to age in place.
 7. De-Concentration Summary reveals 1 AMP site is below the 85% threshold and 1 AMP site is above 115% threshold. Applicants will be placed accordingly.
 8. With a public/private partnership and Master Development agreement with Michaels Development, income mixing is present at Kuhio Park Terrace.
- E. Promote self-sufficiency and asset development of assisted households:
1. Increase the number and percentage of employed persons in assisted families by conducting annual activities such as job fairs and job training events.
 2. Engage supportive service providers to improve assistance recipients' employability.
 3. Engage supportive service providers to increase independence for the elderly or families with disabilities by continually attracting and providing supportive services.
 4. Provide measures and opportunities to increase the income of residents to complement de-concentration and income targeting.
 5. Improve Section 3 plan to expand resident employment opportunities.



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6. Evaluate the need and the feasibility of the HUD “Step Up” program to provide jobs and job training opportunities on HUD-assisted construction projects to residents of public housing and other low-income people.
 7. Pursue grant opportunities to fund self-sufficiency coordinator positions through HUD grants.
- F. Ensure equal opportunity and affirmatively further fair housing:
1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sexual orientation, gender identity, marital status, familial status, and disability.
 2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity, marital status, familial status, HIV/AIDS infection and disability.
 3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
 4. Continue on-going efforts to educate and provide information to the general population and to landlords.
 5. Conduct on-going training to educate staff.
 6. Continue to implement the Section 504 and ADA transition plans.
 7. Maintain the Limited English Proficiency (LEP) Provide training to non-English speaking and/or Limited English Proficiency speaking groups with an interpreter available on federal and state fair housing laws.
 8. Build community ties with private and non-profit organizations to affirmatively further fair housing.
 9. Update the Fair Housing Analysis of Impediments in 2015.
 10. Review policies to ensure compliance with HUD’s equal access rule.
- G. Improve the housing delivery system through cost-effective management of federal government programs and resources:
1. Implement project based accounting and management for federal public housing.
 2. Improve the tenant rent collection system by updating policies and procedures, timely evictions for non-payment of rents, and timely write offs.
 3. Implement energy efficient cost saving measures in all properties.
 4. Work with the University of Hawaii including but not limited to the development of a database system to inventory all properties.
 5. Study the feasibility of creating energy farms to generate power for all properties.
 6. Pursue prosecution for criminal property damage.
 7. Continue to automate major operation components of the PHA computer software such as work order processing and tracking, materials, inventory, and fixed assets to improve the efficiency and accuracy of financial accounting and reporting.
 8. Continue to upgrade the computer network infrastructure with faster, more reliable, and redundant connections to increase overall productivity.
 9. Upgrade computers and servers with newer models to provide faster response time for users, and standardize all versions of office software.
 10. Implement a content management system for more efficient retrieval of documents stored electronically on the HPHA network.



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5.2 Goals and Objectives

11. Use recently acquired video conferencing equipment to further better communication between all HPHA properties on all islands.
 12. Make available not less than fifty per cent of available federal and state low-income housing units for applicants without preference and up to fifty per cent of available federal and state low-income housing units for applicants with preference as mandated by ACT148 – 2013.
 13. Implement recently adopted Hawaii Administrative Rule (HAR) revisions to prohibit smoking in public housing, and provide tenants with revised lease addenda outlining enforcement strategies for the “No Smoking” policy.
 14. Adopt changes to Admissions and Continued Occupancy Policy for the Federally Assisted Low-income Public Housing program to ensure compliance with HUD regulations and policies.
 15. Update occupancy guidelines to allow two people per living space, and single person families shall be allocated a studio. (ACOP pg. 5-1 and Section 8 Admin Plan pg. 5-12)
 16. Work with any and all departments and agencies to combat the community goal of homelessness.
 17. Strengthen internal controls and rectify negative financial audit findings.
- H. Evaluate the current administration of HPHA’s Section 8 Housing Choice Voucher Program (Due to the recent change in funding levels for the Section 8 HCV Program by HUD, HPHA will be exploring options to maximize the number of voucher participants within the current HUD funding level):
1. Increase the current number of active vouchers by leveraging HPHA’s “High Performer” status to participate in any current or future HUD programs and/or create and implement new programs in conjunction with the local HUD office. Close the Palolo Project Based Voucher wait list except for four bedroom units.
 2. Open the wait list in 2015.
 3. Conduct a utility usage study to determine whether the utility allowance is more efficiently used based on the unit size or the voucher size.
- I. Comply with the Violence Against Women Reauthorization Act to support and assist victims of domestic violence, dating violence, sexual assault, or stalking. To protect certain victims as well as members of the victims’ immediate families – from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim.



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6.0a PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

- Housing Choice Voucher and Public Housing Administration:
 1. Conduct Home Quality Standards inspections every other year.
 2. The HPHA may award Section 8 Housing Choice Vouchers to public housing residents for the following reasons without regard for the Housing Choice Voucher waitlist:
 - a. Temporary or permanent relocation as a result of planned acquisition, demolition or rehabilitation.
 - b. Emergency health and safety issues which prohibit a tenant to continue to reside at their property and where no other comparable public housing project is available.
 - c. Approved reasonable accommodations for public housing tenants who have been approved for a transfer as a reasonable accommodation for a unit with special features when no unit is available, and have waited for over one year
 3. When tenants enter public housing by way of citizen sponsorship into the State of Hawaii, the income of the sponsor must be included when calculating the rent for the tenants.
 4. Adopt policy regarding remaining members of assisted tenant families to allow only the original household members at the time of placement in federal public housing program to retain the unit and public housing assistance where other members of the family have left the unit; and to provide for the termination of the rental agreement/assistance or nonrenewal of the rental agreement once all household members are no longer in the household; and to provide an exception for families where the original parents in the household are survived by minors who were subsequently added to the household, until the minors reach a certain age (e.g., 21 years of age).
 5. Revise the Admissions and Continued Occupancy Policy to allow additions of more than one family member as long as the addition does not require the family to be transferred to a larger unit and as long as the addition would not cause overcrowding of the unit in accordance with county occupancy standards.
 6. Adopt policy allowing families that exceed the largest public housing unit size to receive Section 8 Housing Choice Voucher, rather than splitting the household to fit into existing unit sizes.



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- (b) Identify the specific location(s) where the public may obtain copies of the Annual PHA Plan.

The PHA Plan and all supporting documents are available on the internet: www.hpha.hawaii.gov/

Hawaii Public Housing Authority
1002 North School Street, Bldg. E
Honolulu, Hawaii 96817

Lanakila Homes
600 Wailoa Street
Hilo, Hawaii 96720

Ka Hale Kahaluu
78-6725 Makolea Street
Kailua-Kona, Hawaii 96740

Kapaa
4726 Malu Road
Kapaa, Hawaii 96746

Kahekili Terrace
2015 Holowai Place
Wailuku, Hawaii 96793

THE FOLLOWING POLICIES ARE ALSO AVAILABLE AT THE LOCATIONS ABOVE:

Note: ACOP refers to the Admissions and Continued Occupancy Policy document

1. Eligibility, Selection and Admissions. and Wait List Policies: ACOP Chapters 2 and 3
2. De-concentration Policy
3. ACOP Chapter 4
4. Statement of Financial Resources
5. Rent Determination policy: ACOP Chapter 6
6. Operation and Management
7. Grievance Procedures: ACOP Chapter 13
8. Designated Housing for Elderly and Disabled Families
9. Community Service and Self-Sufficiency
10. Safety and Crime Prevention
11. Pets Policy: ACOP Chapter 10
12. Civil Rights Certification
13. Fiscal Year Audit
14. Asset Management
15. Violence Against Women Act (VAWA) activities



Section 7.0

The Housing Choice Voucher (Section 8) Administrative Plan and the Hawaii Administrative Rules § 17-2000, et. al., governing the HPHA's federal housing programs, as well as any amendments thereto, are available at the HPHA School Street location, Bldg. E, and on the HPHA's website. They are hereby incorporated by reference.

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.

- **Mayor Wright Homes Redevelopment**

HPHA has released a Request for Qualifications (RFQ) for a developer/partner to complete a mixed income/mixed finance/mixed use-redevelopment project at Mayor Wright Homes in the near future, and the inclusion of mixed uses pursuant to ACT 90, SLH 2011. Hunt Companies has been selected, and a Master Development Agreement is being negotiated.

- **Kuhio Park Terrace, Kuhio Homes and Kuhio Park Terrace Low-Rise Redevelopment**

HPHA received a \$300,000 Choice Neighborhoods Initiative (CNI) planning grant in 2012 and is developing a comprehensive Transformation Plan with input from community members, stakeholders and partners to revitalize the Kuhio Park Terrace, Kuhio Homes, Kuhio Park Terrace Low-Rise and Kalihi neighborhood area. The HPHA will explore options to either seek a Choice Neighborhoods Initiative (CNI) implementation grant and invest into realizing a future Transformation Plan submitted to HUD in October 2014, or progress through the approved redevelopment plan for the community which involves the construction of new mid/high-rise dwelling structures for low-income family and elderly public housing tenants, and the inclusion of mixed uses pursuant to Act 90, SLH 2011.

- **Mixed Finance Redevelopment**

HPHA will evaluate and identify additional properties, on all islands, in its portfolio that have potential for public-private, mixed finance, mixed income redevelopment opportunities through Section 18 of the Housing Act of 1937 and various HUD programs including but not limited to the Rental Assistance Demonstration program, Choice Neighborhoods Initiative, VASH and any other federal, state, or local source such as the issuance of PHA bonds pursuant to Chapter 356D, Hawaii Revised Statutes.

- **Homeownership Programs:**

1. HPHA will investigate the possibility of reopening this program and committing Section 8 vouchers through SHOP with future redevelopment projects.
2. HPHA will research opportunities to increase home ownership for residents of public housing. Programs in other jurisdictions are being reviewed and HPHA plans to hold information sessions with residents and the community in general.



Section 7.0 (cont.)

Project-based Vouchers.

1. HPHA plans to evaluate the property inventory for potential sites that might benefit from the use of project-based vouchers in addition to the properties listed below. The agency will also evaluate potential application for participation in the new HUD Rental Assistance Demonstration program.
2. 150 Project-based vouchers are part of the Kuhio Park Terrace Towers redevelopment, and the HPHA will be looking to add additional Project-based vouchers for the Kuhio Homes and Kuhio Park Terrace Low-Rise redevelopment. (HPHA is seeking additional replacement housing vouchers for public housing units that will be temporarily removed from inventory while the Kuhio Homes and Kuhio Park Terrace Low-Rise are redeveloped. Those units will be restored in future phases when redevelopment has been completed.)
3. 305 units at Palolo Homes I and II. The Palolo Homes I and II site-based waiting list shall be closed by the Section 8 Branch upon approval of this plan in order to better serve the current families in the program and reduce application processing costs except for 4 bedroom units. The list may be reopened at a later date upon notice by the HPHA.

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. (continued)

1. Consistent with the HPHA's efforts to sustain and increase the availability of decent, safe, and affordable housing, HPHA plans to continue its utilization of rent subsidy vouchers through the Federal Project-Based Certificate/Voucher Program. The HPHA will earmark up to the maximum allowable vouchers as specified in 24 CFR 983 and will utilize project basing on the counties of Oahu, Kauai, Maui, and Hawaii in accordance with program guidelines and objectives.
2. To maximize utilization and to encourage tenant development, HPHA applied for and received HUD approval on August 8, 2001 to exceed the 25 percent cap for dwelling units in any building to be assisted under a housing assistance payment (HAP) by requiring owners to offer supportive services. To minimize the loss of existing housing inventories, HPHA applied for and received HUD approval on October 4, 2001 to attach Project Based Assistance to State-owned public housing projects in areas, which exceed the 20 percent poverty rate limitation.



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8.0	<p>Capital Improvements.</p> <p>HPHA is focusing capital improvements funding on protecting residents and the physical housing assets. In addition to the annual federal Capital Funding Program (CFP) grant, we are seeking state Capital Improvements Program (CIP) funds from the State Legislature in order to make needed repairs and modernize existing housing stock. In planning the use of funds, priority is being given to those needs that protect the health and safety of residents, such as ADA/Section 504 modifications, hot water systems and repairing sidewalks; and those that prevent further deterioration of housing, such as roof and spalling repairs, termite treatment and repairs, and other site repairs.</p> <p>Further, due to recent changes in PHAS Scoring factors, priority is also given to capital projects that restore previously vacant, uninhabitable units to rentable status. Due to the unpredictability of such capital projects, such as locations of such units and cause of un-inhabitability, the HPHA will be unable to maintain complete advance plans regarding these projects. This will result in slight modifications to the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports; any such deviation shall not be considered by the HPHA to be a Substantial Deviation or Significant Amendment/Modification necessitating amendment of the HUD Approved PHA 5-Year and Annual Plan unless the amount of funds being required exceeds \$10 Million, comprises more than 15% of a developments ACC unit count, or requires the relocation of more than two neighboring occupied units in accordance with the HPHA's definition section in 10.0 infra.</p> <p>For the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports, where work is not specifically budgeted, monetary placeholders will be provided in lieu of specific development language, subject to Section 10.0 infra.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>SEE ATTACHED</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>SEE ATTACHED</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>SEE ATTACHED</p>



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Housing Needs.

Housing Needs of Families on the Public Housing Waiting List as of July 1, 2013

Total Families on Waiting List = 9,633	# of families	% of total families
Income Levels		
Extremely low income <=30% AMI	9,055	94.00%
Very low income (>30% but <=50% AMI)	466	4.84%
Low income (>50% but <80% AMI)	75	0.78%
Average income	37	0.38%
Families with children	3,825	39.71%
Elderly families	1,974	20.49%
Families with Disabilities	1,997	20.73%
Racial Distribution		
Asian/Pacific Islander/Other	7,172	74.45%
White	1,900	19.72%
Hispanic	783	8.13%
Black	334	3.47%
American Indian, etc.	132	1.37%
Bedrooms Needed		
1BR and Studio	4,893	50.79%
2 BR	3,206	33.28%
3 BR	1,406	14.60%
4 BR	412	4.28%
5 BR	50	0.52%

9.0



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Housing Needs (continued)

Housing Needs of Families on the Section 8 Waiting List as of January 2, 2015

Total Families on Waiting List = 4,306	# of families	% of total families
Income Levels		
Extremely low income <=30% AMI	4,037	93.75%
Very low income (>30% but <=50% AMI)	208	4.83%
Low income (>50% but <80% AMI)	26	0.60%
Average income	35	0.81%
Families with children	2,125	49.35%
Elderly families	607	14.10%
Families with Disabilities	940	21.83%
Racial Distribution		
Asian/Pacific Islander/Other	2,780	64.56%
White	720	16.72%
Hispanic	300	6.97%
Black	152	3.53%
American Indian, etc.	60	1.39%
Bedrooms Needed		
1BR and Studio	2,075	48.19%
2 BR	1,246	28.94%
3 BR	834	19.37%
4 BR	194	4.51%
5 BR	42	0.98%
5+ BR	0	0.00%

9.0



Housing Needs (continued)

Source: Consolidated Plan 2010 – 2014

Table III-3. Projected Housing Need by Income Group, 2015

% of HUD Median Income	Honolulu	Maui	Hawaii	Kauai	State
<30 %	3,922	1,093	1,287	414	6,716
30-50%	1,573	696	514	174	2,957
50-80%	5,397	732	1,186	409	7,724
80-120%	3,842	724	603	350	5,519
120-140%	831	106	119	207	1,263
140-180%	1,986	485	410	60	2,941
>180%	1,629	305	695	175	2,804
Total	19,180	4,141	4,814	1,789	29,924

9.0



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Housing Needs (continued)

The following data is drawn from the Hawaii Housing Policy Study, 2011, by SMS Research for Hawaii Housing Finance and Development Corporation (HHFDC):

Table 11. Needed Housing Units by HUD Income Classification, Counties and State of Hawai'i, 2012-2016

	Total Units Needed, 2012 through 2016							
	HUD Income Classification							Total
	LT 30	30 to 50	50 to 80	80 to 120	120 to 140	140 to 180	180+	
State of Hawai'i	8,136	4,891	6,221	2,857	1,944	1,320	2,768	28,137
Ownership Units	2,248	1,149	2,833	1,364	1,297	886	1,961	11,738
Single-Family	1,225	674	2,207	1,014	994	828	1,383	8,325
Multi-Family	1,023	475	626	350	303	58	578	3,413
Rental Units	5,888	3,742	3,388	1,493	647	434	807	16,399
Single-Family	559	337	422	83	40	135	282	1,858
Multi-Family	5,329	3,405	2,966	1,410	607	299	525	14,541
City and County of Honolulu	6,006	3,549	4,268	1,976	1,561	632	1,865	19,857
Ownership Units	1,850	669	2,038	929	1,046	364	1,344	8,240
Single-Family	887	277	1,499	643	752	364	779	5,201
Multi-Family	963	392	539	286	294	0	565	3,039
Rental Units	4,156	2,880	2,230	1,047	515	268	521	11,617
Single-Family	134	69	183	0	0	92	195	673
Multi-Family	4,022	2,811	2,047	1,047	515	176	326	10,944
County of Maui	803	690	924	374	101	302	260	3,454
Ownership Units	130	249	380	131	10	261	199	1,360
Single-Family	88	212	331	117	10	203	190	1,151
Multi-Family	42	37	49	14	0	58	9	209
Rental Units	673	441	544	243	91	41	61	2,094
Single-Family	83	90	104	49	15	0	31	372
Multi-Family	590	351	440	194	76	41	30	1,722
County of Hawai'i	1,013	493	577	339	237	316	539	3,514
Ownership Units	243	184	286	224	201	236	387	1,761
Single-Family	225	172	277	179	192	236	387	1,668
Multi-Family	18	12	9	45	9	0	0	93
Rental Units	770	309	291	115	36	80	152	1,753
Single-Family	231	145	32	12	24	29	52	525
Multi-Family	539	164	259	103	12	51	100	1,228
County of Kaua'i	315	159	451	167	45	71	104	1,312
Ownership Units	26	46	128	79	40	26	31	376
Single-Family	26	13	99	74	40	26	26	304
Multi-Family	0	33	29	5	0	0	5	72
Rental Units	289	113	323	88	5	45	73	936
Single-Family	111	34	102	22	0	15	4	288
Multi-Family	178	79	221	66	5	30	69	648

9.0

Sources: Housing Demand Survey, 2011 and Hawai'i Housing Model, 2011.

Note. The sum of the needed units for the four counties may not equal the total number of needed units for the State due to rounding. Needed units are those housing units needed to eliminate pent-up demand and accommodate new household formation between 2012 and 2016 for the State of Hawai'i and its four counties, by preferred tenancy and unit type.

Shelter to Income Ratio by County, 2011

Table 5: Shelter-to-Income Ratio by County, 2011

Shelter payment as % of HH income	State of Hawai'i	City & County of Honolulu	County of Hawai'i	County of Maui	County of Kaua'i
Less than 30	51.4%	54.1%	49.1%	40.8%	46.0%
30 to 40	10.4%	8.2%	12.5%	18.0%	17.3%
Over 40	27.7%	28.0%	25.1%	30.2%	24.2%



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Housing Needs (continued)

Table A-1. Characteristics of Housing Units, 1992, 1997, 2003, 2006, and 2011

County	Year	Tenancy		Unit Size (Bedrooms)			
		Own	Rent	Studio or 1 Bedroom	2 Bedrooms	3 Bedrooms	4+ Bedrooms
Honolulu	1992	48%	52%	20%	32%	30%	19%
	1997	54%	46%	16%	27%	36%	21%
	2003	61%	39%	15%	25%	35%	25%
	2006	59%	41%	18%	25%	37%	20%
	2011	56%	44%	15%	21%	37%	26%
Maui	1992	61%	39%	14%	26%	46%	15%
	1997	65%	35%	12%	23%	46%	19%
	2003	61%	40%	13%	28%	42%	17%
	2006	60%	40%	15%	27%	43%	17%
	2011	54%	46%	17%	26%	37%	20%
Hawai'i	1992	68%	32%	7%	25%	53%	14%
	1997	72%	28%	8%	21%	54%	17%
	2003	70%	30%	12%	19%	50%	19%
	2006	69%	31%	11%	22%	49%	18%
	2011	67%	33%	13%	21%	47%	19%
Kaua'i	1992	60%	40%	12%	19%	53%	15%
	1997	67%	33%	8%	19%	57%	15%
	2003	66%	34%	11%	20%	53%	17%
	2006	66%	34%	10%	21%	51%	18%
	2011	59%	41%	12%	19%	51%	18%
State	1992	52%	48%	17%	30%	35%	18%
	1997	58%	42%	14%	25%	40%	20%
	2003	62%	38%	14%	24%	39%	23%
	2006	61%	39%	17%	24%	39%	20%
	2011	57%	43%	15%	22%	39%	24%

Source: Housing Demand Survey, 1992, 1997, 2003, 2006, and 2011

Note: Sum of County figures may not equal the State total due to rounding.

Table A-2. Household Income Data, 1992, 1997, 2003, 2006, and 2011

County	Year	Total Households	Household Income						Median HH Income
			Less than \$15,000	\$15,000 to \$24,999	\$25,000 to \$49,999	\$50,000 to \$74,999	\$75,000 to \$99,999	\$100,000 or more	
Honolulu	1992	247,349	N/A	24%	29%	12%	6%	7%	\$36,974
	1997	272,234	9%	9%	28%	15%	9%	6%	\$42,234
	2003	292,003	8%	10%	36%	18%	11%	17%	\$47,917
	2006	303,149	13%	7%	26%	22%	12%	9%	\$58,385
	2011	310,882	12%	7%	25%	22%	9%	25%	\$59,076
Maui	1992	34,266	N/A	20%	36%	11%	2%	3%	\$35,843
	1997	39,252	10%	8%	33%	15%	7%	6%	\$38,908
	2003	43,687	9%	13%	34%	19%	14%	11%	\$44,297
	2006	49,484	11%	8%	29%	20%	15%	17%	\$49,795
	2011	54,132	12%	10%	27%	19%	11%	21%	\$58,424
Hawai'i	1992	39,789	N/A	24%	39%	11%	3%	4%	\$34,063
	1997	46,271	14%	14%	30%	12%	4%	4%	\$31,831
	2003	54,644	14%	12%	39%	17%	9%	9%	\$36,905
	2006	61,213	13%	10%	29%	22%	10%	16%	\$51,920
	2011	67,096	18%	13%	25%	17%	10%	17%	\$44,696
Kaua'i	1992	16,981	N/A	20%	36%	10%	5%	3%	\$36,966
	1997	18,817	11%	13%	30%	15%	5%	3%	\$34,891
	2003	20,460	13%	12%	37%	18%	9%	12%	\$42,205
	2006	21,971	10%	10%	27%	23%	11%	19%	\$53,116
	2011	23,201	13%	11%	25%	19%	9%	19%	\$49,730
State	1992	338,385	N/A	24%	31%	12%	5%	6%	\$36,289
	1997	376,574	10%	10%	29%	15%	8%	6%	\$39,883
	2003	410,794	10%	10%	36%	19%	10%	15%	\$46,086
	2006	435,818	13%	7%	27%	21%	12%	20%	\$58,393
	2011	455,311	13%	8%	26%	21%	10%	23%	\$58,700

Source: Housing Demand Survey, 1992, 1997, 2003, 2006, and 2011

Note: The number of total households for the Housing Demand survey represents an SNS estimate developed using ACS 2009 data prior to the release of Census 2010. The total number of households for each county differs by less than one percent from Census 2010 figures presented in Table 4.

Note: Sum of County figures may not equal the State total due to rounding.

