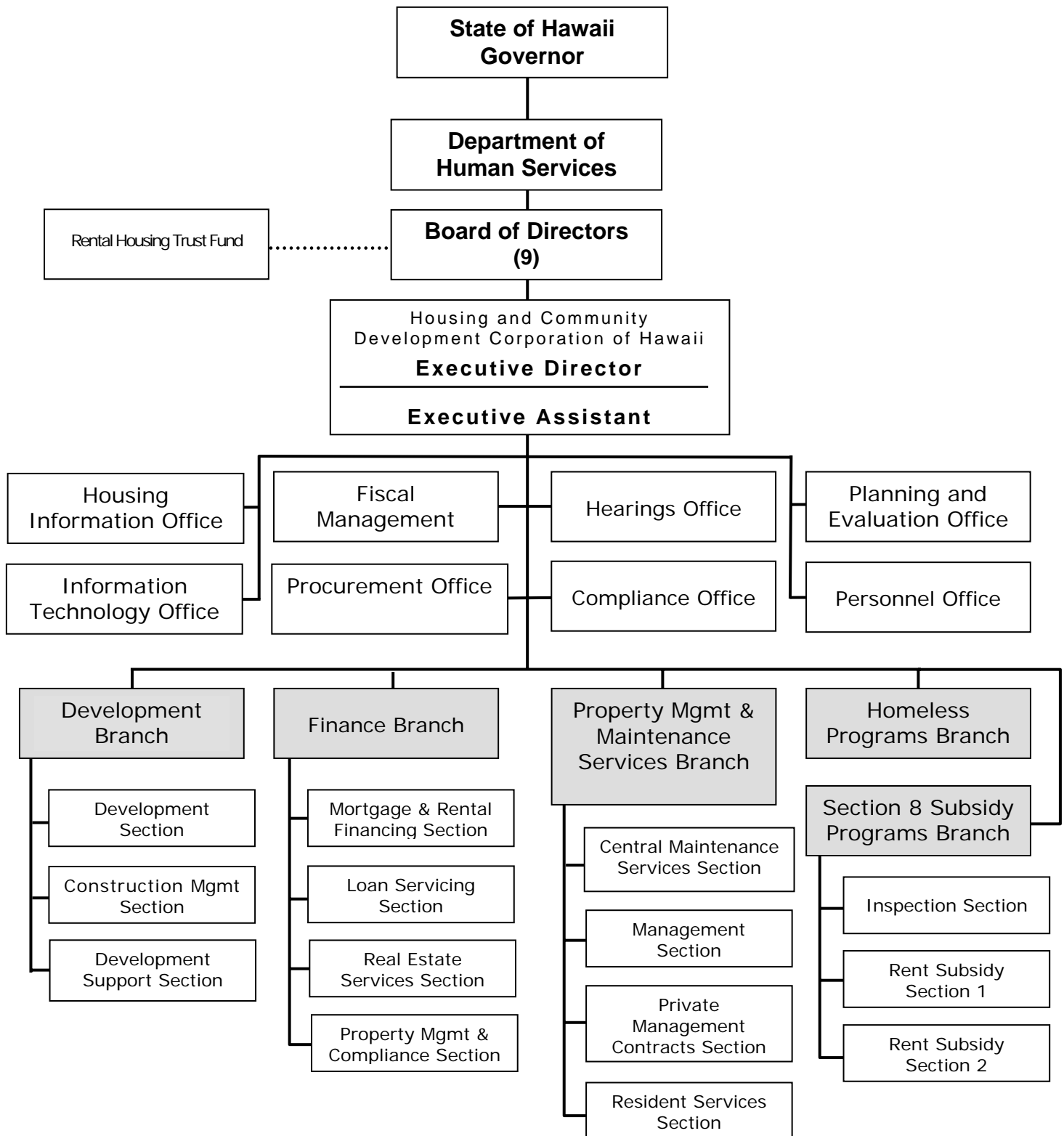


Housing and Community Development Corporation of Hawaii



The following is a brief description of the management structure and organization of the HCDCH:

The Housing and Community Development Corporation is governed by a nine member Board of Directors. The HCDCH is comprised of the Office of the Executive Director; eight support offices (Compliance, Fiscal Management, Hearings, Housing Information, Information Technology, Personnel, Planning and Evaluation and Procurement) and five branches (Development, Finance, Homeless Programs, Property Management and Maintenance Services and Section 8 Subsidy Programs). The Rental Housing Trust Fund (RHTF) Advisory Commission is also attached to the HCDCH. The following are brief summaries of Board of Directors, Executive Director, each office, and branch:

Board of Directors:

- Establishes policies and executive direction for the Corporation.
- Approves programs and actions taken by the Corporation.
- Approves for adoption and/or revision administration rules and procedures for the various programs of the Corporation.

Executive Director

- Serves as the focal point of the execution of the statutory provisions relating to housing management services, housing development, and the delivery of housing and housing services to the State of Hawaii.
- Provides for the overall administration and management of all functions and activities related to the day-to-day operation of the Corporation.
- Implements programs to meet Corporation-wide goals and objectives in consonance with applicable plans and guidelines.
- Provides central coordination to integrate delivery and staff support services to promote achievement of the HCDCH goals and objectives.
- Serves as the focal point for program and personnel evaluation and personnel development.

Compliance Office

- Provides oversight to ensure that programs and activities operate according to Federal and State requirements, Corporate polices, and fair housing laws and regulations.
- Investigates incidents of waste, fraud and abuse, and, if necessary, imposes enforcement action.

- Performs annual and special reviews of the Corporation's programs to ensure uniform application and implementation of rules, policies, and procedures.
- Coordinates training on Management Assessment directives.
- Reviews and coordinates the Corporation's safety program compliance with Occupational Safety and Health standards and Hawaii Occupational Safety and Health requirements.

