

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
1002 North School Street, Building A Boardroom
Honolulu, Hawaii 96817
October 15, 2015
9:00 a.m.**

AGENDA

I. CALL TO ORDER/ESTABLISHING QUORUM

II. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, September 17, 2015 (**Pages 1 – 108**)
- B. Executive Session Minutes, August 20, 2015 (not for public distribution)
- C. Executive Session Minutes, September 17, 2015 (not for public distribution)

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

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 below.

- A. Motion: To Ratify the Executive Director's Action to Execute a Settlement Agreement in Complaint filed by Margery Moore v. State of Hawaii, Department of Human Services, Hawaii Public Housing Authority (HCRC No. RE-WH-0911; HUD No. 09-11-0785-8) and Take All Actions Necessary to Carry Out the Agreement (**Pages 109 – 116**)
- B. Motion: To Adopt Proposed Changes to the Hawaii Public Housing Authority's Policy on Eligibility for the Federally-Assisted Public Housing Program to Amend the Prohibition on Applicants who have been Evicted from a Public Housing Program Administered by the Authority or its predecessors since March 1, 1985, Subject to the Department of the Attorney General's Review, and to Authorize the Executive Director to Take All Actions Necessary to Implement the Amendment, Including:

1. Holding Public Hearings on Draft Amendments to the PHA Annual Plan for Fiscal Year 2015-2016;
2. Submitting the Amended PHA Annual Plan for Fiscal Year 2015-2016 to the United States Department of Housing and Urban Development;
3. Holding Public Hearings on Draft Amendments to the following Section of Chapter 17-2028, Hawaii Administrative Rules, "Federally-Assisted Public Housing Projects":

Section 17-2028-22(a)(1)(F), Eligibility for Admission and Participation

4. Amending and Compiling Chapter 17-2028, Hawaii Administrative Rules, "Federally-Assisted Public Housing Projects";
5. Amending Sections of the Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program to Amend the Prohibition; and
6. Amending the Proposed Language to Incorporate Revisions Recommended by the Department of the Attorney General;

in accordance with Chapter 91, Hawaii Revised Statutes, and Administrative Directive No. 09-01 (**Pages 117 – 172**)

- C. To Adopt Resolution No. 15-81 Approving the Demolition Request for six units at Lanakila Homes, HA 1004, Hilo, Hawai'i. Building 59: 499 and 501 Kapi'olani Street (1004-0059L and 1004-0059R respectively); Building 61: 559 and 561 Wailoa Street (1004-0061L and 1004-0061R respectively); and Building 62: 6 and 8 Akahi Street (1004-0062R and 1004-0062L respectively), Hilo, Hawai'i, 96720; all TMK: (3) 2-4-028:007) and Authorizing the Executive Director to Take All Steps Necessary to Obtain Required Approvals (**Pages 173 – 187**)

V. REPORTS

- A. Executive Director's Report Highlights: (**Pages 188 – 225**)
- 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 September 2015
 - Update on the Multi-Skilled Worker Pilot Program

VI. FOR DISCUSSION

- A. For Discussion: Department of Human Services Director Rachael Wong; Update from the Governor's Leadership Team on Homelessness on Goals, Plans, and Activities in the State; and the HPHA's Strategic Plans **(Page 226)**

- B. For Information: Presentation by Jesse Wu, Director of the U.S. Department of Housing and Urban Development's (HUD) Hawaii Field Office Regarding HUD programs and Responsibilities (Estimated time: 1 hour), including: **(Pages 227 – 245)**
 - 1. Mission
 - 2. Budget and Funding
 - 3. Honolulu Field Office and Program Areas
 - 4. Funding Opportunities
 - 5. Lead The Way (videos)

- C. For Discussion: U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) Program **(Pages 246 – 255)**

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. Didi Ahakuelo-Kepa 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 ANNUAL MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E,
HONOLULU, HAWAII 96817
ON THURSDAY, SEPTEMBER 17, 2015
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority held their Regular Board Meeting at 1002 North School Street, on Thursday, September 17, 2015 at 9:00 a.m. Chairperson Pono Shim called the meeting to order. Those present were as follows:

PRESENT: Director Pono Shim, Chairperson
Director Alena Medeiros, Vice Chairperson
Director Jason Espero, Secretary
Director Rachael Wong
Director Lisa Darcy
Director Laura Smith

Deputy Attorney General, Jennifer Sugita

EXCUSED: Director Elizabeth Kim
Director Myoung Oh
Director En Young

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Chong Gu, Chief Financial Management Advisor
Becky Choi, State Housing Development Administrator
Kiriko Oishi, Chief Compliance Officer
Dawn Takeuchi Apuna, Chief Planner
Joanna Renken, Public Housing Supervisor VI
Sam Liu, Contract Administration Supervisor
Renee Blondin-Nip, Hearings Officer
Gary Nakatsu, Data Processing Supervisor
Rick Sogawa, Contracts & Procurement Officer
Clarence Allen, Fiscal Officer
Stephanie Fo, Section 8 Branch Chief
Dean Sakata, Housing Development Specialist
Benjamin Park, Planner
Kau'i Martinez, Resident Services Program Specialist
Taryn Chikamori, Secretary to the Board

OTHERS PRESENT (and signing in as):
Augafa Ene, Mayor Wrights Homes resident
Uilani Goods, Medical-Legal Partnership

Fetu Kolio, private resident
Andrew Nakoa Sr., Mayor Wright Homes resident
Tyler Dos Santos-Tam, Hawaii Construction Alliance

Proceedings:

Chairperson Shim declared a quorum present.

Chairperson Shim informed the Board and the public that HPHA management requested an amendment to the agenda. Chairperson Shim requested a motion to amend the Board agenda as follows.

Director Medeiros moved,

To Amend the Board agenda to remove from agenda item IV.B.1 to “Reinstate the exemption from civil service of persons hired or contracted to perform skilled repair or maintenance work on the HPHA’s vacant public housing units that was granted by Act 159 Session Laws of Hawaii 2012, but expired July 1, 2015.”

The motion was unanimously approved.

Approval of Minutes:

Director Espero moved,

To approve the Annual Meeting Minutes of August 20, 2015.

The minutes were unanimously approved as presented.

Director Medeiros moved,

To approve the Regular Meeting Minutes of August 20, 2015.

Chairperson Shim made an amendment to correct the name of his organization from the Hawaii Economic Development Board to the Oahu Economic Development Board.

The minutes were unanimously approved as amended.

Executive Session Minutes were deferred until a later time.

Public Testimony

Laurie Santiago, United Public Workers (UPW), stated that she wanted to testify on agenda item IV.B.1 which was removed from the agenda. Ms. Santiago stated that she found it disturbing that the item was placed on the agenda while the HPHA was already in negotiations with the UPW on a multi-skilled worker pilot program. She stated that the UPW did not give the HPHA any indication that the memorandum of understanding for the pilot program would not be executed and felt that it was an indication of bad faith bargaining. Staff from the HPHA and the Department of Human Services (DHS) were fully engaged in negotiations with the UPW. The UPW will continue to take whatever steps necessary to move forward.

Director Wong reported that she was briefed by the DHS Personnel Office and reassured the Board and the UPW that the negotiations were occurring in good faith. Director Wong also expressed her appreciation to UPW and HPHA working in collaboration to execute the memorandum of understanding.

Fetu Kolio, private resident, stated that he does not support the reappointment of the Eviction Board members listed in agenda item IV. Mr. Kolio feels that his legal rights were violated in his eviction hearing and quoted portions from the Supreme Court ruling which reinstated his tenancy into public housing. He stated that he went to the HPHA's Applications Office three times and provided them a copy of the Supreme Court ruling, but was told that he has to reapply for housing. He does not agree that he needs to be recertified and feels that there is a conspiracy against him.

Andrew Nakoa Sr., Mayor Wright Homes resident, stated that he has problems with maintenance not timely responding to issues. He has reported that his clothes line needs repair and that trash has piled up for over three weekends near the dumpster. He stated that he called the office to remove the trash, but they did not clear it. The community then cleaned the area themselves. He commented that he is aware that maintenance are busy and do a good job, but have recently been lacking. Mr. Nakoa also reported that the security company is not enforcing loitering. He stated that there was a stabbing on the property and that the Honolulu Police Department was there, but security were not present. He has supported in-house security for the past ten years. He recommends that HPHA pursue in-house security and that he would be part of that security.

Chairperson Shim asked whether there was any other item on the agenda that Mr. Nakoa would like to provide testimony on. Mr. Nakoa indicated that there were no other items he wanted to provide testimony on.

Chairperson Shim asked if there was any other public testimony. No additional public testimony was provided.

For Action:

Director Espero moved,

To Appoint the Following Individual for a Four-Year Term:

1. Louanne K. L. Kam to the Oahu Eviction Board; and

To Reappoint the Following Individuals for an Additional Four-Year Terms

1. Chunmay Chang to the Oahu Eviction Board whose term expires in November 2015;
2. Wanda Camara to the Oahu Eviction Board and as a Floating Resident Member whose term expires in December 2015

Executive Director Ouansafi expressed appreciation for the above listed individuals who confirmed their continued interest in volunteering to serve on the Eviction Board. The Eviction Board is a necessary component of the eviction process as it provides the tenants with the opportunity to have an independent body review the merits of their proposed eviction, rather than just the HPHA staff.

Executive Director Ouansafi stated that Ms. Kam is an Attorney and Certified Public Accountant who has expressed a willingness to serve as a board member on the Oahu Eviction Board. Both Ms. Chang and Ms. Camara have also expressed a willingness to serve 4-year terms as Board members. Executive Director Ouansafi requested a revision to page 2 of the For Action to change their "2-year terms" to "4-year terms".

Director Medeiros asked whether any of the Eviction Board members were present at the HPHA's Board meeting. Executive Director Ouansafi confirmed that none of the three Eviction Board members were present.

The motion was unanimously approved.

For Action:

Director Medeiros moved the amended motion:

To Approve Draft Legislative Proposals for the 28th Legislature regarding the Hawaii Public Housing Authority and to Authorize the Executive Director to Submit Proposed Legislation to the Office of the Governor, including the following proposals:

1. As a housekeeping measure, to provide an exception for HPHA titled lands from "public lands" under Hawaii Revised Statutes (HRS) §171-2.

2. **House Bill 768, House Draft 2, Senate Draft 2, Relating to the Hawaii Public Housing Authority. Expands the HPHA's authority to dispose of property seized, abandoned or remaining upon eviction in and around federal, elder or elderly, or state low-income housing projects.**
3. **House Bill 767, House Draft 2, Senate Draft 1, Relating to the Hawaii Public Housing Authority. Provides that certain areas HPHA housing projects are closed to the public and amends criminal trespass in the second degree to permit the prosecution of an unauthorized entry or a violation of a written prohibition to enter into the subject housing projects. Clarifies requirements for signage.**

Director Darcy requested an explanation on the procedures relating to property that is seized and whether there is a distinction made between items of nominal value (e.g., old chair) versus personal identification.

Executive Director Ouansafi explained that House Bill 768 was held over from last session and will make the State program rules consistent with the program rules for the federal public housing program. He clarified that when tenants are evicted or abandon their unit they typically "leave behind junk". However, if there is anything of value, the HPHA will inventory the item and store or sell the item and retain the proceeds for the owner. The HPHA also provides tenants with ample time to retrieve their belongings from the unit. Previously, the HPHA was required to hold all of the tenant's abandoned belongings in the unit and was unable to conduct renovations on the vacant unit until the waiting period was over. This change will help HPHA to expedite the repair of vacant units.

Executive Director Ouansafi explained that management requested that agenda item IV.B.1 be amended to remove the request for exemption from civil service this morning as the executed memorandum of understanding (MOU) was only received from the UPW. He explained that the HPHA, DHS, the Department of Human Resource Management (DHRD) and the UPW spent countless hours negotiating the MOU. Management is committed to providing the Board with status reports and leaving the item on the agenda allowed for public discussion. He further explained that the agenda is prepared well in advance of the meeting and at the time of filing the public notice, the UPW still had not executed the MOU. Executive Director Ouansafi confirmed, however, that the UPW delivered the signed MOU the morning of the Board meeting and as such, management requested the item be removed from the Board agenda.

Executive Director Ouansafi reported that during the initial application phase, only one staff person had expressed interest in joining the multi-skilled worker pilot program. The HPHA still has approximately 40 positions that need to be filled and are looking at alternatives to expedite the hiring and training of new staff. He reiterated that the HPHA is committed to the success of the multi-skilled worker pilot program and that we believe

that the UPW is also sincere in their desire to see the pilot program succeed. Executive Director Ouansafi also reported, however, that it was important to have an opportunity to have discussions with the Board on the topic.

Executive Director Ouansafi reported that the HPHA will continue to support House Bill 767 which provides that certain areas of the HPHA housing projects are closed to the public and amends criminal trespass in the second degree. Executive Director Ouansafi reported that someone (a non-tenant) had erected a tent on one of the public housing properties and refused to move. The person asserted that the project was State property and he had a right to erect his tent on State property.

Executive Director Ouansafi explained that the HPHA would also like to request the Legislature to remove the cap on the number or percentage of public housing tenants that can be hired at its properties.

Director Wong requested clarification on the process to adopt the proposed bill to expand the HPHA's ability to hire tenants as it was not listed on the agenda.

Director Medeiros requested clarification on the language used on the agenda which states "Submit Proposed Legislation to the Office of the Governor, including the following proposals", as opposed to "including, but not limited to". Director Medeiros questioned whether there were additional proposals that were being submitted or under consideration.

Executive Director Ouansafi apologized and clarified that although the proposal regarding the tenant aide was discussed in the Board packet, it was not listed on the agenda. He also suggested that the Board may consider the additional proposal at the next month's meeting.

Deputy Attorney General clarified that the language "including, but not limited to" would still only relate to the proposals listed on the agenda.

Chairperson Shim called for a recess at 10:03 am and reconvened at 10:14 am.

Director Wong moved:

To Amend the Amended Motion to Approve Draft Legislative Proposals for the 28th Legislature regarding the Hawaii Public Housing Authority and to Authorize the Executive Director to Submit Proposed Legislation to the Office of the Governor to include a Proposal to amend 76-16(b)(21) to include "employees hired under the tenant hire program of the Hawaii Public Housing Authority", thus deleting the current limitation where the HPHA can only hire 26% of a housing project's workforce.

The motion to amend the amended motion passed unanimously.

Director Medeiros expressed her appreciation to HPHA, DHS, DHRD and UPW for their work on the multi-skilled worker pilot program MOU which was executed that morning. Director Medeiros felt that the HPHA did negotiate in good faith. She further commented that she appreciated that the proposed exemption was on the agenda for the Board. As the meetings with staff occur only once a month, the Board did not know where the MOU stood and she appreciated that it was on the agenda until the agreement was actually signed.

Director Wong moved:

To go into Executive Session with the Board Members pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to draft Legislative Proposals for the 28th Legislature regarding the Hawaii Public Housing Authority

The motion was unanimously approved.

The Board entered Executive Session at 9:56 am and reconvened at 10:36 am

Chairperson Shim reported that the Board consulted with its attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to draft Legislative Proposals for the 28th Legislature regarding the Hawaii Public Housing Authority.

For Discussion/Information:

As part of the board orientation, Mr. Wils Choy, KMH LLC provided an overview of the HPHA's financial and compliance audit and financial management of the HPHA's programs. He explained that KMH LLC is under contract with the Office of the Auditor to conduct an independent financial and single audit of the HPHA. Mr. Choy stated that the HPHA's financial statements are a component unit of the State's Consolidated Annual Financial Report (CAFR) which is due in December. The Single Audit is due March 31, 2016.

Mr. Choy explained that the HPHA's financial statements are complicated and cover both governmental funds and proprietary funds. The purpose of the audit is to provide a report on how the funds are expended. He further explained that five years ago, the HPHA had difficulties with its financial management, including numerous control findings and numerous adjusting entries. He reported that over the last couple of years, the HPHA made tremendous improvement and the findings decreased in number and

severity. Mr. Choy reported that the HPHA's management has set the tone for the agency to correct its issues. A copy of the audited financial statements were provided to the Board.

Director Wong commented that KMH, LLC also conducted the audit for DHS.

Chairperson Shim thanked Mr. Choy for providing oversight.

For Information: Board Training by the U.S. Department of Housing and Urban Development

- **Conflict of Interest**
- **Public Housing Conflicts, Nepotism Restrictions**
- **Section 8 Conflicts**
- **Hatch Act**
- **Litigation Reporting**
- **Questions & Answers**

The Board received training by Mr. Ryan Okahara, Hawaii Field Office Director and Ms. Lora Han, legal counsel for the U.S. Department of Housing and Urban Development (HUD) which included an overview of the conflict of Interest, public Housing Conflicts, Nepotism Restrictions, Section 8 Conflicts, the Hatch Act, litigation reporting requirements.

Executive Assistant Arashiro made a clarification during the HUD presentation that during the issuance of the federal Corrective Action Order, HUD required the establishment of the HPHA's Procurement Office. She also clarified that the Board delegated procurement authority to the Executive Director and the Procurement Officer with the adoption of the Statement of Procurement Policy.

Attorney Han stated that the Board of Directors should continue to monitor procurement actions at HPHA.

HUD staffer Ms. Marie Miguel-Cortez distributed handouts on the federal programs administered by the Office of Public and Indian Housing.

Included at Attachment A is a copy of the HUD presentation and the handouts.

For Information: Orientation and Training for the HPHA's Board of Directors, including a broad overview of the HPHA as follows:

- **Purpose, Mission, Structure, and History of HPHA**
- **Roles of the Board & Executive Director**
- **Overview of the State and Federal Public Housing Program**
 - **The Annual Contributions Contract**
 - **Understanding the Public Housing Assessment System**

- **The HPHA's housing inventory**
- **Redevelopment, Construction, Modernization, Repair and Maintenance Issues**
- **Overview of the Housing Choice Voucher Section 8**
 - **Understanding the Section 8 Management Assessment Program**
- **Overview of Construction Activities at HPHA**
- **Overview of Program Management**
- **Overview of Financial Management of HPHA's programs**
- **Procurement and Contracting Requirements**
- **Ethics and Standards of Conduct for the Board and Staff**
- **Ongoing Programs & Projects**
- **Applicable Statutes, Rules, and Administrative Policies**
- **Previously Adopted Board Policies**
- **HPHA's Statement of Procurement Policy**
- **HPHA's Five Year and Annual Public Housing Agency Plan**
- **Organization Charts and Functional Statement**
- **Goals and Objectives**
- **Annual Reports**

The Board members introduced themselves to the staff as follows:

1. Laura Smith, Executive Director, Goodwill Hawaii
2. Rachael Wong, Director of the Department of Human Services
3. Alena Nani Medeiros, Executive Director, HomeAid Hawaii
4. Pono Shim, Chief Executive Officer, Oahu Economic Development Board
5. Jason Espero, continuing Board member
6. Lisa Darcy, Maui representative

The Board received training by Executive Director Ouansafi, Executive Assistant Arashiro, Chief Planner Dawn Takeuchi-Apuna, Chief Compliance Officer Kiriko Oishi, Chief Financial Management Advisor, Chong Gu, State Housing Development Administrator Becky Choi, Supervising Public Housing Manager Joanna Renken, Contract Administration Supervisor Sam Liu, Section 8 Branch Chief Stephanie Fo, Hearings Officer Renee Blondin-Nip, Data Processing Supervisor Gary Nakatsu, Contracts & Procurement Officer Rick Sogawa, and Personnel Officer Shirley Befitel. Each member of the management team introduced themselves and their relevant education and experience during their portion of the training.

Prior to the power point presentation, Executive Director Ouansafi pointed out that the information being presented was gathered from various resources (e.g., Hawaii Revised Statutes, HUD presentation) and that each slide reference is listed on the bottom right corner of the slide.

Executive Assistant Arashiro described information in the Board resource binder which included the following:

1. HPHA's online resources, including regulatory and statutory reference materials

2. §356-D, Hawaii Revised Statutes
3. §15-181, Hawaii Administrative Rules, Resident Advisory Board
4. §15-184, Hawaii Administrative Rules, Rent Supplement Program
5. §17-2000, Hawaii Administrative Rules, Rules of Practice and Procedure
6. §17-2020, Hawaii Administrative Rules, Eviction
7. §17-2021, Hawaii Administrative Rules, Grievance Procedure
8. HPHA By-Laws of the Board of Directors
9. HPHA Non Profits, By-Laws for the Hawaii Housing Development & Services, Inc.
10. HPHA Non Profits, By-Laws for the HHA Wilikina Apartments Project, Inc.
11. Open Meetings: A Guide to Sunshine Law
12. Who Board Members Can Talk to and When
13. Hawaii State Ethics Guide
14. Robert's Rules of Order Cheat Sheet
15. Annual Contributions Contract Between the Housing Authority and the United States of America
16. HPHA's Standards of Conduct
17. HPHA's Policy on Security of Confidential Information
18. HPHA's Policy on Requests for Reasonable Accommodation and Modifications
19. HPHA's Policy on the Adoption of Board Policy and Establishment of Procedures
20. HPHA's Policy on Board Agenda Items
21. HPHA's Policy on the Board of Director's Role and Interaction with HPHA Staff
22. HPHA's Policy on Public Testimony and Recording of Board Meetings
23. HPHA's Policy on Communications
24. HPHA's Non-Violence in the Workplace Policy
25. HPHA's Drug-Free and Alcohol-Free Workplace Policy
26. HPHA's Statement of Procurement Policy
27. "Procurement Practices at Public Housing Agencies", PHA Governance and Financial Management training handout from HUD
28. HPHA's Organizational Charts
29. HPHA's Goals and Objectives, as listed in the HPHA's approved plan
30. HUD Approval of the HPHA's Annual Public Housing Agency (PHA) Plan submission
31. HPHA's Five Year and Annual Plan
32. HPHA's 2015 Annual Plan
33. FY 14-15 Annual Report to the Governor and the State Legislature
34. FY 2013-2014 Financial and Single Audit; including audits from the last ten years which are available to the public on the HPHA's website
35. List of HPHA's Priority Projects for mixed finance redevelopments
36. Request for Qualifications for Mayor Wright Homes
37. Request for Qualifications for the School Street Administrative Offices
38. Five Year Projection on Redevelopment Efforts
39. HPHA's Functional Statements
40. List of the HPHA's Public Housing Inventory
41. Understanding Public Housing Assessment System (PHAS), PHA Governance and Financial Management training handout from HUD

42. HPHA's Public Housing Assessment System Score Report for Interim Rule for the Fiscal Year End: 6/30/2013
43. HPHA's Public Housing Assessment System Score Report for Interim Rule for the Fiscal Year End: 6/30/2014
44. Understanding Section Eight Management Assessment Program (SEMAP), PHA Governance and Financial Management training handout from HUD
45. HPHA's SEMAP score for fiscal year ended 6/30/13, High Performer designation
46. HPHA's SEMAP score for fiscal year ended 6/30/14, High Performer designation
47. Board approved Operating and Capital Budget for FY 2015 – 2016.

The following questions came up during the course of the power point presentation:

Chairperson Shim asked what year the Hawaii Housing Authority was established. Executive Director Ouansafi stated that Hawaii Housing Authority was established in 1935 by the Territorial Legislature, two years prior to the U.S. Housing Act of 1937.

Director Medeiros asked whether the federal corrective action order affected the relationship between the HPHA and the Legislature. She asked whether the Legislature provided funds to the HPHA to help close the corrective action order and now that it is closed has it improved relations. Executive Assistant Arashiro responded that when the corrective action order was initially issued, the State did not provide additional funds to the HPHA to come into compliance. She surmised that since the issues were with the federal public housing program, the State expected the HPHA to use its federal funds to address its programmatic issues. Executive Director Ouansafi added that the HPHA has a good relationship with the Legislature. He indicated that although the HPHA does not always receive the requested appropriations, we understand that there is a lot of need and competition for those funds across all State departments.

Director Espero asked what determines whether a unit is a federal or state housing unit. Executive Director Ouansafi responded that the funding received for each unit determines whether it is considered a federal unit or a State unit. The federal units receive federal subsidy from HUD. The State units only receive income through rent revenue.

Executive Director Ouansafi explained that the HPHA has plans for transit-oriented development of additional low income and affordable housing units along the rail line. He reported that HPHA met with neighborhood boards to explain the HPHA's plans as many were under the mistaken impression that the HPHA only intended to develop housing in Kalihi. Director Espero asked what the timeline was for development. Executive Director Ouansafi explained that there is a spreadsheet later in the presentation regarding proposed redevelopment. He also indicated that the HPHA is working on three projects: Kuhio Park Terrace, Mayor Wright Homes, and School Street Administrative Offices and additional redevelopment will depend on whether funds are available. He indicated that once the next legislative session is over, the HPHA may need to update the proposed development timelines.

Director Medeiros asked whether the hearings officer's presence is in lieu of representation by the AG's office. Executive Director Ouansafi confirmed that the Hearings officer presents the HPHA's case, but the AG's office is always on standby for consultation during a hearing. Deputy Attorney General Sugita further clarified that the Hearings Officer is like a prosecutor for the HPHA in federal public housing evictions. The AG's Office handles the eviction cases for the State public housing properties.

Director Darcy asked whether the Counties operate similar section 8 housing choice voucher programs as the HPHA. Executive Director Ouansafi confirmed that each of the counties operates a section 8 program. He further clarified that the HPHA has been operating the Veterans Affairs Supportive Housing (VASH) voucher program statewide for homeless veterans for several years. The City & County's program only came on line in the past couple of months.

Director Smith questioned whether the new City ordinance allowing landowners to create new accessory dwelling units will help with the section 8 program by increasing the housing inventory. Executive Director Ouansafi reported that the increase in accessory units may not immediately help the current section 8 voucher holders looking for units. He explained that we need to change the public perception that section 8 tenants are "bad tenants". Staff is working on incentives (e.g., guaranteed housing assistance payments, unit repairs) that will help encourage landlords to accept section 8 vouchers.

Director Espero asked whether the action taken earlier this year, to increase the payment standard to 110%, will help applicants in finding section 8 units. He also questioned whether the HPHA can offer to pay more rent than advertised if the rent being charged is not above the payment standard. Executive Director Ouansafi confirmed that the increase in payment standard has helped and that HPHA could pay more for a unit as long as it passes the rent reasonableness standards.

Chairperson Shim questioned whether the 2 main challenges of leasing section 8 vouchers could be best summarized as: 1) Rents in Hawaii are too high; and 2) Inventory of affordable units is low. The Executive Director Ouansafi confirmed that those are two major challenges related to leasing section 8 vouchers. He also reported that the military pays more for housing assistance subsidies.

Chairperson Shim commented that the HPHA should have a training for section 8 voucher holders about how to be a good renter. Stephanie Fo confirmed that the HPHA holds briefings for the voucher holders.

Director Wong left the meeting at approximately 1:30 pm.

Director Espero asked about the benefits of being designated a high performer under the Public Housing Assessment System.

Executive Director Ouansafi responded that PHAs designated as high performers often receive preference points in some grants, or they can qualify for other exemptions or exceptions, and are eligible to apply for Moving-To-Work (MTW) status. Being a high performer allows the HPHA to submit streamlined reports. The high performer designation provides confirmation that a PHA is being satisfactorily managed according to federal standards. Additionally, under the REAC inspections, you don't have your properties inspected every year by HUD. Being designated a high performer is an expectation at the HPHA.

Director Espero asked whether the HPHA can require voucher holders to participate in the Family Self-Sufficiency (FSS) Program. Director Espero commented that if the goal is to get tenants to become self-sufficient, this program may help tenants to become more independent.

Executive Director Ouansafi responded that the HPHA cannot require section 8 voucher holders to participate in the FSS program. HUD rules state that participation is voluntary. You could pass legislation to make it mandatory for the State public housing program, but it would not apply to the federal program. Executive Assistant Arashiro also explained that the federal public housing program has an earned income disregard which requires that the HPHA disregard the increase in income of a tenant who was previously unemployed or was participating in a training or self-sufficiency program.

Chairperson Shim asked whether the HPHA could qualify for the MTW program. Executive Director Ouansafi confirmed that HPHA could potentially be designated as a MTW agency like the Alaska public housing authority which received the designation through legislation. He also confirmed that HPHA has met with Hawaii's congressional delegation to discuss this matter.

Deputy Attorney General Sugita pointed out that the rules on conflict of interest are strict. The powerpoint slides included the following information:

Slide #104: The HPHA and its contractors/subcontractors **may not enter into a contract or arrangement** in connection with a project under the ACC in which they have a **direct or indirect interest** or in which any of the classes of people on the following slide have an interest.

Slide #105: Members of these **four classes** must disclose their interest to HUD and the HPHA:

1. Any present or former member or **officer of the governing body**.
2. Any member of the **officer's immediate family**.
3. Any member of the HPHA that **formulates policy or has influence on decisions** with respect to projects.
4. Any public official, member of the local governing body or State/local legislator or any member of the individual's immediate family who **exercises functions or responsibilities with respect to HPHA projects**.

Director Darcy asked for clarification on what does "past" mean (referring to chart of HPHA past, present, and future). Executive Director Ouansafi clarified that "past" means prior to his time at the agency.

Included at Attachment B is a copy of the HPHA's power point presentation to the Board.

Chairperson Shim deferred the remaining items on the agenda.

Adjournment

With the loss of quorum, Chairperson Shim ended the Regular Meeting.

The meeting ended at approximately 3:00 p.m.

MINUTES CERTIFICATION

Minutes Prepared by:



OCT 15 2015

Barbara E. Arashiro
Executive Assistant

Date

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



OCT 15 2015

Director Espero/Board Secretary

Date

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Public Housing Ethics

Hawaii Public Housing Authority
Board of Commissioners Training

September 17, 2015

The logo of the U.S. Department of Housing and Urban Development (HUD) is circular. It features a stylized building with vertical bars of varying heights in the center. The text "U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT" is written around the perimeter of the circle, with two stars on either side of the central building.

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Learning Objectives

At the end of this session, participants should be able to:

- Adhere to Federal, state and local laws
- Identify areas of concern for resolution
- Assess potential conflicts
- Elevate questions to HA counsel or HUD counsel

Discussion Topics

- Conflicts of Interest
- Hatch Act
- Litigation Reporting

Federal Sources of Authorities

Program/Activity	Topic	Citations
Procurement	Conflicts of Interest in Contracts	24 C.F.R. § 85.36(b)(3), HUD Handbook 7460.8 Rev. 2 (3/07)
Public Housing	Conflicts of Interest in Contracts	Section 19(A) of Annual Contributions Contract (ACC)
Public Housing	Nepotism Restrictions	Section 19(B) of ACC
Section 8	Conflicts of Interest in Contracts	24 C.F.R. § 982.161, Section 13 of the Housing Assistance Payments Contract
Public Housing and Section 8	Litigation Reporting	HUD Handbook 1530.1, Rev. 5, Chap. 5
Hatch Act	Political Activity	5 U.S.C. §§ 1501-1508 5 C.F.R. §151

Federal and State Law

- Both federal and state law apply to public housing authorities
- General rule of thumb is that the most stringent rule applies
- Waivers may not be granted for conflicts that violate state law

Conflicts of Interest

Housing Authority Plans/Policies

- Housing Authority (HA) must use their own procurement plan/procedures that conform to applicable Federal, state and local law.
- HA must maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts.

Procurement | Conflicts of Interest

- PHA employee, officer or agent may not participate in the selection, award or administration of a contract supported by Federal funds if:
 - The employee, officer or agent,
 - Any member of his immediate family
 - His partner;
 - Or an organization which employs him

has a financial interest or other interest in the firm selected for the award.

Procurement Conflicts | Definitions

- “Immediate family member” is:
 - spouse
 - children
 - mother or father
 - brothers or sisters
 - “half” or “step” relatives included
- This definition also applies to Public Housing conflicts



Procurement Conflict Quiz

Bay County HA sought a contractor to complete a parking lot by sealed competitive bids.

- The project will be funded with Capital Grant funds.
- Eric Smith and Associates is the engineering firm which will oversee the project.
- Jones Constructors, Inc. was the low bidder for the job and has been selected for the award of this contract.
- The principles of both the engineering firm and the construction company are step-brothers.

Is this a procurement or non-procurement issue?

This is a procurement of construction services covered by 24 CFR §85.36.



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Can Bay County HA award the contract to Constructors?

A

Yes, because although Eric Smith and the principle of Jones Constructors, Inc. are step-brothers, Bay County HA secured the bid by sealed competitive bid.

B

Yes, because they are not immediate family members.

C

No, a conflict of interest exists because they are immediate family members.

D

No, as long as Eric does not physically handle the money being paid to Jones Constructor's Inc.

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Answer for procurement conflict is...

C

No, a conflict of interest exists because they are immediate family members.

- Conflict of interest exists for an agent of the HA to administer a contract supported by Federal funds if a member of his "immediate family" has a financial interest in the company selected for the award.
- Conflict of Interest for Eric Smith & Associates to administer a construction contract funded with Capital Grant money, since Eric Smith's step-brother is the President of Jones Constructors, Inc.

Public Housing Conflicts



HA, its contractors and subs may not enter into a contract in connection with a project under the ACC if the following persons have an interest in the contract:

1. Present or former members or officers of the HA or their immediate families.
2. Employees of the HA, their immediate families or partners who:
Formulate policy or who influence decisions regarding the project(s).
3. Public officials, members of the local government body, or state or local legislators, or their immediate families who:
Exercise functions or responsibilities regarding the project(s) or the HA.

Restriction applies during the person's tenure and for one year thereafter.

Public Housing Conflicts

- Conflicts must be disclosed to the HA and HUD
- HUD may waive conflicts for good cause; IF permitted under State and Local law
 - Person requiring waiver cannot exercise responsibilities or functions regarding the contract to which the waiver pertains

Public Housing Conflict Quiz

“Thrifty” Waters is the Executive Director of the Island HA.

- His wife, Alice, builds web sites as a sideline when she is not running her restaurant.
- “Thrifty” would like his wife to build the HA a web site since she can do the job “cheaper” than her competitors.
- You advise “Thrifty” that this “looks like” a conflict under Section 19 of the ACC, Part A, and he would need to request a waiver from HUD.

Should “Thrifty” have “smooth sailing” with a waiver request to HUD?

Should “Thrifty” have “smooth sailing” with a waiver request to HUD?

A

Yes.

B

No.

Answer for public housing conflict is...

B

No.

- **Section 19(A)(3) provides:**
 - HUD may waive a conflict of interest for good cause, “if permitted under State and local law”.
 - And that “no person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains...”
- **As part of the waiver request, the HA must submit an attorney’s opinion that a waiver of Section 19(A)(1) is permitted by State law.**
- **Moreover, “Thrifty” could not “administer” his wife’s contract. The HA Board of Commissioners would have to make other arrangements, acceptable to HUD, for the contract administration.**

Public Housing Conflicts Nepotism Restrictions

- **HA may not hire a person in connection with a project if the prospective employee is the immediate family member of:**
 - Present or former member or officer of governing body of HA (former tenant commissioner – some exceptions)
 - Employee of HA who makes policy or influences decisions with respect to projects
 - Public official, member of local governing body, or State or local legislator, who exercises functions or responsibilities with respect to projects or HA

Public Housing Conflicts Nepotism Restrictions

- Prohibition applies during class member's term and for one year thereafter
- Member shall disclose family ties to HA and HUD
- These requirements may be waived by Board of Commissioners for good cause, provided such waiver is permitted by State and local law
- Board's determination of good cause should be well documented

Public Housing Conflict Quiz

The Metropolitan HA just lifted its hiring freeze. The HA would like to hire Mona Lisa as a receptionist.

- Mona is the step-sister of Leonardo da Vinci, the HA's Chief of Maintenance and Painting.
- Mona's salary will be paid with Recovery Act funds.

Is there a conflict of interest?

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Is there a conflict of interest?

A Yes.

B No.

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Answer for public housing conflict is...

B No.

- **Section 19(B)(1)(ii) of the ACC provides in part:**
 - “The HA may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of any person belonging to one of the following classes:
 - (ii) Any employee of the HA who formulates policy or who influences decisions with respect to the project(s).”
- **The HA’s Chief of Maintenance and Painting would not normally formulate policy or influence decisions with respect to the project(s).**

Section 8 Conflicts

HA, its contractors and subs may not enter into a contract in connection with tenant-based programs if the following persons have an interest in the contract:

1. Present or former members or officers of a HA (except participant commissioners)
2. Contractors, subs or agents of a HA who formulate policy or who influence decisions regarding the programs.
3. Public officials, members of governmental bodies, or state or local legislators, who exercise functions or responsibilities regarding programs.
4. Member of U.S. Congress

Restriction applies during the person's tenure and for one year thereafter.

Section 8 Conflicts

- Any conflicts must be disclosed to the HA and HUD
- Conflicts of interest may be waived by HUD for good cause

Section 8 Conflict Quiz

Marvin Manager is the administrator of two apartment projects in Crystal River that participate in HUD's Section 8 voucher program through the Crystal River HA.

- Marvin is also a HA commissioner.

Is there a problem with Marvin Manager's dual role as a commissioner and project administrator?

A

Yes, this is fine as long as he does not abuse it.

B

Yes, because the commissioner does not directly oversee Section 8 funding.

C

Yes, a conflict of interest exists.

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Answer for Section 8 conflict is...

C

Yes, a conflict of interest exists.

- HUD's Section 8 Housing Choice Voucher regulations provide that the HA may **not** enter into any contract in connection with tenant-based programs in which any present member of the HA has an interest: *24 CFR §982.161(a)(1)*.
- Marvin must resign from the HA Board or the HA must seek a waiver of the conflict of interest from HUD.