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Housing Needs (continued)

Table 11. Needed Housing Units by HUD Income Classification, Counties and State of Hawai'i, 2012-2016

	Total Units Needed, 2012 through 2016							
	HUD Income Classification							Total
	LT 30	30 to 50	50 to 80	80 to 120	120 to 140	140 to 180	180+	
State of Hawai'i	8,136	4,891	6,221	2,857	1,944	1,320	2,768	28,137
Ownership Units	2,248	1,149	2,833	1,364	1,297	886	1,961	11,738
Single-Family	1,225	674	2,207	1,014	994	828	1,383	8,325
Multi-Family	1,023	475	626	350	303	58	578	3,413
Rental Units	5,888	3,742	3,388	1,493	647	434	807	16,399
Single-Family	559	337	422	83	40	135	282	1,858
Multi-Family	5,329	3,405	2,966	1,410	607	299	525	14,541
City and County of Honolulu	6,006	3,549	4,268	1,976	1,561	632	1,865	19,857
Ownership Units	1,850	669	2,038	929	1,046	364	1,344	8,240
Single-Family	887	277	1,499	643	752	364	779	5,201
Multi-Family	963	392	539	286	294	0	565	3,039
Rental Units	4,156	2,880	2,230	1,047	515	268	521	11,617
Single-Family	134	69	183	0	0	92	195	673
Multi-Family	4,022	2,811	2,047	1,047	515	176	326	10,944
County of Maui	803	690	924	374	101	302	260	3,454
Ownership Units	130	249	380	131	10	261	199	1,360
Single-Family	88	212	331	117	10	203	190	1,151
Multi-Family	42	37	49	14	0	58	9	209
Rental Units	673	441	544	243	91	41	61	2,094
Single-Family	83	90	104	49	15	0	31	372
Multi-Family	590	351	440	194	76	41	30	1,722
County of Hawai'i	1,013	493	577	339	237	316	539	3,514
Ownership Units	243	184	286	224	201	236	387	1,761
Single-Family	225	172	277	179	192	236	387	1,668
Multi-Family	18	12	9	45	9	0	0	93
Rental Units	770	309	291	115	36	80	152	1,753
Single-Family	231	145	32	12	24	29	52	525
Multi-Family	539	164	259	103	12	51	100	1,228
County of Kaua'i	315	159	451	167	45	71	104	1,312
Ownership Units	26	46	128	79	40	26	31	376
Single-Family	26	13	99	74	40	26	26	304
Multi-Family	0	33	29	5	0	0	5	72
Rental Units	289	113	323	88	5	45	73	936
Single-Family	111	34	102	22	0	15	4	288
Multi-Family	178	79	221	66	5	30	69	648

Sources: Housing Demand Survey, 2011 and Hawai'i Housing Model, 2011.

Note. The sum of the needed units for the four counties may not equal the total number of needed units for the State due to rounding. Needed units are those housing units needed to eliminate pent-up demand and accommodate new household formation between 2012 and 2016 for the State of Hawai'i and its four counties, by preferred tenancy and unit type.



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Housing Needs (continued)

Table A-5: Average Monthly Housing Cost, 1992, 1997, 2003, 2006, and 2011

County	Year	Total Households	Average Monthly Mortgage Payment			Average Monthly Rent	
			Total	Single-family	Multi-family	Total	2-bedroom apartment
Honolulu	1992	247,349	\$821	\$915	\$832	\$864	
	1997	272,234	\$1,430	\$1,369	\$1,335	\$928	\$923
	2003	292,003	\$1,546	\$1,650	\$1,239	\$1,014	\$1,072
	2006	303,149	\$1,142	\$1,173	\$1,029	\$1,300	\$1,393
	2011	310,882	\$1,415	\$1,393	\$1,510	\$1,502	\$1,487
Maui	1992	34,266	\$776	\$831	\$719	\$730	
	1997	39,252	\$1,210	\$1,664	\$789	\$850	\$1,138
	2003	43,687	\$1,310	\$1,346	\$1,104	\$979	\$1,072
	2006	49,484	\$1,461	\$1,451	\$1,458	\$1,256	\$1,253
	2011	54,132	\$1,461	\$1,468	\$1,411	\$1,280	\$1,303
Hawai'i	1992	39,789	\$651	\$691	\$579	\$556	
	1997	46,271	\$954	\$1,069	\$840	\$697	\$644
	2003	54,644	\$1,072	\$1,078	\$919	\$859	\$843
	2006	61,213	\$1,057	\$1,039	\$1,407	\$1,146	\$1,152
	2011	67,096	\$1,106	\$1,102	\$1,389	\$1,121	\$986
Kaua'i	1992	16,981	\$726	\$773	\$612	\$807	
	1997	18,817	\$1,151	\$1,290	\$881	\$830	\$860
	2003	20,460	\$1,284	\$1,306	\$1,014	\$983	\$885
	2006	21,971	\$1,165	\$1,178	\$974	\$1,230	\$1,271
	2011	23,201	\$1,273	\$1,254	\$983	\$1,311	\$1,292
State	1992	338,385	\$800	\$863	\$813	\$793	
	1997	376,574	\$1,319	\$1,330	\$1,286	\$897	\$1,037
	2003	410,794	\$1,433	\$1,488	\$1,213	\$992	\$1,037
	2006	435,818	\$1,167	\$1,183	\$1,081	\$1,274	\$1,346
	2011	455,311	\$1,355	\$1,332	\$1,495	\$1,421	\$1,398

Source: Housing Demand Survey, 1992, 1997, 2003, 2006, and 2011
Note: Sum of County figures may not equal the State total due to rounding.

Table A-9. Shelter-to-Income Ratios, 1992, 1997, 2003, 2006, and 2011

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County	Year	Total Households	Monthly Shelter Payment as a Percent of Monthly Household Income			
			Under 30 percent	30 to 40 percent	Over 40 percent	Not enough information
Honolulu	1992	247,349	55.7%	14.1%	20.2%	10.0%
	1997	272,234	55.1%	18.9%	18.4%	7.5%
	2003	292,003	55.7%	18.5%	18.0%	7.8%
	2006	303,149	54.8%	10.9%	22.0%	12.0%
	2011	310,882	54.1%	8.2%	28.0%	9.7%
Maui	1992	34,266	59.3%	18.1%	15.8%	6.7%
	1997	39,252	47.9%	16.0%	19.8%	16.4%
	2003	43,687	52.2%	18.3%	15.7%	15.9%
	2006	49,484	49.1%	14.3%	27.1%	9.4%
	2011	54,132	40.8%	18.0%	30.2%	11.0%
Hawai'i	1992	39,789	70.2%	12.4%	11.5%	5.9%
	1997	46,271	51.8%	18.1%	20.4%	9.7%
	2003	54,644	52.5%	19.1%	15.9%	12.4%
	2006	61,213	54.9%	11.1%	22.0%	12.0%
	2011	67,096	49.1%	12.5%	25.1%	13.3%
Kaua'i	1992	16,981	60.3%	17.7%	13.7%	8.1%
	1997	18,817	44.9%	18.7%	24.7%	11.7%
	2003	20,460	51.8%	16.8%	18.0%	13.3%
	2006	21,971	57.6%	10.8%	21.6%	10.0%
	2011	23,201	46.0%	17.3%	24.2%	12.6%
State	1992	338,385	58.0%	14.5%	18.4%	9.1%
	1997	376,574	53.5%	18.5%	19.1%	8.9%
	2003	410,794	54.7%	18.5%	17.5%	9.5%
	2006	435,818	54.2%	11.3%	22.7%	11.8%
	2011	455,311	51.4%	10.4%	27.7%	10.5%

Source: Housing Demand Survey, 1992, 1997, 2003, 2006, and 2011
Note: "Not enough information" households include those with no shelter payment and those that did not provide sufficient information to calculate a shelter-to-income ratio.
Note: Sum of County figures may not equal the State total due to rounding.



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9.0 Strategy for Addressing Housing Needs.

A. Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line.
- Reduce turnover time for vacated public housing units by outsourcing where appropriate.
- Seek replacement of public housing units lost to the inventory through mixed finance development on all islands, including rural areas.
- Maintain or increase section 8 lease-up rates by maintaining payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.
- Seek additional Federal grant funds and State Capital Improvement Project funding.

Strategy 2: Increase the number of affordable housing units:

- Apply for additional section 8 units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed-finance housing.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

B. Need: Specific Family Types: Families at or below 30% of median

Strategy: Target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing.
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance.
- Adopt rent policies and assess any programs that support and encourage work.

C. Need: Specific Family Types: Families at or below 50% of median

Strategy: Target available assistance to families at or below 50% of AMI

- Adopt rent policies and assess any programs that support and encourage work.



9.0 Strategy for Addressing Housing Needs. (cont.)

D. Need: Specific Family Types: The Elderly

Strategy: Target available assistance to the elderly:

- Seek designation of public housing for the elderly.
- Apply for special-purpose vouchers targeted to the elderly, should they become available.

E. Need: Specific Family Types: Families with Disabilities

Strategy: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the Needs Assessment for public Housing.
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available.
- Affirmatively market to local non-profit agencies that assist families with disabilities.

F. Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy: Conduct activities to affirmatively further fair housing

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
- Market the section 8 program to owners outside of areas of poverty /minority concentrations.
- Provide training of fair housing laws to housing providers and to tenants with limited English proficiency.

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Evidence of housing needs as demonstrated in the Consolidated Plan and the 2011 Hawaii Housing Policy Study and other information available to the PHA.
- Influence of the housing market on PHA programs.
- Community priorities regarding housing assistance.
- Results of consultation with local or state government.
- Results of consultation with residents and the Resident Advisory Board.
- Results of consultation with advocacy groups.



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10.0 Additional Information

Additional Information. (a) Progress in Meeting Mission and Goals in the previous 5- Year Plan (FY 2009-2014)

1. PHA Goal: Expand the supply of assisted housing

- Apply for additional rental subsidies: Applications for HUD Specific Section 8 Housing Choice Vouchers will be submitted provided that HUD specific funding is available and HPHA meets the criteria for the specific funding.
- Reduce public housing vacancies, not to exceed 5% vacancy rate.
- As of June 30, 2014, there were 117 vacant units.
- HPHA will aim to maintain this 5% vacancy rate into the future.
- Current occupancy rate is approximately 97%.

2. PHA Goal: Improve the quality of assisted housing

- Improve public housing management: (PHAS score) HPHA currently maintains a 97% rent collection rate. HPHA completes 100% of emergency work orders within 24 hours and has met its goal to inspect 100% of units and systems using the Uniform Physical Condition Standard (UPCS). HPHA has completed system-wide upgrades to its network and computer software to increase the efficiency of administered programs. Additionally, HPHA's staff received HUD-provided training on rent calculation and internal PHAS training.
 - Improve voucher management: Attained a SEMAP score of 95%: The 2013-2014 final assessment SEMAP score ranks HPHA as a "High Performer."
 - Increase customer satisfaction: HPHA has begun the development process to automate certain functions geared at enhancing customer service delivery and customer satisfaction including the redesign of the agency website and development of web-based applications. HPHA has implemented a no-smoking policy throughout all public housing properties.
 - Renovate or modernize public housing units: As of June 30, 2014, HPHA has federal dollars in the amount of \$50,353,103 CFP funds and \$205,307,102 State CIP funds appropriated and budgeted for a total of \$255,660,205. HPHA has expended \$23,211,480 in CFP and \$35,231,516 in State CIP for a total of \$58,442,996. Additionally, HPHA partnered with HUD to offer a workshop on federal relocation requirements for staff and local partners.
- 7/9/13-Lokahi-Remove Large Capacity Cesspools; Des: \$32,809 CIP; Const: \$491,140 CIP
 - 7/9/13-Lokahi-Type C Vacant Units; Des: *in-house*, Const: \$58,000 CIP
 - 9/17/13-Kapa'a-Type C Vacant Units; Des: *in-house*, Const: \$315,424 CFP
 - 9/18/13-KPT Lowrise-Electrical Upgrade; Des: *in-house*, Const: \$4,930 CFP
 - 10/24/13-Kaimalino-Type C Vacant Units; Des: *in-house*, Const: \$38,500 CIP



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10.0 Additional Information (cont.)

- 11/5/13-Puahala Homes-Resurface Parking; Des: *in-house*, Const: \$47,906 CIP
- 11/8/13-Kauī`okalani-Type C Vacant Units; Des: \$53,315 CIP, Const: \$394,116 CIP
- 11/26/08-Kupuna Home O Waialua-Type C Vacant Units; Des: \$54,452 CIP, Const: \$97,031 CFP
- 11/30/13-Ke Kumu Ekolu-Type C Vacant Unit; Des: *in-house*, Const: \$14,000 CFP
- 12/1/13-School Street/Puahala Homes-Repair Sewer Lines; Des: \$13,508 CIP, Const: \$147,739 CIP
- 12/13-Makamae--Modernization and Maint. of Elevators; Des: \$9,666 CIP, Const: \$261,780 CIP
- 12/20/13-Pu`uawai Momi-Roof Repairs; Des: *in-house*, Const: \$81,000 CIP
- 2/24/14-Nanakuli Homes-Type C Vacant Units; Des: *in-house*, Const: \$239,855 CIP
- 2/24/14-Waimaha Sunflower-Type C Vacant Units; Des: \$46,897 CIP, Const: \$305,667 CIP
- 3/28/14-Salt Lake Apartments-Modernization Ph I (Elevators); Des: \$263,402 CIP, Const: \$1,445,204 CIP
- 3/28/14-Ka`ahumanu Homes & Kamehameha Homes-Sidewalks; Des: *in-house*, Const: \$148,500 CIP
- 4/1/14-Ke Kumu Ekolu and Elua-Exterior Modernization; Des: \$358,972 CIP, Const: 1,463,562 CIP
- 4/16/14-Mayor Wright Homes-Repair Sidewalks; Des: *in-house*, Const: \$108,000 CIP
- 5/1/14-Kuhio Homes-Type C Vacant Unit; Des: *in-house*, Const: \$83,359 CIP
- 5/8/14-Kalaheo-Major Modernization; Des: \$234,214 CIP, Const: \$1,486,195 CIP
- 5/12/14-Kauī`okalani-Type C Vacant Units: Des: *in-house*, Const: \$110,055 CFP
- 5/20/14-Lokahi-Removal of Overhead Utility Lines; Const: \$48,000 CIP
- 6/10/14-Mayor Wright Homes-Repair Sidewalks: Des: *in-house*, Const: \$44,777 CIP
- 6/12/14-Hale Ho`olulu-Site and Dwelling Improvements.; Des: \$209,355 CIP, Const: \$729,318 CIP
- 6/19/14-Pumehana-Modernization and Maint. of Elevators; Des: \$29,260 CIP, Const: \$581,693 CIP
- 6/26/14-Punchbowl Homes-Modernization and Maint. of Elevators; Des: \$9,670 CIP, Const: \$487,451 CIP
 - Leverage capital funds to accelerate modernization projects. HPHA leveraged State funding, through the use of state CIP funds, in order to offset decreases in federal program funding.
 - Provide replacement public housing: Under the Master Development Agreement, HPHA will redevelop Kuhio Homes and Kuhio Park Terrace Low-Rise with Michaels Development with an estimated 400 units.



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10.0 Additional Information (cont.)

3. PHA Goal: Increase assisted housing choices

- Geographical Wait List: Administrative rules implemented in December 2001.
- Conduct ongoing outreach efforts to potential voucher landlords: Outreach activities to attract new voucher landlords began in March, 2005, including owners of accessible units, and is ongoing on an annual basis.

4. PHA Goal: Provide an improved living environment

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
- HPHA added increased lighting, surveillance cameras and 24-hour security patrols at properties with high crime activity. Efforts at Mayor Wright Homes have reduced overall crime by half.

5. PHA Goal: Promote self-sufficiency and asset development of assisted households

- HPHA continues to operate the Tenant Aide Program for federal public housing residents.
- HPHA continues to fill vacant positions in the Property Management and Maintenance Services Branch to assist tenants in accessing resident services and case management.

6. PHA Goal: Asset Management

- HPHA has a HUD Technical Assistance consultant team reviewing the current AMP structure. When their report is final, AMP structure changes might be made based on the findings.

7. PHA Goal: Evaluate the current administration of HPHA's Section 8 Housing Choice Voucher Program

- 2013 and 2014 – rated as “High Performer”.
- 2014 – 95% SEMAP score.
- Began the process of removing local preferences to lease up people off the waitlist by date and time to ensure fairness.
- Purged waitlist to remove non-responsive applicants
- Adopted temporary compliance measures proposed by HUD
- Completing re-certifications, inspections and disbursing timely payments to landlords.

8. PHA Goal: Ensure equal opportunity and affirmatively further fair housing

- HPHA evaluated agency-specific limited English proficiency (LEP) needs in order to supplement the HPHA's LEP plan and update procedures accordingly.
- HPHA provided training to staff on applicable laws, regulations, policies and procedures on the following topics: reasonable accommodations, assistance animals, limited English proficiency, and fair housing.
- HPHA offered a full day fair housing training for all employees and residents.
- HPHA evaluated the proposed rule on affirmatively furthering fair housing to identify changes to the analysis of fair housing impediments planning process.



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• **10.0 Additional Information (cont.)**

- HPHA continues to participate in the fair housing consortium with Hawaii Civil Rights Commission, Legal Aid Society of Hawaii, Department of Hawaiian Home Lands, local county fair housing coordinators, and HUD FHEO to discuss impediments to fair housing.

9. PHA Goal: Improve the housing delivery system through cost-effective management of federal and State government programs and resources:

- Continue to automate major operation components of the PHA computer software such as work order processing and tracking, materials, inventory, and fixed assets. Section 8, Low income public housing, wait list and financial modules were recently upgraded.
- Continue to upgrade the computer network infrastructure with faster, more reliable, and redundant connections to increase overall productivity. Upgrade computers with newer models, to provide faster response time for users, and standardize versions of office software.
- Ongoing SEMAP and PHAS training is being provided to HPHA staff.

Additional Information. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

In accordance with 24 CFR §903.7(r)(2) which requires public housing authorities to identify the basic criteria the agency will use to determine a substantial deviation from its 5-Year Plan and significant amendments or modification to the 5-Year Plan and Annual Plan, the following definitions are used:

Substantial Deviation: A substantial change in the goals identified in the Five-Year Plan. For example, making a formal decision not to pursue a listed goal; or substituting an entirely different set of activities to achieve the goal.

Significant Amendment/Modification: Adding or eliminating major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities); or modifying a strategy such that a substantial transfer of resources away from others is necessary in order to carry it out.

For Capital Fund Program projects that deviate from the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports, only projects that meet the following criteria shall require 5-Year and Annual Plan Amendment: the amount of funds being required exceeds \$10 Million; number of units being worked on comprises more than 15% of a developments ACC unit count; or work requires the relocation of more than two neighboring occupied units. Where work is not specifically budgeted, monetary placeholders will be provided in lieu of specific development language.



Hawaii Public Housing Authority
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11.0 Required Submission for HUD Field Office Review.

In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

FOR ACTION

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

I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) Federal Low Income Public Housing (LIPH) inventory is governed by a variety of federal, state, and agency statutes and rules, such as the Code of Federal Regulations (CFR) and Chapter 356D, Hawaii Revised Statutes (HRS).
- B. Title 24 CFR 5.353 states "Project owners shall use the procedures specified in this section to promulgate the pet rules referred to in §5.318 and 5.350." (Attachment A).
- C. Sections 356D-4 and 356D-13, HRS, (Attachment B) authorizes the HPHA to do all things necessary and convenient to carry out federal programs designated to be carried out by a public housing agency.
- D. The proposed revisions to the Pets Policy were brought to the Resident Advisory Board (RAB) three times.
 - 1. November 9, 2012.
 - 2. February 8, 2013.
 - 3. April 12, 2013.
- E. Once approved by the HPHA Board of Directors, the HPHA is required to serve each tenant a copy of the proposed Pets Policy to give tenants an opportunity to submit written comments, and a final Pets Policy with the specific date when the Pets Policy will be effective.

II. DISCUSSION

- A. The Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program (ACOP) governs the policies applicable to the Hawaii Public Housing Authority's Federally Assisted Public Housing Program.
- B. The Hawaii Public Housing Authority is committed to maintaining a policy of non-discrimination and prohibiting discriminatory practices in the operations, procedures, and programs it administers.

- C. The Hawaii Public Housing Authority's ACOP provides for full compliance with all federal, state, and local nondiscrimination laws and rules and regulations governing Fair Housing and Equal Opportunity in housing.
- D. The Hawaii Public Housing Authority grants as a reasonable accommodation, authorization for tenants or their household members with qualifying disabilities to have a service or other assistance animal, without paying a pet deposit or fee. However, the responsibilities of the owners of such animals have come into question by other residents, and while the reasonable accommodations law is clear on the housing provider's authority to impose reasonable restrictions on the use of assistance animals, the Pets Policy currently in effect is silent on these responsibilities.
- E. In compliance with the above-cited federal and state laws, and federal and state guidance, the Hawaii Public Housing Authority seeks to adopt a revised Pets Policy to address this issue and to make a few substantive changes to the provisions of the Policy as it applies to pets, as noted on the approved PHA Plan (Attachment C). The Administrative Rules provision relating to Pet Ownership is also attached as Attachment D.
- F. On November 9, 2012, the proposed revisions to the Pets Policy were first brought before the Resident Advisory Board (RAB) to clarify the application of the Pet Policy to service and other assistance animals and to clarify the responsibilities of owners of service and other assistance animals, and the changes were discussed.
- G. On February 8, 2013, further proposed revisions to the Pets Policy were brought before the Resident Advisory Board (RAB) as part of the PHA Annual Plan, this time regarding certain provisions that applied to pets, and the changes were discussed. The RAB submitted unanimous support in regards to the changes to the Pets Policy.
- H. On March 21, 2013, the HPHA Board of Directors voted to approve the HPHA's annual PHA plan for the fiscal year beginning July 1, 2013 to June 30, 2014, 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. The same changes were incorporated into the PHA Plan for the fiscal year beginning July 1, 2014 to June 30, 2015. The portion of the PHA plan that related to the proposed amendments to the pets policy is attached as Attachment C.
- I. On April 12, 2013, the HPHA met with the RAB a final time and received additional comments on the proposed Pets Policy (Attachment E).

- J. The proposed changes to the Pets Policy have been reviewed by the Department of the Attorney General's office.
- K. Once approved by the HPHA Board of Directors, the HPHA will serve each tenant a copy of the proposed Pets Policy. The HPHA plans to provide notice to all tenants by mailing a copy of the proposed revised Pets Policy to each tenant on or about November 1, 2014, to give tenants thirty days to provide written comments. After reviewing and considering all comments received, the HPHA plans to develop the final Pets Policy and serve on each tenant a notice of the final Pets Policy on or about February 1, 2015, to take effect on or about April 1, 2015.

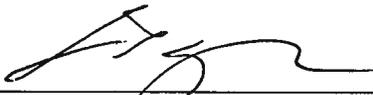
III. RECOMMENDATION

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

- Attachment A: 24 CFR 5.353
- Attachment B: Sections 356D-4, and 356D-13, Hawaii Revised Statutes
- Attachment C: Excerpt from PHA plan relating to proposed changes to pet policy
- Attachment D: Chapter 17-2028, Federally Assisted Public Housing Projects, Hawaii Administrative Rules, Subchapter 8, Household Pets
- Attachment E: Summary of comments from the Resident Advisory Board Meeting Held on April 12, 2013, Regarding the Proposed Changes to the Pets Policy
- Attachment F: Proposed Pets and Assistance Animals Policy

Prepared by: Kiriko Oishi, Chief Compliance Officer KO

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



 David Gierlach
 Chairperson

Attachment A

24 C.F.R. § 5.353 Housing programs: Procedure for development of pet rules. Title 24 - Housing and Urban Development

§ 5.353 Housing programs: Procedure for development of pet rules.

(a) *General.* Project owners shall use the procedures specified in this section to promulgate the pet rules referred to in §5.318 and §5.350.

(b) *Development and notice of proposed pet rules.* Project owners shall develop proposed rules to govern the owning or keeping of common household pets in projects for the elderly or persons with disabilities. Notice of the proposed pet rules shall be served on each tenant of the project as provided in paragraph (f) of this section. The notice shall:

(1) Include the text of the proposed rules;

(2) State that tenants or tenant representatives may submit written comments on the rules; and

(3) State that all comments must be submitted to the project owner no later than 30 days from the effective date of the notice of the proposed rules.

(4) The notice may also announce the date, time, and place for a meeting to discuss the proposed rules (as provided in paragraph (c) of this section).

(c) *Tenant consultation.* Tenants or tenant representatives may submit written comments on the proposed pet rules to the project owner by the date specified in the notice of proposed rules. In addition, the owner may schedule one or more meetings with tenants during the comment period to discuss the proposed rules. Tenants and tenant representatives may make oral comments on the proposed rules at these meetings. The project owner must consider comments made at these meetings only if they are summarized, reduced to writing, and submitted to the project owner before the end of the comment period.

