

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

**June 18, 2015  
9:00 a.m.**

**AGENDA**

**I. CALL TO ORDER/ROLL CALL**

**II. APPROVAL OF MINUTES**

- A. Regular Meeting Minutes, May 21, 2015 (*Pages 1 – 18*)
- B. Executive Session Minutes, May 21, 2015

**III. PUBLIC TESTIMONY**

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

**IV. FOR ACTION**

- A. Motion: To Adopt Board Resolution No. 15-77 Expressing Appreciation to Director Gilbert De Motta (*Pages 19 - 20*)
- B. Motion: To Adopt Board Resolution No. 15-78 Expressing Appreciation to Director David Gierlach (*Pages 21 - 22*)
- C. Motion: To Reappoint the Following Individuals for an Additional Two-Year Term: (*Pages 23 – 29*)
  - 1. Radiant Chase to the Oahu Eviction Board whose term expires in July 2015;
  - 2. Ross Oue to the Kona Eviction Board whose term expires in July 2015;
  - 3. Fay Rapoza to the Kauai Eviction Board whose term expires in October 2015;
  - 4. Mary Hoffman to the Kona Eviction Board whose term expires in October 2015

- D. Motion: To Approve the Selection of a Master Developer for the Mixed Income, Mixed Use Redevelopment of the Hawaii Public Housing Authority's (HPHA) Administrative Offices Located at 1002 North School Street and the Development of Low Income Public Housing Units on the Island of Oahu and to Authorize the Executive Director to Begin Negotiations to Enter into an Exclusive Negotiating Rights Agreement and a Master Development Agreement (**Pages 30 – 32**)

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to the selection of a Master Developer for the mixed income, mixed use redevelopment of the HPHA's administrative offices located at 1002 North School Street.

- E. Motion: To Adopt Administrative Policy, Programs No. 2, Relating to the Hawaii Public Housing Authority's Violence Against Women Act (VAWA) Policy, Subject to Revisions by the Department of the Attorney General (**Pages 33 – 45**)
- F. Motion: To Adopt Resolution No.15-79 Approving the Hawaii Public Housing Authority's Operating Budget for Fiscal Year 2015 – 2016 and to Authorize the Executive Director to Take All Actions Necessary to Implement and Submit Budget Certifications to the U.S. Department of Housing and Urban Development (HUD-Form 52574) (**Pages 46 – 52**)
- G. Motion: To Adopt Proposed Changes to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy for Federally Assisted Low Income Public Housing Regarding its Transfers Policy, subject to the Department of the Attorney General's Review (**Pages 53 – 77**)
- H. Motion: To Adopt the Hawaii Public Housing Authority's Administrative Memorandum, Personnel No. 2, Drug-Free and Alcohol-Free Workplace Policy (**Pages 78 – 84**)

## V. REPORTS

- A. Finance Task force Report –Operating Budget
- B. Executive Director's Report Highlights: (**Pages 85 – 120**)
- 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 May 2015

## VI. FOR DISCUSSION

- A. Jeanne A. Lorrin v. Hawaii Public Housing Authority (Civil No. 14-1-0735-03)

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to Jeanne A. Lorrin v. Hawaii Public Housing Authority (Civil No. 14-1-0735-03).

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities on any item listed above. If any person requires special needs (i.e., large print, taped materials, sign language interpreter, etc.) please call Ms. Taryn Chikamori at (808) 832-4694 by close of business two days prior to the meeting date. Meals will be served to the Board and support staff as an integral part of the meeting.

HAWAII PUBLIC HOUSING AUTHORITY  
MINUTES OF THE REGULAR MEETING  
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E  
HONOLULU, HAWAII 96817  
ON THURSDAY, MAY 21, 2015  
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority (HPHA) held a Regular Board Meeting at 1002 North School Street, on Thursday, May 21, 2015 at 9:03 a.m. Chairperson Gierlach called the meeting to order. Those present were as follows:

**PRESENT:** Director David Gierlach, Chairperson  
Director Lisa Darcy  
Director Gilbert De Motta  
Director Elizabeth Kim  
Director Alena Medeiros  
Director Rachael Wong

Deputy Attorney General, John Wong

**EXCUSED:** Director Jason Espero, Vice Chairperson  
Director Myoung Oh, Secretary

**STAFF PRESENT:** Hakim Ouansafi, Executive Director  
Barbara Arashiro, Executive Assistant  
Chong Gu, Chief Financial Management Advisor  
Kiriko Oishi, Chief Compliance Officer  
Dawn Takeuchi Apuna, Chief Planner  
Rick Sogawa, Procurement Officer  
Joanna Renken, Acting Public Housing Supervisor VI  
Gary Nakatsu, Data Processing Supervisor  
Shirley Befitel, Personnel Officer  
Renee Blondin-Nip, Hearing Officer  
Clarence Allen, Fiscal Officer  
Dean Sakata, Development Specialist  
Sam Liu, Property Management Specialist  
Rochelle Akamine, Resident Services Program Specialist  
Maricar Campos, Property Management Specialist  
Kau'i Martinez, Resident Services Program Specialist  
Taryn Chikamori, Secretary to the Board

**OTHERS PRESENT (and signing in as):**  
Augafa Ene, Mayor Wright Homes resident  
Dexter Ching, City and County of Honolulu

Roy Nakamura, Kalakaua Homes resident  
Ray Sasaki, Kalakaua Homes resident  
June Talia, Kuhio Park Terrace Lowrise resident  
Sai Tupua, Kuhio Park Terrace Lowrise resident  
James Tuquero, Kalakaua Homes resident

**Proceedings:**

Chairperson Gierlach declared a quorum present.

Chairperson Gierlach asked that the Board members introduced themselves.

**Approval of Minutes:**

**Director Espero moved,**

To approve the Regular Meeting Minutes of March 19, 2015 and Special Meeting Minutes of April 7, 2015.

The minutes were unanimously approved.

**Public Testimony:**

June Talia, Kuhio Park Terrace Lowrise, asked that the HPHA attend the resident association meeting to inform them of the progress on the redevelopment.

Sai Tupua, Kuhio Park Terrace Lowrise, asked when Kuhio Park Terrace (KPT) Lowrise is going to be redeveloped. He stated that the sidewalks are cracking and is a danger to the disabled.

Roy Nakamura, Kalakaua Homes resident, stated that KPT has a designated smoking area and asked if Kalakaua Homes is the only project without a designated area. He stated that there are only three people here to testify because other tenants are afraid of retaliation from the manager.

Chairperson Gierlach asked management for a response. Executive Director Ouansafi responded that staff responded last month, but will report during the Executive Director's report.

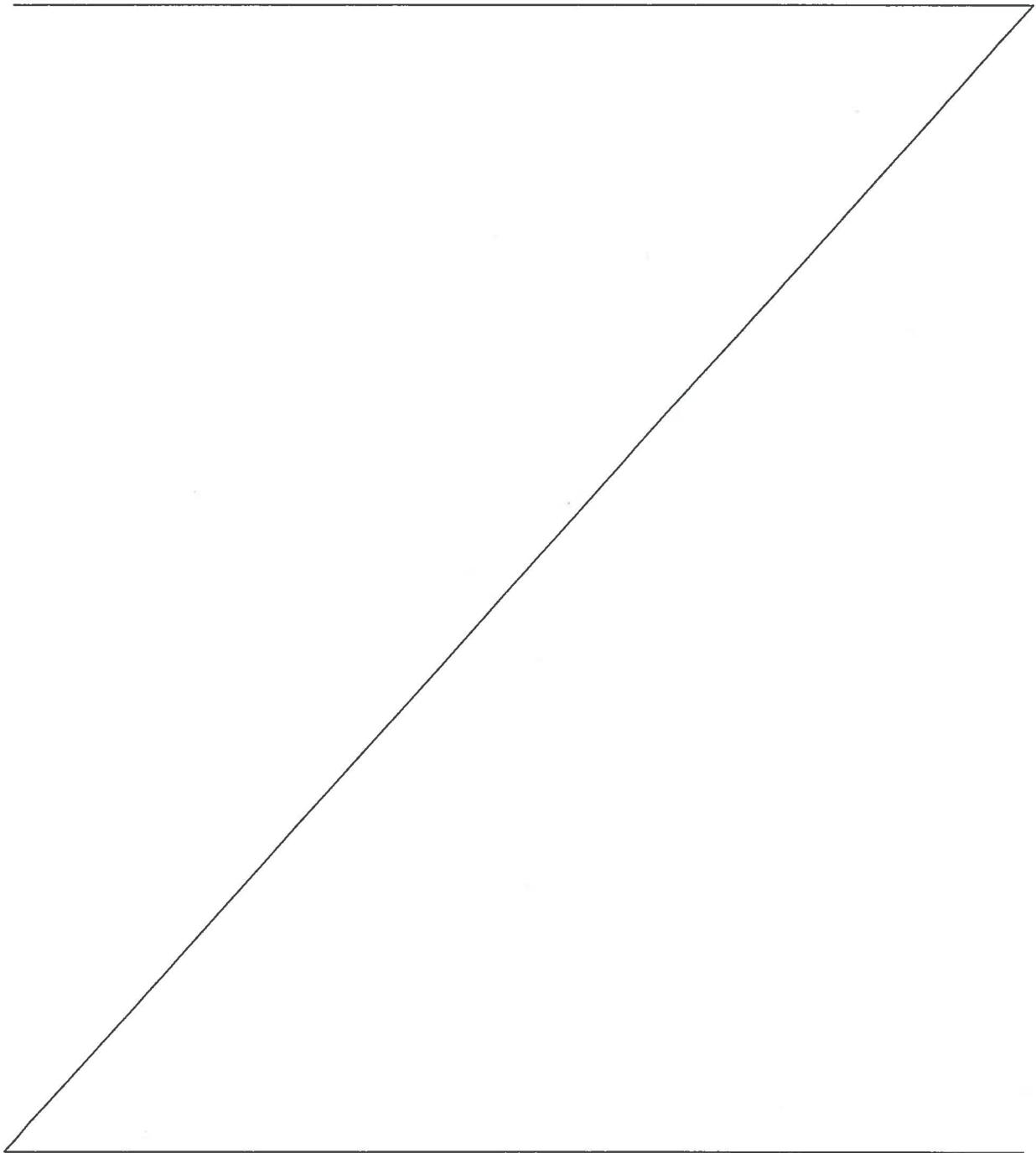
Ray Sasaki, Kalakaua Homes resident, stated that he would like to have a designated smoking area at Kalakaua Homes. He stated the law says 20 feet from the door, but he was cited for smoking 30 feet from the door. He stated because there is no designated smoking area he needs to walk down the street in the dark to smoke.

**For Action:**

**Director De Motta moved,**

To Adopt Board Resolution No. 15-73 Expressing Appreciation to  
Director Julie Black-Caspillo.

The motion was unanimously approved.



**RESOLUTION NO. 15-73  
HAWAII PUBLIC HOUSING AUTHORITY**

**EXPRESSING APPRECIATION TO DIRECTOR JULIE BLACK-CASPILLO**

**WHEREAS**, Director Black-Caspillo is a member of the Hawaii Public Housing Authority's (HPHA) Board of Directors; and

**WHEREAS**, as the representative from Kauai County, Director Black-Caspillo brought with her a wealth of experience which was reflected in her thoughtful inquiries, discussions and decisions at the Board level; and

**WHEREAS**, Director Black-Caspillo worked tirelessly to improve services and programs for the families in the HPHA's programs; and

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

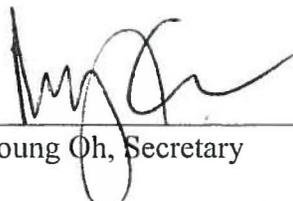
**WHEREAS**, the HPHA's Board of Directors hold Director Black-Caspillo in the highest personal regard.

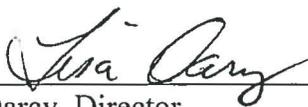
**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 15-73 Expressing Appreciation to Director Black-Caspillo on this 21<sup>st</sup> day of May 2015 for her dedicated service;

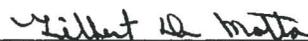
**AND, BE IT FURTHER RESOLVED** that a copy of this resolution be transmitted to Director Black-Caspillo reflecting sincere appreciation of the Board for her contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.

  
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David Gierlach, Chairperson

  
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Jason Espero, Vice Chair

  
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Myoung Oh, Secretary

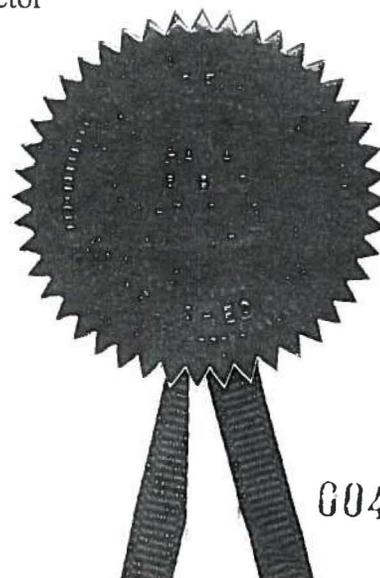
  
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Lisa Darcy, Director

  
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Gilbert DeMotta, Director

  
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Alena Medeiros, Director

  
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Rachael Wong, Director

  
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Elizabeth Kim, Director

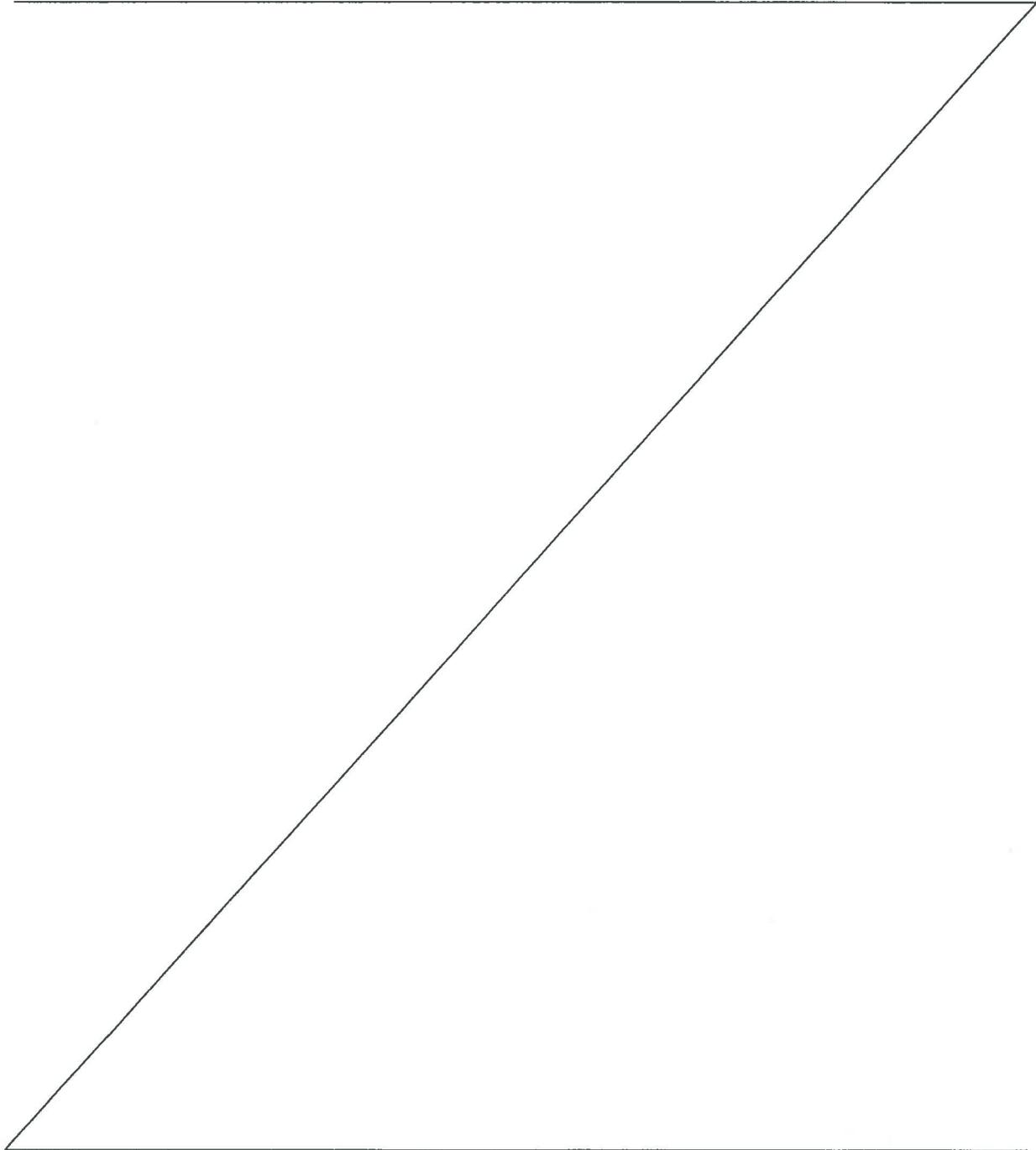


**For Action:**

**Director Kim moved,**

To Adopt Board Resolution No. 15-74 Expressing Appreciation to  
Director Morgan Kaya.

The motion was unanimously approved.



**RESOLUTION NO. 15-74  
HAWAII PUBLIC HOUSING AUTHORITY**

**EXPRESSING APPRECIATION TO DIRECTOR MORGAN KAYA**

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

**WHEREAS**, as the at-large representative from Oahu, Director Kaya brought with her a wealth of experience which was reflected in her thoughtful inquiries, discussions and decisions at the Board level; and

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

**WHEREAS**, Director Kaya was able to share her experience and expertise in personnel matters and public relations on various Board task forces; and

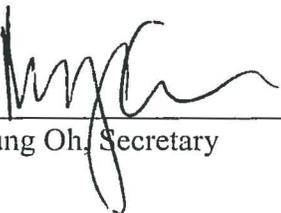
**WHEREAS**, the HPHA's Board of Directors hold Director Kaya in the highest personal regard.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 15-74 Expressing Appreciation to Director Morgan Kaya on this 21<sup>st</sup> day of May 2015 for her dedicated service;

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

  
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David Gierlach, Chairperson

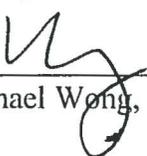
  
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Jason Espero, Vice Chair

  
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Myoung Oh, Secretary

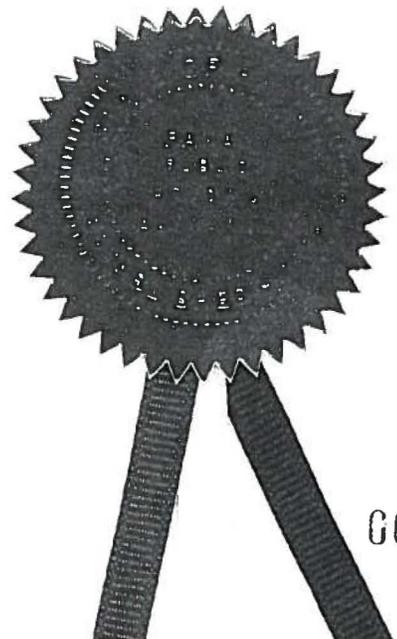
  
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Lisa Darcy, Director

  
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Gilbert DeMotta, Director

  
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Alena Medeiros, Director

  
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Rachael Wong, Director

  
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Elizabeth Kim, Director

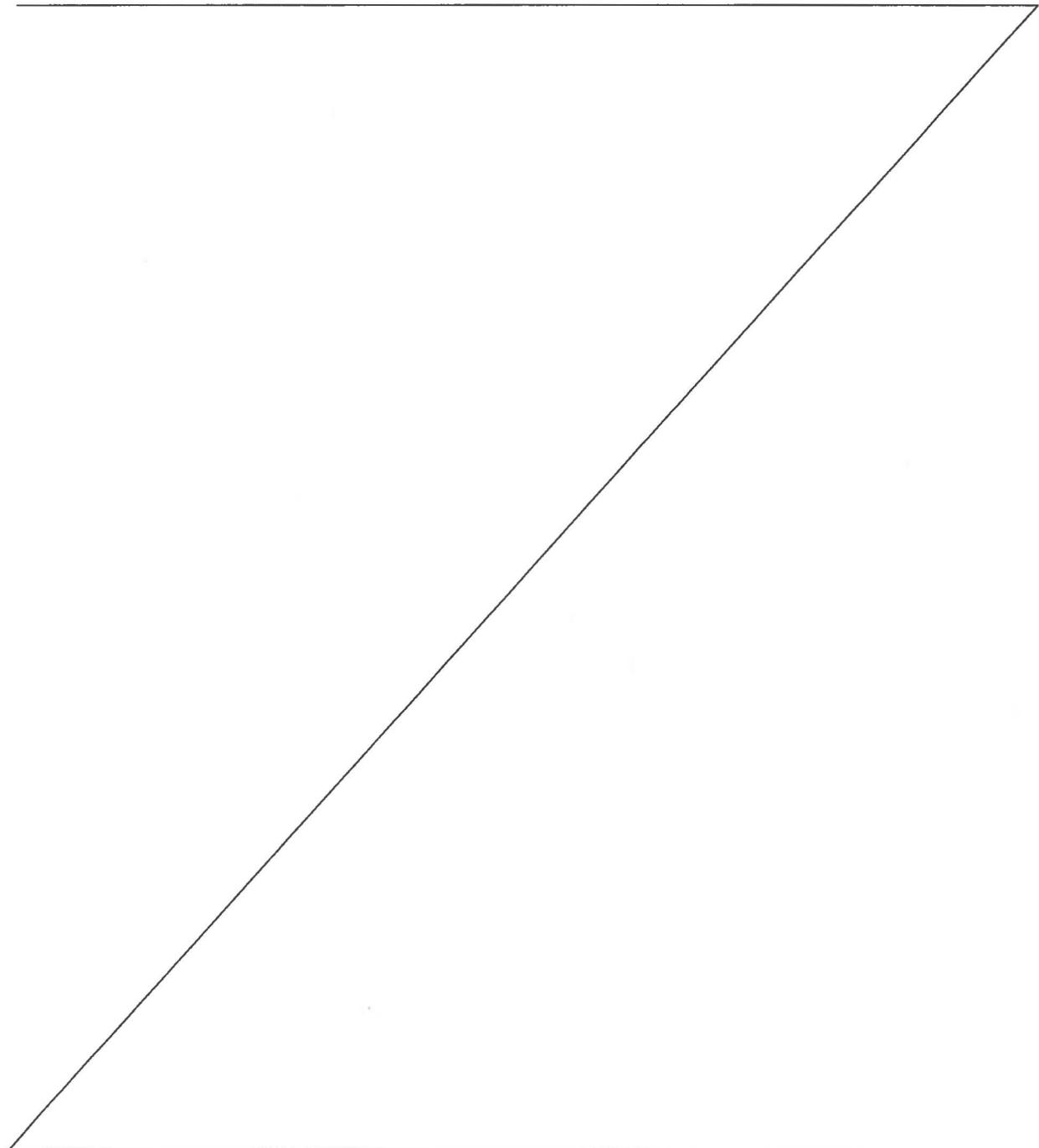


**For Action:**

**Director Kim moved,**

To Adopt Board Resolution No. 15-75 Expressing Appreciation to  
Director Sheri Tanaka.

The motion was unanimously approved.



**RESOLUTION NO. 15-75  
HAWAII PUBLIC HOUSING AUTHORITY**

**EXPRESSING APPRECIATION TO DIRECTOR SHERI J. TANAKA**

**WHEREAS**, Director Sheri J. Tanaka is a member of the Hawaii Public Housing Authority's (HPHA) Board of Directors; and

**WHEREAS**, as the at-large representative from Oahu and owner/principal of the Law Office of Sheri J. Tanaka, Director Tanaka brought with her a wealth of real estate and legal experience which was reflected in her thoughtful inquiries, discussions and decisions at the Board level; and

**WHEREAS**, Director Tanaka worked tirelessly to improve services and programs for the families in the HPHA's programs as she drew from her experiences as the Program Director for the Youth Detention Center in Utah and her many volunteer and community activities; and

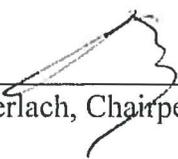
**WHEREAS**, Director Tanaka was able to share her experience and expertise by serving on various Board task forces; and

**WHEREAS**, Director Tanaka's hard work ethic, problem solving skills, positive attitude and infectious smile made even difficult discussions and tough decisions palatable;

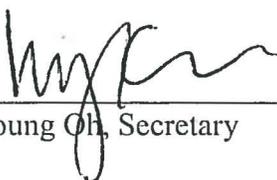
**WHEREAS**, the HPHA's Board of Directors and the HPHA staff hold Director Tanaka in the highest personal regard.

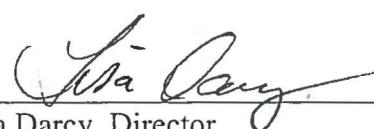
**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 15-75 Expressing Appreciation to Director Sheri J. Tanaka on this 21<sup>st</sup> day of May 2015 for her dedicated service;

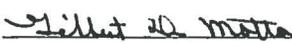
**AND, BE IT FURTHER RESOLVED** that a copy of this resolution be transmitted to Director Sheri J. Tanaka reflecting sincere appreciation of the Board for her contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.

  
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David Gierlach, Chairperson

  
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Jason Espero, Vice Chair

  
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Myoung Oh, Secretary

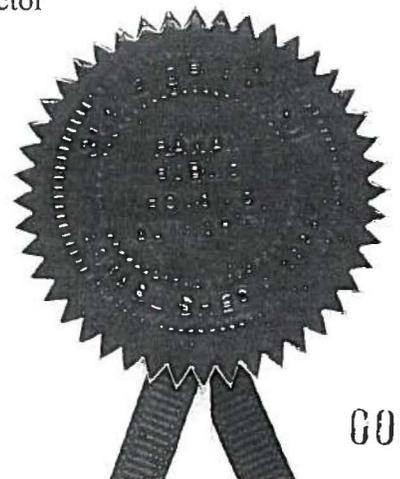
  
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Lisa Darcy, Director

  
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Gilbert DeMotta, Director

  
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Alena Medeiros, Director

  
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Rachael Wong, Director

  
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Elizabeth Kim, Director



**For Action:**

**Director De Motta moved,**

To Reappoint the Following Individuals for an Additional Two-Year Term Expiring in July 2017:

1. Jane Moana Gray to the Oahu Eviction Board and as a Floating Resident Member;
2. Earl Mente to the Oahu Eviction Board;
3. Joyce Nakamura to the Oahu Eviction Board;
4. Solomon Kuresa to the Oahu Eviction Board,
5. Sylvianne Young to the Oahu Eviction Board;
6. George DeMello to the Hilo Eviction Board.

Executive Director Ouansafi reported that the Eviction Board is composed of members of the community and they volunteer their time. He reported that Ms. Gray has been on the Board for over 36 years. Mr. Mente has been on the Board for 18 years and is a property manager and real estate agent. Ms. Nakamura has been on the Board for 17 years and is a real estate agent. Mr. Solomon Kuresa has been on the Board for 18 years and is a public housing resident on Oahu. Ms. Sylvianne Young has been on the Board for 18 years and is a real estate agent and property manager. Mr. George De Mello has been on the Board for 8 years and is a public housing resident of the Hawaii Public Housing Authority in Hilo.

Director Kim stated that after reading Ms. Gray's letter it seems that she prefers not to serve on the Board. Executive Director Ouansafi responded that the HPHA has spoken with Ms. Gray and she does want to serve, but because it is time consuming many of the people serving say if you can find someone else they are willing to step down. He added that it is difficult to find new people to serve.

Director Kim stated that Mr. Mente, Ms. Nakamura and Ms. Young are all real estate agents and questioned whether there is a fair representation on the Board. Executive Director Ouansafi stated that every Board has a tenant Board member and these Board members are only a small representation of the Board.

Director Wong stated that because many of the HPHA Directors are new, it would be helpful to include a list of current Eviction Board members and their terms in the Board packet. Executive Director Ouansafi responded that the information is on page 16. Additionally, the staff is preparing an orientation packet for a future Board meeting.

The motion was unanimously approved.

**For Action:**

**Director Kim moved,**

To Adopt Board Resolution No. 15-76 related to the Hawaii Public Housing Authority Board of Director's Approval to Authorize the Executive Director to Request Approval from the U.S. Department of Housing and Urban Development to Grant the Kaua'i Island Utility Cooperative Easements for the Sewer Improvements and Electrical Upgrades at the Kapa`a Housing Project, Tax Map Keys: (4) 4-5-015:007 and 038.

Executive Director Ouansafi reported that this is a housekeeping measure and that the Board approved the motion at the April 16, 2015 Board meeting. A Resolution is needed to satisfy the U.S. Department of Housing and Urban Development (HUD) requirement.

Executive Director Ouansafi reported that this "For Action" will allow the Kauai utilities to access the property to fix utility poles.

The motion was unanimously approved.

**For Action:**

**Director De Motta moved,**

To Approve the Hawaii Public Housing Authority's Policy on Investment, Subject to Review by the Department of the Attorney General.

Executive Director Ouansafi stated that because the Fiscal Management Office (FMO) is being reorganized and staff found that the investment policy has been in place from 2009, but was never formally approved by the Board. The policy was drafted by a financial consultant that was hired by HUD to provide technical assistance to HPHA. Executive Director Ouansafi explained that the proposed policy allows excess cash to be invested in investments that can be quickly liquidated. The Chief Financial Management Advisor (CFMA) supervises the investments and the Board also has the option to review the investments.

Chairperson Gierlach asked if it has been sent to the Attorney General's (AG) office. Executive Director Ouansafi responded that the AG's is currently reviewing it.

Director Medeiros asked what a Board task force and what is the difference between the Board task force and bringing the motion to the full Board for approval. Executive Director Ouansafi responded that occasionally the Board Chair appoints a task force of 3 or 4 Board members to review an item. The Board Task Force will meet with the staff and ask questions on behalf of the Board. The Board Task Force will then report back

to the full Board at the Board meeting and make their recommendations on the motion being considered.

Chairperson Gierlach stated that historically the Board appoints a Finance task force once a year.

Director Kim asked to explain what the Executive Director does compare to what the CFMA does. Executive Director Ouansafi responded that CFMA does the due diligence and reports to the Executive Director who makes the decision if it is a day-to-day operation or to bring it to the Board if it is a policy matter. This is for checks and balance.