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Hatch Act

Public Housing and The Hatch Act

You may

- Be a candidate in non-partisan election
- Attend political meetings/conventions
- Contribute money
- Campaign in partisan elections
- Hold office in political parties

You may not

- Be a candidate in partisan election
- Use official influence to interfere in election
- Coerce political contributions from subordinates in support of political party or candidate

FAQ's For The Hatch Act



- As a HA employee, can I help sponsor a candidate for the Democratic party for a State Senator?
 - Yes, but you cannot coerce contributions from subordinates in attendance in support of your candidate
 - You can make a personal contribution to his campaign
- Can a HA employee be a delegate to the Republican National Convention?
 - Yes, you are permitted to run for election and hold office in a political party.
- Is it okay for HA employee to run for school board?
 - Yes, but only if the election is nonpartisan
 - An election is partisan if any candidate is running as a representative of a party whose presidential candidate received electoral votes in the last presidential election

Litigation Reporting

Litigation Reporting

- Reporting Requirement for HA litigation involving HUD programs or HUD funds
- Concurrence requirement for initiation, appeal or settlement of litigation involving HA programs or funds
- Excludes routine evictions actions and Section 8 program litigation



Litigation Reporting

Housing Authority (HA) is required to notify the HUD Regional Counsel if HA is involved in, or threatened with, any litigation involving:

- Construction or application of: a Federal, or state constitution, statute, or regulation, a HUD assistance contract, or a cooperation agreement; or
- If an adverse judgment would be satisfied from funds obtained at any time from HUD

Litigation Reporting

HUD's Regional Counsel's written concurrence is required prior to any of the following:

- Initiation of litigation by HA, excluding routine eviction actions
- An appeal from an adverse judgment
- A settlement arising out of litigation
- Procurement of private legal services expected to exceed \$100,000

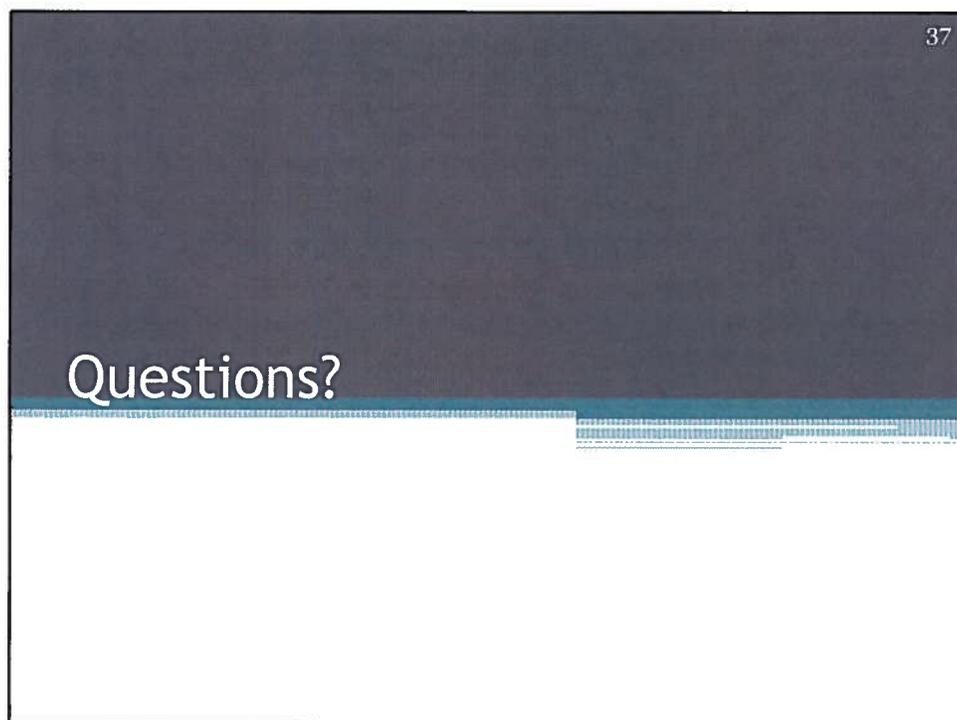
Note: Excludes Section 8 Program litigation

When in doubt?

- Consult your PHA counsel
- Contact your HUD Public Housing Specialist to resolve a question or conflict

Summary

- If you believe there is a potential conflict of interest (real or apparent), notify the Housing Authority and HUD!



HUD > Program Offices > Public and Indian Housing > PIH > Public Housing > Public Housing Programs

Public Housing Programs

PIH Programs

Below is a summary of public housing programs within the Office of Public and Indian Housing:

Capital Fund

The Capital Fund provides funds to housing authorities to modernize public housing developments.

Demolition/Disposition

The Demo/Dispo program was created in an effort to help eliminate old, run down public housing.

Homeownership

A Public Housing Authority (PHA) may sell all, or a portion of, a public housing development to eligible residents or resident organizations, for purposes of homeownership, provided that a Homeownership Plan has been submitted by the PHA and has been approved by HUD.

HOPE VI

Since 1993, HOPE VI has been the engine driving the revitalization of the Nation's most distressed public housing developments by providing grants and unprecedented flexibility to address the housing and social service needs of their residents.

Housing Choice Vouchers (Formerly Section 8)

Allow very low-income families to choose and lease or purchase safe, decent, and affordable privately-owned rental housing.

Mixed-Finance Public Housing

Mixed-Finance public housing allows HUD to mix public, private, and non-profit funds to develop and operate housing developments. These new developments are built for residents with a wide range of incomes, and are designed to fit into the surrounding community.

Moderate Rehabilitation

Provides project-based rental assistance for low income families. The program was repealed in 1991 and no new projects are authorized for development. Assistance is limited to properties previously rehabilitated pursuant to a housing assistance payments (HAP) contract between an owner and a Public Housing Agency (PHA).

Moving to Work Demonstration (MTW)

MTW is a demonstration program that allows housing authorities (Has) to design and test ways to give incentives to families to become economically self-sufficient, achieve

programmatic efficiencies, reduce costs, and increase housing choice for low-income households.

Operating Fund

The Public Housing Operating Fund provides operating subsidies to housing authorities (HAs) to assist in funding the operating and maintenance expenses of their own dwellings, in accordance with Section 9 of the U.S. Housing Act of 1937, as amended. The subsidies are required to help maintain services and provide minimum operating reserves.

Rental Housing Integrity Improvement Project (RHIP)

Develops and implements plans which address HUD's high risk rental housing subsidy programs.

Resident Opportunities and Self Sufficiency (ROSS) and Neighborhood Networks (NN)

The ROSS program links services to public housing residents by providing grants for supportive services, resident empowerment activities and activities to assist residents in becoming economically self-sufficient.

Additional program(s) websites on HUD.gov

HUD-VASH Vouchers

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/vash

HUD Homelessness Assistance and Mayors' Challenge

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/homeless

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/veteran_information/mayors_challenge/mayors_and_staff

Project Based Vouchers

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/project

Rental Assistance Demonstration

<http://portal.hud.gov/hudportal/HUD?src=/RAD>

PHA plan

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/pha

PHA required Program Plans

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11747.pdf

HUD Style Asset Management

https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_9848.pdf

HUD offices: Hawaii

<http://portal.hud.gov/hudportal/HUD?src=/states/hawaii/offices>

HUD > Topic Areas > Rental Assistance > HUD's Public Housing Program

HUD's Public Housing Program

WHAT IS PUBLIC HOUSING?

Public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single family houses to highrise apartments for elderly families. There are approximately 1.2 million households living in public housing units, managed by some 3,300 HAs. The U.S. Department of Housing and Urban Development (HUD) administers Federal aid to local housing agencies (HAs) that manage the housing for low-income residents at rents they can afford. HUD furnishes technical and professional assistance in planning, developing and managing these developments.

WHO IS ELIGIBLE?

Public housing is limited to low-income families and individuals. An HA determines your eligibility based on: 1) annual gross income; 2) whether you qualify as elderly, a person with a disability, or as a family; and 3) U.S. citizenship or eligible immigration status. If you are eligible, the HA will check your references to make sure you and your family will be good tenants. HAs will deny admission to any applicant whose habits and practices may be expected to have a detrimental effect on other tenants or on the project's environment.

HAs use **income limits** developed by HUD. HUD sets the **lower income** limits at 80% and **very low income** limits at 50% of the median income for the county or metropolitan area in which you choose to live. **Income limits** vary from area to area so you may be eligible at one HA but not at another. The HA serving your community can provide you with the income levels for your area and family size, or you can also find the **income limits** here on the internet.

HOW DO I APPLY?

If you are interested in applying for public housing, contact your **local HA**. If you have trouble contacting the HA, contact the local **HUD Field Office**.

HOW DOES THE APPLICATION PROCESS WORK?

The application must be written. Either you or the HA representative will fill it out. An HA usually needs to collect the following information to determine eligibility:

- (1) Names of all persons who would be living in the unit, their sex, date of birth, and relationship to the family head;
- (2) Your present address and telephone number;
- (3) Family characteristics (e.g., veteran) or circumstances (e.g., living in substandard housing) that might qualify the family for tenant selection preferences;
- (4) Names and addresses of your current and previous landlords for information about your family's suitability as a tenant;
- (5) An estimate of your family's anticipated income for the next twelve months and the sources of that income;
- (6) The names and addresses of employers, banks, and any other information the HA would need to verify your income and deductions, and to verify the family composition; and
- (7) The PHA also may visit you in your home to interview you and your family members to see how you manage the upkeep of your current home.

After obtaining this information, the HA representative should describe the public housing program and its requirements, and answer any questions you might have.

WILL I NEED TO PRODUCE ANY DOCUMENTATION?

Yes, the HA representative will request whatever documentation is needed (e.g., birth certificates, tax returns) to verify the information given on your application. The PHA will also rely on direct verification from your employer, etc. You will be asked to sign a form to authorize release of pertinent information to the PHA.

WHEN WILL I BE NOTIFIED?

An HA has to provide written notification. If the HA determines that you are eligible, your name will be put on a waiting list, unless the HA is able to assist you immediately. Once your name is reached on the waiting list, the HA will contact you. If it is determined that you are ineligible, the HA must say why and, if you wish, you can

request an informal hearing.

WILL I HAVE TO SIGN A LEASE?

If you are offered a house or apartment and accept it, you will have to sign a lease with the HA. You may have to give the HA a security deposit. You and the HA representative should go over the lease together. This will give you a better understanding of your responsibilities as a tenant and the HA's responsibilities as a landlord.

ARE THERE ANY SELECTION PREFERENCES?

Sometimes there are. Giving preference to specific groups of families enables an HA to direct their limited housing resources to the families with the greatest housing needs. Since the demand for housing assistance often exceeds the limited resources available to HUD and the local HAs, long waiting periods are common. In fact, an HA may close its waiting list when there are more families on the list than can be assisted in the near future.

Each HA has the discretion to establish preferences to reflect needs in its own community. These preferences will be included in the HAs written policy manual. You should ask what preferences they honor so you will know whether you qualify for a preference.

HOW IS RENT DETERMINED?

Your rent, which is referred to as the Total Tenant Payment (TTP) in this program, would be based on your family's anticipated gross annual income less deductions, if any. HUD regulations allow HAs to exclude from annual income the following allowances: \$480 for each dependent; \$400 for any elderly family, or a person with a disability; and some medical deductions for families headed by an elderly person or a person with disabilities. Based on your application, the HA representative will determine if any of the allowable deductions should be subtracted from your annual income. Annual income is the anticipated total income from all sources received from the family head and spouse, and each additional member of the family 18 years of age or older.

The formula used in determining the TTP is the highest of the following, rounded to the nearest dollar:

(1) 30 percent of the monthly adjusted income. (Monthly Adjusted Income is annual income less deductions allowed

by the regulations);

(2) 10 percent of monthly income;

(3) welfare rent, if applicable; or

(4) a \$25 minimum rent or higher amount (up to \$50) set by an HA.

WHAT IS THE ROLE OF THE HA?

An HA is responsible for the management and operation of its local public housing program. They may also operate other types of housing programs.

(1) On-going functions: (a) Assure compliance with leases. The lease must be signed by both parties; (b) Set other charges (e.g., security deposit, excess utility consumption, and damages to unit); (c) Perform periodic reexaminations of the family's income at least once every 12 months; (d) Transfer families from one unit to another, in order to correct over/under crowding, repair or renovate a dwelling, or because of a resident's request to be transferred; (e) Terminate leases when necessary; and (f) maintain the development in a decent, safe, and sanitary condition.

(2) Sometimes HAs provide other services, that might include such things as: homeownership opportunities for qualified families; employment training opportunities, and other special training and employment programs for residents; and support programs for the elderly.

HOW LONG CAN I STAY IN PUBLIC HOUSING?

In general, you may stay in public housing as long as you comply with the lease.

If, at reexamination your family's income is sufficient to obtain housing on the private market, the HA may determine whether your family should stay in public housing.

HUD > Program Offices > Public and Indian Housing > PIH > Office of Housing Choice Vouchers > About the Housing Choice Vouchers Program > Housing Choice Vouchers Fact Sheet

Housing Choice Vouchers Fact Sheet

What are housing choice vouchers?

The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

Housing choice vouchers are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program.

A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety, as determined by the PHA.

A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home.

Am I eligible?

Eligibility for a housing voucher is determined by the PHA based on the total annual gross income and family size and is limited to US citizens and specified categories of non-citizens who have eligible immigration status. In general, the family's income may not exceed 50% of the median

Jump to...

- › **What are housing choice vouchers?**
- › **Am I eligible?**
- › **Local preferences and waiting lists - What are they and do they affect me?**
- › **Housing vouchers - How do they function?**
- › **How do PHAs apply for voucher funding from HUD?**
- › **The rent subsidy**
- › **Can I move and continue to receive housing choice voucher assistance?**
- › **Roles - the tenant, the landlord, the housing agency and HUD ?**
- › **Additional information and other subsidy programs**
- › **What regulations cover this program?**

Related Information

- › **Forms and guidance**
- › **24 CFR Part 982**
- › **PIH Notices related to housing choice vouchers**

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income for the county or metropolitan area in which the family chooses to live. By law, a PHA must provide 75 percent of its voucher to applicants whose incomes do not exceed 30 percent of the area median income. Median income levels are published by HUD and vary by location. The PHA serving your community can provide you with the income limits for your area and family size.

During the application process, the PHA will collect information on family income, assets, and family composition. The PHA will verify this information with other local agencies, your employer and bank, and will use the information to determine program eligibility and the amount of the housing assistance payment

If the PHA determines that your family is eligible, the PHA will put your name on a waiting list, unless it is able to assist you immediately. Once your name is reached on the waiting list, the PHA will contact you and issue to you a housing voucher.

How do I apply?

If you are interested in applying for a voucher, contact the **local PHA**. For further assistance, please contact the **HUD Office** nearest to you.

Local preferences and waiting list - what are they and how do they affect me?

Since the demand for housing assistance often exceeds the limited resources available to HUD and the local housing agencies, long waiting periods are common. In fact, a PHA may close its waiting list when it has more families on the list than can be assisted in the near future.

PHAs may establish local preferences for selecting applicants from its waiting list. For example, PHAs may give a preference to a family who is (1) homeless or living in substandard housing, (2) paying more than 50% of its income for rent, or (3) involuntarily displaced. Families who qualify for any such local preferences move ahead of other families on the list who do not qualify for any preference. Each PHA has the discretion to establish local preferences to reflect the housing needs and priorities of its particular community.

Housing vouchers - how do they function?

The housing choice voucher program places the choice of

housing in the hands of the individual family. A very low-income family is selected by the PHA to participate is encouraged to consider several housing choices to secure the best housing for the family needs. A housing voucher holder is advised of the unit size for which it is eligible based on family size and composition.

The housing unit selected by the family must meet an acceptable level of health and safety before the PHA can approve the unit. When the voucher holder finds a unit that it wishes to occupy and reaches an agreement with the landlord over the lease terms, the PHA must inspect the dwelling and determine that the rent requested is reasonable.

The PHA determines a payment standard that is the amount generally needed to rent a moderately-priced dwelling unit in the local housing market and that is used to calculate the amount of housing assistance a family will receive. However the payment standard does not limit and does not affect the amount of rent a landlord may charge or the family may pay. A family which receives a housing voucher can select a unit with a rent that is below or above the payment standard. The housing voucher family must pay 30% of its monthly adjusted gross income for rent and utilities, and if the unit rent is greater than the payment standard the family is required to pay the additional amount. By law, whenever a family moves to a new unit where the rent exceeds the payment standard, the family may not pay more than 40 percent of its adjusted monthly income for rent.

The rent subsidy

The PHA calculates the maximum amount of housing assistance allowable. The maximum housing assistance is generally the lesser of the payment standard minus 30% of the family's monthly adjusted income or the gross rent for the unit minus 30% of monthly adjusted income

Can I move and continue to receive housing choice voucher assistance?

A family's housing needs change over time with changes in family size, job locations, and for other reasons. The housing choice voucher program is designed to allow families to move without the loss of housing assistance. Moves are permissible as long as the family notifies the

PHA ahead of time, terminates its existing lease within the lease provisions, and finds acceptable alternate housing.

Under the voucher program, new voucher-holders may choose a unit anywhere in the United States if the family lived in the jurisdiction of the PHA issuing the voucher when the family applied for assistance. Those new voucher-holders not living in the jurisdiction of the PHA at the time the family applied for housing assistance must initially lease a unit within that jurisdiction for the first twelve months of assistance. A family that wishes to move to another PHA's jurisdiction must consult with the PHA that currently administers its housing assistance to verify the procedures for moving.

Roles - the tenant, the landlord, the housing agency and HUD

Once a PHA approves an eligible family's housing unit, the family and the landlord sign a lease and, at the same time, the landlord and the PHA sign a housing assistance payments contract that runs for the same term as the lease. This means that everyone -- tenant, landlord and PHA -- has obligations and responsibilities under the voucher program.

Tenant's Obligations: When a family selects a housing unit, and the PHA approves the unit and lease, the family signs a lease with the landlord for at least one year. The tenant may be required to pay a security deposit to the landlord. After the first year the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease.

When the family is settled in a new home, the family is expected to comply with the lease and the program requirements, pay its share of rent on time, maintain the unit in good condition and notify the PHA of any changes in income or family composition.

Landlord's Obligations: The role of the landlord in the voucher program is to provide decent, safe, and sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program's housing quality standards and be maintained up to those standards as long as the owner receives housing assistance payments. In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the contract

signed with the PHA.

Housing Authority's Obligations: The PHA administers the voucher program locally. The PHA provides a family with the housing assistance that enables the family to seek out suitable housing and the PHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family. If the landlord fails to meet the owner's obligations under the lease, the PHA has the right to terminate assistance payments. The PHA must reexamine the family's income and composition at least annually and must inspect each unit at least annually to ensure that it meets minimum housing quality standards.

HUD's Role: To cover the cost of the program, HUD provides funds to allow PHAs to make housing assistance payments on behalf of the families. HUD also pays the PHA a fee for the costs of administering the program. When additional funds become available to assist new families, HUD invites PHAs to submit applications for funds for additional housing vouchers. Applications are then reviewed and funds awarded to the selected PHAs on a competitive basis. HUD monitors PHA administration of the program to ensure program rules are properly followed.

Additional Information and other subsidy programs

For additional information about the voucher program, contact either the

local PHA serving your community or the Office of Public Housing within your **local HUD office**. There may be a long wait for assistance under the housing voucher program. If the PHA also administers the public housing program, applicants for the housing choice voucher program may also ask to be placed on the waiting list for the public housing program. HUD also administers other subsidized programs and you may obtain a list of programs in your area from the Office of Housing at your local HUD office.

What regulations cover this program?

Regulations are found in **24 CFR Part 982**.

Project Based Vouchers – Frequently Asked Questions

What organizations are eligible to apply for project-based voucher funding from HUD?

There are no appropriations for this program and HUD does not allocate funding for project-based voucher assistance. Instead, funding for project-based vouchers comes from funds already obligated by HUD to a PHA under its annual contributions contract (ACC). The PHA can use up to 20 percent of its housing choice vouchers for project based vouchers.

What families are eligible to obtain project-based vouchers?

Any eligible family on a PHA's housing choice voucher waiting list that is interested in moving into the specific project. Owners select families for occupancy of a particular unit after screening each family.

How do families obtain project-based vouchers?

PHAs refer families, who have already applied to a PHA for housing choice vouchers and are on the PHA's waiting list, to properties that have project-based voucher assistance when units become vacant.

How much rent do vouchers cover?

The PHA pays the owner the difference between 30 percent of family income and the gross rent for the unit.



How are project-based vouchers different from tenant-based vouchers?

Under the tenant-based housing choice voucher program, the PHA issues an eligible family a voucher and the family selects a unit of its choice. If the family moves out of the unit, the contract with the owner ends and the family can move with continued assistance to another unit.

Under the project-based voucher program, a PHA enters into an assistance contract with the owner for specified units and for a specified term. The PHA refers families from its waiting list to the project owner to fill vacancies. Because the assistance is tied to the unit, a family who moves from the project-based unit does not have any right to continued housing assistance. However, they may be eligible for a tenant based voucher when one becomes available.

What type of contracts do PHAs sign with property owners under this program?

The PHA and the owner execute an agreement to enter into housing assistance payments (HAP) contract. Under this contract the owner agrees to construct or rehabilitate the units, and the PHA agrees to subsidize the units upon satisfactory completion of the rehabilitation or construction.

Upon satisfactory completion of the rehabilitation or construction and for existing development, the PHA and the owner execute a HAP contract for a ten-year term that is dependent on availability of funding under the PHA's ACC with HUD. The HAP contract establishes the initial rents for the units and the contract term, and describes the responsibilities of the PHA and the owner. HAP contracts can be renewed subject to availability of funding.

How do PHA's select units for inclusion in this program?

The PHA must adopt a written policy for selection of units to which assistance will be attached and must publicly advertise that it will accept owner proposals for the project-based voucher program. Generally, rents are set based upon market comparables and may not exceed 110% of the published existing housing fair market rents. Substandard rental housing is eligible if rehabilitation costs are at least \$1,000 per unit.

New construction of rental units is also eligible as well as standard existing housing. Rental units assisted under certain other Federal housing programs (e.g., rental rehabilitation, public housing) cannot be assisted with project-based voucher assistance.

How should interested owners or prospective owners of rental property apply for this program?

Contact the local PHA to determine whether the PHA administers a project-based voucher program and to obtain information.

What type of funding is available under the project-based voucher program?

No specific funding is provided by HUD. PHAs may use up to 20% of the funds in its housing choice voucher program to provide project-based assistance.

What regulations cover this program?

Regulations are found at 24 CFR 983.



HAWAII PUBLIC HOUSING AUTHORITY

Board of Directors Orientation & Training

Orientation & Training Topics

- I. HPHA Resource Binder
- II. HPHA Purpose, Mission, Structure, History, etc.
- III. Roles of the Board & Executive Director
- IV. State and Federal Public Housing
- V. Housing Choice Voucher - Section 8
- VI. Construction Management
- VII. Program Management
- VIII. Financial Management
- IX. Procurement & Contracting Requirements
- X. Ethics
- XI. Ongoing Programs, Projects & Challenges

I. HPHA Resource Binder

Board of Directors Resource Binder



- **Legal Resources** – HRS, HAR, By-laws, Sunshine Law, Ethics, Robert’s Rules of Order, and ACC
- **HPHA Policies** – Administration, Board and Personnel
- **HPHA Governance** – Organization Charts, Goals and Objectives, Plans, Reports, Audits and Projects
- **HPHA Branches** – Functional Statements, Inventory, Assessments and Budgets

II. HPHA Purpose, Mission, Structure, History, etc.

U.S. Housing Act of 1937



- Allowed for **creation of municipal housing organizations/corporations** (*aka* Public Housing Authorities) to undertake federal housing programs and apply for federal funds.
- Goal is to provide decent and affordable housing for all citizens.
- Creation of the **Public and Indian Housing** program.
These programs now provide affordable housing to over 2.9 million households nationwide. The average yearly income of these families is \$12,500.

Source: HUD Powerpoint

What Is a Public Housing Authority (PHA)?



- Any State, county, municipality, or other legally created **governmental entity or public body**, or agency or instrumentality of these entities, that is **authorized to engage or assist in the development or operation of low-income housing** under the 1937 Act.
- Subject to State and local laws governing **open meetings and records**. A PHA must also **protect information** obtained and covered under the federal Privacy Act.

Source: HUD Powerpoint

Other PHA Housing Programs

PHAs may undertake **other housing related programs**:

- Financing, planning, undertaking, constructing or operating a housing project(s);
- Homeownership programs;
- Property management;
- Security and crime prevention programs;
- Supportive service and tenant opportunities; and
- Economic and self-sufficiency programs.

Note: PHAs may also form partnerships with governmental agencies, non-profits, and private organizations to mutually achieve goals.

Source: HUD Powerpoint

HPHA Establishment



HRS §356D-2:

There is established the Hawaii Public Housing Authority to be placed within the Department of Human Services for administrative purposes only. The authority shall be a public body and a body corporate and politic.

Source: HRS

HPHA Powers



HRS §356D-4:

- (a) The authority may:
- (1) Sue and be sued;
 - (2) Have a seal and alter the same at pleasure;
 - (3) Make and execute contracts and other instruments necessary or convenient to the exercise of its powers;
 - (4) Adopt bylaws and rules in accordance with chapter 91 for its organization, internal management, and to carry into effect its purposes, powers, and programs;
 - (5) Sell, lease, rent, hold, maintain, use, and operate any property, real, personal, or mixed, tangible or intangible, in support of its purposes, powers, and programs; provided that the sale of real property shall be subject to legislative approval;
 - (6) Receive by gift, grant, devise, bequest, or otherwise from any source, any property, real, personal, or mixed, intangible or tangible, absolutely or in trust, to be used and disposed of, either the principal or the income thereof, for the benefit only of the residents assisted by its programs; provided that no gift to the authority that has an estimated value of \$1,000 or more shall be accepted unless approved or confirmed by the board; and
 - (7) Engage the services of volunteers as deemed appropriate by the authority without regard to chapter 76, 89, 90, 103, or 103D.

Source: HRS

HPHA Mission



HPHA's mission is to *provide safe, decent and sanitary housing for low-income residents of Hawaii.*

Presently, this mission is accomplished through administration of the following:

- ✓ State Family Public Housing
- ✓ State Elderly Public Housing
- ✓ Federal Public Housing
- ✓ Section 8 Housing Choice Voucher
- ✓ Veteran's Administration Supportive Housing Vouchers
- ✓ Performance Based Contract Administration
- ✓ State Rent Supplement Program
- ✓ Resident Self Sufficiency Programs

Source: HPHA

HPHA History



1930's

1935 Hawaii Housing Authority (HHA) is created by the Territorial Legislature to provide safe and sanitary housing for low income residents.

1960's

1960 The Government Reorganization Act of 1959 creates the Department of Social Services where HHA is placed for administrative purposes only.

1980's

1988 Housing Finance and Development Corporation (HFDC) is created to provide a streamlined agency for affordable housing.

Source: HPHA

HPHA History



1998

1998 HHA and HFDC are consolidated into the Housing and Community Development Corporation of Hawaii (HCDCH).

HPHA History

2006

2006 HCDCH is split into 2 agencies - HPHA and HHFDC.



HPHA History



2010

2010 Homeless Programs Section is transferred from HPHA to DHS based on the advisement of HUD that PHAs as special purpose entities cannot directly implement certain federal grants for the homeless, such as the Emergency Shelter grant. HUD encouraged the State to transfer the Homeless Branch from HPHA as soon as possible to ensure the State's continued ability to receive Federal HUD funding.

HPHA HISTORY – HUD CORRECTIVE ACTION ORDER (2002)

- Pursuant to Title 24 CFR §968.335, HUD issued a Corrective Action Order (CAO) to the housing authority (predecessor to HPHA) on September 10, 2002.
- The housing authority and HUD entered into a Memorandum of Agreement and established a 23-page action plan.
- Failure by the PHA to achieve the performance targets under the MOA would have resulted in *“HUD’s imposition of such sanctions as the imposition of management budget controls by HUD; declaration of substantial default; and referral to HUD’s Department Enforcement Center (DEC) for judicial appointment of a receiver, or other actions deemed appropriate by the DEC.”*

Source: HUD

HPHA HISTORY – HUD CORRECTIVE ACTION ORDER (2002)

HPHA Missteps:

- HPHA's inability to obligate Federal Capital funds on a timely basis as demonstrated through two consecutive years of HUD extensions to obligation deadlines.
- Violation of conflict of interest provisions by the Executive Director.
- Intervention in procurement matters by members of the Board of Directors.
- Award of sole source contract by the Board of Directors in noncompliance with federal procurement rules at part 85.
- Frequent interference by the Board of Directors in day-to-day operations.

Source: HUD

HPHA HISTORY – CAO AREAS OF CONCERN (2002)

HUD communicated the following concerns:

- Inadequate or incorrect staffing.
- Widespread lack of training.
- Inability to effectively use the emPHAsys system.
- Lack of internal controls.
- High rates of uncorrected work orders.
- Difficulties with financial tracking and accounting.
- Inaccuracies in management operations certification and tracking.
- Inadequate updating of information in the PIC system.

Source: HUD

HPHA HISTORY – CAO MEMORANDUM OF AGREEMENT (2002)

1. Complete split of the agency and reorganization (2008).
2. Develop agency-wide training plan and staff training at all levels.
3. Establish and hire Fiscal Officer position.
 - Update standard operating procedures for accounting, finance and budget.
 - Conduct monthly reconciliations (CFP, TAR balances, general ledger).
 - Evaluate and implement automated inventory software and hardware.
 - Provide real time access to general ledger information.
4. Hire a procurement officer to oversee all contracting activities (mandated delegation of procurement authority).
 - Establish Statement of Procurement Policy; including conflict of interest provisions, advanced planning, and training requirements. Prepare procedures manual for procurement/contract administration.
 - HUD systems set on manual approval.

Source: HUD

HPHA HISTORY – CAO MEMORANDUM OF AGREEMENT (2002)

5. Improve public housing operations under the PHAS.
 - Reduce outstanding tenant receivables.
 - Revise rent collection policy to include streamlined process for timely evictions, write offs, and repayments.
 - Update utility allowance schedule.
 - Increase occupancy to no less than 95%.
6. Development performance standards to hold managers and hearing office accountable for timely evictions.
7. Improve long term viability of the developments.
8. Resolve existing problems with the MIS system.
9. Appointment of all key supervisory staff positions required HUD concurrence.

Source: HUD

HPHA HISTORY – CAO CLOSURE (FROM 2013 – PRESENT)

- In May 2013, the HUD Miami Field Office and HUD Hawaii Field Office conducted a week long audit/assessment of the HPHA's operations, and the HPHA passed with flying colors.
- As a result of the HUD assessment, on June 28, 2013, HUD terminated the Corrective Action Order with the Hawaii Public Housing Authority.
- Subsequently on April 29, 2015, the HUD Hawaii Field Office removed the requirement that HPHA obtain HUD approval prior to executing procurement actions and contracts.

Source: HUD

Questions on HPHA's history?

HPHA Laws and Rules



- **Hawaii Revised Statutes (HRS) Chapter 356D**
- **Hawaii Administrative Rules (HAR) Chapters 15-161 to 15-195 and 17-2000 to 17-2030**
- **By-Laws of the Hawaii Public Housing Authority**
- **Public Housing - Chapter IX of Title 24 Code of Federal Regulations (CFR) OFFICE OF ASSISTANT SECRETARY FOR PUBLIC AND INDIAN HOUSING, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**
- **Housing Choice Voucher - 24 CFR Part 5**

Source: HPHA

HPHA Policies and Procedures Federal Requirements



The following plans and policies outline HPHA programs:

- *Admissions and Continued Occupancy Policy (ACOP)*
- *Section 8 Administrative Plan*
- *Five Year and Annual Public Housing Agency Plan (PHA Plan)*
- *Additional policies including capitalization, financial management and internal controls, maintenance, personnel, etc.*

This information is located on the HPHA's website under reference information:

<http://www.hpha.hawaii.gov/referenceinformation/index.htm>

Source: HUD

Language Access & Reasonable Accommodations

- HPHA is dedicated to providing quality affordable housing free from discrimination.

The Compliance Office performs activities to ensure that HPHA manages and operates programs in accordance with Federal and State requirements, corporate policies and directives.



- In August 2014, the HPHA's Board of Directors adopted Resolution No. 70 Reaffirming the HPHA's Commitment to Providing Decent, Safe, and Sanitary Housing in a Manner Free from Discrimination, Harassment, and Retaliation.
- In April 2015, Governor David Ige declared it Fair Housing Awareness Month in the State of Hawaii.

Source: HPHA

Language Access & Reasonable Accommodations

- Some tenants have limited English language skills or physical or mental disabilities that may preclude their access to important housing information or impair their physical use of their unit or property.
- HPHA has spent tens of thousands of dollars in providing language access services free of charge; establishing language access policy; requiring mandatory training for staff; and updating and streamlining guidance for tenants regarding reasonable accommodations.
- Over the past few years, HPHA has approved approximately 1,200 reasonable accommodations, such as ADA accessibility and language access services in 22 different languages.



Source: HPHA

HPHA Organizational Structure



Source: HPHA

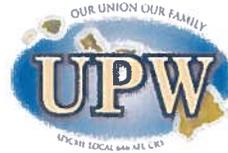
HPHA Organizational Structure



Source: HPHA

HPHA Organizational Structure

- Bargaining Units 01
United Public Workers
- Bargaining Unit 03, 02, 13
Hawaii Government Employees Association



HPHA Functional Statement



As required under State law, the HPHA is guided by a Functional Statement that outlines the functions of the Board of Directors and Executive Director, Compliance Office, Fiscal Management Office, Asset Management Staff, Budget Staff, Hearings Office, Housing Information Office, Information Technology Office, Personnel Office, Planning and Evaluation Office, Procurement Office, Construction Management Branch, Property Management and Maintenance Services Branch, and Section 8 Subsidy Programs Branch.

Source: HPHA

III. The Roles of the Board of Directors & Executive Director

Board Members



- **Eleven (11) total members**, nine (9) appointed by the Governor and confirmed by the Senate, two (2) are ex-officio members.
- Members are **selected from each of the counties** of Honolulu, Hawaii, Maui, and Kauai.
- One member must be an **advocate for low-income or homeless persons**.
- One member must be a **person with a disability or an advocate for persons with disabilities**.
- At least one member shall be a person who is **directly assisted by the Authority** under the federal low-rent public housing or federal Section 8 tenant-based housing assistance payment program while serving on the Board.
- The Director of the Department of Human Services and the Governor's designee are the ex-officio members and cannot serve as chairperson.

Source: HRS §356D-3

Board of Directors' role



Direction & Oversight

- Hold legal and financial responsibility for the PHA.
- Provide governance and financial management of the PHA.
- Establish the PHA's mission, vision, and strategic plan.
- Provide oversight ensuring ethical, legal and effective organizational performance and transparency.
- Establish, adopt and revise by-laws, resolutions, and policies affecting the operation of the PHA and its programs.
- Monitor the performance of the PHA.
- Approve the PHA's budget, five year and annual plans.
- Act in the best interests of the PHA.

Source: HUD Powerpoint

Board of Directors' Role



Provision of PHA Management

- Oversee and evaluate the efficient operation of PHA through hiring, contract for management, intergovernmental agency agreement, etc.
- Select a qualified Director. Understand the skills, qualifications, duties to be performed, compensation to be provided, and other terms and conditions of employment.
- Monitor and evaluate performance.

Source: HUD Powerpoint

Board of Directors & Executive Director

The Board and Executive Director need to be cognizant of one another's roles without overstepping or undermining the other. The Board's role is governance – establishing **policy** and ensuring oversight. The Executive Director's role is **management**.

Source: HUD

Executive Director's Role



Day-to-Day Management of PHA Programs

- Hire, train and supervise PHA staff.
- Procure goods and services and oversee contract work.
- Develop, Implement, and oversee the operating budgets, supervise cash management and bank reconciliation.
- Monitor operations for fraud and abuse.
- Maintain overall compliance with Federal, State and local laws, and Board-adopted policies and create procedures.
- Develop and manage resident programs.
- Advise the Board of issues or concerns, e.g., audits, legal, resident, financial, and laws.

Source: HUD Powerpoint

Board of Directors' Meetings



- Subject to state **Sunshine Law**, open to the public, and should promote an atmosphere respectful of tenants and the public.
- Requires a **quorum** for voting on resolutions and actions. Quorum for HPHA is 6 members.
- Governed by **PHA Bylaws**.
- Conducted in a **businesslike**, productive manner, and *not* used for info gathering.

Source: HUD Powerpoint

Board of Directors' Meetings



Chairperson's Role

- **Approves agenda.**
- **Manages the meeting** by calling to order, following the agenda, allowing opportunity for each Director's input, and adjourning.
- Establishes whether a **quorum** is met.
- **Recognizes visitors**/welcomes them, including allowing public comment on agenda items.

Source: HUD Powerpoint

IV. State & Federal Public Housing

State Public Housing



HRS §356D-44 Administration of state low-income public housing projects and programs. (a) The authority shall construct, develop, and administer property or housing for the purpose of state low-income public housing projects and programs.

The HPHA manages a total of **864 State units: 288 family**

Oahu:	Puahala Homes (128 units), Hauiki (46 units)
Hawaii:	Lokahi (30 units), Ke Kumu Elua (26 units)
Kauai:	Kawailehua (26 units)
Maui/Mokolai:	Ka Hale Mua (32 units)

Oahu:	Hale Poai (206), Halia Hale (41), Laiola (108), Kamalu (109), Hoolulu (112) = 576 elderly
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Source: HRS & HPHA

State Public Housing Funding



- Under **HRS §356D-45**, monies received by the HPHA, including refunds, reimbursements, rentals, fees, and charges received from tenants shall be deposited in the **State Low-Income Housing Revolving Fund**. The HPHA may expend monies from the Fund toward expenses of management, operation, and maintenance of state low-income housing projects.
- Under **HRS §356D-72**, the HPHA shall deposit monies into the **Housing for Elders Revolving Fund**. Revenues from the fund may be used to pay the expenses of management, operation, and maintenance of housing projects for elders.

Source: HRS

State Public Housing Eligibility and Admissions



- Under **HAR §15-193-3**, the income limit for admission to a housing project is based on the applicant's annual household income which shall not exceed the **very low-income limits**.
- HPHA conducts required **verification of eligibility, income limits, and Hawaii state residency**.
- Applicants shall not have been previously evicted from public housing and shall not have an outstanding debt owed to any of the HPHA's programs.
- Participants are required to comply with **occupancy standards and continued eligibility requirements**.

Source: HAR

State Public Housing Family Housing Project Preferences



Under the current administrative rules, applicants for admission into state public housing projects shall be given preference for placement in the following order:

- 1) The elderly;
- 2) The displaced;
- 3) Disabled veterans with service connected disabilities;
- 4) Families of deceased veterans whose death was determined to be service connected;
- 5) Other veterans;
- 6) Families residing in a transitional shelter for the homeless and who have successfully completed a social service plan; and
- 7) Other families determined by the staff.