(d) *Development and notice of final pet rules.* The project owner shall develop the final rules after reviewing tenants' written comments and written summaries of any owner-tenant meetings. The project owner may meet with tenants and tenant representatives to attempt to resolve issues raised by the comments. Subject to this subpart C, the content of the final pet rules, however, is within the sole discretion of the project owner. The project owner shall serve on each tenant of the project, a notice of the final pet rules as provided in paragraph (f) of this section. The notice must include the text of the final pet rules and must specify the effective date of the final pet rules.

(e) *Amendment of pet rules.* The project owner may amend the pet rules at any time by following the procedure for the development of pet rules specified in paragraphs (b) through (d) of this section.

(f) *Service of notice.* (1) The project owner must serve the notice required under this section by:

(i) Sending a letter by first class mail, properly stamped and addressed to the tenant at the dwelling unit, with a proper return address; or

(ii) Serving a copy of the notice on any adult answering the door at the tenant's leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door; or

(iii) For service of notice to tenants of a high-rise building, posting the notice in at least three conspicuous places within the building and maintaining the posted notices intact and in legible form for 30 days. For purposes of paragraph (f) of this section, a high-rise building is a structure that is equipped with an elevator and has a common lobby.

(2) For purposes of computing time periods following service of the notice, service is effective on the day that all notices are delivered or mailed, or in the case of service by posting, on the day that all notices are initially posted.

Attachment B

The Hawaii Public Housing Authority's (HPHA's) authorizing statutes allow the HPHA to do all things necessary and convenient to carry out federal programs designated to be carried out by a public housing agency.

[§356D-4] General powers of the authority. (a) The authority may:

- (1) Sue and be sued;
- (2) Have a seal and alter the same at pleasure;
- (3) Make and execute contracts and other instruments necessary or convenient to

The exercise of its powers; and

(4) Adopt bylaws and rules in accordance with chapter 91 for its organization, internal management, and to carry into effect its purposes, powers, and programs.

(b) In addition to other powers conferred upon it, the authority may do all things necessary and convenient to carry out the powers expressly provided in this chapter.

[L 2006, c 180, pt of §2]

[§356D-13] Administration of federal programs. (a) The authority may carry out federal programs designated to be carried out by a public housing agency, or entity designated by the authority.

(b) The authority shall adopt necessary rules in accordance with chapter 91, including the establishment and collection of reasonable fees for administering the program, to carry out any federal program in subsection (a).

(c) All fees collected for administering the program may be deposited into an appropriate special fund of the authority and may be used to cover the administrative expenses of the authority. [L 2006, c 180, pt of §2]



PETS POLICY

ACOP, Chapter 10

The HPHA Board of Directors has adopted a Pets Policy. Staff is currently developing proposed revisions to the Pets Policy for adoption by the HPHA Board of Directors, in accordance with the tenant notice provisions of 24 CFR 5.353, which may include the following substantive changes:

- Limit tenants to one pet, regardless of the category of animal.**
- Decrease maximum size limitation for a dog or cat from 25 lbs to 21 lbs at adulthood.**
- Not allow certain breeds of animals as a pet.**
- Update the types of required vaccinations.**
- Decrease maximum capacity limitation of aquariums that may be kept from 25 gallons to 5 gallons.**
- Require the removal of any pet offspring from the premises within a certain time after birth. For dogs or puppies, removal will be required by 8 weeks after birth. For cats or kittens, removal will be required by 12 weeks after birth. For all other animals, removal will be required by 6 weeks after birth.**
- Provide that the presence of offspring of an approved pet is conclusive evidence of violation of the requirement to have a pet spayed or neutered. Thereafter, this requirement will be immediately enforced.**
- Clarify that tenants may only pet-sit for pets that are approved by the HPHA as a pet and have obtained an HPHA pet permit. Pets that are not approved by the HPHA or do not have an HPHA pet permit shall not be brought onto property, either by a tenant or by a tenant's guest. This is to ensure the health and safety of the residents and their approved pets.**
- Clarify that the Pet Policy does not apply to approved assistance animals, and that owners of approved assistance animals must follow reasonable conditions of owning an assistance animal.**
- Clarify that violation of a reasonable condition of owning an assistance animal, including causing physical injury or property damage, is grounds for rescission**



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**of approval of assistance animal, removal of assistance animals from premises,
and for termination of tenancy or eviction.**

Any non-substantive changes will not be considered a substantial deviation from the PHA plan and will be adopted by the HPHA Board of Directors, not through the PHA Plan process.

PET POLICY

- A. Tenants of federal public housing under Section 31 of the United States Housing Act of 1937 may own and keep common household pets, if the resident maintains each pet responsibly, in accordance with applicable State and local public health, animal control and animal anti-cruelty laws and regulations, and policies established in the Public Housing Agency Plan, in certain designated projects/apartments owned and/or operated by the PHA. The PHA shall bear full responsibility of enforcing the pet policy, including but not limited to providing any notification to a pet owner, removal of the pet or termination of the Tenant's tenancy or both.
- B. Each housing project having pets shall have the resident association and/or a project pet committee, which will consist of both residents who own a pet and those who do not own a pet, to participate in a pet monitoring program. The association or pet committee will assist the project management in monitoring the pet policy in their respective projects. Any violation of the pet policy and/or sighting of any stray animals within the boundaries of the housing project will be immediately reported to the housing project management staff.
- C. A Tenant may have multiple animals, but not in the same category (i.e., only one dog or cat, a bird (one small or medium sized bird or two small birds – parakeet size), and an aquarium).
- D. Definition: "Pets" mean the following domesticated, common household animals, and no others: cats, dogs, birds, fish. Only one four-legged furry, warm bodied pet per household will be permitted. The weight of a dog or cat shall not exceed 25 pounds (adult size). One small or medium sized bird or two small birds (parakeet size) may be kept. Only one aquarium, which shall not exceed 25 gallons, may be kept. Dogs and cats must be spayed or neutered. This definition does not include animals that are used to assist the handicapped.
- E. Application. Prior to housing any pet on premises owned and/or operated by the PHA, a tenant shall apply to the PHA for a permit to do so. The application must be accompanied by the following:

SUBCHAPTER 8

HOUSEHOLD PETS

§17-2028-91 Pet ownership. (a) The authority may permit pet ownership by tenants of public housing, subject to compliance with the authority's pet policy established in the PHA plan.

(b) This subchapter does not apply to animals that assist, support or provide service to persons with disabilities. [Eff 7/21/05; am and comp 9/4/07; am and comp **MAY 24 2014**] (Auth: HRS §§356D-4, 356D-13) (Imp: 24 C.F.R. §§960.705, 960.707; HRS §§356D-4, 356D-13, 356D-31)

§17-2028-92 Conditions for pet ownership. (a) A tenant shall comply with the authority's reasonable conditions for pet ownership that include, but are not limited to, the following:

- (1) Obtaining a permit from the authority to own a pet pursuant to the requirements set forth in the authority's pet policy established in the PHA plan; and
- (2) Complying with the authority's rules for pet ownership.

(b) The authority may revoke a pet permit for the following reasons:

- (1) The authority determines that the pet is not properly cared for;
- (2) The pet presents a threat to the safety and security of other tenants, employees of the authority, contractors and others on the premises;
- (3) The pet is destructive or causes an infestation;
- (4) The pet disturbs other tenants for reasons including, but not limited to, noise, odor, cleanliness, sanitation, and allergic reactions;

- (5) The pet owner fails to provide an annual update on the pet as required in the pet rules;
- (6) The resident association or project pet committee, which consists of tenants with and without a pet, recommends to the authority that the pet permit be revoked due to a demonstrated lack of cooperation and responsibility in maintaining the pet; or
- (7) Tenant fails to pay on a timely basis the following applicable pet fees:
 - (A) An initial pet deposit of \$75.00 or an amount equal to the total tenant payment, whichever is lower; and
 - (B) For owners of a dog or cat, a non-refundable monthly fee of \$5.00. This fee shall not apply to residents of projects for the elderly and persons with disabilities. [Eff 7/21/05; am and comp 9/4/07; am and comp **MAY 24 2014**] (Auth:HRS §§356D-4, 356D-13) (Imp: 24 C.F.R. §§5.318, 960.705, 960.707; HRS §§356D-4,356D-13,356D-31)

Attachment E

Resident Advisory Board Pet Policy Feedback

Date: Friday, April 12, 2013, 9:00 AM

- Concern: Managers are not enforcing the current policy.
 - RAB feels this may be due to staff being overworked and allowing things to spill off their plate.
 - RAB underscored the need for residents to know that animals must be indoors and for management to enforce that rule.
- Concern: Managers will not enforce the new policy.
- Question: What is the policy reason for reducing the allowable pet weight limit from 25 lbs. to 21lbs?
- Comment: Please consider adding mice as a pet.
- Comment: Including the language on the removal is unnecessary because animals must be spayed or neutered.
- Concern: Implementing these changes feel like a tightening of the belt when management cannot enforce the existing rules.
- Comment: Pet sitting should not be allowed.
- Comment: Clarify that previously approved pets that do not comply with the new policy would be grandfathered in under the new policy.
 - Concern: this may create problems among residents who may not understand why one tenant has a certain animal or fish tank while no one else may have the same animal/tank.
- Request: the RAB requested that they receive attachments in advance of the meeting in a packet.



PETS POLICY

ACOP, Chapter 10

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- Limit tenants to one pet, regardless of the category of animal.**
- Decrease maximum size limitation for a dog or cat from 25 lbs to 21 lbs at adulthood.**
- Not allow certain breeds of animals as a pet.**
- Update the types of required vaccinations.**
- Decrease maximum capacity limitation of aquariums that may be kept from 25 gallons to 5 gallons.**
- Require the removal of any pet offspring from the premises within a certain time after birth. For dogs or puppies, removal will be required by 8 weeks after birth. For cats or kittens, removal will be required by 12 weeks after birth. For all other animals, removal will be required by 6 weeks after birth.**
- Provide that the presence of offspring of an approved pet is conclusive evidence of violation of the requirement to have a pet spayed or neutered. Thereafter, this requirement will be immediately enforced.**
- Clarify that tenants may only pet-sit for pets that are approved by the HPHA as a pet and have obtained an HPHA pet permit. Pets that are not approved by the HPHA or do not have an HPHA pet permit shall not be brought onto property, either by a tenant or by a tenant's guest. This is to ensure the health and safety of the residents and their approved pets.**
- Clarify that the Pet Policy does not apply to approved assistance animals, and that owners of approved assistance animals must follow reasonable conditions of owning an assistance animal.**
- Clarify that violation of a reasonable condition of owning an assistance animal, including causing physical injury or property damage, is grounds for rescission**

Attachment F

ACOP, Chapter 10

PETS and ASSISTANCE ANIMALS POLICY

SECTION I: PET POLICY

- A. Tenants of federal public housing under Section 31 of the United States Housing Act of 1937 may own and keep common household pets, if the Tenant maintains each pet responsibly, in accordance with applicable State and local public health, animal control and animal anti-cruelty laws and regulations, and policies established in the Public Housing Agency Plan, in certain designated projects/apartments owned and/or operated by the PHA. The PHA shall bear full responsibility of enforcing the pet policy, including but not limited to providing any notification to a pet owner, removal of the pet or termination of the Tenant's tenancy or both. This Pet Policy does not apply to assistance animals that reside in public housing or that visit PHA properties. Assistance animals are covered by Section II – Assistance Animals Policy set forth below.
- B. Each housing project having pets shall have the resident association and/or a project pet committee, which will consist of both residents who own a pet and those who do not own a pet, to participate in a pet monitoring program. The association or pet committee will assist the project management in monitoring the pet policy in their respective projects. Any violation of the pet policy and/or sighting of any stray animals within the boundaries of the housing project will be immediately reported to the housing project management staff.
- C. A Tenant may have one animal, regardless of the category of animal, except if a Tenant has a small bird, the Tenant may have two small birds.
- D. Definition: "Pets" mean the following domesticated, common household animals, and no others: cats, dogs, birds, fish. Only one four-legged furry, warm bodied pet per household will be permitted. The weight of a dog or cat shall not exceed 21 pounds (adult size). Tenants are prohibited from housing dangerous, fighting, or attack dogs. The PHA prohibits full or mixed pit bull, Rottweiler, and wolf breeds. Examples of dog breeds that typically exceed 26 pounds at adulthood are:

Medium

American Cocker Spaniel
American Eskimo Dog (Toy &
Miniature)
Australian Terrier
Basset Hound

Bichon Frise
Bolognese
Border Terrier
Boston Terrier
Brazilian Terrier

Brussels Griffon
Bull Terrier (Miniature)
Bulldog (Any breed)
Cardigan Welsh Corgi
Cavalier King Charles Spaniel
Cesky Terrier
Chinese Crested
Coton de Tulear
Dachshund
Dandie Dinmont Terrier
Dutch Smoushond
English Toy Spaniel

Large

Aidi
Airedale Terrier
Alapaha Blue Blood Bulldog
Alaskan Malamute
Alpine Dachsbracke
American Bulldog
American Eskimo Dog
American Foxhound
American Pitbull Terrier
American Staffordshire Terrier
American Water Spaniel
Ardennes Cattle Dog
Ariege Hound
Australian Cattle Dog
Australian Dingo
Australian Kelpie
Australian Shepherd
Australian Stumpy Tail Cattle Dog
Austrian Black and Tan Hound
Austrian Shorthaired Pinscher
Auvergne Pointer
Barbet
Basenji
Beagle
Bearded Collie
Bedlington Terrier

French Bulldog
Icelandic Sheepdog
Italian Greyhound
Jack Russell Terrier
Lakeland Terrier
Lhasa Apso
Lowchen
Miniature Bull Terrier
Miniature Pinscher
Miniature Poodle
Miniature Schnauzer
Staffordshire Bull Terrier

Belgian Groenendael
Belgian Laekenois
Belgian Malinois
Belgian Tervuren
Bergamasco
Bernese Mountain Dog
Billy
Black and Tan Coonhound
Border Collie
Bourbonnais Pointer
Boxer
Boykin Spaniel
Briard
Brittany Spaniel
Bull Terrier
Bullmastiff
Canaan Dog
Cão Fila de São Miguel
Catahoula Leopard
Catalonian Sheepdog
Central Asian Shepherd
Chesapeake Bay Retriever
Chinese Shar-Pei
Chow Chow
Cirneco dell' Etna
Clumber Spaniel

Collie
Dalmatian
Drentsch Partridge Dog
Dutch Schapendoes
Dutch Shepherd Dog
English Cocker Spaniel
English Foxhound
English Setter
English Springer Spaniel
Eurasier
Field Spaniel
Finnish Lapphund
Finnish Spitz
Flat-Coated Retriever
German Hunt Terrier
German Pinscher
German Shepherd
German Shorthaired Pointer
Glen of Imaal Terrier
Golden Retriever
Harrier
Hokkaido
Irish Terrier
Keeshond
Kerry Blue Terrier
Kooikerhondje

Extra-Large

Afghan
Akita
Azawakh
Beauceron
Black Russian Terrier
Bloodhound
Borzo
Bouvier des Flandres
Cane Corso
Caucasian Ovtcharka
Chinook
Curly-Coated Retriever
Doberman Pinscher

Labrador Retriever
Manchester Terrier
Miniature Australian Shepherd
Mudi
New Guinea Singing Dog
Norbottenspets
Norwegian Buhund
Norwegian Elkhound
Norwegian Lundehund
Nova Scotia Duck Tolling Retriever
Old English Sheepdog
Olde English Bulldogge
Polish Lowland Sheepdog
Portuguese Podengo Medio
(Medium)
Portuguese Pointer
Portuguese Water Dog
Puli
Pumi
Rottweiler
Samoyed
Shetland Sheepdog
Shiba Inu
Smooth Fox Terrier
Stabyhoun
Whippet

Dogo Argentino
Dogo Canario
Dogue de Bordeaux
Fila Brasileiro
Gordon Setter
Great Pyrenees
Greyhound
Hovawart
Ibizan Hound
Irish Setter
King Shepherd
Kuvasz
Landseer Newfoundland

Leonberger
Mastiff
Neapolitan Mastiff
Newfoundland
Pointer
Portuguese Podengo Grande (Large)
Rhodesian Ridgeback
Romanian Carpathian Shepherd Dog
Saarloos Wolfdog
Tatra Shepherd Dog

One small or medium sized bird or two small birds (parakeet size) may be kept. Only one aquarium, which shall not exceed 5 gallons, may be kept. Dogs and cats must be spayed or neutered. This definition does not include assistance animals, i.e., animals that are used to assist the disabled.

- E. Application. Prior to housing any pet on premises owned and/or operated by the PHA, a tenant shall apply to the PHA for a permit to do so. The application must be accompanied by the following:
1. A full pet deposit of \$75.00 (per household) or an amount equal to Total Tenant Payment, whichever is lower. This deposit is refundable within 14 days after the Tenant disposes of the pet or vacates and if PHA verifies that there are no expenses directly attributable to the presence of the pet. However, for expenses exceeding the deposited amount, the household shall be responsible to reimburse the PHA for those costs. In addition to the pet deposit, each tenant owning a dog or cat will be charged a non-refundable fee of \$5.00 per month (per household). This non-refundable pet fee will cover reasonable operating costs expended by the PHA associated to the maintenance of the housing project's common use areas relating to the presence of pets. The pet fee will be included as a separate item on tenant's monthly housing rental bill. This pet fee shall not apply to residents of projects for the elderly and persons with disabilities.
 2. A current dog license issued by the appropriate authority. In the case of cats, proof of identification as required by local ordinances (such as a collar, ear tag, or microchip).
 3. A signed statement from a veterinarian verifying that the animal is in good health, has no communicable diseases or pests, and in the case of a cat or dog, is spayed or neutered.

4. Evidence that the pet has received all current vaccinations or boosters, including parvovirus, distemper, hepatitis, leptospirosis, parainfluenza and bordatella for dogs, and feline distemper, rhinotracheitis, calcivirus, pneumonitis, and feline leukemia virus for cats.
 5. A signed affidavit or declaration from an alternate custodian verifying that he/she will take temporary custody of the pet from the premises for a period of time not to exceed ten (10) days when the Tenant is to be away overnight or longer and will assume all the responsibilities of the pet owner in caring for the pet. In addition, the alternate custodian must be available to take temporary custody of the pet from the premises within twelve (12) hours after any emergency causing the Tenant not to be able to care for the pet.
 6. A signed statement from the Tenant acknowledging that he/she has received and read the Pets and Assistance Animals Policy and agrees to comply with said policy and accept any and all financial and personal liability associated with the personal pet ownership in the housing project.
 7. PHA may request a letter of reference on the pet from a previous landlord.
 8. If the pet is a dog or cat, the Management, resident association, and/or pet committee must interview the Tenant and pet.
 9. A color picture of the pet, except for fish, must be provided both at the time of application and when the pet reaches adult size.
- F. Approval of Pet Application. Once all of the applicable conditions for application for pet ownership permit have been met, PHA shall make a decision on the resident's application within five working days. If approved, the resident will be informed in writing and an anniversary date (Month and Day Only) will be established for purposes of the annual update of the pet ownership permit. It is the responsibility of the resident to re-validate the pet ownership permit within 30 days after the anniversary date. Failure to re-validate the pet ownership permit shall result in the removal of the pet or termination of the Tenant's tenancy or both.
- G. Refusal of Pet Application. PHA may refuse, subject to PHA's grievance procedure, to approve a pet application due to the following reasons:
1. The animal does not meet the definition of "pets".
 2. Tenant fails to provide complete application information required by this Policy.

3. Management determines that the Tenant will not be able to keep the pet in compliance with this Pets and Assistance Animals Policy and other Rental Agreement obligations, including such factors as pet's temperament and size and Tenant's habits and practices.
- H. Revoking Pet Ownership. Maintaining a pet in a facility owned and/or operated by PHA shall be subject to the rules set forth herein. The Tenant's pet ownership may be revoked at any time, subject to PHA's Grievance Procedure, due to any of the following reasons:
1. Management determines that the pet is not properly cared for.
 2. The pet presents a threat to the safety and security of other tenants, PHA employees, contractors and others on the premises.
 3. The pet is destructive or causes an infestation.
 4. The pet disturbs other tenants for reasons including but not limited to noise, odor, cleanliness, sanitation, and allergic reactions.
 5. Tenant fails to re-validate the pet ownership permit as required in this Policy.
 6. Tenant fails to pay the monthly non-refundable pet fee on a timely basis, if applicable.
 7. Written recommendation from the Resident Association and/or Project Pet Committee to revoke a Tenant's pet permit due to a demonstrated lack of cooperation and responsibility in maintaining the pet.
- I. All tenants allowed to keep a pet shall comply with the following rules:
1. In the case of dogs, proof that the pet is currently licensed as required by local ordinances must be provided at Tenant's annual pet permit re-validation. In the case of cats, proof of identification as required by local ordinances (such as a collar, ear tag, or microchip) must be provided at Tenant's annual pet permit revalidation.
 2. Evidence that the pet has received all current vaccinations or boosters including parvovirus, distemper, hepatitis, leptospirosis, parainfluenza, and bordatella for dogs, and feline distemper, rhinotracheitis, calicivirus, pneumonitis, and feline leukemia virus for cats must be provided at the Tenant's annual pet permit revalidation.

3. The presence of offspring of an approved dog or cat is conclusive evidence of violation of the requirement to have a pet spayed or neutered. Upon discovery of the violation, Management immediately will enforce this requirement.
4. A signed affidavit or declaration from an alternate custodian declaring he/she will take temporary custody of the pet from the premises for a period of time not to exceed ten (10) days when the Tenant is to be away overnight or longer and will assume responsibilities of the pet owner in caring for the pet. In addition, the alternate custodian must be available to take temporary custody of the pet from the premises within twelve (12) hours after any emergency causing the Tenant not to be able to care for the pet. The affidavit or declaration shall also include the alternative custodian's contact information.
5. No pet may be kept in violation of state law, or local ordinances with respect to humane treatment or health.
6. If pets are left unattended for a period of twenty-four (24) hours or longer, the Management may enter the dwelling unit to remove the pet. The Management will transfer the pet to the proper authorities, subject to the provisions of Hawaii State law and pertinent local ordinances. PHA accepts no responsibility for the animal under such circumstances.
7. No animal shall be kept, raised, or bred for any commercial purpose.
8. If offspring are born to a pet, removal of the offspring from the premises is required within a reasonable time. For dogs or puppies, removal is required by eight (8) weeks after birth. For cats or kittens, removal is required by twelve (12) weeks after birth. For all other animals, removal will be required by six (6) weeks after birth.
9. Dogs and cats must wear identification tags specifying resident's name and apartment number.
10. All pets shall remain inside the Tenant's dwelling unit. No animal shall be permitted in laundromats, hallways, community rooms, public restrooms, or other designated common areas unless to allow for ingress and egress to the building. Pets must be carried at all times while in an elevator.
11. When taken outside the unit, dogs and cats must be kept on a leash, no longer than six (6) feet, and controlled by a responsible individual.
12. No animal may be leashed to any stationary object outside the Tenant's dwelling unit.

