

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
1002 North School Street, Building A Boardroom
Honolulu, Hawaii 96817
November 19, 2015
9:00 a.m.**

AGENDA

I. CALL TO ORDER/ESTABLISHING QUORUM

II. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, October 15, 2015
- B. Executive Session Minutes, October 15, 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 Extend the Amended Federal Public Housing Program's Admissions and Continued Occupancy Policy and the Section 8 Housing Choice Voucher Program's Administrative Plan Adopting Temporary Compliance Assistance Guidelines Until Such Time as a Final Rule Amending the Relevant Regulation Goes Into Effect

V. FOR INFORMATION/FOR DISCUSSION

- A. For Information: Confirmation of the Hawaii Public Housing Authority's Section Eight (8) Management Assessment Program (SEMAP) Certification Score For Fiscal Year July 1, 2014 to June 30, 2015 by the U.S. Department of Housing and Urban Development
- B. For Discussion: Report by Director Myoung Oh on the November 17, 2015, Hawaii Association of Realtors' Landlord Summit

- C. For Discussion: Presentation/Report by the Governor's Coordinator on Homelessness Scott Morishige on Homeless Issues, Initiatives and Activities in the State of Hawaii
- D. For Discussion: Proposed Changes to the Hawaii Administrative Rules for the State Family Housing Program, State Elderly Program and the State Rent Supplement Program to Disallow Tenants from Passing Down Units or Housing Assistance Payments to Family Members Who Were Not Part of the Original Household

VI. REPORTS

- A. Executive Director's Report Highlights:
 - 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; Service Provider Training Update
 - Design and Construction Project Updates
 - Contracts Executed During October 2015
- B. Board Reports
 - Report from the Board Task Force on Homelessness

VII. Board Orientation and Briefing on Legal Matters by the Department of the Attorney General Regarding:

- A. The Board's powers, responsibilities, duties, privileges, immunities, and liabilities;
- B. Pending Litigation: (1) *Steven Rodrigues, et al., v. Corbit K. Ahn, Hawaii Public Housing Authority et al.* (Civil No. 10-1-1411-06 ECN, First Circuit Court); (2) *McJerold William, et al. v. Kiamalu Security Services, Universal Protection Services, Hawaii Public Housing Authority, et al.* (Civil No. 15-1-0388-3, First Circuit Court); and (3) *Mary Gold Cabaluna v. Vincent Vanderford, an individual, State of Hawai'i, Federal Housing Mayor Wrights, et al.* (Civil No. 14-00480LEK-RLP, U.S. District Court).

The Board will 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.

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 REGULAR MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING A,
HONOLULU, HAWAII 96817
ON THURSDAY, OCTOBER 15, 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, October 15, 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 Lisa Darcy
Director Elizabeth Kim
Director Myoung Oh
Director Laura Smith
Director Rachael Wong
Director En Young

Deputy Attorney General, Jennifer Sugita

EXCUSED: Director Jason Espero, Secretary

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Chong Gu, Chief Financial Management Advisor
Dawn Takeuchi Apuna, Chief Planner
Kiriko Oishi, Chief Compliance Officer
Becky Choi, State Housing Development Administrator
Joanna Renken, Public Housing Supervisor VI
Sam Liu, Contract Administration Supervisor
Renee Blondin-Nip, Hearings Officer
Gary Nakatsu, Data Processing Supervisor
Stephanie Fo, Section 8 Branch Chief
Dean Sakata, Housing Development Specialist
Kau'i Martinez, Resident Services Program Specialist
Maricar Campos, Property Management Specialist
Elena Murayama, Secretary

OTHERS PRESENT (and signing in as):

Jesse Wu, U. S. Department of Housing and Urban Development
Jun Chung, U. S. Department of Housing and Urban Development
Ene Augafa, Mayor Wright Homes resident
Uilani Goods, Medical-Legal Partnership

Fetu Kolio, private resident
Andrew Nakoia Sr., Mayor Wright Homes resident
Segia To'o, Mayor Wright Homes resident
Apelaamo Sulu, Mayor Wright Homes resident
Jesse Ponce de Leon, resident
June Talia, Kuhio Park Terrace resident
Roy Nakamura, Kalakaua Homes resident
Paulilua Tuita, Kuhio Park Terrace resident

Proceedings:

Chairperson Shim declared a quorum present.

