Reviewed and Approved by the Executive Director _____
October 16, 2008

FOR ACTION

SUBJECT: Sell Vacant Parcel, TMK 1-3-9:009-000, Located at 2890 Hana Highway in Hana, Maui

I. FACTS

A. In November 1991, the Hawaii Housing Authority (HHA), now the Hawaii Public Housing Authority (HPHA), acquired 6.824 acres of vacant land in Hana, Maui at a purchase price of $275,000.

B. The intent of the purchase was to develop a low income public housing project in Hana, Maui.

C. The Board of Directors has discussed the sale of assets of the HPHA to benefit its programs.

D. At the October 6, 2008 HPHA Board of Directors meeting, staff submitted a For Information that included the timeline for the sale of the vacant parcel.

II. DISCUSSION

A. As recommended by the Board of Directors, staff has revised the timeline for the sale and intends to contract with a real estate company to assist with the sale no later than November 15, 2008.

III. RECOMMENDATION

Staff recommends that the Board of Directors approve the sale of the vacant parcel, TMK 1-3-9:009-000, located at 2890 Hana Highway in Hana, Maui and to issue a solicitation to hire a real estate company to assist with the sale.

Prepared by: Stephanie Fo, Acting Property Management & Maintenance Services Branch Chief _____

Reviewed by: Barbara E. Arashiro, Executive Assistant _____

Reviewed and Approved by the Executive Director
October 16, 2006

FOR ACTION

SUBJECT: Adopt Amendments to the Admissions and Continued Occupancy Policy to Clarify That Split-Family Transfers Shall Not Be Allowed

I. FACTS

- The Public Housing Occupancy Guidebook issued by the U.S. Department of Housing and Urban Development (HUD) identifies split family transfers and incentive transfers, as types of resident requested or "optional" transfers.
- The initial intent of a split family transfer was to permit very large families that have two adults to split into two households and be transferred to two units. A split family transfer is a type of occupancy standards transfer [PH Occ GB, p. 149]. Adopting this type of policy could be problematic for PHAs who give priority to transfers over waiting list. In addition defining which families qualify as split families may also be problematic and even litigious.

II. DISCUSSION

- The proposed amendments to the Admissions and Continued Occupancy Policy (ACOP) will clearly define that split family transfers are not allowed. Split family transfers have not been allowed in the past as a matter of practice.
- Allowing split family transfers will potentially allow a family to circumvent the wait list resulting in families waiting longer to be placed.
- Occupancy standards are covered under non-mandatory transfers in the ACOP.
- The transfers that will be approved are those currently identified in the ACOP.

III. RECOMMENDATION

That the HPHA Board of Directors approve the proposed amendments to the Hawaii Public Housing Authority's Admissions and Continued Occupancy Policy to clarify that split-family transfers shall not be allowed.

Attachment: Exhibit "A" - Public Housing Occupancy Guidebook, page 149
Exhibit "B" – Revised ACOP

Prepared by: Patti Y. Miyamoto, Chief Compliance Officer
Reviewed by: Stephanie Fo, Acting PMMSB Branch Chief

11.4 Mandatory and Optional Transfers

Emergency, demolition/disposition/revitalization/ rehabilitation and occupancy standards transfers are mandatory for the resident. In some cases, mandatory transfers are used to protect residents during lead hazard reduction activities.[cviii] Reasonable accommodation, incentive, lower priority occupancy standards and resident-initiated transfers are optional for the resident[39].

The PHA must ensure that its lease makes clear that certain types of transfers are mandatory.[cix] Residents who wish to dispute mandatory transfers are expressly permitted to use the PHA's grievance procedure.

The PHA ACOP should describe the number of unit transfer offers a resident will be given. Residents are entitled to reject transfer offers for the "good cause" reasons listed in the ACOP.

When the PHA conducts lead hazard reduction activities in a unit, it must protect residents and their belongings.[cx] It must prevent residents from entering the worksite until after hazard reduction work is complete and clearance is achieved. In some cases, residents may have to be temporarily relocated before the hazard reductions starts to a suitable unit that is free of lead-based paint hazards.[cxi]

11.5 Split Family Transfers

A PHA's ACOP describes the requirements for qualification for a split family transfer if the PHA opts to grant such a transfer. The ACOP would include the following requirements, for example:

- The persons who would be the family heads (original head and new head) must (A lease shall be entered into between the PHA and each tenant of a dwelling unit.) both be listed on the most recent lease and recertification (which prohibits individuals from extending their "visits" to the family to obtain a unit);[cxii]
- The family must be overcrowded according to the PHA's occupancy standards;[cxiii]
- Both heads must be legally capable of executing a lease; and
- The reason for the family split must be the addition of children through birth, adoption or court-awarded custody.[cxiv]

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[39] Residents with disabilities are not compelled to accept transfer offers related to reasonable accommodations.

EXHIBIT A

HAWAII PUBLIC HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

FOR THE

FEDERALLY ASSISTED PUBLIC HOUSING PROGRAM

August 24, 2000

Revision Date	Revision Date
January 25, 2001	December 15, 2005 (Chapter 7)
February 13, 2001 (p.12-2)	November 16, 2006 (Chapter 7)
February 17, 2005 (Chapter 12)	October 16, 2008 (Chapter 8)
October 18, 2005 (Chapter 6)	

Original Approved by the HCDCH Board of Directors: August 24, 2000

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Chapter 8

TRANSFER POLICY

INTRODUCTION

The transferring of families is a very costly procedure, both to the PHA and to the families. However, it is the policy of the PHA to permit a resident to transfer within or between housing developments; when it is necessary to comply with occupancy standards; or when it will help accomplish the Affirmative Housing goals of the PHA.

For purposes of this transfer policy the "losing development" refers to the unit from which the family is moving and the "gaining development" refers to the unit to which the family is transferring.

A. GENERAL STATEMENT

A family may be eligible to transfer for valid and certifiable reasons such as enabling the family to be:

- Closer to a required medical treatment center;
- In areas providing more opportunity for economic self-sufficiency;
- To move from an upstairs to a downstairs units for medical or accessibility reasons; or
- Administrative purposes.