13. Birds must be confined to a cage at all times.
14. Vicious and/or intimidating dogs or animals with a past history of attack or aggressive behavior towards other animals or people will not be allowed.
15. Tenants with cats shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other tenants. The terms "disturb", "interfere", and "diminish" shall include but not be limited to barking, howling, chirping, biting, scratching, and other similar actions.
16. Tenants must provide litter boxes, which must be kept in the dwelling unit for cat waste. Tenants shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Litter shall be changed not less than once a week and placed in a plastic bag, properly disposed of by being placed in a trash container outside of the building, and at no time washed down any drains or flushed down any toilets. Pet waste may not be put down the garbage chutes, if any.
17. Tenants shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
18. Tenants are responsible for cleaning up pet waste from their pet both inside and outside the dwelling unit and on project grounds. Pet waste must be disposed of by being placed in a sealed plastic bag and then placed in a trash container outside of the building. Tenant shall not wash pet waste down any drains or flush pet waste down any toilets. Pet waste may not be put down the garbage chutes, if any.
19. PHA may designate areas on the project grounds for pet exercise and deposit of waste or may prohibit the entire grounds from being used for pet exercise and deposit of waste. PHA shall provide adequate written notification to Tenant in event of any designation or prohibition.
20. Tenants shall not alter their dwelling unit, patio, or unit area to create an enclosure for any pet. No doghouses, animal runs, etc. will be permitted.
21. Tenants are responsible for all damages caused by their pets including the cost of professional cleaning of carpets and/or fumigation of units.
22. PHA may designate areas within a project, building, floor, or section of building, where pet owners must live and may direct such moves as may be necessary to establish such areas. The areas may be adjusted and PHA may direct such

- additional moves as may be necessary to meet changing needs. PHA shall provide adequate written notification to tenant should any designation be made. Tenant agrees to comply with PHA's request to move pursuant to this paragraph.
23. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of PHA.
24. Guests may not bring pets onto the project premises. No pet sitting will be allowed except as allowed in paragraph E.5 (Alternate Custodian). Tenants and Tenants' guests shall not bring onto the property pets that are not approved by PHA or do not have a current PHA pet permit. This is to ensure the health and safety of residents and approved pets.
- J. Violation of these rules may be grounds for removal of the pet or termination of the Tenant's tenancy or both. Termination will be in accordance with procedures set forth in the Rental Agreement and State law.

SECTION II: ASSISTANCE ANIMALS POLICY

- A. The above Section I – Pet Policy does not apply to animals that are used to assist the disabled (assistance animals). However, a disabled tenant whose pets are not approved as an assistance animal must still comply with Section I – Pet Policy.
- B. Definition. “Assistance Animals” means animals that work, provide assistance, or perform tasks for the benefit of a person with a disability. This term includes “service animals,” “support animals,” therapy animals,” and “comfort animals.”
- C. To determine that an animal is excluded from Section I – Pet Policy, a Tenant must first request approval for an assistance animal by submitting a request for a reasonable accommodation. If the individual's disability is not obvious or readily known, the Tenant must provide a written certification from a reliable third party, such as a physician, on a form provided by the PHA verifying that the individual has a qualifying disability and the need for the assistance animal.
- D. The request may be denied if the use of a particular assistance animal poses a direct threat to the health or safety of other or results in actual damage to the property, unless the damage can be eliminated or substantially reduced.
- E. Disabled individuals who are approved for an assistance animal must still comply with the provisions of the Rental Agreement and are subject to the reasonable conditions listed below. If any of these reasonable conditions are breached or any provision of the Rental Agreement is violated, or if an approved assistance animal causes bodily injury or property damage, the approval may be rescinded and the

Tenant may be requested to remove the assistance animal within 24 hours of notice. Violation of the reasonable conditions may also be grounds for termination of the Tenant's tenancy.

- F. Reasonable Conditions. All tenants with assistance animals shall comply with the following conditions:
1. After receiving approval for an assistance animal, the Tenant must provide Management with proof of current licensing or identification. In the case of dogs, Tenant shall provide proof that the dog is currently licensed as required by local ordinances. In the case of cats, Tenant shall provide proof of identification as required by local ordinances (such as a collar, ear tag, or microchip). The Tenant shall also provide proof of current licensing or identification at every annual re-examination.
 2. After receiving approval for an assistance animal, the Tenant must provide Management with a statement signed by veterinarian that the assistance animal is in good health and has no communicable diseases or pests.
 3. In the case of cats and dogs, the assistance animal must be spayed or neutered.
 4. Provide evidence to the Management that the dog or cat has received all current vaccinations or boosters, including parvovirus, distemper, hepatitis, leptospirosis, parainfluenza, bordatella for dogs, and feline distemper, rhinotracheitis, calicivirus, pneumonitis, and feline leukemia virus for cats.
 5. Provide a signed affidavit or declaration from an alternative custodian to the Management, at every annual re-certification. The affidavit or declaration shall provide that the alternative custodian is willing to take temporary custody of the assistance animal when the tenant is unable to care for the assistance animal for a period of time not to exceed ten (10) days. The affidavit or declaration shall also include the alternative custodian's contact information.
 6. Not keep the assistance animal in violation of state law or local ordinances with respect to humane treatment or health.
 7. If the assistance animal is left unattended for a period of twenty-four (24) hours or longer, the Management may enter the dwelling unit to remove the assistance animal. The Management will transfer the assistance animal to the proper authorities, subject to provisions of Hawaii State law and pertinent local ordinances. PHA accepts no responsibility for the assistance animal under such circumstances.

8. No assistance animal shall be kept, raised, or bred for any commercial purpose.
9. Dogs and cats must wear identification tags specifying Tenant's name and unit number.
10. Keep the assistance animal inside the Tenant's dwelling unit unless under the animal handler's supervision and on a leash, or otherwise under the animal handler's control.
11. When the assistance animal is a dog or cat and taken outside of the dwelling unit, the dog or cat must be kept on a leash, no longer than six (6) feet, and controlled by a responsible individual.
12. No assistance animal may be leashed to any stationary object outside of Tenant's dwelling unit.
13. If the assistance animal is a bird, the bird must be confined to a cage at all times.
14. Vicious and/or intimidating assistance animals with a past history of attack or aggressive behavior toward other animals or people will not be allowed.
15. Tenants shall not permit their assistance animals to disturb, interfere, or diminish the peaceful enjoyment of other tenants. The terms "disturb", "interfere", and "diminish" shall include but not be limited to barking, howling, chirping, biting, scratching, and other similar actions.
16. Tenants must provide litter boxes, which must be kept in the dwelling unit for cat waste. Tenant shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Litter shall be changed not less than once a week and placed in a plastic bag, properly disposed of by being placed in a trash container outside of the building, and at no time washed down any drains or flushed down any toilets. Waste from the assistance animal may not be put down the garbage chutes, if any.
17. Tenants shall take adequate precautions and measures necessary to eliminate pet odors within and around the unit and shall maintain the unit in a sanitary condition at all times.
18. Tenants are responsible for cleaning up waste from the assistance animal both inside and outside the dwelling unit and on project grounds. Animal waste must be disposed of by being placed in a sealed plastic bag and then placed in a trash container outside of the building. Tenant shall not wash or place animal waste down any drains or flush the waste down any toilet.

19. PHA may designate areas on the project grounds for assistance animal exercise and deposit of animal waste or may prohibit the entire grounds from being used for exercise and deposit of waste. PHA shall provide adequate notification to Tenant in the event of any designation or prohibition.
20. Tenants shall not alter their dwelling unit, patio, or unit area in order to create an enclosure for any assistance animal. No doghouses, animal runs, etc. will be permitted.
21. Tenants are responsible for all damages caused by their assistance animals including the cost of professional cleaning of carpets and/or fumigation of the dwelling unit.
22. PHA may designate areas within a project, building, floor, or section of building where tenants with assistance animals must live and may direct such moves as may be necessary to establish such areas. The areas may be adjusted and PHA may direct such additional moves as may be necessary to meet changing needs. PHA shall provide adequate written notification to tenant should any designation be made. Tenant agrees to comply with PHA's request to move pursuant to this paragraph.
23. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of PHA.
24. Unless the animal is a "service animal," as defined in Titles II and III of the Americans with Disabilities Act, guests may not bring any animal onto the project premises. No pet sitting will be allowed unless the Tenant is an "alternative custodian."
25. Provide a color picture of the assistance animal to Management after Tenant receives approval for an assistance animal, and another color picture when the assistance animal reaches adult size.
26. Provide a signed statement from the Tenant acknowledging that he/she has received the Pet and Assistance Animal Policy and agrees to comply with the Assistance Animal Policy and accept any and all financial and personal liability associated with personal assistance animal ownership in the housing project.
27. Follow any additional conditions imposed by PHA at the time of approval of the assistance animal.

FOR ACTION

MOTION: To Delegate Authority to the Executive Director to Track Legislative Measures and Provide Testimony in Accordance with the Positions and Policy Directives Previously Adopted by the Board of Directors

I. FACTS

- A. The 2015 Hawaii State Legislative Session is set to open on January 21, 2015.
- B. On October 16, 2014, the Hawaii Public Housing Authority provided for discussion to the Board of Directors the Legislative Proposals for the 28th Legislature Regarding the Hawaii Public Housing Authority, including proposed bill purposes and justifications.
- C. As a State government agency, the Hawaii Public Housing Authority and its Board are subject to the Sunshine Law of Chapter 92, Hawaii Revised Statutes, which in part, requires timely notice and hearing by the Board of adopted legislative testimony or position prior to any legislative hearing.

II. DISCUSSION

- A. In order for the Hawaii Public Housing Authority to advocate for its bill positions through testimony at the numerous and varied legislative hearings while maintaining compliance with the Sunshine Law, the Board should consider a practical approach to address legislative matters through delegation to Hawaii Public Housing Authority staff, i.e., Executive Director.
- B. The Board may delegate authority to the Executive Director to track legislative measures and provide testimony in accordance with the positions and policy directives previously adopted by the Board.
- C. The Executive Director may freely discuss legislative measures the Board is tracking among themselves without implicating the Sunshine Law. Likewise, discussions involving staff and a single board member would not raise Sunshine Law concerns, unless the discussion comprises a serial communication between staff and individual board members to solicit a commitment to vote on a specific matter.

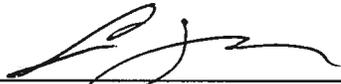
- D. The Executive Director would report to the Board on all legislative measures at the Board's regularly scheduled meetings conducted during the legislative session and may seek confirmation or clarification of testimony that it will or has presented to the Legislature.

III. RECOMMENDATION

Staff recommends that the Board of Directors delegate authority to the Executive Director to track legislative measures and provide testimony in accordance with the positions and policy directives previously adopted by the Board.

Prepared by: Dawn Takeuchi Apuna, Chief Planner 

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



David Gierlach, Chair

Property Management and Maintenance Services Branch (PMMSB)
 Report for the Month of November/December 2014

A. Occupancy (Goal 98%)

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

	Federal Public Housing		State Public Housing	
	November	December	November	December
New Move-ins from the Waitlist	17	19	1	5
Internal Transfers	24	15	3	1
Vacancy (tenants who vacated from the program)	44	27	8	6

**RRA – Request for Reasonable Accommodation

H&S – Health & Safety (unit deemed uninhabitable due to flooding, loss of electrical power, etc.).

B. Formal Grievance Hearings

Amended for October 2014 Report

Island	Federal Public Housing	Type of Grievance Hearing Request
Oahu	1	Domestic abuse.

November 2014

Island	Federal Public Housing	Type of Grievance Hearing Request
Oahu	5	Armed robbery arrest, open beer container, noise, unauthorized guests, unauthorized dog that attacked a tenant's child and breach of rent repayment.

December 2014

Island	Federal Public Housing	Type of Grievance Hearing Request
Oahu	6	Verbal threat against management, permitting unauthorized sex offender to reside in unit, breach of rent repayment, criminal arrest record and damage to state property.

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.

Property Management scheduled and received a total of seven (7) grievance hearing requests: two (2) were heard in December, two (2) scheduled for January 2015, and three (3) were denied and/or cancelled.

C. Rent Collection

- PMMSB will continue to focus on rent collection as one of our top priorities.
- For FY 2014, our collection ratio decreased from 89.28% in July to 84.89% in December. PMMSB is working diligently with the AMPs to monitor current and vacated tenants account receivables (TAR). During the month of December, families use the majority of their cash for holiday gifts, parties and New Year celebration.

D. Program Activities

- 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.
- Coordination and collaboration on various changes to HPHA's Rental Agreement and Application form.
- Consolidating data on Modernization (MOD) units which will be submitted as part of the Public Housing Operating Fund application.
- Finalizing RFQ for Site-Specific Utility Allowances for Various Federal Low-Income Public Housing and State Properties under the Hawaii Public Housing Authority.
- Coordinating and submitting to HUD, Technical Reviews to regain points lost during the REAC inspections which ended December 23, 2014.

E. Planned Activities for December 2014

- HPHA is working towards achieving a better score during the upcoming REAC inspection. REAC inspection scheduled for the month of December 2014:
 - ❖ AMP 39 Kahekili Terrace (Maui/Molokai) – December 1 and 2, 2014
 - ❖ AMP 40 Kuhio Homes – December 8 and 9, 2014
 - ❖ AMP 44 Waimaha Sunflower (Waianae) – December 10, 11 and 12, 2014
 - ❖ AMP 31 Kalihi Valley Homes – December 15 and 16, 2014
 - ❖ AMP 38 Kapaa (Kauai) – December 17, 18 and 19, 2014
 - ❖ AMP 43 Ka Hale Kahaluu (Kona/West Hawaii) – December 22 and 23, 2014

- PMMSB staff continues to conduct tenant file reviews.
- Setting short/long term goals for PMMSB for 2015.
- Implementation of the “No Smoking” Supplemental Addendum for all AMPs.

Planned Activities for January 2015

- Strategic planning to address REAC deficiencies with each AMP to assist in obtaining a higher score for the upcoming 2015 inspections.

**VACANT UNIT INFORMATION REPORT
FEDERAL PROJECTS**

Month: December 2014

(1) AMPS	(2) Number of Units Per AMP	(3) Total Vacant Units	(4) Total Move-Ins	(5) Units Rent Ready and Not Occupied in Month	(6) HUD Approved Special Service Units	(7) Units on Hold for Relocation	(8) Admin Hold (Justify in Remarks column)	(9) HUD Approved Units Scheduled Demolition	(10) Units AMP Responsible For and/or To Repair	(11) Units AMP Completed a Form A	(12) Units CMB Approved Form A	(13) Remarks Any data entered into columns (7) and (8) require an explanation.
30 Puuwai Momi	363	55	4	1	2	0	0	0	9	0	39	1 unit on hold from Puuwai Momi for Reloc; 1 unit on hold from Hale Laulima for Reloc/Rightsize; 1 unit on hold from Puuwai Momi for H&S; 1 unit on hold at Puuwai Momi for rightsizing ; 12 units approved at Hale Laulima for MOD status (Bldgs 1, 2, & 3); 3 more units at Hale Laulima pending approval of MOD status
31 KVH	373	23	2	4	0	11	6	0	0	0	0	Buildings 19 and 20 placed on hold for Phase 4. Special team will repair remaining units.
32 MWH	364	9	0	0	1	7	1	0	0	0	0	(8)Hotel unit for 25E, to move residents between units while bathrooms are redone 10C- Mod Unit scheduled for renovation
33 Kamehameha	373	14	1	0	2	10	0	0	1	0	0	Units on Hold for Kaahumanu Homes renovation project and temporary hotels for kitchen/bath and carpentry issues at Kamehameha Homes.
34 Kalakaua	583	17	6	4	3	0	0	0	4	0	0	
35 Kalanihoua	587	14	4	4	0	0	0	0	6		0	(5) on hold for right sizing
37 Hilo	384	96	1	0	4	0	0	62	2	0	27	
38 Kauai	321	27	6	0	4	0	0	0	3	1	13	
39 Maui	196	24	3	0	0	0	0	0	10	0	11	
40 KH	174	9	0	2	1	0	0	4	2	0	0	
43 Kona	202	7	1	1	2	0	0	0	3	0	0	
44 Leeward	260	26	1	0	3	0	0	0	22	0	0	1057-111 ADA transfer
45 Windward	226	8	0	3	1	0	0	0	2	0	2	
46 North HI	103	7	3	0	3	0	0	0	1	0	0	
49 Wahiawa	150	20	0	2	1	0	0	0	0	0	17	
50 Palolo	118	32	2	2	4	0	2	0	0	0	22	The 3 units in column (8) are due to holds for HPHA relocations/right sizing.
TOTAL	4,777	388	34	23	31	28	9	66	65	1	131	

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

**VACANT UNIT INFORMATION REPORT
STATE PROJECTS**

Month: December 2014

(1) AMPS	(2) Number of Units Per AMP	(3) Total Vacant Units	(4) Total Move-Ins for the entire month	(5) Units Rent Ready and Not Occupied	(6) Special Service Units	(7) Units on Hold for Relocation	(8) Admin Hold (Justify in Remarks column)	(9) Approved Units Scheduled Demolition	(10) Units AMP Responsible For and/or To Repair	(11) Units AMP Submitted a Form A	(12) Units CMB Approved Form A	(13) Remarks Any data entered into columns (7) and (8) require an explanation.
31 Puahala & Hauiki	174	20	0	8	2	2	2	0	6	0	0	Relocaiton and rightsizing. Special team will repair remaining units.
37 Hilo	30	3	1	0	1	0	0	0	1	0	0	
38 Kauai	26	1	0	1	0	0	0	0	0	0	0	
39 Maui	32	13	0	0	0	0	0	0	2	0	11	
42 Hale Poai	576	16	7	0	4	2	0	0	3	0	0	(6) 4-resident manager units (7)2-construction units
46 North HI	26	4	0	2	1	0	0	0	1	0	0	(6)Mgr Unit
TOTAL	864	57	8	11	8	4	2	0	13	0	11	

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

FEDERAL PUBLIC HOUSING

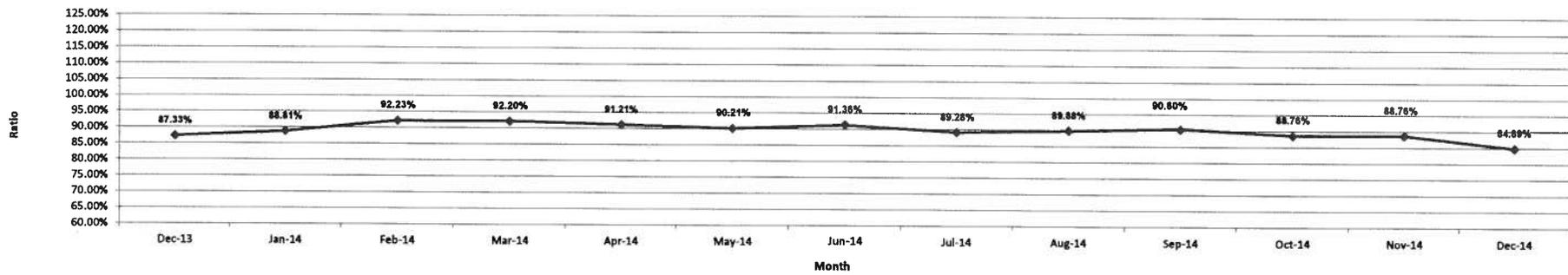
Rent Collection from December 2013 to December 2014

	Dec-13			Jan-14			Feb-14			Mar-14			Apr-14			May-14		
	Charges	Collected	Ratio															
Hawaii	\$123,001.53	\$107,607.92	87.49%	\$124,762.30	\$111,962.08	89.78%	\$120,346.67	\$112,670.00	93.62%	\$121,142.69	\$112,049.36	92.49%	\$126,402.27	\$114,646.17	90.70%	\$123,475.00	\$113,584.98	91.99%
Kauai	\$82,572.16	\$60,032.50	72.70%	\$84,495.74	\$61,580.48	72.88%	\$83,715.94	\$68,062.54	81.30%	\$82,788.00	\$69,041.26	83.39%	\$82,489.04	\$65,286.79	79.14%	\$84,630.00	\$65,838.42	77.80%
Mauai	\$63,413.00	\$45,284.72	71.41%	\$65,288.00	\$51,064.29	78.21%	\$62,132.00	\$49,630.52	79.88%	\$66,952.00	\$53,389.24	79.74%	\$63,783.00	\$44,324.27	69.49%	\$62,753.00	\$44,190.61	70.42%
Oahu	\$946,962.61	\$848,987.00	89.65%	\$941,361.98	\$855,162.30	90.84%	\$936,898.58	\$879,250.43	93.85%	\$943,099.97	\$884,761.02	93.81%	\$951,720.58	\$892,530.64	93.78%	\$946,606.00	\$874,695.01	92.40%
Total	\$ 1,215,949.30	\$ 1,081,912.14	89.33%	\$ 1,215,908.02	\$ 1,078,798.15	88.81%	\$ 1,203,083.20	\$ 1,109,613.49	92.23%	\$ 1,213,992.66	\$ 1,118,240.68	92.20%	\$ 1,224,404.88	\$ 1,116,787.87	91.21%	\$ 1,217,464.00	\$ 1,098,310.02	90.21%

Cumulative (12 Months)	
12/13 - 12/14	
Charges	\$ 15,978,554.33
Collections	\$ 14,280,462.25
Total	\$ (1,698,092.08)
Ratio	89.44%

	Jun-14			Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio												
Hawaii	\$123,583.00	\$113,942.72	92.20%	\$129,330.00	\$112,127.37	86.70%	\$125,430.00	\$112,928.58	90.03%	\$136,552.03	\$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%
Kauai	\$85,270.00	\$68,708.92	80.58%	\$85,123.00	\$66,101.50	77.65%	\$83,519.00	\$63,160.34	75.62%	\$84,212.00	\$69,361.09	73.62%	\$83,714.00	\$63,739.90	68.02%	\$91,837.00	\$63,801.44	68.02%	\$90,786.00	\$60,950.89	67.14%
Mauai	\$63,046.00	\$46,749.36	74.15%	\$59,328.00	\$44,071.25	74.28%	\$62,696.00	\$48,735.61	77.73%	\$64,138.00	\$51,426.39	80.18%	\$63,934.00	\$49,541.25	77.49%	\$69,263.00	\$52,954.61	77.49%	\$69,940.52	\$57,718.89	82.53%
Oahu	\$981,873.27	\$916,106.50	93.30%	\$947,295.09	\$867,890.14	91.62%	\$963,934.24	\$885,733.35	91.89%	\$1,021,859.86	\$947,244.42	92.70%	\$1,039,885.47	\$951,162.11	91.47%	\$1,039,407.76	\$917,671.98	91.47%	\$1,000,645.99	\$868,347.12	86.78%
Total	\$ 1,253,772.27	\$ 1,145,507.50	91.36%	\$ 1,221,078.09	\$ 1,080,190.28	88.28%	\$ 1,235,578.24	\$ 1,110,557.89	89.88%	\$ 1,318,761.89	\$ 1,195,648.65	90.69%	\$ 1,332,007.47	\$ 1,182,340.63	88.79%	\$ 1,032,673.79	\$ 883,006.95	85.76%	\$ 1,282,870.51	\$ 1,097,566.82	84.80%

Rent Collection Rate



STATE PUBLIC HOUSING

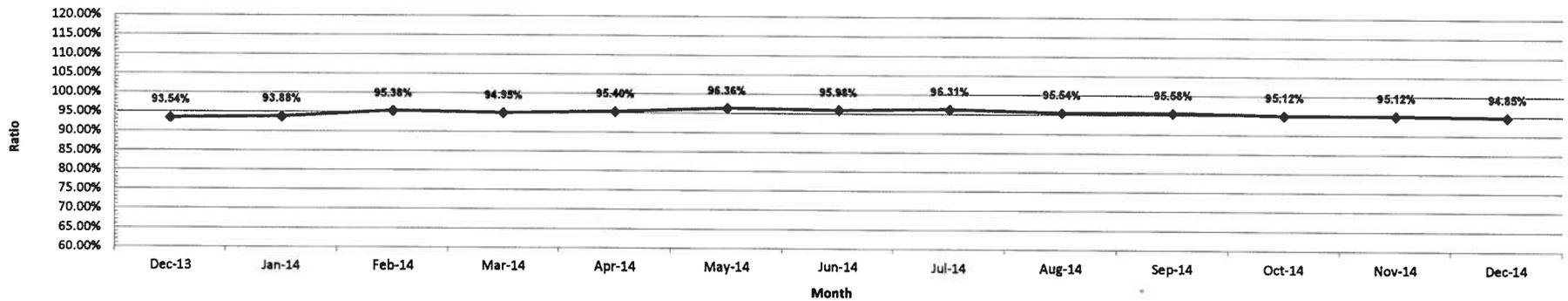
Rent Collection from December 2013 to December 2014