Approval of Minutes:

Director Darcy moved,

To approve the Regular Meeting Minutes of September 17, 2015.

The minutes were unanimously approved.

Chairperson Shim deferred the Executive Session Minutes until later in the meeting.

Public Testimony

June Talia, Kuhio Park Terrace resident, asked to have Executive Director Ouansafi or someone from the Michaels Development Company to provide their elderly tenants with updates on the redevelopment. She also recommended that Michaels should provide more information on topics such as emergency preparedness (e.g., what to do when a storm hits). Ms. Talia stated that "the kupuna need someone to come and talk to them."

Roy Nakamura, Kalakaua Homes resident, handed out a letter and alleged that another tenant is threatening him. He indicated that he brought this up at a previous Board meeting and also reported the incident to the police. He was told by the Property Manager that she was required to send a notice of violation to both him and the other tenant for being involved in the confrontation. Mr. Nakamura did not agree that he should have been sent a notice of violation. Mr. Nakamura stated that he believes there are drugs on his property and supports drug testing of the tenants.

Segia To'o, Mayor Wright Homes resident, stated there's a problem with their front door. She requested that a private walkway be installed directly in front of their unit. She testified that she submitted a request to the Compliance Office and someone came to their unit to check, but their request was denied. She complained that she doesn't know who can help them to get the walk way approved and doesn't trust the

property management staff. She reported that the management staff will tell them that they complain too much and hang up the phone on them. Ms. To'o also testified that the trash on property smells and requested management deal with the problem.

Apelaamo Sulu, Mayor Wright Homes resident, stated that whenever something is broken in the unit, management does not come to their unit. He alleged that management will say they will fix the problem with their unit, then they receive a letter that their request is denied. Mr. Sulu stated that this was his second time coming to the Board meeting to tell the Board what's going on at his project.

Fetu Kolio, private resident, stated he should never have been evicted from his unit. Mr. Kolio continues to allege that his eviction was a conspiracy against him and indicates corruption at HPHA. He testified that he wants to be placed in unit 34D at Mayor Wright Homes and will not sign any documents unless it is for unit 34D. He reported that it has been six months since he was reinstated into housing and has been to the Applications Office three times since then. He believes that his family is being harassed by the staff and that property management should not talk to his family members about his application. He insisted that the staff should only go straight to him for questions about his application. Mr. Kolio also stated that tenants should have a voice in executive session at the Board meetings and feels that the executive session should not be conducted behind closed doors.

Andrew Nakoa Sr., Mayor Wright Homes resident, stated that he would like the Board to know that today is the 11th anniversary of his son's murder in front of Mayor Wright Homes. He wants parking stall #348 fronting his unit, but management said the stall belongs to another unit, which he alleged is not true. He complained that kids are jumping on his car because it's not close to his unit for him to monitor what's going on. Mr. Nakoa commented that if assigned the stall in front of his unit, he would be able to watch his car.

Ene Augafa, Mayor Wright Homes resident, stated that in July his family was moved temporarily while his unit was renovated. When they moved back in, they had a different refrigerator. He would like to know whether he can get the new refrigerator back. Mr. Augafa also testified that tenants need weed eaters and gas to help keep their yard area clean, but would like Management to help provide an area to store their equipment.

Paulilua Tuita, Kuhio Park Terrace resident, stated that she is representing the KPT Towers buildings and questioned whether they were still allowed to attend Board meetings. She stated that the tenants don't know who to turn to with their concerns about management by the Michaels Development Company.

Director Rachael Wong arrived at 9:30 am.

The Board was deferred discussion on For Action item IV.A until later in the meeting.

For Action:

Director Kim moved,

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

Executive Director Ouansafi explained that management is proposing that the HPHA amend its administrative rules and admission policy which currently includes a lifetime ban from public housing for individuals and families evicted from public housing. The proposed rule would simply require that tenants evicted for rent delinquencies would need to clear their delinquent balance in order to be eligible to reapply for housing.