Source: HAR Sec. 15-193-31

State Public Housing Sample Rent Calculation



Monthly income from social security for a single elderly (age 62) household.

\$770/month x 12 months =	\$9,240.00	annual income
-	<u>400.00</u>	allowable deduction
	\$8,840.00	adjusted annual income

Rent calculation	
\$8,840 divided by 12 months x 30% =	\$221.00
Applicable Utility Allowance	<u>- 25.00</u>
	\$196.00 (rent paid to HPHA)

State Public Housing Future



- Continue capital repairs and accessibility upgrades.
- Address the ongoing need for continued operating subsidy to operate and maintain State Public Housing, including revamping of the rent structure for flat rents.
- Update the Hawaii administrative rules related to State Family and State Elderly Housing.
- Continue to investigate/research opportunities to renovate and modernize the current aging inventory of the State inventory, such as mixed finance redevelopment through public private partnerships.
- Continue to investigate/research opportunities to increase the amount of low income, affordable housing units.

Source: HPHA



State Family
Properties on
Oahu





State Elderly
Housing
(Apartments on Oahu)



Federal Public Housing



- In 1937, the U.S. Housing Act established permanent public housing funded by the federal government. The following programs make up the backbone of public housing today:
 - Low Rent Housing – Asset Management Projects (AMPS)
 - Section 8 Housing Choice Voucher Program
 - Choice Neighborhoods Initiative
 - Rental Assistance Demonstration (RAD)

Source: HRS

Federal Public Housing



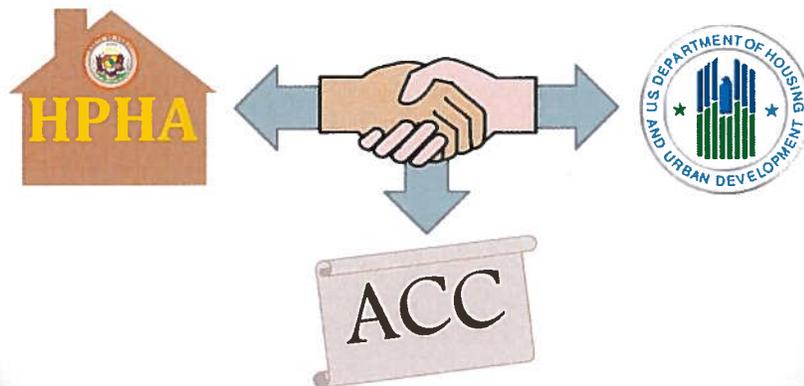
- **HRS §356D-13** enables the HPHA to carry out federal public housing programs and necessary rules which include the establishment and collection of reasonable fees for administering the program.
- Under the **Federal Low Rent Housing Program**, HPHA rents HPHA-owned housing covered under an **Annual Contributions Contract (ACC)** with HUD to low-income families and individuals.
- HPHA operates the program through dwelling rent income, operating subsidy from HUD, and other income generated by HPHA or the property.
- HPHA operates **5,332 Federal Units** across **17 Asset Management Projects (AMP)**.

Source: HRS

Federal Public Housing

Annual Contributions Contract (ACC)

The ACC is the mechanism through which the HPHA receives funding, defines the agency's obligations, and outlines remedies for breaches of contract with HUD. Should there be a breach of contract, HUD will pursue remedial actions.



Source: HUD

Federal Public Housing



Annual Contributions Contract (ACC)

Obligations under the ACC include but are not limited to:

- Cooperation agreements
- Operating budgets
- Depository Agreements and General Fund
- Pooling of funds
- Books of account, records, and government access
- Notices, defaults, and remedies
- Conflict of interest
- Civil Right requirements

Source: HUD

Federal Public Housing



- **As owner of the property, a PHA must ensure its assets are adequately protected through insurance, sound and quality business practices for managing, maintaining and modernizing its property, and by complying with regulatory requirements of the program, and applicable State or local requirements.**
- **The PHA's staff or agents manage the properties and act as the landlord for the PHA. The terms of the rental lease are subject to federal regulations at 24 CFR Part 966, the State Tenant/Landlord laws for residential leases, and other locally adopted rules or policies (i.e., Pets, Grievance, House rules, etc.) incorporated into the lease by reference.**

Source: HUD

Federal Public Housing



The Federal **Quality Housing and Work Responsibility Act (QHWRA) of 1998** required the following of all PHAs:

- 8-hour Community Service and Self-Sufficiency Requirement by public housing residents;
- A flat rent option;
- Screening and eligibility criteria related to criminal background;
- Submission of Five-Year and Annual PHA Plans;
- Establishment of a Resident Advisory Board; and
- A resident appointment to the governing board of PHAs.

Source: HUD

Federal Public Housing Eligibility and Admissions

Under **HAR §17-2028-22**, the applicant and household members must meet the following requirements:

- A. Qualify as a family;
- B. Be income eligible;
- C. Not have an outstanding debt owed to the HPHA;
- D. Not have an outstanding liability for unpaid rent or damages;
- E. Provide a social security number for all family members or certify that the person does not have one;
- F. Not have been evicted since March 1, 1985 by the HPHA;
- G. Not have been evicted from assisted housing by reason of drug-related criminal activity for a three-year period beginning on the date of the eviction unless the evicted tenant successfully completes a supervised drug rehab program approved by the authority;

Source: HAR

Federal Public Housing Eligibility and Admissions – cont.

- H. Not have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal or state housing program;
- I. Not be currently engaging in illegal use of a drug or give the authority reasonable cause to believe that a household member's illegal use (or pattern of illegal use) of a drug or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants;
- J. Not currently or during a three year period preceding ... be engaged in any drug-related criminal activity or violent criminal activity ... reasonably likely to adversely affect the health, safety, right to peaceful enjoyment of the premises by other tenants, the authority, or staff;

Source: HAR

Federal Public Housing Eligibility and Admissions – cont.

- K. Not have been convicted of drug-related criminal activity for the manufacture, production, or distribution of methamphetamines;
- L. Not subject to lifetime registration requirements under any state sex offender's registration program; and
- M. Disclose tobacco use of all family members within the household.

Source: HAR §17-2028-22

Federal Public Housing Fifty Percent Preference

Under HRS §356D-31(a)(1), the HPHA may agree to conditions as to tenant eligibility or preference required by the federal government pursuant to federal law in any contract for financial assistance with the authority; provided that **not less than fifty per cent of available units shall be for applicants without preference** and up to fifty per cent of available units shall be for applicants with preference.

(PHA must submit with its Annual Plan an admissions policy designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.)

Source: HRS §356D-31(a)(1)

Federal Public Housing Preferences

Under **HAR §17-2028-34**, eligible applicants shall be given preference for admission in the program in the order of the dates of their applications if, at the time they are seeking housing assistance, they fall within the following preferences priority groups:

- **Involuntarily displaced;**
- **Victims of domestic violence** who are participating in a program with case management through a domestic violence shelter, program, or clearinghouse; or
- **Homeless persons** who are participating in a federally or state funded homeless transitional shelter or program, and who are in compliance with a social service plan.

Source: HAR §17-2028-34

HPHA Public Housing



Federal Low Income Public
Housing Program

Properties on Oahu



HPHA Public Housing



HPHA Public Housing



Hearings Office



- The Hearings Office is responsible for the administration of **HRS §356D-93** as it relates to the **lease termination proceedings of tenants of federal public housing projects**, and for preparing the record on appeal, settlement agreements on eviction matters and contested cases.
- On average the Hearings Office receives 200 cases a year for either the **nonpayment of rent, misconduct, drugs or failing to complete their annual reexamination**. The state evictions are led by the State Attorney General's office pursuant to state landlord tenant code.
- The Hearings Office oversees the **7 evictions boards**, 3 for Oahu and 4 for the Neighbor Islands.

Source: HPHA

Evictions Board



- Where the Authority proposes to terminate a lease or rental agreement and evict a tenant, a hearing shall be held to determine whether cause exists for the action.
- Hearings shall be conducted by an Eviction Board appointed by the authority.
- The Eviction Board shall consist of not less than one and no more than three members, of which one member shall be a tenant.

Number of actual evictions
2012 - 40
2013 - 76
2014 - 62

Source: HRS §356D-93

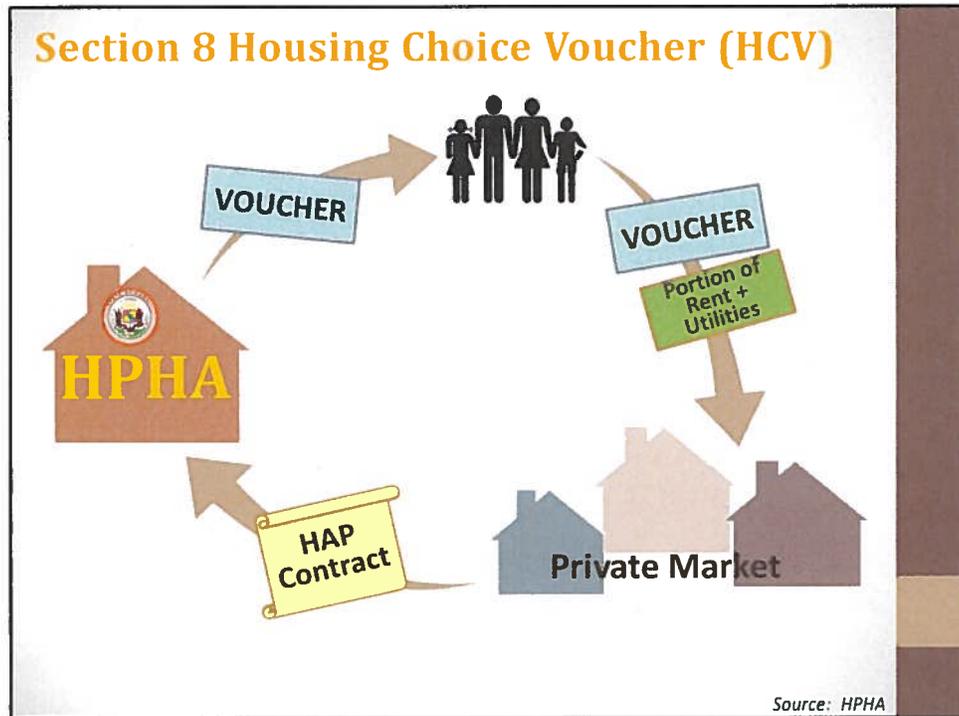
Grievance Hearings



- **“Grievance”** means any dispute which a tenant may have with respect to the **HPHA’s action or failure to act in accordance with the individual tenant’s rental agreement or the authority’s rules** which adversely affect the individual tenant’s rights, duties, welfare, or status.
- A tenant may submit a **request for a hearing** specifying the reasons for the grievance and the action or relief sought.
- A complainant shall be afforded a **fair, informal hearing** conducted by a hearing officer.

Source: HAR Chapter 17-2021

V. Section 8 Voucher Programs



Section 8 Voucher Programs

- **Types of Programs**

- Tenant-Based Section 8 (Housing Choice Vouchers) - 2,159
- Project-Based Section 8 (e.g., Palolo Homes, KPT) - 475
- Performance Based Contract Administration (PBCA) – 2,996
- HUD-Veterans Affairs Supportive Housing (VASH) - 340
- Non-elderly Disabled Vouchers (NED) - 175
- State Rent Supplement - 144

- HPHA has budget authority for 3,708 vouchers, manages and administers approximately 2,125 vouchers on the island of Oahu; and 5,265 housing units receiving rental assistance

Source: HPHA

Key Activities of the Voucher Program

- Selecting Participants
- Leasing Vouchers
- Determining Tenant Rent
- Housing Quality Standards Inspections
- Paying Landlords
- Rent Reasonableness



Rent Calculation

Total Monthly Rent:	\$1,000
Tenant's Annual Income	\$17,000
<u>Less deductions/allowances</u>	<u>\$ 5,000</u>
Annual Net Income	\$12,000
Monthly Net Income	\$ 1,000
30% of monthly adjusted	\$ 300 (Tenant rent)
10% of monthly gross	\$ 141
HPHA Section 8 Payment to Landlord \$1,000 - \$300 = \$700	

Section 8 Voucher Programs

- **Family Self-Sufficiency Program**
- The HPHA administers the Family Self-Sufficiency Program.
- Participants are linked to social services to help them gain economic independence from government assistance.
- An interest-bearing FSS escrow account is established by the HPHA for each participating family. As their income grows, the funds are deposited into the escrow account for the family who is eligible to receive the funds at the completion of their contract.



Source: HPHA & HUD

Section 8 Voucher Future

- Update the Hawaii administrative rules and Section 8 Administrative Plan related to the Housing Choice Voucher Program and the project-based rental assistance programs.
- Continue to investigate/research opportunities to secure additional vouchers for the State of Hawaii, including Rental Assistance Demonstration Program, Veteran's Supportive Housing.
- Continue to investigate/research opportunities to increase voucher utilization from 2,200 to 3,500 vouchers.
- Increase participation in self-sufficiency programs
- Continue to increase lease up under the State Rent Supplement Program
- COCC will continue to cover the shortfall in administrative fees as long as the HCV program is under proration by HUD.

Source: HPHA

VI. Construction Management

CONSTRUCTION MANAGEMENT

- With 6,196 units spanning 85 properties on 5 major islands, HPHA has significant interest and investment in the upkeep, renovation and modernization of its housing portfolio.



Source: HPHA

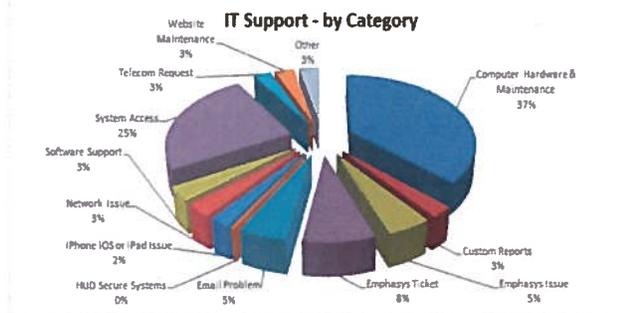
CONSTRUCTION MANAGEMENT

- HPHA is on track and working diligently to meet all Federal CFP and State CIP deadlines. HPHA is managing approximately \$262 million in capital funds
- The Federal obligation deadline was September 8, 2015 for the 2013 Capital Fund Program (CFP 723) grant. HPHA has currently obligated 93% of the CFP 723 grant.
- The Federal expenditure deadline is April 17, 2016 for the 2011 and 2012 Capital Fund Program grant. HPHA is at 87% expenditure.
- The State encumbrance deadline is June 30, 2016 for the State BY 2013-2015 CIP funds. HPHA is currently at 93% encumbrance.

Source: HPHA

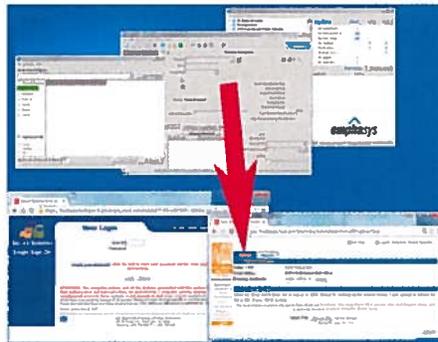
Information Technology

- Responsible for IT related operations for HPHA
- Field trouble calls from HPHA offices statewide.
- Upgraded the network infrastructure and communication devices



Information Technology

- Emphasys Elite software to manage its operations, designed specifically for PHAs
- Elite includes Public Housing, Section 8, General Ledger, Accounts Payable, Work Orders modules and more
- Public Housing and Section 8 modules are designed to export data for upload into HUD online systems for monitoring and reporting purposes



Secured Systems and Databases



- HAWI
- Criminal Justice Information System (CJIS)
- Public and Indian Housing Information Center (PIC)

- Changes to the Elite System are managed by the IT staff; including coordination with the HPHA's contractor.

VII. Program Management

Program Management



Program Management includes:

- Understanding the goals of each program.
- Understanding how programs work.
- Determining HPHA program priorities through proper planning.
- Establishing policies to support the goals and priorities.
- Ensuring proper controls and systems are in place and monitoring results.
- Staying informed.

Source: HUD

Five-Year and Annual PHA Plan



- Required by HUD and serves as the basic **planning document** for most HPHA activities for the following state fiscal year, July 1 - June 30.
- Describes **PHA's objectives, strategies and initiatives**, along with its **operating policies and uses of HUD funds**.
- **Required to receive capital and operating funds** for federal public housing and Section 8.
- **Does not include state housing programs or state funds**.
- PHA plan requirements:
 1. **Public notice** and hearings;
 2. **Consultation with Resident Advisory Board (RAB)**;
 3. **Board authorization**; and
 4. **HUD approval**.

http://www.hpha.hawaii.gov/housingplans/2015-2016_PHA_Plan/index.htm

Source: 24 CFR Part 903

Five-Year and Annual PHA Plans

Timeline

- Draft PHA Plan and authorization to hold public hearings requires Board approval in **December/January**.
- Public hearings require newspaper publication 45 days prior.
- Testimony and comments received at the hearings and proposed changes are reported to the Board.
- At the **March** Board meeting, the Board approves the final version for submission to HUD.
- The Board-approved Plan must be submitted electronically to HUD no less than 75 days prior to the beginning of the State fiscal year (**April 15 or 16**).
- HUD approval is required prior to **July 1** to receive and continue to receive HUD funds.

Source: HUD

Evaluating HPHA Performance & Compliance

- **HUD Performance Assessments**
- **Inspections**
- **Independent Audits**
- **Internal or Quality Control Reviews**
- **Monthly Reports:**
 - ❖ Financial Report
 - ❖ Asset Management Report
 - ❖ Contracting and Procurement Report
 - ❖ Compliance Reports

Source: HUD

Evaluating Performance Under HUD Performance Assessments - PHAS

Public Housing Assessment System (PHAS)

- PASS - Physical Assessment (40 points)
- FASS - Financial Assessment (25 points)
- MASS - Management Assessment (25 points)
- CFP – Capital Fund Program (10 points)

PHAS Indicator	Maximum Score	2011 Score	2012 Score	2013 Score	2014 Score
Physical	40	29	28	32	30
Financial	25	15	16	15	24
Management	25	10	11	13	19
Capital Fund	10	10	5	7	10
PHAS Total Score	100	64	60	67	83

Source: HUD

Evaluating Performance Under HUD Performance Assessments- SEMAP

1. Selection from Waiting List (15points)
2. Rent Reasonableness (20 points)
3. Determination of Adjusted Income (20 points)
4. Utility Allowance Schedule (5 points)
5. HQS Quality Control Inspections (5 points)
6. HQS Enforcement (10 points)
7. Expanding Housing Opportunities (5 points)
8. Payment Standards (5 points)
9. Annual Reexaminations (10 points)
10. Correct Tenant Rent Calculations (5 points)
11. Pre-Contract HQS Inspections (5 points)
12. Annual HQS Inspections (5 points)
13. Lease-Up (15 points)
14. Family Self-Sufficiency Enrollment & Escrow Accounts (10 points)
15. Deconcentration Bonus Indicator (5 points)

High Performer Designation

Source: HUD

Evaluating Performance Under HUD Performance Assessments- SEMAP

FY 2014-2015	143 points
FY 2013-2014	138 points
FY 2012-2013	145 points
FY 2011-2012	138 points

High performer designation for PHAs with a score over 90% or 135 points.

Source: HUD

Evaluating Performance Under Independent Audits (HUD Audit)

- Monthly Vacant Unit Reviews
- PIC Reporting
- Community Service and Self Sufficiency Requirement

Source: HUD

Evaluating Performance Under Independent Audits (KMH, LLP)

- KMH, LLC is contracted by the Office of the Auditor to conduct an independent financial audit and compliance audit of the HPHA and its major programs.
- In 2011, the HPHA's single audit reported 16 compliance findings, both material weaknesses and significant deficiencies.
- Over the last 3 years, the HPHA has improved its internal controls and addressed its deficiencies. Last year, the HPHA's single audit reported only 3 compliance findings.
- http://www.hpha.hawaii.gov/documents/HPHA%20SA%202014%20FS_Final.pdf

Source: HPHA Audit

Evaluating Performance Internal Quality Control

- Occupancy reports
- Waitlist monitoring
- Application and placement
- Tenant file reviews
- Supervisor's review
- Deconcentration & Preference compliance
- Property Inspections



Source: HUD

VIII. Financial Management

Financial Management



- Federal agencies and their grantees require a strong system of **standards, controls and policies** to ensure funds are used in an appropriate and efficient manner.
- Financial management provides a **method of tracking and reporting** the use of taxpayer money to provide services for the public.
- Financial management allows officials at all levels to **make better decisions**.
- Financial management provides for **greater transparency** and encourages organizations to be more responsive to the needs of the public in the delivery of services.

Source: HUD

Financial Management

Financial Management includes:

- Planning
- Budgeting and Cost Effectiveness
- Evaluation and Communication
- Financial Systems
- Internal Controls
- Accounting
- Financial Reporting with strict deadlines and potentially severe consequences

Source: HUD

Financial Management

Internal Control:

1. Procurement Process
 - Owning branch must prepare a request to issue a solicitation
 - HPHA team will review solicitation
 - Dept. of Attorney General will review solicitation
 - Executive Office approves solicitation and CPO issues
2. Contract Execution
 - Owning Branch must prepare a contract for AG review
 - HPHA Team will sign off on contract
 - Dept. of the Attorney General approves contract
 - Executive Office executes contract

(Certain contracts require HUD approval before execution)

Source: HPHA

Financial Management - Board Role



- Ensure priorities/mission/operational goals are aligned with the budget.
- Approve budgets for HPHA activities (the approved budget is the Board's official instructions to the Executive Director and staff).
- Monitor budget and understand variances.
- Review and understand audit report results.

Source: HUD

Financial Management - Board Role



Dos

- Pass resolutions and policies.
- Oversee policies and procedures.
- Establish monitoring controls.
- Ensure annual audit is conducted.
- Ensure integrity of HPHA operation.
- Avoid conflict of interests.

Don'ts

- Sign blank or undocumented checks.
- Use HPHA resources for personal use.
- Accept gratuities from those bidding for HPHA work.
- Involve yourself in business relationships with HPHA.
- Interfere in the competitive procurement process.
- Manage day-to-day transactions or handle source documents at the micro level.

Source: HUD

HPHA's Financial Statements



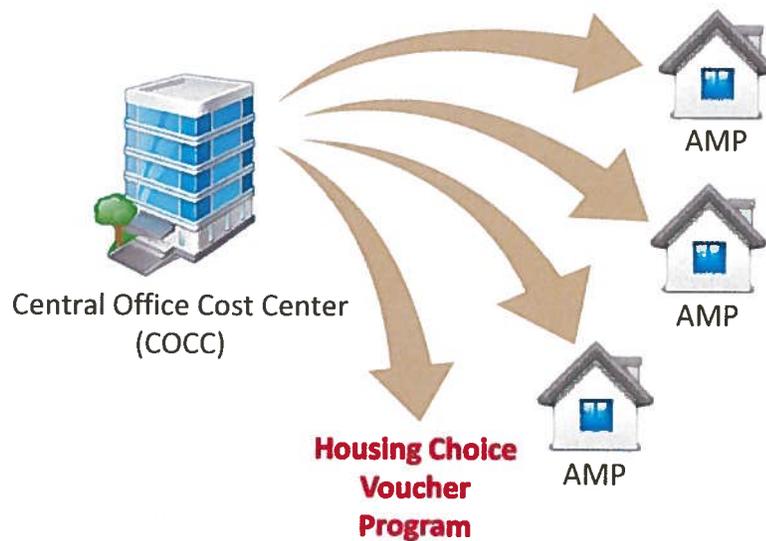
The HPHA's basic financial statements comprise three components:

1. Government wide financial statements
2. Governmental funds financial statements
3. Proprietary fund financial statements

http://www.hpha.hawaii.gov/documents/HPHA%20SA%202014%20FS_Final.pdf

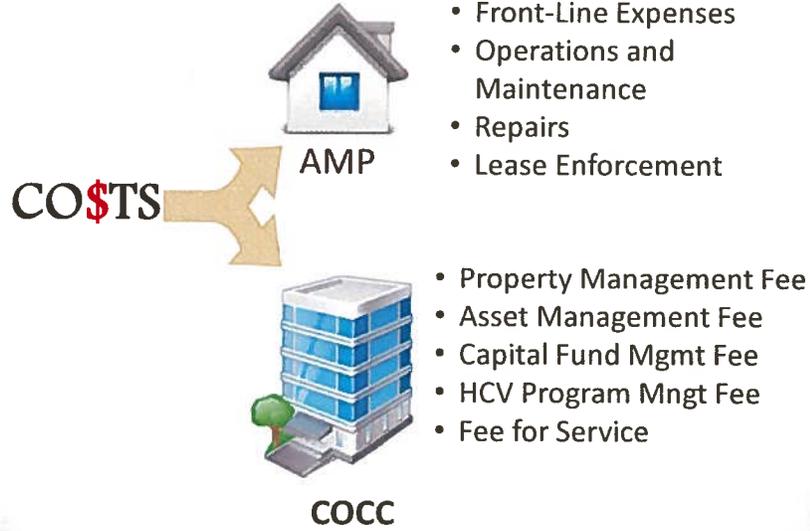
Source: HPHA Audit

Asset Management



Source: HUD

Asset Management Fees



Source: HUD

IX. Procurement & Contracting Requirements

Procurement & Contracts



- HRS §356D-17 provides that the HPHA may make and execute **contracts for any public housing project**, subject to HRS Chapter 103D and §103-53.
- HPHA is required to develop and use procurement policies/procedures and contract administration systems.
http://www.hpha.hawaii.gov/documents/2013%20SOPP%20Rev%2010_10_2013.pdf
- Procurement Procedures must:
 - **Conform to applicable Federal, State and local laws and regulations.**
 - Provide for **internal management controls.**
 - **Cover all phases of procurement activity** from plan development through award to close out and oversight.
- To foster greater economy and efficiency, PHAs are encouraged to enter into State and local intergovernmental agreements for procurement of common goods and services.

Source: HRS & HUD

Procurement & Contracting Requirements



- The Board approves the PHA's procurement policies.
- The Executive Director carries out the procurement policies established by the Board.
- The Executive Director develops or revises as appropriate the procurement procedures.
- The Executive Director serves as the contracting officer when so designated and supervises procurement and contracting.

Source: HPHA

X. Ethics

Conflict of Interest



The HPHA and its contractors/subcontractors **may not enter into a contract or arrangement** in connection with a project under the ACC in which they have a **direct or indirect interest** or in which any of the classes of people on the following slide have an interest.

State Ethics Commission: Ethics Guide

<http://ethics.hawaii.gov/wp-content/uploads/2013/09/ethicsguide.pdf>

HPHA's Standards of Conduct:

<http://www.hpha.hawaii.gov/documents/Standards%20of%20Conduct.pdf>

Source: HUD

Conflict of Interest



Members of these **four classes** must disclose their interest to HUD and the PHA:

1. Any present or former member or **officer of the governing body.**
2. Any member of the **officer's immediate family** (e.g., spouse, child, sibling or parent).
3. Any member of the PHA that **formulates policy or has influence on decisions** with respect to projects.
4. Any public official, member of the local governing body or State/local legislator or any member of the individual's immediate family who **exercises functions or responsibilities with respect to PHA projects.**

Source: HUD

Other PHA Ethics Regulations



- **24 CFR 964.145** sets forth conflict of interest requirements applicable to **resident council officers.**
- **24 CFR 941.600** provides that the PHA must **certify in its mixed-finance proposals** that it will “use an **open and competitive process** to select the partner and/or the owner entity and shall ensure that there is no conflict of interest involved in the public housing agency's selection.”

Source: HUD

Ethics in Procurement



- PHAs are required to include HUD 5370, as part of their construction contracts, which includes provisions intended to implement the anti-kickback requirements of the “Common Rule” – 24 CFR 85.36.
- Grantees and sub-grantees must maintain a written code of standards of conduct governing performance of their employees engaged in the award and administration of contracts.
- No employee or officer of the PHA (grantee or sub-grantee) shall participate in the selection, award or administration of a contract supported by Federal funds if a conflict of interest (real or apparent) would be involved.
- Employees and officers may not solicit or accept gratuities or favors from their contractors or potential contractors.
- PHA may set a minimum rule where financial interest is not substantial or the gift is an unsolicited item of nominal value. HPHA sets a zero acceptance policy.

Source: HUD

Section 8 Ethics



- HUD’s Section 8 Regulation **24 CFR 982.161** contains a conflict of interest provision applicable to public housing agencies who administer Section 8 Tenant-based assistance.
- The **Housing Assistance Payments (HAP) contract** between the HPHA and private owner details the **types of interests** that are prohibited under the contract.
- **Project-Based Assistance** – There are many different HAP contracts and HAP conflicts of interest provisions. When faced with a conflict of interest issue, HPHA must check the particular HAP contract and the ACC.

Source: HUD

XI. Ongoing Programs, Projects & Challenges

Redevelopment Efforts 5-Year Projection

Project	Current	Proposed	Net Gain	Construction	Beginning Occupancy
Makua Ali'i & Paoakalani	362	700 to 1,000	340 to 640	End of 2019	End of 2022
Mayor Wright Homes	364	1,500	1140	End of 2017	2019
Kalanihula	151	500	350	End of 2017	2020
HPHA Offices		200 to 800	200 to 800	End of 2017	End of 2019
Kuhio Park Terrace Phase 2	170	300 to 750	130 to 580	End of 2017	End of 2019
Kamehameha & Kaahumanu	373	1,500 to 2,300	1,125 to 1925	End of 2018	End of 2021
Puuwai Momi	260	600 to 1,200	340 to 940	End of 2017	End of 2020
Hale Lauima	36	700 to 1,000	660 to 960	End of 2018	End of 2021
Waipahu I & II, Hoolu'u & Kamalu	260	700 to 1,000	440 to 740	End of 2017	End of 2020
State Parcel (UH West Oahu)		1,500 to 2,000	1,500 to 2,000	Pending	Pending
	1,976	Up to 11,800	Up to 10,075		

Redevelopment Efforts

Mayor Wright Homes

HPHA has teamed up with **Hunt Development Group, McCormack Barron Salazar** and the **Vitus Group** for the redevelopment of MWH. The vision for the redevelopment includes: one-for-one replacement of public housing units, mixed-income and mixed-uses.



MWH is located within the Transit-Oriented Development (TOD) zone of the Honolulu Rail System, in close proximity to the **Iwilei Station**.



Image used for illustrative purposes only.

Redevelopment Efforts

Kuhio Park Terrace Phase 2

With the completion of KPT Phase 1, HPHA is currently negotiating Phase 2 – the redevelopment of the KPT low-rises – with **Michaels Development Group**.



The project will increase the number of affordable housing units, include mixed-incomes and mixed uses and maximize the greatest use of the parcel.

Redevelopment Efforts HPHA Administrative Offices



HPHA has recently teamed up with **Retirement Housing Foundation** and its partners to redevelop the HPHA administrative offices located at 1002 N. School Street.

The project will include new HPHA offices, affordable housing units and commercial uses that best serve the surrounding community.



Image for illustrative purposes only.

Redevelopment Efforts Lanakila Homes (Hilo)

Due to arsenic found in the soil, the construction of Phase IIIB of Lanakila Homes has been placed on hold.



Fair Housing improvements, including, an accessible route through the upper section, curb ramps, crosswalks and additional parking stalls, are estimated at \$715,000.

Homelessness

Homelessness is a **top priority** of the State of Hawaii. HPHA is not a homeless agency by purpose or design (see HPHA history). However, in many ways, HPHA has directly impacted the homeless as follows:

- Permanently housed over 4,000 adults and children that were homeless, veterans, involuntarily displaced, and victims of domestic violence since 2010, which is more than any other government agency in Hawaii.
- Manages 382 VASH vouchers.
- Provides homeless preferences for Federal and State Public Housing.
- HPHA owned buildings serve as homeless shelters.



Addressing Homelessness

For Federal Public Housing, the preferences as currently written in Chapter 17-2028, HAR, adopted in May 2014, and implemented in December 2014. Originally adopted in 2006, implemented in 2007. The 50% preference limit Section 356D-42, HRS, adopted in 2013, as Act 148, was implemented immediately, starting on July 1, 2013.

For State Family Public Housing, the preferences in Chapter 15-193, HAR, have been in existence since the agency was known as the HCDCH. The veterans preferences in Section 356D-42, HRS, which was adopted in 2006, as Act 180, was implemented in March of 2010.

There are no preferences for State Elderly Public Housing.

Addressing Homelessness

Homelessness is a **top priority** of the State of Hawaii

- HPHA intends to revise preferences for State public housing and other administrative rules which could have an impact on the homeless
- Increase lease up of Section 8 Housing Choice Vouchers:
 - Create landlord incentives (e.g., guarantee payments on the 1st of the month; 3-6 months advance rent; repair for tenant caused damages)
 - Cover budget shortfall in administrative fees with COCC reserves.
- Continue to lease VASH vouchers in support of the President's agenda to house all homeless veterans
- Continue to meet with service providers regarding application and eligibility requirements



\$820M in Backlog Repairs



- HPHA faces a 10-year, **\$820 million** repair and maintenance backlog.
- HPHA's ability to make the units available relies largely on **funding and manpower**.
- In the last legislative session, lawmakers provided **\$4.1 million** to address the backlog.

Expiration of Act 159 “Special Teams”

In 2012, our occupancy rate was in the **80%** range and our vacant unit turnaround time was **267 days**. Under **Act 159** (2012), which provided a temporary exemption from civil service recruitment requirements, HPHA was able to swiftly hire skilled workers for repair/renovation work of vacant units. These hires, aka the “**Special Teams**”, complement the existing HPHA workforce.



In 2014, based on the “**Special Teams**” repairs/renovations, our occupancy rate **improved to 98%** and our vacant unit turnaround time **decreased to 7 days**.

Unfortunately, in the 2015 legislative session, **Act 159 failed to be extended**. HPHA is currently working with the unions to develop an appropriate program to save these skilled workers, and to maintain higher occupancy rates.

HPHA Past, Present & Future

	Past	Present	Future
Unit Turnaround	360 Days	10 days	6-7 Days
Waitlist*	45,000	19,000	6,000
Section 8 Vouchers	1,800	2,200	3,000
Inventory	6,196	6,196	15,000
VASH	0	312	483
Scores PHAS	60	83	92

*At-risk homeless

Just the Beginning...

FOR ACTION

SUBJECT: To Ratify the Executive Director's Action to Execute a Settlement Agreement in Complaint filed by Margery Moore v. State of Hawaii, Department of Human Services, Hawaii Public Housing Authority (HCRC No. RE-WH-0911; HUD No. 09-11-0785-8) and Take All Actions Necessary to Carry Out the Agreement

I. FACTS

- A. On April 14, 2011, named Complainant Margery Moore, resident at the Nani Olu elderly housing project, at the time, filed a complaint for discrimination with the Hawaii Civil Rights Commission (HCRC) and United States Department of Housing and Urban Development (HUD) alleging: (1) failure to provide a requested reasonable accommodation; and (2) denial of housing based on a disability, in violation of the Fair Housing Act and Chapter 515, Hawaii Revised Statutes.

II. DISCUSSION

- A. An internal HPHA investigation determined that there was no systemic intent to discriminate based on disability, and the HPHA vigorously defended against this complaint. At this time, HCRC is still investigating the case and has not determined that there is reasonable cause that HPHA has committed unlawful discriminatory practices against Complainant because of disability.
- B. However, in the interest of all parties to resolve these matters and to avoid further costs, expense, and time as a result of continued litigation, and, without admitting a violation of the Fair Housing Act or Chapters 368 or 515 of the Hawaii Revised Statutes, the parties have agreed to enter into a Settlement Agreement.
- C. This Settlement Agreement is by and between Complainant, her legal counsel, HCRC, and HPHA, and releases the Complainant's charges or complaints of alleged discrimination.
- D. The Settlement Agreement is attached as Attachment A.

III. RECOMMENDATION

That the Board of Directors Ratify the Executive Director's Action to Execute the Settlement Agreement with Margery Moore and Take All Actions Necessary to Carry Out the Agreement

Attachment A: CONFIDENTIAL Settlement Agreement

Prepared by: Kiriko Oishi, Chief Compliance Officer 

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



Pono Shim
Chairperson

FOR ACTION

MOTION: To Adopt Proposed Changes to the Hawaii Public Housing Authority's Policy on Eligibility for the Federally-Assisted Public Housing Program to Amend the Prohibition on Applicants who have been Evicted from a Public Housing Program Administered by the Authority or its predecessors since March 1, 1985, Subject to the Department of the Attorney General's Review, and to Authorize the Executive Director to Take All Actions Necessary to Implement the Amendment, Including:

- A. Holding Public Hearings on Draft Amendments to the PHA Annual Plan for Fiscal Year 2015-2016;
- B. Submitting the Amended PHA Annual Plan for Fiscal Year 2015-2016 to the United States Department of Housing and Urban Development;
- C. Holding Public Hearings on Draft Amendments to the following Section of Chapter 17-2028, Hawaii Administrative Rules, "Federally-Assisted Public Housing Projects":

Section 17-2028-22(a)(1)(F), Eligibility for Admission and Participation
- D. Amending and Compiling Chapter 17-2028, Hawaii Administrative Rules, "Federally-Assisted Public Housing Projects";
- E. Amending Sections of the Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program to Amend the Prohibition; and
- F. Amending the Proposed Language to Incorporate Revisions Recommended by the Department of the Attorney General;

in accordance with Chapter 91, Hawaii Revised Statutes, and Administrative Directive No. 09-01

I. FACTS

- A. One of the requirements for eligibility into the Hawaii Public Housing Authority's federally-assisted public housing program is to not have been

evicted since March 1, 1985, from a public housing program administered by the Hawaii Public Housing Authority (HPHA) or any of its predecessors, the Housing and Community Development Corporation of Hawaii, or Hawaii Housing Authority.