	Dec-13			Jan-14			Feb-14			Mar-14			Apr-14			May-14		
	Charges	Collected	Ratio															
Hawaii	\$ 18,263.00	\$ 15,249.00	83.50%	\$ 18,954.00	\$ 15,114.85	79.74%	\$ 19,709.00	\$ 16,180.67	82.10%	\$ 18,859.00	\$ 15,267.00	80.95%	\$ 19,664.00	\$ 16,795.67	85.41%	\$ 19,543.00	\$ 17,733.75	90.74%
Kauai	\$ 5,516.00	\$ 4,893.00	88.71%	\$ 5,481.00	\$ 4,903.00	89.45%	\$ 5,761.00	\$ 5,138.00	89.19%	\$ 6,094.00	\$ 5,039.00	82.69%	\$ 6,177.00	\$ 5,150.00	83.37%	\$ 6,054.00	\$ 5,329.00	88.02%
Maui	\$ 3,990.00	\$ 2,930.00	73.43%	\$ 4,795.00	\$ 3,828.00	79.83%	\$ 4,560.00	\$ 3,284.00	72.02%	\$ 4,536.00	\$ 3,662.00	80.73%	\$ 4,670.00	\$ 3,176.00	68.01%	\$ 4,370.00	\$ 3,054.00	69.89%
Oahu	\$ 241,326.79	\$ 228,638.23	94.74%	\$ 240,217.28	\$ 229,104.44	95.37%	\$ 242,957.16	\$ 235,769.08	97.04%	\$ 241,846.66	\$ 233,660.50	96.62%	\$ 235,822.52	\$ 228,961.56	97.09%	\$ 233,115.00	\$ 227,394.30	97.55%
Total	\$ 289,095.79	\$ 251,710.23	87.07%	\$ 289,447.28	\$ 252,950.29	87.40%	\$ 272,967.16	\$ 280,371.75	95.38%	\$ 271,335.86	\$ 257,826.50	94.95%	\$ 266,333.02	\$ 254,063.23	95.40%	\$ 263,082.00	\$ 253,511.05	96.36%

Cumulative (12 Months)	
12/13 - 12/14	
Charges	\$ 3,437,005.23
Collections	\$ 3,271,834.00
Total	\$ (165,171.23)
Ratio	95.19%

	Jun-14			Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14		
	Charges	Collected	Ratio																		
Hawaii	\$ 19,536.00	\$ 17,436.00	89.25%	\$ 19,647.00	\$ 17,020.25	86.63%	\$ 19,459.00	\$ 16,465.77	84.62%	\$ 20,062.00	\$ 16,085.77	80.18%	\$ 19,403.00	\$ 15,632.71	80.57%	\$ 18,997.00	\$ 14,733.71	77.56%	\$ 19,213.00	\$ 14,146.56	73.63%
Kauai	\$ 6,016.00	\$ 4,455.00	74.05%	\$ 6,130.00	\$ 3,962.00	64.63%	\$ 6,130.00	\$ 3,973.00	64.81%	\$ 6,130.00	\$ 4,942.00	80.62%	\$ 6,775.00	\$ 5,515.00	81.40%	\$ 6,760.00	\$ 4,955.00	73.30%	\$ 6,278.00	\$ 4,253.00	67.74%
Maui	\$ 3,793.00	\$ 2,707.00	71.37%	\$ 3,796.00	\$ 2,943.00	77.53%	\$ 3,707.00	\$ 2,749.00	74.16%	\$ 3,736.00	\$ 2,784.00	74.52%	\$ 3,608.00	\$ 2,212.00	61.31%	\$ 3,587.00	\$ 2,568.00	71.65%	\$ 3,762.00	\$ 2,526.00	67.15%
Oahu	\$ 250,959.24	\$ 244,448.24	97.41%	\$ 235,217.24	\$ 231,082.58	98.24%	\$ 230,552.00	\$ 225,075.87	97.62%	\$ 232,453.50	\$ 226,959.66	97.64%	\$ 231,286.00	\$ 224,966.47	97.27%	\$ 231,753.86	\$ 223,517.45	96.45%	\$ 231,494.48	\$ 226,403.53	97.80%
Total	\$ 280,304.24	\$ 269,048.24	95.99%	\$ 264,790.24	\$ 255,007.83	96.31%	\$ 259,848.00	\$ 248,283.64	95.54%	\$ 262,361.50	\$ 250,774.43	95.58%	\$ 261,072.00	\$ 248,326.18	95.12%	\$ 235,580.36	\$ 222,834.54	94.64%	\$ 280,747.48	\$ 247,329.09	88.13%

Rent Collection Rate



FEDERAL PUBLIC HOUSING

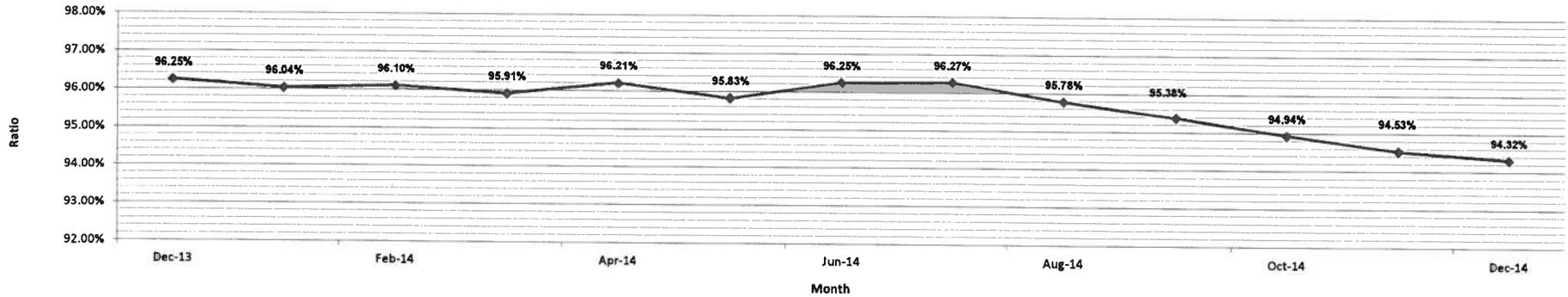
Occupancy from December 2013 to December 2014

	Dec-13			Jan-14			Feb-14			Mar-14			Apr-14			May-14		
	Total Units	Occ Units	Ratio															
Hawaii	627	592	94.42%	627	593	94.58%	627	596	95.06%	627	592	94.42%	627	597	95.22%	627	595	94.90%
Kauai	321	307	95.64%	321	307	95.64%	321	306	95.33%	321	304	94.70%	321	311	96.88%	321	312	97.20%
Maui	196	174	88.78%	196	176	89.80%	196	180	91.84%	196	183	93.37%	196	182	92.86%	196	175	89.29%
Oahu	3,576	3,470	97.04%	3,576	3,457	96.67%	3,576	3,454	96.59%	3,576	3,448	96.42%	3,576	3,451	96.50%	3,576	3,441	96.22%
Total	4,720	4,543	96.25%	4,720	4,533	96.04%	4,720	4,536	96.10%	4,720	4,527	95.91%	4,720	4,541	96.21%	4,720	4,523	95.83%

Cumulative (12 Months) 12/13 - 12/14		
Units		61,357
Tenants		58,705
Ratio		95.68%

	Jun-14			Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14		
	Total Units	Occ Units	Ratio																		
Hawaii	627	598	95.37%	627	597	95.22%	627	595	94.90%	627	596	95.06%	627	587	93.62%	627	594	94.74%	627	591	94.26%
Kauai	321	314	97.82%	321	310	96.57%	321	312	97.20%	321	311	96.88%	321	303	94.39%	321	304	94.70%	321	303	94.39%
Maui	196	181	92.35%	196	181	92.35%	196	178	90.82%	196	176	89.80%	196	183	93.37%	196	175	89.29%	196	177	90.31%
Oahu	3,576	3,450	96.48%	3,576	3,456	96.64%	3,576	3,436	96.09%	3,576	3,419	95.61%	3,575	3,407	95.30%	3,575	3,388	94.77%	3,575	3,380	94.55%
Total	4,720	4,543	96.25%	4,720	4,544	96.27%	4,720	4,521	95.78%	4,720	4,502	95.38%	4,719	4,480	94.94%	4,719	4,461	94.53%	4,719	4,451	94.32%

Occupancy Rate



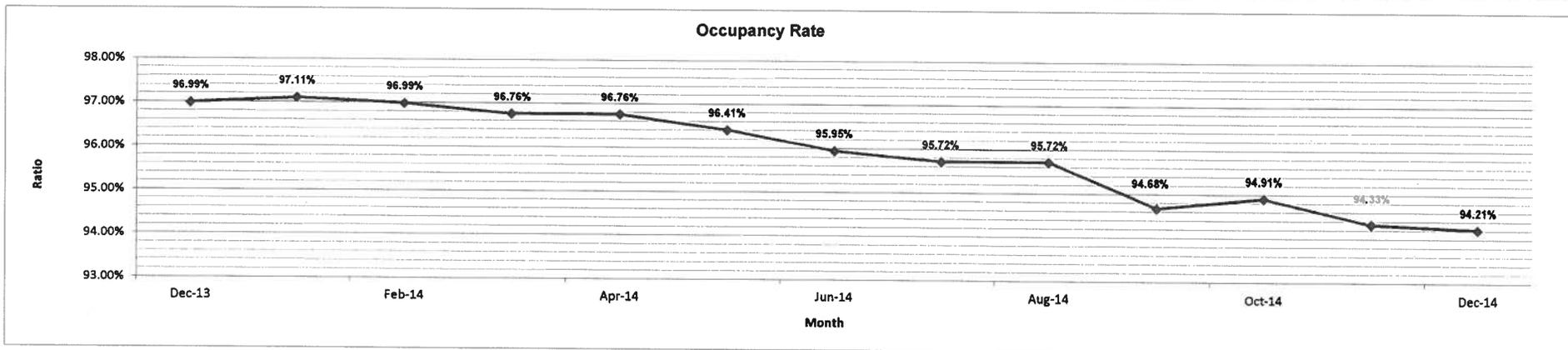
STATE PUBLIC HOUSING

Occupancy from December 2013 to December 2014

	Dec-13			Jan-14			Feb-14			Mar-14			Apr-14			May-14		
	Total Units	Occ Units	Ratio															
Hawaii	56	53	94.64%	56	53	94.64%	56	52	92.86%	56	54	96.43%	56	53	94.64%	56	53	94.64%
Kauai	26	25	96.15%	26	25	96.15%	26	26	100.00%	26	25	96.15%	26	26	100.00%	26	26	100.00%
Mauai	32	24	75.00%	32	24	75.00%	32	26	81.25%	32	24	75.00%	32	24	75.00%	32	23	71.88%
Oahu	750	736	98.13%	750	737	98.27%	750	734	97.87%	750	733	97.73%	750	733	97.73%	750	731	97.47%
Total	864	838	96.99%	864	839	97.11%	864	838	96.99%	864	836	96.76%	864	836	96.76%	864	833	96.41%

Cumulative (12 Months)	
12/13 - 12/14	
Units	11,232
Tenants	10,770
Ratio	95.89%

	Jun-14			Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14		
	Total Units	Occ Units	Ratio																		
Hawaii	56	52	92.86%	56	52	92.86%	56	52	92.86%	56	50	89.29%	56	50	89.29%	56	49	87.50%	56	51	91.07%
Kauai	26	26	100.00%	26	26	100.00%	26	26	100.00%	26	26	100.00%	26	26	100.00%	26	25	96.15%	26	25	96.15%
Mauai	32	23	71.88%	32	23	71.88%	32	22	68.75%	32	21	65.63%	32	21	65.63%	32	21	65.63%	32	19	59.38%
Oahu	750	728	97.07%	750	726	96.80%	750	727	96.93%	750	721	96.13%	750	723	96.40%	750	720	96.00%	750	719	95.87%
Total	864	829	95.95%	864	827	95.72%	864	827	95.72%	864	818	94.68%	864	820	94.91%	864	815	94.33%	864	814	94.21%



**Federal LIPH
HPHA Island Overview Report
as of 12/31/2014**

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	591	32	94.26%	5	5	1	2	Average Income	35	0.39%	7.03	3.47
Kauai	321	303	17	94.39%	6	6	3	0	Low Income (80%)	63	0.70%	2.82	1.80
Maui	196	177	19	90.31%	3	2	0	0	Very Low Inc. (50%)	379	4.22%	2.61	1.78
Oahu	3,575	3,380	156	94.55%	20	29	11	20	Extremely Low Inc. (30%)	8,505	94.69%	2.43	1.65
Total	4,719	4,451	224	94.32%	34	42	15	22		8,982	100.00%	2.46	1.67

Island	Non Vacated Delinquencies***				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	120	\$ 38,829.60	32	\$ 12,682.42	\$ 131,498.00	\$ 110,539.92	84.06%
Kauai	113	\$ 61,189.32	63	\$ 51,950.89	\$ 90,786.00	\$ 60,950.89	67.14%
Maui	78	\$ 25,918.36	22	\$ 20,064.00	\$ 69,940.52	\$ 57,718.89	82.53%
Oahu	547	\$ 228,688.15	204	\$ 109,865.00	\$ 1,000,645.99	\$ 868,347.12	86.78%
Total	858	\$ 354,625.43	321	\$ 194,562.31	\$ 1,292,870.51	\$ 1,097,556.82	84.89%

* 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 12/31/2014**

AMP	Occupancy*							
	Total Available Units	Total Occupied Units	Total Vacant Units (excludes rent ready)	Occupancy Ratio	Move-Ins	Move-Outs	Transfers	Units Rent Ready
30P-Aiea	363	312	48	85.95%	4	12	7	2
31P-KVH	373	351	8	94.10%	2	4	3	5
32P-MWH	364	356	8	97.80%	0	1	0	0
33P-Kam/Kaamanu	373	362	10	97.05%	1	3	1	1
34P-Kalakaua	583	573	5	98.28%	6	3	0	5
35P-Kalanihiua	587	577	7	98.30%	4	3	0	3
37P-Hilo	322	292	29	90.68%	1	3	0	0
38P-Kauai	321	303	17	94.39%	6	6	3	0
39P-Maui	196	177	19	90.31%	3	2	0	0
40P-KPT	170	166	2	97.65%	0	0	0	2
43P-Kona	202	198	2	98.02%	1	2	1	2
44P-Leeward Oahu	260	238	22	91.54%	1	2	0	0
45P-Windward Oahu	235	219	5	93.19%	0	1	0	2
46P-Kamuela	103	101	1	98.06%	3	0	0	0
49P-Central Oahu	149	131	18	87.92%	0	0	0	0
50P-Palolo	118	95	23	80.51%	2	0	0	0
Total	4,719	4,451	224	94.32%	34	42	15	22

AMP	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	12	3,547.25	4	6,440.00	\$ 96,888.00	\$ 94,208.34	97.23%
31P-KVH	87	12,947.63	48	7,952.53	\$ 110,525.72	\$ 102,941.00	93.14%
32P-MWH	56	25,535.44	12	7,713.71	\$ 115,709.00	\$ 100,978.00	87.27%
33P-Kam/Kaamanu	44	20,950.06	15	7,059.35	\$ 100,870.00	\$ 88,442.54	87.68%
34P-Kalakaua	55	20,530.00	22	24,790.50	\$ 146,582.27	\$ 137,501.27	93.80%
35P-Kalanihiua	21	9,981.00	5	5,241.00	\$ 157,056.00	\$ 150,636.97	95.91%
37P-Hilo	29	9,432.00	10	2,107.00	\$ 68,459.00	\$ 63,139.00	92.23%
38P-Kauai	113	61,189.32	63	51,950.89	\$ 90,786.00	\$ 60,950.89	67.14%
39P-Maui	78	25,918.36	22	20,064.00	\$ 69,940.52	\$ 57,718.89	82.53%
40P-KPT	55	32,888.39	19	12,559.97	\$ 67,615.00	\$ 47,020.54	69.54%
43P-Kona	72	23,276.60	14	5,591.00	\$ 39,731.00	\$ 28,593.87	71.97%
44P-Leeward Oahu	151	63,684.03	58	25,510.11	\$ 70,427.00	\$ 31,355.29	44.52%
45P-Windward Oahu	28	18,779.00	7	5,285.00	\$ 65,949.00	\$ 58,215.50	88.27%
46P-Kamuela	19	6,121.00	8	4,984.42	\$ 23,308.00	\$ 18,807.05	80.69%
49P-Central Oahu	16	7,702.00	7	1,825.00	\$ 40,086.00	\$ 36,337.00	90.65%
50P-Palolo	23	12,143.35	7	5,487.83	\$ 28,938.00	\$ 20,710.67	71.57%
Total	858	\$ 354,625.43	321	\$ 194,562.31	\$ 1,292,870.51	\$ 1,097,556.82	84.89%

* 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).

**State LIPH
HPHA Island Overview Report
as of 12/31/2014**

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	1	91.07%	1	0	0	2	Average Income	21	0.35%	7.43	3.83
Kauai	26	25	1	96.15%	0	0	0	0	Low Income (80%)	39	0.64%	2.24	1.36
Maui	32	19	13	59.38%	0	2	0	0	Very Low Inc. (50%)	299	4.93%	2.38	1.40
Oahu	750	719	13	95.87%	4	4	1	12	Extremely Low Inc. (30%)	5,709	94.08%	2.25	1.42
Total	864	814	28	94.21%	5	6	1	14		6,068	100.00%	2.28	1.43

Island	Non Vacated Delinquencies***				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	20	\$ 9,927.00	5	\$ 3,417.00	\$ 19,213.00	\$ 14,146.56	73.63%
Kauai	6	\$ 2,029.30	4	\$ 1,579.00	\$ 6,278.00	\$ 4,253.00	67.74%
Maui	9	\$ 1,959.00	5	\$ 14,522.00	\$ 3,762.00	\$ 2,526.00	67.15%
Oahu	17	\$ 8,020.81	4	\$ 3,858.00	\$ 231,494.48	\$ 226,403.53	97.80%
Total	52	\$ 21,936.11	18	\$ 23,376.00	\$ 260,747.48	\$ 247,329.09	94.85%

* 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 12/31/2014**

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	25	1	96.15%	0	0	0	0
2205-Kahale Mua	32	19	13	59.38%	0	2	0	0
2206-Lokahi	30	29	0	96.67%	1	0	0	0
2207-Ke Kumu Elua	26	22	1	84.62%	0	0	0	2
2401-Hale Po'ai	206	201	4	97.57%	0	2	0	0
2402-La'iola	108	104	2	96.30%	4	2	1	1
2403-Kamalu-Ho'olulu	221	220	0	99.55%	0	0	0	0
2404-Halia Hale	41	40	0	97.56%	0	0	0	0
Total	864	814	28	94.21%	5	6	1	14

Project	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	1	\$ 222.00	0	\$ -	\$ 20,350.98	\$ 20,057.04	98.56%
2202-Puahala Homes	10	\$ 6,076.81	4	\$ 3,858.00	\$ 40,042.50	\$ 36,332.50	90.73%
2204-Kawailehua	6	\$ 2,029.30	4	\$ 1,579.00	\$ 6,278.00	\$ 4,253.00	67.74%
2205-Kahale Mua	9	\$ 1,959.00	5	\$ 14,522.00	\$ 3,762.00	\$ 2,526.00	67.15%
2206-Lokahi	9	\$ 5,121.00	2	\$ 1,900.00	\$ 11,970.00	\$ 9,650.00	80.62%
2207-Ke Kumu Elua	11	\$ 4,806.00	3	\$ 1,517.00	\$ 7,243.00	\$ 4,496.56	62.08%
2401-Hale Po'ai	0	\$ -	0	\$ -	\$ 59,739.00	\$ 59,739.00	100.00%
2402-La'iola	4	\$ 1,068.00	0	\$ -	\$ 34,746.00	\$ 34,121.99	98.20%
2403-Kamalu-Ho'olulu	2	\$ 654.00	0	\$ -	\$ 66,404.00	\$ 65,941.00	99.30%
2404-Halia Hale	0	\$ -	0	\$ -	\$ 10,212.00	\$ 10,212.00	100.00%
Total	52	\$ 21,936.11	18	\$ 23,376.00	\$ 260,747.48	\$ 247,329.09	94.85%

* Occupancy also counts Scheduled for Modernization Units.

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

**Section 8 Subsidy Programs Branch
Report for November and December 2014**

A. Program Activities

1. Voucher activity for November and December 2014:

- HPHA expended a total of \$1,964,581 (96.3% of eligible HUD funds received) in housing assistance payments to private landlords on behalf of 1930 voucher holders in November 2014. In December 2014, HPHA expended a total \$1,970,130 (96.6% of HUD funds received) on behalf of 1935 voucher holders.
- HPHA expended \$31,563 on behalf of 155 families served under the rent supplement program on Oahu in November 2014. In December 2014, HPHA assisted 154 rent supplement recipients with \$30,694 of assistance.
- As of November 30, 2014, 279 veterans were assisted with Veteran's Administration Supportive Housing Vouchers (VASH). Total monetary assistance was \$201,590. In December 2014, 276 veterans were assisted and \$200,563 was expended.

Waiting List	# of applicants November 2014	# of applicants December 2014	Status
Housing Choice Voucher	414	434	Wait list closed
Kuhio Park Towers	157	161	Wait list closed
Palolo Homes Project Based Section 8	3523	3586	Wait list closed
Rent Supplement Program	793	631	Wait list closed

2. Voucher lease up activity for November and December 2014:

Voucher Type	November 2014			December 2014		
	# leased	# of vacancies	# in housing search	# leased	# of vacancies	# in housing search
Housing Choice Vouchers	7		41	13		47
VASH	4		38	10		34
Kuhio Park Towers	0	3		0	3	
Palolo Homes Project Based Section 8	0	1		1	0	
Port-In (from other agencies)	1		6	1		5

3. Inspections update:

- A total of 83 inspections were performed in November 2014. Of the 83 inspections 28 failed the first time the unit was inspected. The inspections also failed 22 rent comparisons in November 2014. A rent comparison is a procedure required by HUD to determine if the rent the landlord is asking for is in line with current market rents.
- A total of 85 inspections were performed in December 2014. Of the 85 inspections 43 failed the first time the unit was inspected. The inspections also failed 22 rent comparisons in December 2014.
- A total of 29 Housing Quality Standards Quality Control inspections were performed in November 2014. A total of 28 Housing Quality Standards Quality Control inspections were performed in December 2014.

4. Family Self Sufficiency (FSS) Program

- The Family Self Sufficiency (FSS) program assisted 93 Section 8 clients in November 2014. There were 33 active escrow accounts with a total deposit of \$3656 in November 2014.
- The Family Self Sufficiency (FSS) program assisted 61 Section 8 clients in December 2014. There were 35 active escrow accounts with a total deposit of \$3826 in December 2014.

**Hearings Office
Report for the Months of November and December 2014**

A. Program Activities

- Eviction cases heard for months of November and December 2014, there were a total of 41 cases, 32 for rent, and 8 for non-rent. For December 2013 through December 2014, a total of 266 cases were referred with a total of 97 families evicted for this period.
- Monitor Statewide AMP rent delinquencies and submit monitoring report to Office of the Executive Director and Property Management Branch.
- The Hearings Office welcomed Leinala Richardson to the HPHA family to serve as the Hearings Assistant to the Hearings Office. Ms. Richardson will be responsible for scheduling the administrative eviction hearings in a timely manner to address the rent delinquencies and criminal activities to maintain the health and safety of all the public housing projects.
- Continue to work with the new managers in preparing their criminal cases for success before the eviction board.

B. Planned Activities

- Evaluate, review and revise eviction referrals for compliance with Hawaii Revised Statutes (HRS), Section 356D, Hawaii Administrative Rules, 17-2020 and the Admissions and Occupancy Policy (ACOP) Manual.
- Schedule and conduct federal statewide administrative eviction hearings in compliance with federal and state laws, rules, and regulations.
- Prepare findings of facts, conclusions of law, decision and order, subpoena police reports and witnesses for criminal cases.
- Schedule breach of conditions cases for due process hearings and prepare findings of fact, conclusions of law, decision and order.
- Continue to recruit resident and non-resident statewide eviction board members for the required board quorum.
- Conduct eviction hearings through video conference with neighbor island AMPS, which include Kauai, Maui, Hilo and Kona.