Director Kim asked who decides what investments to make. Executive Director Ouansafi explained that suggestions and recommendations regarding investments can be made by the Board of Directors, the Executive Director or the CFMA. After the Executive Director and the CFMA conducts their due diligence review the investment is presented to the Board for approval.

Director Kim asked if all the decisions come to the Board. Executive Director Ouansafi responded that all policies are brought to the Board and all the day-to-day operations are filtered to the Executive Director.

Director Kim asked if investment decisions are brought to the Board. Executive Director Ouansafi confirmed that investment decisions are approved by the HPHA's Board of Directors.

The motion was unanimously approved.

**For Action:**

**Director Medeiros moved,**

To Adopt Property Specific Utility Allowance Rates Provided by National Facility Consultants for the Fiscal Year July 1, 2015 to June 30, 2016 for the Federal Low Income Public Housing Program and Authorize the Executive Director to Implement the Utility Allowance Rates Effective July 1, 2015

Executive Director Ouansafi reported that the HPHA is required by federal statute to provide utility allowance for public housing tenants who pay for their utilities. Pursuant to federal rules, tenants are not allowed to pay more than 30% of their adjusted income for rent and utilities.

The HPHA hires a national firm to conduct the utility study utilizing actual utility consumption data to determine a fair and reasonable utility allowance for each unit. The consultant determined that utility allowances for 39 categories will remain the same; 85 categories will have increased allowance with the maximum rent reduction at \$39;

and 21 categories will be paying between \$1 and \$2 more. Executive Director Ouansafi reported that additional allowances are given for tenants with reasonable accommodations.

Executive Director Ouansafi reported that there are tenants that receive checks from the HPHA to cover the costs of utilities. He reported that the HPHA conducts the utility study and establishes utility allowances on an annual basis. Prior to adoption, the public is given a chance to comment on the proposed utility allowances rates.

Director Wong asked if Executive Director Ouansafi can report on the HPHA being more energy efficient. Executive Director Ouansafi reported that within the last couple years the HPHA has been working on changing light fixtures and bulbs to energy efficient bulbs and purchasing energy star appliances.

The HPHA's utilities bills have been reduced from 3 years ago. The HPHA is also looking at other energy efficient and energy star rated appliances. Executive Director Ouansafi reported that the HPHA also started installing individual meters so tenants can pay their own utility bills, which in turn is saving the HPHA funds. Executive Director Ouansafi stated that the HPHA is looking into creating an electric farm on Hawaii Island that will generate enough power for the HPHA to be self-sufficient.

Chairperson Gierlach asked what the progress is on installing timers on hot water heaters. Executive Director Ouansafi responded that the HPHA has been working with a consultant and should be ready by the end of the year.

Director Darcy asked if 85% of tenants will have a reduction. Executive Director Ouansafi responded 85 categories. He stated that the every property has different size bedrooms and 85 categories will have reduction and 21 categories will pay more.

Director Darcy asked what the average of an electric bill is. Executive Director Ouansafi responded the breakdown is on page 55 and gave examples.

The motion was unanimously approved.

**For Action:**

**Director Kim moved,**

To Approve the Increase in Payment Standard From 95% up to 110% of the Fair Market Rents for the Section 8 Housing Choice Voucher Program; to Request a Regulatory Waiver from the U.S. Department of Housing and Urban Development to Increase the Payment Standard Up to 120% for Hard to House Families Where Appropriate; and to Authorize the Executive Director to Take All Necessary Steps to Implement the New Payment Standards Effective June 1, 2015 or as soon as Practicable.

Executive Director Ouansafi reported that HUD rules allow housing authorities to provide housing assistance payments from 90% to 110% of the fair market rents. Executive Director Ouansafi reported that the HPHA has about 250 vouchers assigned, but voucher holders are having trouble finding housing due to the high cost of housing on Oahu. The HPHA is requesting approval to increase the housing payment standard up to 110% and on a case by case basis request for approval from HUD for payment standard of up to 120%.

Director Kim asked if the increase in payment standard will mean the tenant needs to pay more. Executive Director Ouansafi responded no because the tenant can only pay up to 40% of their adjusted income. The increase in payment standard would allow the HPHA to enter into contracts with landlords in areas where a rent is reasonably more than the area's fair market rents.

Executive Director Ouansafi reported that the City and County of Honolulu's (C & C) payment standard is currently at 100%.

Director Wong asked if the HPHA is limiting the vouchers because the amount of funds the HPHA receives. Executive Director Ouansafi responded that HUD allows a set amount of vouchers along with a set amount of funds. HUD has a formula based on what congress funds. The HPHA currently leases about 2,055 vouchers.

Director Wong stated she knows the C & C has Section 8, but how many other Section 8 programs are there. Executive Director Ouansafi responded all the Counties have a Section 8 program.

Executive Director Ouansafi reported that up to this year the HPHA was the only agency providing Veteran's Affairs Supportive Housing (VASH) vouchers. The C&C has about 80 vouchers and the HPHA has 400 vouchers.

Director Medeiros asked if there is a downside to increasing to 110%. Executive Director Ouansafi responded that the downside would be there are potentially fewer vouchers that can be funded in this year.

Director Darcy asked why it previously was only 95%. Executive Director Ouansafi responded because the HPHA did not have as many vouchers issued. The HPHA just issued 300 vouchers.

Director Darcy asked whether increasing the payment standard to 110% is enough for our program needs. Executive Director Ouansafi responded that the 110% payment standard is the maximum allowed by HUD.

The motion was unanimously approved.

Chairperson Gierlach stated that the Finance task force report will be deferred.

Executive Director Ouansafi stated that the HPHA had the budget prepared to bring to the Board of Directors for approval during this Board meeting. However, because the Legislative Session ended without extending Act 159 (Special teams), the HPHA staff had to redo the entire budget. Asset Management Projects (AMP) budgets were rejected and staff started from scratch.

Chairperson Gierlach asked to Executive Director Ouansafi to explain more about the Special Teams. Executive Director Ouansafi responded that three years ago it took an average of 267 days to fix a unit. Due to the creation of the Special Teams and their skills, the time to fix a unit has been reduced to 7 days. He added that in the past, over 560 units were vacant for 2 to 11 years, but many have been repaired. The HPHA is now earning approximately \$4 million because of additional rent revenue and HUD subsidy for the occupied units. HPHA's occupancy has drastically improved.

Chairperson Gierlach asked if Act 159 required Legislative authorization. Executive Director Ouansafi confirmed that Act 159 required Legislative authorization and reported that Act 159 failed because there was opposition from the union. Executive Director Ouansafi reported that without the Special Teams occupancy will go down by more than 3% and which is a reduction of \$3.4 million. Executive Director Ouansafi reported that the HPHA is working on different ways to maintain a centralized team who has the skill set of the Special Teams. The Special Teams consists of 36 exempt staff whose positions will sunset on June 30, 2015.

Chairperson Gierlach asked that the Board stay on top of Act 159 and see if it can be passed next Legislative session.

Director Medeiros asked which union opposed Act 159. Executive Director Ouansafi responded the United Public Workers (UPW) union. Executive Director Ouansafi stated that the Board can discuss personnel matters in more detail during Executive Session.

Director Wong stated that this was her first Legislative session and noted that all departments were under scrutiny and were asked to look at staffing.

### **Executive Director's Report:**

- Executive Director Ouansafi reported that the HPHA requested \$35 million in CIP from the Legislature, but was appropriated approximately \$4.15 million. To put it in perspective, he stated that the contract to abate the unforeseen arsenic at Lanakila Homes will cost more than \$3 million in change orders. Executive Director Ouansafi reported that the Legislature is subsidizing the State public housing with \$3 million. By law the HPHA should brake-even. He stated that because of the subsidy the HPHA will only need to ask the Board for a moderate rent increase instead of doubling the rent. The State public housing program has 864 units and approximately 80% is elderly and disabled units. Executive Director Ouansafi

reported that Budget and Finance (B&F) office is under new leadership and they are working with the HPHA on the HPHA's reimbursement.

- Executive Director Ouansafi reported that HUD's Real Estate Assessment Center (REAC) inspections are federally mandated. The HPHA has approximately 5,400 units in the Federal public housing program. If the inspection score is 90 or above, then inspections are held every 3 years. If a property score is between 80 to 89 points, inspections are held every 2 years. Properties with scores lower than 80 points are subject to annual inspections. The HPHA's scores have been going up.
- Executive Director Ouansafi stated that the budget had to be scrapped. He stated that the HPHA has the most complicated budget because it is composed of 105 budgets combined into one and includes rent, grants, subsidies, and etc.
- Executive Director Ouansafi reported that the HPHA housed 59 new families in public housing and 28 families in Section 8 of which 13 were utilizing the VASH vouchers.
- Executive Director Ouansafi reported that the HPHA has not lapsed funds. He reported that the HPHA has approximately \$100 million of construction happening statewide and is in the process of awarding approximately another \$26 million.
- Executive Director Ouansafi reported that the Hearings Office heard 24 cases. 16 cases were for rent and 8 for other lease violations. Of the 16 cases, 4 were evicted (3 for rent and 1 for other lease violations) and the remaining cases resulted in evictions with conditions.
- Executive Director Ouansafi stated that the HPHA worked with the Make-A-Wish Foundation for an event held to honor the wishes of a 5 year boy with a heart condition at Mayor Wright Homes (MWH).
- Executive Director Ouansafi reported that Hawaii Island has many issues. On the Hilo side there is arsenic in the soil and on the Kona side there is an issue with the unexploded ordinances.

Director Wong asked about the outcome of the meeting with the Department of Health (DOH). Executive Director Ouansafi responded that the DOH helped train staff and has been going to each property to discuss cessation programs with the tenants. The DOH also provided some funds to assist in purchasing the no-smoking signs.

Director Wong asked if the Tobacco Free Coalition brought bills before the Legislature for no smoking in public housing. Executive Director Ouansafi responded that the HPHA started the process by changing the administrative rules. Once the rules were adopted, the Tobacco Free Coalition introduced a bill and the HPHA had no objections as long it matched its administrative rules.

With regards to assigning smoking areas at the properties, Executive Director Ouansafi reported that it is not as easy as designating a smoking area. By law, the HPHA is mandated to ensure that the designated smoking areas are American Disabilities Act (ADA) compliant. The Compliance Officer went to the property to make sure that all the paths are ADA compliant. Properties that have ADA compliant areas could have designated smoking areas and some properties won't until the HPHA obtains funds to construct an ADA compliant designated smoking area.

Director Kim stated she doesn't understand how the airport, in a small confined space, there is a designated smoking area, but not in a public housing complexes. Executive Director Ouansafi responded that by law the area needs to be outside the 20 feet and accessible to everyone. Chairperson Gierlach stated that because of the nature of some of the units it does not allow for compliance without investing a lot of funds.

Director Kim asked if staff can describe Kalakaua Homes. Executive Director Ouansafi stated Kalakaua Homes has 3 buildings and needs to find an area that is at least 20 feet away from all buildings and has an accessible route from each building to be ADA compliant. Executive Director Ouansafi reported once the designated smoking areas are identified the process is: 1) ensure that construction funds are available; 2) hire a consultant and an architect to design the areas; 3) issue an Invitation for Bids ; and then 4) construction can start. Executive Director Ouansafi reported that every property was surveyed and only 9 properties had tenants who indicated that they wanted a designated smoking area.

Director Wong asked if the issue is just communicating this to the residents. Executive Director Ouansafi responded that the HPHA did in fact communicate with the residents multiple times.

Executive Director Ouansafi reported that the HPHA has also communicated with the KPT low-rise residents, but because negotiations are ongoing, no detailed information can be provided at this time.

Director De Motta pointed out that the Board asked the testifiers to stay and hear the Executive Director's responses to their concerns, but they all left and then next month they will come back. He speculated that this could be part of the reason that they claim that they are not being communicated with.

Director Medeiros asked if the HPHA has looked into the allegations that the Kalakaua Homes manager retaliates. Executive Director Ouansafi reported that the HPHA has a zero tolerance of retaliation. Executive Director Ouansafi also reported that every complaint is investigated.

Director Darcy asked if there is an estimate on how much it would cost to make designated smoking areas. Executive Director Ouansafi responded it varies, but to create designated smoking areas in all the properties that do not already have one will cost approximately \$15 million. Some projects are simple and some are more difficult.

Director Medeiros asked if the HPHA is breaking any laws by not providing a designated smoking area. Executive Director Ouansafi responded no.

Director Medeiros asked if the rule is 20 feet from the building, why was the tenant cited for smoking 30 feet from the building. Executive Director Ouansafi responded that the law is no smoking on public housing property unless there is a designated smoking area.

Director Medeiros asked if the tenant misstated the law. Executive Assistant Arashiro responded that the tenant was referring to the State's law which states that there is no smoking in public areas, but there is another law which specifically applies to HPHA's public housing properties.

Executive Director Ouansafi also reported that a contract has been signed to repair the walkways at KPT.

**Director De Motta moved at 10:16 a.m.,**

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

- 1. Executive Session Minutes for April 16, 2015;**
- 2. Jeanne A. Lorrin v. Hawaii Public Housing Authority (Civil No. 14-1-0735-03);**
- 3. Fetu Kolio v. Hawaii Public Housing Authority (CAAP-13-0000785; Civil No. 12-1-2339-09);**
- 4. Personnel Matters Related to the Termination of Act 159, SLH 2012 and the Impact on HPHA's Operations.**

The motion was unanimously approved.

**The Board reconvened from Executive Session at 10:50 a.m.**

Chairperson Gierlach reported that the Board approved the Executive Session minutes of April 16, 2015; discussed Jeanne A. Lorrin v. Hawaii Public Housing Authority (Civil No. 14-1-0735-03); discussed Fetu Kolio v. Hawaii Public Housing Authority (CAAP-13-0000785; Civil No. 12-1-2339-09); and discussed Personnel Matters Related to the Termination of Act 159, SLH 2012 and the Impact on HPHA's Operations.

**Adjournment:**

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

**Director Oh moved,**

To adjourn the Regular Hawaii Public Housing Authority Board meeting.

The motion was unanimously approved.

The meeting was adjourned 10:51 a.m.

**MINUTES CERTIFICATION**

Minutes Prepared by:

  
\_\_\_\_\_  
Taryn T. Chikamori  
Secretary to the Board

JUN 18 2015  
\_\_\_\_\_  
Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on June 18, 2015: [ ] As Presented [ ] As Amended

  
\_\_\_\_\_  
Myoung Oh  
Director/Board Secretary

JUN 18 2015  
\_\_\_\_\_  
Date

**FOR ACTION**

**MOTION:** To Adopt Board Resolution No. 15-77 Expressing Appreciation to Director Gilbert DeMotta

**I. FACTS**

A. Director Gilbert DeMotta is a member of the Hawaii Public Housing Authority's Board of Directors.

**II. DISCUSSION**

A. Director DeMotta's appointment will end effective June 30, 2015.

**III. RECOMMENDATION**

That the Board of Directors Adopt Board Resolution No. 15-77 Expressing Appreciation to Director Gilbert DeMotta of the Hawaii Public Housing Authority's Board of Directors

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

  
\_\_\_\_\_  
David Gierlach  
Chairperson

**RESOLUTION NO. 15-77  
HAWAII PUBLIC HOUSING AUTHORITY**

**EXPRESSING APPRECIATION TO DIRECTOR GILBERT DEMOTTA**

**WHEREAS**, Director Gilbert DeMotta is a member of the Hawaii Public Housing Authority's (HPIHA) Board of Directors; and

**WHEREAS**, as the at-large representative from the Big Island, Director DeMotta brought with him a wealth of experience working in the County of Hawaii which was reflected in his thoughtful inquiries, discussions and decisions at the Board level; and

**WHEREAS**, Director DeMotta worked tirelessly to improve services and programs for the families in the HPIHA's programs; and

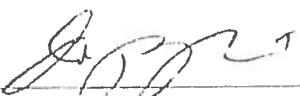
**WHEREAS**, Director DeMotta was able to share his housing background, community experience, and "lessons learned" with the HPIHA staff and Board; and

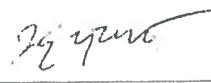
**WHEREAS**, in his role as a Board member, Director DeMotta was particularly interested in issues affecting properties on the island of Hawaii; and

**WHEREAS**, the HPIHA's Board of Directors hold Director DeMotta in the highest personal regard.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 15-77 Expressing Appreciation to Director Gilbert DeMotta on this 18<sup>th</sup> day of June 2015 for his dedicated service;

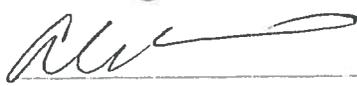
**AND, BE IT FURTHER RESOLVED** that a copy of this resolution be transmitted to Director Gilbert DeMotta reflecting sincere appreciation of the Board for his contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.

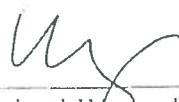
  
\_\_\_\_\_  
David Gierlach, Chair

  
\_\_\_\_\_  
Jason Espero, Vice Chair

  
\_\_\_\_\_  
Myoung Oh, Secretary

  
\_\_\_\_\_  
Lisa Darcy, Director

  
\_\_\_\_\_  
Alena Medeiros, Director

  
\_\_\_\_\_  
Rachael Wong, Director

  
\_\_\_\_\_  
Elizabeth Kim, Director



June 18, 2015

**FOR ACTION**

**MOTION:** To Adopt Board Resolution No. 15-78 Expressing Appreciation to Chair David Gierlach

**I. FACTS**

A. Director David Gierlach is a member and current Chair of the Hawaii Public Housing Authority's Board of Directors.

**II. DISCUSSION**

A. Director Gierlach's appointment will end effective June 30, 2015.

**III. RECOMMENDATION**

That the Board of Directors Adopt Board Resolution No. 15-78 Expressing Appreciation to Chair David Gierlach of the Hawaii Public Housing Authority's Board of Directors

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



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Jason Espero  
Vice Chairperson

**RESOLUTION NO. 15-78  
HAWAII PUBLIC HOUSING AUTHORITY**

**EXPRESSING APPRECIATION TO CHAIR DAVID GIERLACH**

**WHEREAS**, Director David Gierlach is a member and current Chair of the Hawaii Public Housing Authority's (HPHA) Board of Directors; and

**WHEREAS**, as the at-large representative from Oahu, Director Gierlach brought with him a wealth of experience which was reflected in his thoughtful inquiries, discussions and decisions at the Board level; and

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

**WHEREAS**, Director Gierlach was able to share his experience and expertise in legal matters and was a constant advocate for the most needy populations while serving on various Board task forces; and

**WHEREAS**, in his role as a Board member, Director Gierlach was particularly interested in proper Board oversight; and

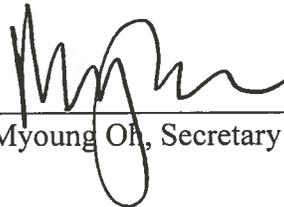
**WHEREAS**, the HPHA's Board of Directors hold Director Gierlach in the highest personal regard.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Hawaii Public Housing Authority adopt Resolution No. 15-78 Expressing Appreciation to Director David Gierlach on this 18<sup>th</sup> day of June 2015 for his dedicated service;

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



\_\_\_\_\_  
Jason Espero, Vice Chair



\_\_\_\_\_  
Myoung Oh, Secretary



\_\_\_\_\_  
Lisa Darcy, Director



\_\_\_\_\_  
Gilbert DeMotta, Director



\_\_\_\_\_  
Alena Medeiros, Director



\_\_\_\_\_  
Rachael Wong, Director



\_\_\_\_\_  
Elizabeth Kim, Director



June 18, 2015

## FOR ACTION

- MOTION:** To Reappoint the Following Individuals for an Additional Two-Year Term:
1. Radiant Chase to the Oahu Eviction Board whose term expires in July 2015;
  2. Ross Oue to the Kona Eviction Board whose term expires in July 2015;
  3. Fay Rapoza to the Kauai Eviction Board whose term expires in October 2015;
  4. Mary Hoffman to the Kona Eviction Board whose term expires in October 2015.

### 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. Ms. Chase has served as a board member for over 13 years and has expressed a willingness to continue to serve in this capacity for another two-year term.
- B. Mr. Oue has served as Chairman for the Kona Board for 23 years and is self-employed as a Certified Public Accountant. Mr. Oue has expressed a willingness to continue to serve in this capacity for another two-year term.

- C. Ms. Rapoza recently retired from the City and County of Kauai and has served as Chairman of the Kauai Board for the past 2 years. She brings extensive fair housing experience to the Authority and has expressed a willingness to serve for another two-year term.
- D. Ms. Hoffman is a resident board member for Kona and has served for the past 2 years. As a resident Ms. Hoffman understands the needs and limitations of the tenants and brings an important perspective to the eviction hearing. Ms. Hoffman has expressed a willingness to serve another two year term.

### III. RECOMMENDATION

To Reappoint the Following Individuals for an Additional Two-Year Term:

- 1. Radiant Chase to the Oahu Eviction Board whose term expires in July 2015;
- 2. Ross Oue to the Kona Eviction Board whose term expires in July 2015;
- 3. Fay Rapoza to the Kauai Eviction Board whose term expires in October 2015;
- 4. Mary Hoffman to the Kona Eviction Board whose term expires in October 2015.

- A. Attachment A: List of Eviction Board Members and Term Appointments
- B. Attachment B: Resume for Radiant Chase
- C. Attachment C: Resume for Ross Oue
- E. Attachment D: Resume for Fay Rapozo
- F. Attachment E: Resume for Mary Hoffman

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

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

  
\_\_\_\_\_  
David Gierlach, Chairperson

Attachment A

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

<b>Board Member</b>	<b>Initial Appointment Date</b>	<b>Current Expiration Date</b>	<b>Years Served as of December 2013</b>
<b>Oahu A:</b>			
Douglas Kaya	03/17/05	03/31/17	9
Radiant Chase	01/25/02	07/31/15	12
Stanley Young**	07/15/10	07/15/16	4
Wanda Camara*	12/19/13	12/19/15	1
Chunmay Chang	11/01/13	11/01/15	2
<b>Oahu B:</b>			
Jane Moana Gray*	08/31/79	07/31/17	35
Earl Mente	12/19/97	07/31/17	17
Joyce Nakamura	02/20/98	07/31/17	16
<b>Oahu C:</b>			
Solomon Kuresa*	05/16/97	07/31/17	17
Sylvianne Young	12/19/97	07/31/17	17
Sylvia Wilmeth	11/18/10	11/31/16	4
<b>Hilo:</b>			
Jane Moana Gray**	06/21/07	06/30/17	7
George DeMello*	09/20/07	07/31/17	7
Keith Biho	02/18/10	02/29/16	4
Ayotunde Adewunmi	01/15/15	01/15/17	New Member
Joanne Luiz*	02/29/14	02/29/16	1
<b>Kauai:</b>			
Fay Rapoza	10/10/13	10/30/15	1
Jane Moana Gray**	06/21/07	06/30/17	7
Arde Long-Yamashita*	02/31/08	02/31/16	5
<b>Kona:</b>			
Jane Moana Gray**	06/21/07	06/30/17	7
Ross Oue	05/15/92	07/31/15	22
Arleila Andrade	09/15/10	09/31/16	4
Mary Hoffman*	10/10/13	10/30/15	1
<b>Maui:</b>			
Wanda Camara**	12/19/13	12/19/15	1
Robert G. Hill	03/01/08	02/28/16	6
Mark Nishino	03/01/15	03/01/17	New Member

\* Resident Member

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

Revised 05/30/15



## FOR ACTION

**MOTION:** To Approve the Selection of a Master Developer for the Mixed Income, Mixed Use Redevelopment of the Hawaii Public Housing Authority's (HPHA) Administrative Offices Located at 1002 North School Street and the Development of Low Income Public Housing Units on the Island of Oahu and to Authorize the Executive Director to Begin Negotiations to Enter into an Exclusive Negotiating Rights Agreement and a Master Development Agreement

### I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) is the sole statewide public housing agency in the State of Hawaii, and was established by the Territory of Hawaii in 1935 to provide safe, decent, and sanitary housing for low-income residents. Guided by an eleven member Board of Directors that are appointed by the Governor of Hawaii, today the HPHA Federal and State Low-Income Public Housing and rental assistance programs combine to serve over 7,300 families or more than 23,000 individuals.
- B. On October 28, 2014, the HPHA's Board of Directors ratified all past actions and authorized the Executive Director to continue to pursue mixed income, mixed use redevelopment of the HPHA's Administrative Offices.
- C. On January 13, 2015, the Contract and Procurement Office issued Request for Qualifications (RFQ) no. RFQ-OED-2015-05, to procure a 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. Submittals were due no later than 4:00 p.m., Tuesday, March 10, 2015.
- D. A five-member review and selection committee was appointed by the Executive Director. The committee included HPHA staff from the Fiscal Management Office, Planning and Evaluation Office and the Section 8 Subsidy Programs Branch and a representative from another government entity familiar with affordable housing issues.
- E. Submittals were evaluated using a two-stage evaluation process.
  - a. Stage I of the evaluation process was used to determine the respondents that would comprise the competitive range, from which final selection for contract award will ultimately be made.

- b. Stage II of the evaluation process was reserved for the competitive range respondents only. Stage II of the evaluation process entailed presentation/interviews with the respondents on the short list. Scoring was based upon how well the submittal met the criteria established in the RFQ.
- F. On April 23, 2015, phase I of the selection process was conducted by the review and selection committee on all submittals received.
- G. On May 13-14, 2015, phase II of the selection process was conducted by the review and selection committee which included a presentation and oral interview by respondents who passed the phase I review.
- H. On June 8, 2015, a final evaluation of submittals were reviewed as part of the phase II selection process by the review and selection committee.

## II. DISCUSSION

- A. The intent of the mixed income, mixed use redevelopment of the HPHA's Administrative Offices located at 1002 North School Street site is to revitalize, modernize and improve the quality of the work environment for HPHA's staff, increase the HPHA's affordable housing inventory on a portion of the site, and to make the best use out of the existing land by creating a sense of community with the surrounding neighborhood.
- B. Proposed redevelopment shall introduce creative physical designs, building and unit configurations and sustainable building materials that innovatively maximize the use of space and can be a model for the future.
- C. The top-ranked master developer's qualifications included the following:
  - Extensive experience in affordable housing development and property management, including apartment communities for seniors, families and persons with special needs;
  - Local experience in office and retail space development, including "build to suit" office buildings for public entities; and
  - Experience utilizing a variety of funding sources including low income housing tax credits, tax-exempt bonds, and HUD funding.
- D. The top-ranked master developer's technical response included the following:
  - Design, development and construction of approximately 28,000 square feet of office space, together with associated parking and a warehouse for materials storage and a maintenance yard.
  - Up to 200 affordable residential units with unit mix to be negotiated.
  - Active open spaces to provide areas for small service and retail kiosks.

- Sustainable planning and design concepts such as Leadership in Energy and Environmental Design (LEED) will be considered, as well as innovative design concepts such as micro units, energy and space-saving appliances and “smart buildings”.
  - Creative physical designs, building and unit configurations and sustainable building materials that innovatively maximize the use of all space while protecting and preserving Hawaii’s precious natural resources.
  - Community engagement approach involving partnership and collaboration with community stakeholders throughout the design and decision-making process.
- E. The HPHA has received letters and communication both in support of and against the development of additional housing on the subject property.
- F. The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board’s attorneys on questions and issues pertaining to the Board’s powers, duties, privileges, immunities, and liabilities as related to the selection of a Master Developer for the redevelopment.

### III. RECOMMENDATION

Staff recommends that the HPHA’s Board of Directors approve the Selection of the 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 and to Authorize the Executive Director to Begin Negotiations to Enter into an Exclusive Negotiating Rights Agreement and a Master Development Agreement.

Prepared by: Rick T. Sogawa, Procurement Officer 

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

  
\_\_\_\_\_  
David Gierlach  
Chairperson

June 18, 2015

## FOR ACTION

**MOTION:** To Adopt Administrative Policy, Programs No. 2, Relating to the Hawaii Public Housing Authority's Violence Against Women Act (VAWA) Policy, Subject to Revisions by the Department of the Attorney General

### I. FACTS

- A. Pursuant to the Violence Against Women Act of 1994 and the Reauthorization Act of 2013 (VAWA), the Hawaii Public Housing Authority (HPHA) has a responsibility to ensure that certain victims of domestic violence, as well as affiliated individuals of the victim, are protected from losing their U.S. Department of Housing and Urban Development (HUD) - assisted housing as a consequence of the abuse to which they are victim.
- B. The 2013 VAWA maintains protections for public housing, Section 8 vouchers, and project based Section 8, and also expands the housing protections from VAWA 2005 to include HUD's Homeless Assistance Programs.
- C. In general, VAWA requires that an applicant for or tenant of HPHA housing and Section 8 assistance may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.
- D. The 2013 VAWA now specifically extends housing protections to survivors of sexual assault, and adds "intimate partner" to the list of eligible relationships in the domestic violence definition. Protections also now cover an "affiliated individual," which includes any person living with the survivor and related to him or her by blood or marriage including the survivor's spouse, parent, brother, sister, child, or any person to whom the survivor stands in loco parentis.

### II. DISCUSSION

- A. The HPHA's proposed VAWA Policy covers the administration of the HPHA's public housing and Section 8 programs.

- B. The HPHA's proposed VAWA Policy includes the following provisions as required by the Act:
- Goals and objectives;
  - Definition of key terms;
  - Provisions for admissions and screening;
  - Requirements for verification of domestic violence, dating violence, stalking or sexual assault;
  - Protections from termination of tenancy or assistance, including lease violations distinctions and bifurcation of a lease;
  - Emergency transfers to another unit and portability of Section 8 vouchers;
  - Confidentiality of all verification information;
  - Notice of occupancy rights under VAWA; and
  - Procedures for dealing with incidents or claims of domestic violence.
- C. The proposed Policy is currently under review by the Department of the Attorney General (AG), and is subject to modification based on the AG's review.
- D. The proposed Policy shall be fully integrated into the HPHA's Admissions and Continued Occupancy Policy (ACOP), Section 8 Administrative Plan, and Administrative Rules. Any substantive changes will be provided to the HPHA Board of Directors for approval prior to public hearing.