II. DISCUSSION

- A. This requirement applies to all cases of evictions, regardless of the reason for the eviction. However, this policy does not take into consideration situations where the eviction was not based on a volitional act of the tenants, and penalizes families under unfortunate circumstances, who, for example, were unable to pay the rent.
- B. These families may have recovered from the financial situation they were under at the time of the eviction, and may be looking for a fresh start. Therefore, the HPHA seeks to amend the prohibition to remove its application to families who were evicted solely for failing to pay the rent, and do not owe an outstanding debt to the HPHA or any US Department of Housing and Urban Development (HUD) rental assistance program.
- C. In order to change the HPHA's Policy on Eligibility the HPHA must:
 - 1. Obtain HUD approval of the amended PHA Plan;
 - 2. Adopt changes to the Hawaii Administrative Rules;
 - 3. Adopt changes to the Admissions and Continued Occupancy Policy;
- D. Public Housing Agency Five Year and Annual Plan
 - 1. The Public Housing Agency (PHA) 5-Year and Annual Plans are a requirement of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the Housing and Economic Recovery Act (HERA) of 2008. All public housing agencies administering federal public housing and Section 8 tenant-based Housing Choice Voucher (HCV) assistance programs must submit their plans to HUD, to be eligible to receive administrative, operating, Capital Fund Program, and Section 8 HCV assistance monies.
 - 2. The HPHA 2014-2019 Five Year and Annual Plan as approved by the HPHA Board of Directors on April 7, 2015, must be amended to update Section 6.0: PHA Plan Update to reflect the HPHA's intention to change one of its eligibility policies. The requirements relating to eligibility policy are in Attachment A.

3. A public hearing on the proposed changes to the draft PHA Plan is required under 24 Code of Federal Regulations, Part 903.17. Public notice of the hearing must be published in newspapers of general circulation at least 45 days prior to the public hearing. The proposed changes to the PHA Plan for Fiscal Year 2015-2016 is in Attachment B.
4. The HPHA will also meet with the Resident Advisory Board (RAB) members to discuss the proposed change and solicit their comments.

E. Chapter 17-2028, Hawaii Administrative Rules

1. The HPHA has consistently managed the federally assisted public housing program in accordance with Chapter 17-2028, Hawaii Administrative Rules (HAR), "Federally Assisted Public Housing Projects", as well as the Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program (ACOP). Amendments to these documents are necessary to effectuate the amendment of the prohibition.

2. A public hearing on the proposed changes to the Administrative Rules is required under Chapter 91, Hawaii Revised Statutes. Public notice of the hearing must be published in newspapers of general circulation at least 30 days prior to the public hearing.

3. Section 17-2028-22(a)(1)(F), HAR, currently provides:

"To be eligible for participation in the program, applicant and household members shall meet all of the requirements of the pre-application and final application phases as set forth below:

During the pre-application phase, the applicant and adult household members shall ... Not have been evicted since March 1, 1985, from a public housing program administered by the authority or any of its predecessors, the Housing and Community Development Corporation of Hawaii, or Hawaii Housing Authority."

Proposed changes to this section are in Attachment C.

F. Admissions and Continued Occupancy Policy

1. The ACOP Section in Chapter 2 regarding "Eligibility for Admission" currently provides:

"It is the PHA's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

...

Not have been evicted since March 1, 1985, from a public housing program administered by the PHA or its predecessor, the Hawaii Housing Authority;"

Proposed changes to this section are in Attachment D.

- G. The proposed change will allow HPHA to admit applicants and adult household members who were previously evicted after March 1, 1985, solely for failure to pay rent, and do not continue to owe an outstanding debt to the HPHA or any HUD rental assistance program.
- H. The following tentative schedule has been established to complete the process necessary to implement this policy change:

<u>Action</u>	<u>Timeframe</u>
Board – "For Action" (set public hearing)	October 2015
Request & receive Governor's Approval to go to Public Hearing on changes to Admin Rules	October 2015
Publish Hearing Notice	October 27, 2015
Input from RAB (Monthly meeting)	November 2015
Public Hearing	Early December 2015
Finalize PHA Plan	December 2015
Board – "For Action" (approve Plan)	January 21, 2016
Transmit Approved PHA Plan to HUD	January 2016
Request & Receive Governor's Approval of the Changes To the Admin Rules	January – February 2016
Implementation of New Policy	March 2016

III. RECOMMENDATION

To Adopt Proposed Changes to the Hawaii Public Housing Authority’s Policy on Eligibility for the Federally-Assisted Public Housing Program to Amend the Prohibition on Applicants who have been Evicted from a Public Housing Program Administered by the Authority or its predecessors since March 1, 1985, Subject to the Department of the Attorney General’s Review, and to Authorize the Executive Director to Take All Actions Necessary to Implement the Amendment, Including:

- A. Holding Public Hearings on Draft Amendments to the PHA Annual Plan for Fiscal Year 2015-2016;
- B. Submitting the Amended PHA Annual Plan for Fiscal Year 2015-2016 to the United States Department of Housing and Urban Development;
- C. Holding Public Hearings on Draft Amendments to the following Section of Chapter 17-2028, Hawaii Administrative Rules, “Federally-Assisted Public Housing Projects”:

Section 17-2028-22(a)(1)(F), Eligibility for Admission and Participation
- D. Amending and Compiling Chapter 17-2028, Hawaii Administrative Rules, “Federally-Assisted Public Housing Projects”;
- E. Amending Sections of the Admissions and Continued Occupancy Policy for the Federally Assisted Public Housing Program to Amend the Prohibition; and
- F. Amending the Proposed Language to Incorporate Revisions Recommended by the Department of the Attorney General;

as included in Attachments B through D.

- Attachment A: Relevant excerpts of 24 CFR Part 903; Subpart B - PHA Plans; Section 903.7 What Information Must a PHA Provide in the Annual Plan?
- Attachment B: Proposed changes to the HPHA’s PHA Plan for Fiscal Year 2015-2016

Attachment C: Proposed changes to Chapter 17-2028, Hawaii Administrative Rules, "Federally-Assisted Public Housing Projects" - Section 17-2028-22(a)(1)(F), Eligibility for Admission and Participation

Attachment D: Proposed Changes to Chapter 2 of the Admissions and Continued Occupancy Policy for the Federally Assisted Low-Income Public Housing Program

Prepared by: Kiriko Oishi, Chief Compliance Officer kw

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



Pono Shim
Chairperson

Attachment A

Title 24 - Housing and Urban Development

Title: Subpart B - PHA Plans Context: Title 24 - Housing and Urban Development. Subtitle B - REGULATIONS RELATING TO HOUSING AND URBAN DEVELOPMENT (CONTINUED). CHAPTER IX - OFFICE OF ASSISTANT SECRETARY FOR PUBLIC AND INDIAN HOUSING, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

PART 903 - PUBLIC HOUSING AGENCY PLANS

Subpart B—PHA Plans

§ 903.7 What information must a PHA provide in the Annual Plan?

With the exception of the first Annual Plan submitted by a PHA, the Annual Plan must include the information provided in this section. HUD will advise PHAs by separate notice, sufficiently in advance of the first Annual Plan due date, of the information, described in this section that must be part of the first Annual Plan submission, and any additional instructions or directions that may be necessary to prepare and submit the first Annual Plan. The information described in this section applies to both public housing and tenant-based assistance, except where specifically stated otherwise. The information that the PHA must submit for HUD approval under the Annual Plan includes the discretionary policies of the various plan components or elements (for example, rent policies) and not the statutory or regulatory requirements that govern these plan components and that provide no discretion on the part of the PHA in implementation of the requirements. The PHA's Annual Plan must be consistent with the goals and objectives of the PHA's 5-Year Plan.

...

(b) *A statement of the PHA's deconcentration and other policies that govern eligibility, selection, and admissions.* This statement must describe the PHA's policies that govern resident or tenant eligibility, selection and admission. This statement also must describe any PHA admission preferences, and any occupancy policies that pertain to public housing units and housing units assisted under section 8(o) of the 1937 Act, as well as any unit assignment policies for public housing. This statement must include the following information:

...

(3) *Other admissions policies.* The PHA's admission policies that include any other PHA policies that govern eligibility, selection and admissions for the public housing (see part 960 of this title) and tenant-based assistance programs (see part 982, subpart E of this title). (The information requested on site-based waiting lists and deconcentration is applicable only to public housing.)



Hawaii Public Housing Authority
Annual and Five-Year Plan
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Attachment B

1. PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-022 Expires 4/30/2011																										
1.0	PHA Information PHA Name: Hawaii Public Housing Authority PHA Code: HI001 PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2014																											
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of Public Housing Units: 5,332 Number of Housing Choice Voucher units: 3,420																											
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																											
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:						
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		PH	HCV																									
PHA 1:																												
PHA 2:																												
PHA 3:																												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																											
5.1	Mission. The Hawaii Public Housing Authority (HPHA) is committed to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.																											



Hawaii Public Housing Authority
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5.2 Goals and Objectives

- A. Expand the supply of assisted housing:
1. Apply for and lease up additional rental vouchers if available.
 2. Public housing vacancies: Not to exceed 5% vacancy rate.
 3. Leverage private or other public funds to create additional housing opportunities: Assess the feasibility of mixed-use public/private partnerships in the redevelopment for all properties.
 4. Assess the feasibility of acquiring or developing more properties to create additional housing opportunities on all islands.
 5. Pursue inclusion in rental assistance demonstration (RAD) for select public housing properties to convert to the housing choice voucher program.
 6. Pursue VASH development opportunities and additional funding.
 7. Pursue the mixed income/mixed use/mixed finance/project based and higher density redevelopment projects such as Mayor Wright Homes and other HPHA properties, and create public/private partnerships by utilizing various HUD programs including but not limited to Rental Assistance Demonstration and Choice Neighborhood Initiative, and will utilize various financing tools to rehabilitate federal and state low-income housing properties and pursue any and all means of financing including but not limited to federal grants, state appropriations and low-income housing tax credits.
- B. Improve the quality of assisted housing:
1. Improve public housing management: (PHAS score)
 - PHAS Physical Condition (REAC) – Achieve a high performer score of 90 out of 100 points for each property.
 - PHAS Financial Condition – Maintain rent collection rate of 95% or better at all properties.
 - PHAS Management Operations – With the conversion of the UPCS form to PDF file format that can be utilized by iPad or laptop, the inspection process should be streamlined and made more efficient. Continue to implement upgrades of PHA computer software to increase the efficiency of programs agency-wide.
 - Continue to improve the tenant rent collection system through timely evictions for non-payment of rents.
 - Enter into a cooperative agreement with the State Department of Human Services and the State Department of Health to exchange program and client information to streamline operations and to combat fraud in the public housing and the Section 8 programs.
 - In determining income from assets for purposes of eligibility and subsidy determination in the Public Housing program and the Section 8 program, update the policy determining the value of a checking account to be consistent with the policy determining the value of a savings account, by using the current balance, or average monthly balance for the last six months, to reduce administrative burden and excessive paperwork and added expense for the applicant.
 - Adopt policy requiring live-in aides to establish legal residency in the United States to receive subsidy for an additional bedroom in the Section 8 program, and to occupy an additional bedroom in the public housing program.



5.2 Goals and Objectives

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



5.2 Goals and Objectives

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

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



5.2 Goals and Objectives

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



5.2 Goals and Objectives

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



5.2 Goals and Objectives

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



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6.0a PHA Plan Update

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

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

7.8. Amend Eligibility policy for the public housing program to allow applicant families who were previously evicted solely on the basis of failure to pay rent, and do not continue to owe an



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outstanding debt to the HPHA or any HUD rental assistance program, to be admitted to public housing.

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

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

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

Lanakila Homes
600 Wailoa Street
Hilo, Hawaii 96720

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

Kapaa
4726 Malu Road
Kapaa, Hawaii 96746

Kahekili Terrace
2015 Holowai Place
Wailuku, Hawaii 96793

THE FOLLOWING POLICIES ARE ALSO AVAILABLE AT THE LOCATIONS ABOVE:

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

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



Section 7.0

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

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

- **Mayor Wright Homes Redevelopment**

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

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

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

- **Mixed Finance Redevelopment**

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

- **Homeownership Programs:**

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



Section 7.0 (cont.)

Project-based Vouchers.

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

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

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



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



Hawaii Public Housing Authority
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Housing Needs.

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

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

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Housing Needs (continued)

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

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

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Housing Needs (continued)

Source: Consolidated Plan 2010 – 2014

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

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

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Housing Needs (continued)

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

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

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

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

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

Shelter to Income Ratio by County, 2011

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

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

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Housing Needs (continued)

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

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

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

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

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

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

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

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

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

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Housing Needs (continued)

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

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

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

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

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Housing Needs (continued)

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

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

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

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

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

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

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9.0 Strategy for Addressing Housing Needs.

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

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

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

Strategy 2: Increase the number of affordable housing units:

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

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

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

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

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

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

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



9.0 Strategy for Addressing Housing Needs. (cont.)

D. Need: Specific Family Types: The Elderly

Strategy: Target available assistance to the elderly:

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

E. Need: Specific Family Types: Families with Disabilities

Strategy: Target available assistance to Families with Disabilities:

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

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

Strategy: Conduct activities to affirmatively further fair housing

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

Reasons for Selecting Strategies

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



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10.0 Additional Information

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

1. PHA Goal: Expand the supply of assisted housing

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

2. PHA Goal: Improve the quality of assisted housing

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



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10.0 Additional Information (cont.)

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



10.0 Additional Information (cont.)

3. **PHA Goal: Increase assisted housing choices**
 - Geographical Wait List: Administrative rules implemented in December 2001.
 - Conduct ongoing outreach efforts to potential voucher landlords: Outreach activities to attract new voucher landlords began in March, 2005, including owners of accessible units, and is ongoing on an annual basis.
4. **PHA Goal: Provide an improved living environment**
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
 - HPHA added increased lighting, surveillance cameras and 24-hour security patrols at properties with high crime activity. Efforts at Mayor Wright Homes have reduced overall crime by half.
5. **PHA Goal: Promote self-sufficiency and asset development of assisted households**
 - HPHA continues to operate the Tenant Aide Program for federal public housing residents.
 - HPHA continues to fill vacant positions in the Property Management and Maintenance Services Branch to assist tenants in accessing resident services and case management.
6. **PHA Goal: Asset Management**
 - HPHA has a HUD Technical Assistance consultant team reviewing the current AMP structure. When their report is final, AMP structure changes might be made based on the findings.
7. **PHA Goal: Evaluate the current administration of HPHA's Section 8 Housing Choice Voucher Program**
 - 2013 and 2014 – rated as “High Performer”.
 - 2014 – 95% SEMAP score.
 - Began the process of removing local preferences to lease up people off the waitlist by date and time to ensure fairness.
 - Purged waitlist to remove non-responsive applicants
 - Adopted temporary compliance measures proposed by HUD
 - Completing re-certifications, inspections and disbursing timely payments to landlords.
8. **PHA Goal: Ensure equal opportunity and affirmatively further fair housing**
 - HPHA evaluated agency-specific limited English proficiency (LEP) needs in order to supplement the HPHA's LEP plan and update procedures accordingly.
 - HPHA provided training to staff on applicable laws, regulations, policies and procedures on the following topics: reasonable accommodations, assistance animals, limited English proficiency, and fair housing.
 - HPHA offered a full day fair housing training for all employees and residents.
 - HPHA evaluated the proposed rule on affirmatively furthering fair housing to identify changes to the analysis of fair housing impediments planning process.



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

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

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

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

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

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

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

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

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



11.0 Required Submission for HUD Field Office Review.

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

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

Attachment C

DEPARTMENT OF HUMAN SERVICES

Amendment and Compilation of Chapter 17-2028
Hawaii Administrative Rules
September 17, 2015

SUMMARY

1. §17-2028-22 is amended.
2. Chapter 2028 is compiled.

SUBCHAPTER 2

ELIGIBILITY

§17-2028-21 Applicants. (a) A person seeking admission to a housing project shall submit a completed pre-application form prepared by the authority. The applicant may file at any of the authority's in-take offices and apply for one of the geographic waiting list areas prescribed in section 17-2028-36.

(b) The applicant shall be preliminarily placed on a waiting list upon submission of a completed pre-application form. Placement on a waiting list shall not be deemed a determination on eligibility or admission.

(c) An applicant who has misrepresented material information shall not be eligible to file an application with the authority for twelve months from the date of written notification from the authority. [Eff 7/21/05; am and comp 9/4/07; am and comp] (Auth: HRS §§356D-4, 356D-13) (Imp: 24 C.F.R. §§960.202, 960.203; HRS §§356D-4, 356D-13, 356D-31)

§17-2028-22 Eligibility for admission and participation. (a) To be eligible for participation in the program, applicant and household members shall meet all of the requirements of the pre-application and final application phases as set forth below:

- (1) During the pre-application phase, the applicant and adult household members shall:
 - (A) Qualify as a family;
 - (B) Be income eligible as determined under section 17-2028-3;
 - (C) Not have an outstanding debt owed to the authority as a participant in any of its programs;
 - (D) Not have an outstanding liability for unpaid rent or damages incurred while

previously participating in any section 8 rental subsidy program or any HUD rental assistance program;

- (E) Provide a social security number for all family members or certify that the person does not have a social security number;
- (F) Not have been evicted since March 1, 1985, from a public housing program administered by the authority or any of its predecessors, the housing and community development corporation of Hawaii or Hawaii housing authority[;] with the exception of evictions solely due to failure to pay rent, in which case, the applicant can be admitted upon payment in full of the unpaid amounts due to the agency;
- (G) Not have been evicted from assisted housing by reason of drug-related criminal activity for a three-year period beginning on the date of the eviction unless the evicted tenant successfully completes a supervised drug rehabilitation program approved by the authority;
- (H) Not have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal or state housing program;
- (I) Not be currently engaging in illegal use of a drug or give the authority reasonable cause to believe that a household member's illegal use (or pattern of illegal use) of a drug or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants. For the purposes of this subsection:
 - (i) "Currently engaged in" means the person has engaged in the behavior recently enough to justify a reasonable belief that the behavior is current; and
 - (ii) In determining whether to deny eligibility based on a pattern of illegal use of a drug or a pattern of abuse of alcohol by a household member, the authority may consider rehabilitation as provided for under 42 U.S.C. §13661(b)(2)(A)-(C) as it existed on March 28, 2013.
- (J) Not currently or during a three year period preceding the date when the applicant household would otherwise be selected for admission be engaged in any drug-related criminal activity or

violent criminal activity or other criminal activity involving assault, terroristic threatening, firearms, dangerous weapons, harassment, kidnapping, sexual assault, extortion, forgery, burglary, unauthorized entry into a dwelling, unauthorized entry into motor vehicle, criminal property damage, criminal trespass on public housing property, disorderly conduct, child pornography, and consuming liquor on public housing property, which is considered as reasonably likely to adversely affect the health, safety, right to peaceful enjoyment of the premises by other tenants, the authority, or staff;

- (K) Not have been convicted of drug-related criminal activity for the manufacture, production, or distribution of methamphetamines;
 - (L) Not subject to lifetime registration requirements under any state sex offender's registration program;
 - (M) Disclose tobacco use of all family members within the household.
- (2) During the final application phase, the applicant and all adult household members shall meet the requirements as set forth in (1), above, as well as the following requirements:
- (A) Not engage in or threaten abusive or violent behavior toward the authority's staff. For purposes of this subsection, "threaten" means an oral or written threat or physical gestures that communicate intent to abuse or commit violence. Abusive or violent behavior may be verbal or physical and include use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate; and
 - (B) Furnish evidence of citizenship or eligible immigrant status as provided for in 24 C.F.R. §5.508 as it existed on March 28, 2013.

(b) An applicant's past performance in meeting financial obligations, especially rent, may be considered by the authority in its selection of families for admission into its federally-assisted public housing program.

(c) An applicant who is continuously assisted under the United States Housing Act of 1937, as amended, shall be admitted to the program as though the applicant was already a program participant. [Eff 7/21/05; am and comp 9/4/07; am and

comp] (Auth: HRS §§356D-4, 356D-13) (Imp: 42 U.S.C. §13661; 24 C.F.R. §§5.216, 960.201, 960.202, 960.203, 960.204, 960.205; HRS §§356D-4, 356D-13, 356D-31)

§17-2028-23 Notification of eligibility. (a) Upon making a determination of eligibility, the authority shall mail or cause to be delivered a written notification to an applicant. The notification shall specifically state the reasons for the determination.

(b) An applicant determined to be ineligible for admission or participation in the program shall be provided an opportunity for an informal hearing pursuant to section 17-2028-24. [Eff 7/21/05; am and comp 9/4/07; am and comp] (Auth: HRS §§356D-4, 356D-13) (Imp: 24 C.F.R. §960.208; HRS §§356D-4, 356D-13, 356D-31)

§17-2028-24 Informal hearing for applicants determined to be ineligible for admission. (a) An applicant determined to be ineligible for admission or participation in the program may request an informal hearing by submitting a written request within fourteen calendar days from the date of notification of ineligibility.

(b) The informal hearing shall be scheduled within twenty-one calendar days from the date the written request is received and shall be conducted by any person or persons designated by the authority, but shall not be a person who made or approved the determination of ineligibility or a subordinate of such person.

(c) The applicant shall be given the opportunity to present evidence, which shall be considered by the hearing officer, along with the data compiled by the authority.

(d) A written notice of the hearing officer's decision shall be mailed to the applicant within twenty-one calendar days after the hearing. The notice shall include an explanation of the reasons for decision. [Eff 7/21/05; am and comp 9/4/07; am and comp] (Auth: HRS §§356D-4, 356D-13) (Imp: 24 C.F.R. §960.208; HRS §§356D-4, 356D-13, 356D-31)

Chapter 2**ELIGIBILITY FOR ADMISSION**

[24 CFR 960.201]

INTRODUCTION

This Chapter defines both HUD's and the PHA's criteria for admission and denial of admission to the program. The policy of this PHA is to strive for objectivity and consistency in applying these criteria to evaluate the qualifications of families who apply. The PHA staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the PHA pertaining to their eligibility.

A. QUALIFICATION FOR ADMISSION

It is the PHA's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

- Is a family as defined in this Chapter;
- Heads a household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 200 and Part 5, Subpart E);
- Has an Annual Income at the time of admission that does not exceed the low income limits for occupancy established by HUD and posted separately in the PHA offices;
 - The Quality Housing and Work Responsibility Act of 1998 authorizes PHAs to admit families whose income does not exceed the low-income limit (80% of median area income) once the PHA has met the annual 40% targeted income requirement of extremely low-income families (families whose income does not exceed 30% of median area income).
- Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;
- Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy including the attendance and successful completion of the PHA's pre-occupancy class;
- Not have an outstanding debt owed to the PHA as a participant in any of its programs;
- Not have an outstanding liability for unpaid rent or damages incurred while previously participating in any Section 8 rental subsidy program;
- Not have been evicted since March 1, 1985 from a public housing program administered by the PHA or its [predecessor,] predecessors, the Hawaii Housing Authority[;] or Housing and Community Development Corporation of Hawaii, with the exception of

evictions solely due to failure to pay rent, in which case, the applicant can be admitted upon payment in full of the unpaid amounts due to the agency.

- Not have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- Not subject to lifetime registration requirements under any state sex offender's registration program.

Timing for the Verification of Qualifying Factors

The qualifying factors of eligibility, other than citizenship status, will be verified before the family is placed on the waiting list.

B. FAMILY COMPOSITION

Definition of Family

The applicant must qualify as a Family. A Family may be a single person or a group of persons.

A group of persons is defined by the PHA as two or more persons who intend to share residency whose income and resources are available to meet the family's needs, and will live together in PHA housing.

Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
- (2) A group of persons residing together, and such group includes, but is not limited to:
 - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - (ii) An elderly family;
 - (iii) A near-elderly family;
 - (iv) A disabled family;
 - (v) A displaced family; and
 - (vi) The remaining member of a tenant family.

In addition, for categorizing family as defined above, the terms disabled family, elderly family, and near-elderly family (per 24 CFR 5.403), and sexual orientation, and gender identity (per 24 cfr 100) are defined by HUD as follows:

Disabled family means a family whose head (including co-head), spouse, or sole member is a person with a disability. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.

Elderly family means a family whose head (including co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62

years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

Near-elderly family means a family whose head (including co-head), spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

Sexual orientation means homosexuality, heterosexuality, or bisexuality.

Gender identity means actual or perceived gender-related characteristics.

Person with disabilities is defined in 24 CFR 5.403.

The temporary absence of a child from the home due to placement in foster care shall not be considered in determining the family composition and family size.

Occupancy by Police Officers

In order to provide an increased sense of security for public housing residents, the PHA may allow public housing units to be occupied by police officers.

Police officers will not be required to be income eligible to qualify for admission to the PHA's public housing program.

Head of Household

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.

Emancipated minors who qualify under State law will be recognized as head of household if there is a court order recognizing them as an emancipated minor.

A family may designate an elderly or disabled family member as head of household solely to qualify the family as an Elderly Family, provided that the person is at least partially responsible for paying the rent.

Spouse of Head

Spouse means the husband or wife of the head.

For proper application of the Non Citizens Rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

Co-head

An individual in the household who is equally responsible for the lease with the Head of Household. A household may have either a spouse or co-head, but not both. A co-head never qualifies as a dependent.

Live-In Attendants

A Family may include a live-in aide provided that such live-in aide:

- Is determined by the PHA to be essential to the care and well being of an elderly person, a near-elderly person, or a person with disabilities,
- Is not obligated for the support of the person(s), and
- Would not be living in the unit except to provide care for the person(s).

A live-in aide is not considered to be an assisted family member and has no rights or benefits under the program:

- Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.
- Live-in aides are not subject to Non-Citizen Rule requirements.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

Family members of a live-in attendant may also reside in the unit, providing doing so does not increase the subsidy by the cost of an additional bedroom and that the presence of the family member(s) does not overcrowd the unit.

A Live-in Aide may only reside in the unit with the approval of the PHA. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or caseworker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (50-61) or disabled.

Verification of the need for a live-in aide must include the hours the care will be provided.

The PHA has the right to disapprove a request for a live-in aide based on the "Other Eligibility Criteria" described in this Chapter.

Over Income Families

The PHA will rent units to over-income families on a month-to-month basis, if there are no eligible families applying for assistance that month.

Over-income families must agree to vacate the unit with at least 30 day's notice provided by the PHA, if the unit is needed for an income-eligible family.

The PHA will publish a 30-day notice if the PHA determines the need to house over-income families.

C. MANDATORY SOCIAL SECURITY NUMBERS [24 CFR 5.216]

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial of admission or termination of tenancy.

If a member does not have a Social Security Number they must sign a certification stating that they do not have one. The certification shall:

- state the individual's name, state that the individual has not been issued a Social Security Number;
- state that the individual will disclose the Social Security Number, if they obtain one at a later date;
- be signed and dated.

D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed Families. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed". Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

No eligible members. Applicant families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students defined by HUD in the non-citizen regulations are not eligible for assistance.

The PHA will establish and verify eligibility no later than the date of the family's annual reexamination following October 21, 1998.

No individual or family applying for financial assistance may receive such financial assistance prior to the affirmative establishment and verification of eligibility of at least one individual or family member.

E. OTHER ELIGIBILITY CRITERIA

All applicants will be processed in accordance with HUD's regulations (24 CFR Part 960) and sound management practices. Applicants will be required to demonstrate ability to comply with essential provisions of the lease as summarized below.

All applicants must demonstrate through an assessment of current and previous one year past behaviors up the ability:

- to pay rent and other charges as required by the lease in a timely manner;
- to care for and avoid damaging the unit and common areas;
- to use facilities, appliances and equipment in a reasonable way;
- to create no health or safety hazards, and to report maintenance needs in a timely manner;
- not to interfere with the rights and peaceful enjoyment of others and to avoid damaging the property of others;
- not to engage in criminal activity or alcohol abuse that threatens the health, safety or right to peaceful enjoyment of other residents or staff and not to engage in drug-related criminal activity on or off the PHA premises;
- not to have ever been convicted of manufacturing or producing methamphetamine, also known as "speed" or "ice."
- to comply with necessary and reasonable rules and program requirements of HUD and the PHA; and,
- to comply with local health and safety codes.

Denial of Admission for Previous Debts to This or Any Other PHA

Previous outstanding debts to this PHA or any PHA resulting from a previous tenancy in the public housing or Section 8 program must be paid in full prior to acceptance of application for admission. No Payment Agreement will be accepted.

At the time of initial application, the applicant must pay any previous debt prior to being placed on the waiting list.

Either spouse is responsible for the entire debt incurred as a previous PHA tenant. Children of the head or spouse who had incurred a debt to the PHA will not be held responsible for the parent's previous debt.

F. ONE STRIKE POLICY

Denial of Admission for Drug-Related and/or Other Criminal Activity

Purpose

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the PHA to fully endorse and implement a policy which is designed to:

- Help create and maintain a safe and drug-free community;
- Keep our program participants free from threats to their personal and family safety;
- Support parental efforts to instill values of personal responsibility and hard work;
- Help maintain an environment where children can live safely, learn and grow up to be productive citizens; and
- Assist families in their vocational/educational goals in the pursuit of self-sufficiency.

Administration

All screening procedures shall be administered fairly and in such a way as not to discriminate on the basis of race, color, sex, religion, marital status, creed, national or ethnic origin, age, familial status, handicap or disability or HIV infection, and not to violate right to privacy.

To the maximum extent possible, the PHA will involve other community and governmental entities in the promotion and enforcement of this policy.

This policy will be posted on the PHA 's bulletin board and copies made readily available to applicants and tenants upon request.

HUD Definitions

"Drug related criminal activity" is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

Drug related criminal activity means *on or off the premises, not just on or near the premises*.

"Criminal activity" includes any criminal activity that threatens the health, safety or right to peaceful enjoyment of the resident's public housing premises by other residents or employees of the PHA.

Screening for "One Strike"

In an effort to prevent drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or the right to peaceful enjoyment of the premises by other residents, the PHA will endeavor to screen applicants as thoroughly and fairly as possible.

If in the past the PHA initiated a lease termination, which may or may not have resulted in eviction for any reason cited under the One Strike Notice, for a family, as a prior resident of public housing, the PHA shall have the discretion to consider all circumstances of the case regarding the extent of participation by non-involved family members.

The PHA will not be obligated to ferret out information concerning a family's criminal activities as part of the processing of an application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to the PHA regarding this matter. The inquiries will be standardized and directed to all applicants by inclusion in the application form.

If as a result of the standardized inquiry, or the receipt of a verifiable referral, there is indication that the family or any family member is engaged in drug-related criminal or violent criminal activity, the PHA will conduct closer inquiry to determine whether the family should be denied admission.

If the screening indicates that any family member has been arrested or convicted within the prior two (2) years for drug-related or violent criminal activity, the PHA shall obtain verification through police/court records.

Law Enforcement Records

The PHA will check criminal history for all applicants who are 18 years old and over to determine whether any member of the family has engaged in violent or drug-related criminal activity.

Verification of any past activity will be done prior to final eligibility and will include a check of conviction records.

The PHA has applied to the Federal Bureau of Investigation (FBI) and obtained a unique Originating Agency Identifier (ORI) number in order to maximize its efforts in obtaining applicant criminal record history.

The PHA has contracted with the Criminal Justice Center, an FBI approved channeling agent, to process and funnel requests in order to obtain National Crime Information Center (NCIC) data for the purpose of accessing FBI criminal records.

The PHA will do a name check only through its local law enforcement agency to access limited information from the NCIC.

The PHA acknowledges that a name check only may result in an inconclusive result without a positive fingerprint comparison. The results of an inconclusive name check will not be used to deny an applicant admission to housing.

If the channeling agency indicates to the PHA that there is a criminal history record indexed in the Interstate Identification Index which might belong to the applicant, the PHA must submit an applicant fingerprint card to the FBI through the appropriate channel in order to verify whether the criminal record is in fact the applicant's. Should the applicant instead elect to withdraw their application, no further action will be necessary.

Standard for Violation

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing.

No member of the applicant's family may have engaged in drug related or violent criminal activity within the past two (2) years.

The PHA will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

The PHA will deny participation in the program to applicants where the PHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the PHA determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

The PHA will consider the use of a controlled substance or alcohol to be a *pattern* if there is more than one incident during the previous twelve (12) months.

"Engaged in or engaging in or recent history of" drug related criminal activity means any act within the past two (2) years by applicants or participants, household members, or guests which involved drug-related criminal activity including, without limitation, drug-related criminal activity, possession and/or use of narcotic paraphernalia, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

"Engaged in or engaging in or recent history of" criminal activity means any act within the past two (2) years by applicants or participants, household members, or guests which involved criminal activity that would threaten the health, safety or right to peaceful enjoyment of the public housing premises by other residents or employees of the HA, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

In evaluating evidence of negative past behavior, the PHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

The PHA will waive the requirement regarding drug-related criminal activity if:

- The person demonstrates successful completion of a credible rehabilitation program approved by the PHA, or
- The individual involved in drug-related criminal activity is no longer in the household because the person is incarcerated.

The PHA may permit eligibility for occupancy and impose conditions that the involved family member(s) does not reside in the unit. The PHA will consider evidence that the person is no

longer in the household such as divorce decree, incarceration, death, copy of a new lease with the owner's telephone number and address or other substantiating evidence.

Other criminal activity

"Other criminal activity" means a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct or behavior which would adversely affect the health, safety, or welfare of other residents,

employees or agents of Management, visitors, or persons doing work on the premises at Management's request.

For the purposes of this policy, this is construed to mean that a member of the current family has been arrested or convicted of any criminal or drug-related criminal activity within the past twenty four (24) months.

HUD defines violent criminal activity as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.

- No family member may have threatened abusive or violent behavior toward PHA personnel at any time.
- No family member may have engaged in or threatened or committed abusive or violent behavior toward other residents, PHA personnel, agents of Management, visitors, or persons doing work on the premises at Management's request within the past three years.
- No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last two (2) years.

Evidence

The PHA must have evidence of the violation.

"Preponderance of evidence" is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred.

- Preponderance of evidence is not be determined by the number of witnesses, but by the greater weight of all evidence.

"Credible evidence" may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants, evidence gathered by PHA inspectors and/or investigators, and evidence gathered from the PHA Hotline.

The PHA may pursue fact-finding efforts as needed to obtain credible evidence.

Obtaining Information From Drug Abuse Treatment Centers

The PHA will inquire of all applicants whether they are currently using or in the past have ever engaged in the illegal use of a controlled substance.

The PHA will inquire of all applicants who respond in the affirmative whether they are currently receiving treatment or have ever received treatment at a drug abuse treatment facility.

All applicants who respond in the affirmative will be required to sign a written consent authorizing the PHA to receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance.

The authorization will be sent to the drug abuse treatment facility with a PHA postage paid return addressed envelope addressed to the attention of the Public Housing Manager.

The PHA will maintain such information received from a drug abuse treatment facility in a manner that respects its confidentiality.

Such confidential information will be reviewed by the Public Housing Manager who will make a decision as to the outcome of the review.

Such confidential information will not be misused or improperly disseminated and will be destroyed not later than 5 days after the date on which the PHA gives final approval for admission.

If the application is denied, the information will be destroyed within three hundred fifty two (352) days following the date on which the statute of limitations for commencement of a civil action from the applicant based upon the denial of admission has expired.

Confidentiality of Criminal Records

The PHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

All criminal reports, while needed by the Public Housing Manager for screening for criminal behavior, will be housed in a locked file with access restricted to individuals responsible for such screening.

Misuse of the above information by any employee will be grounds for termination of employment. Penalties for misuse are contained in Personnel Policies.

If the family is determined eligible for initial or continued assistance, the PHA's copy of the criminal report shall be shredded as soon as the information is no longer needed for eligibility or continued assistance determination.

If the family's assistance is denied or terminated, the criminal record information shall be shredded immediately upon completion of the review or hearing procedures and a final decision has been made.

The PHA will document in the family's file that the family was denied admission or the tenancy was terminated due to findings in the Criminal History Report

Disclosure of Criminal Records to Family

Before the PHA takes any adverse action based on a criminal conviction record, the applicant will be provided with a copy of the criminal record and an opportunity to dispute the record . Applicants will be provided an opportunity to dispute the record at an informal hearing. Tenants may contest such records at the court hearing in the case of evictions.

Hearings

(See Chapter titled "Complaints, Grievances and Appeals")

If information is revealed that would cause the PHA to deny admission to the household and the person disputes the information, s/he shall be given an opportunity for an informal hearing according to the PHA 's hearing procedures outlined in the Chapter on Complaints, Grievances and Appeals.

G. SCREENING FOR SUITABILITY [24 CFR 960.204, 960.205]

In developing its admission policies, the aim of the PHA is to attain a tenant body composed of families with a broad range of incomes and to avoid concentrations of the most economically deprived families and families with serious social problems. Therefore, it is the policy of the PHA to deny admission to applicants whose habits and practices may reasonably be expected to have a detrimental effect on the operations of the development or neighborhood, or on the quality of life for its residents.

The PHA will conduct a detailed interview of all applicants. The interview form will contain questions designed to evaluate the qualifications of applicants to meet the essential requirements of tenancy. Answers will be subject to third party verification.

An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowances, family composition or rent will result in denial of admission.

Applicants must be able to demonstrate the ability and willingness to comply with the terms of the lease, either all or with assistance which they can demonstrate that they have or will have at the time of admission. (24 CFR 8.2 Definition: Qualified Individual with Handicaps) The availability of assistance is subject to verification by the PHA.

The PHA 's minimum age for admission as head of household is 18, to avoid entering into leases which would not be valid or enforceable under applicable law.

The PHA does not permit a parent or legal guardian to co-sign the lease on the applicant's behalf if the head of household is under 18.

As a part of the final eligibility determination, the PHA will screen each applicant household to assess their suitability as renters.

The PHA will complete a rental history check on all applicants.

The PHA shall rely upon sources of information which may include, but not be limited to, PHA records, personal interviews with the applicant or tenant, interviews with previous landlords, employers, family social workers, parole officers, criminal and court records, clinics, physicians or the police department, and home visits for persons who have had negative landlord reference(s) for poor housekeeping habits.

This will be done in order to determine whether the individual attributes, prior conduct, and behavior of a particular applicant is likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare.

The PHA will complete a home visit at the current residence of all applicants who have had landlord verifications returned to the PHA with unfavorable comments concerning their housekeeping habits. Applicants shall have at least two working days advance written notice of home visits.

Factors to be considered in the screening are housekeeping habits, rent paying habits, prior history as a tenant, criminal records, the ability of the applicant to maintain the responsibilities of tenancy, and whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety or welfare of other residents, or the physical environment, or the financial stability of the project.