HEARINGS OFFICE-STATEWIDE FEDERAL EVICTION REFERRALS-November-December 2014

Total # of Cases Heard for the Months of November-December 2014= 41 cases

Decisions Rendered:	Rent Violations	Other Violations	
Eviction	11	3	
Evict w/cond	9	3	
10-day cure	0	1	
Withdrawn/Dismiss	5	0	
Continued	7	2	
Totals	<u>32</u>	<u>9</u>	Total = 41

Delinquent Balances

AMP30-Puuwai Momi=\$1,000, AMP31-KVH=\$3,379, AMP38-Kauai=\$2,273
 AMP 43- Kona=\$1,654 AMP 50- Palolo \$1,200

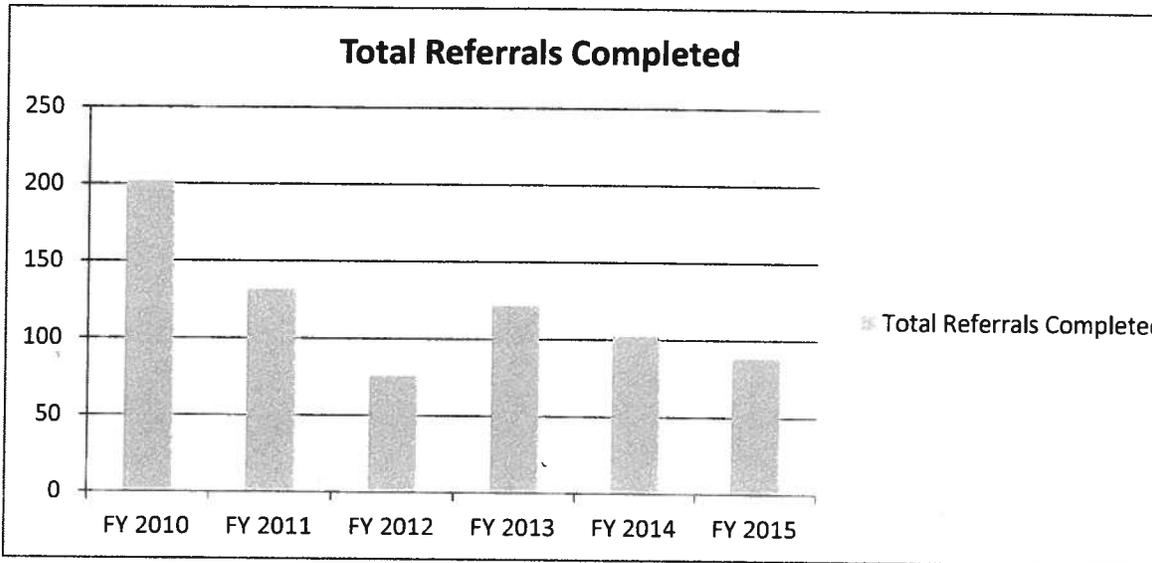
REFERRALS				RESULT OF EVICTION REFERRAL					
REASON FOR REFERRAL			Other						
MONTH	Total	Rent		Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
FY 2010	263	223	40	109	83	4	6	61	202
FY 2011	178	140	38	68	54	5	5	46	132
FY 2012	106	84	22	40	32	1	3	30	76
FY 2013	160	119	41	76	37	3	6	38	122
FY 2014	153	121	32	62	41	0	13	37	103
FY 2015	150	113	37	54	37	2	13	44	89

December 2013 - December 2014

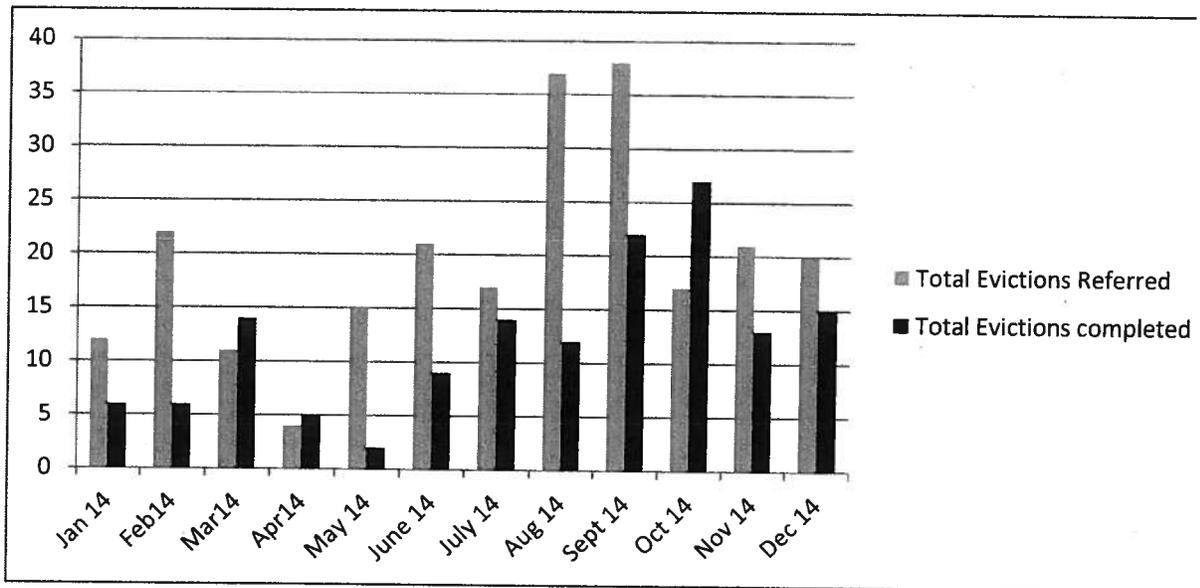
REFERRALS				RESULT OF EVICTION REFERRAL					
REASON FOR REFERRAL			Other						
MONTH	Total	Rent		Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
Dec 13	8	6	2	4	2	0	1	1	6
Jan 14	12	12	0	3	3	0	0	6	6
Feb14	22	16	6	9	5	0	3	5	14
Mar14	11	9	2	2	3	0	2	4	5
Apr14	4	4	0	2	0	0	0	2	2
May 14	15	9	6	4	5	0	2	4	9
June 14	21	18	3	9	5	0	2	5	14
July 14	17	13	4	10	1	1	0	5	12
Aug 14	37	30	7	11	8	0	3	15	22
Sept 14	38	26	12	13	11	0	3	11	27
Oct 14	17	12	5	6	5	1	1	4	13
Nov 14	21	17	4	6	8	0	1	6	15
Dec 14	20	15	5	8	4	0	5	3	17
TOTALS	266	202	64	97	67	3	24	76	179

090

FY 2010-FY 2015



January 2014-December 2014



Prepared and Reviewed by Renee Blondin-Nip on December 31, 2014

Fiscal Management Office
Variance report for November 2014

Revenue – November

HUD Operating Subsidies \$736,938 or 12% more than budget

The main contributor to the favorable variance is that Section 8 Contract Administration program received \$896,993 more subsidy than budget; whereas AMPs as combined received \$126,765 less than budget.

CFP Grant Income \$136,560 or 100% less than budget

In budget, the estimated CFP Grant Income is spread out among the 12 months. There was no actual draw on CFP Grant in month of November.

State CIP Fund \$259,123 or 100% less than budget

For FY15, costs of unit turnarounds are budgeted to be funded by State Capital Improvement Fund (State CIP). The actual cost has yet charged against the newly released SLH 2014 appropriation.

Other Income \$803,405 or 75% less than budget

The main reason is \$861,765 less income than budget in COCC. The amount represents the difference between work orders actually being charged to beneficiary AMPs and State housing projects and the budgeted amounts.

Revenue – YTD

CFP Grant Income \$885,919 or 100% less than budget

In budget, the estimated CFP Grant Income is spread out among the 12 months. There has been no actual draw on CFP Grant Income this fiscal year.

State CIP Fund \$1,462,923 or 100% less than budget

For FY15, costs of unit turnarounds are budgeted to be funded by State CIP. The actual cost has yet charged against the newly released SLH 2014 appropriation.

Grant Income \$222,485 or 11% less than budget

The Grant Income is recognized when State general fund for repair and maintenance is used to pay for protective services and repair and maintenance contracts for federal and state housing units. Actual payments of such contracts are lower than budgeted for fiscal year-to-date.

Other Income \$2,731,024 or 63% less than budget

The main reason is \$2,897,068 less income than budget in COCC. The amount represents the difference between work orders actually charged to beneficiary AMPs and State housing projects and the budgeted amounts, and the federal capital fund Administration portion that has not been drawn yet.

Expenses - November

Administrative \$217,305 or 14% less than budget, a favorable variance

The noticeable favorable variances include budget savings of salary and benefit of \$187,066, Legal Expense of \$42,337 at COCC, and Administrative – Other of \$90,649. The favorable variances are offset by budget overruns for Building Supplies of \$67,104, and auditing fees of \$120,611 which was booked for the period services were provided, whereas the auditing fee was spread out in 12 months.

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

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

Housing Assistance Payments \$656,527 or 17% greater than budget

Mainly due to \$632,739 more payment than budget for Section 8 Contract Administration program, related to \$896,993 more HUD subsidy received than budget.

Tenant Services \$2,459 or 18% greater than budget

It mainly because of \$3,629 budget savings for all AMPs combined, offset by budget overrun of \$7,395 for Housing Choice Voucher program.

Protective Services \$115,844 or 60% more than budget

The main contributors are \$23,815, \$42,123 and \$66,432 budget overruns of contracted Protective Services for AMP30, AMP31 and AMP32, respectively.

Bad Debt Expense \$24,447 or 100% less than budget

Mainly because no actual write-offs.

General Expenses \$6,214 or 51% greater than budget

This variance mainly due to budget overrun of motor vehicle rental of \$6,952 at COCC.

Expenses – YTD

Administrative \$1,036,616 or 15% less than budget, a favorable variance

The noticeable favorable variances include budget savings of Salary and Benefit of \$426,821, Administrative – Other of 448,387, Legal Expense in COCC of \$243,385, Office Expense of \$46,110, offset by budget overrun of \$175,758 at COCC for Equipment expense.

Asset Management Fees \$151,685 or 100% less than budget

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

Housing Assistance Payments \$2,785,143 or 14% greater than budget

Mainly due to \$2,951,641 more payment made than budget for Section 8 Contract Administration program, related to \$2,932,489 more HUD subsidy received than budget.

Tenant Services \$263,313 or 359% greater than budget

It contains budget overruns of \$214,578 relocation cost for Kalihi Valley Homes, and \$80,679 for Section 8 program related to contract with City & County of Honolulu managing the Family Self Sufficiency (FSS) program.

Maintenance \$1,407,475 or 16% less than budget, a favorable variance

It consists of following major variances: main budget saving are \$790,045 for Maintenance Material and Supplies, and \$1,206,968 for Contracted Costs, offset by budget overruns of \$688,227 of Work Order.

Protective Services \$98,457 or 10% less than budget, a favorable variance

The main contributor is \$87,200 for AMP40.

Bad Debt Expense \$29,499 or 24% less than budget

The variance is mainly due to budget savings of \$\$13,140 for AMP35 and \$9,750 for AMP30.

General Expenses \$289,341 or 359% greater than budget

The variance consists of clearing account of \$90,876 for AMPs and \$190,645 for COCC, not yet allocated to cost categories for this fiscal year.

HAWAII PUBLIC HOUSING AUTHORITY

Agency Total

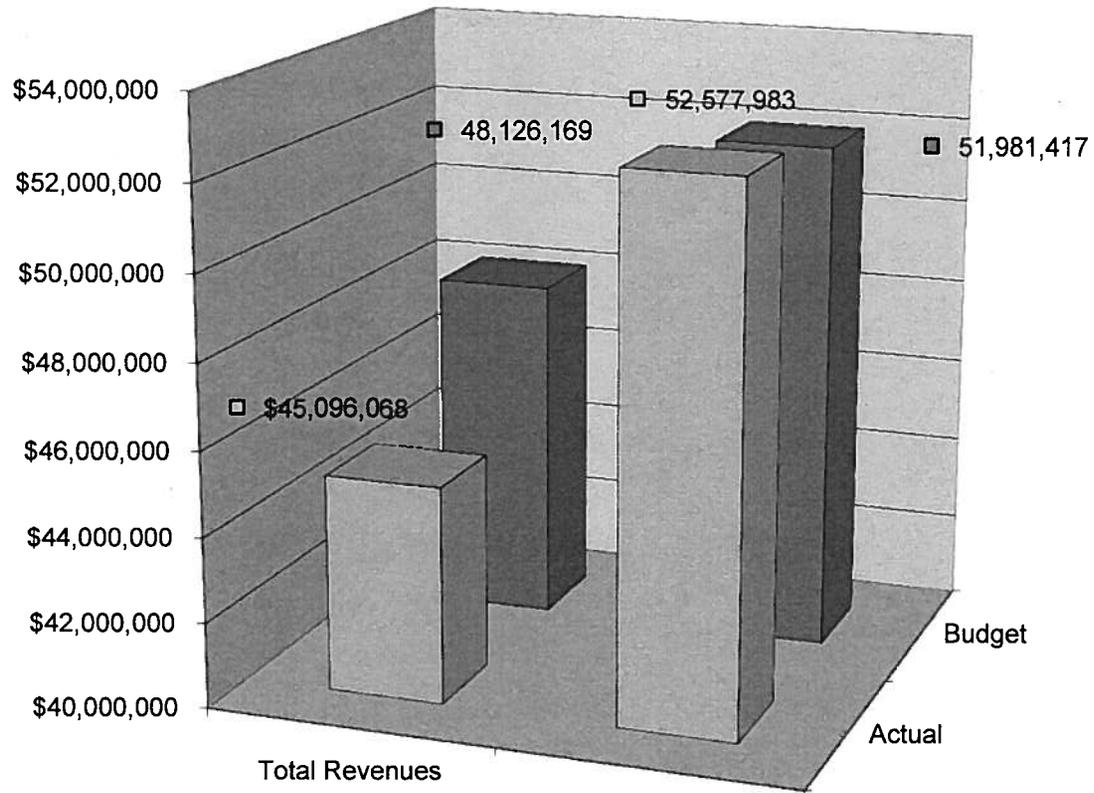
Actual vs Budget Comparison

For the Month of November 2014, and the 5 Months ended November 30, 2014

(Amounts in Full Dollars)

Month of November 2014				Year to Date ended November 30, 2014							
Actual	Budget	Variance Amount	%	Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%	
REVENUES											
1,511,951	1,419,558	92,393	7%	Dwelling Rental Income	7,187,285	7,067,206	120,079	2%	6,681,470	505,815	8%
6,824,307	6,087,369	736,938	12%	HUD Operating Subsidies	32,647,287	30,436,845	2,210,442	7%	28,161,719	4,485,568	16%
-	136,560	(136,560)	-100%	CFP Grant Income	-	885,919	(885,919)	-100%	-	-	0%
373,993	389,480	(15,486)	-4%	COCC Fee Income	1,889,043	1,947,315	(58,272)	-3%	1,917,516	(28,473)	-1%
-	259,123	(259,123)	-100%	State CIP Fund	-	1,462,923	(1,462,923)	-100%	-	-	0%
379,290	375,337	3,953	1%	Grant Income	1,751,374	1,973,859	(222,485)	-11%	1,998,773	(247,399)	-12%
262,170	1,065,575	(803,405)	-75%	Other Income	1,621,078	4,352,102	(2,731,024)	-63%	2,383,991	(762,912)	-32%
\$ 9,351,712	9,733,002	(381,290)	-4%	Total Revenues	\$ 45,096,068	48,126,169	(3,030,101)	-6%	41,143,469	3,952,599	10%
EXPENSES											
1,301,423	1,518,728	217,305	14%	Administrative	6,108,138	7,144,754	1,036,616	15%	5,241,148	(866,991)	-17%
-	30,337	30,337	100%	Asset Management Fees	-	151,685	151,685	100%	-	-	0%
391,901	406,429	14,528	4%	Management Fees	1,907,619	2,031,750	124,131	6%	2,008,610	100,991	5%
54,093	56,470	2,377	4%	Bookkeeping Fees	273,253	282,264	9,011	3%	276,524	3,271	1%
4,556,927	3,900,400	(656,527)	-17%	Housing Assistance Payments	22,290,143	19,505,000	(2,785,143)	-14%	20,402,817	(1,887,326)	-9%
16,069	13,610	(2,459)	-18%	Tenant Services	336,760	73,447	(263,313)	-359%	148,158	(188,602)	-127%
1,137,895	1,189,987	52,092	4%	Utilities	5,875,611	5,951,113	75,502	1%	5,735,822	(139,789)	-2%
1,640,007	1,763,499	123,492	7%	Maintenance	7,584,731	8,992,206	1,407,475	16%	6,947,750	(636,981)	-9%
310,491	194,647	(115,844)	-60%	Protective Services	862,372	960,829	98,457	10%	728,454	(133,917)	-18%
73,111	71,658	(1,453)	-2%	Insurance	364,353	358,228	(6,125)	-2%	381,045	16,693	4%
1,302,546	1,289,920	(12,626)	-1%	Depreciation Expense	6,512,730	6,449,600	(63,130)	-1%	6,139,399	(373,331)	-6%
(99)	24,378	24,477	100%	Bad Debt Expense	92,391	121,890	29,499	24%	(9,333)	(101,724)	-1090%
18,397	12,183	(6,214)	-51%	General Expenses	369,882	80,541	(289,341)	-359%	510,592	140,711	28%
10,802,760	10,472,246	(330,514)	-3%	Total Expenses	52,577,983	52,103,307	(474,676)	1%	48,510,986	(4,066,997)	-8%
(1,451,049)	(739,245)	(711,804)	-96%	Net Income(Loss)	\$ (7,481,916)	\$ (3,977,138)	(3,504,778)	-88%	(7,367,518)	(114,398)	-2%
CASH BASIS:											
(1,451,049)	(739,245)	(711,804)	-96%	Net Income(loss) per Above	(7,481,916)	(3,977,138)	(3,504,778)	-88%	(7,367,518)	114,398	-2%
Add back non cash items:											
1,302,546	1,289,920	12,626	1%	Depreciation Expense	6,512,730	6,449,600	63,130	-1%	6,139,399	373,331	6%
(99)	24,378	(24,477)	100%	Bad Debt Expense	92,391	48,754	43,637	-90%	(9,333)	101,724	1090%
(148,602)	575,054	(723,655)	-126%	TOTAL CASH BASIS	\$ (876,794)	2,521,216	(3,398,010)	-135%	(1,237,452)	589,454	29%

HPHA November 30, 2014 Actual vs Budget



	Total Revenues	
Actual	\$45,096,068	52,577,983
Budget	48,126,169	51,981,417

HAWAII PUBLIC HOUSING AUTHORITY
Consolidated Balance Sheet
Agency Total (Funds 130 To 150, 007, 020, 024, 181, 265, 318 & 337)
As of November 30, 2014 and October 31, 2014

	As of November 30 2014	As of October 31 2014	Increase (Decrease)
ASSETS:			
Cash	63,429,268	64,140,523	(711,255)
Receivables:			
Tenant Receivables	3,963,157	3,910,572	52,584
Other	1,286,952	1,009,431	277,521
Less Allowance for Doubtful Accounts	(3,136,933)	(3,134,567)	(2,366)
Total receivables	<u>2,113,175</u>	<u>1,785,437</u>	<u>327,738</u>
Accrued Interest	2,041,155	2,041,084	71
Prepaid Expenses	471,168	497,911	(26,744)
Inventories	554,073	560,766	(6,693)
Interprogram Due From	94,064	1,679,020	(1,584,956)
Total Current Assets	<u>68,702,903</u>	<u>70,704,741</u>	<u>(2,001,839)</u>
Property, Plant & Equipment:			
Land	21,451,327	21,451,327	-
Buildings	565,842,067	565,842,067	-
Furniture & Equipment	5,254,159	5,254,159	-
Motor vehicles	528,661	528,661	-
Construction in Progress	32,015,414	32,015,414	-
Less: Accumulated Depreciation	(336,458,949)	(335,156,403)	(1,302,546)
Notes, Loans & Mortgage Receivable-Non Current	8,716,630	8,716,630	-
Other Long term assets	-	-	-
Total Assets	<u>\$ 366,052,211</u>	<u>369,356,596</u>	<u>(3,304,385)</u>
LIABILITIES AND NET ASSETS			
Accounts Payable	1,396,569	2,890,603	(1,494,034)
Accrued Expenses	-	-	-
Accrued Salaries & Wages	766,061	766,061	-
Accrued Vacation	1,401,500	1,401,500	-
Tenant Security Deposits	778,023	780,846	(2,823)
Other Liabilities & Deferred Income	2,436,736	2,802,246	(365,511)
Interprogram Due To	-	-	-
Total Current Liabilities	<u>6,778,888</u>	<u>8,641,256</u>	<u>(1,862,368)</u>
Accrued Pension and OPEB Liability	12,414,722	12,414,722	-
Accrued Liabilities - Long Term	86,786	79,134	7,652
Net Assets			
Investment in capital assets	288,632,679	289,935,225	(1,302,546)
Restricted Net Assets	3,322,654	3,322,654	-
Unrestricted Net Assets	62,298,397	60,994,471	1,303,926
Net Income Year to Date	(7,481,916)	(6,030,867)	(1,451,049)
Total Net Assets	<u>346,771,814</u>	<u>348,221,483</u>	<u>(1,449,669)</u>
Total Liabilities & Net Assets	<u>\$ 366,052,211</u>	<u>369,356,596</u>	<u>(3,304,385)</u>

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program
Actual vs Budget Comparison
For the Month of November 2014, and the 5 Months ended November 30, 2014
(Amounts in Full Dollars)

<u>Month of November 2014</u>				<u>Year to Date ended November 30, 2014</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>		<u>Amount</u>	<u>%</u>
				REVENUES							
1,254,496	1,175,494	79,002	7%	Dwelling Rental Income	5,919,562	5,846,886	72,676	1%	5,412,214	507,349	9%
1,794,754	1,921,519	(126,765)	-7%	HUD Operating Subsidies	9,013,839	9,607,595	(593,756)	-6%	7,864,045	1,149,794	15%
-	136,560	(136,560)	-100%	CFP Grant Income	-	885,919	(885,919)	-100%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
-	259,123	(259,123)	-100%	State CIP Fund	-	1,462,923	(1,462,923)	-100%	-	-	0%
293,662	158,349	135,313	85%	Grant Income	869,198	816,745	52,453	6%	-	869,198	100%
55,040	28,186	26,854	95%	Other Income	203,679	139,439	64,240	46%	586,768	(383,089)	-65%
\$ 3,397,951	3,679,231	(281,280)	-8%	Total Revenues	\$ 16,006,279	18,759,507	(2,753,228)	-15%	13,863,027	2,143,252	15%
				EXPENSES							
487,650	484,009	(3,641)	-1%	Administrative	2,117,084	2,357,936	240,852	10%	1,931,652	(185,432)	-10%
-	22,217	22,217	100%	Asset Management Fees	-	111,085	111,085	100%	-	-	0%
245,720	255,433	9,713	4%	Management Fees	1,241,242	1,276,833	35,591	3%	1,262,358	21,115	2%
33,458	34,816	1,359	4%	Bookkeeping Fees	168,810	174,002	5,192	3%	171,420	2,610	2%
-	-	-	0%	Housing Assistance Payments	3,789	-	(3,789)	-100%	9,389	5,600	60%
8,524	12,153	3,629	30%	Tenant Services	254,984	66,162	(188,822)	-285%	44,965	(210,019)	-467%
931,937	1,025,349	93,412	9%	Utilities	4,869,975	5,128,255	258,280	5%	4,776,813	(93,162)	-2%
1,235,952	1,255,805	19,853	2%	Maintenance	5,629,100	6,408,926	779,826	12%	4,932,133	(696,967)	-14%
309,312	193,492	(115,820)	-60%	Protective Services	857,872	955,054	97,182	10%	724,263	(133,609)	-18%
60,750	57,270	(3,480)	-6%	Insurance	300,129	286,288	(13,841)	-5%	304,277	4,149	1%
1,105,722	1,105,722	-	0%	Depreciation Expense	5,528,610	5,528,610	-	0%	5,205,813	(322,797)	-6%
(99)	19,498	19,597	101%	Bad Debt Expense	92,391	97,490	5,099	5%	(9,333)	(101,724)	-1090%
(26,216)	7,341	33,557	457%	General Expenses	102,453	36,705	(65,748)	-179%	229,888	127,435	55%
4,392,709	4,473,105	80,396	2%	Total Expenses	21,166,439	22,427,346	1,260,907	6%	19,583,638	(1,582,801)	-8%
\$ (994,757)	(793,874)	(200,883)	-25%	Net Income(Loss)	\$ (5,160,160)	(3,667,839)	(1,492,321)	-41%	(5,720,611)	560,451	10%
				CASH BASIS:							
(994,757)	(793,874)	(200,883)	-25%	Net Income(loss) per Above	(5,160,160)	(3,667,839)	(1,492,321)	-41%	(5,720,611)	560,451	10%
1,105,722	1,105,722	-	0%	Add back non cash items:							
(99)	19,498	(19,597)	101%	Depreciation Expense	5,528,610	5,528,610	-	0%	5,205,813	322,797	6%
				Bad Debt Expense	92,391	97,490	(5,099)	5%	(9,333)	101,724	1090%
\$ 110,865	331,346	(220,481)	-67%	TOTAL CASH BASIS	\$ 460,841	1,958,261	(1,497,420)	-76%	(524,131)	984,973	188%