The PHA will always consider a request to transfer as a reasonable accommodation for a person with a disability.

Families transferring to another development must have paid the security deposit in full at the losing development. Any move-out charges will be posted to the new unit.

The PHA will charge the families for any damages to the previous unit that exceeds that unit's security deposit.

Except in emergency situations, transfers will be avoided when the family is:

- Delinquent in its rent;
- In the process of reexamination to determine rent and eligibility;
- About to be asked to move for reasons other than non-payment of rent; or
- Not in good standing with the PHA due to rental history or a history of disturbances.

Rank Order of Transfer List

Tenant transfers take precedence over new admissions.

The Transfer Wait list will be maintained in rank order by:

- Medical hardship
- Date of approval
- Emergency
- Unit too large or small
- Administrative reason determined by the PHA
- Employment and education opportunities

Mandatory Transfers

If there is a required change in the size of unit needed, it will be necessary for the resident to move to a unit of an appropriate size and a new lease will be executed.

If an appropriate unit is not available, the resident will be placed on a transfer list and moved to such unit when it does become available.

The PHA will place all families requiring a mandatory transfer due to occupancy standards on a transfer list, which will be reviewed for need-based transfers before any unit is offered to a family on the waiting list.

The family will be offered the next appropriately sized unit that becomes available after other such families already on the transfer list who are in need of the same size unit.

If a family that is required to move refuses the offered unit, the PHA will evaluate the reason for the refusal and determine if it is one of good cause. If the PHA determines that there is no good cause, the PHA will begin lease termination proceedings.

The PHA will consider the living area for occupancy standards so that the family may avoid losing their assistance.

The PHA will offer the family an opportunity for an informal conference before terminating the family's lease. The family will have fourteen (14) days from the issue date of the Notice to Terminate to request an informal conference.

The Housing manager has the authority to suspend the mandatory transfer should the resident request such time as to provide sufficient information to the PHA to support the family's position.

Non-Mandatory Transfers

When a unit becomes available, and after the transfer list has been reviewed for families requiring a mandatory transfer based on occupancy standards, the transfer list will be reviewed for other families desiring a transfer.

If there is a participant family waiting for transfer to an available and appropriately sized unit, the participant family will be offered the unit.

If the family has good cause for refusing the unit, the PHA will not count that unit as an offer and will allow the family to remain on the transfer list until another unit is offered.

Good cause may be any of the following reasons:

- Travel to the doctor from the new unit would create a hardship for an elderly or disabled person.
- The inconvenience or undesirability of changing schools for any minor child will not be considered good cause.

Emergency Transfers

The PHA will authorize an emergency transfer for a participant family if one of the following conditions occurs:

- The resident's unit has been damaged by fire, flood, or other causes to such a degree that the unit is not habitable, provided the damage was not the result of an intentional act on the part of the resident or a member of the resident's household.
- The resident's unit has been damaged by fire, flood or other causes to such a degree that the unit is not habitable, provided that, although the damage was a result of carelessness or negligence of the resident or a member of the resident's household, the resident has, in writing, accepted the responsibility for such damage and has agreed to make restitution to the PHA for the expense of repairing such damage.

Special Circumstance Transfers

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

- The resident's unit is being modernized or significantly remodeled. In such cases the family may only be offered temporary relocation and may be allowed to return to their unit once rehabilitation is complete.
- The PHA has a need, at the discretion of the Area Manager to transfer the resident family to another unit and the resident voluntarily agrees to such transfer.

Split Family Transfers

- No split family transfers will be allowed.

Moving Costs

The resident, except when the transfer is due to inhabitability, through no fault of the resident, or the need of the PHA, will pay all moving costs related to the transfer.

Security Deposits

The family will be required to pay a new deposit and upon acceptance of a unit will be informed of the manner in which it is to be paid, if tenant requested the move.

Security deposits will always be transferred from the losing development to the gaining development minus any damage or cleaning charges applicable to the losing unit.

The resident will be billed for any charges that occur as a result of the resident moving out of the apartment. The office of the gaining development is responsible for collecting any maintenance charges due the PHA.

A transfer between developments will not be considered a move-out.

B. TRANSFERS BETWEEN NON-ELDERLY DEVELOPMENTS

A transfer between non-elderly developments is generally based on an immediate need.

For this reason, the manager will advise the resident of the locations where a suitable vacancy would be most apt to occur.

The family will be advised that the transfer will be given priority if the family accepts an apartment in a development which would have a positive effect on the PHA's Affirmative Occupancy goals.

C. TRANSFERS FROM NON-ELDERLY TO ELDERLY DEVELOPMENTS

Transfers will be based on needs such as proper bedroom size and availability of social services within the community, which meet the family's needs.

Priority will be given to elderly families living in upstairs units needing to transfer for medical reasons to downstairs units.

A family will be given priority if it accepts an apartment in a development, which will assist the PHA in reaching the PHA's Affirmative Housing goals.

The PHA will consider all requests from elderly participants living in non-elderly projects who wish to transfer into an elderly project, provided there are no non-elderly family members to be considered.

The PHA will not approve a transfer request from an elderly member who wishes to move out of the non-elderly unit, which they occupy with non-elderly family, and into an elderly complex.

Such elderly family members will be encouraged to complete a new application for admission and the application will be treated in the same manner as other applicants desiring public housing assistance.

D. TRANSFERS BETWEEN ELDERLY DEVELOPMENTS

Only in unusual cases will a family be transferred from one elderly development to another elderly development or to another unit with the same elderly development. An exception is made in the case of a person occupying an upstairs apartment for which it is a medical hardship to continue to climb stairs.

E. TRANSFERS WITHIN THE DEVELOPMENT

The PHA does not allow residents to transfer from one unit to another within the same development, unless it is needed as a reasonable request as an accommodation for a family with a member with a disability.

Requests from residents asking permission to transfer to an apartment in another area of the development or to another apartment in the same high-rise and which are not built on any special need will be denied. This policy of not transferring is not to be confused with the provision of the lease, which requires the resident, at the request of management, to move to an appropriate size unit.