### III. RECOMMENDATION

To Adopt Administrative Policy, Programs No. 2, Relating to the Hawaii Public Housing Authority's Violence Against Women Act (VAWA) Policy, Subject to Revisions by the Department of the Attorney General

Attachment A: Draft Proposed Administrative Policy, Programs No. 2, Relating to the Hawaii Public Housing Authority's Violence Against Women Act (VAWA) Policy

Prepared by: Dawn Takeuchi Apuna, Chief Planner 

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

  
\_\_\_\_\_  
David Gierlach  
Chairperson



**STATE OF HAWAII**  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY  
1002 NORTH SCHOOL STREET  
POST OFFICE BOX 17907  
Honolulu, Hawaii 96817

IN REPLY PLEASE REFER TO:

**ADMINISTRATIVE MEMORANDUM**

**Programs No. 2.**  
**September 18, 2008,**  
**June 18, 2015**

To: All HPHA Branches, Support Offices, and Asset Management Projects  
From: Hakim Ouansafi, Executive Director  
Subject: VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

**I. PURPOSE & APPLICABILITY**

The purpose of this policy (Policy) is to implement the applicable provisions of the Violence Against Women Reauthorization Act (VAWA) of 2013 (Pub. L. 113–4, 127 Stat. 54) (VAWA 2013). VAWA 2013 reauthorized and amended the Violence Against Women Act of 1994, as previously amended (title IV, sec. 40001–40703 of Pub. L. 103–322, 42 U.S.C. 13925 et seq.). This Policy generally sets forth the Hawaii Public Housing Authority's (HPHA) requirements and procedures regarding domestic violence, dating violence, stalking and sexual assault as hereinafter defined.

Notwithstanding its title, this Policy and its protections are available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, sexual orientation, disability, or age.

This Policy shall be applicable to the HPHA's administration of all its federally subsidized public housing and Section 8 rental assistance programs under the United States Housing Act of 1937 (42 U.S.C. §1437 et seq.).

This Policy shall be fully integrated into the HPHA's Admissions and Continued Occupancy Policy (ACOP), Section 8 Administrative Plan, and Administrative Rules. Any substantive changes will be provided to the HPHA Board of Directors for approval prior to public hearing.

## II. GOALS & OBJECTIVES

This Policy has the following principal goals and objectives:

- A. Maintaining compliance, including training of appropriate staff managing the HPHA public housing and Section 8 Vouchers, with all applicable legal requirements imposed by VAWA;
- B. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, stalking or sexual assault; and
- C. Responding in accordance with HPHA policies and procedures to incidents of domestic violence, dating violence, stalking, or sexual assault affecting individuals assisted by the HPHA.

## III. DEFINITIONS

As used in this Policy:

*Affiliated Individual means, with respect to an individual –*

- 1. *A spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent to a child; or*
- 2. *Any individual, tenant, or lawful occupant living in the household of that individual.*

*Bifurcate means dividing a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable covered housing program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or may be revised depending upon the eligibility for continued occupancy of the remaining tenants and lawful occupants.*

*Dating Violence means violence committed by a person:*

- 1. *Who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
- 2. *Where the existence of such relationship is determined based on a consideration of the following factors:*
  - a. *The length of the relationship;*
  - b. *The type of relationship; and*
  - c. *The frequency of interaction between the persons involved in the relationship.*

*Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child, by a person who is cohabitating with or has cohabitated with the*

*victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.*

*Perpetrator means any person who commits an act of domestic violence, dating violence, stalking or sexual assault against a victim.*

*Sexual Assault means any nonconsensual sexual act proscribed by Federal, tribal or State law, including when the victim lacks capacity to consent.*

*Stalking means*

- 1. To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person to place under surveillance with the intent to kill, injure, harass or intimidate another person; and*
- 2. In the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to:
  - a. That person;*
  - b. A member of the immediate family of that person; or*
  - c. The spouse or intimate partner of that person.**

#### **IV. ADMISSIONS & SCREENING**

- A. *In General. The HPHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, stalking, or sexual assault provided that such person is otherwise qualified for such admission.*
- B. *Preference. An applicant will be granted a preference eligible status as a victim of domestic violence, dating violence, sexual assault, or stalking, with certification or documentation verifying current actual or threatening abuse.*
- C. *Mitigation of Disqualifying Information. In reviewing preference eligibility, the HPHA must determine whether negative suitability was a consequence of domestic violence against the applicant. An applicant will not be denied admission if the unfavorable (negative report) screening factors of the applicant are related to acts of domestic violence, dating violence, sexual assault, or stalking against the applicant or any member of the family household. The HPHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence, dating violence, stalking and/or sexual assault and its probable relevance to the potentially disqualifying information.*

- D. Break Up of Family on the Waiting List. If a family on the waiting list breaks up, the HPHA has discretion to determine which family members will retain the family's position on the waiting list. However, if a court assigns the family's position on the waiting list to particular family members in a divorce or separation under a settlement or judicial decree, the HPHA must assign the waiting list position as directed by the court.

In the absence of a judicial decision, the HPHA will consider the following factors:

1. The interest of any minor children, including custody arrangements;
2. The interest of any ill, elderly, or disabled family members;
3. Any possible risks to family members as a result of domestic violence or criminal activity; and
4. The recommendations of social service professionals.

The HPHA will prioritize victims of actual or threatened domestic violence, dating violence, or stalking where that violence is a contributing cause of the household breakup. However, if there are minor children in the family and the children do not primarily reside with the victim, the HPHA may choose not to apply this subsection in order to keep the assistance with the children.

## V. VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING OR SEXUAL ASSAULT

- A. Requirements for Verification. For those seeking protection under this Policy, the HPHA shall verify that an incident or incidents of actual or threatened domestic violence, dating violence, stalking or sexual assault claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this Policy.

If there is reason to believe that verification is incomplete or inaccurate, the HPHA may require additional documentation of the incident(s). Such documentation requirement shall not place the victim in danger.

Verification may be made with at least one of the following:

1. HUD-approved form – Completing a U.S. Department of Housing and Urban Development (HUD) - approved certification from verifying that the individual is a victim of domestic violence, dating violence, stalking or sexual assault, and that the incident or incidents in question are bona fide incidents of actual or threatened abuse. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator if the name of the perpetrator

is safe to provide and is known to the victim. The HUD-approved form shall be made available in multiple languages, consistent with guidance issued by HUD in accordance with Executive Order 13166; OR

2. Other documentation – Providing the HPHA, owner or manager with documentation signed by any of the following third parties: (a) an employee, agent, or volunteer of a victim service provider; (b) an attorney; (c) a medical professional; or (d) other knowledgeable professional. The person signing the documentation must have assisted the victim in addressing domestic violence, dating violence, sexual assault or stalking, or the effects of the abuse. The person signing the documentation must attest under penalty of perjury to his or her belief that the incident or incidents in question are bona fide incidents of abuse. The victim of domestic violence, dating violence, sexual assault or stalking must also sign the documentation; OR
  3. Police or court record – Producing a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- B. Time allowed to provide verification/failure to provide documentation. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, stalking or sexual assault, and who is requested by the HPHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (i.e., 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this Policy against a proposed adverse action. Time for response may be extended upon a showing of good cause.
- C. Waiver of verification requirement. The HPHA Executive Director or his/her Designee, or a Section 8 owner or manager, may, with respect to any specific case, waive the above stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director/Designee, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.
- D. Additional third party documentation - If the HPHA receives documentation that contains conflicting information, the HPHA, owner, or

manager may require an applicant or tenant to submit third-party documentation.

## VI. TERMINATION OF TENANCY or ASSISTANCE

- A. Termination Notices. All termination notices will notify participants of VAWA's protections and that they may seek an informal hearing if they believe that the termination is based on acts of domestic violence, dating violence, sexual assault or stalking committed against the participant.
- B. VAWA Protections. Under VAWA, public housing residents and persons assisted under the Section 8 program, have the following specific protections, which will be observed by the HPHA in administration of its programs:
1. An incident(s) of actual or threatened domestic violence, dating violence, stalking or sexual assault will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
  2. In addition, criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking that is engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights of the tenant or affiliated individual of the tenant that is the victim or threatened victim of the domestic violence, dating violence, sexual assault, or stalking.
- C. VAWA Limitations.
1. The HPHA or a Section 8 owner or manager may terminate tenancy, evict, or to terminate assistance, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, stalking or sexual assault in question against the tenant or a member of the tenant's household. However, neither the HPHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence, dating violence, stalking or sexual assault than that applied to other tenants.
  2. The HPHA or a Section 8 owner or manager may evict or terminate from assistance any tenant or lawful applicant if the owner, manager or the HPHA can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.

- D. *Bifurcation of Lease*. The HPHA or a Section 8 owner or manager, may bifurcate or divide a lease to remove a household member from a lease without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual.
1. Removal of the perpetrator of physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Leases used for all public housing operated by the HPHA and leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by the HPHA, shall contain provisions setting forth the substance of this paragraph or as required by the U.S. Department of Housing & Urban Development.
  2. If a bifurcation or division occurs, and the removed tenant or lawful occupant was the sole tenant eligible to receive assistance under a covered housing program, the HPHA, owner, or manager shall provide any remaining tenant the opportunity and reasonable time to establish eligibility for the covered housing program. If the remaining tenant cannot establish eligibility, the HPHA, owner, or manager is required to provide the tenant reasonable time to find new housing or to establish eligibility under another covered housing program.
  3. If the HPHA seeks to terminate the tenancy of a victim of domestic violence, dating violence, sexual assault, or stalking for lease violations unrelated to the domestic violence, dating violence, or stalking, the HPHA may not hold the individual to a more demanding set of rules than applied to tenants who are not victims of domestic violence, dating violence, sexual assault, or stalking.
  4. In cases where the HPHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the HPHA may determine which is the true victim by requiring third-party documentation.
  5. The HPHA will recommend that the victim seek assistance from local service providers of domestic violence.
  6. When rent for a Section 8 unit has previously been determined based on the income of an abusive family member who has left the household or been excluded from the household by a domestic

violence restraining order or injunction or other court order, rent for the unit will immediately be adjusted to reflect the household's changed circumstances.

7. The HPHA will recommend that the victim contact police and obtain a temporary restraining order against the abuser.

## VII. EMERGENCY TRANSFER & PORTABILITY

- A. Eligibility for transfer. A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking is eligible for an emergency transfer, if:
  1. The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit;
  2. The tenant is a victim of a sexual assault, and the sexual assault occurred on the premises within the 90-day period preceding a request for an emergency transfer.
- B. Emergency transfer request. To request an emergency transfer, the tenant shall notify the HPHA's property management and submit a written request for a transfer. The tenant's request for an emergency transfer should include either:
  1. A statement expressing why the tenant reasonably believes that there is a threat of imminent harm of further violence if the tenant were to remain in the same dwelling unit.
  2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-day period preceding the tenant's request for an emergency transfer.
- C. Emergency transfer timing and availability. HPHA cannot guarantee that an emergency transfer request will be approved or how long it will take to process a transfer request. The HPHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit.
- D. Portability. Even if moving would otherwise constitute a violation of the lease, a Section 8 voucher family may move to another dwelling and continue to receive rental assistance if the family has complied with all program obligations and is moving to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence, or stalking. The HPHA may request that the family provide the

HUD-approved certification form or other documentation to verify the family's claim that the request to move is prompted by incidences of abuse.

If it is necessary for a family member to break a lease in order to escape domestic violence, dating violence, or stalking, the HPHA shall not terminate the victim from the Section 8 program.

Under extraordinary circumstances, including situations involving domestic violence, dating violence, sexual assault or stalking, the HPHA may consider allowing more than one move in a 12-month period.

## VIII. CONFIDENTIALITY

- A. Right of confidentiality. All information (including the fact that an individual is a victim of domestic violence, dating violence, stalking or sexual assault) provided to the HPHA or to a Section 8 owner or manager in connection with a verification required under section V of this Policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall not be entered in any shared database nor provided to any other entity or individual, except where disclosure is:
1. Requested or consented to by the individual in writing; or
  2. Required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA; or
  3. Otherwise required by applicable law.

## IX. COURT ORDERS

- A. Court orders. The HPHA shall honor orders entered by courts of competent jurisdiction affecting individuals assisted by the HPHA. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

## X. NOTICE

The HPHA shall provide a "Notice of Occupancy Rights under VAWA" to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA as to confidentiality, denial of assistance and termination of tenancy or assistance. The Notice will be provided:

1. At the time the applicant is denied assistance or admission for residency in a dwelling unit;
2. At the time the individual is provided assistance or admission to a dwelling unit; and
3. With any notification of eviction or notification of termination of assistance.

The Notice shall be made available in multiple languages, consistent with guidance issued by HUD in accordance with Executive Order 13166.

## **XI. PROCEDURES FOR DEALING WITH INCIDENTS OR CLAIMS OF DOMESTIC VIOLENCE**

In addition to the foregoing provisions and requirements, the HPHA shall adhere to the following VAWA Policy procedures:

- A. The HPHA manager will encourage victims to seek professional assistance by referring them to the appropriate victim service providers.
- B. If police are involved, the HPHA manager should obtain a copy of the police report for its files, and request that the perpetrator is issued a temporary restraining order.
- C. Once a temporary restraining order is issued, and the victim has provided a certification of domestic violence, the HPHA or manager may remove the abuser from the lease. The HPHA or manager will make available to the victim the option to change existing unit entry locks at their cost, if desired.
- D. In cases where the facts are unclear, staff may liberally apply VAWA procedures and then seek immediate consultation with the Property Management and Maintenance Services Branch.
- E. The HPHA or manager will issue a written "Trespass Warning Notice" when deemed appropriate. Staff shall cooperate and coordinate with police and on-site security, if any, to the issuance and enforcement of trespass notices.
- F. The manager will keep written log of actions taken, including referrals to social service organizations, to police, or to other state agencies; to document efforts made to assist victims assisted under VAWA.
- G. The HPHA or manager may issue a Notice of Violation to one of the tenants of a lease in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without

evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.

- H. The HPHA and managers are required to maintain confidential information in separate files and stored in a locked restricted access cabinet.

## FOR ACTION

**MOTION:** To Adopt Resolution No. 15-79 Approving the Hawaii Public Housing Authority's Operating Budget for Fiscal Year 2015 – 2016 and to Authorize the Executive Director to Take All Actions Necessary to Implement and Submit Budget Certifications to the U.S. Department of Housing and Urban Development (HUD-Form 52574)

### I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) is required to approve an annual operating budget prior to the commencement of each fiscal year.
- B. The budget must be prepared based on requirements of the U.S. Department of Housing and Urban Development (HUD) and approved prior to the fiscal year start date of July 1<sup>st</sup>.

HUD's requirements as detailed in Supplement to HUD Handbook 7475.1 Rev CHG-1, Financial Management Handbook are as follows:

1. An operating budget shall be developed for each Asset Management Project (AMP).
2. There is no specific budget format prescribed by HUD.
3. While there is no uniform/required format, all budgets must be easily reconcilable to Financial Data Submittal (FDS) line items.
4. Public housing agencies must develop and maintain AMP budgets that allow for comparative analysis of budgetary line items to actual revenues and expenses.
5. Operating budgets shall include estimates for all revenues and expenses under the Operating Fund and Capital Fund Programs (CFP) that directly or indirectly support the operations of the AMP, as well as capital expenses to be paid with operating funds, including all data needed to complete Development-based financial statements in accordance with generally accepted accounting principles (GAAP). In this context, the operating budget should contain such Capital Fund Program (CFP) activities as operating

transfers, management improvements, or other CFP activity allowed by HUD that is not capital in nature.

6. Operating budget revenues shall include operating subsidy, dwelling rents, Capital Fund used for non-capital activities, and all other revenue used to support the AMP. Subsidy levels should be based on the project formula components (i.e., the Project's expense level, utility expense level, add-ons, and formula income), with an estimate of the projected proration rate.
  7. Operating budget expenses shall include, but are not limited to, direct administrative costs, utilities, maintenance, security, general expenses, and non-routine or capital expenses to be paid with operating funds. These categories also include any Central Office Cost Center (COCC) frontline costs charged as fee-for-service.
  8. Development operating budgets must be approved by the PHA's Board before the commencement of the fiscal year; however, the Board does not need to pass a resolution for each project budget. Operating budgets for multiple AMPs can be approved with a Board joint vote. The Board resolution must be filed at the local field office (HUD-Form 52574).
  9. Fund earned by the COCC do not require HUD approval. Fees earned by the COCC from its federal programs are considered de-federalized and treated as local revenue.
- C. Available excess cash can be calculated as soon as the PHA closes its books for the year based on the approved audited submission. At that time, the HPHA may transfer excess cash between AMPs to maximize its scores under the Financial Assessment Subsystem. Properties may not transfer excess cash at any time during a given fiscal year based on projections for that same year.

## II. DISCUSSION

- A. Since Fiscal Year 2011-2012, HPHA has been in full compliance with asset management as defined by HUD's Asset Management model which requires federal public housing to adopt a business model similar to multiple family housing, with project-based budgeting, project-based accounting and project-based management.
- B. Capital expenditures are separately budgeted and funded by capital funds from the State and HUD. An asset met capitalization criteria is depreciated over estimated useful life after it is put into service. However,

for operating budget purpose, depreciation expense is not included as it is a non-cash, non-controllable item at the AMP level.

- C. Attached for the Board's review and consideration are the proposed operating budgets for HPHA's major programs, including the federal public housing program by AMP, the federal section 8 programs, the State public housing and rent supplement programs, COCC, and the HPHA as a whole.
- D. In order to prepare such budgets, certain assumptions have to be made. The following budget assumptions were used in the budget preparation.
  - 1. HUD's Public Housing Operating Subsidy reflects proration reductions. Projected proration rate is estimated at 82.35% (HUD Interim Proration Rate 12/24/14, the latest).
  - 2. Budgets included all vacant positions that staff project will come on line during the fiscal year. For AMPs that are staffed over the generally accepted staffing ratios for maintenance staff, the HPHA is converting those positions to the COCC's skilled labor force.
  - 3. Operating expenses reflect the following projected increases:
    - a. Administrative salary ( BU13): 3.5% negotiated wage increase in January 2016;
    - b. Maintenance salary (BU1): 2% in October 2015, 2% in April 2016. These salary increases reflect various bargaining unit agreements effective in Fiscal Year 2015-2016;
    - c. Utility rate: electricity 3%, water 3% and sewer 3%;
    - d. Employment fringe benefit: 43%.
  - 4. Certain AMPs receive State appropriations for security services and those funds are reflected in those AMPs.
  - 5. Equipment and vehicle purchases are dependent on AMP performance in occupancy, in order to ensure that the AMP is generating adequate rent and operating subsidy to cover proposed purchases.
- E. Timeline
  - 1. The draft budget has been through executive review and the Board Finance Task Force Committee review. Changes have been made based on review comments.

2. The final draft budget is presented today to the Board for adoption at its May 21, 2015 Board meeting.

### III. RECOMMENDATION

That the Board of Directors Adopt Resolution No. 15-79 Approving the Hawaii Public Housing Authority's Operating Budget for Fiscal Year 2015–2016 and to Authorize the Executive Director to Take All Actions Necessary to Implement and Submit Budget Certifications to the U.S. Department of Housing and Urban Development

Prepared by: Chong Gu, Chief Financial Management Advisor 

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

  
\_\_\_\_\_  
David Gierlach, Chairperson

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Hawaii Public Housing Authority

PHA Code: HI001

PHA Fiscal Year Beginning: July 1, 2015

Board Resolution Number: 15-79

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 06/18/2015
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: David Gierlach	Signature: 	Date: 06/18/2015
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Hawaii Public Housing Authority  
Fiscal Year 2015-2016 Operating Budget

FDS Line #	Account Title	AMP 30	AMP 31	AMP 32	AMP 33	AMP 34	AMP 35	AMP 37	AMP 38	AMP 39	AMP 40	AMP 43	AMP 44	AMP 45	AMP 46	AMP 49	AMP 50
Housing Inventory	Total ACC units	363.0	373.0	364.0	373.0	583.0	587.0	384.0	321.0	196.0	174.0	202.0	260.0	226.0	103.0	150.0	118.0
	Occupied units	325.9	369.8	358.0	367.0	577.5	582.0	303.0	303.0	184.0	169.0	198.0	241.3	216.0	99.8	135.0	92.0
	HUD approved MOD	29.1	2.0	6.0	6.0	-	-	4.0	18.0	12.0	1.0	2.0	16.3	10.0	3.0	14.0	23.0
<b>Revenue</b>																	
11220	Gross Potential Rent	1,206,118	1,170,600	1,288,560	1,110,048	1,644,060	1,852,572	1,009,152	1,124,784	825,552	766,296	455,712	764,400	661,728	250,908	473,400	438,960
11230	Less: Vacancy Loss Rent	(155,388)	(97,519)	(30,090)	(25,296)	(15,510)	(15,780)	(212,868)	(70,080)	(49,716)	(13,212)	(9,024)	(54,880)	(46,604)	(8,526)	(47,340)	(96,720)
70300	Net Tenant Rental Revenue	1,050,730	1,073,081	1,258,470	1,084,752	1,628,550	1,836,792	798,684	1,054,694	775,836	753,084	446,688	709,520	615,124	242,802	427,260	342,240
11240	Gross Potential Subsidy	2,452,428	2,438,800	2,406,768	1,951,536	2,875,356	2,845,776	2,170,368	1,583,172	1,168,944	1,117,080	1,127,160	1,625,520	989,880	507,996	871,200	906,240
11250	Less: Subsidy Loss - Vacancy	(40,536)	(73,920)	(56,202)	(39,240)	(27,126)	(24,240)	(435,204)	(9,864)	(20,874)	(12,840)	(22,320)	(14,588)	(12,775)	(2,466)	(5,808)	(23,040)
11260	Less: Subsidy Loss - Proration	(432,854)	(430,448)	(424,795)	(344,446)	(507,500)	(502,279)	(383,070)	(279,430)	(206,319)	(197,165)	(198,944)	(286,904)	(174,714)	(89,661)	(153,767)	(159,951)
70600	Net HUD Operating Subsidy	1,979,038	1,934,432	1,925,771	1,567,850	2,340,730	2,319,257	1,352,094	1,293,878	941,751	907,075	905,896	1,324,028	802,391	415,869	711,625	723,249
706099	Federal CFP soft cost (BU 1406,1408, 1410)	26,382	27,109	126,455	27,109	42,371	142,662	177,908	23,330	114,245	12,646	114,681	-	16,425	77,486	10,902	-
706000-020	Ongoing administrative fees earned	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70400	Other Tenant Charges	45,732	82,776	13,080	48,520	15,048	20,244	7,140	1,140	5,367	21,540	21,339	10,668	3,684	10,488	120	3,024
704004	Work Order	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70710	Management fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70720	Asset management fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70730	Book-keeping fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70740	Front line service fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
708000	Other Governmental Grant, State Fund	265,404	103,170	285,681	(36,830)	181,256	310,362	262,213	98,787	158,213	73,128	242,872	-	166,627	117,489	239,489	-
708099	Operating Transfers In, from State CIP Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
710010	Operating Transfers In, from State G-Fund	263,424	496,404	598,848	122,640	92,640	259,776	-	-	-	-	-	-	-	-	-	-
71100	Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
71400-010	Fraud Recovery - HAP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
71400-020	Fraud Recovery - Administrative Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
71500	Other Income	2,904	-	-	-	37,524	74,340	-	12,996	8,956	-	19,624	20,652	9,888	7,656	11,100	-
70000	<b>Total revenue</b>	<b>3,633,614</b>	<b>3,716,971</b>	<b>4,218,264</b>	<b>2,825,468</b>	<b>4,339,175</b>	<b>4,983,413</b>	<b>2,598,039</b>	<b>2,485,600</b>	<b>2,004,368</b>	<b>1,767,473</b>	<b>1,751,348</b>	<b>2,064,868</b>	<b>1,614,139</b>	<b>871,790</b>	<b>1,400,496</b>	<b>1,068,513</b>
<b>Expenses</b>																	
<b>Administrative</b>																	
91100	Administrative Salaries	320,222	188,263	211,490	162,365	356,401	351,639	290,449	291,943	166,751	-	-	-	-	-	-	-
91500	Employee Benefits - Administrative	137,695	80,953	90,941	69,817	153,252	151,200	124,893	125,536	71,703	-	-	-	-	-	-	-
91200	Auditing Fees	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	7,908	8,448	8,172
91300	Management Fees	267,793	271,543	266,668	273,419	433,194	436,570	230,287	239,288	144,398	69,153	75,804	102,801	85,979	39,807	57,768	45,200
91310	Bookkeeping Fees	32,130	32,580	31,995	32,805	51,975	52,380	27,630	28,710	17,325	15,480	17,820	23,190	20,078	9,225	13,410	10,350
91400	Advertising and Marketing	-	-	-	-	-	-	-	-	-	-	2,675	-	-	-	-	-
91600	Office Expenses	34,968	33,560	137,108	23,616	54,406	37,828	43,964	29,672	24,702	17,772	34,794	20,892	17,857	8,721	13,584	13,991
916010	Managing Agent's Fee	-	-	-	-	-	-	-	-	-	59,868	72,720	90,480	81,360	37,080	54,000	41,064
91700	Legal Expense	27,300	41,148	27,384	28,056	43,848	44,148	26,472	26,100	17,148	12,792	15,192	19,560	17,004	9,708	11,280	8,880
91800	Travel	-	-	-	-	-	-	1,640	2,880	4,482	-	2,018	-	-	880	-	-
919010	Private Mgmt - Administrative Salaries	-	-	-	-	-	-	-	-	-	101,124	121,932	128,760	130,409	101,676	111,589	94,752
919011	Private Mgmt - Administrative Benefits	-	-	-	-	-	-	-	-	-	36,540	35,184	41,388	40,482	29,340	29,946	39,745
919003	Front Line Service (Allocation of Application)	57,180	60,168	48,984	50,064	78,024	80,976	-	-	-	22,128	-	31,476	29,220	-	17,520	12,624
91900	Other Administrative Costs	15,864	19,348	2,580	6,720	8,720	5,510	6,216	9,321	4,600	3,000	3,036	-	8,500	1,548	3,816	3,444
91000	<b>Total Administrative</b>	<b>901,324</b>	<b>735,756</b>	<b>825,322</b>	<b>655,034</b>	<b>1,187,992</b>	<b>1,168,423</b>	<b>759,723</b>	<b>761,622</b>	<b>459,281</b>	<b>346,029</b>	<b>389,347</b>	<b>466,719</b>	<b>439,061</b>	<b>245,893</b>	<b>321,361</b>	<b>278,222</b>
92000	<b>Asset Management Fees</b>	<b>43,560</b>	<b>44,760</b>	<b>43,680</b>	<b>44,760</b>	<b>69,960</b>	<b>70,440</b>	<b>46,080</b>	<b>38,520</b>	<b>23,520</b>	<b>20,880</b>	<b>24,240</b>	<b>31,200</b>	<b>27,120</b>	<b>12,360</b>	<b>18,000</b>	<b>14,160</b>
<b>Tenant Services</b>																	
92200	Relocation Costs	12,000	131,025	6,000	27,600	6,000	-	-	30,000	-	-	-	5,000	14,538	-	-	36,204
92400	Tenant Services-Other	56,724	170,568	12,400	15,325	5,916	17,000	132	-	65	7,356	5,158	8,220	12,180	1,020	1,944	3,600
92500	<b>Total Tenant Services</b>	<b>68,724</b>	<b>301,593</b>	<b>18,400</b>	<b>42,925</b>	<b>11,916</b>	<b>17,000</b>	<b>132</b>	<b>30,000</b>	<b>65</b>	<b>7,356</b>	<b>5,158</b>	<b>13,220</b>	<b>26,718</b>	<b>1,020</b>	<b>1,944</b>	<b>39,804</b>
<b>Utilities</b>																	
93100	Water	180,936	230,148	262,212	202,020	164,688	188,700	123,528	211,104	114,000	208,872	124,788	207,876	144,564	48,240	80,964	81,684
93200	Electricity	480,000	72,984	102,600	58,560	549,144	633,000	122,160	157,428	303,432	153,792	149,496	59,244	47,148	52,212	203,640	18,816
93300	Gas	17,208	-	426,600	164,400	141,072	314,784	35,064	246,504	82,920	40,000	131,388	53,328	12,972	39,732	67,728	32,388
93600	Sewer	339,612	376,440	396,600	354,000	451,068	482,988	43,716	126,600	118,656	235,860	41,280	317,820	244,140	25,512	117,204	132,348
93800	Other Utilities Expense	-	-	-	-	-	-	-	-	400	-	-	-	-	-	-	-
930000	<b>Total Utilities</b>	<b>1,017,756</b>	<b>679,572</b>	<b>1,188,012</b>	<b>778,980</b>	<b>1,305,972</b>	<b>1,619,472</b>	<b>324,468</b>	<b>741,096</b>	<b>619,408</b>	<b>638,524</b>	<b>446,951</b>	<b>638,268</b>	<b>448,824</b>	<b>165,696</b>	<b>469,536</b>	<b>265,231</b>
<b>Maintenance</b>																	
94100	Maintenance Salaries & Wages	519,530	400,330	428,791	323,980	614,202	640,320	397,356	391,434	237,151	-	-	-	-	-	-	-
94500	Maintenance benefit	223,398	172,142	184,380	139,311	264,107	275,340	170,863	168,317	105,484	-	-	-	-	-	-	-
942018	Appliance < \$999	34,000	75,576	65,400	24,800	41,740	59,089	299,200	50,081	149,700	32,448	61,298	62,467	74,616	1,072	28,188	60,144
942019	Appliance > \$999	-	-	18,760	26,120	-	2,000	4,000	33,559	-	-	-	-	2,500	50,075	70,060	-
94200	Maintenance Materials	107,404	257,540	478,716	240,072	150,084	107,324	66,792	71,362	73,307	60,656	79,880	55,608	63,004	41,533	61,392	39,333
943000	Contract Costs	-	-	4,080	2,760	13,356	360	2,352	-	-	-	75,897	-	-	924	4,032	-
943002	Refuse Collection	88,380	132,396	78,192	104,532	62,112	45,000	96,672	14,374	63,084	87,312	93,737	85,572	74,679	70,236	25,800	56,563
943006	Exterminating Services																