The PHA 's examination of relevant information pertaining to past and current habits or practices will include, but is not limited to, an assessment of:

- The applicant's past performance in meeting financial obligations especially rent.
- Eviction or a record of disturbance of neighbors sufficient to warrant a police call, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors.
- Any history of criminal activity on the part of any applicant family member involving criminal acts, including drug-related criminal activity.
- Any history or evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy by neighbors.
- Any history of initiating threats or behaving in a manner indicating an intent to assault employees or other tenants.
- Any history of alcohol or substance abuse that would threaten the health, welfare, or right to peaceful enjoyment of the premises by other residents.
- The ability and willingness of an applicant to comply with the essential lease requirements will be verified and documented by the PHA. The information to be considered in the screening process shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application in present and prior housing.

The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:

- Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare. [24CFR 960.205(b)]
- Adversely affect the physical environment or financial stability of the project. [24CFR 960.205(b)]
- Violate the terms and conditions of the lease.
- Require services from PHA staff that would alter the fundamental nature of the PHA 's program.

Rent Paying Habits

The PHA will examine any Housing Authority records from a prior tenancy, and will request written references from the applicant's current landlord and may request written references from former landlords for up to the past two (2) years.

Based upon these verifications, the PHA will determine if the applicant was chronically late with rent payments, was evicted at any time during the past two (2) years for nonpayment of rent, or had other legal action initiated against him/her for debts owed. Any of these circumstances could be grounds for an ineligibility determination, depending on the amount of control the applicant had over the situation.

Applicants will not be considered to have a poor credit history if they had a poor rent paying history clearly related to an excessive rent relative to their income (using 50% of their gross income as a guide,) and responsible efforts were made by the family to resolve the nonpayment problem.

The lack of credit history will not disqualify a family, but a poor credit history will, with the exceptions noted above.

Where past rent paying ability cannot be documented, the PHA will check with the utility company(s) to determine whether the family has been current and timely on their payments.

Screening Applicants Who Claim Mitigating Circumstances

Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which, when verified would indicate both: (1) the reason for the unsuitable rental history and/or behavior; and (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, and the applicant's prospect for lease compliance is an acceptable one, justifying admission.

If unfavorable information is received about an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct. In order to be factored into the PHA 's screening assessment of the applicant, mitigating circumstances must be verifiable.

If the mitigating circumstances claimed by the applicant relate to a change in disability, medical condition or course of treatment, the PHA shall have the right to refer such information to persons who are qualified and knowledgeable to evaluate the evidence and to verify the mitigating circumstance. The PHA shall also have the right to request further information reasonably needed to verify the mitigating circumstance, even if such information is of a medically confidential nature. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation.

Examples of Mitigating Circumstances

- Evidence of successful rehabilitation;
- Evidence of the applicant family's participation in and completion of social service or other appropriate counseling service approved by the PHA;
- Evidence of successful and sustained modification of previous disqualifying behavior.
- Consideration of mitigating circumstances does not guarantee that the applicant will qualify for admission. The PHA will consider such circumstances in light of:
- The applicant's ability to substantiate through verification the claim of mitigating circumstances and his/her prospects for improved future behavior; and
- The applicant's overall performance with respect to all the screening requirements.

Qualified and Unqualified Applicants

Information which has been verified by the PHA will be analyzed and a determination will be made with respect to:

- The eligibility of the applicant as a *family*;
- The eligibility of the applicant with respect to income limits for admission;
- The eligibility of the applicant with respect to citizenship or eligible immigration status;
- Preference category (if any) to which the family is entitled.

Assistance to a family may not be delayed, denied or terminated on the basis of the family's ineligible immigration status unless and until the family completes all the verification and appeals processes to which they are entitled under both INS and PHA procedures, except for a pending PHA hearing.

Applicants who are determined to be unqualified for admission will be promptly notified with a Notice of Denial of Admission stating the reason for the denial. The PHA shall provide applicants an opportunity for an informal hearing (see Chapter titled "Complaints, Grievances, and Appeals.")

Applicants who have requested a reasonable accommodation as a person with a disability and who have been determined eligible, but fail to meet the Applicant Selection Criteria, will be offered an opportunity for a second meeting to have their cases examined to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the screening procedures.

The PHA will make every effort to accurately estimate an approximate date of occupancy. However, the date given by the PHA does not mean that applicants should expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by the PHA, such as turnover rates, and market demands as they affect bedroom sizes and project location.

Documenting Findings

An authorized representative of the PHA shall document any pertinent information received relative to the following:

- Criminal Activity - includes the activities listed in the definition of criminal activity in this Chapter.
- Pattern of Violent Behavior - includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy of neighbors.
- Pattern of Drug Use - includes a determination by the PHA that the applicant has exhibited a pattern of illegal use of a controlled substance which might interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Drug Related Criminal Activity - includes a determination by the PHA that the applicant has been involved in the illegal manufacture, sale, distribution, use or possession of a controlled substance.
- Pattern of Alcohol Abuse - includes a determination by the PHA that the applicant's pattern of alcohol abuse might interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.
- Initiating Threats - or behaving in a manner indicating an intent to assault employees or other tenants.
- Abandonment of a Public Housing Unit - without advising PHA officials so that staff may secure the unit and protect its property from vandalism.
- Non-Payment of Rightful Obligations - including rent and/or utilities and other charges owed to the PHA
- Intentionally Falsifying an Application for Leasing - including uttering or otherwise providing false information about family income and size, using an alias on the

application for housing, or making any other material false statement or omission intended to mislead.

- Record of Serious Disturbances of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior - consists of patterns of behavior which endanger the life, safety, or welfare of other persons by physical violence, gross negligence or irresponsibility; which damage the equipment or premises in which the applicant resides, or which are seriously disturbing to neighbors or disrupt sound family and community life, indicating the applicant's inability to adapt to living in a multi-family setting. Includes judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, or frequent loud parties, which have resulted in serious disturbances of neighbors.
- Grossly Unsanitary or Hazardous Housekeeping - includes the creation of a fire hazard through acts such as hoarding rags, papers, or other materials; severe damages to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage in halls; or serious neglect of the premises.
- Destruction of Property from previous rentals.
- Whether Applicant or tenant is Capable of Maintaining the Responsibilities of tenancy - In the case of applicants for admission, the person's present living arrangements and a statement obtained from applicant's physician, social worker, or other health professional will be among factors considered in making this determination. The availability of a live-in attendant will be considered in making this determination.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.

The PHA may waive the policies prohibiting admission in these circumstances if the person demonstrates to the PHA 's satisfaction that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and has successfully completed a supervised drug or alcohol rehabilitation program.

Prohibited Criteria for Denial of Admission

Applicants will NOT be rejected because:

- They have no income;
- They are not employed;
- They do not participate in a job training program;
- They will not apply for various welfare or benefit programs;
- They have children;
- They have children born out of wedlock;
- They are on welfare;
- They are students; or
- Of their actual or perceived:
 - Marital status;
 - Sexual orientation; or
 - Gender identity.

Resident Participation in the Screening Process

It is the PHA 's policy to encourage resident participation in the applicant intake and screening process. The PHA recognizes that screening is only part of the occupancy cycle, and for the PHA -resident partnership to be effective, work is required both before and after admission. Given this policy the PHA, in conjunction with its resident leaders, proposes the following areas of involvement:

- **Orientation for families in shelters.** The objective is to introduce shelter families to the PHA 's screening requirements so that families with poor tenancy histories or no tenancy history can take actions to demonstrate that they meet PHA 's criteria for admission.
- **Home visits.** To work with residents to establish home visit inspection standards. To train residents on the standards and use residents along with the PHA staff to conduct home visits.
- **Applicant pre-occupancy orientation.** Attendance at pre-occupancy orientation is a requirement of the screening process. The PHA and its residents will develop the agenda for this orientation to include such issues as rent, house rules, lease provisions, security, social services and utilities.

H. HEARINGS

If information is revealed that would cause the PHA to deny admission to the household and the person disputes the information, s/he shall be given an opportunity for an informal hearing according to the PHA's hearing procedures outlined in Chapter 13, Complaints, Grievances and Appeals.

FOR ACTION

MOTION: To Adopt Resolution No. 15-81 Approving the Demolition Request for six units at Lanakila Homes, HA 1004, Hilo, Hawai`i. Building 59: 499 and 501 Kapi`olani Street (1004-0059L and 1004-0059R respectively); Building 61: 559 and 561 Wailoa Street (1004-0061L and 1004-0061R respectively); and Building 62: 6 and 8 Akahi Street (1004-0062R and 1004-0062L respectively), Hilo, Hawai`i, 96720; all TMK: (3) 2-4-028:007 and Authorizing the Executive Director to Take All Steps Necessary to Obtain Required Approvals

I. FACTS

- A. Lanakila Homes is a federally subsidized family public housing project constructed in three phases consisting of a total of 230 dwelling units in one-and two-story duplex wood and concrete structures. Lanakila Homes I, built in 1951, consists of 150 dwelling units. Lanakila Homes II built in 1960, consists of 50 dwelling units. Lanakila Homes III built in 1962, consists of 30 dwelling units.
- B. On December 30, 1999, HUD approved the demolition of the remaining 142 units in the three phases of Lanakila Homes – 88 units were demolished without approval in 1998 for the first phase of the new construction.
- C. On August 14, 2008, a previous Executive Director emailed a request to rescind the demolition approval of six units in Buildings 59, 61 and 62, in order to do a demonstration project using a volunteer effort to rehab those units.
- D. On January 7, 2009, the U.S. Department of Housing and Urban Development's Special Applications Center (HUD-SAC) approved the request to rescinding the demolition approval for the six units. The six units were restored in the HUD electronic database system.
- E. Efforts to utilize volunteers to restore the buildings were unsuccessful due to the extent of repair needed on the major systems (e.g. plumbing, electrical, sewer, etc.)
- F. On July 15, 2013, an Invitation for Bids (IFB) for the renovation of the six units at Lanakila Homes was posted on the State Electronic Notice System. The low bid amount was \$971,258.00. The IFB involved the

interior and exterior renovation of the six vacant units. The bid amount did not include the costs of any site or infrastructure improvements.

- G. On October 14, 2013, the Invitation for Bids (IFB) for the Demolition of Lanakila Homes – Phase IIIa and IV was posted on the State Electronic Notice System. The low bid amount was \$1,682,000.00. The IFB involved the demolition of 62 vacant units including the six unapproved – for-demo units.
- H. The six units have been vacant since 2006. Buildings 59, 61 and 62 are in poor condition and have been severely vandalized. The three buildings do not comply with current building, electrical, plumbing, seismic or hurricane codes, and are not connected to any utilities.
- I. There is \$7,500,000.00 of State CIP funds appropriated solely to Lanakila Homes with an encumbrance deadline of June 30, 2014, \$800,960.00 of HUD Replacement Housing Funds (RHF) and \$475,000.00 of Economic Development Initiative (EDI) funds, also all singularly appropriated specifically for the demolition and/or reconstruction of Lanakila Homes.
- J. A request must be made to HUD-SAC to rescind the amendment in which the six units were removed from demolition explaining the reason for the request and accompanied by a Board resolution approving the request is required.
- K. A demolition application may need to be submitted to HUD-SAC for approval.

II. DISCUSSION

- A. The cost to renovate the six units to meet current codes is significantly higher than the cost of new construction. New construction will comply with all present building codes, energy standards, accessibility requirements and will have a minimum 50-year life span.
- B. The approval to revert the six units to demolition status will allow the complete demolition and removal of all the existing vacant buildings per the original development plan. The new construction will be consistent with and equivalent to the other completed phases of Lanakila Homes.
- C. The approval will allow the encumbrance of both the State and Federal funds and will allow the project to move forward toward completion.

III. STAFF RECOMMENDATION

That the HPHA Board of Directors adopt Resolution No. 15-81 to approve the demolition of the six units in Buildings 59, 61 and 62 at Lanakila Homes. Building 59: 499 and 501 Kapi`olani Street (1004-0059L and 1004-0059R respectively); Building 61: 559 and 561 Wailoa Street (1004-0061L and 1004-0061R respectively); and Building 62: 6 and 8 Akahi Street (1004-0062R and 1004-0062L respectively), Hilo, Hawai`i, 96720; all TMK: (3) 2-4-028:007) and authorize the Executive Director to take all steps necessary to obtain approvals

Attachment A: HUD's Approval to rescind the demolition approval for the six units
Attachment B: HUD's Demolition Approval for Lanakila Homes I, II and III
Attachment C: Existing Site Plan

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

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



Pono Shim
Chairperson

RESOLUTION NO. 15-81

RESOLUTION APPROVING THE DEMOLITION REQUEST

FOR

LANAKILA HOMES, HA 1004, HILO, HAWAII

WHEREAS, the Hawaii Public Housing Authority (HPHA) is established as a corporate body and politic under §356D, Hawaii Revised Statutes; and

WHEREAS, notwithstanding its semi-autonomous nature, the HPHA is deemed to be a public instrumentality and agency of the State; and

WHEREAS, the Hawaii Public Housing Authority is to provide decent, safe, sanitary and affordable housing in conformance with the United States Housing Act of 1937, as amended, and demolition can take place due to the successfully relocation of all the tenants;

WHEREAS, the Hawaii Public Housing Authority at present administers and physically maintains public housing projects of widely varying and diverse age, construction type, location and climatic conditions;

WHEREAS, despite the best concerted repair and other maintenance efforts, projects do succumb to : 1) wear and tear of continued occupancy; 2) continual exposure of environmental conditions; 3) periodic infestations by destructive ground and air vermin, 4) obsolescent mechanical and utility systems; and 5) deterioration; all of which substantially contribute as a hazard to the residents and a blight to the community; and

WHEREAS, the Hawaii Public Housing Authority, after careful analysis, had identified these detrimental conditions as existing at Lanakila Homes, HA 1004 located in Hilo, Hawaii, and had applied for and received from the U.S. Department of Housing and Urban Development (HUD) approval to demolish all the structures; and

WHEREAS, the Hawaii Public Housing Authority, requested and received from the U.S. Department of Housing and Urban Development approval to “undemo” three vacant structures representing a total of six housing units.

BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

That the Hawaii Public Housing Authority Board of Directors adopt Resolution No. 15-81, expressing support and approval of the request to rescind the “undemo” approval of January 7, 2009 by the U.S. Department of Housing and Urban Development and authorize the Executive Director to submit the demolition application for Lanakila Homes to the U.S. Department of Housing and Urban Development.

This Resolution shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set by hand on October 15, 2015



Pono Shim
Chairperson



OFFICE OF PUBLIC HOUSING

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RECEIVED
HAWAII PUBLIC
HOUSING AUTHORITY

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Special Applications Center
77 W. Jackson Blvd., Room 2401
Chicago, Illinois 60604-3507
Phone: (312) 353-6236 Fax: (312) 886-6413

JAN 07 2009

Mr. Chad K. Taniguchi
Interim Executive Director
Hawaii Public Housing Authority
1002 North School Street
P O Box 17907
Honolulu, HI 96817

Dear Mr. Taniguchi:

The Department has reviewed the Hawaii Public Housing Authority's (HPHA) request to amend to rescind the demolition approval of three building containing six units at Lanakila Homes I, HI001000037. The Special Applications Center (SAC) received this request on August 14, 2008, via e-mail.

The project originally had 150 units in the development and demolished 42 units prior to HUD the approval. On December 9, 1999, the Department approved the demolition of remaining 11 dwelling buildings consisting 108 units at Lanakila Homes I, HI001000104. After the approval from SAC, HPHA demolished only 42 units out of 108 units. There are 62 units remain to be demolished. Details of the original approval are as follows:

Lanakila Homes I, HI001000037					
DOFA: 2/1/1952					
Bed Room	1-BR	2-BR	3-BR	4+BR	Total
Existing Units	20	34	46	8	108
Approved Units	20	34	46	8	108
Approved Buildings: 8A, 9A, 11A, 19A, 20A, 21A, 22A, 28A, 30A, 37B, 39A, 59, 61, 62 and 1 Community Center and 1 Administration Building					

In the current request, the HPHA proposes to rescind the demolition approval for the dwelling buildings 59, 61 and 62 containing 6 units.

The HPHA has thousands of people on their waiting list which shows there is an immense need for low-income rental housing throughout Hawaii. Currently, the residents of the development have indicated that preserving existing low-income rental housing is a much higher priority than creating open space. In order to expedite re-occupancy of the units, the HPHA plans to minimally fix the units as of this time. After thorough investigation of the remaining units, the HPHA discovered that the foundations, walls, roofs and interior structures are in good conditions and have more useful life remaining. However, it will continue with its ongoing plan for complete renovation of all remaining vacant units as funds become available. There are three nonprofit and volunteer organizations have agreed to rehabilitate six units on a volunteer bases as a demonstration projects. The HUD Honolulu Field Office supports the HPHA's plan to rescind the demolition approval of the remaining three buildings containing six units.

Based on the above information, your request to rescind the demolition approval is hereby approved as follows:

Lanakila Homes I, HI00100037					
DOFA: 2/1/1952					
Bed Room	1-BR	2-BR	3-BR	4+BR	Total
Existing Units	20	34	46	8	108
Approved Units	20	34	46	8	108
Rescinded Approval for Units	0	2	2	2	6
Existing Approved Buildings for Demolition: 8A, 9A, 11A, 19A, 20A, 21A, 22A, 28A, 30A, 37B, 39A, 1 Community Center and 1 Administration Building					
Approved Rescind Buildings: 59, 61 and 62.					

The IMS-PIC manager informed that pending unit data for HPHA was approved on December 3, 2008. The SAC rescinded building 059, 061 and 062 containing 6 units from the Public and Indian Housing Information Center (PIC) application DDA0000922, to reflect this amendment. All other conditions of the original demolition approval dated February 27, 2001, remain as originally approved.

The HUD Honolulu Field Office of Public Housing has been informed of this approval and its staff is available to provide any technical assistance necessary for your agency to proceed with this amendment. Should you have any questions, please contact the SAC reviewer, Naitik Patel, General Engineer, at (312) 353-6236, extension 2153.

Sincerely,



Ainars Rodins, P.E.
Director



U.S. Department of Housing and Urban Development
Washington, D.C. 20410-5000

December 9, 1999

Attachment B

OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

Mr. Donald K.W. Lau
Executive Director
Housing and Community Development
Corporation of Hawaii
Suite 300
677 Queen Street
Honolulu, HI 96813

DEC 10 8 28 AM '99
RECEIVED
H.U.D.C.H.

Dear Mr. Lau:

The Department has reviewed the Housing and Community Development Corporation of Hawaii's (HCDCH) application for the demolition of Lanakila Homes I, II and III, developments HI10P001004, HI10P001013, HI10P001014, which was received in the Special Applications Center on March 17, 1999. Supplemental information was received through June 7, 1999.

I am pleased to inform you that your request to demolish 142 dwelling units at Lanakila Homes I, II and III is hereby conditionally approved. This approval is conditioned on the California State Office providing an approved Environmental Review in conformance with 24 CFR Part 58, performed by State of Hawaii. Your agency may not proceed with any of the activities mentioned in your application until such time as the review approval has been delivered to you by the California State Office. Please contact Joyce Lee, Director Office of Public Housing, at the California State Office for details.

At this time, the HCDCH has not established or appointed a resident advisory board, as required in Section 5A of the United States Housing Act of 1937 and §903.13 of the Final Rule on Public Housing Agency Plans, published in the *Federal Register* on October 21, 1999, at 64 FR 56844. The Final Rule requires that an Interim Demolition/Disposition Plan be developed in consultation with the resident advisory board. In the absence of a resident advisory board, the HCDCH has requested a waiver of this requirement, in accordance with Section 5(A)(e)(3) of the United States Housing Act of 1937. The HCDCH has demonstrated to the Department that other resident councils or resident organizations exist that adequately represent the interests of the residents of the development and that these organizations have the ability to perform the functions required in relation to the PHA plan and the demolition application. Accordingly, I hereby waive for good cause the requirement for establishment of a resident advisory board pursuant to Section 5(A)(e)(3) of the United States Housing Act of 1937 for the purposes of approval of the Interim Plan for Demolition\Disposition and the demolition application.

Conditional approval of your application is based on the Department's understanding of your application as outlined in the enclosed memorandum from me to the California State Office.

The California State Office has been informed of this conditional approval and its staff is available to provide any technical assistance necessary for your agency to proceed with the demolition.

Please be aware that when the condition noted above is satisfied, the demolition of these units will affect your operating subsidy eligibility in two significant ways. First, the dwelling units you have identified for demolition will be excluded from your inventory of subsidy eligible units. If the units are now vacant, they will be excluded starting with the month that the condition is satisfied. If the units are now occupied, they will continue in the inventory until vacated. This inventory adjustment is to be reflected on your next required original or revised budget and/or subsidy eligibility submission.

Second, your agency may be eligible to receive phase down or transition funding for the units you propose to demolish. The qualifying criteria for this funding are found in the regulations at 24 CFR Part 990.114. The maximum term of funding is 36 months and would start with the month that the letter transmitting the completed Environmental Assessment is dated. Please contact your HUD financial analyst for additional information on how to apply these criteria to your particular case.

Please make sure that your annual formula characteristics report is updated properly to reflect these changes.

The Public Housing Reform Act of 1998, eliminated the requirement for one-for-one replacement for public housing agencies with applications for demolition or disposition. Therefore, the HCDCH is not required to provide for replacement housing and the Department is under no obligation to fund replacement housing.

In accordance with 24 CFR Part 970.14 of the regulation, your agency is required to inform the California State Office of the status of the projects, i.e., delays, actual demolition or other problems. When demolition has been achieved, please submit a report to the California State Office confirming the action and certifying compliance with all applicable requirements. Files must be maintained which are sufficient for audit purposes and must be made available upon request.

If the you are interested in applying for Section 8 rental vouchers for relocation or replacement housing in connection with the units approved for demolition, you will need to submit an application to the California State Office in accordance with HUD notification of availability of such funds.

As you start the process of implementation, I urge you to continue maintaining an open dialogue with your residents and local officials. If you have to modify your plans, the California State Office stands ready to assist you, as does my staff.

Sincerely,



Harold Lucas
Assistant Secretary

Enclosure



U.S. Department of Housing and Urban Development
Washington, D.C. 20410-5000

December 9, 1999

OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

MEMORANDUM FOR: Joyce Lee, Director
Office of Public Housing, 9APH

FROM: ~~Harold Lucas, Assistant Secretary, P~~ *HL*

THROUGH: Ainars Rodins, P.E., Director SAC, PIA

SUBJECT: Approval of the Housing and Community Development Corporation of Hawaii's (HCDCH) Request for Demolition of 142 Dwelling Units at Lanakila Homes I, II, and III, HI10P001004, HI10P001013, HI10P001014

This application was received by the Special Applications Center on March 17, 1999. Supplemental information was received through June 7, 1999. The Environmental Assessment in accordance with 24 CFR Part 58, needs to be completed by the State of Hawaii. The California State Office has provided a certification concurring that the submission accurately describes the current physical condition of the project proposed for demolition and that the reasons provided by the Housing and Community Development Corporation of Hawaii (HCDCH) to justify the proposed action are correct and factual.

Under Section 18(a)(3) of the United States Housing Act of 1937, as amended, in order for a demolition or disposition application to be approved after October 21, 1998, a PHA must have "specifically authorized the demolition or disposition in the public housing agency plan, and has certified the actions contemplated in the public housing agency plan comply with this section."

The Department has reviewed the HCDCH's Interim Plan for Demolition/Disposition which was submitted on June 15, 1999, including: a description of the actions to be taken; documentation of consultation with resident organizations and residents of the Lanakila and Waimanalo Homes¹; certifications by the local governments that the proposed demolition is consistent with the Consolidated Plans; a description of the notice of the public hearing which were provided to the public 45 days prior to the hearing; and documentation that the public hearing was held.

¹ The Interim Plan covers the proposed demolition at both developments, Lanakila Homes and Waimanalo Homes. The Department approved HCDCH's application to demolish 32 units at Waimanalo Homes on August 12, 1999.

The Certification of Consistency with the Consolidated Plan from the Department of Community Development of the State of Hawaii is dated April 9, 1999². Notice that public hearings were to be held on the Interim Plan was published on the April 19, 1999. Four public hearings were held on June 4, 1999, on the proposed demolition of the two developments. The hearings were held the same day at four different sites including Lanakila. The record indicates that no residents attended any of the public hearings. The sign-in sheets for all four public hearings were included in the Interim Plan. Therefore, the HCDCH's Interim Plan which the Department has determined meets the requirements of 24 CFR Part 903, is approved.

The HCDCH is requesting to demolish 142 dwelling units at Lanakila Homes I, II and III due to structural damage. The developments are located on 29.3 acres of state land in the Waiakea area of South Hilo district on the island of Hawaii. Located on the cross streets of Wailoa and Ululani streets, the developments are accessible from Kinoole Street and are between Wailoa and residential lots on Mohouli Street. The developments are intersected by Kapiolani Street, and are adjacent to a private school and church on the northeast and by residential house lots on all other sides.

The bedroom distribution of the developments and the units proposed for demolition are as follows:

Lanakila Homes I, HI10P001004 DOFA: 02/01/1952		
Bedroom Size	Existing Bedroom Count	Units proposed for Demolition
1	20	20
2	34	34
3	46	46
4+	8	8
Total	108	108
Lanakila Homes II, HI10P001013 DOFA: 07/01/1961		
Bedroom Size	Existing Bedroom Count	Units proposed for Demolition
3	4	4
Total	4	4
Lanakila Homes III, HI10P001014 DOFA: 10/01/1962		
Bedroom Size	Existing Bedroom Count	Units proposed for Demolition
3	14	14
4+	16	16
Total	30	30

² The two development Waimanalo Homes and Lanakila Homes are under two different Consolidated Plans. The HCDCH provided a copy of the Governor's delegation of authority to Executive Director of the Housing and Community Development Corporation of Hawaii to sign the Certification of Consistency with the Consolidated Plan as it relates to Lanakila Homes. The delegation is dated January 2, 1996. A Certification of Consistency with the Consolidated Plan was signed by the City and County of Honolulu for Waimanalo Homes on November 18, 1999.

The HCDCH is requesting to demolish 142 dwelling units at Lanakila Homes I, II and III based on Section 18(a)(1)(A) of the United States Housing Act of 1937 and the HCDCH's certification that: ". . . (i) the project or portion of the public housing project is obsolete as to physical condition, location, or other factors, making it unsuitable for housing purposes; and (ii) no reasonable program of modifications is cost effective to return the public housing project or portion of the project to useful life." The HCDCH states that Lanakila Homes I, II and III have several major structural deficiencies. These include the presence of asbestos containing material (ACM) and lead-based paint on the majority of the exterior walls which cause a serious health risk. None of the structures meet current seismic (earthquake) and wind loading (hurricane) code requirements. The existing gas distribution system was above and below grade galvanized piping which is badly corroded. Cast iron and galvanized waste lines are corroding and are highly prone to failure. All existing plumbing fixtures are outmoded, corroded, stained, and in need of constant repair and maintenance. Existing interior electrical unit systems do not conform to current National Electrical Code requirements. There is inadequate water pressure for fire protection. In addition, the sewer capacity is inadequate to handle the existing unit density at Lanakila Homes. The existing metal roofs are in poor condition so that the roofs leak in many of the structures.

A cost analysis report done by W.H.T. Leong and Associates, Architects Incorporated dated October 17, 1996, and October 21, 1996, was included in the application package. It was determined the estimated cost to rehabilitate the units at Lanakila Homes would be \$18,285,396 which is 56.8 percent of the Cost Guidelines (i.e., 90 percent of the Total Development Cost (TDC)). The standard for reasonable cost established in the regulation, 24 Part 970, is 90 percent of TDC or \$28,950,378.

TDC Calculation for Honolulu, Hawaii			
Source: NOTICE 99-17 * Honolulu * Detached and Semi-Detached			
Bedroom Size	Number of Units	Per Units	Extension
1	20	\$153,464	\$3,069,280
2	34	\$195,427	\$6,644,518
3	64	\$243,127	\$15,560,128
4	24	\$287,215	\$6,893,160
Total	142		\$32,167,086
90 percent of TDC = \$28,950,378			

The estimated cost to replace these units on the same site to conform to the U.S. Department of Housing and Urban Development (HUD) current Housing Quality Standards would be \$18,734,419, based on the HCDCH's previous experience constructing similar replacement housing.

The cost to rehabilitate these units is not the determinant factor because the units are obsolete due to design and marketability. It would be unreasonable to rehabilitate these units because the design of the developments would still be obsolete. We concur with the HCDCH that it would not be cost effective to rehabilitate these units based on the cost of rehabilitation, \$18,285,396, the inherent design problems when compared to the cost of building new units, \$18,734,419.

~~The HCDCH's application states that it will cost~~ approximately \$926,087 to demolish the 142 units. The HCDCH plans to use its fiscal year 1998 Comprehensive Grant Program funds to cover the cost of the demolition activities.

Of the 142 units proposed for demolition 97 units are occupied. The HCDCH estimated that it would cost approximately \$145,500 to relocate the remaining residents. The HCDCH plans to use its fiscal year 1998 Comprehensive Grant Program funds to pay for relocation costs. Residents required to be relocated will be provided with counseling and moving services and will be moved to other public housing. The minimum notification to the residents for relocation will be six months.

The HCDCH has submitted evidence of resident consultation in the development of the application for the demolition. Resident consultation was achieved through a meeting held on October 1, 1997. On October 1, 1997, the HCDCH met with the residents of Lanakila Homes, the Lanakila Homes Resident Association and Board members to discuss the proposed demolition and modernization of the developments. We have determined that the consultation with residents meets the requirements of 24 CFR Section 970.4(a).

At this time, the HCDCH has not established or appointed a resident advisory board, as required in Section 5A of the United States Housing Act of 1937 and §903.13 of the Final Rule on Public Housing Agency Plans, published in the *Federal Register* on October 21, 1999, at 64 FR 56844. The Final Rule requires that an Interim Demolition/Disposition Plan be developed in consultation with the resident advisory board. In the absence of a resident advisory board, the HCDCH has requested a waiver of this requirement, in accordance with Section 5(A)(e)(3) of the United States Housing Act of 1937. The HCDCH has demonstrated to the Department that other resident councils or resident organizations exist that adequately represent the interests of the residents of the development and that these organizations have the ability to perform the functions required in relation to the PHA plan and the demolition application. Accordingly, I hereby waive for good cause the requirement for establishment of a resident advisory board pursuant to Section 5(A)(e)(3) of the United States Housing Act of 1937 for the purposes of approval of the Interim Plan for Demolition\Disposition and the demolition application.

As required by the regulation, the Board of Commissioners of HCDCH, passed Resolution Number 017 dated August 26, 1999, approving submittal of the demolition application.

As required by the Public Housing Reform Act of 1998 and PIH Notice 99-19 (HA), the application package includes a letter of support from the Governor of Hawaii, Benjamin J. Cayetano dated May 24, 1999.

We have reviewed the application and find it to be consistent with Section 18 of the U.S. Housing Act of 1937, as amended, and the implementing regulation 24 CFR Part 970, including requirements related to resident consultation and relocation. Therefore, based upon our review and finding that the requirements of 24 CFR Part 970 and Section 18 of the Act have been met, the proposed demolition of 142 dwelling units as previously identified, at Lanakila Homes is hereby conditionally approved.

This approval is conditioned on your office providing an approved Environmental Review in conformance with 24 CFR Part 58 performed by State of Hawaii, as designated by you. The HCDCH may not proceed with any of the activities mentioned in its application until such time as the Environmental Review approval has been delivered to them by you. Please contact the HCDCH and explain this procedure to them, as well as provide an estimate for the timetable for completing the whole process.

Please be aware that when the condition noted above is satisfied, the demolition of these units will affect the HCDCH's operating subsidy eligibility in two significant ways. First, the dwelling units HCDCH has identified for demolition will be excluded from the inventory of subsidy eligible units. If the units are now vacant, they will be excluded starting with the month the condition is satisfied. If the units are now occupied, they will continue in the inventory until vacated. This inventory adjustment is to be reflected on the next required original or revised budget and/or subsidy eligibility submission.

Second, the HCDCH may be eligible to receive phase down or transition funding for the units the HCDCH proposed for demolition. The qualifying criteria for this funding are found in the regulations at 24 CFR Part 990.114. The maximum term of funding is 36 months and would start with the month your letter approving the Environmental Assessment is dated. The HCDCH has been told to contact your financial analyst for additional information on how to apply these criteria to its particular case.

Please make sure the HCDCH annual formula characteristics report is updated properly to reflect these changes.

If the HCDCH is interested in applying for Section 8 rental vouchers for relocation or replacement housing in connection with the units approved for demolition, it will need to submit an application to your Office in accordance with HUD notification of availability of such funds.

The Public Housing Reform Act of 1998, eliminated the requirement for one-for-one replacement for public housing agencies with applications for demolition or disposition. Therefore, the HCDCH is not required to provide for replacement housing and the Department is under no obligation to fund replacement housing.

Please maintain the Demolition/Disposition module of the Integrated Business System current by entering all of the "actual" data into the system, as appropriate. Comments regarding the progress of related demolition activities must be entered into the comments window of the appropriate demolition application.

Hawaii Public Housing Authority Report for the Month of September 2015

I. Planning

A. Wellness & Public Health

Hawaii Public Housing Authority (HPHA) met with representatives from the Public Health Nursing Branch and Tobacco Prevention and Education Program of the Department of Health (DOH), and Hawaii Public Health Institute (HPHI) (*collectively* the "Wellness Team") to discuss and formulate approaches to address public health concerns in public housing, including stress management, tobacco use, domestic violence, diabetes, etc. throughout HPHA properties, including HPHA worksite wellness workshops.

B. Redevelopment Activities

HPHA continues to work with the Hunt Development Group on a master developer agreement and related contracts for the redevelopment of Mayor Wright Homes.

HPHA held a meeting with the Retirement Housing Foundation on the redevelopment of the HPHA North School Street administrative offices.

HPHA met with a U.S. Environmental Protection Agency (EPA) representative to discuss potential environmental funding and consultant services for HPHA proposed redevelopment projects.

C. Homelessness

HPHA continues to meet with nonprofit and homeless providers regarding preferences for families with children.

D. Legislation

HPHA continues to hold discussions with legislators in preparation for the upcoming legislative session.

II. Fiscal Management

A. FY15 financial audit: – audit field work continues.

B. Streamlining operations – revised A/P procedure for multiple expense accounts was implemented in September. Currently payroll data process,

Pcard expense and accruing process are being reviewed for potential streamlining projects.

C. Variance Report for August 2015

1. Revenue for the Month of August

CFP Grant Income \$246,706 less than budget

The \$246,706 variance is caused by the fact that no CFP was drawn in August.

Other Income \$161,987 less than budget

Other Income captures all revenues not specified otherwise. It consists of:

- i) tenant payments not directly related to dwelling unit rents, such as laundry, work orders to repair damages caused by tenant fault, late fees, pet charge, and excess gas/electricity;
- ii) investment income credited to programs;
- iii) fraud recovery for Housing Choice Voucher program;
- iv) FSS (Family Self-Sufficiency) Coordinator Fee, source of which is federal ROSS grant;
- v) Admin Fee earned on Port-in for Housing Choice Voucher program;
- vi) work order revenue for COCC, for repair work done by Central Maintenance crew and Special Team members; on the other hand, the same amount is charged as Maintenance expense to beneficiary programs;
- vii) Front Line Services Fee, a revenue for COCC, which is allocation of direct cost of Application Service Unit of Property Management & Maintenance Services Branch;
- viii) miscellaneous income, one example is fee paid by cell phone company utilizing program location for their cell tower.

The variance consists of unfavorable variance of combination of less tenant payments, contributable to FLRP; less in fraud recovery; less in front line services fee; less work order revenue by central maintenance crew; and other miscellaneous income.

The unfavorable variances are offset by favorable variances of: \$132K from investment income; FSS coordinator fee; revenue of admin fee earned on port-in; and work order revenue by Special Team members.

2. Expenses for the Month of August

Administrative \$217,780 favorable variance

This variance consists of favorable variances from lower admin salaries and fringe benefits contributable to COCC; less auditing fee; less office expenses/furniture and equipment; less front line service; less legal expense; less travel expense; and less other admin expense.

Tenant Services \$65,993 less than budget, a favorable variance

This variance consists of less relocation costs; less resident participation program cost; and less tenant service cost.

Utilities \$134,600 favorable variance

The \$134,600 favorable variance consists of: less electricity and gas expenses

This favorable variances was offset by more water and sewer expenses.

Maintenance \$260,038 favorable variance

This variance was mainly caused by the loss of more than half of special team staff due to sunset of ACT159 resulting in less salaries and fringe benefits less materials and supplies for building, ground, safety, painting, electric, janitorial maintenances, less furniture, appliance and equipment; and etc.

3 Revenue YTD

CFP Grant Income \$393,550 less than budget

The \$393,550 variance is mainly because of timing as operating budget spreads out the annual revenue projection among 12 months, whereas \$99,862 YTD CFP drawing is for repair and maintenances, therefore the entire amount is reported on this line.

State CIP Fund \$108,735 less than budget

The \$108,735 variance is mainly because of timing, as the budgeted State CIP Fund revenue spreads out among 12 months.

Out of the \$398,805 YTD CIP expenditure, \$108,735 is not capitalized therefore reported on this line as revenue.

Grant Income \$172,442 less than budget

The \$172,442 variance is a combination of \$171,401 more revenue for state supplement rent program, and \$343,843 less revenue for protective services and general repair and maintenance for federal and state housing programs.

Other Income \$221,597 less than budget

This \$221,597 variance consists of unfavorable variances from tenant payments, investment income; fraud recovery; FSS coordinator fee; front line services fee; work order revenue by central maintenance crew; and miscellaneous income.

The unfavorable variances are offset by favorable variances from admin fee earned on port-in; and work order revenue by Special Team members.

4 Expenses YTD

Administrative \$430,298 favorable variance

This variance consists of favorable variances from administrative salaries and fringe benefits, managing agent fee charged by private management companies; auditing fee; office expenses; furniture and equipment; front line services; legal expense; travel expense; and other admin costs.

Tenant Services \$140,858 favorable variance

The \$140,858 variance consists of less relocation costs; less resident participation program cost; and less tenant service cost.

Utilities \$301,565 favorable variance

This favorable variance consists of savings in electricity, gas and sewer expenses.