F. TRANSFERS DURING INITIAL OCCUPANCY

Transfers from other developments will not be considered during the initial occupancy of any new development, except where the transfer would assist the PHA in reaching the PHA's Affirmative Housing goals.

After the initial occupancy period has been attained, transfers are to be considered in accordance with other transfers.

G. TRANSFER REQUEST PROCEDURE

Residents desiring transfer to another unit or development will be required to sign a Request for Transfer which is prepared in duplicate.

Residents applying for a transfer will have to complete a transfer request form stating the reason a transfer is being requested. The Manager will evaluate the request to determine if a transfer is justified.

Residents applying for a transfer will be interviewed by the housing manager to determine the reason for the request and to determine whether a transfer is justified.

If the interview reveals that there is a problem at the family's present site, the manager will address the problem and once solved to the manager's satisfaction, the request for transfer will be cancelled.

The housing manager's endorsement will be completed and the original of the Request for Transfer form will be transmitted to PMMB for consideration

The approved request for transfer form will be kept in a file arranged in chronological order or on the computer by bedroom size.

Mandatory transfers due to occupancy standards will be maintained on the transfer list in a manner that allows the PHA to easily distinguish between those that are not mandatory.

The gaining development may request the resident's file for review, prior to making a decision on the requested transfer. A second copy of the Request for Transfer will be filed in the resident's folder.

If the request is approved, the family will be sent a letter stating that their name has been placed on the transfer list for the bedroom size desired.

The resident will be informed of the security deposit procedures.

NOTE: A transfer will require good coordination and communication between the gaining and losing developments.

H. PROCESSING IN AND OUT OF DEVELOPMENTS

There will be no lapsed time between move-out and move-in. Effective dates must not overlap nor will both projects carry the resident on their books at the same time.

The resident's records will show a continuous residence in public housing in one development or the other, but not in both projects at the same time.

The resident will be informed that once the family has leased up and been issued the keys, the family will be charged rent on both units until the keys from the old unit are turned in. (Note: this is in case a change in income has occurred since the last reexamination.)

Both losing and gaining developments involved must have a definite agreement as to when the losing development will move the resident out and the gaining development will move the resident in.

Losing Developments

Transfers to other developments will be processed in the same manner as move-outs. The name of the transferred resident and the name of the development s/he transferred to, with other required information, will be reported as a move-out on the Project Daily Report.

Gaining Developments

Transfers from other developments will be processed in the same manner as move-ins, including a new lease and applicable security deposit. The name of the transferred resident and the name of the development s/he transferred from, with other required information, will be reported as a move-in on the Project Daily Report.

The transferred resident, between public housing projects, does not have to meet the admission eligibility requirements pertaining to income or preference.

I. RENT ADJUSTMENTS OF TRANSFERRED RESIDENTS

Residents who have had a change in income since the last reexamination will have their rent set at the applicable amount beginning with the first day of the new lease.

A resident will pay the same rent at the gaining development as s/he paid at the losing development during the month of the transfer. If warranted, the resident's rent will be adjusted by the gaining development to be effective the first of the month following the month of the transfer.

The PHA will notify the resident of the rent change by use of the Notice of Rent Adjustment Letter.

J. REEXAMINATION DATE

The date of the transfer does not change the reexamination date. The gaining development should be certain that the annual review is properly scheduled to give the staff time to re-determine rent in order to meet the established reexamination date.

An interim examination, verifying income only, will be conducted at the time of lease up and the family will have a new reexamination date.

The losing development will send the family's file to the gaining development once they have been notified that the family has accepted the unit and before the family is leased up. The gaining development will not attempt to lease up a family without possession of the family's file.

To reduce vacancy time, the losing development may fax the required information to the gaining office, if requested, while the family's file is routed to the gaining development.

FORTHCOMING

For Action regarding: That the HPHA Board of Directors authorize the executive director to hire a consultant to assist HPHA with conducting a preliminary feasibility analysis for mixed income redevelopment and to help design a developer request for proposals or request for qualifications.

Executive Director's Report
October 16, 2008

Highlights:

A. FY 2009 Budget

B. Fiscal Management Office
- Chief Financial Management Advisor, Gary Marushige started on 10/1/08.
- Fiscal Officer, Vanessa Lau started on 10/10/08.
- HUD has pushed back the due date for the Financial Data Schedules (FDS) to December 2008. HPHA's target date to complete the FDS is early December to coincide with the audit.

C. Homeless Programs
- Status of lease agreement with the DHHL for the Villages of Maili.

D. Administrative Policy Implementing the VAWA
- Per HPHA's current Admission and Continued Occupancy Policy under, C. Additions to the Rental Agreement :

  Requests for the addition of a new member of the household must be approved by the PHA, prior to the actual move-in by the proposed new member. Following receipt of a family's request for approval, the PHA will conduct a pre-admission screening, including the Criminal History Report, of the proposed new member. Only new members approved by the PHA will be added to the household.

  Currently the HPHA screens criminal activity over the previous 3 year period. In the case of a VAWA victim trying to add the perpetrator to the lease under our current policy if the abuse of a household member shows on the criminal back ground check within the last 3 years the person would be denied addition to the rental agreement.

E. Training
- DHS and HPHA staff conducted Fair Housing and section 504 training.
- Emphasys staff conducted refresher training for PMMSB, and Section 8 staff from 9/8/08 – 9/26/08 on various reports, letters, payment plans, materials inventory, and work orders.
- MDStrum conducted training for fiscal office staff on asset management, GAAP accounting, accrual accounting, capital fund, GASB and FASS requirements, and HUD resources.
- ITO staff attended Emphasys Users conference in Denver, CO
- HPB staff attended HUD training on the Homeless Management Information System
- Budget staff attended Nan McKay training on HUD's budget and SAGIS
- OED staff attended the International Women's Leadership Conference
- Project Based Budgeting, October 17, 2008 by MDStrum
- Project Based Accounting, October 20, 2008 by MDStrum
- HUD will review proposed changes to the PHAS with key staff

Reports –

1. Contracts & Procurement (See Exhibit a)

2. Personnel (See Exhibit b)
   Staffing and vacancy report (See Exhibit c)

3. Hearings Office – Results of Eviction Referrals (See Exhibit d)

4. Section 8 Subsidy Programs Branch (See Exhibit e)

5. Monthly Property Management Reports (See Exhibit f) - forthcoming

6. Repair, Maintenance, and Construction Reports (See Exhibit g) - forthcoming

Executive Director's Report
October 16, 2008

Highlights:

A. FY 2009 Budget

B. Fiscal Management Office
- Chief Financial Management Advisor, Gary Marushige started on 10/1/08.
- Fiscal Officer, Vanessa Lau started on 10/10/08.
- HUD has pushed back the due date for the Financial Data Schedules (FDS) to December 2008. HPHA's target date to complete the FDS is early December to coincide with the audit.