Hawaii Public Housing Authority  
Fiscal Year 2015-2016 Operating Budget

FDS Line #	Account Title	AMP 52	Federal Housing Total	KPT Resource Center	State Housing	State Elders	State Housing Total	HCVF -Adm	HCVF -HAP	PBCA	State Supplement	Section 8 & PBCA Branch Total	COGC	HPHA Total
Housing Inventory	Total ACC units		4,777		288.0	576.0	864							
	Occupied units		4,521		257.9	570.0	828							
	HUD approved MOD		146.42		-	-	-							
<b>Revenue</b>														
11220	Gross Potential Rent		15,042,850	620,400	1,207,134	2,052,318	3,259,452	-	-	-	-	-	-	18,922,702
11230	Less: Vacancy Loss Rent		(948,554)	(12,000)	(101,034)	(21,378)	(122,412)	-	-	-	-	-	-	(1,082,966)
70300	Net Tenant Rental Revenue		14,141,752	608,400	1,106,100	2,030,940	3,137,040	-	-	-	-	-	-	17,887,192
11240	Gross Potential Subsidy		27,038,224	-	-	-	-	2,046,358	29,567,380	29,720,400	-	61,334,138	-	88,372,362
11250	Less: Subsidy Loss - Vacancy		(821,043)	-	-	-	-	-	0	-	-	0	-	(821,043)
11260	Less: Subsidy Loss - Proration		(4,772,247)	-	-	-	-	-	(88,702)	-	-	(88,702)	-	(4,860,949)
70600	Net HUD Operating Subsidy	2,086,956	23,531,890	-	-	-	-	2,046,358	29,478,679	29,720,400	-	61,245,436	-	84,777,327
706099	Federal CFP soft cost (BLI 1406,1408, 1410)		939,711	-	-	-	-	-	-	-	-	-	2,020,757	2,960,468
706000-020	Ongoing administrative fees earned		-	-	-	-	-	-	-	1,156,368	-	1,156,368	104,352	1,260,720
70400	Other Tenant Charges		309,910	-	42,392	11,220	53,612	-	-	-	-	-	-	363,522
704004	Work Order		-	-	-	-	-	-	-	-	-	-	2,336,364	2,336,364
70710	Management fee		-	-	-	-	-	-	-	-	-	-	4,128,960	4,128,960
70720	Asset management fee		-	-	-	-	-	-	-	-	-	-	573,240	573,240
70730	Book-keeping fee		-	-	-	-	-	-	-	-	-	-	664,139	664,139
70740	Front line service fee		-	-	-	-	-	-	-	-	-	-	527,364	527,364
708000	Other Governmental Grant, State Fund		2,467,861	-	1,200,000	1,800,000	3,000,000	-	-	-	1,055,928	1,055,928	1,168,747	7,692,536
708099	Operating Transfers In, from State CIP Fund		-	-	-	-	-	-	-	-	-	-	850,000	850,000
710010	Operating Transfers In, from State G-Fund		1,833,732	-	-	-	-	-	-	-	-	-	-	1,833,732
71100	Investment Income		-	-	-	-	-	180	-	180	-	360	25,800	26,160
71400-010	Fraud Recovery - HAP		-	-	-	-	-	-	12,000	-	-	12,000	-	12,000
71400-020	Fraud Recovery - Administrative Fee		-	-	-	-	-	8,940	-	-	-	8,940	-	8,940
71500	Other Income		205,640	250,000	7,068	78,360	85,428	569,148	39,000	-	-	608,148	146,952	1,296,168
70000	Total revenue	2,086,956	43,430,496	858,400	2,355,560	3,920,520	6,276,080	2,624,626	29,529,679	30,876,948	1,055,928	64,087,180	12,546,674	127,198,831
<b>Expenses</b>														
<b>Administrative</b>														
91100	Administrative Salaries		2,339,523	-	165,754	-	165,754	896,610	-	14,220	58,800	969,630	5,664,308	9,139,215
91500	Employee Benefits - Administrative		1,005,990	-	71,274	-	71,274	385,542	-	6,120	-	391,662	2,435,648	3,904,575
91200	Auditing Fees		130,764	5,000	18,492	14,844	33,336	29,268	-	24,084	22,644	75,996	100,944	346,040
91300	Management Fees		3,039,672	-	193,476	427,572	621,048	279,240	-	189,000	-	468,240	-	4,128,960
91310	Bookkeeping Fees		417,083	-	23,232	26,724	49,956	174,600	-	22,500	-	197,100	-	664,139
91400	Advertising and Marketing		2,675	-	15,000	30,000	45,000	6,000	-	-	-	6,000	27,787	81,462
91600	Office Expenses		547,455	2,820	7,967	39,780	47,747	197,509	-	240	5,100	202,849	447,686	1,248,557
916010	Managing Agent's Fee		436,572	30,000	9,360	279,207	288,567	-	-	878,844	-	878,844	-	1,633,983
91700	Legal Expense		376,020	-	15,700	21,100	36,800	30,000	-	-	-	30,000	0	442,820
91800	Travel		11,900	-	448	-	448	7,500	-	-	-	7,500	167,025	186,873
919010	Private Mgmt - Administrative Salaries		790,242	63,600	25,692	134,916	160,608	-	-	-	-	-	-	1,014,450
919011	Private Mgmt - Administrative Benefits		252,625	22,440	7,404	57,711	65,115	-	-	-	-	-	-	340,180
919003	Front Line Service (Allocation of Application)		488,364	-	20,000	19,000	39,000	-	-	-	-	-	-	527,364
91900	Other Administrative Costs	104,352	206,575	-	486	14,400	14,886	14,896	-	7,500	-	22,396	259,274	533,131
91000	Total Administrative	104,352	10,045,460	123,860	574,285	1,065,254	1,639,539	2,021,165	-	1,142,508	86,544	3,250,217	9,102,672	24,161,749
92000	Asset Management Fees		573,240	-	-	-	-	-	-	-	-	-	-	573,240
<b>Tenant Services</b>														
92200	Relocation Costs		268,367	-	-	3,600	3,600	-	-	-	-	-	-	271,967
92400	Tenant Services-Other		317,608	-	-	4,800	4,800	229,860	-	-	-	229,860	7,680	559,948
92500	Total Tenant Services		585,975	-	-	8,400	8,400	229,860	-	-	-	229,860	7,680	831,915
<b>Utilities</b>														
93100	Water		2,574,324	-	195,900	144,000	339,900	1,200	-	-	180	1,380	8,114	2,923,718
93200	Electricity		3,163,656	292,800	264,684	847,800	1,112,484	48,000	-	-	6,960	54,960	121,389	4,745,289
93300	Gas		1,806,083	-	137,232	16,800	154,032	-	-	-	-	-	-	1,960,115
93600	Sewer		3,803,304	-	247,560	445,620	693,180	2,400	-	-	360	2,760	15,885	4,515,129
93800	Other Utilities Expense		400	-	-	-	-	-	-	-	-	-	-	400
930000	Total Utilities		11,347,766	292,800	845,376	1,454,220	2,299,596	51,600	-	-	7,500	59,100	145,389	14,144,651
<b>Maintenance</b>														
94100	Maintenance Salaries & Wages		3,953,093	-	294,193	-	294,193	-	-	-	-	-	1,961,632	6,208,918
94500	Maintenance benefit		1,703,342	-	122,994	-	122,994	-	-	-	-	-	843,503	2,669,838
942018	Appliance < \$999		1,119,819	-	50,000	100,000	150,000	-	-	-	-	-	-	1,269,819
942019	Appliance > \$999		207,074	-	-	-	-	-	-	-	-	-	-	207,074
94200	Maintenance Materials		1,954,007	240	98,764	311,844	410,608	720	-	-	-	720	98,336	2,463,911
943000	Contract Costs		103,761	4,800	28,752	24,000	52,752	10,800	-	9,496	2,880	23,176	28,044	212,533
943002	Refuse Collection		1,178,641	3,840	98,112	33,000	131,112	3,500	-	-	-	3,500	-	1,317,093
943006	Exterminating Services		193,523	-	8,475	18,000	26,475	3,500	-	-	120	3,620	3,600	227,218
943007	Building Repair & Maintenance		57,796	240	30,000	18,000	48,000	-	-	-	-	-	10,008	116,044
943016	Sewer System Repairs		271,911	-	48,000	-	48,000	-	-	-	-	-	-	320,959
943017	Plumbing Repairs		134,128	-	30,280	7,000	37,280	-	-	-	-	-	-	168,014
943027	Pvt Mgmt Contract - Other		1,419,168	98,880	32,384	48,910	81,294	-	-	-	-	-	-	2,012,022
943028	Pvt Mgmt Contract - Sewer		481,924	34,800	1,376	17,000	18,376	-	-	-	-	-	-	708,106
943029	Unit Turnaround		-	-	-	-	-	-	-	-	-	-	-	-
943031	Rubbish & Landfill Fee		57,718	-	348	1,200	1,548	-	-	-	-	-	604	59,891
943031	From Disposal Fees		1,775,956	-	-	-	-	-	-	-	-	-	-	1,775,956
943031-120	Other contract maintenance		882,190	52,740	31,864	4,000	35,864	3,000	-	-	-	3,000	143,838	1,118,722
94000	Total Maintenance		15,495,042	195,540	517,851	1,154,758	2,681,851	81,500	-	9,496	3,980	34,811	1,583,510	25,444,131
<b>Protective Services</b>														
95000	Protective Services Contract Costs		2,355,280	193,920	-	6,000	6,000	-	-	-	-	-	4,800	2,555,000
95000	Protective Services Other		3,072	-	-	900	900	720	-	-	-	720	8,400	11,292
950000	Total Protective Services		2,358,352	193,920	-	6,900	6,900	720	-	-	-	720	13,200	2,566,292
<b>Insurance</b>														
96110	Property		540,361	-	35,248	85,104	120,352	1,920	-	-	-	1,920	4,572	673,835
96120	General Liability		98,136	40,920	1,356	-	1,356	120	-	-	-	120	5,408	177,080
96130	Worker's Comp.		183,190	-	2,302	-	2,302	3,000	-	-	-	3,000	24,716	198,898
96140	Other Insurance		34,972	660	456	33,885	34,341	-	-	-	-	-	1,176	61,148
96100	Total Insurance Expense		756,659	41,580	39,362	118,989	158,351	5,040	-	-	-	5,040	21,862	989,003
<b>General Expenses</b>														
96200	Other General Expenses		2,000,000	-	-	-	-	99,600	-	5,000	-	5,000	88,980	2,267,844
96300	Print & Reproduction		9,433	-	7,453	-	7,453	-	-	-	-	-	-	14,906
96400	Bad Debt Expense		167,000	3,600	9,600	9,600	19,200	-	-	-	-	-	-	189,800
96500	Debt Service Expense		-	-	-	-	-	-	-	-	-	-	-	-
97000	Housing Tax Expense		1,390	-	-	-	-	-	20,851,848	20,730,400	958,000	60,530,24		

June 18, 2015

## FOR ACTION

**MOTION:** To Adopt Proposed Changes to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy for Federally Assisted Low Income Public Housing Regarding its Transfers Policy, subject to the Department of the Attorney General's Review

### I. FACTS

- A. Pursuant to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (42 U.S.C. 4601 et seq.) and its implementing regulations (49 CFR Part 24), recipients of federal financial assistance for the acquisition, rehabilitation, or demolition of real property have a responsibility to provide certain protections and assistance to people affected by those federally funded projects.
- B. Chapter 111, Hawaii Revised Statutes, also provides protections and assistance for tenants lawfully residing on or occupying real property that are displaced by building, zoning, and code enforcement activities.
- C. Currently Chapter 8, Transfer Policy, of the Admissions and Continued Occupancy Policy for the Federally Assisted Low-Income Public Housing Program (ACOP) governs the process for all transfers of families within the HPHA's federal public housing property portfolio and includes special circumstances, which govern transfers necessary for the rehabilitation of sites or units.

### II. DISCUSSION

- A. The ACOP Section in Chapter 8 regarding "Special Circumstances Transfers" currently provides:

"The HPHA will authorize transfers under special circumstances for a participant family if one of the following conditions occurs:

- The resident's unit is being modernized, renovated, rehabilitated, or significantly remodeled (collectively "Rehabilitation"). In such cases, the resident may be offered temporary relocation. The resident will be allowed to return to the same unit or location once Rehabilitation is complete if consistent with a relocation plan that has been reviewed

and approved by the Compliance Office and the Office of the Executive Director, and subject to 24 C.F.R. § 968.108. If the PHA cannot return the temporarily relocated tenant to the same unit or location, then the PHA must offer and pay for “permanent relocation assistance.”

- The PHA has a need, at the discretion of the Area Manager to transfer the resident family to another unit and the resident voluntarily agrees to such transfer.”

The ACOP's provisions regarding special circumstances transfers permit the HPHA to move tenants to another unit to demolish or perform major capital or rehabilitation work on tenant units. These transfers may consist of permanent or temporary relocation until the work is completed.

- C. Consistent with federal and state laws, the HPHA seeks to adopt a more comprehensive policy to govern the relocation of tenants whose project is undergoing demolition, disposition, revitalization or rehabilitation. The proposed changes will promote efficiencies in relocation planning and implementation while ensuring tenant protections are in place.
- D. The proposed changes outline the steps that the HPHA will take to protect tenants impacted by these agency activities by including provision for reimbursement of relocation expenses, advisory services, proper notices, and a formalized appeals process.
- E. In addition, the ACOP chapter on Transfers is outdated and requires updating to reflect current operational needs and industry best practices. The draft Chapter on Transfer Policy is based on the model ACOP that was published by Nan McKay & Associates in July 2013, as the best practices adopted by low income public housing industry professionals, and clarifies each of the following issues:
  - The authorized types of transfers and whether each type of transfer is mandatory or non-mandatory;
  - The priority level of each type of transfer;
  - When transfers take precedence over the waitlist admissions;
  - Eligibility for transfers;
  - Who bears the cost of each type of transfer, the types of costs covered, and how the costs are paid;
  - Good cause for unit refusal for consistency with the administrative rules; and
  - Treatment of security deposit, rent amount, and reexaminations.

- F. The proposed policy would be subject to review and approval as to form by the Department of the Attorney General to determine if substantive changes are required pursuant to legal review.

### III. RECOMMENDATION

To Adopt the Proposed Changes to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy for Federally Assisted Low Income Public Housing regarding Transfers, as included in Attachment A.

Attachment A: Proposed changes to Chapter 8 of the Admissions and Continued Occupancy Policy for the Federally Assisted Low-Income Public Housing Program

Prepared by: Kiriko Oishi, Chief Compliance Officer 

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

  
\_\_\_\_\_  
David Gierlach  
Chairperson

## Chapter 812

### TRANSFER POLICY

#### INTRODUCTION

This chapter explains the PHA's transfer policy, based on HUD regulations, HUD guidance, and PHA policy decisions.

This chapter describes HUD regulations and PHA policies related to transfers in four parts:

Part I: Emergency Transfers. This part describes emergency transfers and; emergency transfer procedures, ~~and payment of transfer costs.~~

Part II: PHA Required Transfers. This part describes types of transfers that may be required by the PHA, including transfers for demolition, disposition, revitalization, and rehabilitation, and notice requirements, ~~and payment of transfer costs.~~

Part III: Transfers Requested by Residents. This part describes types of transfers that may be requested by residents, eligibility requirements, ~~security deposits, payment of transfer costs,~~ and handling of transfer requests.

Part IV: Transfer Processing. This part describes creating a waiting list, prioritizing transfer requests, the unit offer policy, examples of good cause, payment of transfer costs, deconcentration, rent and reexamination, effective date of transferring, to another development and reexamination, and maintenance charges and security deposits.

The PHA may require the tenant to move from the unit under some circumstances. There are also emergency circumstances under which alternate accommodations for the tenant must be provided, that may or may not require a transfer.

The tenant may also request a transfer, such as a request for a new unit as a reasonable accommodation.

The PHA must have specific policies in place to deal with acceptable transfer requests.

#### PART I: EMERGENCY TRANSFERS

##### 812-I.A. OVERVIEW

HUD categorizes certain situations that require emergency transfers [PH Occ GB, p. 147]. The emergency transfer differs from a typical transfer in that it requires immediate action by the PHA.

In the case of a genuine emergency, it may be unlikely that the PHA will have the time or resources to immediately transfer a tenant. Due to the immediate need to vacate the unit, placing the tenant on a transfer waiting list would not be appropriate. Under such circumstances, if an appropriate unit is not immediately available, the PHA should find alternate accommodations for the tenant until the emergency passes, or a permanent solution, i.e., return to the unit or transfer to another unit, is possible.

### **128-I.B. EMERGENCY TRANSFERS**

If the dwelling unit is damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants, the PHA must offer standard alternative accommodations, if available, where necessary repairs cannot be made within a reasonable time [24 CFR 966.4(h)].

#### PHA Policy

The following is considered an emergency circumstance warranting an immediate transfer of the tenant or family:

Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be repaired or abated within 24 hours. Examples of such unit or building conditions would include: a gas leak; ~~no heat in the building during the winter~~; no water; toxic contamination; and serious water leaks.

### **128-I.C. EMERGENCY TRANSFER PROCEDURES**

#### PHA Policy

If the transfer is necessary because of maintenance conditions, and an appropriate unit is not immediately available, the PHA will provide temporary accommodations to the tenant by arranging for temporary lodging at a hotel or similar location. If the conditions that required the transfer cannot be repaired, or the condition cannot be repaired in a reasonable amount of time, the PHA will transfer the resident to the first available and appropriate unit after the temporary relocation.

Emergency transfers are mandatory for the tenant.

### **12-I.D. COSTS OF TRANSFER**

#### PHA Policy

~~The PHA will bear the reasonable costs of temporarily accommodating the tenant and of long term transfers, if any, due to emergency conditions.~~

~~The reasonable cost of transfers includes, as applicable, the cost of essential packing supplies, moving, and unloading.~~

~~The PHA will establish a moving allowance based on the typical costs in the community of packing, moving, and unloading. To establish typical costs, the PHA will collect information from companies in the community that provide these services.~~

~~The PHA will reimburse the family for eligible out-of-pocket moving expenses up to the PHA's established moving allowance.~~

## PART II: PHA REQUIRED TRANSFERS

### **128-II.A. OVERVIEW**

HUD regulations regarding transfers are minimal, leaving it up to the PHA to develop reasonable transfer policies.

The PHA may require that a resident transfer to another unit under some circumstances. For example, the PHA may require a resident to transfer to make an accessible unit available to a disabled family. The PHA may also transfer a resident in order to maintain occupancy standards based on family composition. Finally, a PHA may transfer residents in order to demolish or renovate the unit.

A transfer that is required by the PHA is an adverse action, and is subject to the notice requirements for adverse actions [24 CFR 966.4(e)(8)(i)].

### **128-II.B. TYPES OF PHA REQUIRED TRANSFERS**

#### PHA Policy

The types of transfers that may be required by the PHA, include, but are not limited to, transfers to make an accessible unit available for a disabled family, transfers to comply with occupancy standards, transfers for demolition, disposition, revitalization, or rehabilitation, and emergency transfers as discussed in Part I of this chapter.

Transfers required by the PHA are mandatory for the tenant.

#### **Transfers to Make an Accessible Unit Available**

When a family is initially given an accessible unit, or the family's unit is rehabilitated to provide accessible features, but the family does not require the accessible features, the PHA may require the family to agree to move to a non-accessible unit when it becomes available [24 CFR 8.27(b)].

#### PHA Policy

When a non-accessible unit becomes available, or as part of the Relocation Plan prepared under this Section, the PHA will transfer a family living in an accessible unit that does not require the accessible features, to an available unit that is not accessible. The PHA may wait until a disabled resident requires the accessible unit before transferring the family that does not require the accessible features out of the accessible unit.

## Occupancy Standards Transfers

The PHA may require a resident to move when a reexamination indicates that there has been a change in family composition, and the family is either overcrowded or over-housed according to PHA policy [24 CFR 960.257(a)(4)]. On some occasions, the PHA may initially place a resident in an inappropriately sized unit at lease-up, where the family is over-housed, to prevent vacancies. The public housing lease must include the tenant's agreement to transfer to an appropriately sized unit based on family composition [24 CFR 966.4(c)(3)].

### PHA Policy

The PHA will transfer a family when the family size has changed and the family is now too large (overcrowded) or too small (over-housed) for the unit occupied.

For purposes of the transfer policy, overcrowded and over-housed are defined as follows:

*Overcrowded:* the number of household members exceeds the maximum number of persons allowed for the unit size in which the family resides, according to the [applicable occupancy guidelines chart in Section 5-I.B.](#)

*Over-housed:* the family no longer qualifies for the bedroom size in which they are living based on the PHA's occupancy standards as described in [Section 5-I.B. the applicable occupancy guidelines.](#)

The PHA may also transfer a family who was initially placed in a unit in which the family was over-housed to a unit of an appropriate size based on the PHA's occupancy standards, when the PHA determines there is a need for the transfer.

The PHA may elect not to transfer an over-housed family in order to prevent vacancies.

A family that is required to move because of family size will be advised by the PHA that a transfer is necessary and that the family has been placed on the transfer list.

Families that request and are granted an exception to the occupancy standards (for either a larger or smaller size unit) in accordance with the [applicable exceptions to the occupancy guidelines policies](#) in [Chapter 5](#) will only be required to transfer if it is necessary to comply with the approved exception.

## **Demolition, Disposition, Revitalizations, or Rehabilitation Transfers**

These transfers permit the PHA to demolish, sell or do major capital or rehabilitation work at a building site [PH Occ GB, page 148].

### PHA Policy

It is the policy of the PHA to comply with all federal and state relocation laws and regulations governing displacement and subsequent modifications thereto, including:

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended;
- Section 104(d) of the Housing and Community Development Act of 1974, as amended;
- Section 18 of the United States Housing Act of 1937, as amended;
- 24 CFR Part 968, Subpart A;
- 24 CFR Part 970;
- 49 CFR Part 24;
- Chapter 111, Hawaii Revised Statutes (HRS); and
- Chapter 17-2017, Hawaii Administrative Rules (HAR),

which are incorporated in whole by reference.

The PHA shall ensure that activities undertaken with federal or state funds do not cause unnecessary displacement or relocation. The PHA will administer demolition, disposition, revitalization, and rehabilitation (“rehabilitation”) projects in such a manner that careful consideration is given during the planning phase to avoid displacement. Displacement of any nature shall be reserved as a last resort action necessitated only when no other alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public housing program.

If the displacement is precipitated by federally-assisted activities that require the acquisition (either in whole or in part) or rehabilitation of real property directly by the PHA, all appropriate benefits as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, or section 104(d) of the Housing and Community Development Act of 1974, shall be provided to the displaced

person or persons. If the displacement is precipitated by activities that require the acquisition (either in whole or in part) of real property directly by the PHA, or code enforcement activities, and that are funded solely by state funds, all appropriate benefits as required by Chapter 111, HRS and Chapter 17-2017, HAR, shall be afforded to the displaced person or persons.

The HPHA will provide housing that is decent, safe, and sanitary on a nondiscriminatory basis for families who are moved permanently from the housing project as a result of the demolition, disposition, revitalization or rehabilitation project as well as for families who are moved temporarily to other units on site or at other projects, or who are provided other housing options, such as accommodation at a hotel.

### Relocation Plan

The PHA shall establish a Relocation Plan for each demolition, disposition, revitalization and rehabilitation project it administers. The Relocation Plan shall provide the following information:

- Description of the proposed demolition, disposition, revitalization, or rehabilitation activities;
- Source of funding;
- Who will be relocated or displaced;
- Provisions for advisory services, including but not limited to any required notices and the location of temporary or replacement housing;
- Description of moving assistance to be provided, including a moving cost schedule; and
- Treatment of expenses incidental to the move, including but not limited to utility reconnection fees.

To the extent possible, the PHA will stage rehabilitation of units to allow tenants to remain in the building. The PHA will relocate a family, in accordance with the Relocation Plan, when the unit or site in which the family lives is undergoing major rehabilitation that requires the unit to be vacant, or the unit is being disposed of or demolished. The PHA's Relocation Plan may or may not require transferring affected families to other available public housing units.

In cases of revitalization or rehabilitation, the family may be offered a temporary relocation. Families offered temporary relocation will be allowed to return to the same public housing development upon completion of the rehabilitation project if practicable and if consistent with a Relocation Plan, subject to 24 C.F.R. §968.108, that has been approved by the Office of the Executive Director. Families who do not qualify for a unit

at the rehabilitated property upon completion of the rehabilitation project, due to changes in household composition, occupancy standards, or other criteria set forth in the Occupancy Guidelines (see Chapter 5), may be transferred to public housing units at other properties or may be allowed to remain permanently at their temporary public housing units.

Families who are not offered temporary relocation will be relocated in accordance with the URA and its implementing regulations, as applicable, or in accordance with HRS Chapter 111 and its implementing administrative rules, as applicable.

#### Relocation Assistance

Eligible families will be afforded relocation assistance in accordance with federal and state law. The PHA will implement procedures to assure the families understand the relocation process, their rights, and their options.

The PHA shall provide all tenants in good standing who are temporarily relocated due to the rehabilitation project, the date and approximate duration of the temporary relocation as well as advisory services regarding their benefits and options. To the extent possible, the PHA will house families who are temporarily relocated in other public housing units. If it is necessary to temporarily house families in units other than public housing, the HPHA will relocate the families to non-public housing units that, upon inspection, are found to be decent, safe, and sanitary. If the HPHA offers a temporary unit and the family elects to stay with relatives or other privately-owned housing, the family will complete the waiver form regarding the condition of housing. The PHA will offer any tenant who has been temporarily relocated for more than one year permanent relocation assistance.

Families who are to be displaced from the housing project will be given a Notice of Eligibility for assistance under the URA or state relocation laws, as applicable. Families who are to be displaced from the housing project and moved to another public housing project will also receive notice stating the final date by which they must be moved, providing an explanation of the moving assistance to be provided, indicating their replacement housing option, and an explanation of the appeals process.

The PHA, at its discretion, may offer assistance with moving expenses to families who move in after the date that would allow them to be eligible for relocation assistance, hereinafter referred to as the “date of initiation of negotiations.” A family’s refusal of a unit offer after the date of initiation of negotiations and upon receipt of notice that they will be ineligible for relocation assistance shall be considered a refusal for good cause. In such cases, the PHA will follow the applicable policies as listed in Chapter 4, Tenant Selection and Assignment Plan.

The PHA will provide families who are temporarily relocated to facilities that lack cooking facilities a per diem to assist with the costs of meals. The PHA, at its option, may offer a per diem to families who opt to stay with family members for the duration of a temporary relocation period.

## Moving Costs

The PHA will cover moving expenses to and from the temporary housing unit for tenants who will be relocated temporarily to another unit and to replacement housing for tenants who will be relocated permanently to another public housing unit or to non-public housing programs such as Section 8. The PHA will use a schedule of moving estimates by unit size based on estimates from local movers to determine the reasonableness of moving expenses.

Families who will be relocated temporarily as part of a federally-assisted demolition, disposition, rehabilitation, or revitalization project must submit their moving cost estimates to the PHA for approval prior to moving and will receive notice that failure to obtain approval prior to paying for packing materials or moving costs may result in the tenant not being reimbursed fully. Such tenants also will receive reimbursement for reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied unit and any increase in monthly rent or utility costs at such housing.

The PHA reserves the right to choose the type of moving assistance to be provided to families who will be displaced but are offered the opportunity to relocate to a comparable replacement public housing unit. The PHA will cover moving expenses to the replacement public housing unit for tenants who will be relocated to another public housing unit.

Tenants who require assistance with packing their items may request packing assistance as a reasonable accommodation.

The HPHA will provide direct payment or reimbursement for all disconnection and reconnection fees of necessary utilities, i.e., water, sewer, gas, and electricity. The HPHA also will reimburse disconnection, transfer of service, and reconnection fees for tenants with telephone, cable, or internet services. Where certain utilities require a non-refundable deposit, the HPHA will reimburse the costs of those deposits. New or increased security or utility deposits that are refundable are ineligible for reimbursement; however, the HPHA may consider an advancement of funds under a repayment agreement for hardship cases.

If the newly rehabilitated project changes the utility services from HPHA-furnished utilities to tenant-purchased utilities and new or increased utility deposits will be required, the HPHA cannot pay for the new utilities deposits. These are costs required to be paid by any tenant currently living in a housing project that is being converted to tenant-purchased utilities or by any new tenant moving into such a project.

## Appeals Process

Individuals who disagree with the PHA's determination regarding a) whether they qualify

for relocation assistance or b) the amount or type of relocation assistance for which they may be eligible may submit a written appeal within 60 days of receiving written notification of the PHA's determination and in accordance with the PHA's grievance procedures. The PHA shall issue a written determination on the appeal and provide the individual a copy. Where the PHA does not grant the individual the full relief requested, the PHA shall notify the individual of his or her right to seek further administrative or judicial review of the PHA decision.

~~The PHA will relocate a family when the unit or site in which the family lives is undergoing major rehabilitation that requires the unit to be vacant, or the unit is being disposed of or demolished. The PHA's relocation plan may or may not require transferring affected families to other available public housing units.~~

If the relocation plan calls for transferring public housing families to other public housing units, affected families will be placed on the transfer list.

~~In cases of revitalization or rehabilitation, the family may be offered a temporary relocation if allowed under Relocation Act provisions, and may be allowed to return to their unit, depending on contractual and legal obligations, once revitalization or rehabilitation is complete.~~

## **128-II.C. ADVERSE ACTION [24 CFR 966.4(e)(8)(i)]**

A PHA required transfer is an adverse action. As an adverse action, the transfer is subject to the requirements regarding notices of adverse actions. If the family requests a grievance hearing within the required timeframe, the PHA may not take action on the transfer until the conclusion of the grievance process.

## **12-II.D. COST OF TRANSFER**

### PHA Policy

~~The PHA will bear the reasonable costs of transfers that the PHA requires, except that residents will be required to bear the cost of occupancy standards transfers.~~

~~The reasonable costs of transfers include the cost of packing, moving, and unloading.~~

~~The PHA will establish a moving allowance based on the typical costs in the community of packing, moving, and unloading. To establish typical costs, the PHA will collect information from companies in the community that provide these services.~~

~~The PHA will reimburse the family for eligible out-of-pocket moving expenses up to the PHA's established moving allowance.~~

## PART III: TRANSFERS REQUESTED BY TENANTS

### ~~128~~-III.A. OVERVIEW

HUD provides the PHA with discretion to consider transfer requests from tenants. The only requests that the PHA is required to consider are requests for reasonable accommodation. All other transfer requests are at the discretion of the PHA. To avoid administrative costs and burdens, this policy limits the types of requests that will be considered by the PHA.