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison

For the Month of November 2014, and the 5 Months ended November 30, 2014

(Amounts in Full Dollars)

Month of November 2014				Year to Date ended November 30, 2014								
Actual	Budget	Variance		ACCRUAL BASIS	Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
REVENUES												
365,114	393,391	(28,277)	-7%	Asset Management Project - 30	1,680,514	1,988,270	(307,756)	-15%	1,511,539	168,975	11%	
355,422	314,830	40,592	13%	Asset Management Project - 31	1,489,347	1,699,150	(209,803)	-12%	1,119,072	370,276	33%	
377,672	419,648	(41,976)	-10%	Asset Management Project - 32	1,587,553	2,049,466	(461,913)	-23%	1,245,115	342,438	28%	
246,215	270,358	(24,143)	-9%	Asset Management Project - 33	1,163,786	1,351,790	(188,004)	-14%	1,052,346	111,440	11%	
357,388	384,188	(26,800)	-7%	Asset Management Project - 34	1,767,817	1,920,940	(153,123)	-8%	1,623,111	144,707	9%	
408,135	415,831	(7,696)	-2%	Asset Management Project - 35	1,943,662	2,079,155	(135,493)	-7%	1,685,616	258,046	15%	
158,008	181,041	(23,033)	-13%	Asset Management Project - 37	784,710	953,337	(168,627)	-18%	685,156	99,554	15%	
190,085	228,056	(37,971)	-17%	Asset Management Project - 38	935,994	1,227,909	(291,915)	-24%	880,846	55,148	6%	
146,847	165,892	(19,045)	-11%	Asset Management Project - 39	684,841	829,400	(144,559)	-17%	562,505	122,337	22%	
137,719	165,675	(27,956)	-17%	Asset Management Project - 40	675,627	854,297	(178,670)	-21%	695,160	(19,533)	-3%	
123,442	145,956	(22,514)	-15%	Asset Management Project - 43	604,294	808,684	(204,390)	-25%	530,868	73,426	14%	
169,932	203,781	(33,849)	-17%	Asset Management Project - 44	853,946	1,017,829	(163,883)	-16%	692,946	161,000	23%	
115,088	143,754	(28,666)	-20%	Asset Management Project - 45	631,236	723,943	(92,707)	-13%	552,832	78,404	14%	
60,277	57,157	3,120	5%	Asset Management Project - 46	283,573	298,484	(14,911)	-5%	246,819	36,754	15%	
97,137	104,752	(7,615)	-7%	Asset Management Project - 49	482,245	529,362	(47,117)	-9%	415,660	66,585	16%	
89,472	84,921	4,551	5%	Asset Management Project - 50	437,133	427,491	9,642	2%	363,438	73,695	20%	
\$ 3,397,951	3,679,231	(281,280)	-8%	Total Revenues	\$ 16,006,279	18,759,507	(2,753,228)	-15%	13,863,027	2,143,252	15%	
NET INCOME(LOSS)												
(51,894)	(72,103)	20,209	28%	Asset Management Project - 30	(432,387)	(306,742)	(125,645)	-41%	(648,594)	216,208	33%	
(140,373)	(122,702)	(17,671)	-14%	Asset Management Project - 31	(883,863)	(475,320)	(408,543)	-86%	(807,687)	(76,176)	-9%	
(103,656)	90,915	(194,571)	-214%	Asset Management Project - 32	(439,564)	355,252	(794,816)	-224%	(266,318)	(173,247)	-65%	
(98,981)	(44,696)	(54,285)	-121%	Asset Management Project - 33	(375,325)	(289,194)	(86,131)	-30%	(365,606)	(9,720)	-3%	
(16,282)	(23,827)	7,545	32%	Asset Management Project - 34	(25,017)	(51,258)	26,241	51%	(9,873)	(15,144)	-153%	
(9,261)	(37,776)	28,515	75%	Asset Management Project - 35	(95,469)	(154,804)	59,335	38%	(180,274)	84,804	47%	
(136,948)	(155,920)	18,972	12%	Asset Management Project - 37	(715,551)	(728,729)	13,178	2%	(914,529)	198,978	22%	
(40,400)	(79,707)	39,307	49%	Asset Management Project - 38	(260,332)	(270,462)	10,130	4%	(181,369)	(78,962)	-44%	
(61,082)	(42,332)	(18,750)	-44%	Asset Management Project - 39	(295,507)	(293,744)	(1,763)	-1%	(356,059)	60,552	17%	
9,607	(14,027)	23,634	168%	Asset Management Project - 40	(126,696)	(30,349)	(96,346)	-317%	(200,790)	74,094	37%	
(106,364)	(90,665)	(15,699)	-17%	Asset Management Project - 43	(393,469)	(390,876)	(2,593)	-1%	(461,238)	67,769	15%	
(62,322)	(63,717)	1,395	2%	Asset Management Project - 44	(393,097)	(384,171)	(8,926)	-2%	(498,348)	105,251	21%	
(54,908)	(41,796)	(13,112)	-31%	Asset Management Project - 45	(289,456)	(205,899)	(83,557)	-41%	(371,741)	82,285	22%	
(77,036)	(57,764)	(19,272)	-33%	Asset Management Project - 46	(271,549)	(250,676)	(20,873)	-8%	(251,844)	(19,705)	-8%	
(69,306)	(49,272)	(20,034)	-41%	Asset Management Project - 49	(268,284)	(239,512)	(28,772)	-12%	(276,690)	8,406	3%	
24,450	11,515	12,935	112%	Asset Management Project - 50	105,404	48,645	56,759	117%	70,348	35,056	50%	
(994,757)	(793,874)	(200,883)	-25%	Total Net Income(Loss)	\$ (5,160,160)	(3,667,839)	(1,492,321)	-41%	(5,720,611)	560,451	10%	

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison

For the Month of November 2014, and the 5 Months ended November 30, 2014

(Amounts in Full Dollars)

Month of November 2014				Year to Date ended November 30, 2014								
Actual	Budget	Variance		CASH BASIS	Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
REVENUES												
365,114	393,391	(28,277)	-7%	Asset Management Project - 30	1,680,514	1,988,270	(307,756)	-15%	1,511,539	168,975	11%	
355,422	314,830	40,592	13%	Asset Management Project - 31	1,489,347	1,699,150	(209,803)	-12%	1,119,072	370,276	33%	
377,672	419,648	(41,976)	-10%	Asset Management Project - 32	1,587,553	2,049,466	(461,913)	-23%	1,245,115	342,438	28%	
246,215	270,358	(24,143)	-9%	Asset Management Project - 33	1,163,786	1,351,790	(188,004)	-14%	1,052,346	111,440	11%	
357,388	384,188	(26,800)	-7%	Asset Management Project - 34	1,767,817	1,920,940	(153,123)	-8%	1,623,111	144,707	9%	
408,135	415,831	(7,696)	-2%	Asset Management Project - 35	1,943,662	2,079,155	(135,493)	-7%	1,685,616	258,046	15%	
158,008	181,041	(23,033)	-13%	Asset Management Project - 37	784,710	953,337	(168,627)	-18%	685,156	99,554	15%	
190,085	228,056	(37,971)	-17%	Asset Management Project - 38	935,994	1,227,909	(291,915)	-24%	880,846	55,148	6%	
146,847	165,892	(19,045)	-11%	Asset Management Project - 39	684,841	829,400	(144,559)	-17%	562,505	122,337	22%	
137,719	165,675	(27,956)	-17%	Asset Management Project - 40	675,627	854,297	(178,670)	-21%	695,160	(19,533)	-3%	
123,442	145,956	(22,514)	-15%	Asset Management Project - 43	604,294	808,684	(204,390)	-25%	530,868	73,426	14%	
169,932	203,781	(33,849)	-17%	Asset Management Project - 44	853,946	1,017,829	(163,883)	-16%	692,946	161,000	23%	
115,088	143,754	(28,666)	-20%	Asset Management Project - 45	631,236	723,943	(92,707)	-13%	552,832	78,404	14%	
60,277	57,157	3,120	5%	Asset Management Project - 46	283,573	298,484	(14,911)	-5%	246,819	36,754	15%	
97,137	104,752	(7,615)	-7%	Asset Management Project - 49	482,245	529,362	(47,117)	-9%	415,660	66,585	16%	
89,472	84,921	4,551	5%	Asset Management Project - 50	437,133	427,491	9,642	2%	363,438	73,695	20%	
\$ 3,397,951	3,679,231	(281,280)	-8%	Total Revenues	\$ 16,006,279	18,759,507	(2,753,228)	-15%	13,863,027	2,143,252	15%	
NET INCOME(LOSS)												
47,220	27,676	19,544	71%	Asset Management Project - 30	63,183	192,153	(128,970)	-67%	(145,257)	208,440	143%	
37,521	57,142	(19,621)	-34%	Asset Management Project - 31	5,607	423,900	(418,293)	-99%	3,160	2,447	77%	
(79,260)	116,311	(195,571)	-168%	Asset Management Project - 32	(314,616)	482,232	(796,848)	-165%	(160,868)	(153,748)	-96%	
(36,294)	20,313	(56,607)	-279%	Asset Management Project - 33	(56,400)	35,851	(92,251)	-257%	(55,838)	(563)	-1%	
45,620	38,375	7,245	19%	Asset Management Project - 34	288,887	259,752	29,135	11%	211,548	77,339	37%	
72,155	46,726	25,429	54%	Asset Management Project - 35	313,631	267,706	45,925	17%	170,796	142,834	84%	
10,683	(7,167)	17,850	249%	Asset Management Project - 37	22,756	15,036	7,720	51%	(84,628)	107,384	127%	
15,714	(21,585)	37,299	173%	Asset Management Project - 38	35,257	20,148	15,109	75%	38,330	(3,073)	-8%	
(3,301)	16,725	(20,026)	-120%	Asset Management Project - 39	(6,602)	1,541	(8,143)	-528%	(70,143)	63,541	91%	
11,791	(10,606)	22,397	211%	Asset Management Project - 40	(115,776)	(13,244)	(102,532)	-774%	(194,468)	78,693	40%	
(32,594)	(16,095)	(16,499)	-103%	Asset Management Project - 43	(12,769)	(18,026)	5,257	29%	(98,594)	85,825	87%	
31,545	31,470	75	0%	Asset Management Project - 44	111,384	91,764	19,620	21%	(63,867)	175,251	274%	
9,473	23,612	(14,139)	-60%	Asset Management Project - 45	39,338	121,141	(81,803)	-68%	(49,842)	89,180	179%	
(27,765)	(8,123)	(19,642)	-242%	Asset Management Project - 46	(25,194)	(2,471)	(22,723)	-920%	(57,283)	32,089	56%	
(18,752)	2,008	(20,760)	-1034%	Asset Management Project - 49	(6,555)	16,888	(23,443)	-139%	(44,352)	37,798	85%	
27,111	14,564	12,547	86%	Asset Management Project - 50	118,709	63,890	54,819	86%	77,174	41,535	54%	
\$ 110,865	331,346	(220,481)	-67%	Total Net Income(Loss)	\$ 460,841	1,958,261	(1,497,420)	-76%	(524,131)	984,973	188%	

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HAWAII PUBLIC HOUSING AUTHORITY
State Low Rent
Actual vs Budget Comparison
For the Month of November 2014, and the 5 Months ended November 30, 2014
(Amounts in Full Dollars)

Month of November 2014				Year to Date ended November 30, 2014							
Actual	Budget	Amount	Variance %		Actual	Budget	Amount	Variance %	Prior Year	Amount	Variance %
				REVENUES							
87,854	75,382	12,472	17%	Dwelling Rental Income	421,659	376,910	\$ 44,749	12%	426,938	\$ (5,279)	-1%
-	31,962	(31,962)	-100%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
8,256	1,012	7,244	716%	Grant Income	29,425	77,234	(47,809)	-62%	-	29,425	100%
25,639	1,299	24,340	1874%	Other Income	3,554	4,622	(1,068)	-23%	33,702	(30,148)	-89%
\$ 121,749	109,655	12,094	11%	Total Revenues	\$ 454,638	458,766	(4,128)	-1%	460,640	(6,002)	-1%
				EXPENSES							
35,373	31,158	(4,215)	-14%	Administrative	122,608	179,276	56,668	32%	122,718	110	0%
-	2,360	2,360	100%	Asset Management Fees	-	11,800	11,800	100%	-	-	0%
15,565	17,939	2,374	13%	Management Fees	79,513	89,632	10,119	11%	82,888	3,376	4%
1,868	2,153	286	13%	Bookkeeping Fees	9,540	10,757	1,217	11%	9,945	405	4%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
-	397	397	100%	Tenant Services	-	1,985	1,985	100%	-	-	0%
76,779	30,666	(46,113)	-150%	Utilities	328,790	153,330	(175,460)	-114%	331,611	2,821	1%
43,030	76,719	33,689	44%	Maintenance	267,924	391,511	123,587	32%	388,776	120,852	31%
-	-	-	0%	Protective Services	241	-	(241)	-100%	-	(241)	-100%
2,968	2,772	(196)	-7%	Insurance	14,091	13,860	(231)	-2%	13,411	(680)	-5%
76,879	64,253	(12,626)	-20%	Depreciation Expense	384,395	321,265	(63,130)	-20%	346,413	(37,982)	-11%
-	1,507	1,507	100%	Bad Debt Expense	-	7,535	7,535	100%	-	-	0%
-	749	749	100%	General Expenses	-	3,745	3,745	100%	236	236	100%
252,462	230,673	(21,789)	-9%	Total Expenses	1,207,102	1,184,696	(22,406)	-2%	1,295,998	88,897	7%
\$ (130,713)	(121,018)	33,883	-8%	Net Income(Loss)	\$ (752,464)	(725,930)	(26,534)	-4%	(835,358)	82,894	10%
				CASH BASIS:							
(130,713)	(121,018)	33,883	-8%	Net Income(loss) per Above	(752,464)	(725,930)	(26,534)	-4%	(835,358)	82,894	10%
				Add back non cash items:							
76,879	64,253	12,626	-20%	Depreciation Expense	384,395	321,265	63,130	-20%	346,413	37,982	11%
-	1,507	(1,507)	100%	Bad Debt Expense	-	7,535	(7,535)	100%	-	-	0%
\$ (53,834)	(55,258)	45,002	3%	TOTAL CASH BASIS	\$ (368,069)	(397,130)	29,061	7%	(488,945)	120,876	25%

HAWAII PUBLIC HOUSING AUTHORITY
State Elderly Program
Actual vs Budget Comparison
For the Month of November 2014, and the 5 Months ended November 30, 2014
(Amounts in Full Dollars)

Month of November 2014				Year to Date ended November 30, 2014							
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance	
		Amount	%				Amount	%		Amount	%
				REVENUES							
169,601	168,682	919	1%	Dwelling Rental Income	846,064	843,410	\$ 2,654	0%	842,318	3,746	0%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
23,968	133,000	(109,032)	-82%	Grant Income	99,569	665,000	(565,431)	-85%	-	99,569	100%
4,439	4,357	82	2%	Other Income	42,977	21,785	21,192	97%	526,352	(483,375)	-92%
\$ 198,008	306,039	(108,031)	-35%	Total Revenues	\$ 988,610	1,530,195	(541,585)	-35%	1,368,670	(380,060)	-28%
				EXPENSES							
27,498	26,177	(1,321)	-5%	Administrative	101,417	130,885	29,468	23%	103,774	2,357	2%
-	5,760	5,760	100%	Asset Management Fees	-	28,800	28,800	100%	-	-	0%
35,381	36,006	625	2%	Management Fees	177,216	180,030	2,814	2%	177,591	375	0%
4,245	4,321	76	2%	Bookkeeping Fees	21,263	21,605	343	2%	21,308	45	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
-	385	385	100%	Tenant Services	-	1,925	1,925	100%	-	-	0%
116,119	115,543	(576)	0%	Utilities	600,707	577,715	(22,992)	-4%	552,715	(47,992)	-9%
99,708	146,966	47,258	32%	Maintenance	485,109	734,830	249,721	34%	560,811	75,702	13%
-	200	200	100%	Protective Services	172	1,000	828	83%	602	430	71%
7,877	7,093	(784)	-11%	Insurance	43,039	35,465	(7,574)	-21%	50,107	7,068	14%
118,314	118,314	-	0%	Depreciation Expense	591,570	591,570	-	0%	583,010	(8,560)	-1%
-	3,373	3,373	100%	Bad Debt Expense	-	16,865	16,865	100%	-	-	0%
-	-	-	0%	General Expenses	-	-	-	0%	-	-	0%
409,141	464,138	54,997	12%	Total Expenses	2,020,491	2,320,690	300,199	13%	2,049,917	29,426	1%
\$ (211,132)	(158,099)	(53,033)	-34%	Net Income(Loss)	\$ (1,031,881)	(790,495)	(241,386)	-31%	(681,246)	(350,635)	-51%
				CASH BASIS:							
(211,132)	(158,099)	(53,033)	-34%	Net Income(loss) per Above	(1,031,881)	(790,495)	(241,386)	-31%	(681,246)	(350,635)	-51%
				Add back non cash items:							
118,314	118,314	-	0%	Depreciation Expense	591,570	591,570	-	0%	583,010	8,560	1%
-	3,373	(3,373)	100%	Bad Debt Expense	-	16,865	16,865	100%	-	-	0%
\$ (92,818)	(36,412)	(56,406)	-155%	TOTAL CASH BASIS	\$ (440,311)	(182,060)	(224,521)	-142%	(98,237)	(342,075)	-348%

HAWAII PUBLIC HOUSING AUTHORITY
State Rent Supplement Program
Actual vs Budget Comparison
For the Month of November 2014, and the 5 Months ended November 30, 2014
(Amounts in Full Dollars)

Month of November 2014			
Actual	Budget	Variance Amount	%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
79,194	82,976	(3,782)	-5%
-	-	-	0%
\$ 79,194	82,976	(3,782)	-5%
8,086	7,834	(252)	-3%
-	-	-	0%
459	561	102	18%
288	352	64	18%
63,413	39,030	(24,383)	-62%
-	-	-	0%
546	680	134	20%
312	-	(312)	-100%
-	-	-	0%
-	18	18	100%
-	-	-	0%
73,104	48,475	(24,629)	-51%
\$ 6,091	34,501	(28,410)	-82%
6,091	\$ 34,501	\$ (28,410)	-82%
-	-	-	0%
-	-	-	0%
\$ 6,091	34,501	(28,410)	-82%

Year to Date ended November 30, 2014				Variance			
Actual	Budget	Amount	%	Prior Year	Amount	%	
REVENUES							
Dwelling Rental Income	-	-	0%	-	-	0%	
HUD Operating Subsidies	-	-	0%	-	-	0%	
CFP Grant Income	-	-	0%	-	-	0%	
COCC Fee Income	-	-	0%	-	-	0%	
General Fund	-	-	0%	-	-	0%	
Grant Income	274,797	414,880	(140,083)	-34%	284,668	(9,871)	-3%
Other Income	-	-	-	0%	9,375	(9,375)	-100%
Total Revenues	\$ 274,797	414,880	(140,083)	-34%	294,042	(19,246)	-7%
EXPENSES							
Administrative	30,196	39,170	8,974	23%	31,894	1,699	5%
Asset Management Fees	-	-	-	0%	-	-	0%
Management Fees	2,415	2,805	390	14%	2,967	552	19%
Bookkeeping Fees	1,513	1,760	247	14%	1,859	346	19%
Housing Assistance Payments	195,902	198,150	2,248	1%	196,303	401	0%
Tenant Services	-	-	-	0%	-	-	0%
Utilities	3,226	3,400	174	5%	3,806	581	15%
Maintenance	1,159	-	(1,159)	-100%	21	(1,139)	-5506%
Protective Services	-	-	-	0%	-	-	0%
Insurance	-	90	90	100%	112	112	100%
General Expenses	-	-	-	0%	-	-	0%
Total Expenses	234,411	245,375	10,964	4%	236,962	2,551	1%
Net Income(Loss)	\$ 40,386	169,505	(129,119)	-76%	57,080	(16,694)	-29%
CASH BASIS:							
Net Income(loss) per Above	40,386	\$ 169,505	\$ (129,119)	-76%	57,080	\$ (16,694)	-29%
Add back non cash items:							
Depreciation Expense	-	-	-	0%	-	-	0%
Bad Debt Expense	-	-	-	0%	-	-	0%
TOTAL CASH BASIS	\$ 40,386	169,505	(129,119)	-76%	57,080	(16,694)	-29%

HAWAII PUBLIC HOUSING AUTHORITY
Section 8 Contract Administration
Actual vs Budget Comparison
For the Month of November 2014, and the 5 Months ended November 30, 2014
(Amounts in Full Dollars)

Month of November 2014			
Actual	Budget	Variance	
		Amount	%
-	-	-	0%
2,878,884	1,981,891	896,993	45%
-	-	-	0%
-	-	-	0%
-	-	-	0%
(22,521)	-	(22,521)	-100%
16	-	16	100%
\$ 2,856,379	1,981,891	874,488	44%

11,310	4,797	(6,513)	-136%
-	-	-	0%
72,000	72,766	766	1%
-	-	-	0%
2,495,906	1,863,167	(632,739)	-34%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
1,397	-	(1,397)	-100%

2,580,612	1,940,730	(639,882)	-33%
\$ 275,767	41,161	234,606	570%

275,767	\$ 41,161	\$ 234,606	570%
-	-	-	0%
-	-	-	0%
\$ 275,767	41,161	234,606	570%

Year to Date ended November 30, 2014										
Actual	Budget	Variance			Prior Year	Variance				
		Amount	%	Amount		%				
-	-	-	0%	-	-	0%				
12,841,944	9,909,455	2,932,489	30%	10,714,289	2,127,655	20%				
-	-	-	0%	-	-	0%				
-	-	-	0%	-	-	0%				
-	-	-	0%	-	-	0%				
(84,194)	-	(84,194)	-100%	-	(84,194)	-100%				
82	-	82	100%	79	3	3%				
\$ 12,757,832	9,909,455	2,848,377	29%	10,714,368	2,043,464	19%				

REVENUES

Dwelling Rental Income
 HUD Operating Subsidies
 CFP Grant Income
 COCC Fee Income
 General Fund
 Grant Income
 Other Income

Total Revenues

EXPENSES

Administrative
 Asset Management Fees
 Management Fees
 Bookkeeping Fees
 Housing Assistance Payments
 Tenant Services
 Utilities
 Maintenance
 Protective Services
 Insurance
 General Expenses

Total Expenses

Net Income(Loss)

CASH BASIS:

Net Income(loss) per Above
 Add back non cash items:
 Depreciation Expense
 Bad Debt Expense

TOTAL CASH BASIS

50,116	24,005	(26,111)	-109%	16,852	(33,264)	-197%
-	-	-	0%	-	-	0%
291,829	363,830	72,001	20%	367,618	75,789	21%
-	-	-	0%	-	-	0%
12,267,476	9,315,835	(2,951,641)	-32%	10,227,495	(2,039,982)	-20%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
2,553	-	(2,553)	-100%	570	(1,983)	-348%

12,611,975	9,703,670	(2,908,305)	-30%	10,612,535	(1,999,440)	-19%
\$ 145,857	205,785	(59,928)	-29%	101,833	44,024	43%

145,857	\$ 205,785	\$ (59,928)	-29%	101,833	\$ 44,024	43%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
\$ 145,857	205,785	(59,928)	-29%	101,833	44,024	43%

**Construction Management Branch
Report for the Months of November/December 2014**

A. Program Activities and Major Projects

- Lanakila Homes
 - a. Demolition of Phase IIIb & IV (HA 1004) – Demolition is on hold due to the discovery of high levels of arsenic 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 depending on the extent of remediation (from encapsulation to complete removal and disposal of all contaminated soil). All existing structures are still standing and the site has been completely fenced in.
 - b. Physical Improvements at Lanakila Public Housing – Phase IIIb (HA 1105) – Construction of this next phase cannot proceed until the existing structures are demolished. Approval to award the bid is on hold pending a site visit and bid confirmation of scope. The delay due to the soil remediation issue will likely increase the new construction cost.
 - c. 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. The plans and specifications are currently under review and the HPHA needs to determine the amount of additional parking stalls to be constructed.
 - d. Reroof Community Center at Lanakila Homes (HA 1004) – The contractor is currently determining the construction timeline, which is dependent on the availability of the roofing material and the manufacturer's production schedule. The start of construction is anticipated for late January 2015.