The favorable variances are offset by \$8,256 more water expense

Maintenance \$625,959 favorable variance

The \$625,959 favorable variance is mainly caused by the loss of more than half of special team staff due to sunset of ACT159 resulting in less salaries and fringe benefits for HPHA maintenance employees; less materials and supplies for building, ground, safety, painting, electric, janitorial maintenances, less furniture, appliance and equipment; and less repair and maintenance services provided for refuse collection, sewer and plumbing, pest control, building, tree trimming, vehicle and equipment, janitorial, elevator, fire extinguisher, appliance, electric, HVAC, etc.

HAWAII PUBLIC HOUSING AUTHORITY

Agency Total

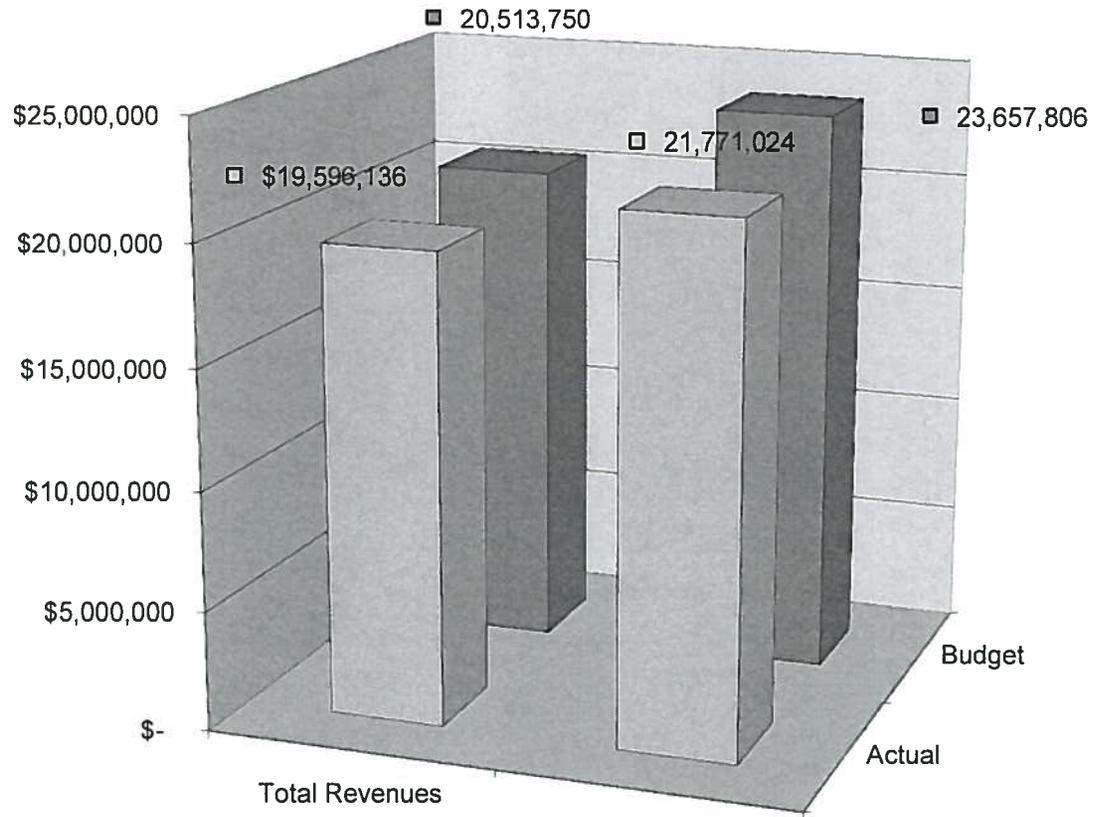
Actual vs Budget Comparison

For the Month of August 2015, and the 2 Months ended August 31, 2015

(Amounts in Full Dollars)

Month of August 2015				Year to Date ended August 31, 2015								
Actual	Budget	Variance Amount	%	Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%		
REVENUES												
1,523,078	1,442,663	80,416	6%	Dwelling Rental Income	3,032,772	2,885,565	147,207	5%	2,710,394	322,378	12%	
6,873,656	6,978,719	(105,063)	-2%	HUD Operating Subsidies	13,848,246	13,963,767	(115,522)	-1%	12,973,018	875,228	7%	
-	246,706	(246,706)	-100%	CFP Grant Income	99,862	493,412	(393,550)	-80%	-	99,862	100%	
372,718	399,425	(26,707)	-7%	COCC Fee Income	745,876	798,850	(52,974)	-7%	759,665	(13,789)	-2%	
109,268	113,800	(4,532)	-4%	State CIP Fund	118,865	227,600	(108,735)	-48%	-	118,865	100%	
686,094	696,461	(10,366)	-1%	Grant Income	1,220,479	1,392,921	(172,442)	-12%	803,623	416,856	52%	
208,478	370,465	(161,987)	-44%	Other Income	530,037	751,634	(221,597)	-29%	373,399	156,639	42%	
\$ 9,773,292	10,248,238	(474,946)	-5%	Total Revenues	\$ 19,596,136	20,513,750	(917,614)	-4%	17,620,097	1,976,039	11%	
EXPENSES												
1,324,072	1,540,852	216,780	14%	Administrative	2,656,180	3,086,479	430,298	14%	2,643,530	(12,650)	0%	
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%	
317,721	343,429	25,708	7%	Management Fees	636,015	686,984	50,969	7%	796,526	160,512	20%	
54,996	55,298	302	1%	Bookkeeping Fees	109,861	110,611	750	1%	109,436	(425)	0%	
4,877,243	5,029,469	152,226	3%	Housing Assistance Payments	9,789,089	10,058,938	269,849	3%	8,879,023	(910,065)	-10%	
(12,336)	53,657	65,993	123%	Tenant Services	32,939	173,798	140,858	81%	260,899	227,960	87%	
1,019,735	1,154,335	134,600	12%	Utilities	2,006,008	2,307,573	301,565	13%	2,162,953	156,945	7%	
1,590,292	1,850,330	260,038	14%	Maintenance	3,156,781	3,782,740	625,959	17%	2,541,409	(615,372)	-24%	
208,336	197,949	(10,387)	-5%	Protective Services	383,330	395,898	12,568	3%	291,224	(92,105)	-32%	
75,220	79,714	4,495	6%	Insurance	144,342	159,429	15,087	9%	156,931	12,590	8%	
1,400,743	1,412,463	11,720	1%	Depreciation Expense	2,801,486	2,824,926	23,440	1%	2,605,092	(196,394)	-8%	
8,977	9,451	474	5%	Bad Debt Expense	25,799	27,157	1,358	5%	85,591	59,792	70%	
14,102	21,637	7,535	35%	General Expenses	29,195	43,274	14,079	33%	216,356	187,161	87%	
10,879,100	11,748,584	869,483	7%	Total Expenses	21,771,024	23,657,806	1,886,782	8%	20,748,971	(1,022,053)	-5%	
\$ (1,105,809)	(1,500,346)	394,538	26%	Net Income(Loss)	\$ (2,174,887)	(3,144,056)	969,168	31%	(3,128,874)	953,986	30%	
CASH BASIS:												
(1,105,809)	(1,500,346)	394,538	26%	Net Income(loss) per Above	(2,174,887)	(3,144,056)	969,168	31%	(3,128,874)	953,986	30%	
Add back non cash items:												
1,400,743	1,412,463	(11,720)	-1%	Depreciation Expense	2,801,486	2,824,926	(23,440)	-1%	2,605,092	196,394	-8%	
8,977	9,451	(474)	-5%	Bad Debt Expense	25,799	27,157	(1,358)	-5%	85,591	(59,792)	70%	
\$ 303,911	(78,433)	382,344	487%	TOTAL CASH BASIS	\$ 652,398	(291,972)	944,370	323%	(438,190)	1,090,588	249%	

HPHA August 31, 2015 Actual vs Budget



	Total Revenues	
Actual	\$19,596,136	21,771,024
Budget	20,513,750	23,657,806

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

	As of August 31 2015	As of July 31 2015	Increase (Decrease)
ASSETS:			
Cash	65,418,122	65,553,702	(135,580)
Receivables:			
Tenant Receivables	1,060,897	1,029,286	31,612
Other	1,340,762	1,373,064	(32,303)
Less Allowance for Doubtful Accounts	(945,272)	(941,909)	(3,363)
Total receivables	1,456,387	1,460,441	(4,054)
Accrued Interest	2,971	2,971	-
Prepaid Expenses	2,328,393	2,419,779	(91,386)
Inventories	535,212	532,457	2,755
Interprogram Due From	4,706,489	4,234,459	472,030
Total Current Assets	74,447,573	74,203,807	243,766
Property, Plant & Equipment:			
Land	23,824,737	23,824,737	-
Buildings	590,734,245	590,734,245	-
Furniture & Equipment	5,573,004	5,570,646	2,358
Motor vehicles	1,691,849	1,691,849	-
Construction in Progress	36,353,715	36,082,852	270,864
Less: Accumulated Depreciation	(363,506,069)	(362,105,326)	(1,400,743)
Notes, Loans & Mortgage Receivable-Non Current	8,716,630	8,716,630	-
Other Long term assets	-	-	-
Total Assets	\$ 377,835,684	378,719,439	(883,755)
LIABILITIES AND NET ASSETS			
Accounts Payable	2,884,562	2,457,316	427,246
Accrued Expenses	-	-	-
Accrued Salaries & Wages	806,694	806,694	-
Accrued Vacation	1,486,739	1,486,739	-
Tenant Security Deposits	755,779	754,198	1,581
Other Liabilities & Deferred Income	2,492,275	3,080,772	(588,497)
Interprogram Due To	-	-	-
Total Current Liabilities	8,426,049	8,585,719	(159,670)
Accrued Pension and OPEB Liability	17,323,690	17,323,690	-
Accrued Liabilities - Long Term	106,051	106,051	-
Net Assets			
Investment in capital assets	294,671,482	295,799,003	(1,127,521)
Restricted Net Assets	432,024	(23,189,879)	23,621,903
Unrestricted Net Assets	59,051,274	81,163,933	(22,112,659)
Net Income Year to Date	(2,174,887)	(1,069,079)	(1,105,809)
Total Net Assets	351,979,893	352,703,978	(724,086)
Total Liabilities & Net Assets	\$ 377,835,684	378,719,439	(883,755)

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

Month of August 2015				Year to Date ended August 31, 2015							
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance		
		Amount	%			Amount	%		Amount	%	
				REVENUES							
1,259,173	1,181,243	77,930	7%	Dwelling Rental Income	2,504,809	2,362,725	142,084	6%	2,208,527	296,281	13%
1,939,107	1,783,735	155,371	9%	HUD Operating Subsidies	3,878,213	3,573,800	304,413	9%	3,612,821	265,393	7%
-	78,309	(78,309)	-100%	CFP Grant Income	99,862	156,619	(56,757)	-36%	-	99,862	100%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
111,570	105,500	6,070	6%	State CIP Fund	111,570	211,000	(99,430)	-47%	-	111,570	100%
166,423	358,466	(192,043)	-54%	Grant Income	311,876	716,931	(405,056)	-56%	-	311,876	100%
31,449	42,963	(11,514)	-27%	Other Income	68,155	86,120	(17,966)	-21%	433,427	(365,272)	-84%
\$ 3,507,721	3,550,215	(42,495)	-1%	Total Revenues	\$ 6,974,484	7,107,196	(132,712)	-2%	6,254,775	719,710	12%
				EXPENSES							
463,807	531,171	67,364	13%	Administrative	937,252	1,068,628	131,376	12%	896,238	(41,014)	-5%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
242,113	252,655	10,542	4%	Management Fees	484,923	505,436	20,513	4%	500,370	15,447	3%
33,090	34,710	1,620	5%	Bookkeeping Fees	66,285	69,435	3,150	5%	67,988	1,703	3%
-	115	115	100%	Housing Assistance Payments	-	230	230	100%	3,789	3,789	100%
(5,182)	33,162	38,345	116%	Tenant Services	24,093	132,808	108,715	82%	219,248	195,155	89%
831,606	945,672	114,066	12%	Utilities	1,628,779	1,890,247	261,468	14%	1,834,878	206,099	11%
1,264,591	1,427,060	162,468	11%	Maintenance	2,485,802	2,925,505	439,704	15%	1,834,239	(651,562)	-36%
207,471	196,529	(10,941)	-6%	Protective Services	381,199	393,059	11,859	3%	289,720	(91,479)	-32%
56,449	62,742	6,293	10%	Insurance	110,946	125,484	14,538	12%	123,883	12,937	10%
1,201,536	1,213,257	11,721	1%	Depreciation Expense	2,403,072	2,426,514	23,442	1%	2,211,444	(191,628)	-9%
7,458	7,851	393	5%	Bad Debt Expense	22,761	23,957	1,196	5%	85,591	62,830	73%
2,460	7,605	5,145	68%	General Expenses	5,202	15,210	10,008	66%	108,226	103,024	95%
4,305,399	4,712,529	407,131	9%	Total Expenses	8,550,313	9,576,512	1,026,199	11%	8,175,614	(374,700)	-5%
\$ (797,678)	(1,162,314)	364,636	31%	Net Income(Loss)	\$ (1,575,829)	(2,469,316)	893,488	36%	(1,920,839)	345,010	18%
				CASH BASIS:							
(797,678)	(1,162,314)	364,636	31%	Net Income(loss) per Above	(1,575,829)	(2,469,316)	893,488	36%	(1,920,839)	345,010	18%
				Add back non cash items:							
1,201,536	1,213,257	(11,721)	-1%	Depreciation Expense	2,403,072	2,426,514	(23,442)	-1%	2,211,444	191,628	-9%
7,458	7,851	(393)	-5%	Bad Debt Expense	22,761	23,957	(1,196)	-5%	85,591	(62,830)	73%
\$ 411,316	58,794	352,523	600%	TOTAL CASH BASIS	\$ 850,004	(18,845)	868,850	4610%	376,196	473,808	126%

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

<u>Month of August 2015</u>				<u>Year to Date ended August 31, 2015</u>							
<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>	<u>ACCRUAL BASIS</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance Amount</u>	<u>%</u>	<u>Prior Year</u>	<u>Variance Amount</u>	<u>%</u>
REVENUES											
307,319	304,300	3,019	1%	Asset Management Project - 30	596,925	608,601	(11,676)	-2%	642,345	(45,420)	-7%
337,906	311,322	26,584	9%	Asset Management Project - 31	677,639	627,717	49,922	8%	579,166	98,473	17%
363,441	352,199	11,242	3%	Asset Management Project - 32	725,709	705,244	20,465	3%	609,034	116,675	19%
264,138	235,713	28,425	12%	Asset Management Project - 33	524,571	472,111	52,460	11%	426,885	97,685	23%
366,462	378,337	(11,875)	-3%	Asset Management Project - 34	716,889	757,966	(41,077)	-5%	701,656	15,233	2%
405,530	441,484	(35,955)	-8%	Asset Management Project - 35	803,244	882,969	(79,724)	-9%	777,931	25,314	3%
194,883	224,903	(30,020)	-13%	Asset Management Project - 37	394,950	449,807	(54,857)	-12%	303,454	91,496	30%
219,937	209,985	9,952	5%	Asset Management Project - 38	440,718	420,239	20,479	5%	365,346	75,372	21%
149,121	169,068	(19,947)	-12%	Asset Management Project - 39	298,760	338,557	(39,797)	-12%	263,284	35,477	13%
174,243	172,889	1,353	1%	Asset Management Project - 40	348,781	345,778	3,002	1%	261,136	87,644	34%
130,886	147,446	(16,560)	-11%	Asset Management Project - 43	264,259	294,892	(30,633)	-10%	237,557	26,702	11%
182,657	180,862	1,795	1%	Asset Management Project - 44	363,903	361,725	2,178	1%	327,508	36,395	11%
151,555	141,214	10,341	7%	Asset Management Project - 45	298,796	279,992	18,804	7%	291,648	7,149	2%
66,886	73,542	(6,656)	-9%	Asset Management Project - 46	132,642	147,698	(15,056)	-10%	106,784	25,859	24%
105,098	117,608	(12,510)	-11%	Asset Management Project - 49	212,724	235,216	(22,492)	-10%	189,947	22,778	12%
87,659	89,343	(1,684)	-2%	Asset Management Project - 50	173,973	178,685	(4,712)	-3%	171,095	2,879	2%
\$ 3,507,721	3,550,215	(42,495)	-1%	Total Revenues	\$ 6,974,484	7,107,196	(132,712)	-2%	6,254,775	719,710	12%
NET INCOME(LOSS)											
(33,770)	(90,883)	57,113	63%	Asset Management Project - 30	(75,403)	(193,470)	118,067	61%	(173,087)	97,684	56%
(168,588)	(162,127)	(6,461)	-4%	Asset Management Project - 31	(271,928)	(351,987)	80,059	23%	(366,570)	94,642	26%
41,768	(25,248)	67,016	265%	Asset Management Project - 32	49,021	(56,706)	105,727	186%	(197,003)	246,024	125%
(52,948)	(59,901)	6,953	12%	Asset Management Project - 33	(110,645)	(122,188)	11,543	9%	(102,967)	(7,678)	-7%
(53,636)	(75,029)	21,393	29%	Asset Management Project - 34	(36,207)	(117,407)	81,200	69%	14,808	(51,015)	-345%
11,212	(75,224)	86,437	115%	Asset Management Project - 35	(2,500)	(145,488)	142,988	98%	(48,916)	46,417	95%
(138,407)	(195,356)	56,949	29%	Asset Management Project - 37	(263,052)	(404,620)	141,568	35%	(290,506)	27,453	9%
(36,308)	(58,335)	22,028	38%	Asset Management Project - 38	(146,397)	(154,815)	8,418	5%	(76,024)	(70,373)	-93%
(56,150)	(71,520)	15,370	21%	Asset Management Project - 39	(92,916)	(147,480)	54,564	37%	(114,233)	21,318	19%
(19,912)	(283)	(19,629)	-6935%	Asset Management Project - 40	(31,491)	(286)	(31,205)	-10908%	(41,448)	9,956	24%
(27,511)	(69,741)	42,231	61%	Asset Management Project - 43	(124,637)	(141,505)	16,868	12%	(138,852)	14,215	10%
(88,845)	(94,524)	5,679	6%	Asset Management Project - 44	(156,044)	(188,297)	32,253	17%	(176,632)	20,588	12%
(66,166)	(49,692)	(16,474)	-33%	Asset Management Project - 45	(108,300)	(134,720)	26,419	20%	(61,274)	(47,026)	-77%
(42,471)	(41,987)	(484)	-1%	Asset Management Project - 46	(84,335)	(132,361)	48,026	36%	(94,666)	10,331	11%
(51,800)	(68,330)	16,530	24%	Asset Management Project - 49	(99,571)	(136,661)	37,090	27%	(90,916)	(8,654)	-10%
(14,147)	(24,133)	9,986	41%	Asset Management Project - 50	(21,424)	(41,325)	19,902	48%	37,448	(58,871)	-157%
\$ (797,678)	(1,162,314)	364,636	31%	Total Net Income(Loss)	\$ (1,575,829)	(2,469,316)	893,488	36%	(1,920,839)	345,010	18%

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

<u>Month of August 2015</u>				<u>Year to Date ended August 31, 2015</u>							
<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Amount</u>	<u>%</u>	<u>CASH BASIS</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Amount</u>	<u>%</u>	<u>Prior Year</u>	<u>Variance</u> <u>Amount</u>	<u>%</u>
REVENUES											
307,319	304,300	3,019	1%	Asset Management Project - 30	596,925	608,601	(11,676)	-2%	642,345	(45,420)	-7%
337,906	311,322	26,584	9%	Asset Management Project - 31	677,639	627,717	49,922	8%	579,166	98,473	17%
363,441	352,199	11,242	3%	Asset Management Project - 32	725,709	705,244	20,465	3%	609,034	116,675	19%
264,138	235,713	28,425	12%	Asset Management Project - 33	524,571	472,111	52,460	11%	426,885	97,685	23%
366,462	378,337	(11,875)	-3%	Asset Management Project - 34	716,889	757,966	(41,077)	-5%	701,656	15,233	2%
405,530	441,484	(35,955)	-8%	Asset Management Project - 35	803,244	882,969	(79,724)	-9%	777,931	25,314	3%
194,883	224,903	(30,020)	-13%	Asset Management Project - 37	394,950	449,807	(54,857)	-12%	303,454	91,496	30%
219,937	209,985	9,952	5%	Asset Management Project - 38	440,718	420,239	20,479	5%	365,346	75,372	21%
149,121	169,068	(19,947)	-12%	Asset Management Project - 39	298,760	338,557	(39,797)	-12%	263,284	35,477	13%
174,243	172,889	1,353	1%	Asset Management Project - 40	348,781	345,778	3,002	1%	261,136	87,644	34%
130,886	147,446	(16,560)	-11%	Asset Management Project - 43	264,259	294,892	(30,633)	-10%	237,557	26,702	11%
182,657	180,862	1,795	1%	Asset Management Project - 44	363,903	361,725	2,178	1%	327,508	36,395	11%
151,555	141,214	10,341	7%	Asset Management Project - 45	298,796	279,992	18,804	7%	291,648	7,149	2%
66,886	73,542	(6,656)	-9%	Asset Management Project - 46	132,642	147,698	(15,056)	-10%	106,784	25,859	24%
105,098	117,608	(12,510)	-11%	Asset Management Project - 49	212,724	235,216	(22,492)	-10%	189,947	22,778	12%
87,659	89,343	(1,684)	-2%	Asset Management Project - 50	173,973	178,685	(4,712)	-3%	171,095	2,879	2%
\$ 3,507,721	3,550,215	(42,495)	-1%	Total Revenues	\$ 6,974,484	7,107,196	(132,712)	-2%	6,254,775	719,710	12%
NET INCOME(LOSS)											
77,372	20,332	57,040	281%	Asset Management Project - 30	146,881	28,960	117,921	407%	25,141	121,740	484%
20,376	26,837	(6,461)	-24%	Asset Management Project - 31	108,850	28,941	79,909	276%	(10,782)	119,632	1110%
67,754	738	67,016	9079%	Asset Management Project - 32	100,993	(4,734)	105,727	2233%	(145,243)	246,236	170%
9,998	3,058	6,939	227%	Asset Management Project - 33	15,247	3,731	11,516	309%	27,897	(12,650)	-45%
19,787	(4,634)	24,421	527%	Asset Management Project - 34	110,639	23,383	87,256	373%	138,612	(27,973)	-20%
90,973	4,537	86,437	1905%	Asset Management Project - 35	159,954	17,120	142,834	834%	115,539	44,416	38%
31,067	(18,300)	49,367	270%	Asset Management Project - 37	75,896	(50,508)	126,404	250%	4,908	70,988	1446%
31,228	9,963	21,266	213%	Asset Management Project - 38	(11,325)	(18,219)	6,894	38%	51,223	(62,548)	-122%
1,631	(13,739)	15,370	112%	Asset Management Project - 39	22,646	(31,918)	54,564	171%	1,329	21,318	1604%
(17,674)	1,901	(19,575)	-1030%	Asset Management Project - 40	(27,015)	4,082	(31,097)	-762%	(37,080)	10,064	27%
45,421	3,191	42,231	1324%	Asset Management Project - 43	23,149	6,381	16,768	263%	20,538	2,611	13%
7,255	1,633	5,622	344%	Asset Management Project - 44	36,156	4,017	32,139	800%	44,258	(8,103)	-18%
(1,785)	14,690	(16,474)	-112%	Asset Management Project - 45	21,553	(4,810)	26,362	548%	74,377	(52,824)	-71%
6,800	7,284	(484)	-7%	Asset Management Project - 46	14,207	(33,819)	48,026	142%	3,876	10,331	267%
6,145	(3,727)	9,872	265%	Asset Management Project - 49	16,319	(7,455)	23,774	319%	18,833	(2,513)	-13%
14,967	5,031	9,936	197%	Asset Management Project - 50	35,854	16,003	19,852	124%	42,770	(6,915)	-16%
\$ 411,316	58,794	352,523	600%	Total Net Income(Loss)	\$ 850,004	(18,845)	868,850	4610%	376,196	473,808	126%

HAWAII PUBLIC HOUSING AUTHORITY
Housing Choice Voucher Program
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

Month of August 2015				Year to Date ended August 31, 2015										
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance					
		Amount	%			Amount	%		Amount	%				
-	-	-	0%	-	-	-	0%	-	-	-	0%			
2,289,775	2,621,919	(332,144)	-13%	4,550,896	5,243,839	(692,943)	-13%	4,328,594	222,302	5%				
-	-	-	0%	-	-	-	0%	-	-	0%				
-	-	-	0%	-	-	-	0%	-	-	0%				
-	-	-	0%	-	-	-	0%	-	-	0%				
(46,437)	57,606	(104,043)	-181%	9,554	115,212	(105,658)	-92%	15,928	(6,374)	-40%				
\$ 2,243,338	2,679,525	(436,187)	-16%	\$ 4,560,450	5,359,051	(798,601)	-15%	4,344,522	215,928	5%				
91,510	111,488	19,978	18%	189,368	227,660	38,292	17%	163,142	(26,227)	-16%				
-	-	-	0%	-	-	-	0%	-	-	0%				
25,008	23,270	(1,738)	-7%	49,572	46,540	(3,032)	-7%	45,456	(4,116)	-9%				
15,630	14,550	(1,080)	-7%	30,983	29,100	(1,883)	-6%	28,410	(2,573)	-9%				
2,300,490	2,487,654	187,164	8%	4,534,338	4,975,308	440,970	9%	3,966,534	(567,804)	-14%				
(7,175)	19,155	26,330	137%	8,825	38,310	29,485	77%	41,317	32,493	79%				
1,607	4,300	2,693	63%	3,254	8,600	5,346	62%	9,085	5,831	64%				
122	1,210	1,088	90%	741	2,420	1,679	69%	1,882	1,141	61%				
67	60	(7)	-12%	134	120	(14)	-12%	67	(67)	-100%				
262	420	158	38%	523	840	317	38%	940	417	44%				
6,800	8,300	1,500	18%	13,511	16,600	3,089	19%	19,241	5,730	30%				
2,434,321	2,670,407	236,086	9%	4,831,249	5,345,498	514,249	10%	4,276,075	(555,175)	-13%				
\$ (190,983)	9,118	(200,101)	-2195%	\$ (270,799)	13,552	(284,352)	-2098%	68,447	(339,247)	-496%				
(190,983)	9,118	(200,101)	-2195%	(270,799)	13,552	(284,352)	-2098%	68,447	(339,247)	-496%				
-	-	-	0%	-	-	-	0%	-	-	0%				
-	-	-	0%	-	-	-	0%	-	-	0%				
\$ (190,983)	9,118	(200,101)	-2195%	\$ (270,799)	13,552	(284,352)	-2098%	68,447	(339,247)	-496%				

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HAWAII PUBLIC HOUSING AUTHORITY
State Low Rent
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

<u>Month of August 2015</u>				<u>Year to Date ended August 31, 2015</u>								
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>			<u>Actual</u>	<u>Budget</u>	<u>Variance</u>		<u>Prior Year</u>	<u>Variance</u>		
		<u>Amount</u>	<u>%</u>				<u>Amount</u>	<u>%</u>		<u>Amount</u>	<u>%</u>	
REVENUES												
94,692	92,175	2,517	3%	Dwelling Rental Income	189,830	184,350	\$ 5,480	3%	163,557	\$ 26,273	16%	
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%	
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%	
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%	
-	3,700	(3,700)	-100%	State CIP Fund	-	7,400	(7,400)	-100%	-	-	0%	
2,494	100,001	(97,507)	-98%	Grant Income	416,400	200,002	216,398	108%	-	416,400	100%	
3,191	4,230	(1,039)	-25%	Other Income	5,856	8,320	(2,464)	-30%	17,332	(11,476)	-66%	
\$ 100,377	200,106	(99,729)	-50%	Total Revenues	\$ 612,087	400,072	212,015	53%	180,889	431,197	238%	
EXPENSES												
24,365	28,020	3,655	13%	Administrative	49,500	54,742	5,243	10%	42,599	(6,900)	-16%	
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%	
15,002	16,123	1,121	7%	Management Fees	30,255	32,246	1,991	6%	32,380	2,125	7%	
1,800	1,936	136	7%	Bookkeeping Fees	3,630	3,872	242	6%	3,885	255	7%	
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%	
-	-	-	0%	Tenant Services	-	-	-	0%	-	-	0%	
63,853	70,448	6,595	9%	Utilities	132,547	140,896	8,349	6%	110,147	(22,400)	-20%	
48,499	73,487	24,988	34%	Maintenance	96,039	143,136	47,097	33%	100,127	4,088	4%	
-	-	-	0%	Protective Services	-	-	-	0%	241	241	100%	
3,139	3,280	141	4%	Insurance	6,286	6,560	274	4%	5,186	(1,100)	-21%	
76,880	76,879	(1)	0%	Depreciation Expense	153,760	153,758	(2)	0%	153,758	(2)	0%	
760	800	40	5%	Bad Debt Expense	1,520	1,600	80	5%	-	(1,520)	-100%	
-	-	-	0%	General Expenses	-	-	-	0%	-	-	0%	
234,299	270,973	36,674	14%	Total Expenses	473,537	536,810	63,274	12%	448,323	(25,213)	-6%	
\$ (133,922)	(70,867)	(136,403)	-89%	Net Income(Loss)	\$ 138,550	(136,738)	148,741	201%	(267,434)	405,984	152%	
CASH BASIS:												
(133,922)	(70,867)	(136,403)	-89%	Net Income(loss) per Above	138,550	(136,738)	148,741	201%	(267,434)	405,984	152%	
76,880	76,879	1	0%	Add back non cash items:								
760	800	(40)	-5%	Depreciation Expense	153,760	153,758	2	0%	153,758	2	0%	
				Bad Debt Expense	1,520	1,600	(80)	-5%	-	1,520	100%	
\$ (56,282)	6,812	(136,442)	-926%	TOTAL CASH BASIS	\$ 293,830	18,620	148,663	1478%	(113,676)	407,506	358%	

HAWAII PUBLIC HOUSING AUTHORITY
State Elderly Program
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

<u>Month of August 2015</u>				<u>Year to Date ended August 31, 2015</u>							
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>			<u>Actual</u>	<u>Budget</u>	<u>Variance</u>		<u>Prior Year</u>	<u>Variance</u>	
		<u>Amount</u>	<u>%</u>				<u>Amount</u>	<u>%</u>		<u>Amount</u>	<u>%</u>
				<u>REVENUES</u>							
169,214	169,245	(31)	0%	Dwelling Rental Income	338,133	338,490	\$ (357)	0%	338,309	(176)	0%
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
3,352	2,600	752	29%	State CIP Fund	3,352	5,200	(1,848)	-36%	-	3,352	100%
(1,147,591)	150,000	(1,297,591)	-865%	Grant Income	27,319	300,000	(272,681)	-91%	-	27,319	100%
5,074	7,465	(2,391)	-32%	Other Income	14,027	14,930	(903)	-6%	44,540	(30,513)	-69%
\$ (969,952)	329,310	(1,299,262)	-395%	Total Revenues	\$ 382,831	658,620	(275,789)	-42%	382,849	(18)	0%
				<u>EXPENSES</u>							
39,909	50,500	10,591	21%	Administrative	76,388	101,000	24,612	24%	35,123	(41,265)	-117%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
35,193	35,631	438	1%	Management Fees	70,449	71,262	813	1%	71,011	563	1%
4,223	2,227	(1,996)	-90%	Bookkeeping Fees	8,453	4,454	(3,999)	-90%	8,520	68	1%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
-	700	700	100%	Tenant Services	-	1,400	1,400	100%	-	-	0%
110,329	121,185	10,856	9%	Utilities	217,966	242,370	24,404	10%	186,999	(30,967)	-17%
73,773	97,181	23,408	24%	Maintenance	116,965	194,362	77,397	40%	175,153	58,188	33%
-	575	575	100%	Protective Services	86	1,150	1,064	93%	86	-	0%
8,163	9,881	1,718	17%	Insurance	16,325	19,762	3,437	17%	19,409	3,084	16%
118,314	118,314	-	0%	Depreciation Expense	236,628	236,628	-	0%	236,628	-	0%
759	800	41	5%	Bad Debt Expense	1,518	1,600	82	5%	-	(1,518)	-100%
-	-	-	0%	General Expenses	-	-	-	0%	-	-	0%
390,664	436,994	46,330	11%	Total Expenses	744,777	873,988	129,211	15%	732,930	(11,847)	-2%
\$ (1,360,615)	(107,684)	(1,252,931)	-1164%	Net Income(Loss)	\$ (361,946)	(215,368)	(146,578)	-68%	(350,081)	(11,865)	-3%
				<u>CASH BASIS:</u>							
(1,360,615)	(107,684)	(1,252,931)	-1164%	Net Income(loss) per Above	(361,946)	(215,368)	(146,578)	-68%	(350,081)	(11,865)	-3%
				Add back non cash items:							
118,314	118,314	-	0%	Depreciation Expense	236,628	236,628	-	0%	236,628	-	0%
759	800	(41)	-5%	Bad Debt Expense	1,518	1,600	(82)	-5%	-	1,518	100%
\$ (1,241,542)	11,430	(1,252,972)	-10962%	TOTAL CASH BASIS	\$ (123,800)	22,860	(146,660)	-642%	(113,453)	(10,347)	-9%

HAWAII PUBLIC HOUSING AUTHORITY
State Rent Supplement Program
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

Month of August 2015				Year to Date ended August 31, 2015										
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance				
		Amount	%				Amount	%		Amount	%			
-	-	-	0%	REVENUES	-	-	-	0%	-	-	0%			
-	-	-	0%	Dwelling Rental Income	-	-	-	0%	-	-	0%			
-	-	-	0%	HUD Operating Subsidies	-	-	-	0%	-	-	0%			
-	-	-	0%	CFP Grant Income	-	-	-	0%	-	-	0%			
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%			
79,832	87,994	(8,162)	-9%	Grant Income	159,663	175,988	(16,325)	-9%	158,389	1,274	1%			
-	-	-	0%	Other Income	-	-	-	0%	-	-	0%			
\$ 79,832	87,994	(8,162)	-9%	Total Revenues	\$ 159,663	175,988	(16,325)	-9%	158,389	1,274	1%			
5,749	7,212	1,463	20%	EXPENSES	11,796	14,424	2,628	18%	9,489	(2,306)	-24%			
-	-	-	0%	Administrative	-	-	-	0%	-	-	0%			
405	-	(405)	-100%	Asset Management Fees	816	-	(816)	-100%	1,011	195	19%			
254	-	(254)	-100%	Management Fees	511	-	(511)	-100%	634	122	19%			
28,342	65,000	36,658	56%	Bookkeeping Fees	28,342	130,000	101,658	78%	68,586	40,244	59%			
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%			
-	625	625	100%	Tenant Services	41	1,250	1,209	97%	1,333	1,292	97%			
-	240	240	100%	Utilities	227	480	253	53%	168	(59)	-35%			
-	-	-	0%	Maintenance	-	-	-	0%	-	-	0%			
-	-	-	0%	Protective Services	-	-	-	0%	36	36	100%			
-	-	-	0%	Insurance	-	-	-	0%	-	-	0%			
-	-	-	0%	General Expenses	-	-	-	0%	-	-	0%			
34,750	73,077	38,327	52%	Total Expenses	41,733	146,154	104,421	71%	81,258	39,525	49%			
\$ 45,081	14,917	30,164	202%	Net Income(Loss)	\$ 117,930	29,834	88,096	295%	77,132	40,799	53%			
45,081	14,917	30,164	202%	CASH BASIS:	117,930	29,834	88,096	295%	77,132	40,799	53%			
-	-	-	0%	Net Income(loss) per Above	-	-	-	0%	-	-	0%			
-	-	-	0%	Add back non cash items:	-	-	-	0%	-	-	0%			
				Depreciation Expense	-	-	-	0%	-	-	0%			
				Bad Debt Expense	-	-	-	0%	-	-	0%			
\$ 45,081	14,917	30,164	202%	TOTAL CASH BASIS	\$ 117,930	29,834	88,096	295%	77,132	40,799	53%			

HAWAII PUBLIC HOUSING AUTHORITY
Section 8 Contract Administration
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

Month of August 2015				Year to Date ended August 31, 2015				Variance		
Actual	Budget	Amount	%	Actual	Budget	Amount	%	Prior Year	Amount	%
				REVENUES						
-	-	-	0%	-	-	-	0%	-	-	0%
2,644,775	2,573,064	71,711	3%	5,419,137	5,146,128	273,009	5%	5,031,603	387,533	8%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
30,760	-	30,760	100%	-	-	-	0%	-	-	0%
16	15	1	7%	32	30	2	6%	(26,711)	26,743	100%
\$ 2,675,551	2,573,079	102,472	4%	\$ 5,419,168	5,146,158	273,010	5%	5,004,892	414,276	8%
				EXPENSES						
73,237	76,959	3,722	5%	146,473	153,918	7,445	5%	15,094	(131,379)	-870%
-	-	-	0%	-	-	-	0%	-	-	0%
-	15,750	15,750	100%	-	31,500	31,500	100%	146,298	146,298	100%
-	1,875	1,875	100%	-	3,750	3,750	100%	-	-	0%
2,548,411	2,476,700	(71,711)	-3%	5,226,409	4,953,400	(273,009)	-6%	4,840,114	(386,295)	-8%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
-	791	791	100%	-	1,582	1,582	100%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
-	450	450	100%	-	900	900	100%	578	578	100%
2,621,647	2,572,525	(49,122)	-2%	5,372,882	5,145,050	(227,832)	-4%	5,002,084	(370,798)	-7%
\$ 53,904	554	53,350	9630%	\$ 46,286	1,108	45,178	4077%	2,809	43,478	1548%
				CASH BASIS:						
53,904	554	53,350	9630%	46,286	1,108	45,178	4077%	2,809	43,478	1548%
-	-	-	0%	-	-	-	0%	-	-	0%
-	-	-	0%	-	-	-	0%	-	-	0%
\$ 53,904	554	53,350	9630%	\$ 46,286	1,108	45,178	4077%	2,809	43,478	1548%

HAWAII PUBLIC HOUSING AUTHORITY
Central Office Cost Center
Actual vs Budget Comparison
For the Month of August 2015, and the 2 Months ended August 31, 2015
(Amounts in Full Dollars)