Some transfers that are requested by tenants should be treated as higher priorities than others due to the more urgent need for the transfer.

### ~~128~~-III.B. TYPES OF RESIDENT REQUESTED TRANSFERS

#### PHA Policy

The types of requests for transfers that the PHA will consider are limited to requests for ~~transfers to alleviate a serious or life threatening medical condition~~, transfers due to a threat of physical harm or criminal activity, reasonable accommodation, ~~transfers to a different unit size as long as the family qualifies for the unit according to the PHA's occupancy standards~~, and transfers to a location closer to employment. No other transfer requests will be considered by the PHA.

The PHA will consider the following as high priority transfer requests, in the following order:

~~When a transfer is needed to alleviate verified medical problems of a serious or life-threatening nature~~

When there has been a verified threat of physical harm or criminal activity. Such circumstances may, at the PHA's discretion, include an assessment by law enforcement indicating that a family member is the actual or potential victim of a criminal attack, retaliation for testimony, a hate crime, or domestic violence, dating violence, sexual assault, or stalking.

When a family requests a transfer as a reasonable accommodation. Examples of a reasonable accommodation transfer include, but are not limited to, a transfer to a first floor unit for a person with mobility impairment, or a transfer to a unit with accessible features

The PHA will consider the following as regular priority transfer requests:

~~When a family requests a larger bedroom size unit even though the family does not meet the PHA's definition of overcrowded, as long as the family meets the PHA's occupancy standards for the requested size unit~~

When the head of household or spouse is employed 25 miles or more from the public housing unit, has no reliable transportation, and public transportation is not adequate.

Transfers requested by the tenant are considered optional for the tenant.

### **~~128~~-III.C. ELIGIBILITY FOR TRANSFER**

Transferring residents do not have to meet the admission eligibility requirements pertaining to income or preference. However, the PHA may establish other standards for considering a transfer request [PH Occ GB, p. 150].

#### PHA Policy

Except where reasonable accommodation is being requested, the PHA will only consider transfer requests from residents that meet the following requirements:

Not within the initial occupancy period of one year (this may be waived for high priority requests)

Have not engaged in criminal activity that threatens the health and safety of residents and staff

Owe no back rent or other charges, or have a pattern of late payment

Have no housekeeping lease violations or history of damaging property

Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities)

Or any other outstanding violation.

A resident with housekeeping standards violations will not be transferred until the resident passes a follow-up housekeeping inspection.

Exceptions to the good record requirement may be made when it is to the PHA's advantage to make the transfer. Exceptions may also be made when the PHA determines that a transfer is necessary to protect the health or safety of a resident who is a victim of domestic violence, dating violence, or stalking and who provides documentation of abuse in accordance with ~~section 16-VII.D of this ACOP~~ the PHA's VAWA policy.

If a family requested to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines, the family will not be eligible to transfer to a larger size unit ~~for a period of two years from the date of admission;~~ unless they have a change in family size or composition, or it is needed as a reasonable accommodation.

### **~~12-III.D. SECURITY DEPOSITS~~**

#### ~~PHA Policy~~

~~When a family transfers from one unit to another, the PHA will transfer their security deposit to the new unit. The tenant will be billed for any maintenance or others charges due for the "old" unit.~~

### **~~12-III.E. COST OF TRANSFER~~**

~~The PHA must pay moving expenses to transfer a resident with a disability to an accessible unit as an accommodation for the resident's disability [Notice PIH 2006-13].~~

#### ~~PHA Policy~~

~~The resident will bear all of the costs of transfer s/he requests. However, the PHA will bear the transfer costs when the transfer is done as a reasonable accommodation.~~

### **128-III.FD. HANDLING OF REQUESTS**

#### PHA Policy

Residents requesting a transfer to another unit or development will be required to submit a written request for transfer, stating the reason for the transfer. The manager will interview the resident to determine the reason for the request and whether a transfer is justified. If the manager determines that there is a problem at the family's present site, the manager will address the problem and once solved to the manager's satisfaction, the request for transfer will be cancelled. If the manager determines that the transfer is justified, the request will be transmitted to PMMSB for consideration.

In case of a reasonable accommodation transfer, the PHA will encourage the resident to make the request in writing using a reasonable accommodation request form. However, the PHA will consider the transfer request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.

The PHA will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, or by requiring more information or documentation from the family, such as documentation of domestic violence, dating violence, or stalking in accordance with section 16-VII.D of this ACOP the PHA's VAWA policy.

If the family does not meet the eligibility "good record" requirements under Section 812-III.C., the manager will address the problem and, until resolved, the request for transfer will be denied.

The PHA will respond within ten (10) twenty (20) business days of the submission of the family's request, except in the case additional information is required and has not been provided by the family. If the PHA denies the request for transfer, the family will be informed of its grievance rights.

## PART IV: TRANSFER PROCESSING

### ~~128~~-IV.A. OVERVIEW

Generally, families who request a transfer should be placed on a transfer list and processed in a consistent and appropriate order. The transfer process must be clearly auditable to ensure that residents do not experience inequitable treatment.

### ~~128~~-IV.B. TRANSFER LIST

#### PHA Policy

~~The PHA will maintain a centralized transfer list to ensure that transfers are processed in the correct order and that procedures are uniform across all properties. The PHA will~~ maintain a centralized transfer lists for the island of Oahu and separate transfer lists for each Asset Management Project Office on the neighbor islands, and monitor the transfer offers centrally, to ensure that transfers are processed in the correct order and that procedures are uniform across all properties.

Emergency transfers will not automatically go on the transfer list. Instead emergency transfers will be handled immediately, on a case by case basis. If the emergency cannot be resolved by a temporary accommodation, and the resident requires a permanent transfer, the family will be placed at the top of the transfer list.

Transfers will be processed in the following order:

1. Emergency transfers (hazardous maintenance conditions)
2. High-priority transfers: ~~(verified medical condition, threat of harm or criminal activity;~~
- ~~3. High-priority transfers: and reasonable accommodation)~~
- ~~3~~4. Transfers to make accessible units available
- ~~5~~4. Demolition, renovation, etc.
- ~~6~~5. Occupancy standards
- ~~7~~6. Other PHA-required transfers
- ~~8~~7. Other tenant-requested transfers

Within each category, transfers will be processed in order of the date a family was placed on the transfer list, starting with the earliest date.

With the approval of the executive director, the PHA may, on a case-by-case basis, transfer a family without regard to its placement on the transfer list in order to address the immediate need of a family in crisis.

Demolition and renovation transfers will gain the highest priority as necessary to allow the PHA to meet the demolition or renovation schedule.

Emergency transfers, high priority tenant requested transfers, transfers to make accessible units available, and demolition transfers ~~Transfers~~ will take precedence over waiting list

admissions, except as otherwise determined by the PHA to meet operational needs and comply with regulatory requirements.

All other transfers will be processed as units become available for transfer offers without adversely affecting the PHA's operational needs.

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#### **128-IV.C. TRANSFER OFFER POLICY**

##### PHA Policy

Residents will receive one offer of a transfer.

When the transfer is required by the PHA, the refusal of that offer without good cause will result in lease termination.

When the transfer has been requested by the resident, the refusal of that offer without good cause will result in the removal of the family from the transfer list. In such cases, the family must wait six months one year to reapply for another transfer.

#### **128-IV.D. GOOD CAUSE FOR UNIT REFUSAL**

##### PHA Policy

Examples of good cause for refusal of a unit offer include, but are not limited to, the following:

The family demonstrates to the PHA's satisfaction that accepting the unit offer will require an adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.

The family demonstrates to the PHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders, other court orders, risk assessments related to witness protection from a law enforcement agency, or documentation of domestic violence, dating violence, or stalking in accordance with section 16 VII.D of this ACOP the PHA's VAWA policy. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.

A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member, except where moving arrangements will be made by the PHA and immediate transfer is required to meet the demolition or renovation schedule.

The unit is inappropriate for the applicant resident's disabilities, except where the unit offered is similar in feature to the current unit and the resident can be placed on the waitlist for a subsequent transfer to a unit meeting the resident's disability-related needs, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.

The unit will be demolished, disposed, rehabilitated, or renovated, and the unit offer is made after the date of initiation of negotiations and therefore the family would not be eligible for relocation assistance.

The unit has lead-based paint and the family includes children under the age of six.

The PHA will require documentation of good cause for unit refusals.

#### 8-IV.E. COSTS OF TRANSFERS

The PHA must pay moving expenses to transfer a resident with a disability to an accessible unit as an accommodation for the resident's disability [Notice PIH 2006-13].

##### PHA Policy

The PHA will bear the reasonable costs of temporarily accommodating the tenant and of long term transfers, if any, due to emergency conditions.

The PHA will bear the reasonable costs of transfers that the PHA requires, except that residents will be required to bear the cost of occupancy standards transfers and transfers to make accessible units available, except as pursuant to a relocation plan for demolition, disposition, revitalization, or rehabilitation. See 8.II.B. Demolition, Disposition, Revitalization, or Rehabilitation Transfers for costs related to these types of transfers.

The resident will bear all of the costs of transfer s/he requests. However, the PHA will bear the reasonable cost of transfers when the transfer is to an accessible unit as a reasonable accommodation.

The reasonable cost of transfers only includes, as applicable, the cost of essential packing supplies, moving, and unloading, and does not include transportation costs or the cost of disconnecting and reconnecting any existing resident-paid services, such as telephone and cable television.

The PHA will establish a moving allowance based on the typical costs in the community of packing, moving, and unloading. To establish typical costs, the PHA will collect information from companies in the community that provide these services.

The PHA will reimburse the family for eligible out-of-pocket moving expenses up to the PHA's established moving allowance. The PHA may opt to either complete the move, or make arrangements and pay for the move, in the event of hardship.

## **128-IV.FE. DECONCENTRATION**

### PHA Policy

If subject to deconcentration requirements, the PHA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve the PHA's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.

## **128-IV.GF. RENT AND REEXAMINATION POLICIES FOR TRANSFERS**

### PHA Policy

A resident will pay the same rent at the new unit as at the old unit during the month of the transfer. If there is a change in utility allowance at the new unit, a new rent will be calculated to take effect on the first day of the next month following the month of the transfer.

Upon placement at the new unit, a supplemental lease will be signed with the new unit information and new rent amount.

The date of transfer does not change the reexamination date, will be changed to the first of the month in which the transfer took place with the exception of transfers to or from the Towers at Kuhio Park, which are handled as new placements.

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## **8-IV.H. EFFECTIVE DATE OF TRANSFER**

### PHA Policy

Effective date of transfer must not overlap, nor will both projects carry the resident on their books at the same time. The effective date of move-in shall be the next calendar day after the move-out.

## **8-IV.I. MAINTENANCE CHARGES AND SECURITY DEPOSIT**

### PHA Policy

Upon taking possession of the new unit, the resident has four calendar days to return the unit and mailbox keys for the old unit to the management office for the old unit. After this time, a \$10 per day lost key fee will be charged in addition to maintenance charges, if any, until all keys are returned to the management office, up to a maximum of \$80.

Resident must also make arrangements with the management office for the old unit for a move-out inspection within 10 days of move.

When a family transfers from one federally assisted public housing unit to another, the

PHA will transfer their security deposit to the new unit, with the exception of transfers to or from the Towers at Kuhio Park, which are handled as new placements. The tenant will be billed for any maintenance or others charges due for the “old” unit, including any charges for disposal, cleaning, replacement or repair of broken or missing items, or storage.



## FOR ACTION

**MOTION:** To Adopt the Hawaii Public Housing Authority's Administrative Memorandum, Personnel No. 2, Drug-Free and Alcohol-Free Workplace Policy

### I. FACTS

- A. It is the policy of the Hawaii Public Housing Authority (HPHA) to take all reasonable measures to assure that drug and/or alcohol use by employees does not jeopardize the safety of our operations or otherwise adversely affect the HPHA, its employees, the community or the public's trust in our ability to carry out our responsibilities.
- B. The HPHA is required to establish and implement policies and procedures for insuring a drug-free workplace policy pursuant to the Federal Drug-Free Workplace Act of 1988 (41 U.S.C. 701 *et seq.*, as amended).
- C. The HPHA wishes to establish an alcohol-free workplace policy supplemental to and consistent with a drug-free policy.
- D. The HPHA's former policy was implemented under the Housing and Community Development Corporation of Hawaii, which shall be superseded by this proposed policy.

### II. DISCUSSION

- A. The proposed policy is consistent with the federal Drug-Free Workplace Act of 1988 (41 U.S.C. 701 *et seq.*, as amended), and includes provisions for the establishment of an alcohol-free workplace.
- B. The proposed policy was reviewed and approved by the Department of the Attorney General.
- C. The Hawaii Government Employees Association (HGEA) concurred with the proposed policy. The consultation period for the United Public Workers (UPW) to review the proposed policy has closed, however, the HPHA continues to communicate with UPW with regard to the proposed policy.

**III. RECOMMENDATION**

- A. That the HPHA's Board of Directors adopt the Drug-Free and Alcohol-Free Workplace Policy.

Exhibit A: Administrative Memorandum, Drug-Free and Alcohol-Free Workplace Policy

Prepared by: Dawn Takeuchi Apuna, Chief Planner DTA

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

 +  
\_\_\_\_\_  
David Gierlach, Chair

DAVID Y IGE  
GOVERNOR



HAKIM OUANSAFI  
EXECUTIVE DIRECTOR

BARBARA ARASHIRO  
EXECUTIVE ASSISTANT

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

IN REPLY REFER TO:

## ADMINISTRATIVE MEMORANDUM

**Personnel No. 2**  
June 18, 2015

To: All Offices, Branches, Sections, and Units

From: Hakim Ouansafi  
Executive Director

Subject: **Drug-Free and Alcohol-Free Workplace Policy**

### I. GENERAL

The purpose of this administrative memorandum is to establish that the Hawaii Public Housing Authority (HPHA) recognizes its responsibility to maintain a drug-free and alcohol-free workplace to protect the health, safety and welfare of its employees and the public.

### II. BACKGROUND

As a recipient of federal funding, the HPHA is subject to the requirements of the federal Drug-Free Workplace Act of 1988 (41 U.S.C. 81 *et seq.*, as amended) to maintain a drug-free workplace. The requirements of the Drug-Free Workplace Act of 1988 include the following:

(1) Publishing and providing a drug free workplace statement informing all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace;

(2) Establishing a drug-free awareness program;

(3) Requiring written notice by the employee to the HPHA of any criminal drug statute conviction for a violation occurring in the workplace;

(4) Requiring written notice by the HPHA to the U.S. Department of Housing and Urban Development (HUD) of any such employee conviction;

(5) Requiring appropriate action or remedial measures, including termination, for an employee convicted of a substance abuse violation in the workplace; and

(6) Continuing to make a "good-faith" effort to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

Supplemental to and consistent with the goals and requirements of the Federal Drug-Free Workplace Act of 1988, the HPHA incorporates a policy for an alcohol-free workplace as well.

## II. POLICY

The HPHA is committed to maintaining a drug-free and alcohol-free workplace. This goal is in accordance with national policy and in the interest of the HPHA, its employees, contractors, and the general public. The presence of illegal drugs or controlled substances and alcohol in the workplace is contrary to the policy of the HPHA and the Drug-Free Workplace Act of 1988.

Substance abuse is the misuse or illegal use of any material or controlled substance which alters mood, perception and consciousness or impairs one's performance.

It shall be a violation of the Drug-Free Alcohol-Free Workplace Policy (Policy) if an employee commits any of the following:

- Possession of controlled substances or alcohol during any working hours for which the employee is being compensated or paid, while in the workplace, at the job site, traveling to and from the job site, while traveling to and from the job site in a HPHA vehicle, or while representing the HPHA away from the workplace;
- Using controlled substances, with the exception of the use of a drug prescribed by a physician and used in accordance with the physician's instructions, or consuming alcohol during any working hours for which the employee is being compensated or paid, while in the workplace, at the job site, while traveling to and from the job site in a HPHA vehicle, or while representing the HPHA away from the workplace;
- Distributing, manufacturing or dispensing of controlled substances or alcohol on or off of HPHA premises during any working hours for which the employee is being compensated or paid;
- Failing to report a conviction of a workplace drug, substance or alcohol related crime to the HPHA within five (5) calendar days of the date of the conviction.

As a condition of employment, each employee shall abide by the terms of this policy, and shall notify the HPHA in writing if he or she is convicted of a violation of a criminal drug, controlled substance or alcohol related statute for drug or alcohol use occurring in the workplace and must do so no more than five calendar days after the conviction.

A violation of this Policy may result in appropriate disciplinary action including termination of employment or participation in a drug, controlled substance or alcohol abuse assistance or rehabilitation program, in accordance with the terms of any applicable collective bargaining agreements.

This Policy applies during any working hours for which the employee is being compensated or paid.

## **II. SCOPE**

This Policy shall apply to all employees, including part-time and temporary employees and contractors on the HPHA payroll, during any working hours for which the employee is being compensated or paid, who conduct business on behalf of the HPHA on HPHA property or any other site.

## **III. DEFINITIONS**

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl alcohol and isopropyl alcohol.

“Drug” or “controlled substance” means a controlled substance in schedules I through V of the Federal Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR § 1308.11 through 1308.15.

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug and intoxicant statutes.

“Criminal drug or intoxicant statute” means a federal or non-federal criminal statute prohibiting the manufacture, distribution, dispensation, use, or possession of any drug, controlled substance or involving alcohol.

## **IV. PROCEDURES**

In support of this Policy, the Executive Director establishes the following policies and procedures:

- A. Drug-Free and Alcohol-Free Awareness Program. The Personnel Officer shall adopt a Drug-Free and Alcohol-Free Awareness Program to be updated and reinforced annually, to ensure that all employees are regularly informed of the following:
1. The dangers of drug and alcohol abuse in the workplace.
  2. This Policy of maintaining a drug-free and alcohol-free workplace;
  3. Any available drug or alcohol counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that the HPHA may impose upon an employee for drug, controlled substance or alcohol violations occurring in the workplace.
- B. Employee Requirements and Notification. As a condition of employment, all employees shall:
1. Abide by the terms of this Policy; and
  2. Notify the Personnel Officer of any criminal drug, substance abuse or intoxicant or alcohol use statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- C. Personnel Action on Employee Conviction. Within 30 calendar days of learning of an employee's conviction, the HPHA shall, based on the discretion of the Executive Director, either:
1. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended. Any disciplinary or discharge action taken shall be in accordance with state and federal laws, the terms of applicable collective bargaining agreements, executive order, or rules; or
  2. Require the employee to participate satisfactorily in a drug or substance abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement or other appropriate agency.
- D. Notification to the U.S. Department of Housing and Urban Development (HUD). If an employee is convicted of a drug or controlled substance violation in the workplace, the Personnel Officer shall notify HUD. (This notice shall not apply for alcohol use statute violations). The notification to HUD shall:
1. Be in writing;
  2. Include the employee's position title;
  3. Include the identification number of each affected HUD grant or award; and
  4. Be sent within ten calendar days after the HPHA learns of the conviction.

## **V. MISCELLANEOUS**

This Policy does not address specific drug testing requirements and policies. For further information on drug testing, employees may refer to: the "Supplemental Agreement, Alcohol and Controlled Substance Test for Employees Covered Under Section 63A," dated April 10, 2008 (United Public Workers), the "Drug and Alcohol Testing Memorandum of Agreement (Units 02, 03, 94, 09, 13)," dated February 14, 2003 (Hawaii Government Employee Association), or their union representative.

The provisions of this Policy are intended to complement and be consistent with the terms of any applicable collective bargaining agreements. If any part of this Policy conflicts with any administrative rule, bargaining unit agreement, or state or federal law, such conflict shall not invalidate the remaining portions of this Policy, which shall remain in full force and effect.

## Hawaii Public Housing Authority Report for the Month of May 2015

### I. Planning

#### A. Wellness & Public Health

On May 22 and 29, 2015, the HPHA met with representatives from the Public Health Nursing Branch and Tobacco Prevention and Education Program of the Department of Health, and Hawaii Public Health Institute to discuss and formulate approaches to address public health concerns in public housing, including stress management, tobacco use, domestic violence, diabetes, etc.

#### B. Redevelopment Activities

On May 20, 2015, the HPHA development team met with Hunt Development Group to continue negotiations and discussions on the master developer agreement for the redevelopment of Mayor Wright Homes.

HPHA staff continues to provide due diligence on all aspects of the proposed redevelopment in consultation with the legal team from the Department of the Attorney General and Goldfarb & Lipman.

On May 12, 2015, HPHA attended the Downtown Neighborhood Transit Oriented Development (TOD) Plan Community Meeting #4 at Kaiulani Elementary School.

On May 18, 2015, the HPHA hosted the Kalihi Station Subcommittee of the State TOD Task Force to discuss TOD related issues for state-owned properties within the Kalihi Station TOD zone.

On May 28, 2015, HPHA provided testimony in support of Resolution 15-63 to the City and County of Honolulu Committee on Zoning and Planning. Resolution 15-63 would allow public housing redevelopment projects within a one-mile radius of a planned rail station to benefit from the Interim Planned Development-Transit (IPD-T) permit, including, waiver of planned development application fees.

On May 28, 2015, HPHA attended the State TOD Task Force meeting.

C. Hawaii Housing Development and Services, Inc.

On May 26, 2015, the Hawaii Housing Development & Services, Inc. HPHA nonprofit corporation was officially registered as a Hawaii State domestic nonprofit corporation.

D. Liliha/Kapalama Neighborhood Board No. 14 Meeting & Resolution

On May 11, 2015, HPHA attended the Liliha/Kapalama Neighborhood Board No. 14 (NB14) meeting and informed those present that the HPHA issued a Request for Qualifications (RFQ) is the first step in the overall process of determining a vision for School Street. The master planning process will include opportunities for interaction and engagement with the community and other stakeholders.

E. Housing Directors' Meeting

On May 22, 2015, the HPHA attended the monthly Housing Directors' meeting at Hawaii Housing Finance and Development. Agenda items included HUD-VASH for homeless veterans by Jesse Wu of HUD and the 2015 Hawaii Housing Planning Study.

**II. Fiscal Management**

A. FMO Re-organization

The HPHA continues to work with the Union regarding the proposed re-organization. The union provided comments on 6/1/15.

B. Preparation for FY15 closing and forthcoming audit including mapping the path for audit completion, interfund reconciliation, and construction in progress updates.

C. Audited FDS submission

1. The HPHA's audited FDS for FY14 was submitted ahead of deadline in March 2015. On 5/8/15, HPHA received HUD inquiries regarding the FDS and submitted HPHA's responses on 5/21/15.

D. Variance Report for April 2015

1. Revenues for the Month of April

**HUD Operating Subsidies \$765,160 or 12% greater than budget**

The favorable variance consists of \$324,906 more HUD subsidy for Federal Low Rent program, \$308,610 more HUD money received for Section 8 Contract Administration program, and \$107,099 more HUD money received for Section 8 Voucher programs for the month of April.

**CFP Grant Income \$72,373 or 57% less than budget**

CFP grant income is recognized when i) CFP drawing on soft cost (BLI numbers 1406, 1408 and 1410) is made; ii) CFP drawing on hard cost (BLI number larger than 1410) that funds a contract either does not meet HPHA capitalization threshold, or the contract is of general repair and maintenance in nature instead of capital improvement. Out of the actual drawing of \$717,530 in April, only \$54,380 is for repair and maintenance, therefore recognized as revenue for this line item.

**State CIP Fund \$289,263 or 119% less than budget**

State CIP Fund income is recognized when appropriated and released State CIP fund pays i) contract of general repair and maintenance; ii) unit turnarounds and work orders. Similar to CFP Grant Income, budgeted income is spread out among the 12 months, but the actual payment varies based on contract performance and processing. The actual expenditures in April of \$475,670 contain \$76,468 recognized for this line item, which is further reduced by an adjustment of -\$123,438 as a result of year-to-date reconciliation.

**Grant Income \$87,660 or 22% greater than budget**

The Grant Income is recognized when State general funds are released for State Rent Supplemental program, and for payment of protective services and repair and maintenance contracts for federal and state housing units. Actual released fund for state rent supplement program is \$87,660 greater than budget in April.

**Other Income \$407,523 or 57% less than budget**

The variance consists of \$464,894 less income than budget in COCC, which indicates less income from work orders / front line services actually charged to beneficiary AMPs and State housing programs; the unfavorable variance is offset by \$53,802 more income than budget for Housing Voucher program for the month.

2. Expenses for the Month of April

**Administrative \$252,009 or 16% less than budget, a favorable variance**

It consists of budget savings of Salary and Benefit of \$188,902 and \$66,208 for COCC and HPHA-managed AMPs, respectively; Legal

Expense of \$8,097 at COCC, and Administrative – Other of \$41,905. The favorable variances are partially offset by budget overruns of \$9,370 for Salary and Benefit of private-managed AMPs.

**Housing Assistance Payments \$761,442 or 20% greater than budget**

Mainly due to \$595,226 more payments than budget for Section 8 Contract Administration program, related to \$308,610 more HUD subsidy received than budget, and \$135,790 more payments for Section 8 Voucher program, related to \$107,099 more HUD money received than budget.

**Tenant Services \$23,925 or 37% less than budget, a favorable variance**

It is mainly because of \$39,030 budget savings of Other Tenant Services for State Supplement program, offset by \$12,698 budget overrun of relocation cost for federal housing program.

**Utilities \$134,802 or 12% less than budget, a favorable variance**

The favorable variance includes budget savings of \$21,418 of Water, \$84,881 of Electricity and \$26,552 of Gas for federal housing program.

**Maintenance \$282,958 or 15% less than budget, a favorable variance**

The favorable variance mainly consists of \$192,550 budget savings of maintenance salary and benefits, \$122,606 budget savings of maintenance materials.

**Depreciation Expense \$143,290 or 11% greater than budget**

As shown on Consolidated Balance Sheet, HPHA has completed and put into use of \$13,178,782 capital projects year-to-date. Completed capital projects were reclassified from Construction in Progress to Fixed Asset. Depreciation started based on the time completed project put into use and useful economic life. The variance is mainly due to the fact that budgeted depreciation was based on then existed fixed assets. The depreciation amount will increase as more projects completed and put into use in the future.