C. Homeless Programs
- Status of lease agreement with the DHHL for the Villages of Maili.

D. Administrative Policy Implementing the VAWA
- Per HPHA's current Admission and Continued Occupancy Policy under, C. Additions to the Rental Agreement :

  Requests for the addition of a new member of the household must be approved by the PHA, prior to the actual move-in by the proposed new member. Following receipt of a family's request for approval, the PHA will conduct a pre-admission screening, including the Criminal History Report, of the proposed new member. Only new members approved by the PHA will be added to the household.

  Currently the HPHA screens criminal activity over the previous 3 year period. In the case of a VAWA victim trying to add the perpetrator to the lease under our current policy if the abuse of a household member shows on the criminal back ground check within the last 3 years the person would be denied addition to the rental agreement.

E. Training
- DHS and HPHA staff conducted Fair Housing and section 504 training.
- Emphasys staff conducted refresher training for PMMSB, and Section 8 staff from 9/8/08 – 9/26/08 on various reports, letters, payment plans, materials inventory, and work orders.
- MDStrum conducted training for fiscal office staff on asset management, GAAP accounting, accrual accounting, capital fund, GASB and FASS requirements, and HUD resources.
- ITO staff attended Emphasys Users conference in Denver, CO
- HPB staff attended HUD training on the Homeless Management Information System
- Budget staff attended Nan McKay training on HUD's budget and SAGIS
- OED staff attended the International Women's Leadership Conference
- Project Based Budgeting, October 17, 2008 by MDStrum
- Project Based Accounting, October 20, 2008 by MDStrum
- HUD will review proposed changes to the PHAS with key staff

Reports –

1. Contracts & Procurement (See Exhibit a)

2. Personnel (See Exhibit b)
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3. Hearings Office – Results of Eviction Referrals (See Exhibit d)

4. Section 8 Subsidy Programs Branch (See Exhibit e)

5. Monthly Property Management Reports (See Exhibit f) - forthcoming

6. Repair, Maintenance, and Construction Reports (See Exhibit g) - forthcoming

Contract & Procurement Office
Monthly Status Report for September 2008

Solicitations Issued in September 2008
None

Contracts Executed in September 2008

Contract No.	Contractor & Project	Amount
PMB 08-20	Hawaii Affordable Properties Property Management and Maintenance Service for MU 42 (Hale Po`ai, Halia Hale, Kamalu, Ho`olulu) September 1, 2008 to August 31, 2011	$2,733,240.00
CMS 03-10 SA04	Architects Hawaii Limited Structural Investigation and Repairs at Kalanihuia September 2, 2008 to May 2, 2009	$56,168.00
CMS 07-16 SA01	Elevator Consulting Services Modernize 6 KPT elevators and assess 29 elevators at various AMPS located on Oahu September 3, 2008 to April 10, 2017	$247,978.92

Status Reports:

1. Sale of Wilikina Apartments

   The Dept of the Attorney General is currently reviewing the purchase and sales agreement. Upon execution of the purchase and sales agreement, the buyer will arrange for the financing of the purchase. Target date for completion of the sale is April 2009. Staff shall continue to communicate with and monitor A&M's activities to avoid delay of the sale of the property.

2. Sale of Banyan Street Manor

   The HPHA's real estate advisor, Alvarez & Marsal Real Estate Advisory Services (A&M), has targeted early November 2008 for the issuance of a Request For Proposal (RFP) with the selection of a buyer to be completed before year end. A&M is currently on schedule to issue the RFP in early November 2008. Staff will continue to communicate with and monitor A&M's activities to avoid any delay of the issuance of the RFP.

3. Sale of Vacant Parcel, Hana, Maui – Procurement Timeline:

   Upon Board approval, staff is prepared to issue a request for quotes to contract with a real estate company to assist the HPHA with the sale. The request for quotes shall be conducted through the State Procurement Office's electronic procurement system, HePS.

   Interested offerors shall be asked to submit a commission fee, resume of the company, name and license number of the sales agent, and a marketing plan that describes how the property will be marketed to potential buyers, including the determination of the estimated listing sales price.

   As requested by the Board of Directors, the real estate company is targeted to be hired no later than November 15, 2008.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
COMPLIANCE OFFICE						
41041	CS	W	P	Secretary I	SR12	No action; cost savings.
	FISCAL MANAGEMENT OFFICE					
41041	CS	N	P	Fiscal Management Officer	SR26	Start date 10/10/08.
41253	CS	N	P	Secretary II	SR14	No action; cost savings.
98903K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
		ACCOUNTING SECTION				
41252	CS	N	P	Accountant IV	SR22	No action; cost savings.
42097	CS	N	P	Account Clerk III	SR11	Pending recommendation.
46278	CS	W	P	Accountant II	SR18	Unable to fill; state funded.
22265	CS	W	P	Account Clerk III	SR11	Unable to fill; state funded.
111496	CS	N	P	Accountant III	SR20	No action; cost savings.
		ASSET MANAGEMENT STAFF				
96908K	T	N	P	Office Assistant III	SR10	No action; cost savings.
HEARINGS OFFICE						
103012	T	N	EX	Hsg Hearings Officer	SRNA	Pending 89day appointment start date.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
		BUDGET STAFF				
41267	CS	N	P	Program Budget Analyst IV	SR22	89day appointment.
	PROCUREMENT OFFICE					
117691	EX	N	T	Contract Specialist	SRNA	No action; cost savings.
100882	EX	W	T	Contracts & Procurement Officer	SRNA	HPHA staff temporarily assigned.
31664	CS	W	P	Procurement & Supply Specialist II	SR20	No action; cost savings.
96903K	CS	N	P	Office Assistant II	SR10	No action; cost savings.
	CONSTRUCTION MGMT BRANCH					
25649	CS	N	P	State Housing Dev Administrator	EM07	Continuous recruitment.
2800	CS	W	P	Secretary II	SR14	No action; cost savings.
102205	SH	N	T	Student Helper II	NA	No action; cost savings.