Month of August 2015				Year to Date ended August 31, 2015							
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance		
		Amount	%			Amount	%		Amount	%	
REVENUES											
-	-	-	0%	Dwelling Rental Income	-	-	-	0%	-	-	0%
-	-	-	0%	Ongoing Admin Fee Earned	-	-	-	0%	-	-	0%
-	168,397	(168,397)	-100%	CFP Grant Income	-	336,794	(336,794)	-100%	-	-	0%
372,718	399,425	(26,707)	-7%	COCC Fee Income	745,876	798,850	(52,974)	-7%	759,665	(13,789)	-2%
64,205	-	64,205	100%	Grant Income	64,205	-	64,205	100%	-	64,205	100%
215,185	258,186	(43,001)	-17%	Other Income	432,414	527,022	(94,608)	-18%	394,530	37,884	10%
\$ 652,108	826,008	(173,900)	-21%	Total Revenues	\$ 1,242,495	1,662,666	(420,170)	-25%	1,154,194	88,301	8%
EXPENSES											
625,494	735,501	110,007	15%	Administrative	1,245,403	1,466,106	220,703	15%	1,438,308	192,905	13%
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Management Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Bookkeeping Fees	-	-	-	0%	-	-	0%
-	-	-	0%	Housing Assistance Payments	-	-	-	0%	-	-	0%
22	640	618	97%	Tenant Services	22	1,280	1,258	98%	334	312	93%
12,339	12,105	(234)	-2%	Utilities	23,421	24,210	789	3%	20,510	(2,911)	-14%
203,266	250,361	47,095	19%	Maintenance	456,967	515,255	58,288	11%	429,839	(27,129)	-6%
798	785	(13)	-2%	Protective Services	1,910	1,569	(340)	-22%	1,111	(799)	-72%
7,207	3,391	(3,816)	-113%	Insurance	10,261	6,782	(3,479)	-51%	7,477	(2,784)	-37%
4,013	4,013	-	0%	Depreciation Expense	8,026	8,026	-	0%	3,262	(4,764)	-146%
4,842	5,282	440	8%	General Expenses	10,482	10,564	82	1%	88,311	77,829	88%
857,981	1,012,078	154,098	15%	Total Expenses	1,756,492	2,033,793	277,300	14%	1,989,151	232,659	12%
\$ (205,873)	(186,070)	(19,802)	-11%	Net Income(Loss)	\$ (513,997)	(371,127)	(142,870)	-38%	(834,957)	320,959	38%
CASH BASIS:											
(205,873)	(186,070)	(19,802)	-11%	Net Income(loss) per Above	(513,997)	(371,127)	(142,870)	-38%	(834,957)	320,959	38%
4,013	4,013	-	0%	Add back non cash items:							
-	-	-	0%	Depreciation Expense	8,026	8,026	-	0%	3,262	4,764	146%
				Bad Debt Expense	-	-	-	0%	-	-	0%
\$ (201,860)	(182,057)	(19,802)	-11%	TOTAL CASH BASIS	\$ (505,971)	(363,101)	(142,870)	-39%	(831,695)	325,723	39%

III. Contract & Procurement Office

A. Solicitation(s) Issued in September 2015: None

B. Contract(s) Executed in September 2015:

Contract No.	Contractor & Description	Amount
CMS 15-20	<p>National Fire Protection Company, Inc. Provide Labor, Materials, and Equipment for Improvement to Fire Prevention Systems at Hale Poai, Kamalu and Hoolulu (MU 42) on the Island of Oahu Completion Date: 60 Calendar Days from Notice To Proceed</p>	<p>Total Amount: \$134,947.36</p>
CMS 15-19	<p>National Fire Protection Company, Inc. Provide Repair and Preventive Maintenance Services to Fire Prevention Systems at Kalakaua Homes, Makua Alii and Paoakalani under AMP 34; Pumehana, Punchbowl Homes, Kalanihuia, Makamae, and Spencer House under AMP 35; Hale Poai, Laiola, Kamalu, Hoolulu and Halia Hale under MU 42 on the Island of Oahu End Date: 12 Months from Notice to Proceed</p>	<p>Total Amount: \$45,967.00</p>
CMS 15-18	<p>Ronald N.S. Ho and Associates, Inc. Provide Design and Consultant Services for Upgrade to Electrical Distribution System at Hauiki Homes (AMP 31) on the Island of Oahu End Date: 720 Calendar Days from Notice to Proceed</p>	<p>Total Amount: \$55,144.00</p>
CMS 15-17	<p>Society Contracting, LLC Provide Labor, Materials, and Equipment for Unit 15-L Modification at Kapaa (AMP 38) on the Island of Kauai Completion Date: 60 Calendar Days from Notice To Proceed</p>	<p>Total Amount: \$80,000.00</p>

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

Contract No.	Contractor & Description	Amount
CMS 15-16	Mitsunaga and Associates, Inc. Provide Design and Consultant Services for Exterior Repairs, Re-Roofing, and Site and ADA Improvements at Punchbowl Homes (AMP 35) on the Island of Oahu End Date: 1,350 Calendar Days from Notice to Proceed	Total Amount: \$589,429.00
CMS 15-15-SC01	P&T Solar Company, Ltd. dba Poncho's Solar Service No-Cost Extension of Time of 90 Calendar Days for Water Tank Replacement & Solar Hot Water System Repair at Waipahu I (AMP 30) on the Island of Oahu Completion Date: December 17, 2015	Suppl Amount: n/a Total Amount: \$158,500.00
CMS 14-33-CO02	Artistic Builders Corporation Provide Additional Labor, Materials, and Equipment and Extension of Time of 21 Calendar Days for ADA Accessibility Improvements at Home Nani and Kekaha Haaheo (AMP 38) on the Island of Kauai Completion Date: November 11, 2015	Suppl Amount: \$41,752.10 Total Amount: \$2,239,469.45
CMS 14-32-CO02	Artistic Builders Corporation Provide Additional Labor, Materials, and Equipment and Extension of Time of 15 Calendar Days for ADA Accessibility Improvements at Hale Hoonanea (AMP 38) on the Island of Kauai Completion Date: October 31, 2015	Suppl Amount: \$29,266,26.00 Total Amount: \$1,009,281.63
CMS 14-31-CO03	Artistic Builders Corporation Provide Additional Labor, Materials, and Equipment and Extension of Time of 4 Calendar Days for ADA Accessibility Improvements at Eleele Homes (AMP 38) on the Island of Kauai Completion Date: November 9, 2015	Suppl Amount: \$31,648.72 Total Amount: \$1,492,349.18

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

Contract No.	Contractor & Description	Amount
CMS 14-31-CO02	<p>Artistic Builders Corporation Provide Additional Labor, Materials, and Equipment and Extension of Time of 16 Calendar Days for ADA Accessibility Improvements at Eleele Homes (AMP 38) on the Island of Kauai Completion Date: November 5, 2015</p>	<p>Suppl Amount: \$14,857.30</p> <p>Total Amount: \$1,460,700.46</p>
CMS 14-29-CO01	<p>Shioi Construction, Inc. dba Creative Partition Systems Provide Additional Labor, Materials, and Equipment and Extension of Time of 50 Calendar Days for Modernization of Kaahumanu Homes (AMP 33) on the Island of Oahu Completion Date: March 23, 2016</p>	<p>Suppl Amount: \$71,840.00</p> <p>Total Amount: \$5,051,840.00</p>
CMS 14-10-SC02	<p>Heartwood Pacific, LLC Provide Additional Labor, Materials, and Equipment and Extension of Time of 60 Working Days for Site and Building Improvements at Pomaikai (AMP 37) on the Island of Hawaii Completion Date: January 26, 2016</p>	<p>Suppl Amount: \$68,329.00</p> <p>Total Amount: \$3,238,644.00</p>
CMS 13-27-SC01	<p>Kober Hanssen Mitchell Architects, Inc. Provide Additional Design and Consultant Services for Exterior Repairs, Re-Roofing, and Site and ADA Improvements at Punchbowl Homes (AMP 35) on the Island of Oahu End Date: March 21, 2017</p>	<p>Suppl Amount: \$79,110.00</p> <p>Total Amount: \$437,730.00</p>
CMS 11-02-SC08	<p>Ralph S. Inouye Co., Ltd. No-Cost Extension of Time of 176 Calendar Days to Provide Additional Labor, Materials, and Equipment for Building Improvements at Hale Poi (MU 42) on the Island of Oahu Completion Date: February 1, 2016</p>	<p>Suppl Amount: n/a</p> <p>Total Amount: \$2,960,756.00</p>

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

Contract No.	Contractor & Description	Amount
CMS 11-01-SC03	Marc Ventura, AIA, LLC Provide Additional Design and Consultant Services, Removal of Excess Hazardous Material Services and Extension of Time of 119 Calendar Days for Site and Dwelling Improvements to Hui O Hanamaulu (AMP 38) on the Island of Kauai End Date: May 28, 2016	Suppl Amount: (\$7,682.88) Total Amount: \$224,282.64
ITO 14-02-SC01	EMSS, Inc. Continue to Furnish Printing and Mailing Services for the Monthly Tenant Rent Bills and IRS 1099 Tax Forms End Date: September 25, 2016	Suppl Amount: \$56,370.38 Total Amount: \$111,581.47
PMB 15-04	KMK LLC dba TW Systems Furnish Laundry Services at Hale Aloha O Puna, Hale Olaloa, Kauhale O Hanakahi, Pahala, and Pomaikai Homes under AMP 37 on the Island of Hawaii End Date: September 30, 2020	*49.9% of Gross Receipts; **51.1% of Gross Receipts to be Retained by the HPHA – AMP 37
PMB 15-03	KMK LLC dba TW Systems Furnish Laundry Services at Piilani Homes and Makani Kai Hale under AMP 39 on the Island of Maui End Date: October 14, 2020	*65.1% of Gross Receipts; **34.9% of Gross Receipts to be Retained by the HPHA – AMP 39
PMB 15-02	Island Refuse, Inc. Furnish Refuse Collection Services for Kahale Mua – State and Kahale Mua – Federal (AMP 39) on the Island of Molokai End Date: August 31, 2016	Total Amount: \$38,026.80
PMB 11-17-SC04	Hawaii Affordable Properties, Inc. Continue to Provide Property Management, Maintenance and Resident Services for Kauhale Nani, Wahiawa Terrace, Kupuna Home O Waialua (AMP 49) on the Island of Oahu End Date: September 30, 2016	Suppl Amount: \$467,311.00 Total Amount: \$2,286,294.00

C. Planned Solicitation/Contract Activities for October/November 2015

Solicitation(s):

- Issue Invitation-for-Bids for Laundry Services for AMP 35 on the Island of Oahu.
- Issue Request-for-Proposals for the HPHA Website Redesign Project.

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(s) for Security Services at AMP 30 and AMP 33 on the Island of Oahu.
- Execute Contract to Provide Laundry Services at AMP 39 on the Island of Molokai.
- Execute Supplemental Contracts to Continue Property Management, Maintenance and Resident Services for AMP 43 on the Island of Hawaii and AMP 49 and AMP 50 on the Island of Oahu.
- Execute Supplemental Contract to Continue Property Management and Maintenance Services for Ke Kumu Ekahi on the Island of Hawaii.

IV. Property Management and Maintenance Services

A.	Total Move Ins for September :	45 units
	<u>Vacancies:</u>	<u>34 units</u>
	Net gain/loss:	11 units

B. Formal Grievance Hearings

Island	Federal Public Housing (number of cases heard) for September	Type of Grievance Hearing Request
Oahu	2	Concerns with management staff, drug paraphernalia, unauthorized occupants and disturbance.

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 5 grievance hearing requests in the month of September 2015.

C. Hearings/Evictions

1. Eviction cases heard for the month of September 2015, there were a total of 16 cases, 7 for rent, and 9 for non-rent.
2. Continue to monitor Statewide Federal Public Housing rent delinquencies and provide ways to reduce tenant delinquencies.
3. Provide legal and administrative services to the Property Management and Maintenance Services Branch for the successful prosecution of cases referred for eviction. Continue to assist project managers and staff with legal and procedural updates as provided.
4. Continue to Solicit Eviction Board Members and Resident Board Members to maintain the board quorum requirements to schedule hearings on a regular basis.

D. Program Activities

1. Continuing to focus on filling our vacant units to reach our goal of 99% occupancy. Strategic planning is continuously being done to minimize the loss of make-ready days by the AMP staff in turning over a vacant unit.
2. Providing continuous technical support to AMP managers and residents to implement a resident association at each of the properties.
3. HPHA continues to submit a Request for Technical Review (TR) or a Data Base Adjustment (DBA) of completed REAC inspections to regain possible physical points lost during the inspection. AMPs 30 and 45 had their REAC rescheduled for the week of November 6th to 10th due to previous weather conditions.
4. PMMSB is working closely with Personnel on our ongoing recruitment for Program Specialists to help strengthen and streamline our operations.

E. Planned Activities for October 2015

1. Continuing to relocate families due to modernization at AMPs 31, 33, 38 and 39.
2. HPHA continues to focus on improving the REAC scores for the remaining AMPs to be inspected. Property Management Specialists have been diligently working with the AMP staff by providing guidance and technical support to minimize point deductions.

FEDERAL PUBLIC HOUSING

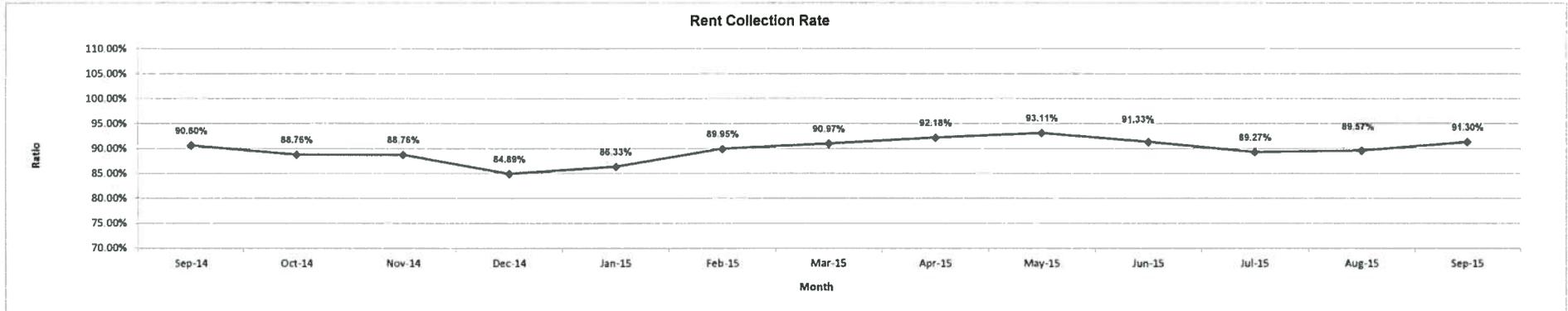
Rent Collection from September 2014 to September 2015

	Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$138,552.03	\$127,616.75	91.45%	\$134,474.00	\$117,897.37	87.67%	\$131,524.00	\$114,722.43	87.67%	\$131,498.00	\$110,539.92	84.06%	\$133,851.00	\$111,628.52	83.40%	\$135,429.00	\$119,713.42	88.40%
Kauai	\$94,212.00	\$69,361.09	73.62%	\$93,714.00	\$63,739.90	68.02%	\$91,837.00	\$63,801.44	68.02%	\$90,786.00	\$60,950.89	67.14%	\$90,149.20	\$60,702.62	67.34%	\$90,571.00	\$69,392.83	76.62%
Maui	\$64,138.00	\$51,426.39	80.18%	\$63,934.00	\$49,541.25	77.49%	\$69,263.00	\$52,954.61	77.49%	\$69,940.52	\$57,718.89	82.53%	\$63,305.00	\$50,885.37	80.38%	\$64,495.00	\$54,483.61	84.48%
Oahu	\$1,021,859.86	\$947,244.42	92.70%	\$1,039,885.47	\$951,162.11	91.47%	\$1,039,407.76	\$917,671.98	91.47%	\$1,000,645.99	\$868,347.12	86.78%	\$996,338.72	\$884,931.59	88.82%	\$997,480.07	\$914,961.62	91.73%
Total	\$ 1,319,761.89	\$ 1,195,648.05	90.60%	\$ 1,332,007.47	\$ 1,182,340.63	88.79%	\$ 1,032,673.79	\$ 883,006.95	88.79%	\$ 1,282,870.51	\$ 1,097,556.82	84.89%	\$ 1,283,643.92	\$ 1,100,148.10	86.33%	\$ 1,287,975.07	\$ 1,158,551.48	89.95%

Cumulative (13 Months)	
09/14 - 09/15	
Charges	\$ 16,825,804.54
Collections	\$ 15,076,490.42
Total	\$ (1,749,314.12)
Ratio	89.60%

	Mar-15			Apr-15			May-15			Jun-15			Jul-15			Aug-15			Sep-15		
	Charges	Collected	Ratio																		
Hawaii	\$137,279.00	\$119,388.47	86.97%	\$134,378.00	\$122,368.65	91.06%	\$137,360.00	\$127,981.15	93.17%	\$140,463.00	\$126,430.95	90.01%	\$145,659.00	\$125,429.99	86.11%	\$139,944.83	\$123,376.97	88.16%	\$142,682.83	\$128,710.13	90.21%
Kauai	\$93,946.71	\$75,608.34	80.48%	\$90,196.00	\$79,806.85	88.48%	\$93,407.00	\$82,867.00	88.72%	\$91,562.00	\$76,865.70	83.95%	\$94,288.00	\$77,691.90	82.40%	\$93,080.00	\$76,044.79	81.70%	\$96,539.00	\$79,857.29	82.72%
Maui	\$63,398.00	\$56,091.61	88.48%	\$63,200.00	\$59,775.00	94.58%	\$66,508.00	\$61,988.00	93.20%	\$63,992.00	\$59,294.00	92.66%	\$64,988.00	\$59,931.00	90.68%	\$64,056.00	\$57,394.00	89.60%	\$63,925.00	\$60,975.51	95.39%
Oahu	\$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%	\$1,098,056.70	\$1,010,552.87	92.03%	\$1,020,887.17	\$921,566.97	90.27%	\$1,027,760.02	\$929,885.49	90.48%	\$1,031,257.00	\$948,745.78	92.00%
Total	\$ 1,292,498.72	\$ 1,175,745.22	90.97%	\$ 1,289,599.00	\$ 1,188,693.63	92.18%	\$ 1,315,633.62	\$ 1,225,045.65	93.11%	\$ 1,384,073.70	\$ 1,273,143.52	91.33%	\$ 1,325,822.17	\$ 1,183,619.06	89.27%	\$ 1,324,840.85	\$ 1,186,701.20	89.57%	\$ 1,334,403.83	\$ 1,218,288.71	91.30%

Rent Collection Rate



**Federal LIPH
HPHA Island Overview Report
as of 09/30/2015**

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	31	\$ 3,414.36	24	\$ 10,419.44	\$ 142,682.83	\$ 128,710.13	90.21%	Average Income	40	0.38%	7.80	3.90
Kauai	22	\$ 5,230.11	14	\$ 6,461.94	\$ 96,539.00	\$ 79,857.29	82.72%	Low Income (80%)	66	0.63%	2.61	1.76
Maui	9	\$ 1,479.00	10	\$ 3,785.50	\$ 63,925.00	\$ 60,975.51	95.39%	Very Low Inc. (50%)	372	3.57%	2.51	1.69
Oahu	120	\$ 28,273.40	85	\$ 74,898.94	\$ 1,031,257.00	\$ 948,745.78	92.00%	Extrmly Low Inc. (30%)	9,942	95.41%	2.39	1.62
Total	182	\$ 38,396.87	133	\$ 95,565.82	\$ 1,334,403.83	\$ 1,218,288.71	91.30%		10,420	100.00%	2.41	1.63

* 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 09/30/2015**

AMP	Non Vacated Delinquencies**				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
30P-Aiea	0	0.00	1	5,054.00	\$ 93,328.00	\$ 92,356.00	98.96%
31P-KVH	6	1,247.61	0	0.00	\$ 123,200.00	\$ 115,776.00	93.97%
32P-MWH	24	7,558.50	13	11,718.49	\$ 123,899.00	\$ 103,401.33	83.46%
33P-Kam/Kaamanu	13	2,545.95	9	4,875.95	\$ 106,056.00	\$ 96,290.50	90.79%
34P-Kalakaua	25	4,384.00	22	19,652.50	\$ 149,477.00	\$ 139,972.17	93.64%
35P-Kalanihuia	4	983.50	4	4,472.00	\$ 160,562.00	\$ 158,875.30	98.95%
37P-Hilo	18	2,707.00	13	4,223.00	\$ 72,312.00	\$ 66,600.00	92.10%
38P-Kauai	22	5,230.11	14	6,461.94	\$ 96,539.00	\$ 79,857.29	82.72%
39P-Maui	9	1,479.00	10	3,785.50	\$ 63,925.00	\$ 60,975.51	95.39%
40P-KPT	13	2,530.50	8	8,096.67	\$ 72,531.00	\$ 63,338.20	87.33%
43P-Kona	8	1,279.36	4	669.00	\$ 46,695.83	\$ 40,760.97	87.29%
44P-Leeward Oahu	18	5,610.00	15	8,645.33	\$ 66,618.00	\$ 57,433.00	86.21%
45P-Windward Oahu	6	138.00	6	4,001.00	\$ 67,515.00	\$ 60,776.42	90.02%
46P-Kamuela	5	-572.00	7	5,527.44	\$ 23,675.00	\$ 21,349.16	90.18%
49P-Central Oahu	9	3,111.00	6	3,718.00	\$ 42,544.00	\$ 36,938.00	86.82%
50P-Palolo	4	164.34	3	4,665.00	\$ 25,527.00	\$ 23,588.86	92.41%
Total	182	\$ 38,396.87	133	\$ 95,565.82	\$ 1,334,403.83	\$ 1,218,288.71	91.30%

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

STATE PUBLIC HOUSING

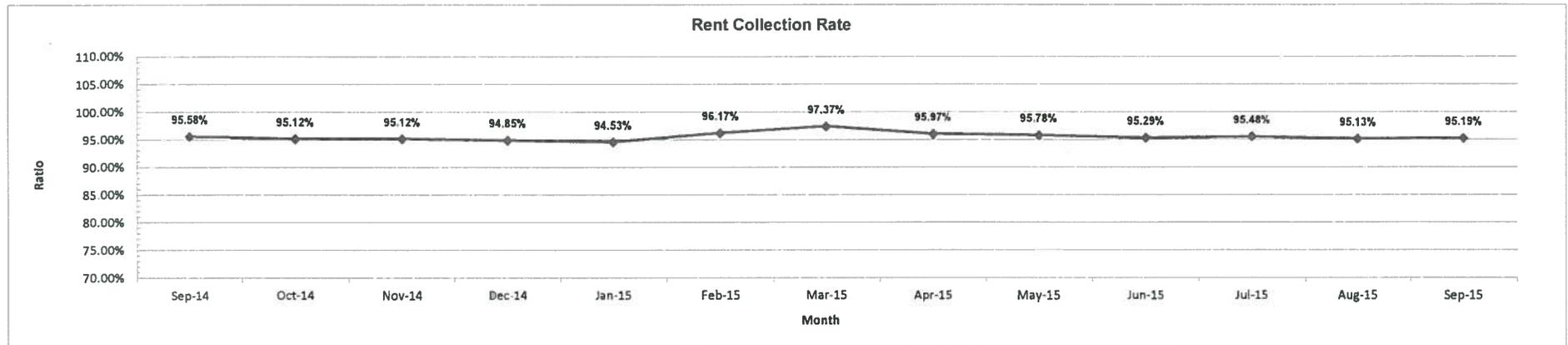
Rent Collection from September 2014 to September 2015

	Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15		
	Charges	Collected	Ratio															
Hawaii	\$ 20,062.00	\$ 16,085.77	80.18%	\$ 19,403.00	\$ 15,632.71	80.57%	\$ 18,997.00	\$ 14,733.71	80.57%	\$ 19,213.00	\$ 14,146.56	73.63%	\$ 19,298.00	\$ 12,716.56	73.63%	\$ 19,270.00	\$ 14,133.00	73.34%
Kauai	\$ 6,130.00	\$ 4,942.00	80.62%	\$ 6,775.00	\$ 5,515.00	81.40%	\$ 6,760.00	\$ 4,955.00	81.40%	\$ 6,278.00	\$ 4,253.00	67.74%	\$ 6,832.00	\$ 5,370.00	67.74%	\$ 7,052.00	\$ 6,260.00	88.77%
MauI	\$ 3,736.00	\$ 2,784.00	74.52%	\$ 3,608.00	\$ 2,212.00	61.31%	\$ 3,587.00	\$ 2,568.00	61.31%	\$ 3,762.00	\$ 2,526.00	67.15%	\$ 3,231.00	\$ 2,108.00	67.15%	\$ 3,231.00	\$ 2,538.00	78.55%
Oahu	\$ 232,453.50	\$ 226,959.66	97.64%	\$ 231,286.00	\$ 224,966.47	97.27%	\$ 231,753.86	\$ 223,517.45	97.27%	\$ 231,494.48	\$ 226,403.53	97.80%	\$ 231,097.00	\$ 226,023.95	97.80%	\$ 232,708.00	\$ 229,283.00	98.53%
Total	\$ 262,381.50	\$ 250,771.43	95.58%	\$ 261,072.00	\$ 248,328.18	95.12%	\$ 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%

Cumulative (12 Months) 09/14 - 09/15	
Charges	\$ 3,412,140.04
Collections	\$ 3,257,683.35
Total	\$ (154,456.69)
Ratio	95.47%

	Mar-15			Apr-15			May-15			Jun-15			Jul-15			Aug-15			Sep-15		
	Charges	Collected	Ratio																		
Hawaii	\$ 18,765.00	\$ 17,346.00	92.44%	\$ 18,605.00	\$ 16,003.09	86.01%	\$ 20,280.00	\$ 17,704.00	87.30%	\$ 21,068.00	\$ 17,563.35	83.37%	\$ 21,523.00	\$ 17,117.35	79.53%	\$ 21,500.00	\$ 15,245.00	70.91%	\$ 21,846.00	\$ 15,069.00	68.98%
Kauai	\$ 7,666.00	\$ 6,413.50	83.66%	\$ 7,666.00	\$ 5,650.00	73.70%	\$ 7,741.00	\$ 6,052.00	78.18%	\$ 7,481.00	\$ 5,177.00	69.20%	\$ 7,481.00	\$ 5,257.00	70.27%	\$ 7,481.00	\$ 5,551.00	74.20%	\$ 7,481.00	\$ 5,587.00	74.68%
MauI	\$ 3,151.00	\$ 2,220.00	70.45%	\$ 3,151.00	\$ 2,696.00	85.56%	\$ 3,013.00	\$ 2,310.00	76.67%	\$ 2,885.00	\$ 1,801.00	62.43%	\$ 2,614.00	\$ 1,944.00	74.37%	\$ 2,328.00	\$ 1,919.00	82.43%	\$ 2,046.00	\$ 1,775.00	86.75%
Oahu	\$ 233,737.00	\$ 230,425.00	98.58%	\$ 235,377.00	\$ 229,788.00	97.63%	\$ 236,927.00	\$ 230,577.00	97.32%	\$ 236,585.00	\$ 230,847.00	97.57%	\$ 236,253.00	\$ 231,458.00	97.97%	\$ 237,696.70	\$ 233,180.31	98.10%	\$ 237,292.00	\$ 233,314.00	98.32%
Total	\$ 263,319.00	\$ 256,404.50	97.37%	\$ 264,799.00	\$ 254,137.09	95.97%	\$ 267,961.00	\$ 256,843.00	95.78%	\$ 268,019.00	\$ 255,388.35	95.29%	\$ 267,871.00	\$ 255,776.35	95.48%	\$ 269,005.70	\$ 255,895.31	95.13%	\$ 268,665.00	\$ 255,745.00	95.19%

Rent Collection Rate



**State LIPH
 HPHA Island Overview Report
 as of 09/30/2015**

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	11	\$ 2,654.00	7	\$ 2,467.00	\$ 21,846.00	\$ 15,069.00	68.98%	Average Income	25	0.35%	7.38	3.88
Kauai	5	\$ 1,248.00	5	\$ 6,432.30	\$ 7,481.00	\$ 5,587.00	74.68%	Low Income (80%)	42	0.58%	2.10	1.27
Maui	2	\$ 271.00	2	\$ 13,489.00	\$ 2,046.00	\$ 1,775.00	86.75%	Very Low Inc. (50%)	333	4.60%	2.34	1.38
Oahu	4	\$ 1,612.00	4	\$ 4,591.00	\$ 237,292.00	\$ 233,314.00	98.32%	Extremely Low Inc. (30%)	6,836	94.47%	2.29	1.45
Total	22	\$ 5,785.00	18	\$ 26,979.30	\$ 268,665.00	\$ 255,745.00	95.19%		7,236	100.00%	2.30	1.46

* 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 09/30/2015**

Project	Non Vacated Delinquencies*				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
2201-Hauiki	1	\$ 195.00	1	\$ 585.00	\$ 22,909.00	\$ 22,519.00	98.30%
2202-Puahala Homes	3	\$ 1,417.00	3	\$ 4,006.00	\$ 41,682.00	\$ 37,880.00	90.88%
2204-Kawaiehua	5	\$ 1,248.00	5	\$ 6,432.30	\$ 7,481.00	\$ 5,587.00	74.68%
2205-Kahale Mua	2	\$ 271.00	2	\$ 13,489.00	\$ 2,046.00	\$ 1,775.00	86.75%
2206-Lokahi	5	\$ 1,138.00	1	\$ 627.00	\$ 12,933.00	\$ 8,343.00	64.51%
2207-Ke Kumu Elua	6	\$ 1,516.00	6	\$ 1,840.00	\$ 8,913.00	\$ 6,726.00	75.46%
2401-Hale Po'ai	0	\$ -	0	\$ -	\$ 59,171.00	\$ 59,171.00	100.00%
2402-La'iola	0	\$ -	0	\$ -	\$ 36,682.00	\$ 36,921.00	100.65%
2403-Kamalu-Ho'olulu	0	\$ -	0	\$ -	\$ 66,414.00	\$ 66,389.00	99.96%
2404-Halia Hale	0	\$ -	0	\$ -	\$ 10,434.00	\$ 10,434.00	100.00%
Total	22	\$ 5,785.00	18	\$ 26,979.30	\$ 268,665.00	\$ 255,745.00	95.19%

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

V. Construction Management

A. Program Activities and Major Projects

a. Lanakila Homes (Hawai'i)

- a. Demolition of Phase IIIb (HA 1005) & IV (HA 1004) – HPHA is awaiting the final review of the soil mitigation plan by the Hazard Evaluation and Emergency Response (HEER) Office of the Department of Health (DOH). All existing building slabs to remain intact and to be encapsulated with clean topsoil per the current soil mitigation plan. The construction contractor has completed demolition efforts as far as they are allowed without disturbing the soil.
- b. Demolition of remaining 3 structures – The HPHA had prior received HUD approval to demolish all the remaining standing structures. In 2008, three buildings (6 units total), were approved to be removed from the demolition and disposition in favor of a volunteer effort to restore the units. Unfortunately the units were far more deteriorated than expected and procurement and coordination of a volunteer effort and building materials proved to be problematic and therefore the volunteer effort was abandoned. The HPHA has since been requesting from HUD that the HPHA request to “Undemo” the 6 units be rescinded to the original approval to demolish all the remaining buildings. HPHA is working toward resolving this issue with HUD.
- c. Fair Housing Improvements at Lanakila Homes (HA 1004) – Site and accessibility improvements including an accessible route throughout the site and the installation of additional parking stalls. The HPHA is negotiating with Hawai'i County to assume control of the on-street parking. The consultant is preparing a fee proposal for the survey and the preparation of plot maps for the on-street parking stalls to be dedicated to the HPHA from Hawai'i County. This will allow the HPHA to control the parking stalls and assign the stalls to the residents.

2. Kalihi Valley Homes Phase 4B

- a. The major modernization includes renovation of 32 units (Buildings 19 thru 22) and in general consists of but not limited to demolition, hazardous abatement, crack and spall repair, roofing, painting, carpentry, mechanical work,

electrical work, sidewalks, retaining walls, utilities and paving.

- b. The building permit is in the final stage of approval and the contractor is currently mobilizing for a construction start of November 2nd. A 30-day notification to the Department of Health is required to comply with the NPDES General Permit Coverage. Erosion control computations are currently being revised to account for this start date as well.

3. Vacant Units Undergoing Modernization:

- a. On-going construction and design continues on vacant units undergoing modernization (requiring work beyond that of routine maintenance and repairs) totaling 237 units of which 15 are State units and 222 are Federal units.

- b. 4 CMB vacant units were completed in the month of September.

c. Vacant Units under construction or design Status by County:

- 1. O`ahu: 117 units total
 - a) Demo/dispo: 4
 - b) Under Construction: 103
 - c) About to go out to bid: 10
- 2. Hawai`i: 90 units total
 - a) Demolished: 56
 - b) Under Construction: 14
 - c) About to go out to bid: 6
 - d) In Design: 14
- 3. Kauai: 4 units total
 - a) Under Construction: 4
- 4. Maui: 4 units total
 - a) Under Construction: 4
- 5. Molokai: 22 units total
 - a) About to go out to bid: 22

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

- 1. HPHA is on track and working diligently to meet all Federal CFP and State CIP deadlines.

2. The next Federal obligation deadline is May 12, 2016 for the 2014 Capital Fund Program (CFP 724). HUD requires 90% obligation by the deadline HPHA's goal is to be at 92% obligation by the obligation deadline.
3. The next Federal expenditure deadline is April 17, 2016 for the 2011 and 2012 Capital Fund Program (CFP 721 and CFP 722). Currently HPHA is at 97% expenditure.
4. The next State encumbrance deadline is June 30, 2016 for the State BY2013-2015 CIP. HPHA currently is at 93% encumbrance.
5. The HPHA has submitted its CIP request for FY 2016-2017 to B&F to address the backlog of capital improvements.

VI. Section 8 Subsidy Programs

HPHA 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. Program Activities

1. Voucher activity for September 2015:

- HPHA expended a total of \$2,214,728 (104.3% of eligible HUD funds received) in housing assistance payments to private landlords on behalf of 2151 voucher holders in September 2015.
- As of September 2015, 343 veterans were assisted with Veterans Administration Supportive Housing Vouchers (VASH). Monetary assistance was \$247,763. Seventeen veterans and three HCV who were searching for a home found a rental unit and leased up. Four veterans received VASH vouchers and three HCV in September 2015 and are currently in housing search.

Waiting List	# of wait list applicants as of September 2015	
Housing Choice Voucher	0	
Kuhio Park Towers	43	
Palolo Homes Project Based Section 8	3581	
Rent Supplement Program	0	

2. Voucher lease up activity for September 2015:

Voucher Type	September 2015		
	# leased	# of vacancies	# in housing search
Housing Choice Vouchers	3		88
VASH	17		72
Kuhio Park Towers	1		
Palolo Homes Project Based Section 8	1		
Port In (from other PHA)			7

3. Inspections update:

	September 2015
Housing Quality Standards (HQS) Inspections	105
HQS Failed Inspections	57
Quality Control Inspections	41

4. Family Self Sufficiency (FSS) Program

The Family Self Sufficiency (FSS) program assisted 62 Section 8 clients in September 2015. There were 41 active escrow accounts with a total deposit of \$4232 in September 2015. One family graduated from the program and one family increased their income in September 2015.

VII. Compliance

A. Program Activities for September

1. Approximately 91 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 (14);
 - b. Transfers of unit for other reasons (8);
 - c. Installation of air conditioning (6);
 - d. Approval of assistance animals (3);
 - e. Additional utility allowance for approved medical appliances (1).

B. Planned activities for October/November

1. Continue work on releases and declarations of trust forms for additional federally-assisted public housing properties;
2. Work with the Fair Housing Coordinators of the Counties and Hawaii Housing Finance and Development Corporation to administer the joint procurement contract for the update to the fair housing analysis of impediments for the State of Hawaii;

3. Continue to administer contract with National Center for Housing Management for HPHA Self-evaluation and Transition Plan, including meeting with and reviewing draft transition plans with consultant to complete the transition plan, and meeting with staff to finalize draft transition plans;
4. Continue to discuss and draft revisions to the Admissions and Continued Occupancy Policy for the Federally Assisted Low-income Public Housing Program for the Federally Assisted Low-income Public Housing Program to implement the approved changes to the Hawaii Administrative Rules.

VIII. Information Technology

A. Program Activities

1. Continued to work with vendor Emphasys and HPHA staff to resolve issues and further implement Elite software.
 - Initial work has begun on Elite WebApp and Applicant Portal, which will allow the public to apply for housing services online, and electronically transfer data into HPHA’s Elite Waiting List module.
 - A new SQL server has just been delivered. In the coming weeks, it will be set up to accommodate this additional functionality.

IX. Personnel

A. Summary of Staffing:

Filled positions (FTE):	259
Positions budgeted (recruit and fill)	53
Other vacancies	61

B. Program Activities:

1. HPHA participated in the semi-annual Job Fair sponsored by Workforce Development at Neal Blaisdell Center. By actively reaching out to applicants, we were able to obtain viable referral candidates for exempt and temporary hire positions.

2. Training and Tradeshow, September 22, 2015

On September 22, 2015, the HPHA held webinar training on Integrated Pest Management and pest control by the Cornell University's Northeastern IPM Center. The training also included a demonstration of the HPHA's heat machines to deal with bed bugs. Over 50 staff attended the training.



The HPHA also sponsored its first Trade Show with vendors from the maintenance field. The purpose of the trade show was for the staff to be able to learn about new products, updated maintenance techniques, and equipment. Staff were able to test out various hand held equipment on the market today.



3. HPHA implemented the Agency's Multi-skilled Worker Pilot Program on October 1, 2015. 37 maintenance employees were interested in the program from the AMPs and Central Maintenance. These groups of employees are General Constructions and Maintenance Supervisors, Electricians, Plumbers, Carpenters, Painters, Building maintenance workers II/Is, Helpers and General

Laborers. The MSW staff will be assigned to Central Maintenance Services, School Street.

4. Multi-Skilled Pilot Program Orientation was held October 1, 2015. Orientation provided staff the Memorandum of Understanding of the program, goals and expectations and team concept.
5. Department of Human Resources Development (DHRD) declared a Reduction-in-Force effective September 21, 2015, for Bargaining Units 13 and 23 (professionals and supervisors). Vacancies identified in both units are on 'hold' until RIF is completed.
6. Workers Compensation: 1 injury reported with average lost time of 6 days.