- Palolo Valley Homes
 - a. Residents are all moved into buildings 16, 17 and 20 with the exception of a few ADA units.
 - b. Selection of a new consultant has been made to replace Clifford Projects Inc. who ceased to do business. Negotiations are in progress.
 - c. Future Phases: the remaining Buildings 1 - 13 will be procured upon completion of Buildings 14-20 (Phases 1 and 2 described above) and funding availability.

- Maintenance to 16 Elevators at Various State Properties

- a. The current maintenance contract expired on November 30, 2014. A new maintenance contract was awarded to Kone on December 8, 2014.
- Large Capacity Cesspool Conversions (LCCC) Statewide
 - a. Regarding cancellation of the Executive Orders (EO's) relating to the HPHA's responsibilities of the Teacher's Cottages, there is no new update:
The HPHA sent Update Requests to the DLNR on September 12, 2014 regarding the Kaunakakai (EO 2365 and 3364) and on September 5, 2014 regarding the Wakiu (EO 3333) cottage projects' EO transfer requests to be addressed at the Board level.
- Vacant Units
 - a. Vacant Units Type C Status
 - a. PHA Wide Type C Vacant Units
 - 1) Total Vacant Type C Units: 208
 - a) Federal: 197 units
 - b) State: 11 units
 - 2) Total in design or about to get into design: 51
 - 3) Total in construction: 97
 - 4) Total approved for Demolition by HUD: 60
 - 5) Total approved for HUD Subsidy: 106
 - b. Status by County:
 - 1) O`ahu
 - a) 84 units total
 - b) 4 units approved for demo
 - c) 70 currently in construction contracts
 - d) 10 in design or about to be in design
 - 2) Hawai'i
 - a) 89 units total
 - b) 56 units approved for demo
 - c) 14 currently in construction contracts
 - d) 19 in design or about to be in design
 - 3) Kaua'i
 - a) 13 units total
 - b) 13 unit currently in construction contracts
 - 4) Maui County
 - a) Maui
 - 1) 5 units in design or about to be in design
 - b) Molokai:
 - 1) 17 units total
 - 2) 6 units in the Federal project and 11 units in the State project are in design.

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

- The CMB has responded to a HUD review of the Environmental Records and is working on correcting the two findings listed:
 - a. Insufficient source documentation especially for:
 - 1. Historical and Cultural Significance – HPHA is working with the State Historic Preservation Department and OHA to identify Native Hawaiian Organizations to work in developing a Programmatic Agreement for developments that are renovating existing structures and infrastructure.
 - 2. Sound Impacts – Sound Engineering Consultants are being procured to verify and address sites where impending projects are about to be awarded to ensure mitigation due to negative sound impacts.
 - b. Not contractually binding consultants to mitigating environmental impacts.
 - While the HPHA currently provides each consultant the Environmental Review Records as part of the project records (together with As-built drawings, Hazmat Reports, etc.) and requires the consultant to ensure compliant designs with regard to current codes, Accessibility standards and Environmental Records, going forward this Environmental requirement will be incorporated into all design contracts to be contractually binding.
- CMB is on track and working to meet all State CIP and Federal CFP deadlines.
- Please refer to the Summary of Capital Projects spreadsheet by the Fiscal Management Office for detailed encumbrance, obligation and expenditure status.

**Contract & Procurement Office
Monthly Status Report for November/December 2014**

Solicitation(s) Issued in November/December 2014:

Solicitation No.	Title	Due Date
RFI PMB-2014-40	Request-for-Information for Temporary Lodging Placement Services for Tenant Relocation Statewide	11/18/2014
IFB PMB-2014-38	Invitation-for-Bids for Provision of Tenant ReCertification Services Under the Federal Public Housing Program on the Island of Oahu	1/5/2015
RFQ Q15000708	Request-for-Quotes for Roof Repair/Coating Project at Kuhio Park Terrace – Lowrise on the Island of Oahu, HPHA Job No. 14-017-110-S	1/12/2015
RFP PMB-2014-34	Request-for-Proposals for Property Management and Maintenance Services for the Ka Hale Kamehaikana Resource Center of the Island of Oahu	1/15/2015
RFQ Q15000748	Request-for-Quotes for Termite Inspection and Survey at Kahale Mua (Federal/State) on the Island of Molokai, HPHA Job No. 14-024-000	1/16/2015

Protest(s) Received in November/December 2014:

- None

Protest(s) Resolved in November/December 2014:

- None

DCCA Administrative Hearing(s) Scheduled in November/December 2014

Solicitation No./Title	Protester	Status
IFB CMS-2014-07 Hale Laulima Site & Dwelling Improvements HPHA Job No. 12-034-127-S	All Maintenance and Repair, LLC	Dismissed with Prejudice

Contract(s) Executed in November/December 2014:

Contract No.	Contractor & Description	Supp. Amount	Total Amount
CMS 14-34	<p>Kone, Inc. Provide Preventive Maintenance Services to 16 Elevators at Various Public Housing Properties (AMP 31, 34, 35) on the Island of Oahu End Date: 12/18/2015</p>		\$61,892.00
CMS 14-33	<p>Artistic Builders Corp. Provide Labor, Materials, and Equipment for ADA Accessibility Compliance at Home Nani and Kekaha Haaheo (AMP 38) on the Island of Kauai Completion Date: 270 Calendar Days from Notice to Proceed</p>		\$2,408,923.77
CMS 14-32	<p>Artistic Builders Corp. Provide Labor, Materials, and Equipment for ADA Accessibility Compliance at Hale Hoonanea (AMP 38) on the Island of Kauai Completion Date: 270 Calendar Days from Notice to Proceed</p>		\$949,988.66
CMS 14-31	<p>Artistic Builders Corp. Provide Labor, Materials, and Equipment for ADA Accessibility Compliance at Elelee Homes (AMP 38) on the Island of Kauai Completion Date: 270 Calendar Days from Notice to Proceed</p>		\$1,394,389.83
CMS 14-30	<p>Diede Construction, Inc. Provide Labor, Materials, and Equipment for Mayor Wright Homes Modernization (AMP 32) on the Island of Oahu Completion Date: 365 Calendar Days from Notice to Proceed</p>		\$5,643,037.72
CMS 14-29	<p>Shioi Construction, Inc. dba Creative Partition Systems Provide Labor, Materials, and Equipment for Kaahumanu Homes Modernization (AMP 33) on the Island of Oahu Completion Date: 365 Calendar Days from Notice to Proceed</p>		\$4,980,000.00

Contract No.	Contractor & Description	Supp. Amount	Total Amount
CMS 14-28	Diède Construction, Inc. Provide Labor, Materials, and Equipment for Accessibility and Site Improvements at Kauhale Ohana (AMP 45) on the Island of Oahu Completion Date: 270 Calendar Days from Notice to Proceed		\$2,383,300.00
CMS 14-27	T. Iida Contracting, Inc. Provide Labor, Materials, and Equipment for Accessibility and Site Improvements at Koolau Village (AMP 45) on the Island of Oahu Completion Date: 270 Calendar Days from Notice to Proceed		\$5,718,000.00
CMS 14-28-CO01	Diède Construction, Inc. Provide Additional Labor, Materials, and Equipment for Accessibility and Site Improvements at Kauhale Ohana (AMP 45) on the Island of Oahu Completion Date: 270 Calendar Days from Notice to Proceed	\$10,776.15	\$2,394,076.15
CMS 14-27-CO01	T. Iida Contracting, Inc. Provide Additional Labor, Materials, and Equipment for Accessibility and Site Improvements at Koolau Village (AMP 45) on the Island of Oahu Completion Date: 270 Calendar Days from Notice to Proceed	\$14,124.48	\$5,732,124.48
CMS 14-26-SC01	Doonwood Engineering, Inc. Provide 12-months of Preventive Maintenance to the Sewage Lift Station at Kauhale Ohana (AMP 45) on the Island of Oahu End Date: October 20, 2015	\$2,303.68	\$74,575.90
CMS 14-04-SC01	Hako Plumbing, Inc. dba Hako Construction No-Cost Extension of Time of 249 Calendar Days for Modernization of Salt Lake Apartments (AMP 30) on the Island of Oahu Completion Date: August 13, 2015	n/a	\$3,678,185.00

Contract No.	Contractor & Description	Supp. Amount	Total Amount
CMS 14-04-CO01	Hako Plumbing, Inc. dba Hako Construction Provide Additional Labor, Materials, and Equipment for Modernization of Salt Lake Apartments (AMP 30) on the Island of Oahu Completion Date: August 13, 2015	\$1,525.82	\$3,679,710.42
CMS 13-24-SC01	KYA Design Group, Inc. Provide Additional Design and Consultant Services for Site, Building and Accessibility Improvements at Kauiokealani (AMP 44) on the Island of Oahu End Date: May 19, 2016	\$16,089.00	\$400,155.00
CMS 13-14-CO09	Artistic Builders Corp. No-Cost Extension of Time of 30 Calendar Days to Provide Additional Labor, Materials, and Equipment for Site and Dwelling Improvements to Hale Nana Kai O Kea (AMP 38) on the Island of Kauai Completion Date: November 17, 2014	n/a	\$2,524,598.36
CMS 13-11-SC02	Kim & Shiroma Engineers, Inc. No-Cost Extension of Time of 285 Calendar Days to Provide Design and Consultant Services for Repair to Sewer Pipe at School Street Complex on the Island of Oahu End Date: May 5, 2015	n/a	\$19,507.63
CMS 13-04-SC02	Helber Hastert & Fee Planners, Inc dba HHF Planners No-Cost Extension of Time of 365 Calendar Days to Prepare the 2013 Physical Needs Assessment End Date: September 26, 2015	n/a	\$2,379,759.00
CMS 13-01-SC02	Ronald N.S. Ho & Associates, Inc. No-Cost Extension of Time of 285 Calendar Days to Provide Design and Consultant Services for Puuwai Momi (AMP 30) Electrical Repairs on the Island of Oahu End Date: August 28, 2015	n/a	\$31,940.00

Contract No.	Contractor & Description	Supp. Amount	Total Amount
PMB 14-07-SC01	Support Services Group LLC Provide Additional Refuse Collection Services by Providing a Scout Truck to Transport Containers to be Emptied Off-Site at Puahala Homes (AMP 31) on the Island of Oahu End Date: June 30, 2015	\$3,168.00	\$633,109.80
PMB 13-02-SC04	Realty Laua LLC Continue to Provide Property Management and Maintenance Services for the Kuhio Park Terrace Ka Hale Kamehaikana Community Resource Center on the Island of Oahu for an Additional 4-Month Period End Date: March 31, 2015	\$148,852.00	\$891,420.00
PMB 12-01-SC03	Realty Laua LLC Continue to Provide Property Management, Maintenance and Resident Services for Palolo Valley Homes (AMP 50) on the Island of Oahu for an Additional 12-Month Period End Date: November 30, 2015	\$362,269.00	\$1,411,525.00
PMB 12-12-SC02	Lions' Cleaning & Maintenance, Inc. Continue to Furnish Custodial Services to the HPHA's Central Offices for an Additional 6-Month Period End Date: June 30, 2015	\$33,937.15	\$169,685.75
PMB 12-09-SC04	Universal Protection Service, LP Continue to Provide Security Services at Kalihi Valley Homes (AMP 31), Mayor Wright Homes (AMP 32), and Punchbowl Homes, Makamae, Kalanihuia (AMP 35) on the Island of Oahu for an Additional 6-Month Period End Date: May 31, 2015	\$700,406.38	\$3,770,399.75

Planned Solicitation/Contract Activities for January/February 2015

Solicitation(s):

- Issue Invitation-for-Bids for Temporary Lodging Services for Tenant Relocation Statewide
- Issue Request-for-Qualifications for Master Developer for the Mixed Income, Mixed Use Redevelopment of the HPHA's Administrative Offices and the Development of Low Income Public Housing Units on the Island of Oahu

Contract(s)

- Execute Contract to Provide Property Management and Maintenance Services for the Ka Hale Kamehaikana Community Resource Center on the Island of Oahu.
- Execute Supplemental Contract to Continue to Provide Property Management, Maintenance and Resident Services for AMP 40 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 Contracts to Continue to Provide Refuse Collection Services for AMP 46 on the Island of Hawaii.

COMPLIANCE OFFICE
Report for Months of November/December 2014

A. Program Activities for November/December

- Approximately 119 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 (25);
 - b. Transfer of unit for other reasons (8);
 - c. Installation of air conditioning (19);
 - d. Approval of assistance animals (3); and
 - e. Inclusion of live-in aides (6).

In Calendar Year 2014, the Compliance Office received 671 reasonable accommodation requests, an increase of 20% as compared to Calendar Year 2013.

- Sent to the United States Department of Housing and Urban Development (HUD) copies of filed Releases and Declarations of Trust for 7 federally-assisted public housing properties, and Releases and Declarations of Trust for an additional property for HUD's review and execution of the Releases;
- Implemented changes to the administrative rules by revising the public housing application form and informational packet;
- Coordinated the translation of various vital documents;
- Assisted Property Management and Maintenance Services Branch in identifying lifetime registered sex offenders who may be occupying public housing units without authorization from the HPHA; and
- Conducted an annual review of the Passbook Savings Rate for calculation of assets over \$5,000 for purposes of rent calculation for the public housing and Section 8 programs.

B. Planned activities for January/February

- Continue work on releases and declarations of trust forms for additional federally-assisted public housing properties;

- Work with the Fair Housing Coordinators of the Counties and Hawaii Housing Finance and Development Corporation to prepare for the joint procurement of the upcoming update to the fair housing analysis of impediments for the State of Hawaii;
- Plan Fair Housing Month activities;
- Continue to administer contract with National Center for Housing Management for HPHA Self-evaluation and Transition Plan, including fair housing monitoring of staff, conducting site visits to review construction plans, confirm deficiencies and site conditions, and meeting with staff to finalize draft transition plans;
- Finalize proposed changes to and provide 30 day notice to tenants and resident organizations to provide opportunity to submit written comments to the proposed changes in the rental agreement form for the federally-assisted public housing program, and consider any submitted comments prior to adoption to implement changes to the administrative rules;
- Review potential designated smoking areas at various public housing properties;
- Monitor various programs and operations for compliance with federal and state laws and regulations; and
- Continue to discuss and draft revisions to the Admissions and Continued Occupancy Policy for the Federally Assisted Low-income Public Housing Program for the Federally Assisted Low-income Public Housing Program to implement the approved changes to the Hawaii Administrative Rules.

**Planning and Evaluation Office
Report for the months of November and December 2014**

A. Community Task Force on Youth Violence in the Kalihi Community

- On November 10, 2014, the Planning and Evaluation Office attended the first “Community Task Force on Youth Violence in the Kalihi Community” meeting. Attendees included Rep. Karl Rhoads, representatives from City Councilmember Joey Manahan’s Office, Adult Friends for Youth, HPD, Farrington High School, and community representatives. The Task Force discussed ongoing and current incidents of violence in and around the area and possible solutions to the problem.

B. Housing Presentation to Legislators

- On November 12, 2014, Executive Director Hakim Ouansafi gave a presentation to legislators on the HPHA, including, who we are, what we do, who we serve and the challenges we face at a legislative info briefing on Housing and Homelessness hosted by Senator Susie Chun Oakland.

C. Accolades

- On November 20, 2014, Governor Neil Abercrombie proclaimed May 14, 2014, “Hakim Ouansafi Day in Hawaii” in recognition of his superior performance and dedication that has resulted in the positive and complete turnaround of the Hawaii Public Housing Authority since his appointment as its Executive Director.

D. Smoke-Free Public Housing

- On November 24, 2014, the Planning and Evaluation Office met with the Department of Health and Tobacco Free Hawaii to discuss various approaches for implementing the State smoking ban at Hawaii Public Housing Authority properties.

E. Transit Oriented Development (TOD) Meeting With State & City Officials

- On November 26, 2014, Executive Director Hakim Ouansafi and the Planning and Evaluation Office attended the “Iwilei TOD Affordable and Homeless Housing Development Solutions” meeting. Attendees included Senator Susie Chun Oakland, City Councilmember Carol Fukunaga, the City’s Department of Planning and Permitting, HHFDC, Land Use Resource Foundation, and private developers. At the meeting, Executive Director Hakim Ouansafi provided an overview of the Mayor Wright Homes redevelopment, including how the State and City could assist in moving the redevelopment forward.

F. Housing & Homeless Taskforce Meeting

- On December 3, 2014, Executive Director Hakim Ouansafi and the Planning and Evaluation Office attended the Housing & Homeless Taskforce meeting to present its proposed legislation for the upcoming legislative session.

G. Channel 2 Action Line Presentation

- On December 4, 2014, the Planning and Evaluation Office made an informational presentation to Channel 2 Action Line volunteers on the Hawaii Public Housing Authority programs. PEO fielded many questions from the volunteers that arose from many of the calls they receive from HPHA tenants. Action Line is a consumer information and referral service created to assist consumers throughout the state in solving a wide variety of problems they have encountered with businesses, service providers, and government agencies.

H. Media

- On November 18, 2014, Executive Director Hakim Ouansafi was interviewed by Hawaii News Now on the HPHA's policy on the transfer of electricity bill payment from the HPHA to individual tenants. Some tenants of Puuwai Momi were distraught to hear that they may have to pay as much as \$1,000 towards security deposits to the Hawaiian Electric Company prior to the change in payment.

Please see the news story here:

<http://www.hawaiinewsnow.com/story/27434105/housing-tenants-in-aiea-feeling-sticker-shock>

The day after the story aired, Hawaiian Electric Company and Helping Hands Hawaii called the Puuwai Momi manager to meet and discuss how they could provide help to those tenants who were unable to pay the security deposit.

- On November 21, 2014, Executive Director Hakim Ouansafi was interviewed by Civil Beat on the Hawaii Public Housing Authority and the prevalence of landlords discriminating against potential tenants based on their Section 8 voucher. One of the articles based on the interview is found here:

<http://www.civilbeat.com/2014/12/landlords-rejections-keep-hawaii-homeless-on-the-streets-longer/>

- On December 10, 2014, Executive Director Hakim Ouansafi was interviewed by Hawaii News Now on the preliminary concept of a hotel as part of the overall redevelopment of Mayor Wright Homes.

Please see the news story here:

<http://www.hawaiinewsnow.com/story/27601965/mayor-wright-hotel>

I. Resident Advisory Board Meeting

- On December 12, 2014, the Planning and Evaluation Office facilitated review, discussion and comments by the Resident Advisory Board (RAB) on the draft PHA Plan.

J. Legislative Transit Oriented Development (TOD) Briefing

- On December 17, 2014, Executive Director Hakim Ouansafi presented at the “Joint Informational Briefing Housing and Support Services along with the Proposed Transit Stops” lead by Senator Susie Chun Oakland. Executive Director Hakim Ouansafi shared that the Hawaii Public Housing Authority has redevelopment projects along seven of the planned rail stations that will provide additional affordable housing units and help to revitalize the surrounding areas.

K. 2015 Legislative Bill Package

- HMS-01(15) RELATING TO CAPITAL IMPROVEMENT PROJECTS.

Exempts from state civil service, persons hired or contracted to repair and maintain vacant HPHA housing units.

Effective July 1, 2015

- HMS-02(15) RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY.

Allows the HPHA to hire its own legal counsel for property redevelopment.

Effective upon approval

- HMS-06(15) RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY

Expands the HPHA's authority to dispose of property seized, abandoned or remaining upon eviction in and around federal, elder or elderly, or state low-income public housing properties.

Effective upon approval

- HMS-07(15) RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY

Exempts the HPHA from the one percent transfer of appropriated CIP funds to the works of art special fund.

Effective upon approval

- HMS-08(15) RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY

Clarifies trespassing in the second degree at HPHA properties as a nonresident who enters or remains unlawfully or without authorization on the property.

Effective upon approval

Information Technology Office (ITO)
Report for the Month of November/December 2014

A. Program Activities

- Continued to work with vendor Emphasys to resolve issues with their Elite software.
 - Reviewed the status of open issues in teleconferences with Emphasys consultants and HPHA staff on 11/5/14, 11/19/14, 12/2/14 & 12/17/14.
 - Coordinated a remote training session on 11/6/14 for AMP staff on Work Orders, and how this module will work together with the Materials Inventory module when it goes online.
 - Coordinated a remote training session on 12/3/14 for Section 8 issues.
 - Coordinated effort to import spreadsheet data into Materials Inventory module, so that it can operate with the Work Order module. Submitted data to Emphasys for review on 12/22/14.
 - Coordinated a remote training session on 12/23/14 concerning how to handle port-ins for Section 8 and Fiscal Management Office staff.
- Coordinated two vendor demonstrations of content management systems on 11/26/14.
- Had a follow up meeting with the Office of Information Management and Technology (OIMT) on 11/19/14 to further discuss details associated with the State's impending migration to MS Office 365 next fiscal year. OIMT will review HPHA's requested specifications for new servers.
- Installed 36 new computers in Section 8 and central office locations during November and December.
- Updated customized Crystal Reports in Elite to help verify VMS data.
- Generated 7,300 purge letters for Oahu Federal Low Income Public Housing, and 3,600 purge letters for Section 8.
- Assisted with quotes and specs to expedite installation of a new network conduit at Kalihi Valley Homes.
- Assisted with telecom requests to update elevator phone numbers.
- Upgraded firmware for the Y drive storage network, to fix previously reported issues that caused this drive to go down recently.
- Removed unused network circuits at AMPs 31, 33, 34, 37, 38, 39, 40, 42, 43, & 45.

PERSONNEL OFFICE

Report for the Months of December 2014 and January 2015

A. Summary of HPHA Staffing:

Filled positions (FTE):	286
Vacant positions:	87
Total:	373

Tenant Aides (19 Hrs):	11
New Hires:	4
Termination:	3
Retired:	11
89day hires:	2

B. Program Activities:

- Development Specialist to start January 2015.
- Initiated Recruitment Above the Minimum (RAM) for all Public Housing Supervisor Vs for Section 8 and Property Management and Maintenance Services vacancies. The increase salary range will assist the agency in attracting qualified applicants with experience in all aspects of Property Management.
- Conducted agency-wide training on employee leave records.
- Used Zipcrecruiter.com as a new recruitment tool for the agency. This is an online job distribution and job board service. The web-based platform aggregates applications from job boards and provides tools for applicant tracking and screening.
- First Strategic Plan meeting for Branch Chiefs and officers on December 19, 2014.
- Completed union consultation on the Drug-Free and Alcohol-Free Workplace Policy.
- Workers Compensation: 4 injuries reported and 3 reported as 'records only' and 1 lost time returned to light duty after out for 2 weeks.

C. Planned Activities:

- Upcoming Job Fair at Neal Blaisdell Center on January 28, 2015.
- Training for Maintenance supervisors on "How to conduct Administrative Investigation".
- FMO Reorganization.
- Issue agency-wide Identification cards to all employees.
- On-going meetings with Branch Chiefs in identifying recruitment strategies and tools to ensure hiring best qualified candidates.

Hawaii Housing Services

Hawaii Affordable Housing Communities

Affordable Housing Options Hawaii

Imua Housing Development Corporation

Hale Development Corporation

Pono Housing Development Corporation

HOPE (Housing Opportunities & Partnerships
Endeavors)

Hawaii Housing Collaborative