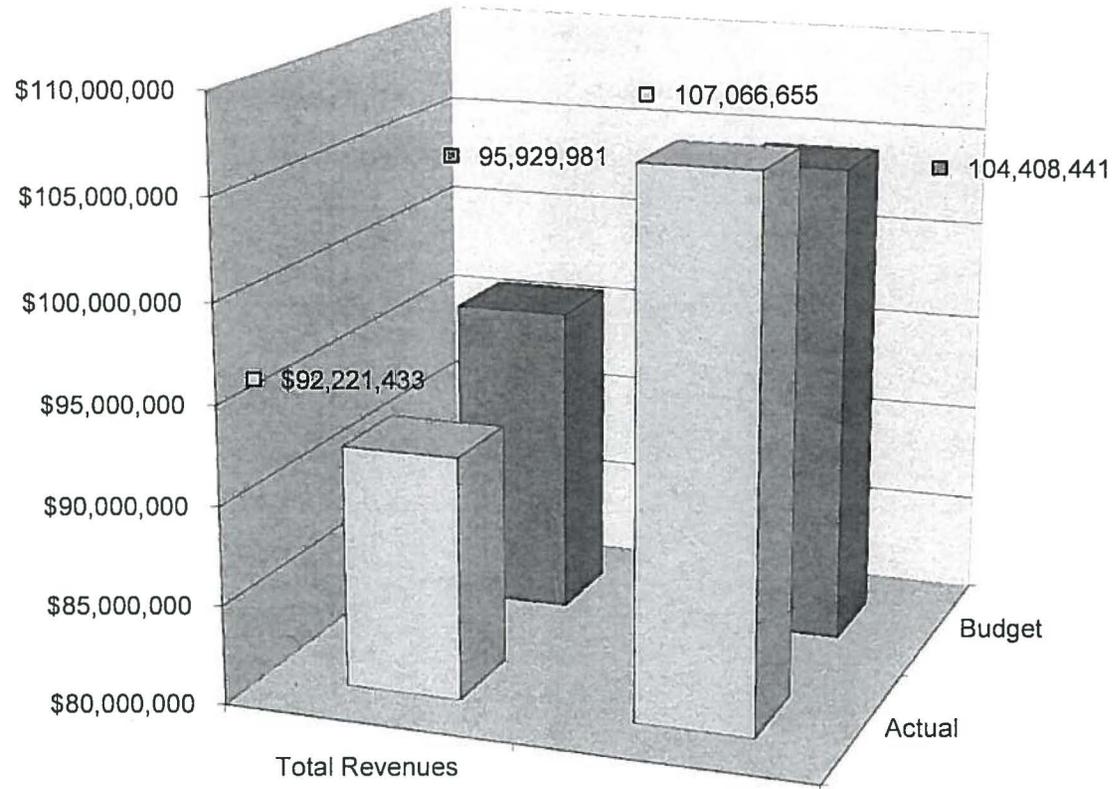
**General Expenses \$94,648 or 799% more than budget**

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

**HAWAII PUBLIC HOUSING AUTHORITY**  
**Agency Total**  
**Actual vs Budget Comparison**  
**For the Month of April 2015, and the 10 Months ended April 30, 2015**  
**(Amounts in Full Dollars)**

Month of April 2015				Year to Date ended April 30, 2015							
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
				<b>REVENUES</b>							
1,470,013	1,418,397	51,616	4%	Dwelling Rental Income	14,523,849	14,158,018	365,831	3%	10,733,685	3,790,164	35%
6,893,335	6,128,175	765,160	12%	HUD Operating Subsidies	65,602,621	61,281,741	4,320,880	7%	47,732,049	17,870,572	37%
54,380	126,753	(72,373)	-57%	CFP Grant Income	79,210	1,573,312	(1,494,102)	-95%	-	79,210	100%
372,827	388,780	(15,953)	-4%	COCC Fee Income	3,753,185	3,887,800	(134,615)	-3%	3,058,504	694,682	23%
(46,970)	242,293	(289,263)	-119%	State CIP Fund	1,079,741	3,037,852	(1,958,111)	-64%	-	1,079,741	100%
493,947	406,287	87,660	22%	Grant Income	3,751,348	4,188,736	(437,388)	-10%	3,423,288	328,060	10%
311,625	719,148	(407,523)	-57%	Other Income	3,431,479	7,802,522	(4,371,044)	-56%	2,694,177	737,302	27%
<b>\$ 9,549,157</b>	<b>9,429,833</b>	<b>119,324</b>	<b>1%</b>	<b>Total Revenues</b>	<b>\$ 92,221,433</b>	<b>95,929,981</b>	<b>(3,708,548)</b>	<b>-4%</b>	<b>67,641,702</b>	<b>24,579,731</b>	<b>36%</b>
				<b>EXPENSES</b>							
1,298,109	1,550,118	252,009	16%	Administrative	12,528,128	14,552,684	2,024,556	14%	9,024,290	(3,503,838)	-39%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
391,664	405,590	13,926	3%	Management Fees	3,939,557	4,050,478	110,921	3%	3,204,790	(734,767)	-23%
54,400	56,506	2,106	4%	Bookkeeping Fees	544,407	564,357	19,950	4%	441,229	(103,178)	-23%
4,622,812	3,861,370	(761,442)	-20%	Housing Assistance Payments	45,473,143	38,613,700	(6,859,443)	-18%	34,130,561	(11,342,582)	-33%
41,578	65,503	23,925	37%	Tenant Services	435,873	793,158	357,285	45%	244,313	(191,560)	-78%
996,916	1,131,718	134,802	12%	Utilities	11,078,667	11,612,492	533,825	5%	9,058,413	(2,020,254)	-22%
1,584,307	1,867,265	282,958	15%	Maintenance	16,203,456	18,137,447	1,933,991	11%	11,397,167	(4,806,289)	-42%
178,475	194,591	16,116	8%	Protective Services	1,804,331	1,933,504	129,173	7%	1,295,966	(508,365)	-39%
75,926	71,581	(4,345)	-6%	Insurance	791,264	715,743	(75,521)	-11%	665,125	(126,139)	-19%
1,445,836	1,302,546	(143,290)	-11%	Depreciation Expense	13,455,330	13,025,460	(429,870)	-3%	9,853,258	(3,602,072)	-37%
233,477	24,377	(209,100)	-858%	Bad Debt Expense	325,692	243,770	(81,922)	-34%	(12,386)	(338,078)	
106,497	11,849	(94,648)	-799%	General Expenses	486,807	165,648	(321,159)	-194%	743,848	257,041	35%
<b>11,029,996</b>	<b>10,543,014</b>	<b>(486,982)</b>	<b>-5%</b>	<b>Total Expenses</b>	<b>107,066,655</b>	<b>104,408,441</b>	<b>(2,658,214)</b>	<b>3%</b>	<b>80,046,574</b>	<b>(27,020,082)</b>	<b>-34%</b>
<b>(1,480,839)</b>	<b>(1,113,181)</b>	<b>(367,658)</b>	<b>-33%</b>	<b>Net Income(Loss)</b>	<b>\$ (14,845,222)</b>	<b>\$ (8,478,460)</b>	<b>(6,366,762)</b>	<b>-75%</b>	<b>(12,404,871)</b>	<b>(2,440,351)</b>	<b>-20%</b>
				<b>CASH BASIS:</b>							
<b>(1,480,839)</b>	<b>(1,113,181)</b>	<b>(367,658)</b>	<b>-33%</b>	Net Income(loss) per Above	<b>(14,845,222)</b>	<b>(8,478,460)</b>	<b>(6,366,762)</b>	<b>-75%</b>	<b>(12,404,871)</b>	<b>2,440,351</b>	<b>-20%</b>
				Add back non cash items:							
1,445,836	1,302,546	143,290	11%	Depreciation Expense	13,455,330	13,025,460	429,870	-3%	9,853,258	3,602,072	37%
233,477	24,377	209,100	-858%	Bad Debt Expense	325,692	243,770	81,922	-34%	(12,386)	338,078	2730%
<b>\$ 198,474</b>	<b>213,742</b>	<b>(15,268)</b>	<b>-7%</b>	<b>TOTAL CASH BASIS</b>	<b>\$ (1,064,200)</b>	<b>4,790,770</b>	<b>(5,854,970)</b>	<b>-122%</b>	<b>(2,564,000)</b>	<b>6,380,501</b>	<b>58%</b>

HPHA April 30, 2015 Actual vs Budget



	Total Revenues	
Actual	\$92,221,433	107,066,655
Budget	95,929,981	104,408,441

HAWAII PUBLIC HOUSING AUTHORITY  
Consolidated Balance Sheet  
Agency Total (Funds 130 To 150, 007, 020, 024, 181, 265, 318 & 337)  
As of April 30, 2015 and March 31, 2015

	As of April 30 2015	As of March 31 2015	Increase (Decrease)
<b>ASSETS:</b>			
Cash	64,980,688	62,925,986	2,054,703
Receivables:			
Tenant Receivables	3,876,745	3,883,939	(7,194)
Other	852,637	1,099,275	(246,637)
Less Allowance for Doubtful Accounts	(1,250,952)	(1,128,330)	(122,621)
Total receivables	3,478,431	3,854,883	(376,453)
Accrued Interest	1,745	1,935	(189)
Prepaid Expenses	162,082	226,800	(64,717)
Inventories	572,141	567,792	4,349
Interprogram Due From	3,662,889	4,193,746	(530,857)
<b>Total Current Assets</b>	<b>72,857,977</b>	<b>71,771,142</b>	<b>1,086,835</b>
Property, Plant & Equipment:			
Land	21,451,327	21,451,327	-
Buildings	572,059,602	570,131,864	1,927,738
Furniture & Equipment	5,458,497	5,440,075	18,422
Motor vehicles	494,167	494,167	-
Construction in Progress	25,595,874	26,156,420	(560,546)
Less: Accumulated Depreciation	(343,142,711)	(341,696,875)	(1,445,836)
Notes, Loans & Mortgage Receivable-Non Current	8,716,630	8,716,630	-
Other Long term assets	-	-	-
<b>Total Assets</b>	<b>\$ 363,491,364</b>	<b>362,464,751</b>	<b>1,026,613</b>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	2,438,925	2,508,309	(69,384)
Accrued Expenses	-	-	-
Accrued Salaries & Wages	766,061	766,061	-
Accrued Vacation	1,466,093	1,466,093	-
Tenant Security Deposits	774,860	774,098	762
Other Liabilities & Deferred Income	3,135,603	1,926,721	1,208,881
Interprogram Due To	-	-	-
<b>Total Current Liabilities</b>	<b>8,581,542</b>	<b>7,441,282</b>	<b>1,140,260</b>
Accrued Pension and OPEB Liability	17,323,690	17,323,690	-
Accrued Liabilities - Long Term	86,381	86,381	-
<b>Net Assets</b>			
Investment in capital assets	281,916,757	281,976,979	(60,222)
Restricted Net Assets	2,439,593	2,439,593	-
Unrestricted Net Assets	67,988,622	66,561,208	1,427,414
Net Income Year to Date	(14,845,222)	(13,364,383)	(1,480,839)
<b>Total Net Assets</b>	<b>337,499,750</b>	<b>337,613,397</b>	<b>(113,647)</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 363,491,364</b>	<b>362,464,751</b>	<b>1,026,613</b>

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**HAWAII PUBLIC HOUSING AUTHORITY**  
**Federal Low Rent Program**  
**Actual vs Budget Comparison**  
**For the Month of April 2015, and the 10 Months ended April 30, 2015**  
**(Amounts in Full Dollars)**

Month of April 2015				Year to Date ended April 30, 2015								
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance		
		Amount	%		Amount	%	Amount	%	Amount	Amount	%	
				<b>REVENUES</b>								
1,209,023	1,174,332	34,691	3%	Dwelling Rental Income	11,964,718	11,717,368	247,350	2%	8,688,611	3,276,107	38%	
2,246,426	1,921,520	324,906	17%	HUD Operating Subsidies	18,588,770	19,215,191	(626,421)	-3%	12,914,306	5,674,464	44%	
54,380	126,753	(72,373)	-57%	CFP Grant Income	79,210	1,573,312	(1,494,102)	-95%	-	79,210	100%	
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%	
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%	
(62,816)	242,293	(305,109)	-126%	State CIP Fund	999,409	3,037,852	(2,038,443)	-67%	-	999,409	100%	
276,088	158,349	117,739	74%	Grant Income	1,413,816	1,658,490	(244,674)	-15%	-	1,413,816	100%	
42,649	37,374	5,275	14%	Other Income	421,355	375,382	45,973	12%	1,251,216	(829,861)	-66%	
<b>\$ 3,765,749</b>	<b>3,660,621</b>	<b>105,128</b>	<b>3%</b>	<b>Total Revenues</b>	<b>\$ 33,467,278</b>	<b>37,577,595</b>	<b>(4,110,317)</b>	<b>-11%</b>	<b>22,854,133</b>	<b>10,613,145</b>	<b>46%</b>	
				<b>EXPENSES</b>								
493,701	476,065	(17,636)	-4%	Administrative	4,609,925	4,625,420	15,495	0%	3,513,248	(1,096,677)	-31%	
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%	
243,209	254,593	11,384	4%	Management Fees	2,460,483	2,540,562	80,079	3%	2,011,328	(449,156)	-22%	
33,180	34,852	1,672	5%	Bookkeeping Fees	335,168	347,825	12,658	4%	273,510	(61,658)	-23%	
-	-	-	0%	Housing Assistance Payments	3,789	-	(3,789)	-100%	13,388	9,599	72%	
28,727	24,647	(4,080)	-17%	Tenant Services	304,816	335,928	31,112	9%	74,294	(230,522)	-310%	
826,362	967,515	141,153	15%	Utilities	9,173,792	9,970,375	796,583	8%	7,504,591	(1,669,201)	-22%	
1,198,368	1,282,017	83,649	7%	Maintenance	12,224,654	12,716,617	491,963	4%	8,242,345	(3,982,309)	-48%	
177,524	193,492	15,968	8%	Protective Services	1,794,892	1,922,514	127,622	7%	1,242,695	(552,197)	-44%	
62,294	57,262	(5,032)	-9%	Insurance	639,372	572,552	(66,820)	-12%	514,247	(125,125)	-24%	
1,248,998	1,105,722	(143,276)	-13%	Depreciation Expense	11,487,048	11,057,220	(429,828)	-4%	8,356,464	(3,130,584)	-37%	
233,477	19,497	(213,980)	-1098%	Bad Debt Expense	325,692	194,970	(130,722)	-67%	(12,386)	(338,078)	-2730%	
23,062	7,341	(15,721)	-214%	General Expenses	123,867	73,410	(50,457)	-69%	435,476	311,609	72%	
<b>4,568,902</b>	<b>4,423,003</b>	<b>(145,899)</b>	<b>-3%</b>	<b>Total Expenses</b>	<b>43,483,497</b>	<b>44,357,393</b>	<b>873,896</b>	<b>2%</b>	<b>32,169,199</b>	<b>(11,314,298)</b>	<b>-35%</b>	
<b>\$ (803,153)</b>	<b>(762,382)</b>	<b>(40,771)</b>	<b>-5%</b>	<b>Net Income(Loss)</b>	<b>\$ (10,016,219)</b>	<b>(6,779,798)</b>	<b>(3,236,421)</b>	<b>-48%</b>	<b>(9,315,067)</b>	<b>(701,153)</b>	<b>-8%</b>	
				<b>CASH BASIS:</b>								
(803,153)	(762,382)	(40,771)	-5%	Net Income(loss) per Above	(10,016,219)	(6,779,798)	(3,236,421)	-48%	(9,315,067)	(701,153)	-8%	
1,248,998	1,105,722	143,276	13%	Add back non cash items:								
233,477	19,497	213,980	-1098%	Depreciation Expense	11,487,048	11,057,220	429,828	4%	8,356,464	3,130,584	37%	
				Bad Debt Expense	325,692	194,970	130,722	-67%	(12,386)	338,078	2730%	
<b>\$ 679,322</b>	<b>362,837</b>	<b>316,485</b>	<b>87%</b>	<b>TOTAL CASH BASIS</b>	<b>\$ 1,796,520</b>	<b>4,472,392</b>	<b>(2,675,872)</b>	<b>-60%</b>	<b>(970,988)</b>	<b>2,767,509</b>	<b>285%</b>	

HAWAII PUBLIC HOUSING AUTHORITY  
 Federal Low Rent Program by AMPs  
 Actual vs Budget Comparison  
 For the Month of April 2015, and the 10 Months ended April 30, 2015  
 (Amounts in Full Dollars)

Month of April 2015				Year to Date ended April 30, 2015								
Actual	Budget	Variance		ACCRUAL BASIS	Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
<b>REVENUES</b>												
294,923	393,289	(98,366)	-25%	Asset Management Project - 30	3,137,521	3,965,110	(827,589)	-21%	2,482,603	654,918	26%	
363,058	314,830	48,228	15%	Asset Management Project - 31	2,938,992	3,423,300	(484,308)	-14%	1,930,136	1,008,856	52%	
467,308	419,648	47,660	11%	Asset Management Project - 32	3,378,705	4,147,706	(769,001)	-19%	2,154,150	1,224,556	57%	
274,966	270,358	4,608	2%	Asset Management Project - 33	2,458,416	2,703,580	(245,164)	-9%	1,689,387	769,029	46%	
358,369	384,188	(25,819)	-7%	Asset Management Project - 34	3,741,049	3,841,880	(100,831)	-3%	2,692,131	1,048,918	39%	
407,046	415,832	(8,786)	-2%	Asset Management Project - 35	4,151,734	4,158,315	(6,581)	0%	2,783,131	1,368,603	49%	
190,299	181,041	9,258	5%	Asset Management Project - 37	1,685,100	1,906,674	(221,574)	-12%	1,114,249	570,851	51%	
211,429	220,097	(8,668)	-4%	Asset Management Project - 38	1,962,100	2,439,903	(477,803)	-20%	1,401,300	560,800	40%	
139,541	165,862	(26,321)	-16%	Asset Management Project - 39	1,399,058	1,658,790	(259,732)	-16%	961,221	437,837	46%	
407,115	145,638	261,477	180%	Asset Management Project - 40	1,779,173	1,728,520	50,653	3%	1,107,789	671,384	61%	
132,663	159,314	(26,651)	-17%	Asset Management Project - 43	1,225,898	1,624,086	(398,188)	-25%	876,530	349,368	40%	
46,709	201,909	(155,200)	-77%	Asset Management Project - 44	1,743,775	2,028,310	(284,535)	-14%	1,133,116	610,659	54%	
199,848	141,695	58,153	41%	Asset Management Project - 45	1,387,182	1,443,722	(56,540)	-4%	855,590	531,592	62%	
67,593	57,247	10,346	18%	Asset Management Project - 46	593,895	596,878	(2,983)	0%	401,526	192,369	48%	
114,106	104,752	9,354	9%	Asset Management Project - 49	995,989	1,058,725	(62,736)	-6%	678,123	317,866	47%	
90,776	84,921	5,855	7%	Asset Management Project - 50	888,691	852,096	36,595	4%	593,152	295,539	50%	
<b>\$ 3,765,749</b>	<b>3,660,621</b>	<b>105,128</b>	<b>3%</b>	<b>Total Revenues</b>	<b>\$ 33,467,278</b>	<b>37,577,595</b>	<b>(4,110,317)</b>	<b>-11%</b>	<b>22,854,133</b>	<b>10,613,145</b>	<b>46%</b>	
<b>NET INCOME(LOSS)</b>												
(111,782)	(57,013)	(54,769)	-96%	Asset Management Project - 30	(816,579)	(392,900)	(423,679)	-108%	(834,461)	17,883	2%	
(52,939)	(134,320)	81,381	61%	Asset Management Project - 31	(1,884,664)	(979,706)	(904,958)	-92%	(1,213,409)	(671,255)	-55%	
36,548	87,510	(50,962)	-58%	Asset Management Project - 32	(479,942)	821,718	(1,301,660)	-158%	(289,808)	(190,134)	-66%	
(85,014)	(38,838)	(46,176)	-119%	Asset Management Project - 33	(510,382)	(485,630)	(24,752)	-5%	(611,538)	101,156	17%	
(11,948)	(15,637)	3,689	24%	Asset Management Project - 34	(90,629)	(138,561)	47,932	35%	(78,752)	(11,877)	-15%	
(47,907)	(34,728)	(13,179)	-38%	Asset Management Project - 35	(182,381)	(287,377)	104,996	37%	(320,716)	138,335	43%	
(181,005)	(158,123)	(22,882)	-14%	Asset Management Project - 37	(1,575,542)	(1,455,128)	(120,414)	-8%	(1,504,862)	(70,680)	-5%	
(74,903)	(84,150)	9,247	11%	Asset Management Project - 38	(515,951)	(579,013)	63,062	11%	(328,435)	(187,516)	-57%	
(56,093)	(38,031)	(18,062)	-47%	Asset Management Project - 39	(619,029)	(523,865)	(95,164)	-18%	(587,266)	(31,763)	-5%	
66,505	(32,426)	98,931	305%	Asset Management Project - 40	(204,848)	(38,256)	(166,592)	-435%	(352,534)	147,686	42%	
(55,085)	(75,415)	20,330	27%	Asset Management Project - 43	(768,073)	(739,659)	(28,414)	-4%	(802,763)	34,690	4%	
(102,884)	(49,221)	(53,663)	-109%	Asset Management Project - 44	(809,821)	(696,021)	(113,800)	-16%	(877,435)	67,614	8%	
36,606	(39,582)	76,188	192%	Asset Management Project - 45	(540,893)	(419,429)	(121,464)	-29%	(627,607)	86,714	14%	
(93,209)	(54,641)	(38,568)	-71%	Asset Management Project - 46	(583,750)	(490,822)	(92,928)	-19%	(426,588)	(157,162)	-37%	
(34,829)	(49,272)	14,443	29%	Asset Management Project - 49	(508,645)	(480,269)	(28,376)	-6%	(516,945)	8,300	2%	
(35,214)	11,505	(46,719)	-406%	Asset Management Project - 50	74,907	105,120	(30,213)	-29%	58,050	16,857	29%	
<b>\$ (803,153)</b>	<b>(762,382)</b>	<b>(40,771)</b>	<b>-5%</b>	<b>Total Net Income(Loss)</b>	<b>\$ (10,016,219)</b>	<b>(6,779,798)</b>	<b>(3,236,421)</b>	<b>-48%</b>	<b>(9,315,067)</b>	<b>(701,153)</b>	<b>-8%</b>	

HAWAII PUBLIC HOUSING AUTHORITY  
 Federal Low Rent Program by AMPs  
 Actual vs Budget Comparison  
 For the Month of April 2015, and the 10 Months ended April 30, 2015  
 (Amounts in Full Dollars)

Month of April 2015				Year to Date ended April 30, 2015								
Actual	Budget	Variance		CASH BASIS	Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
<b>REVENUES</b>												
294,923	393,289	(98,366)	-25%	Asset Management Project - 30	3,137,521	3,965,110	(827,589)	-21%	2,482,603	654,918	26%	
363,058	314,830	48,228	15%	Asset Management Project - 31	2,938,992	3,423,300	(484,308)	-14%	1,930,136	1,008,856	52%	
467,308	419,648	47,660	11%	Asset Management Project - 32	3,378,705	4,147,706	(769,001)	-19%	2,154,150	1,224,556	57%	
274,966	270,358	4,608	2%	Asset Management Project - 33	2,458,416	2,703,580	(245,164)	-9%	1,689,387	769,029	46%	
358,369	384,188	(25,819)	-7%	Asset Management Project - 34	3,741,049	3,841,880	(100,831)	-3%	2,692,131	1,048,918	39%	
407,046	415,832	(8,786)	-2%	Asset Management Project - 35	4,151,734	4,158,315	(6,581)	0%	2,783,131	1,368,603	49%	
190,299	181,041	9,258	5%	Asset Management Project - 37	1,685,100	1,906,674	(221,574)	-12%	1,114,249	570,851	51%	
211,429	220,097	(8,668)	-4%	Asset Management Project - 38	1,962,100	2,439,903	(477,803)	-20%	1,401,300	560,800	40%	
139,541	165,862	(26,321)	-16%	Asset Management Project - 39	1,399,058	1,658,790	(259,732)	-16%	961,221	437,837	46%	
407,115	145,638	261,477	180%	Asset Management Project - 40	1,779,173	1,728,520	50,653	3%	1,107,789	671,384	61%	
132,663	159,314	(26,651)	-17%	Asset Management Project - 43	1,225,898	1,624,086	(398,188)	-25%	876,530	349,368	40%	
46,709	201,909	(155,200)	-77%	Asset Management Project - 44	1,743,775	2,028,310	(284,535)	-14%	1,133,116	610,659	54%	
199,848	141,695	58,153	41%	Asset Management Project - 45	1,387,182	1,443,722	(56,540)	-4%	855,590	531,592	62%	
67,593	57,247	10,346	18%	Asset Management Project - 46	593,895	596,878	(2,983)	0%	401,526	192,369	48%	
114,106	104,752	9,354	9%	Asset Management Project - 49	995,989	1,058,725	(62,736)	-6%	678,123	317,866	47%	
90,776	84,921	5,855	7%	Asset Management Project - 50	888,691	852,096	36,595	4%	593,152	295,539	50%	
<b>\$ 3,765,749</b>	<b>3,660,621</b>	<b>105,128</b>	<b>3%</b>	<b>Total Revenues</b>	<b>\$ 33,467,278</b>	<b>37,577,595</b>	<b>(4,110,317)</b>	<b>-11%</b>	<b>22,854,133</b>	<b>10,613,145</b>	<b>46%</b>	
<b>NET INCOME(LOSS)</b>												
82,767	42,766	40,001	94%	Asset Management Project - 30	269,996	604,890	(334,894)	-55%	(28,656)	298,653	1042%	
153,606	45,524	108,082	237%	Asset Management Project - 31	(61,497)	818,734	(880,231)	-108%	83,250	(144,746)	-174%	
67,912	112,906	(44,994)	-40%	Asset Management Project - 32	(218,245)	1,075,678	(1,293,923)	-120%	(126,509)	(91,736)	-73%	
(19,580)	26,171	(45,751)	-175%	Asset Management Project - 33	124,725	164,460	(39,735)	-24%	(115,935)	240,661	208%	
62,763	46,565	16,198	35%	Asset Management Project - 34	566,762	483,459	83,303	17%	284,901	281,861	99%	
71,243	49,774	21,469	43%	Asset Management Project - 35	663,590	557,643	105,947	19%	240,996	422,595	175%	
20,130	(9,370)	29,500	315%	Asset Management Project - 37	59,548	32,402	27,146	84%	(168,272)	227,821	135%	
14,095	(26,029)	40,124	154%	Asset Management Project - 38	131,044	2,197	128,847	5865%	21,632	109,412	506%	
3,733	21,026	(17,293)	-82%	Asset Management Project - 39	(39,174)	66,705	(105,879)	-159%	(128,424)	89,250	69%	
69,947	(29,005)	98,952	341%	Asset Management Project - 40	(181,750)	(4,046)	(177,704)	-4392%	(339,891)	158,141	47%	
35,597	(845)	36,442	4313%	Asset Management Project - 43	(1,611)	6,041	(7,652)	-127%	(221,324)	219,713	99%	
187	45,966	(45,779)	-100%	Asset Management Project - 44	177,909	255,849	(77,940)	-30%	(183,679)	361,588	197%	
105,729	25,826	79,903	309%	Asset Management Project - 45	114,548	234,651	(120,103)	-51%	(112,568)	227,116	202%	
(24,125)	(5,000)	(19,125)	-382%	Asset Management Project - 46	(71,227)	5,588	(76,815)	-1375%	(112,413)	41,187	37%	
21,396	2,008	19,388	966%	Asset Management Project - 49	22,095	32,531	(10,436)	-32%	(133,483)	155,578	117%	
13,921	14,554	(633)	-4%	Asset Management Project - 50	239,805	135,610	104,195	77%	69,389	170,417	246%	
<b>\$ 679,322</b>	<b>362,837</b>	<b>316,485</b>	<b>87%</b>	<b>Total Net Income(Loss)</b>	<b>\$ 1,796,520</b>	<b>4,472,392</b>	<b>(2,675,872)</b>	<b>-60%</b>	<b>(970,988)</b>	<b>2,767,509</b>	<b>285%</b>	

HAWAII PUBLIC HOUSING AUTHORITY  
Housing Choice Voucher Program  
Actual vs Budget Comparison  
For the Month of April 2015, and the 10 Months ended April 30, 2015  
(Amounts in Full Dollars)

Month of April 2015			
Actual	Budget	Variance	
		Amount	%
-	-	-	0%
2,259,097	2,151,998	107,099	5%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
54,724	922	53,802	5835%
<b>\$ 2,313,821</b>	<b>2,152,920</b>	<b>160,901</b>	<b>7%</b>

98,896	118,883	19,987	17%
-	-	-	0%
23,700	23,724	24	0%
14,813	14,828	16	0%
2,133,993	1,998,203	(135,790)	-7%
12,742	150	(12,592)	-8395%
3,268	2,948	(320)	-11%
1,037	299	(738)	-247%
67	45	(22)	-49%
(658)	471	1,129	240%
16,585	2,327	(14,258)	-613%

<b>2,304,444</b>	<b>2,161,878</b>	<b>(142,566)</b>	<b>-7%</b>
<b>\$ 9,377</b>	<b>(8,958)</b>	<b>18,335</b>	<b>205%</b>

9,377	(8,958)	18,335	205%
-	-	-	0%
-	-	-	0%
<b>\$ 9,377</b>	<b>(8,958)</b>	<b>18,335</b>	<b>205%</b>

Year to Date ended April 30, 2015									
Actual	Budget	Variance		Prior Year	Variance			Amount	%
		Amount	%		Amount	%			
<b>REVENUES</b>									
-	-	-	0%	-	-	-		-	0%
21,105,085	21,519,980	(414,895)	-2%	16,248,072	4,857,013	30%			
-	-	-	0%	-	-	0%		-	0%
-	-	-	0%	-	-	0%		-	0%
-	-	-	0%	-	-	0%		-	0%
-	-	-	0%	-	-	0%		-	0%
523,036	9,220	513,816	5573%	326,663	196,374	60%			
<b>\$ 21,628,121</b>	<b>21,529,200</b>	<b>98,921</b>	<b>0%</b>	<b>16,574,735</b>	<b>5,053,387</b>	<b>30%</b>			

<b>EXPENSES</b>									
887,531	1,111,097	223,566	20%	605,380	(282,151)	-47%			
-	-	-	0%	-	-	0%		-	0%
231,840	237,240	5,400	2%	183,468	(48,372)	-26%			
144,900	148,280	3,380	2%	114,668	(30,233)	-26%			
20,259,257	19,982,030	(277,227)	-1%	16,007,840	(4,251,417)	-27%			
129,947	1,500	(128,447)	-8563%	169,589	39,642	23%			
36,910	29,480	(7,430)	-25%	26,576	(10,334)	-39%			
12,005	3,140	(8,865)	-282%	6,016	(5,989)	-100%			
605	450	(155)	-34%	471	(134)	-29%			
2,614	4,710	2,096	45%	8,458	5,845	69%			
82,991	39,676	(43,315)	-109%	82,337	(654)	-1%			

<b>21,788,600</b>	<b>21,557,603</b>	<b>(230,997)</b>	<b>-1%</b>	<b>17,204,804</b>	<b>(4,583,796)</b>	<b>-27%</b>			
<b>\$ (160,479)</b>	<b>(28,403)</b>	<b>(132,076)</b>	<b>-465%</b>	<b>(630,069)</b>	<b>469,591</b>	<b>75%</b>			

<b>CASH BASIS:</b>									
(160,479)	(28,403)	(132,076)	-465%	(630,069)	\$ 469,591	75%			
Add back non cash items:									
-	-	-	0%	-	-	0%		-	0%
-	-	-	0%	-	-	0%		-	0%
<b>\$ (160,479)</b>	<b>(28,403)</b>	<b>(132,076)</b>	<b>-465%</b>	<b>(630,069)</b>	<b>469,591</b>	<b>75%</b>			

HAWAII PUBLIC HOUSING AUTHORITY  
State Low Rent  
Actual vs Budget Comparison  
For the Month of April 2015, and the 10 Months ended April 30, 2015  
(Amounts in Full Dollars)

Month of April 2015					Year to Date ended April 30, 2015						
Actual	Budget	Variance		REVENUES	Actual	Budget	Variance		Prior Year	Variance	
		Amount	%				Amount	%		Amount	%
89,831	75,383	14,448	19%	Dwelling Rental Income	861,252	753,830	\$ 107,422	14%	695,629	\$ 165,623	24%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%	State CIP Fund	44,020	-	44,020	100%	-	44,020	100%
660,004	31,962	628,042	1965%	Grant Income	705,274	370,486	334,788	90%	-	705,274	100%
(713)	2,311	(3,024)	-131%	Other Income	3,554	4,622	(1,068)	-23%	33,702	(30,148)	-89%
<b>\$ 749,122</b>	<b>109,656</b>	<b>639,466</b>	<b>583%</b>	<b>Total Revenues</b>	<b>\$ 1,614,100</b>	<b>1,128,938</b>	<b>485,162</b>	<b>43%</b>	<b>729,331</b>	<b>884,769</b>	<b>121%</b>
				<b>EXPENSES</b>							
20,141	31,397	11,256	36%	Administrative	242,162	293,704	51,542	18%	206,007	(36,155)	-18%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
15,628	17,940	2,313	13%	Management Fees	157,275	179,346	22,071	12%	133,709	(23,566)	-18%
1,875	2,153	278	13%	Bookkeeping Fees	18,870	21,522	2,652	12%	16,043	(2,828)	-18%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
-	406	406	100%	Tenant Services	89	52,730	52,641	100%	-	(89)	-100%
58,645	30,666	(27,979)	-91%	Utilities	656,451	306,660	(349,791)	-114%	540,313	(116,138)	-21%
68,243	79,378	11,135	14%	Maintenance	575,541	778,245	202,704	26%	545,211	(30,330)	-6%
-	-	-	0%	Protective Services	241	-	(241)	-100%	-	(241)	-100%
3,038	2,773	(265)	-10%	Insurance	31,987	27,739	(4,248)	-15%	24,292	(7,695)	-32%
76,893	76,879	(14)	0%	Depreciation Expense	768,832	768,790	(42)	0%	557,318	(211,514)	-38%
-	1,507	1,507	100%	Bad Debt Expense	-	15,070	15,070	100%	-	-	0%
-	749	749	100%	General Expenses	-	7,490	7,490	100%	17,456	17,456	100%
<b>244,462</b>	<b>243,848</b>	<b>(614)</b>	<b>0%</b>	<b>Total Expenses</b>	<b>2,451,447</b>	<b>2,451,296</b>	<b>(151)</b>	<b>0%</b>	<b>2,040,348</b>	<b>(411,100)</b>	<b>-20%</b>
<b>\$ 504,660</b>	<b>(134,192)</b>	<b>640,081</b>	<b>476%</b>	<b>Net Income(Loss)</b>	<b>\$ (837,348)</b>	<b>(1,322,358)</b>	<b>485,010</b>	<b>37%</b>	<b>(1,311,017)</b>	<b>473,670</b>	<b>36%</b>
				<b>CASH BASIS:</b>							
504,660	(134,192)	640,081	476%	Net Income(loss) per Above	(837,348)	(1,322,358)	485,010	37%	(1,311,017)	473,670	36%
				Add back non cash items:							
76,893	76,879	14	0%	Depreciation Expense	768,832	768,790	42	0%	557,318	211,514	38%
-	1,507	(1,507)	100%	Bad Debt Expense	-	15,070	(15,070)	100%	-	-	0%
<b>\$ 581,553</b>	<b>(55,806)</b>	<b>638,588</b>	<b>1142%</b>	<b>TOTAL CASH BASIS</b>	<b>\$ (68,516)</b>	<b>(538,498)</b>	<b>469,982</b>	<b>87%</b>	<b>(753,699)</b>	<b>685,184</b>	<b>91%</b>