EXHIBIT b 036

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
		CONSTRUCTION MGMT SECTION				
5857	CS	N	P	Secretary II	SR14	No action; cost savings.
			CONSTRUCTION MGMT UNIT 1			
103024	EX	N	T	Contract Administrator	SRNA	No action; cost savings.
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	State funded unable to fill.
100202	EX	W	T	Project Engineer	SRNA	State funded unable to fill.
102383	EX	N	T	Project Engineer	SR26	No action; cost savings.
			CONSTRUCTION MGMT UNIT 2			
102676	EX	W	T	Engineer (Building) IV	SRNA	State funded unable to fill.
			DEVELOPMENT SUPPORT SECTION			
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
	HOMELESS PROGRAM BRANCH (HPB)					
	INFORMATION TECHNOLOGY OFFICE					
51820	CS	N	T	Office Assistant III	SR08	No action cost savings.
100388	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
106429	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
	PERSONNEL OFFICE					
30111	CS	N	P	Personnel Management Specialist IV	SR22	Completed interview and pending recommendation.
51784	CS	N	T	Office Assistant III	SR08	No action; cost savings.
	PLANNING AND EVALUATION OFFICE					
102034	EX	N	P	Housing Planner (Supervisor)	SRNA	No action; cost savings.
98902K	EX	N	P	Office Assistant III	SR 10	No action; cost savings.
	PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH					
101072	CS	N	T	Public Hsg Mgr VII	SRNA	Continuous recruitment.
96904K	EX	N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
96905K	CS	N	T	Secretary II	SR14	No action; cost savings.
32210	CS	W	P	Office Assistant III	SR08	No action; cost savings.
		CENTRAL MAINTENANCE SERVICES				
6787	CS	N	P	Heavy Truck Driver	BC07	Recommendation made; pending start date.
5968	CS	N	P	Welder I	BC10	No action; cost savings.
5647	CS	A	P	Office Assistant IV	SR10	State funded unable to fill.

EXHIBIT b 037

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
28374	CS	N	P	Office Assistant III	SR08	Pending recommendation.
8756	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
PMMSB-MS-APPLICATION SERVICES UNIT						
9648	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
41255	CS	N	P	Public Hsg Spclt II	SR18	Recommendation made; pending start date.
		Asset Management Project 30 (MU 1)				
5636	CS	N	P	Public Housing Spclt II	SR18	No action; cost savings.
6171	CS	N	P	Account Clerk II	SR08	No action; cost savings.
42292	CS	N	P	Social Service Asst IV	SR11	Pending eligible listing from DHS.
6791	CS	N	P	General Laborer II	BC03	No action; cost savings.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
		Asset Management Project 31 (MU 2)				
5855	CS	W	P	Secretary I	SR12	Stated funded unable to recruit.
11626	CS	N	P	Building Maintenance Worker II	WS09	Pending interview date.
10879	CS	N	P	Building Maint. Worker I	BC09	No action; cost savings.
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
32407	CS	N	P	General Laborer I	BC02	No action; cost savings.
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
105752	TA	N	T	Janitor II	BC02	Recommendation made; pending start date.
101119	TA	N	T	General Laborer I	BC02	No action; cost savings.
101137	TA	N	T	Janitor II	BC02	No action; cost savings.
105748	TA	N	T	Social Services Aide I	SRNA	Recommendation made; pending start date.
		Asset Management Project 33 (MU 3)				
5034	CS	N	P	Public Housing Suvr IV	SR22	Pending request to fill from PMMSB.
6286	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
46195	CS	N	P	Social Service Asst IV	SR11	Pending request to fill from PMMSB.
8834	CS	N	P	Bldg Maint Wkr I	BCO9	No Action; cost savings.
10541	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
		Asset Management Project 34 (MU4)				
6693	CS	W	P	Public Hsg Spvr IV	SR22	State funded unable to fill.
23696	CS	W	P	Public Hsg Spclt II	SR18	State funded unable to fill.
6728	CS	N	P	Building Maint Wkr I	BC09	Interview completed but no recommendation.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.

EXHIBIT b 038

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
8842	CS	N	P	Painter I	BC09	Pending eligible listing from DHS.
12703	CS	N	P	General Laborer II	BC03	No action; cost savings.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
		Asset Management Project 35 (MU 5)				
9204	CS	N	P	Public Hsg. Supr IV	SR22	Pending request for approval to fill from PMMSB.
5640	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
10886	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
43948	CS	N	P	General Laborer II	BC03	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	State funded unable to fill.
8846	CS	N	P	Buldiing Maint. Worker I	BC09	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
		Asset Management Project 37 (MU 7)				
6931	CS	N	P	Bldg. Maint. Supervisor	F109	Pending interview date.
8719	CS	N	P	Secretary I	SR12	Recruitment cancelled.
101112	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101136	TA	N	T	Clerk I	SRNA	Pending start date.
101123	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
		Asset Management Project 38 (MU 8)				
8830	CS	N	P	Secretary I	SR12	Pending eligible listing.
102241	TA	N	T	General Laborer I	SRNA	No action; cost savings.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
		Asset Management Project 39 (MU 9)				
23050	CS	N	P	Public Hsg Spvr III	SR20	No action; cost savings.
6352	CS	N	P	Secretary I	SR12	No action; cost savings.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	Pending request to fill from PMMSB.
46343	CS	N	P	Public Hsg Spclt II	SR18	Interviews completed and pending recommendation.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Clerk I	SR04	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
		PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)				
102048	EX	W	P	Property Management Specialist	SR22	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	State funded unable to fill.
102048	EX	W	P	Property Management Specialist	SRNA	No action; cost savings.