Fiscal Management Office

- Provides administrative assistance and advisory services in fiscal management, budget, and accounting services for the Corporation.
- Monitors all teacher Housing and State owned affordable housing rental contracts on behalf of the Corporation and oversees/manages the Corporation's assets, including real property.
- Formulates policies, procedures and standards in administering central accounting, asset (inventory) management and contract monitoring activities within the Organization.
- Provides consultative and technical services in budget coordination, planning development execution and monitoring activities for all programs within the Organization, and with budget staff at the department level.

Hearings Office

- Represents the Corporation at all eviction hearings at the hearing board level and on appeals.
- Conducts hearings to resolve disputes between residents and the Corporation.
- Assists and advises the Executive Director and other staff on rules and regulations relating to hearings and evictions.

Housing Information Office

- Provides for public relations functions.
- Serves as an intake for inquiries and complaints, and assists branches and offices with advocacy efforts.
- Develops cost-effective communication tools such as printed products, audio/visual materials, special events and presentations, public service announcements, and consumer services.

Information Technology Office

- Responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for the Corporation.
- Provides support and management in business application development and maintenance, project planning and implementation, telecommunication and network operations, systems software/hardware, and technical training for the Corporation.
- Directs and coordinates all IT matters within and between the Corporation and other State and County agencies, the Federal government, and commercial hardware and software organizations including private consultants.

Personnel Office

- Manages various personnel programs and activities including recruitment, examination and placement, position description, labor relations, civil rights, employee relations and safety, employee training and development, and personnel transactions and records maintenance.
- Provides advisory services to management personnel, supervisors, and employees. Interprets civil service regulations, departmental policies and procedures, Federal and State rules and regulations, collective bargaining contractual agreement.
- Responsible to inform managers, supervisors and employees on personnel matters and concerns; obtains clarification on personnel issues as necessary and provide advice and guidance in the application of policies and procedures.
- Reviews and coordinates the Corporation's safety program compliance with Occupational Safety and Health Standards (OHSA) and Hawaii Occupational Safety and Health (HIOSH) requirements.

Planning and Evaluation Office

- Provides housing research and needs assessments and overall planning support functions.
- Serves as the focal point for the development of housing strategies for the long and short-range/functional plans.
- Evaluates the implementation of the Corporation's objectives and policies.
- Assists in the development of the housing studies and reports.

- Develops legislative proposals and reports and administers rule-making procedures and coordinates and assists in the development and revisions of the rules and bylaws, as necessary.

Procurement Office

- Provides central procurement, storekeeping, scope of services and inventory and inventory control services for all Corporation programs in accordance with State, Federal and Corporation requirements.
- Reviews for proposal (RFP), Invitation for Bids (IFB), Request for Qualifications (RFQ), and any other solicitation for consultant or personal services to ensure compliance with applicable Federal and State laws, rules, regulations, policies and procedures.
- Maintains appropriate level and composition of inventory for Corporation needs and distributes items or purchases to users in an efficient and expeditious manner.

Development Branch

- Provides for the overall administration of the various development, re-development, and rehabilitation or modernization programs.
- Performs detailed planning or selected housing sites and master planning of larger parcels of land including but not limited to infrastructure development, and community redevelopment.
- Provides developer assistance, construction management, and technical support services to increase housing opportunities for low and moderate-income households, elderly persons, and special needs groups.
- Coordinates and conducts periodic physical needs assessments of existing facilities, develops short and long-range plans for the modernization, capital improvement and extraordinary repairs and maintenance of the facilities.
- Provides architectural and engineering support for the Corporation's new projects, modernization, repair, and maintenance of existing rental projects.

Finance Branch

- Provides for the overall administration of the various housing finance programs of the HCDCH and RHTF to include:
- Allocates low income tax credits.
- Issues tax-exempt bonds to finance the construction and/or acquisition of rental housing projects.

- Allocates RHTF resources.
- Coordinates the Hula Mae program for first-time homebuyers.
- Provides various real estate services such as homeownership counseling and buybacks.
- Administers the implementation of land programs, including but not limited to land reform and lease rent renegotiations.
- Assists in administering special loan programs established by the State Legislature.

Homeless Programs Branch

- Serves as the focal point to comprehensively address the needs of the homeless in Hawaii and to provide the opportunity for homeless persons to help themselves achieve improved living situations.
- Manages contracts and administers supportive service programs targeting the attainment of safe and secure housing environments for homeless persons and persons at-risk of homelessness.
- Develops, coordinates and assists in the planning of programs, workshops, training sessions, needs assessments, grant applications, property management, and development activities to address homelessness.

Property Management and Maintenance Branch

- Provides for the management and maintenance for assigned Federal and State low-income public housing, teacher housing, homeless facilities, vacant land, equipment, and various other rental and subsidy programs.
- Develops and establishes management and maintenance plans to reflect the Corporation's goals.
- Assesses the adequacy and effectiveness of the management, maintenance, and residents programs and makes necessary adjustments to meet the needs of the residents.
- Coordinates application functions for the public housing and rent subsidy programs administered by the Corporation.
- Develops counseling programs for residents on matters such as financial management and budgeting, basic housekeeping, communicating effectively and other matters, which may be considered desirable or necessary.

- Plans, processes, and coordinates property management services agreements between the Corporation and the service providing agencies as required supporting lease/rental policies.
- Administers various assigned project-based rental subsidy programs for privately owned rental developments.

Section 8 Subsidy Programs Branch

- Coordinates application and rental assistance functions for rent subsidy programs administered by the corporation.
- Provides initial determination of the need for support services and makes referrals to appropriate public and private service providers as needed.
- Reviews and monitors relocation assistance plans submitted to the Corporation.