Approved by Executive Director 
October 15, 2015

FOR DISCUSSION

Department of Human Services Director Rachael Wong; Update from the Governor's Leadership Team on Homelessness on Goals, Plans, and Activities in the State; and the HPHA's Strategic Plans

There are no handouts for this item. Discussion will be held at the Board meeting.

FOR DISCUSSION

Presentation by Jesse Wu, Director of the U.S. Department of Housing and Urban Development's (HUD) Hawaii Field Office Regarding HUD programs and Responsibilities (Estimated time: 1 hour), including:

1. Mission
2. Budget and Funding
3. Honolulu Field Office and Program Areas
4. Funding Opportunities
5. Lead The Way (videos)

See attached powerpoint presentation.



U.S. Department of Housing and Urban Development

2014 Housing Summit

December 11, 2014

Jesse Wu

Director (Office of Public Housing, Honolulu, HI)



HUD Mission

The Department's (HUD) mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination; and transform the way HUD does business.



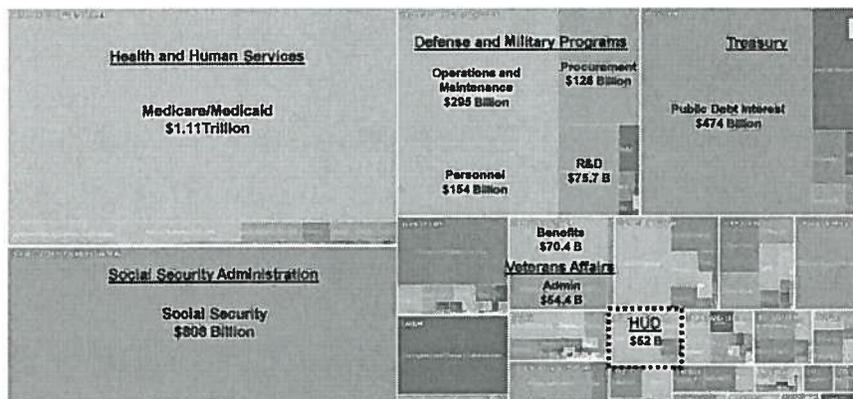
Federal Budget

\$3.7 Trillion

Source: <http://www.nytimes.com/packages/html/newsgraphics/2011/01/19-budget/index.html>



Federal Budget



Source: <http://www.nytimes.com/packages/html/newsgraphics/2011/01/19-budget/index.html>



Federal Budget

DISCRETIONARY SPENDING

Defense and Military Programs

Operations and Maintenance \$295 Billion
 Procurement \$128 Billion
 Personnel \$164 Billion
 R.D. \$75.7 B

Veterans Affairs

Admin \$4.4 B

HUD \$46 B

FY15 Budget Chart for Selected Department of Housing and Urban Development (HUD)
 (figures in millions)



HUD Program (see notes below)	FY10 Enacted	FY11 Enacted	FY12 Enacted	FY13 Final Outlay	FY14 Enacted	FY15 President's Budget
Tenant Based Rental Assistance	18,194	18,271	18,914	17,964	19,177	20,845
Contract Renewals	16,739	16,699	17,242	16,310	17,368	18,077
Tenant Protection Vouchers	120	110	73	71	130	150
Administrative Fees	1,375	2,447	1,350	1,300	1,500	1,705
Family Self-Sufficiency Coordinators	00	00	60	57	75	75
Family Unification Program Vouchers	15	—	—	—	—	—
Section 811 Maintenance Vouchers	—	33	117	108	107	100
Veterans Supportive Housing Vouchers	75	50	75	75	75	75
Project Based Rental Assistance	8,532	8,237	8,340	8,831	9,917	9,746
Public Housing Capital Fund	2,500	2,040	1,875	1,777	1,878	1,925
Emergency/Disaster Grants	20	20	—	18	20	20
Resident Opportunities and Self-Sufficiency	50	50	50	47	45	—
Job Plus Pilot	—	—	—	—	—	25
Public Housing Operating Fund	4,778	4,617	5,062	4,854	4,400	4,600
HOPE VI	135	100	—	—	—	—
Choice Neighborhoods Initiative	65	65	120	114	90	120
Native American Housing Block Grants	700	640	650	616	650	650
Native Hawaiian Housing Block Grants	13	13	13	12	10	10
Housing Opportunities for Persons with AIDS	233	234	232	233	239	239
Community Development Fund	4,450	3,501	3,398	3,195	3,100	2,870
CDBG Formula Grants	3,990	3,336	2,948	3,078	3,030	2,800
Sustainable Communities Planning Grants	150	100	—	—	—	—
HOME Investment Partnerships Program	1,825	1,607	1,000	940	1,000	950
Self-Help Homeownership Opportunity Program	27	27	14	13	10	—
Homeless Assistance Grants	1,865	1,901	1,901	1,833	2,105	2,400
Housing Counseling Assistance	87.5	0	45	43	45	60
Housing for the Elderly Section 811	125	125	125	125	125	125
Housing for Persons with Disabilities (Section 811)	300	150	165	156	126	160
Fair Housing and Equal Opportunity	71	72	71	67	66	61
Fair Housing Assistance Program	20	28	26	27	20	—
Fair Housing Initiatives Program	43	43	43	43	43	43
Healthy Homes & Lead Hazard Control	140	120	120	114	110	120
Policy Development & Research	40	40	40	43	40	50



Honolulu Field Office General Background

- Field Office Jurisdiction
- Program Areas
- Summary of major HUD Funding and Program Areas



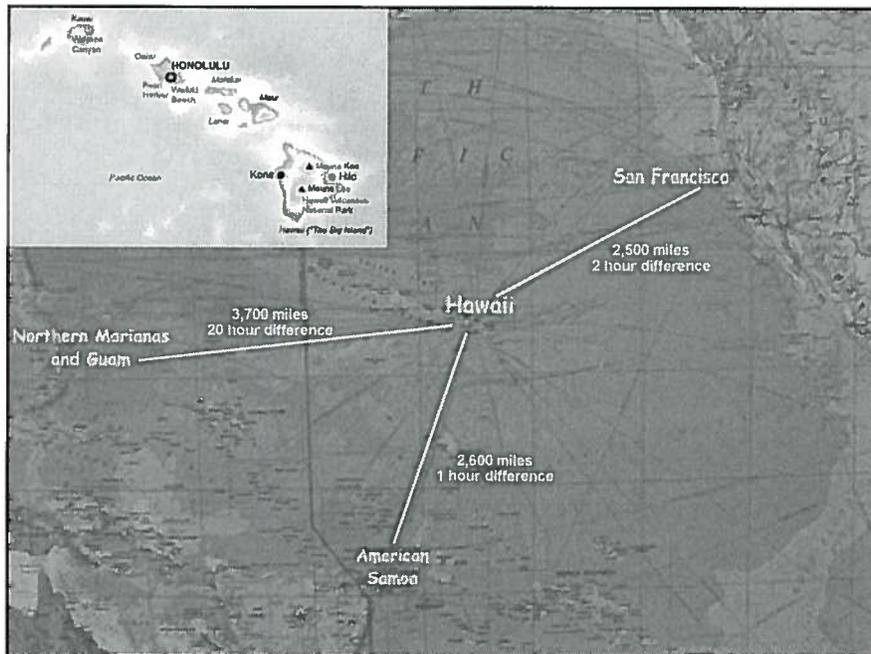
Jurisdiction

Hawaii

- State of Hawaii
- City and County of Honolulu
- Kauai County
- Maui County
- Hawaii County

Outer Pacific Islands

- Guam
- Commonwealth of the Northern Mariana Islands
- American Samoa



HUD Program Areas

1. Field Policy & Management (FPM)
2. Community Planning & Development (CPD)
3. Public & Indian Housing (PIH)
4. Office of Housing
5. Fair Housing & Equal Opportunity (FHEO)
6. Office of General Counsel (OGC)



HUD Program Areas

- **Main Funding Program Areas:**
 - **Public and Indian Housing (~\$26B)**
 - Public Housing (Operating and Capital Programs)
 - Housing Choice Voucher Program (Section 8)
 - **Housing (~\$11B)**
 - Multifamily Housing (Section 202/811, 221d3, 221d4)
 - Multifamily Housing (Section 8 project based assistance)
 - Single Family Housing
 - **Community Planning and Development (~\$7B)**
 - Community Development Block Grants (CDBG)
 - Home Investment Partnership Program (HOME)
 - Homeless Assistance Program
 - Emergency Solutions Grants (ESG)



INCOME LIMIT DEFINITIONS

MSA: Honolulu (Hnk) Effective: 12/16/2013

HOUSEHOLD SIZE		INCOME LIMITS					
		1	2	3	4	5	6
140% AMI		80,948	92,512	104,076	115,640	124,891	134,142
130% AMI		75,166	85,904	96,642	107,380	115,970	124,561
120% AMI		69,384	79,296	89,208	99,120	107,050	114,970
110% AMI		63,602	72,688	81,774	90,860	98,120	105,398
Median Income	100% AMI	57,820	66,080	74,340	82,600	89,208	95,816
Low Income	80% AMI	53,680	61,360	69,040	76,640	82,800	95,040
	70% AMI	46,970	53,690	60,410	67,060	72,450	83,160
	60% AMI	40,260	46,020	51,780	57,480	62,100	71,280
Very Low Income	50% AMI	33,560	38,360	43,160	47,900	51,750	59,400
	40% AMI	26,840	30,680	34,520	38,320	41,400	47,520
Extremely Low Income	30% AMI	20,130	23,010	25,890	28,740	31,050	35,640
	20% AMI	13,420	15,340	17,260	19,160	20,700	23,760
	10% AMI	6,710	7,670	8,630	9,580	10,350	11,880



DATA SETS

Income Limits

HUD Program Income Limits (Section 8, Section 221(d)(3) DMH, Section 235 and Section 236)

FY2015 Income Limits

The publication of HUD's FY 2015 programmatic Income Limits will occur following the publication of 2015 **poverty guidelines issued by the Department of Health and Human Services (HHS)**. The 2014 Consolidated Appropriations Act defines extremely low-income families as very low-income families whose income does not exceed the greater of the federal poverty guidelines as published by HHS or 30 percent of area median family income. HUD anticipates that the FY 2015 income limits will be published in February, 2015.

TOPIC AREAS

- 50th Percentile Rent Estimator
- American Housing Survey
- Annual Adjustment Factors
- Assisted Housing: National and Local
- CINC
- Consolidated Planning
- Data Set Reference Guide
- Fair Market Rents

<http://www.huduser.org/portal/datasets/il.html>



HUD Program Areas

1. Field Policy & Management (FPM)

- Overall office management and administration
- Storefront Customer Service
- Notice Of Funding Availability Coordination
- Grants Writing Technical Assistance
- Community Outreach
- Freedom Of Information Act
- HUD Newsletter



HUD Program Areas

2. Community Planning & Development (CPD)

CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment and expanded economic opportunities for low- and moderate income persons.

- Home Investment Partnership Program (HOME)
 - HOME provide formula grants to state and localities to fund a wide range of activities that build, buy, and/re rehabilitate affordable housing for low income persons.
- Community Development Block Grants (CDBG)
 - Funds are provided to state/local communities to support a wide variety of community development activities. These activities are designed to benefit low and moderate income persons, aid in the prevention of slums and blight and meet other urgent community development needs.
- Emergency Solutions Grants (ESG)
 - Formula funding to local units of government for homelessness prevention and to improve the number and quality of emergency and transitional shelters for individuals and families.
- Other grants (Continuum Of Care: SHP/S+C, Youthbuild, HOPWA)
- Technical Assistance Awards



HUD Program Areas

2. Community Planning & Development (CPD)



Palehua Terrace (Honolulu)



Hale Pule (Kauai)



HUD Program Areas

3. Public & Indian Housing (PIH)

PIH ensures safe, decent, and affordable housing, creates opportunities for residents' self-sufficiency and economic independence, and assures the fiscal integrity of all program participants

- Public Housing programs (5,351 units)
 - Capital Funds Program
 - Operating Funds Program
- Section 8 Housing Choice Voucher programs (12,662 vouchers)



HUD Program Areas

4. Office of Housing

- Multifamily Housing
 - FHA Mortgage Insurance Origination (Section 221(d)3, 221(d)4, 223(f), etc.)
 - Special Needs Products (Section 202/811)
 - Asset Management
- Single Family Housing
 - REO Inspections and Contract oversight
 - Office of Housing
- Housing Counseling
 - Housing Counseling Agency approval and monitoring
 - Technical support
 - Outreach events



HUD Program Areas

5. Fair Housing & Equal Opportunity (FHEO)

- Education and outreach
- Technical support and assistance to ensure compliance
- Monitors and reviews performance of Hawaii Civil Rights Commission and Legal Aid Society of Hawaii
- Reviews and evaluates grantee/recipient submission



HUD Program Areas

6. Office of General Counsel (OGC)

- Provides legal support for Regional and Field Office staff
- Reviews proposed program and program changes affecting participating agencies

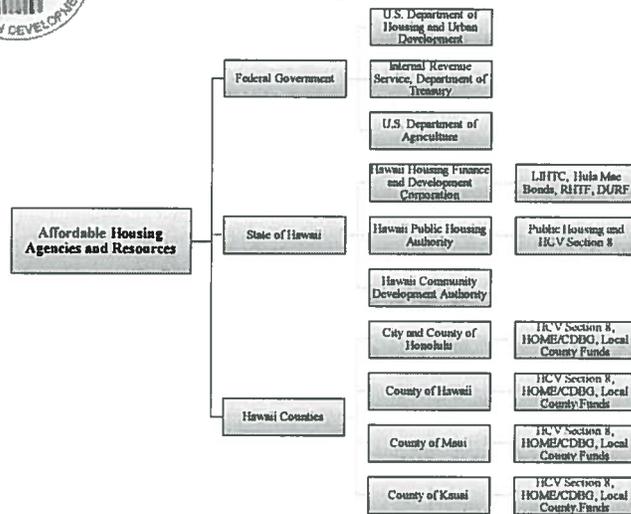


Summary of HUD Funding

Program Area (FY 2014)	Hawaii	
Community Planning Development • CDBG • HOME • Emergency Solutions Grant	\$12,562,832 \$5,459,711 \$1,037,323	
Public Housing • Public Housing, operating • Public Housing, capital • Section 8 HCV • Office of Native American Programs	\$23,968,186 \$9,140,186 \$103,244,299 \$9,700,000	12,662 HCV units 5,351 PH units
Housing	\$38,787,180	4,008 units



Summary of HUD Funding





PIH: Funding Opportunity

Rental Assistance Demonstration (RAD)

RAD is a central part of the Department's rental housing preservation strategy, which works to preserve the nation's stock of deeply affordable rental housing, promote efficiency within and among HUD programs, and build strong, stable communities.

1st Component:

Allows Public Housing and Moderate Rehabilitation (Mod Rehab) properties to convert, under a competition limited to 60,000 units, to long-term Section 8 rental assistance contracts



PIH: Funding Opportunity

Rental Assistance Demonstration (RAD)

The Department had received applications for more than 180,000 units. Currently, the Department only has authority to award 60,000 units, of which approximately 57,000 units have now been reserved.

The Department is processing a queue of projects above the 60,000 unit cap to serve as the RAD waiting list. The Department is currently working with the Congress and stakeholders to pursue a lifting of the 60,000 unit cap so that additional awards can be made.



PIH: Funding Opportunity

Other Funding Opportunities

• Choice Neighborhoods Initiative

- *The Choice Neighborhoods program supports locally driven strategies to address struggling neighborhoods with distressed public or HUD-assisted housing through a comprehensive approach to neighborhood transformation. Local leaders, residents, and stakeholders, such as public housing authorities, cities, schools, police, business owners, nonprofits, and private developers, come together to create and implement a plan that transforms distressed HUD housing and addresses the challenges in the surrounding neighborhood. The program is designed to catalyze critical improvements in neighborhood assets, including vacant property, housing, services and schools.*

• Planning Grant opportunities:

2013 Choice Neighborhood Planning Grantees

State	Awardee	City	Grant Amount
LA	City of Baton Rouge/Parish of East Baton Rouge	Baton Rouge, LA	\$500,000
CO	Housing Authority of the City and County of Denver	Denver, CO	\$500,000
CA	Youth Policy Institute	Los Angeles, CA	\$500,000
CT	Housing Authority of the City of Menden	Menden, CT	\$500,000
NC	Housing Authority of the City of New Bern	New Bern, NC	\$400,000
PA	Philadelphia Housing Authority	Philadelphia, PA	\$500,000
CA	Housing Authority of Sacramento	Sacramento	\$500,000
MO	County of St. Louis	Wallerstein, MO	\$474,000
NC	Housing Authority of the City of Winston-Salem	Winston-Salem, NC	\$500,000



PIH: Funding Opportunity

Other Funding Opportunities

• Choice Neighborhoods Initiative (continued)

- **Revitalization Grant opportunities:** The U.S. Department of Housing and Urban Development has identified six applicants as finalists to compete for 2013 Choice Neighborhoods Implementation grants to transform public and other HUD-assisted housing in target neighborhoods. The entities below, selected from a pool of 44 applicants, will compete for individual grants of up to \$30 million.

Finalists	Lead Applicant/Co-Applicant (if any)
Housing Authority of the City of Atlanta	
Columbus Metropolitan Housing Authority	
Housing Authority of the City of Norwalk/Norwalk Redevelopment Agency	
City of Philadelphia, Office of Housing and Community Development/Philadelphia Housing Authority	
Housing Authority of the City of Pittsburgh/City of Pittsburgh	
Community Action Project of Tulsa County, Inc.	



HUD Program Areas

Other Funding Opportunities

• Promise Zones

- *A child's zip code should never determine her destiny; but today, the neighborhood she grows up in impacts her odds of graduating high school, her health outcomes, and her lifetime economic opportunities. For kids who don't get an equal start in life, the President is committed to partnering with local leaders to give them proven tools to rebuild and put people back to work. It will take a collaborative effort—between private business and federal, state, and local officials, faith-based and non-profit organizations; striving kids and parents—to ensure that hard work leads to a decent living for every American and in every community.*
- *Communities will compete in a transparent process, and be required to demonstrate the strength and effectiveness of their local commitment, to become Promise Zones. Each designated Promise Zone will be asked to identify a set of outcomes they will pursue to revitalize their communities, develop a strategy supporting those outcomes, and realign resources accordingly. For communities selected, the federal government will partner to help the Promise Zones access the resources and expertise they need.*



HUD Program Areas

Other Funding Opportunities

• Promise Zones

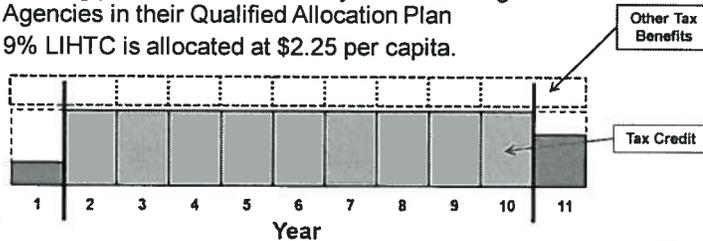
First Round Designees and Finalists:

Lead Applicant Organization	Lead Applicant CR/Community Name	Lead Applicant State
PROMISE ZONE DESIGNEEES		
Mayor's Office of Community Empowerment and Opportunity (CEO)	Philadelphia	PA
City of San Antonio	San Antonio	TX
City of Los Angeles	Los Angeles	CA
Kentucky Highlands Investment Corporation	Kentucky Highlands Promise Zone	KY
Choctaw Nation of Oklahoma	Choctaw Nation of Oklahoma	OK
FINALISTS		
City of New Orleans	New Orleans	LA
Dudley Street Neighborhood Initiative	Boston	MA
The Community Builders, Inc. for Cincinnati, OH	Boston	MA
Thunder Valley Community Development Corporation	Ogala Sioux Tribe	SD
Opportunity Link	Fert Beknap, Blackfeet, and Rocky Boy's reservations	MT
Kisatchie-Delta Regional Planning & Development District	Louisiana Delta Coalition	LA
Luna County	Luna County	NM



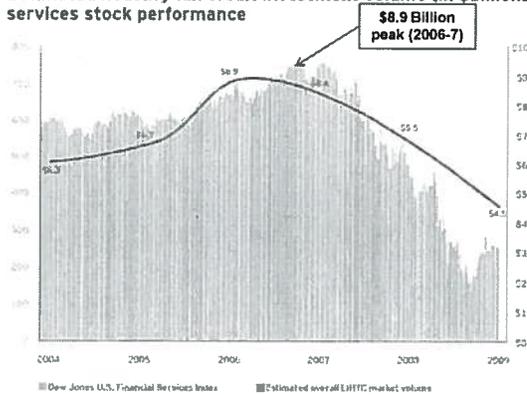
Low Income Housing Tax Credit Program

- Low Income Housing Tax Credit (LIHTC)
 - Created in the Tax Reform of 1986, Section 42 of the Code
 - Financing to acquire, develop or preserve affordable housing
 - Income targeting up to 60% of the Area Median Income
 - Ten-year tax credit and fifteen-year recapture period, minimum affordability for thirty-years
 - Funding priorities established by State Housing Finance Agencies in their Qualified Allocation Plan
 - 9% LIHTC is allocated at \$2.25 per capita.



Low Income Housing Tax Credit Program

Estimated housing tax credit investment volume (in \$billions) vs. financial services stock performance

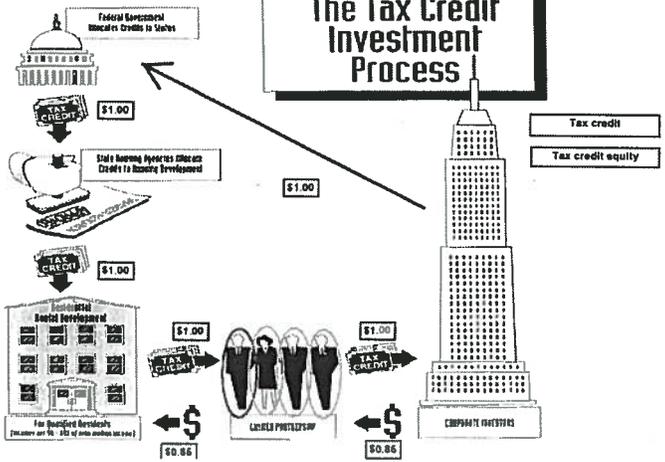


■ Dow Jones U.S. Financial Services Index ■ Estimated overall LIHTC market volume
 Source: Tax credit volume based on Eric J. Young developed estimates.
 Dow Jones U.S. Financial Services Index from Dow Jones



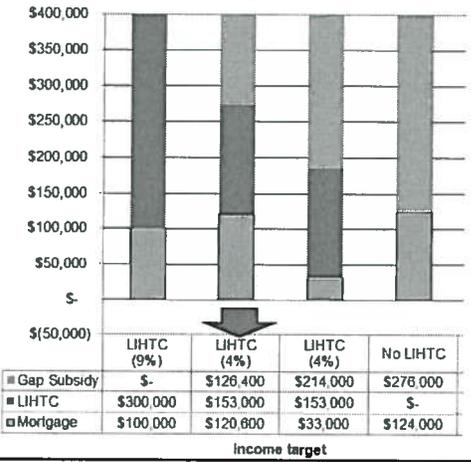
Low Income Housing Tax Credit Program

The Tax Credit Investment Process



Low Income Housing Tax Credit Program

FUNDING SOURCES





State of Hawaii (RHTF)

	A	B	C	D	E	F	G
	Fiscal	Allocation	Conveyance Tax collection	Conveyance Tax allocation	Legislature supplemental	RHTF monies	Total Units
1	Year	%age	(est.)	to housing	appropriation	for housing	developed at
							\$125,000/unit
2	1994	25.0%	\$ 6,480,000	\$ 1,620,000	\$ -	\$ 1,620,000	
3	1995	25.0%	\$ 6,480,000	\$ 1,620,000	\$ -	\$ 1,620,000	
4	1996	25.0%	\$ 6,480,000	\$ 1,620,000	\$ -	\$ 1,620,000	
5	1997	25.0%	\$ 6,480,000	\$ 1,620,000	\$ -	\$ 1,620,000	
6	1998	25.0%	\$ 6,480,000	\$ 1,620,000	\$ -	\$ 1,620,000	
7	1999	12.5%	\$ 17,600,000	\$ 1,100,000	\$ -	\$ 1,100,000	
8	2000	12.5%	\$ 17,600,000	\$ 1,100,000	\$ -	\$ 1,100,000	
9	2001	12.5%	\$ 17,600,000	\$ 1,100,000	\$ -	\$ 1,100,000	
10	2002	25.0%	\$ 21,200,000	\$ 5,300,000	\$ -	\$ 5,300,000	
11	2003	25.0%	\$ 21,200,000	\$ 5,300,000	\$ -	\$ 5,300,000	
12	2004	25.0%	\$ 21,200,000	\$ 5,300,000	\$ -	\$ 5,300,000	
13	2005	25.0%	\$ 21,200,000	\$ 5,300,000	\$ -	\$ 5,300,000	
14	2006	30.0%	\$ 56,333,333	\$ 16,900,000	\$ -	\$ 16,900,000	
15	2007	50.0%	\$ 48,000,000	\$ 24,000,000	\$ -	\$ 24,000,000	
16	2008	50.0%	\$ 38,400,000	\$ 19,200,000	\$ 15,000,000	\$ 34,200,000	274
17	2009	30.0%	\$ 23,666,667	\$ 7,100,000	\$ 15,000,000	\$ 22,100,000	177
18	2010	25.0%	\$ 40,800,000	\$ 10,200,000	\$ 10,000,000	\$ 20,200,000	162
19	2011	25.0%	\$ 48,000,000	\$ 12,000,000	\$ 15,000,000	\$ 27,000,000	216
20	2012	25.0%	\$ 42,000,000	\$ 10,500,000	\$ 12,000,000	\$ 22,500,000	180
21	2013	30.0%	\$ 54,666,667	\$ 16,400,000	\$ 5,000,000	\$ 21,400,000	171
22	2014	30.0%	\$ 76,000,000	\$ 22,800,000	\$ -	\$ 22,800,000	182
23	2015	50.0%	\$ 24,000,000	\$ 42,000,000	\$ -	\$ 42,000,000	198
24							
25							
26							

↑ Estimated annual collection amount.



Private Activity Bonds

Private Activity Bonds (PAB): October 2014, IRS Ruling Revenue Procedure-2014-61, the following volume cap has been established:

.20 Private Activity Bonds Volume Cap. For calendar year 2015, the amounts used under § 146(d)(1) to calculate the State ceiling for the volume cap for private activity bonds is the greater of (1) \$100 multiplied by the State population, or (2) \$301,515,000.

336 units x \$400,000 =	\$134,400,000	TDC	
4% LIHTCs ("50% test")	55%		
Tax Exempt financing	\$73,920,000	24.5%	Utilization
PAB Bond available		\$301,515,000	
336 units / 24.5%	=	1,370 units	
1,370 units x \$125,000	=	\$171,250,000	RHTF subsidy
1,370 units x \$129,000	=	\$176,730,000	LIHTC equity (Federal)
1,370 units x \$24,000	=	\$32,880,000	LIHTC equity (State)



Private Activity Bonds



HAWAII HOUSING PLANNING STUDY, 2011

Prepared for the:

Hawai'i Housing Finance and Development Corporation

Table 13. Needed Elderly Housing Units, Counties and State of Hawai'i, 2012-2016

	Total Elderly Units Needed, 2012 through 2016			Total Family Units Needed, 2012 through 2016			Total
	HUD Income Classification			HUD Income Classification			
	Under 80%	Over 80%	Total	Under 80%	Over 80%	Total	
State of Hawai'i	2,092	1,113	3,205	17,156	7,776	24,932	28,137
Ownership Units	547	1,005	1,552	5,883	4,503	10,186	11,738
Single-Family	254	418	672	3,852	3,801	7,653	8,325
Multi-Family	293	587	880	1,831	702	2,533	3,413
Rental Units	1,545	108	1,653	11,473	3,273	14,746	16,399
Single-Family	119	15	134	1,199	525	1,724	1,858
Multi-Family	1,426	93	1,519	10,274	2,748	13,022	14,541



HUD Field Office Contacts

Field Policy & Management (FPM)

Director: Ryan Okahara (808) 457-4665

Community Planning & Development (CPD)

Director: Mark Chandler (808) 457-4678

Public Housing (PIH)

Director: Jesse Wu (808) 457-4668

Approved by Executive Director 
October 15, 2015

FOR DISCUSSION

For Discussion: U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) Program

See attached powerpoint presentation.

"RAD" - Rental Assistance Demonstration Program

RAD Basics



- RAD is voluntary – PHAs may choose to apply
- Goals:
 - Improve and preserve Public Housing assistance
 - Provide more stable funding to Public Housing units
 - Offer residents greater choice and mobility in where they live
- Congress recently increased the number of units that can be converted under RAD from 60,000 to 185,000

The Problem



- For years, budget constraints have reduced HUD's operating and capital subsidy for public housing units, leading to more and more deferred maintenance at these properties.
- According to HUD, an estimated 10,000 public housing units are lost each year due to disrepair, and the public housing stock requires more than \$26 billion in capital repairs.
- It's unlikely Congress will authorize the necessary level of funding to restore this crucial source of affordable housing.

How RAD Solves the Problem



- RAD converts dilapidated public housing projects into privately financed, government-subsidized properties using Section 8 to preserve long-term affordability.
- By altering the funding stream, PHAs can access outside sources of financing – some of which are public, some private.
- RAD applications have proposed significant leveraging of funding; raising \$19 in outside investment for every dollar of public housing funds.

Basic RAD Model



- Through RAD, a PHA converts public housing subsidies for a particular project into a long-term, project-based Section 8 funding contract.
- With that contract, the PHA is able to attract and leverage private and public external funding sources.
- These sources provide the capital needed to address the immediate and long-term needs of the project.

Basic RAD Model



The long-term, project-based Section 8 contract is, at the election of the PHA, either a:

- Project Based Voucher (PBV) Contract, administered by HUD's Office of Public and Indian Housing (PIH); or
- Project Based Rental Assistance (PBRA) Contract, administered by HUD's Office of Multifamily Programs (OMFP)

RAD Benefits



- PHA properties get a much-needed upgrade.
- Residents continue to have an affordable – and now more livable – place to call home.
- PHA is able tap into private capital and rely less on uncertain federal appropriations.

Key Resident Provisions



- PHAs must notify and consult with residents in advance of, and throughout, a RAD conversion
- *Prior to Application:*
 - Conduct at least 2 meetings with residents of affected projects
 - Provide opportunity for residents of proposed projects to comment
 - Address resident comments in writing
- Resident Advisory Board involvement, PHA-wide notice, broad public outreach & a public hearing are required as part of the PHA 5 Year and Annual Plans . . .

Key Resident Provisions



- PHAs must maintain the same number of deeply affordable units
- PHAs must convert all or substantially all public housing units in a covered project
- No Permanent Involuntary Displacement of residents as a result of conversion
- Residents will have the right to return if rehab or construction requires temporary relocation . . .

Key Resident Provisions



- No rescreening of residents upon conversion – will not affect continued residency
- Most residents will continue to pay 30% of their income as rent. If rent increases by conversion more than greater of 10% or \$25 as a result of conversion (“flat rent” scenarios), then rent increases will be phased in over 3 years
- FSS participants may continue in programs
- Residents may be eligible for Section 8 vouchers subject to tenancy term and availability. . .

Key Resident Provisions



- Residents can establish and operate resident organizations
- PHAs must recognize legitimate resident organizations
- PHAs must provide \$25 per occupied unit annually for resident participation per current PH program rules
- PHAs must abide by grievance and termination provisions.

RAD Status



The status of RAD as of August 3, 2015:

- Closed conversions for 18,079 units in 171 projects.
- There are currently more RAD applications and commitments than the Statutory Cap of 185,000 units. However, applications under consideration and commitments may be denied by HUD or withdrawn by the applicant.

RAD Process



- HUD does not charge a fee for submitting a RAD application.
- The HPHA may withdraw a RAD application at anytime with no penalty.

RAD Process



PHA Pre-Application Submittal

- Conduct at least 2 Resident Meetings
- Identify and coordinate with Development Partner, if applicable
- Coordinate Letters of Interest from financing sources
- PHA Board of Directors must approve RAD application prior to submission.

RAD Process



RAD Application Submitted to HUD shall include:

- RAD Application
- Statement regarding Environmental Impacts
- Financing Proforma
- RAD Board Approval Form
- Financing Letters of Interest / Intent
- Mixed-Finance Affidavit

RAD Process



- PHA enters into a Housing Assistance Payment Contract (CHAP) with HUD
 - CHAP includes non-negotiable HUD terms and conditions; PHA has 30 days from CHAP issuance to confirm its acceptance
- PHA completes significant amendment to its Annual / Five Year Plan and submits its election to convert to PBV or PBRA to HUD within 60 days of CHAP issuance.
- PHA submits Physical Conditions Assessment within 90 days of CHAP.
- PHA submits Financing Plan to HUD within 180 days of CHAP.
- HUD issues RAD Conversion Commitment (RCC).
 - Includes HUD conditions.
- Closing

Questions?

Hawaii Public Housing Authority
Summary of Capital Projects
Report As Of 09/30/15

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	Unobligated Balance	Obligation Deadline	Notes
CFP 721	\$10,301,898	6,900,324	2,060,380	107,988	1,030,190	203,017	9,703,350	94.19%	598,548	4/17/14	Fully Obligated. LOCCS created 07-13-11
CFP 722	\$9,454,397	6,550,769	1,808,188	150,000	945,440	-	9,454,397	100.00%	-	4/17/14	Fully Obligated. LOCCS created 03-12-12
CFP 723	\$9,066,970	6,167,089	1,813,394	52,723	906,697	127,068	8,398,370	92.63%	668,600	9/8/15	LOCCS created 08-09-13
CFP 724	\$9,140,603	7,267,407	944,980	-	914,060	14,156	2,399,287	26.25%	6,741,316	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	-	0.00%	9,036,788	4/12/17	LOCCS created 04-13-15
CFP Budget Totals	\$47,990,656	33,135,588	8,434,299	356,196	4,780,066	374,507	29,955,404	63.73%	17,045,252		TOTALS FOR ALL ACTIVE CFP GRANTS

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	Unexpended Balance	Expenditure Deadline	Notes
CFP 721	\$10,301,898	6,282,055	2,060,380	41,640	1,030,190	-	9,414,265	91.88%	887,633	4/17/16	LOCCS created 07-13-11
CFP 722	\$9,454,397	5,467,980	1,808,188	1,483	945,440	-	8,223,090	86.98%	1,231,307	4/17/16	LOCCS created 03-12-12
CFP 723	\$9,066,970	1,144,758	1,813,394	-	906,697	-	3,864,849	42.63%	5,202,122	9/8/17	LOCCS created 08-09-13
CFP 724	\$9,140,603	2,133,828	-	-	-	-	2,133,828	23.34%	7,006,775	5/12/16	LOCCS created 05-13-14
CFP 725	\$9,036,788	-	-	-	-	-	-	0.00%	9,036,788	4/12/19	LOCCS created 04-13-15
CFP Expenditure Totals	\$47,990,656	15,928,620	5,681,962	43,123	2,882,327	-	23,636,832	50.29%	23,364,824		TOTALS FOR ALL ACTIVE CFP GRANTS

STATE: Capital Improvement Program (CIP)

	State GO Bond Appropriation	HPHA Budget	HPHA Encumbered	HPHA Expended	HPHA % Expended Against Encumbrance	HPHA Balance	CIP Contract Encumbrance Deadline	Notes	ACT/SLH
FY 07-08 Elevator	\$4,939,503	\$4,591,697	\$4,591,697	\$4,249,288	92.54%	\$342,409	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	\$14,714,678	82.62%	\$1,087,918	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	\$3,374,708	\$3,374,708	\$2,887,190	85.55%	\$487,517	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	\$7,892,201	\$7,532,077	95.36%	\$350,124	6/30/12	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 182/2009 as amended by ACT 180/2010
FY 10-11 Lump Sum CIP	\$4,500,000	\$4,384,799	\$4,270,030	\$3,797,741	86.81%	\$472,289	6/30/12	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 182/2009 as amended by ACT 180/2010
FY 11-12 CIP Totals	\$80,222,000	\$31,120,000	\$31,120,000	\$14,501,681	46.60%	\$16,618,319	6/30/14	Allotment Granted - Blanket Encumbrance (1)	ACT 184/2011 as amended by ACT 105/2012
FY 12-13 CIP Totals	\$80,222,000	\$80,222,000	\$80,222,000	\$16,242,798	20.97%	\$43,979,204	6/30/14	Allotment Granted - Blanket Encumbrance (1)	ACT 184/2011 as amended by ACT 105/2012
FY 13-14 Lump Sum CIP	\$45,643,000	\$45,643,000	\$45,643,000	\$1,891,081	4.14%	\$43,751,919	6/30/16	Allotment Granted	ACT 134/2013 as amended by ACT 122/2014
FY 14-15 Lump Sum CIP	\$28,000,000	\$28,000,000	\$20,923,685	\$1,124,680	4.33%	\$19,799,025	6/30/16	Partial Allotment Granted (\$20,923,685)	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%	\$0	6/30/18	Pending Allotment	ACT 119/2015
FY 15-16 Wages & Fringe	\$850,000	\$850,000	\$0	\$0	0.00%	\$0	6/30/18	Pending Allotment	ACT 119/2015
FY 16-17 Lump Sum CIP	\$4,147,000	\$4,147,000	\$0	\$0	0.00%	\$0	6/30/18	Pending Allotment	ACT 119/2015
FY 16-17 Wages & Fringe	\$850,000	\$850,000	\$0	\$0	0.00%	\$0	6/30/18	Pending Allotment	ACT 119/2015
STATE CIP TOTALS	\$226,651,503	\$216,181,020	\$187,972,681	\$71,076,183	33.03%	\$126,896,699		TOTAL ACTIVE STATE GO APPROPRIATIONS	

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- 1411 - Audit Costs
- 1430 - Fees & Costs
- 1450 - Site Improvement
- 1480 - Dwelling Structures
- 1485 - 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.