EXHIBIT b 029

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of October 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
		RESIDENT SERVICES SECTION				
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
51818	CS	N	T	Office Assistant III	SR08	Recommendation made and pending start date.
103036	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SR05	No action; cost savings.
	SECTION 8 - INSPECTION UNIT					
101214	EX	N	T	Lead Housing Inspector	99	No action; cost savings.
100572	EX	N	T	Housing Inspector	SRNA	No action; cost savings.
101130	TA	N	T	Office Assistant II	SR04	No action; cost savings.
		RENT SUBSIDY SECTION 1				
29009	CS	N	P	Office Assistant III	SR08	No action; cost savings.
23029	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
28657	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
46983	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
		RENT SUBSIDY SECTION 2				
28654	CS	N	T	Office Assistant III	SR08	No action; cost savings.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
23103	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
111465	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111467	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111468	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111469	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant II	SRNA	No action; cost savings.

EXHIBIT b 040

DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
STAFFING REPORT
As of October 3, 2008

Branch	Section	Total Full Time Positions					%	Active Recruitment	
		Civil Svc	Exempt	Total	Occupied	Vacant	Vacant	Yes	No
Office of the Executive Director		5	3	8	8	0	0.00%	0	0
		5	3	8	8	0	0.00%	0	0
Planning and Evaluation Office		1	2	3	1	2	66.67%	0	2
		1	2	3	1	2	66.67%	0	2
Compliance Office		1	3	4	3	1	25.00%	0	1
		1	3	4	3	1	25.00%	0	1
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	2	1	33.33%	1	0
		1	2	3	2	1	33.33%	1	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	2	0
	Acctg Sec	10	0	10	5	5	50.00%	1	4
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	1	1	50.00%	1	0
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		20	1	21	12	9	42.86%	2	7
Information Technology		1	5	6	3	3	50.00%	1	2
		1	5	6	3	3	50.00%	1	2
Personnel Office		4	1	5	3	2	40.00%	1	1
		4	1	5	3	2	40.00%	1	1
Procurement Office		5	4	9	5	4	44.44%	1	3
		5	4	9	5	4	44.44%	1	3
Construction Mgt. Branch		2	0	2	1	1	50.00%	1	0
	CMS	3	0	3	2	1	33.33%	0	1
	CMS I	2	7	9	5	4	44.44%	0	4
	CMS 2	4	3	7	6	1	14.29%	1	0
	DSS	1	2	3	2	1	33.33%	0	1
		12	12	24	16	8	33.33%	2	6
Homeless Branch	Homeless	1	10	11	10	1	9.09%	1	0
		1	10	11	10	1	9.09%	1	0
Section 8 Branch	Sec 8 Office	2	0	2	2	0	0.00%	0	0
	Insp Unit	1	7	8	6	2	25.00%	1	1
	Rent Sub Sec 1	14	0	14	10	4	28.57%	2	2
	Rent Sub Sec 2	13	0	13	6	7	53.85%	1	6
		30	7	37	24	13	35.14%	4	9
Property Management & Maint. Services Branch	PMMSB	3	2	5	1	4	80.00%	1	3
	MGT SEC	2	0	2	2	0	0.00%	0	0
	APP	7	0	7	5	2	28.57%	0	2
	RSS	3	8	11	7	4	36.36%	0	4
	PMCS	2	5	7	4	3	42.86%	0	3
	CMSS	23	0	23	18	5	21.74%	0	5
	OAHU 1	25	0	25	21	4	16.00%	1	3
	OAHU 2	28	0	28	22	6	21.43%	1	5
	OAHU 3	35	0	35	30	5	14.29%	2	3
	OAHU 4	27	0	27	21	6	22.22%	2	4
	OAHU 5	30	0	30	23	7	23.33%	1	6
	HAWAII 7	16	0	16	14	2	12.50%	1	1
	KAUAI 8	10	0	10	9	1	10.00%	1	0
	MAUI 9	13	0	13	10	3	23.08%	2	1
		224	15	239	187	52	21.76%	12	40
TOTAL		**305**	**67**	**372**	**275**	**97**	**26.08%**	**25**	**72**

EXHIBIT C

RESULTS OF EVICTION REFERRALS

July 2007 – September 2008

	REFERRALS								
	TOTAL	REASON FOR REFERRAL		RESULT OF EVICTION REFERRAL					
MONTH		Rent	Other	Evict	Evict with Cond	10-day Cure	Dismiss	Continued	Completed
July 07	21	11	10	9	3	2	0	7	14
Aug 07	12	7	5	2	5	2	1	2	10
Sept 07	13	7	6	6	1	0	0	6	7
Oct 07	13	5	8	6	3	2	0	2	11
Nov 07	21	15	6	12	3	1	1	4	17
Dec 07	3	2	1	1	0	1	1	0	3
Jan 08	10	10	0	5	3	0	0	2	8
Feb 08	10	9	1	3	2	1	0	4	6
Mar 08	7	6	1	2	1	1	0	3	4
Apr 08	30	27	3	9	13	0	1	7	23
May 08	14	11	3	4	6	0	0	4	10
June 08	12	9	3	6	2	0	1	3	9
July 08	0	0	0	0	0	0	0	0	0
Aug 08	13	9	4	5	2	0	1	5	8
Sept 08	14	12	2	4	2	1	3	4	10
TOTALS	193	140	53	74	46	11	9	53	140

EXHIBIT d

Section 8 Subsidy Programs Branch
Program Report

As of September 30, 2008

Federal Housing Choice Voucher (Section 8) Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly voucher lease up is 1,729 or 56.55% of the total 3,058 baseline vouchers.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 92.06% of the total annual allocated budget of $18,994,788 or $1,582,899 per month.
- The monthly average per unit cost subsidy is $843.00 per month. The amount reflects the difference between what the family pays towards rent and the approved payment standard. Payment standards vary among bedroom sizes.
- September 2008 subsidy payments show a 0.88% monthly increase in subsidy expenditures from the previous month and a .1% increase in voucher usage.
- The SEMAP corrective action plan on Indicator 13, Lease-Up, FY2009 first quarter shows a 2.45% increase in budget utilization and .7% increase in voucher usage. The increase has been primarily attributed to the more than 500 applicants who have been contacted since May 2008. The current successful lease up rate is 6% of all applicants who have been contacted.
- The values for previous reports may not be the same as currently reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Section 8 Budget Utilization and Unit Months Leased