HAWAII PUBLIC HOUSING AUTHORITY  
State Elderly Program  
Actual vs Budget Comparison  
For the Month of April 2015, and the 10 Months ended April 30, 2015  
(Amounts in Full Dollars)

Month of April 2015				Year to Date ended April 30, 2015								
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
<b>REVENUES</b>												
171,159	168,682	2,477	1%	Dwelling Rental Income	1,697,880	1,686,820	\$ 11,060	1%	1,349,445	348,435	26%	
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%	
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%	
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%	
5,379	-	5,379	100%	State CIP Fund	25,845	-	25,845	100%	-	25,845	100%	
11,964	133,000	(121,036)	-91%	Grant Income	187,965	1,330,000	(1,142,035)	-86%	-	187,965	100%	
5,659	4,357	1,302	30%	Other Income	208,661	43,570	165,091	379%	1,037,226	(828,564)	-80%	
<b>\$ 194,162</b>	<b>306,039</b>	<b>(111,877)</b>	<b>-37%</b>	<b>Total Revenues</b>	<b>\$ 2,120,351</b>	<b>3,060,390</b>	<b>(940,039)</b>	<b>-31%</b>	<b>2,386,671</b>	<b>(266,320)</b>	<b>-11%</b>	
<b>EXPENSES</b>												
13,937	26,410	12,473	47%	Administrative	240,716	260,203	19,487	7%	195,326	(45,390)	-23%	
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%	
35,443	36,006	563	2%	Management Fees	354,494	360,060	5,566	2%	284,108	(70,386)	-25%	
4,253	4,321	69	2%	Bookkeeping Fees	42,533	43,210	678	2%	34,088	(8,445)	-25%	
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%	
-	585	585	100%	Tenant Services	193	5,850	5,657	97%	-	(193)	-100%	
100,358	115,543	15,185	13%	Utilities	1,119,180	1,155,430	36,250	3%	899,510	(219,669)	-24%	
48,113	150,841	102,728	68%	Maintenance	881,230	1,482,535	601,305	41%	880,831	(400)	0%	
86	200	114	57%	Protective Services	473	2,000	1,527	76%	731	258	35%	
8,312	7,093	(1,219)	-17%	Insurance	81,596	70,930	(10,666)	-15%	82,113	517	1%	
118,314	118,314	-	0%	Depreciation Expense	1,183,140	1,183,140	-	0%	932,816	(250,324)	-27%	
-	3,373	3,373	100%	Bad Debt Expense	-	33,730	33,730	100%	-	-	0%	
-	-	-	0%	General Expenses	-	-	-	0%	17,220	17,220	100%	
<b>328,815</b>	<b>462,686</b>	<b>133,871</b>	<b>29%</b>	<b>Total Expenses</b>	<b>3,903,555</b>	<b>4,597,088</b>	<b>693,533</b>	<b>15%</b>	<b>3,326,742</b>	<b>(576,813)</b>	<b>-17%</b>	
<b>\$ (134,654)</b>	<b>(156,647)</b>	<b>21,993</b>	<b>14%</b>	<b>Net Income(Loss)</b>	<b>\$ (1,783,204)</b>	<b>(1,536,698)</b>	<b>(246,506)</b>	<b>-16%</b>	<b>(940,071)</b>	<b>(843,133)</b>	<b>-90%</b>	
<b>CASH BASIS:</b>												
(134,654)	(156,647)	21,993	14%	Net Income(loss) per Above	(1,783,204)	(1,536,698)	(246,506)	-16%	(940,071)	(843,133)	-90%	
118,314	118,314	-	0%	Add back non cash items:								
-	3,373	(3,373)	100%	Depreciation Expense	1,183,140	1,183,140	-	0%	932,816	250,324	27%	
				Bad Debt Expense	-	33,730	33,730	100%	-	-	0%	
<b>\$ (16,340)</b>	<b>(34,960)</b>	<b>18,620</b>	<b>53%</b>	<b>TOTAL CASH BASIS</b>	<b>\$ (600,064)</b>	<b>(319,828)</b>	<b>(212,776)</b>	<b>-88%</b>	<b>(7,255)</b>	<b>(592,809)</b>	<b>-8171%</b>	

HAWAII PUBLIC HOUSING AUTHORITY  
State Rent Supplement Program  
Actual vs Budget Comparison  
For the Month of April 2015, and the 10 Months ended April 30, 2015  
(Amounts in Full Dollars)

Month of April 2015			
Actual	Budget	Variance	
		Amount	%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
114,905	82,976	31,929	38%
-	-	-	0%
<b>\$ 114,905</b>	<b>82,976</b>	<b>31,929</b>	<b>38%</b>

5,677	7,834	2,157	28%
-	-	-	0%
447	561	114	20%
280	352	72	20%
30,427	-	(30,427)	-100%
-	39,030	39,030	100%
480	680	200	29%
679	-	(679)	-100%
-	-	-	0%
-	18	18	100%
-	-	-	0%

<b>37,989</b>	<b>48,475</b>	<b>10,486</b>	<b>22%</b>
<b>\$ 76,915</b>	<b>34,501</b>	<b>42,414</b>	<b>123%</b>

76,915	\$ 34,501	\$ 42,414	123%
-	-	-	0%
-	-	-	0%
<b>\$ 76,915</b>	<b>34,501</b>	<b>42,414</b>	<b>123%</b>

Year to Date ended April 30, 2015						
Actual	Budget	Variance		Prior Year	Variance	
		Amount	%		Amount	%
<b>REVENUES</b>						
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
830,723	829,760	963	0%	692,452	138,271	20%
-	-	-	0%	9,375	(9,375)	-100%
<b>\$ 830,723</b>	<b>829,760</b>	<b>963</b>	<b>0%</b>	<b>701,826</b>	<b>128,896</b>	<b>18%</b>

<b>EXPENSES</b>						
60,177	81,340	21,163	26%	34,327	(25,850)	-75%
-	-	-	0%	-	-	0%
4,686	5,610	924	16%	4,662	(24)	-1%
2,937	3,520	583	17%	2,922	(15)	-1%
319,436	-	(319,436)	-100%	311,661	(7,775)	-2%
-	390,300	390,300	100%	-	-	0%
5,417	6,800	1,383	20%	5,411	(6)	0%
4,812	-	(4,812)	-100%	21	(4,792)	-23171%
-	-	-	0%	-	-	0%
-	180	180	100%	167	167	100%
-	-	-	0%	-	-	0%

<b>397,465</b>	<b>487,750</b>	<b>90,285</b>	<b>19%</b>	<b>359,170</b>	<b>(38,295)</b>	<b>-11%</b>
<b>\$ 433,258</b>	<b>342,010</b>	<b>91,248</b>	<b>27%</b>	<b>342,657</b>	<b>90,601</b>	<b>26%</b>

<b>CASH BASIS:</b>						
433,258	\$ 342,010	\$ 91,248	27%	342,657	\$ 90,601	26%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
<b>\$ 433,258</b>	<b>342,010</b>	<b>91,248</b>	<b>27%</b>	<b>342,657</b>	<b>90,601</b>	<b>26%</b>

HAWAII PUBLIC HOUSING AUTHORITY  
Section 8 Contract Administration  
Actual vs Budget Comparison  
For the Month of April 2015, and the 10 Months ended April 30, 2015  
(Amounts in Full Dollars)

Month of April 2015				Year to Date ended April 30, 2015								
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance		
		Amount	%				Amount	%		Amount	%	
<b>REVENUES</b>												
-	-	-	0%	Dwelling Rental Income	-	-	-	0%	-	-	0%	
2,363,267	2,054,657	308,610	15%	HUD Operating Subsidies	25,852,443	20,546,570	5,305,873	26%	18,569,671	7,282,772	39%	
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%	
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%	
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%	
-	-	-	0%	Grant Income	(143,193)	-	(143,193)	-100%	-	(143,193)	-100%	
16	-	16	100%	Other Income	161	-	161	100%	(138,357)	138,518	100%	
<b>\$ 2,363,283</b>	<b>2,054,657</b>	<b>308,626</b>	<b>15%</b>	<b>Total Revenues</b>	<b>\$ 25,709,410</b>	<b>20,546,570</b>	<b>5,162,840</b>	<b>25%</b>	<b>18,431,314</b>	<b>7,278,096</b>	<b>39%</b>	
<b>EXPENSES</b>												
9,322	4,817	(4,505)	-94%	Administrative	91,872	60,030	(31,842)	-53%	43,447	(48,425)	-111%	
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%	
73,237	72,766	(471)	-1%	Management Fees	730,779	727,660	(3,119)	0%	587,516	(143,263)	-24%	
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%	
2,458,393	1,863,167	(595,226)	-32%	Housing Assistance Payments	24,890,661	18,631,670	(6,258,991)	-34%	17,797,671	(7,092,990)	-40%	
-	-	-	0%	Tenant Services	-	-	-	0%	-	-	0%	
-	-	-	0%	Utilities	-	-	-	0%	-	-	0%	
-	-	-	0%	Maintenance	-	-	-	0%	-	-	0%	
-	-	-	0%	Protective Services	-	-	-	0%	-	-	0%	
-	-	-	0%	Insurance	-	-	-	0%	-	-	0%	
1,958	-	(1,958)	-100%	General Expenses	5,261	-	(5,261)	-100%	1,350	(3,911)	-290%	
<b>2,542,910</b>	<b>1,940,750</b>	<b>(602,160)</b>	<b>-31%</b>	<b>Total Expenses</b>	<b>25,718,573</b>	<b>19,419,360</b>	<b>(6,299,213)</b>	<b>-32%</b>	<b>18,429,985</b>	<b>(7,288,588)</b>	<b>-40%</b>	
<b>\$ (179,627)</b>	<b>113,907</b>	<b>(293,534)</b>	<b>-258%</b>	<b>Net Income(Loss)</b>	<b>\$ (9,163)</b>	<b>1,127,210</b>	<b>(1,136,373)</b>	<b>-101%</b>	<b>1,329</b>	<b>(10,492)</b>	<b>-789%</b>	
<b>CASH BASIS:</b>												
(179,627)	\$ 113,907	\$ (293,534)	-258%	Net Income(loss) per Above	(9,163)	\$ 1,127,210	\$ (1,136,373)	-101%	1,329	\$ (10,492)	-789%	
-	-	-	0%	Add back non cash items:								
-	-	-	0%	Depreciation Expense	-	-	-	0%	-	-	0%	
				Bad Debt Expense	-	-	-	0%	-	-	0%	
<b>\$ (179,627)</b>	<b>113,907</b>	<b>(293,534)</b>	<b>-258%</b>	<b>TOTAL CASH BASIS</b>	<b>\$ (9,163)</b>	<b>1,127,210</b>	<b>(1,136,373)</b>	<b>-101%</b>	<b>1,329</b>	<b>(10,492)</b>	<b>-789%</b>	

HAWAII PUBLIC HOUSING AUTHORITY  
 Central Office Cost Center  
 Actual vs Budget Comparison  
 For the Month of April 2015, and the 10 Months ended April 30, 2015  
 (Amounts in Full Dollars)

Month of April 2015				Year to Date ended April 30, 2015							
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance		
		Amount	%			Amount	%		Amount	%	
				<b>REVENUES</b>							
-	-	-	0%	Dwelling Rental Income	-	-	-	0%	-	-	0%
24,545	-	24,545	100%	Ongoing Admin Fee Earned	56,323	-	56,323	100%	-	56,323	100%
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%
372,827	388,780	(15,953)	-4%	COCC Fee Income	3,753,185	3,887,800	(134,615)	-3%	3,058,504	694,682	23%
-	-	-	0%	General Fund	-	-	-	0%	-	-	0%
67,012	-	67,012	100%	Grant Income	(46,164)	-	(46,164)	-100%	-	(46,164)	-100%
209,290	674,184	(464,894)	-69%	Other Income	2,216,653	7,351,240	(5,134,587)	-70%	1,738,828	477,824	27%
<b>\$ 673,674</b>	<b>1,062,964</b>	<b>(389,290)</b>	<b>-37%</b>	<b>Total Revenues</b>	<b>\$ 5,979,997</b>	<b>11,239,040</b>	<b>(5,259,043)</b>	<b>-47%</b>	<b>4,797,332</b>	<b>1,182,665</b>	<b>25%</b>
				<b>EXPENSES</b>							
656,501	884,712	228,211	26%	Administrative	6,329,821	8,120,890	1,791,069	22%	4,422,986	(1,906,835)	-43%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
109	685	576	84%	Tenant Services	828	6,850	6,022	88%	429	(399)	-93%
7,803	14,366	6,563	46%	Utilities	86,918	143,747	56,829	40%	82,012	(4,906)	-6%
265,500	354,730	89,230	25%	Maintenance	2,502,846	3,156,910	654,064	21%	1,690,148	(812,699)	-48%
798	854	56	7%	Protective Services	8,121	8,540	419	5%	8,600	479	6%
2,939	3,964	1,025	26%	Insurance	35,696	39,632	3,936	10%	35,848	153	0%
1,631	1,631	-	0%	Depreciation Expense	16,310	16,310	-	0%	6,660	(9,650)	-145%
64,891	1,432	(63,459)	-4431%	General Expenses	274,687	45,072	(229,615)	-509%	190,009	(84,678)	-45%
<b>1,000,171</b>	<b>1,262,374</b>	<b>262,203</b>	<b>21%</b>	<b>Total Expenses</b>	<b>9,255,227</b>	<b>11,537,951</b>	<b>2,282,724</b>	<b>20%</b>	<b>6,436,692</b>	<b>(2,818,535)</b>	<b>-44%</b>
<b>\$ (326,498)</b>	<b>(199,410)</b>	<b>(127,088)</b>	<b>-64%</b>	<b>Net Income(Loss)</b>	<b>\$ (3,275,230)</b>	<b>(298,911)</b>	<b>(2,976,319)</b>	<b>-996%</b>	<b>(1,639,360)</b>	<b>(1,635,870)</b>	<b>-100%</b>
				<b>CASH BASIS:</b>							
(326,498)	(199,410)	(127,088)	-64%	Net Income(loss) per Above	(3,275,230)	(298,911)	(2,976,319)	-996%	(1,639,360)	(1,635,870)	-100%
1,631	1,631	-	0%	Add back non cash items:							
-	-	-	0%	Depreciation Expense	16,310	16,310	-	0%	6,660	9,650	145%
-	-	-	0%	Bad Debt Expense	-	-	-	0%	-	-	0%
<b>\$ (324,867)</b>	<b>(197,779)</b>	<b>(127,088)</b>	<b>-64%</b>	<b>TOTAL CASH BASIS</b>	<b>\$ (3,258,920)</b>	<b>(282,601)</b>	<b>(2,976,319)</b>	<b>-1053%</b>	<b>(1,632,700)</b>	<b>(1,626,219)</b>	<b>-100%</b>

### III. Contract & Procurement

#### A. Solicitation(s) Issued in May 2015:

Solicitation No.	Title	Due Date
RFQ Q15001311	Water Tank Replacement and Solar Hot Water Systems Repair at Waipahu I on the Island of Oahu; HPHA Job No. 12-006-000	6/1/2015
IFB-CMB-2015-07	Improvement to Fire Prevention Systems at Various Public Housing Properties on the Island of Oahu; HPHA Job No. 12-006-000	6/24/2015

#### B. Contract(s) Executed in May 2015:

Contract No.	Contractor & Description	Amount
CMS 15-07	<b>Richard Matsunaga &amp; Associates</b> Provide Design and Consultant Services for Modernization of Palolo Valley Homes (AMP 50) on the Island of Oahu Completion Date: 730 Calendar Days from Notice To Proceed	Total Amount: \$185,399.73
CMS 15-06	<b>T. Iida Contracting, Ltd.</b> Provide Labor, Materials, and Equipment for Site and Dwelling Improvements, Phase 4B to Kalihi Valley Homes (AMP 31) on the Island of Oahu Completion Date: 365 Calendar Days from Notice To Proceed	Total Amount: \$8,980,000.00
CMS 15-05	<b>Constructors Hawaii, Inc.</b> Provide Labor, Materials, and Equipment for Physical Improvements to Lanakila Homes, Phase 3B (AMP 37) on the Island of Hawaii Completion Date: 360 Calendar Days from Notice To Proceed	Total Amount: \$4,992,000.00

C. Contract(s) Executed in May 2015 (cont.):

Contract No.	Contractor & Description	Amount
CMS 14-23-SC01	<b>Helber Hastert &amp; Fee Planners, Inc. dba HHF Planners</b> Provide Additional Consultant Services and Extension of Time of 90 Calendar Days for the 2015 Environmental Review of State and Federal Public Housing Properties Statewide Completion Date: January 15, 2016	Suppl Amount: \$58,045.00  Total Amount: \$375,468.00
CMS 14-22-SC01	<b>Mocon Corporation</b> Incorporate Change Order No. 1 and 2 to Provide Additional Labor, Materials, and Equipment and Extension of Time of 60 Calendar Days for Sewer Improvements and Electrical Upgrades at Kapaa (AMP 38) on the Island of Kauai Completion Date: May 17, 2015	Suppl Amount: n/a  Total Amount: \$1,742,781.76
CMS 14-04-SC02	<b>Hako Plumbing, Inc. dba Hako Construction</b> Provide Additional Labor, Materials, and Equipment for Modernization of Salt Lake Apartments, Phase II (AMP 30) on the Island of Oahu Completion Date: September 12, 2015	Suppl Amount: \$165,026.04  Total Amount: \$3,843,211.94
CMS 13-20-SC03	<b>M5 Architecture LLC dba Media5 Architecture</b> Provide Additional Design and Consultant Services and Extension of Time of 100 Calendar Days for Site and Building Improvements at Puahala Homes ( AMP 31) on the Island of Oahu End Date: November 30, 2016	Suppl Amount: \$49,906.44  Total Amount: \$359,636.08
CMS 13-11-SC03	<b>Kim &amp; Shiroma Engineers, Inc.</b> Provide Additional Design and Consultant Services for Repair to Sewer Pipes at the HPHA's School Street Administrative Offices on the Island of Oahu End Date: August 5, 2015	Suppl Amount: \$12,468.00  Total Amount: \$31,975.63

C. Contract(s) Executed in May 2015 (cont.):

Contract No.	Contractor & Description	Amount
CO 11-01-SC06	<p><b>National Center for Housing Management</b>            No-Cost Extension of Time of 6-Months to Continue to Conduct an Assessment of the Hawaii Public Housing Authority's Compliance with the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act (Section 504), Violence Against Women Act (VAWA) Section 515-3, Hawaii Revised Statutes, and Related State and Federal Laws in its Federal and State Public Housing Programs and its Non-Dwelling Facilities            End Date: October 14, 2015</p>	<p>Suppl Amount: n/a</p> <p>Total Amount: \$541,500.00</p>
PMB 14-04-SC01	<p><b>Hawaii Affordable Properties, Inc.</b>            Continue to Provide Property Management, Maintenance and Resident Services to Hale Poai, Halia Hale, Kamalu, Hoolulu and Laiola (MU 42) on the Island of Oahu            End Date: March 31, 2016</p>	<p>Suppl Amount: \$1,149,588.00</p> <p>Total Amount: \$2,259,488.00</p>
PMB 14-02-SC01	<p><b>Pacific Waste, Inc.</b>            Continue to Provide Refuse Collection Services to Ka Hale Kahaluu, Hale Hoopkipa, Kaimalino, Kealakehe and Nani Olu (AMP 43) on the Island of Hawaii            End Date: January 31, 2016</p>	<p>Suppl Amount: \$38,320.56</p> <p>Total Amount: \$75,512.52</p>
PMB 11-03-SC03	<p><b>Hawaii Affordable Properties, Inc.</b>            Continue to Provide Property Management, Maintenance and Resident Services to Ka Hale Kahaluu, Hale Hoopkipa, Kaimalino, Kealakehe, and Nani Olu (AMP 43) on the Island of Hawaii            End Date: October 31, 2015</p>	<p>Suppl Amount: \$238,789.00</p> <p>Total Amount: \$2,543,223.00</p>

C. Planned Solicitation/Contract Activities for June/July 2015

Solicitation(s):

- Issue Invitation-for-Bids for Laundry Services for AMP 35 on the Island of Oahu.
- Issue Invitation-for-Bids for Security Services for AMP 30, 31, 32, 33 and AMP 35 on the Island of Oahu.
- Issue Invitation-for-bids for Refuse Collection Services for AMP 39 on the Island of Molokai.

Contract(s)

- Execute Contract to Provide Tenant Re-Certification Services under the Federal Low Income Public Housing Program on the Island of Oahu.
- Execute Contract to Provide Laundry Services for AMP 37 on the Island of Hawaii and AMP 39 on the Islands of Maui and Molokai.
- 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 Security Services for Kalihi Valley Homes (AMP 31), Mayor Wright Homes (AMP 32), and Kalanihuia, Punchbowl Homes, Makamae (AMP 35) on the Island of Oahu.
- Execute Supplemental Contract to Continue to Provide Refrigerators for Various State and Federal Low Income Public Housing Properties Statewide.
- Execute Supplemental Contract to Continue to Provide Gas and Electric Ranges for Various State and Federal Low Income Public Housing Properties Statewide.
- Execute Supplemental Contracts to Continue to Provide Refuse Collection Services for Various State and Federal Low Income Public Housing Properties Statewide.
- Execute Supplemental Contract to Continue to Provide Custodial Services for the HPHA's Administrative Offices.
- Execute Supplemental Contract to Continue to Administer and Implement the Section 8 Family Self Sufficiency Program, Section 8

Homeownership Option Program and Low Income Public housing Family Self Sufficiency Program.

**IV. Property Management and Maintenance Services**

A. Total Move Ins: 50 units  
Vacancies: 45 units  
 Net gain/loss: 5 units

B. Formal Grievance Hearings

Island	Federal Public Housing (no. of cases)	Type of Grievance Hearing Request
Oahu	1	Denied live-in-aide request

The formal grievance process continues to be essential in affording our tenants an opportunity for a fair hearing when the tenant disputes HPHA's action or failure to act, involving the tenant's rental agreement with the HPHA, or HPHA's regulations which adversely affects the individual tenant's rights, duties, welfare or status.

HPHA received and scheduled four grievance hearing requests in the month of May 2015. Only one case was heard.

C. Hearings/Evictions

Eviction cases heard for the month of May 2015, totaled 17 cases: 12 for rent, and 5 for non-rent.

Total Cases Heard in May 2015 = 17 cases

D. Rent Collection

HPHA continues to focus on rent collection as one of our top priorities and is working diligently with the AMPs to monitor current and vacated tenants account receivables (TAR) to reduce the overall delinquency. For FY 2014, our collection ratio increased from 89.28% in July 2014 to 93.11% in May 2015.

E. Program Activities

1. Continuing to focus on filling our vacant units to reach our goal of 99% occupancy. Strategic planning is being done to minimize the loss of make-ready days by the AMP staff in turning over a vacant unit.
2. Coordination and collaboration on draft of HPHA's Rental Agreement is being reviewed and finalized. Once the draft is finalized, the AMPs will be able to have each resident sign the new rental agreement, and enforce the new changes made to the HPHA's Administrative Rule.
3. Final draft of the revised Pet Policy is being finalized for implementation beginning with July 2015 annual rectification.
4. Continuing to audit tenant files for accuracy on rent calculations and program compliance. PMMSB's goal is to be 100% compliant with the program rules.
5. AMP 49 Wahiawa Terrace received a REAC inspection score of 86B (a 26 point increase from last FY2014 inspection). PMMSB is finalizing a Technical Review to reclaim an additional score of 5.8 points.
6. Coordination and collaboration is being done to finalize the AMP budgets.

F. Planned Activities for June 2015

1. Continuing to relocate families due to modernization at AMPs 30, 31 and 33.
2. PMMSB will continue to focus on improving the REAC scores for the remaining 11 AMPS scheduled through July. Property Management Specialists have been diligently working with the AMP staff by providing guidance and technical support to minimize point deductions.
3. Since 2005, the HPHA and the City & County of Honolulu, through its Department of Community Services, have worked in partnership to provide rehabilitation on-site training at the various Oahu public housing projects for the YouthBuild Honolulu Project. The HPHA is committed to providing the on-site training for the YouthBuild Honolulu Program. Program participants have been given access to public housing projects to assist in the rehabilitation of approximately 20 vacant units and beautification projects. The HPHA provides construction materials, supplies and on-site training and construction supervision in the public housing projects. The HPHA on-site training has an in-kind value of approximately \$5,000 per unit for materials, supplies, and HPHA staff for each of the units. The total in-kind contribution is valued at \$100,000.

4. The proposed utility allowance adjustment for the LIPH was published in the various newspapers and is currently accepting public comment through June 30, 2015. The new rates will become effective July 1, 2015.

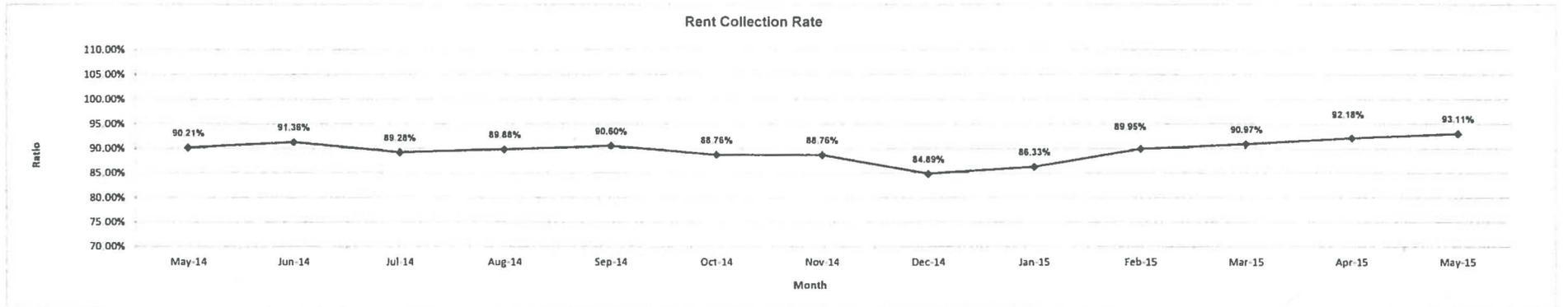
FEDERAL PUBLIC HOUSING

Rent Collection from May 2014 to May 2015

	May-14			Jun-14			Jul-14			Aug-14			Sep-14			Oct-14		
	Charges	Collected	Ratio															
Hawaii	\$123,475.00	\$113,584.98	91.99%	\$123,583.00	\$113,942.72	92.20%	\$129,330.00	\$112,127.37	86.70%	\$125,430.00	\$112,928.58	90.03%	\$139,552.03	\$127,616.75	91.45%	\$134,474.00	\$117,897.37	87.67%
Kauai	\$84,630.00	\$65,839.42	77.90%	\$85,270.00	\$68,708.97	80.58%	\$85,123.00	\$66,101.50	77.65%	\$83,519.00	\$63,160.34	75.62%	\$84,212.00	\$69,361.09	82.35%	\$93,714.00	\$63,739.90	68.02%
MauI	\$62,753.00	\$44,190.61	70.42%	\$63,046.00	\$46,749.36	74.15%	\$59,328.00	\$44,071.25	74.28%	\$67,696.00	\$48,735.61	72.00%	\$64,138.00	\$51,426.39	80.18%	\$63,934.00	\$49,541.25	77.49%
Oahu	\$346,606.00	\$874,695.01	92.40%	\$361,873.27	\$916,106.50	93.30%	\$347,295.09	\$867,890.14	91.62%	\$393,934.24	\$885,733.35	91.89%	\$1,021,859.86	\$347,244.42	92.70%	\$1,039,885.47	\$951,182.11	91.47%
<b>Total</b>	<b>\$ 1,217,464.00</b>	<b>\$ 1,098,310.02</b>	<b>90.21%</b>	<b>\$ 1,253,772.27</b>	<b>\$ 1,145,507.50</b>	<b>91.36%</b>	<b>\$ 1,221,076.09</b>	<b>\$ 1,090,190.26</b>	<b>89.28%</b>	<b>\$ 1,235,579.24</b>	<b>\$ 1,110,557.89</b>	<b>89.88%</b>	<b>\$ 1,319,761.89</b>	<b>\$ 1,195,648.05</b>	<b>90.60%</b>	<b>\$ 1,332,007.47</b>	<b>\$ 1,182,340.63</b>	<b>88.76%</b>

Cumulative (12 Months)		
05/14 - 05/15		
Charges	\$	16,374,555.59
Collections	\$	14,659,302.80
Total	\$	(1,715,252.79)
Ratio		89.52%

	Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$131,524.00	\$114,722.43	87.67%	\$131,498.00	\$110,539.92	84.06%	\$133,851.00	\$111,628.52	83.40%	\$135,429.00	\$119,713.42	88.40%	\$137,279.00	\$119,388.47	86.97%	\$134,378.00	\$122,368.65	91.06%	\$137,360.00	\$127,881.15	93.17%
Kauai	\$91,837.00	\$63,801.44	69.58%	\$90,786.00	\$60,950.89	67.14%	\$90,149.20	\$60,702.62	67.34%	\$90,571.00	\$69,392.83	76.62%	\$93,946.71	\$75,608.34	80.48%	\$90,196.00	\$79,806.85	88.48%	\$93,407.00	\$82,867.00	88.72%
MauI	\$69,263.00	\$52,954.61	76.46%	\$69,940.52	\$57,718.89	82.53%	\$63,305.00	\$50,865.37	80.36%	\$64,495.00	\$54,483.61	84.48%	\$63,398.00	\$56,091.61	88.48%	\$63,200.00	\$59,775.00	94.58%	\$66,508.00	\$61,988.00	93.20%
Oahu	\$1,039,407.76	\$917,671.98	91.47%	\$1,000,645.99	\$868,347.12	86.78%	\$996,338.72	\$884,931.59	88.82%	\$997,480.07	\$914,961.62	91.73%	\$997,875.01	\$924,656.80	92.66%	\$1,001,825.00	\$926,743.13	92.51%	\$1,018,358.62	\$952,209.50	93.50%
<b>Total</b>	<b>\$ 1,032,673.76</b>	<b>\$ 883,006.95</b>	<b>85.53%</b>	<b>\$ 1,282,870.51</b>	<b>\$ 1,097,558.82</b>	<b>85.58%</b>	<b>\$ 1,283,643.92</b>	<b>\$ 1,106,148.10</b>	<b>86.23%</b>	<b>\$ 1,287,975.07</b>	<b>\$ 1,158,551.48</b>	<b>89.95%</b>	<b>\$ 1,292,488.72</b>	<b>\$ 1,175,745.22</b>	<b>90.97%</b>	<b>\$ 1,289,599.00</b>	<b>\$ 1,188,693.63</b>	<b>92.18%</b>	<b>\$ 1,315,633.62</b>	<b>\$ 1,225,045.65</b>	<b>93.11%</b>



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**Federal LIPH  
HPHA Island Overview Report  
as of 05/31/2015**

Island	Non Vacated Delinquencies*				Collection Rate			LIPH and Elderly Waiting List**				
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	38	\$ 13,001.78	13	\$ 9,559.42	\$ 137,360.00	\$ 127,981.15	93.17%	Average Income	39	0.40%	7.80	3.85
Kauai	43	\$ 13,351.19	12	\$ 11,880.41	\$ 93,407.00	\$ 82,867.00	88.72%	Low Income (80%)	59	0.61%	2.79	1.87
Maui	18	\$ 4,561.00	5	\$ 3,079.50	\$ 66,508.00	\$ 61,988.00	93.20%	Very Low Inc. (50%)	372	3.85%	2.56	1.74
Oahu	201	\$ 94,559.20	59	\$ 58,180.39	\$ 1,018,358.62	\$ 952,209.50	93.50%	Extremely Low Inc. (30%)	9,182	95.13%	2.44	1.65
<b>Total</b>	<b>300</b>	<b>\$ 125,473.17</b>	<b>89</b>	<b>\$ 82,699.72</b>	<b>\$ 1,315,633.62</b>	<b>\$ 1,225,045.65</b>	<b>93.11%</b>		<b>9,652</b>	<b>100.00%</b>	<b>2.47</b>	<b>1.66</b>

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

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

**Federal LIPH  
HPHA Project Overview Report  
as of 05/31/2015**

AMP	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	7	2,657.50	4	7,181.00	\$ 95,295.00	\$ 93,046.00	97.64%
31P-KVH	12	3,422.94	1	28.48	\$ 114,945.12	\$ 112,187.02	97.60%
32P-MWH	46	25,159.99	11	7,566.00	\$ 120,663.49	\$ 107,376.00	88.99%
33P-Kam/Kaamanu	32	12,631.94	7	1,105.44	\$ 101,666.01	\$ 93,245.73	91.72%
34P-Kalakaua	17	9,168.30	9	9,539.20	\$ 151,896.00	\$ 146,770.00	96.63%
35P-Kalanihua	9	1,765.50	4	2,613.00	\$ 159,347.00	\$ 158,003.00	99.16%
37P-Hilo	18	6,490.00	8	3,660.00	\$ 72,595.00	\$ 68,124.00	93.84%
38P-Kauai	43	13,351.19	12	11,880.41	\$ 93,407.00	\$ 82,867.00	88.72%
39P-Maui	18	4,561.00	5	3,079.50	\$ 66,508.00	\$ 61,988.00	93.20%
40P-KPT	19	11,691.05	4	8,285.00	\$ 74,646.00	\$ 62,695.26	83.99%
43P-Kona	11	4,045.00	1	100.00	\$ 41,843.00	\$ 39,521.00	94.45%
44P-Leeward Oahu	21	9,789.33	6	3,768.00	\$ 60,443.00	\$ 55,486.00	91.80%
45P-Windward Oahu	14	7,009.00	9	12,219.27	\$ 64,469.00	\$ 58,499.00	90.74%
46P-Kamuela	9	2,466.78	4	5,799.42	\$ 22,922.00	\$ 20,336.15	88.72%
49P-Central Oahu	15	6,696.00	3	3,679.00	\$ 42,608.00	\$ 37,699.00	88.48%
50P-Palolo	10	4,567.65	1	2,196.00	\$ 32,380.00	\$ 27,202.49	84.01%
<b>Total</b>	<b>300</b>	<b>\$ 125,473.17</b>	<b>89</b>	<b>\$ 82,699.72</b>	<b>\$ 1,315,633.62</b>	<b>\$ 1,225,045.65</b>	<b>93.11%</b>

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

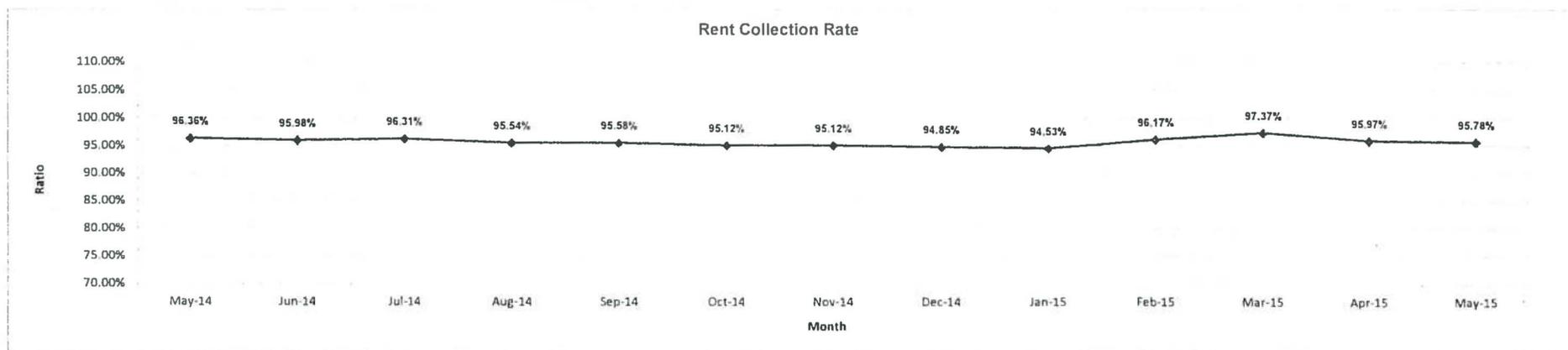
STATE PUBLIC HOUSING

Rent Collection from May 2014 to May 2015

	May-14			Jun-14			Jul-14			Aug-14			Sep-14			Oct-14		
	Charges	Collected	Ratio															
Hawaii	\$ 19,543.00	\$ 17,733.75	90.74%	\$ 19,536.00	\$ 17,436.00	89.25%	\$ 19,647.00	\$ 17,020.25	86.63%	\$ 19,459.00	\$ 16,465.77	84.62%	\$ 20,062.00	\$ 16,085.77	80.18%	\$ 19,403.00	\$ 15,632.71	80.57%
Kauai	\$ 6,054.00	\$ 5,329.00	88.02%	\$ 6,016.00	\$ 4,455.00	74.05%	\$ 6,130.00	\$ 3,962.00	64.63%	\$ 6,130.00	\$ 3,973.00	64.81%	\$ 6,130.00	\$ 4,942.00	80.62%	\$ 6,775.00	\$ 5,515.00	81.40%
Maui	\$ 4,370.00	\$ 3,054.00	69.89%	\$ 3,793.00	\$ 2,707.00	71.37%	\$ 3,796.00	\$ 2,943.00	77.53%	\$ 3,707.00	\$ 2,749.00	74.16%	\$ 3,736.00	\$ 2,784.00	74.52%	\$ 3,608.00	\$ 2,212.00	61.31%
Oahu	\$ 233,115.00	\$ 227,394.30	97.55%	\$ 250,959.24	\$ 244,448.24	97.41%	\$ 235,217.24	\$ 231,082.58	98.24%	\$ 230,552.00	\$ 225,075.87	97.62%	\$ 232,453.50	\$ 226,959.66	97.64%	\$ 231,286.00	\$ 224,966.47	97.27%
Total	\$ 263,082.00	\$ 253,511.05	96.36%	\$ 280,304.24	\$ 269,046.24	95.98%	\$ 264,790.24	\$ 255,007.83	96.31%	\$ 259,848.00	\$ 248,263.64	95.54%	\$ 262,381.50	\$ 250,771.43	95.58%	\$ 261,072.00	\$ 248,326.18	95.12%

Cumulative (12 Months) 05/14 - 05/15	
Charges	\$ 3,406,603.82
Collections	\$ 3,260,707.10
Total	\$ (145,896.72)
Ratio	95.72%

	Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15		
	Charges	Collected	Ratio																		
Hawaii	\$18,997.00	\$14,733.71	80.57%	\$19,213.00	\$14,146.56	73.63%	\$19,298.00	\$12,716.56	73.63%	\$19,270.00	\$14,133.00	73.34%	\$18,765.00	\$17,346.00	92.44%	\$18,605.00	\$16,003.09	86.01%	\$20,280.00	\$17,704.00	87.30%
Kauai	\$6,760.00	\$4,955.00	81.40%	\$6,278.00	\$4,253.00	67.74%	\$6,832.00	\$5,370.00	67.74%	\$7,052.00	\$6,260.00	88.77%	\$7,666.00	\$6,413.50	83.66%	\$7,666.00	\$5,650.00	73.70%	\$7,741.00	\$8,052.00	78.18%
Maui	\$3,587.00	\$2,568.00	61.31%	\$3,762.00	\$2,526.00	67.15%	\$3,231.00	\$2,108.00	67.15%	\$3,231.00	\$2,538.00	78.55%	\$3,151.00	\$2,220.00	70.45%	\$3,151.00	\$2,696.00	85.56%	\$3,013.00	\$2,310.00	76.67%
Oahu	\$231,753.86	\$223,517.45	97.27%	\$231,494.48	\$226,403.53	97.80%	\$231,097.00	\$226,023.95	97.80%	\$232,708.00	\$229,283.00	98.53%	\$233,737.00	\$230,425.00	98.58%	\$235,377.00	\$229,788.00	97.63%	\$236,927.00	\$230,577.00	97.32%
Total	\$ 235,580.36	\$ 222,834.54	95.12%	\$ 260,747.48	\$ 247,329.09	94.85%	\$ 260,458.00	\$ 246,218.51	94.53%	\$ 262,261.00	\$ 252,214.00	96.17%	\$ 263,319.00	\$ 256,404.50	97.37%	\$ 264,799.00	\$ 254,137.09	95.97%	\$ 267,961.00	\$ 256,843.00	95.78%



**State LIPH  
HPHA Island Overview Report  
as of 05/31/2015**

Island	Non Vacated Delinquencies*				Collection Rate			LIPH and Elderly Waiting List**				
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio	HUD Income Limit	# of HoH	% of WL	Avg Family Size	Avg Bedroom Size
Hawaii	14	\$ 3,800.00	6	\$ 1,893.00	\$ 20,280.00	\$ 17,704.00	87.30%	Average Income	25	0.37%	7.41	3.85
Kauai	5	\$ 3,871.00	3	\$ 3,545.30	\$ 7,741.00	\$ 6,052.00	78.18%	Low Income (80%)	39	0.58%	2.14	1.30
Maui	4	\$ 851.00	2	\$ 13,478.00	\$ 3,013.00	\$ 2,310.00	76.67%	Very Low Inc. (50%)	320	4.80%	2.35	1.40
Oahu	14	\$ 9,462.00	4	\$ 9,003.00	\$ 236,927.00	\$ 230,577.00	97.32%	Extremely Low Inc. (30%)	6,286	94.24%	2.27	1.44
<b>Total</b>	<b>37</b>	<b>\$ 17,984.00</b>	<b>15</b>	<b>\$ 27,919.30</b>	<b>\$ 267,961.00</b>	<b>\$ 256,643.00</b>	<b>95.78%</b>		<b>6,670</b>	<b>100.00%</b>	<b>2.30</b>	<b>1.44</b>

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

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

**State LIPH  
HPHA Project Overview Report  
as of 05/31/2015**

Project	Non Vacated Delinquencies*				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	3	\$ 2,985.00	1	\$ 77.00	\$ 23,351.00	\$ 21,415.00	91.71%
2202-Puahala Homes	7	\$ 5,467.00	3	\$ 8,926.00	\$ 42,556.00	\$ 38,650.00	90.82%
2204-Kawailehua	5	\$ 3,871.00	3	\$ 3,545.30	\$ 7,741.00	\$ 6,052.00	78.18%
2205-Kahale Mua	4	\$ 851.00	2	\$ 13,478.00	\$ 3,013.00	\$ 2,310.00	76.67%
2206-Lokahi	6	\$ 931.00	3	\$ 1,017.00	\$ 11,951.00	\$ 11,229.00	93.96%
2207-Ke Kumu Elua	8	\$ 2,869.00	3	\$ 876.00	\$ 8,329.00	\$ 6,475.00	77.74%
2401-Hale Po'ai	0	\$ -	0	\$ -	\$ 59,806.00	\$ 59,806.00	100.00%
2402-La'iola	1	\$ 336.00	0	\$ -	\$ 35,254.00	\$ 35,379.00	100.35%
2403-Kamalu-Ho'olulu	3	\$ 674.00	0	\$ -	\$ 65,688.00	\$ 65,055.00	99.04%
2404-Halia Hale	0	\$ -	0	\$ -	\$ 10,272.00	\$ 10,272.00	100.00%
<b>Total</b>	<b>37</b>	<b>\$ 17,984.00</b>	<b>15</b>	<b>\$ 27,919.30</b>	<b>\$ 267,961.00</b>	<b>\$ 256,643.00</b>	<b>95.78%</b>

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

## V. Construction Management

### A. Program Activities and Major Projects

1. Lanakila Homes
  - a. Demolition of Phase IIIb (HA 1005) & IV (HA 1004) – Demolition is on hold due to the discovery of arsenic and termiticide in the soil. No new update is available as HPHA continues to work on the soil mitigation plan. All the existing structures are still standing and the site has been completely fenced in. Trespassing, unauthorized entry and vandalism are increasing.
  - b. Physical Improvements to Lanakila Public Housing – Phase IIIB (HA 1105) - The construction contract has been fully executed and the issuance of the Notice to Proceed is on hold. Construction of this next phase cannot proceed until the existing structures are demolished under a separate contract. The delay is due to the soil remediation issue.
  - c. Fair Housing Improvements at Lanakila Homes (HA 1004) – Consultant has submitted pre-final drawings and specifications for review and comment.
  - d. Reroof Community Center at Lanakila Homes (HA 1004) – The work is completed with the pre-final inspection held on 05/19/15.
2. Palolo Valley Homes Major Modernization – 22 Units
  - a. The major modernization includes 44 units. Phase I & II includes 22 units (in buildings 14 – 19).
  - b. Building 18 and 19 – Units 18A-F, 19A-F (12 units): A new consultant is being contracted to replace the consultant that went out of business. Estimated restart is June 2015.
3. Vacant Units: C Units:

On-going construction and design for 238 units continues (15 are State units and 223 are Federal units). Units under construction or design Status by County:

  - a. O`ahu: 104 units total
  - b. Hawai`i: 90 units total
  - c. Kauai: 17 units total
  - d. Maui: 4 units total
  - e. Molokai: 22 units total

4. Environmental Concerns

- a. On August 6, 2014, HUD conducted an environmental compliance monitoring of the HPHA Capital Funds Program. While HUD found that every HUD assisted project was subjected to the proper level of environmental review in accordance with federal regulations, and that the HPHA is generally complying under NEPA and with HUD Environmental regulations, HUD identified two Findings. The HPHA has provided sufficient source documentation to satisfy HUD of the two Findings and has received a letter from HUD clearing the Findings. (See letter dated May 29, 2015 attached.)

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

HPHA is on track and working to meet all State CIP and Federal CFP deadlines. HPHA is managing approximately \$250M in capital funds (\$205M in State CIP and \$42M in Federal CFP funds). The next obligation deadline is September 2015 for the 2013 federal capital fund (CFP 723).



U.S. Department of Housing and Urban Development  
San Francisco Regional Office - Region IX  
One Sansome Street, Suite 1200  
San Francisco, California 94104-4430  
[www.hud.gov](http://www.hud.gov)  
[espanol.hud.gov](http://espanol.hud.gov)

May 29, 2015

The Honorable David Ige  
Governor of Hawai'i  
State Capitol Executive Chambers  
415 South Beretania Street  
Honolulu, HI 96813

Dear Governor Ige:

ATTENTION: Hakim Ouansafi, Executive Director, Hawai'i Public Housing Authority

SUBJECT: Clearance of Environmental Monitoring Findings

Thank you for your letter of April 9, 2015 in reply to the U.S. Department of Housing and Urban Development's letter of March 4, 2015. HUD's letter had requested additional information pertaining to noise and historic preservation issues at the CFP-funded Pu'uwai Momi and Ho'okipa Khalu'u projects. This information was needed to resolve Finding #1, Poor Source Documentation for determinations of compliance with some environmental factors.

In reply, the State of Hawai'i PHA stated that CFP funds will no longer be used at the Pu'uwai Momi project. This makes compliance with HUD environmental regulations moot and this project's portion of the monitoring finding is thereby resolved. Regarding the Ho'okipa Kahalu'u project, HPHA replied that it needed a one-year extension to reply to the matter, which addressed the lack of evidence of compliance with Section 106 of the National Historic Preservation Act.

In light of this request, HUD staff asked to confer with HPHA staff in order to provide apparently needed technical assistance. This conference occurred on April 27<sup>th</sup>. Shortly thereafter, HUD received simple documentation from the State Historic Preservation Office concurring that no historic properties are affected by the Ho'okipa Kahalu'u project as well as by the Pu'uwai Momi project.

This consultation record evidences compliance with Section 106 of the NHPA and Finding #1 is hereby cleared. Finding #2 was previously cleared based on the administrative steps HPHA has instituted to ensure that environmental mitigation measures are included in binding project contracts and agreements. Therefore, all environmental monitoring findings are now cleared.

We appreciate the State's partnership in providing quality, safe and affordable housing in healthy environments. We thank you for the responses to HUD's monitoring findings and also

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for implementing projects that establish leadership in matters of environmental protection and sustainability. Please feel free to telephone me at (415) 489-6731, or to email me at [Ernest.Molins@HUD.gov](mailto:Ernest.Molins@HUD.gov), if you have any questions regarding the State's environmental review responsibilities under 24 CFR 58.

Sincerely,

*Original signed by Ernest Molins*

Ernest Molins  
Regional Environmental Officer  
Region IX, Office of Environment and  
Energy

cc: Hakim Ouansafi, Executive Director, HPHA  
Jesse Wu, HUD Office of Public Housing, Honolulu Field Office  
Ophelia Basgal, HUD Regional Administrator, SFRO

**VI. Section 8 Subsidy Programs**

Section 8 Programs manages the Housing Choice Voucher Program, Project Based Voucher Program, Veteran’s Affairs Supportive Housing, Non-Elderly Disabled Vouchers, Performance Based contract Administration, and State Rent Supplement Program.

**A. Voucher activity for April 2015:**

1. HPHA expended a total of \$2,100,720 (99.5% of eligible HUD funds received) in housing assistance payments to private landlords on behalf of 2091 voucher holders in May 2015.
2. Thirty-three who received a Housing Choice Voucher from the waitlist in January found homes and moved into the home in May 2015. Three HCV were issued in May 2015.
3. HPHA expended \$28,536 on behalf of 139 families served under the rent supplement program on Oahu in May 2015.
4. As of May 31, 2015, 305 veterans were assisted with Veterans Administration Supportive Housing Vouchers (VASH). Monetary assistance was \$223,484. Six veterans who were searching for a home leased up. Twenty-nine veterans received VASH vouchers in May 2015.
5. Voucher lease up activity for May 2015:

Voucher Type	May 2015		
	# leased	# of vacancies	# in housing search
Housing Choice Vouchers	33		142
VASH	6		74
Kuhio Park Towers	2	1	
Palolo Homes Project Based Section 8	0	4	
Port-In (from other agencies)	1		6

B. Housing Quality Standards Inspections

	May 2015
Housing Quality Standards (HQS) Inspections	284
HQS Re-inspections	104 failed and were reinspected
Quality Control Inspections	47

C. Family Self Sufficiency (FSS) Program

The Family Self Sufficiency (FSS) program assisted 61 Section 8 clients in May 2015. There were 38 active escrow accounts with a total deposit of \$4677 in May 2015.

**VII. Compliance**

A. Program Activities for May

1. Approximately 92 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 (9)
  - b. Transfers for other reasons (3);
  - c. Installation of air conditioning (8);
  - d. Larger voucher size (6);
  - e. Unit modifications for accessibility (5);
  - f. Inclusion of live-in aides (4);
  - g. Reserved parking stalls (3); and
  - h. Approval of assistance animals (1).
2. Worked 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;
3. Sent to the United States Department of Housing and Urban Development (HUD) the Release and Declaration of Trust for 6 additional properties for HUD's review and execution of the Releases.
4. Continue to oversee work on releases and declarations of trust forms for additional federally-assisted public housing properties.

C. Update on Status of Declaration of Trust Project

1. Releases of Declarations of Trust for the properties that were completed were sent to HUD for review and execution; and
2. The Department of the Attorney General is currently working on finalizing Releases and Declarations of Trust for 15 additional properties for submission to HUD for their review and execution of the Releases.

**VIII. Information Technology**

A. Program Activities

1. Worked with printing and mailing vendor EMSS to fix address issues for dozens of rent bills that were deemed to be undeliverable under USPS bulk rate address matching requirements.
2. Set up network printing and scanning capability for two AMPs with new copiers.
3. Continue to work on HPHA's new website.
4. Continue to work through programming issues with HPHA's new automated phone system.

**IX. Personnel**

A. Summary of HPHA Staffing:

Filled positions (FTE):	279
Vacant positions:	93
Total:	372

B. Program Activities:

1. Union consultation letters on the possibility of reorganization of various branches due to the impact of the Act 159.
2. Union consultation on the Discrimination/Harassment-Free Workplace Policy for Employment.
3. Received union (HGEA) inquiries on the FMO reorganization/structure and responding to their concerns prior to any mutual agreement.
4. Developed the agency-wide Safety Checklist in preparation for safety inspection for each office and baseyards for all properties.
5. Workers Compensation: 3 injuries reported and 1 with lost time.

Hawaii Public Housing Authority  
Summary of Capital Projects  
Report As Of 05/31/15

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

	Total CFP Appropriation	Budget Construction Activities (BLI 1411-1501)	Budget Operations (BLI 1406)	Budget Management Improvements (BLI 1408)	Budget Administration (BLI 1410)	Budget Contingency (BLI 1502)	CFP Obligated	% Obligated	Balance	Obligation Deadline	Notes
CFP 721	\$10,301,898	\$7,103,341	\$2,080,380	\$107,988	\$1,030,190	\$0	\$10,264,910	99.64%	\$36,988	4/17/14	Fully Obligated. LOCCS created 07-13-11
CFP 722	\$9,454,397	\$6,550,769	\$1,783,398	\$150,000	\$945,440	\$24,790	\$9,077,356	96.01%	\$377,041	4/17/14	Fully Obligated. LOCCS created 03-12-12
CFP 723	\$9,066,970	\$6,631,428	\$1,361,967	\$150,000	\$906,697	\$16,878	\$3,746,568	41.32%	\$5,320,402	9/8/15	LOCCS created 08-09-13
CFP 724	\$9,140,603	\$7,281,563	\$944,980	\$0	\$914,060	\$0	\$2,389,568	26.14%	\$6,751,035	5/12/16	LOCCS created 05-13-14
CFP 725	\$9,036,788	\$6,250,000	\$1,807,358	\$45,485	\$903,679	\$30,267	\$0	0.00%	\$9,036,788	4/12/17	LOCCS created 04-13-15
<b>CFP Budget Totals</b>	<b>\$50,353,103</b>	<b>\$42,302,798</b>	<b>\$10,435,929</b>	<b>\$640,239</b>	<b>\$5,938,989</b>	<b>\$71,935</b>	<b>\$37,867,637</b>	<b>75.20%</b>	<b>\$21,522,254</b>		<b>TOTALS FOR ALL ACTIVE CFP GRANTS</b>

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

	Total CFP Appropriation	Expended Construction Activities (BLI 1411-1501)	Expended Operations (BLI 1406)	Expended Management Improvements (BLI 1408)	Expended Administration (BLI 1410)	Expended Contingency (BLI 1502)	Expended to Date Total Funds	% Expended	Balance	Expenditure Deadline	Notes
CFP 721	\$10,301,898	\$6,127,731	\$2,080,380	\$41,640	\$1,030,190	\$0	\$9,259,941	89.89%	\$1,041,957	4/17/16	LOCCS created 07-13-11
CFP 722	\$9,454,397	\$3,832,666	\$1,431,147	\$1,483	\$945,440	\$0	\$6,210,735	65.69%	\$3,243,662	4/17/16	LOCCS created 03-12-12
CFP 723	\$9,066,970	\$867,141	\$0	\$0	\$0	\$0	\$867,141	9.56%	\$8,199,829	9/8/17	LOCCS created 08-09-13
CFP 724	\$9,140,603	\$1,934,703	\$0	\$0	\$0	\$0	\$1,934,703	21.17%	\$7,205,900	5/12/18	LOCCS created 05-13-14
CFP 725	\$9,036,788	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$9,036,788	4/12/19	LOCCS created 04-13-15
<b>CFP Expenditure Totals</b>	<b>\$50,353,103</b>	<b>\$21,247,939</b>	<b>\$5,969,374</b>	<b>\$229,889</b>	<b>\$3,214,553</b>	<b>\$0</b>	<b>\$30,661,755</b>	<b>60.89%</b>	<b>\$19,691,348</b>		<b>TOTALS FOR ALL ACTIVE CFP GRANTS</b>

**STATE: Capital Improvement Program (CIP)**

	State GO Bond Appropriation	HPHA Budget	HPHA Encumbered	HPHA Expended	HPHA % Expended Against Budget	HPHA Budget Balance	CIP Contract Encumbrance Deadline	Notes	ACT/SLH
FY 07-08 Elevator	\$4,939,503	\$4,591,697	\$4,591,697	\$4,234,657	92.22%	\$357,040	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 07-08 Lump Sum CIP	\$19,910,000	\$17,809,280	\$15,802,595	\$14,668,526	82.36%	\$3,140,754	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 08-09 Elevator	\$6,410,000	\$4,142,967	\$4,142,967	\$4,134,992	99.81%	\$7,975	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 08-09 Lump Sum CIP	\$10,000,000	\$3,374,706	\$3,374,706	\$2,793,122	82.77%	\$581,584	6/30/10	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 213/2007 as amended by ACT 158/2008
FY 09-10 Lump Sum CIP	\$7,913,000	\$7,898,571	\$7,882,201	\$7,393,877	93.61%	\$504,894	6/30/12	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 162/2009 as amended by ACT 180/2010
FY 10-11 Lump Sum CIP	\$4,500,000	\$4,384,799	\$4,270,030	\$3,773,416	86.06%	\$611,383	6/30/12	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 162/2009 as amended by ACT 180/2010
FY 11-12 CIP Totals	\$31,120,000	\$31,120,000	\$31,120,000	\$9,425,416	30.29%	\$21,694,584	6/30/14	Allotment Granted - Blanket Encumbrance (1)	ACT 164/2011 as amended by ACT 106/2012
FY 12-13 CIP Totals	\$60,222,000	\$60,222,000	\$60,222,000	\$14,023,939	23.29%	\$46,198,062	6/30/14	Allotment Granted - Blanket Encumbrance (1)	ACT 164/2011 as amended by ACT 106/2012
FY 13-14 Lump Sum CIP	\$45,643,000	\$45,643,000	\$7,350,148	\$548,146	1.20%	\$45,094,854	6/30/16	Allotment Granted	ACT 134/2013 as amended by ACT 122/2014
FY 14-15 Lump Sum CIP	\$26,000,000	\$26,000,000	\$2,304	\$576	0.00%	\$25,999,424	6/30/16	Partial Allotment Granted (\$19,810,350)	ACT 134/2013 as amended by ACT 122/2014
FY 15-16 Lump Sum CIP	\$4,147,000	\$4,147,000	\$0	\$0	0.00%	\$4,147,000	6/30/18	Pending Allotment	
FY 15-16 Wages & Fringe	\$850,000	\$850,000	\$0	\$0	0.00%	\$850,000	6/30/18	Pending Allotment	
FY 16-17 Lump Sum CIP	\$4,147,000	\$4,147,000	\$0	\$0	0.00%	\$4,147,000	6/30/18	Pending Allotment	
FY 16-17 Wages & Fringe	\$850,000	\$850,000	\$0	\$0	0.00%	\$850,000	6/30/18	Pending Allotment	
<b>STATE CIP TOTALS</b>	<b>\$216,657,503</b>	<b>\$215,181,029</b>	<b>\$138,759,549</b>	<b>\$90,986,467</b>	<b>28.35%</b>	<b>\$154,184,552</b>			<b>TOTAL ACTIVE STATE CIP APPROPRIATIONS</b>

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

**Federal Capital Fund Program Budget**

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

**Federal Capital Fund Program Actual**

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

**State Capital Improvement Program Budget and Expenditure**

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