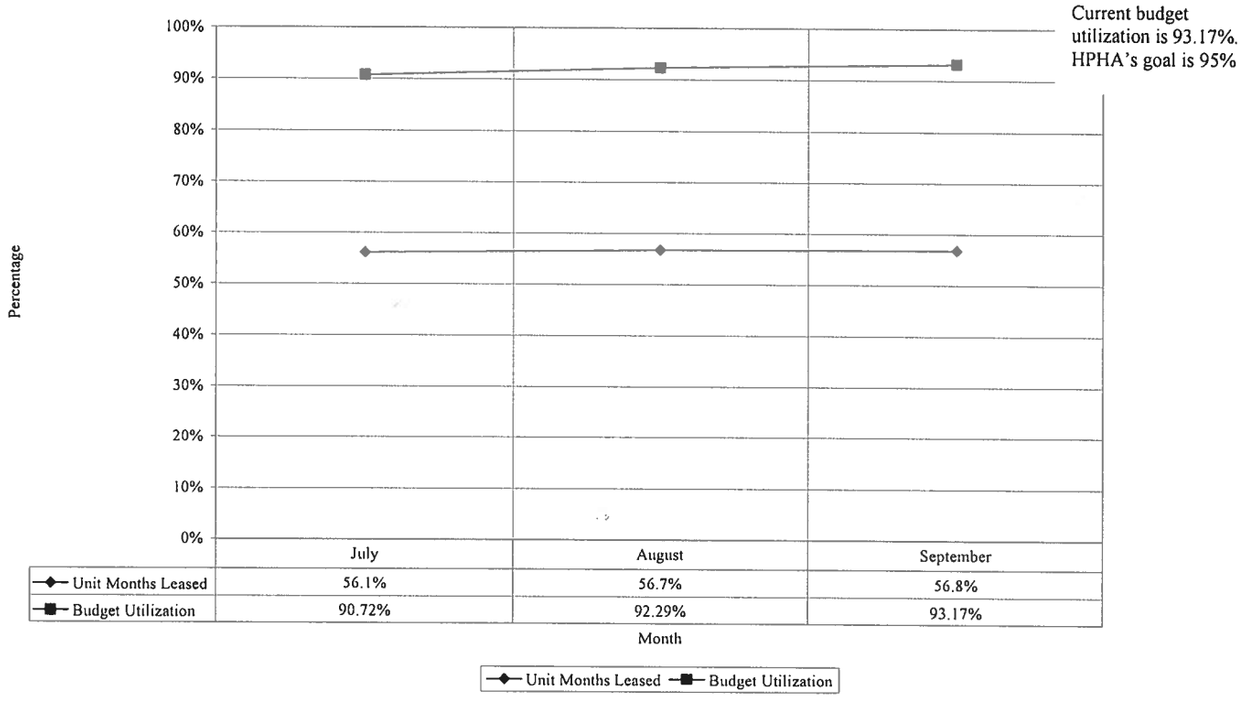


EXHIBIT E

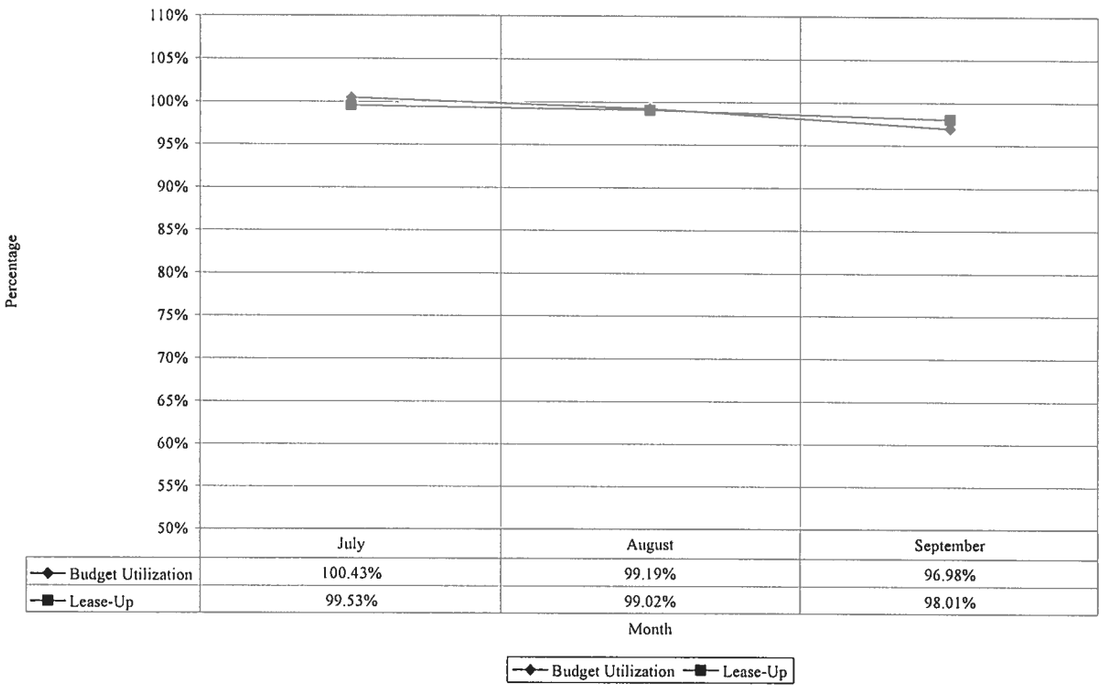
State Rent Supplement Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly lease up is 388 families or 98.0% of the total 396 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 98.97% of the total annual allocated budget of $924,720 or $77,060 per month.
- The monthly average per unit cost subsidy is $195.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of $230.00 per month.
- August 2008 Rent Supplement Subsidy payments show a 2.21% monthly decrease in from the previous month due to 4 families who left the program causing a reduction in budget utilization.
- The values for previous reports may not be the same as the current reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Rent Supplement Program Budget Utilization and Lease Up



	July	August	September
Budget Utilization	100.43%	99.19%	96.98%
Lease-Up	99.53%	99.02%	98.01%

EXHIBIT e

HPHA Section 8 FY 2008 Corrective Action Plan

On August 21, 2008, the Board of Directors approved the Section 8 Management Assessment Program (SEMAP) certification of HPHA's score of 75%. The Board also requested that the HPHA establish a corrective action plan to address the areas that did not receive the maximum points. Detailed below is the HPHA's plan to improve performance on the SEMAP.

1. Indicator 2, Reasonable Rent – The Section 8 Branch is considering a software program that would be used by inspectors to select comparable units to determine reasonable rents and comparables. Currently, the Maui County Housing Agency (MCHA) is using the software. The HPHA will communicating with the MCHA to determine whether the program is providing the desired results. The HPHA is also researching another competitor program with similar features. If the program is able to meet the needs of the Section 8 Branch, the HPHA will work to partner with the City and County of Honolulu to defray the cost of the program.

2. Indicator 3, Determination of Adjusted Income – The Section 8 Branch has begun to provide regular monthly training on errors during the monthly staff meeting. During this training, the Section 8 Branch focuses on errors made and how to avoid future occurrences. By completing the quality control in a timely manner, the Branch will be able to detect problems with the procedures and reduce the number of errors.

3. Indicator 6, HQS Enforcement – The goal is to achieve 10 points for indicator 6 at the end of FY 2009. In the previous fiscal year, the HPHA lacked a procedure to confirm with the landlord whether the 24 hour emergency or 30 day deficiency in a unit was corrected or not. The HPHA has established and implemented a new procedure to contact the owner/landlord for any deficiency by the 15th day after the deficiency to determine whether the deficiency was corrected or an extension to the correction period is needed. The HQS Inspection Unit clerk will contact either the tenant or landlord/owner for their response to the corrected deficiency. Each failed unit's owner or tenant will be contacted. This procedure has been in place since 8/2007 and HPHA's Section 8 quality control staffer has found that no errors have occurred since then the implementation of the new procedure.

4. Indicator 13, Lease-Up – The goal is to achieve a score at 95% or greater for indicator 13 for the period ending FY 2009. The obstacles that HPHA faces will be the supply of available rental units in the City and County of Honolulu and lack of security deposit money or first month's rent for Section 8 voucher holders.

   The HPHA has reviewed and accelerated its initial screening process by calling up first priority names on the waiting list and issuing the Housing Choice Voucher to eligible applicants. Applicants are asked to complete the Family Certification form and return verification of "homeless" preference. The HPHA has targeted and is currently in the process of phoning 1,577 applicants or 92-100 applicants per week by December 31, 2008. The HPHA has experienced a 20% success rate of applicants coming off the wait list. Should the HPHA succeed, an additional 315 families would be assisted and bring the program size to 1,890, allowing for 164 families that end their participation with the program. Should HPHA experience a HAP expense increase over the budget authority, $1.7 million in the unrestricted reserve account will be used to fund the increased lease up. If the expectations fall short of HPHA's goals, an additional 100 names will be called up per week until the goals are met. HPHA has begun the accelerated mail out since the end of May 2008 and will attempt to accomplish the total mail out by December 31, 2008.

   Section 8 Branch and Homeless Programs Branch are working together with Homeless service providers to target section 8 applicants for grant assistance for security deposits.

5. Indicator 14, Family Self-Sufficiency Enrollment and Escrow Account – The Section 8 Branch has been focusing on making referrals to the Family Self-Sufficiency (FSS) Coordinator for all new tenants. The referral provides a one-on-one explanation of the program which increases the possibility of having the newly leased participant enrolling in the FSS program. We will continue our efforts as we have found that we have more than a marginal success with this method.

EXHIBIT E

Monthly Property Management Reports
FORTHCOMING

Repair, Maintenance, and Construction Reports
FORTHCOMING

Reviewed and Approved by the Executive Director
October 16, 2008

FOR INFORMATION

SUBJECT: Update on the Status of the Sale of Banyan Street Manor, located at 1122 Banyan Street, Honolulu, Hawaii

1. The consultant contract for the sale of the Banyan Street Manor was executed on June 24, 2008. The firm of Alvarez and Marsal submitted the successful proposal.

2. The consultant has completed the transaction strategy report and a draft of the Request for Proposal (RFP). Pursuant to the Hawaii Revised Statutes (HRS) 92-4, 92-5(a)(4), 92-5(a)(8), the transaction strategy report and draft will be presented in Executive Session.

Prepared by: Michael J. Hee, Private Management Contracts Section Chief _____

Reviewed by: Stephanie Fo, Acting Property Management & Maintenance Services Branch Chief _____

Reviewed and Approved by the Executive Director
October 16, 2008

FOR DISCUSSION

SUBJECT: Agency Outlook for 2009.

1. Continued emphasis on significant improvements in the benchmarks of the agency
    a. Number of Vacant Units
    b. Turnaround time
    c. Occupancy rates
    d. Accounts receivables and collections
    e. Evictions
    f. Homelessness

2. Improved financial management and reporting - across the board - budgeting, asset management, audit results, and interactions with state and federal agencies.

3. Resolution, with active Board participation, of waiting list issues, public vs. private management of projects, decentralization of authority for projects, automatic rent payments and deductions.

4. Aggressive action to privatize projects, while retaining affordable rental characteristics. Explore sale of units to residents/tenants.

5. Proceeding with mixed use development of one or more projects.

6. Increased resident assumption of responsibility for security and maintenance of projects, with improved communication and participation.

7. Additional development of agency employees - through training, recognition and motivation.

8. Shed non-core functions of the Agency - transfer Section 8 to City, divest the agency of vacant land, and non-public housing.

9. Improved management of the projects.

Prepared by: Taryn T. Chikamori, Secretary to the Board

Reviewed by: Barbara E. Arashiro, Executive Assistant