Director Darcy asked whether the evicted tenants would need to repay their entire debt before being able to reenter housing. Executive Director Ouansafi responded that

management would recommend that the entire debt should be repaid. He added that staff would continue to refer families in arrears to grant making agencies in the nonprofit community.

Director Wong expressed support for the proposed change and commented that the removal of the lifetime ban would be aligned with the Governor's approach to public housing. Director Wong asked how long was the current rule in place and what was the catalyst for changing the rule. She also asked whether there were other barriers to housing that were identified by staff.

Executive Director Ouansafi responded that the current rule was in place since 1985. He explained that staff are working on reviewing all of the administrative processes currently in place and that once we have done the research and due diligence on various policies they will be brought to the Board for revision, if appropriate. Executive Director Ouansafi informed the Board that the staff will be holding a training for homeless service providers on the application process. The goal is for the service providers to be able to assist their clients in completing the online application process.

Director Young noted that the timeline for implementation was tight and asked whether the HPHA's Resident Advisory Board (RAB) would be able to comment on the proposed rule changes in November. Director Young also asked whether there was a RAB at all properties.

Executive Director Ouansafi explained that the HPHA has one RAB which represents all of the HPHA's properties that meet once a month at the HPHA's offices. He explained that not all of the properties have a resident association, but that HPHA encourages residents to form an association.

Director Medeiros asked whether the average amount owed by tenants is in the hundreds of dollars or thousands.

Executive Director Ouansafi responded that there are some tenants who have wilfully damaged the units and could owe large balances due to the cost of repairs. For example, there was a tenant on Maui who was on drugs and tore up all the drywall which cost over \$100,000 to repair. He explained that the majority of tenants evicted, however, probably owe far less than that (e.g., \$500) and staff could provide the Board with specific amounts if they so desired. He stated, however, that the staff are proposing that the entire debt be repaid as the funds owed belong to the taxpayer and are needed for housing operations.

Director Young asked how the HPHA books the back owed rent in the financials or whether it is reflected in the financial statements.

Executive Director Ouansafi explained that the staff utilize a variety of methods to collect on back rent. If staff are unsuccessful at collecting the back rent, the case is referred to the Department of the Attorney General's (AG's) Civil Recoveries Division

which must approve the HPHA writing off the bad debt. Once approved by the AG's, the HPHA will write off the amount. The outstanding balance, however, is still recorded in the individual tenant file as a debt to the HPHA.

Director Wong requested that staff ensure that all properties, including the Kuhio Park Terrace property are given an opportunity to comment on the rule changes. Executive Director Ouansafi confirmed that all tenants are informed of proposed rule changes and that staff would ensure the widest dissemination possible of proposed rule changes.

The motion was unanimously approved.

For Action:

Director Young moved,

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

Executive Director Ouansafi explained that in 1999 the HPHA had a HUD approved application to conduct demolition and new construction of units at Lanakila Homes. However, several years ago, a former Executive Director requested that 6 units be changed from demolition status to "un-demo" status. The plan was for community volunteers to repair the units in a pilot project. The volunteer project never materialized. Subsequently, staff conducted a cost analysis and found that the cost to repair the 6 un-demo units would be comparable to building brand new units. After several conversations with the HUD staff, HUD recommended that management obtain Board approval to conduct demolition on the 6 units. The goal is for HUD to allow the HPHA to conduct demolition on those 6 units without HPHA having to submit a whole new demolition application.

Director Wong asked whether any Capital Improvement Program (CIP) funds lapsed as a result of the Lanakila project. Executive Director Ouansafi explained that no CIP funds lapsed as there are still other units that are undergoing demolition and new construction. Additionally, the HPHA is continuing to work on remediating the arsenic in the soil at Lanakila Homes.

Director Wong explained that the State Capital Improvement Program (CIP) funds must be encumbered by certain deadlines or the funds will lapse. If the funding deadlines pass, the agency must return the funds to the State treasury.

Chair Shim clarified that the request is to include the 6 units back into the demolition status and to add those to the units that have already been developed. Executive Director Ouansafi concurred that there are approximately 300 units and that these 6 units will be amongst those units to be newly constructed.

Director Kim questioned why there was such a long delay between HUD approval and when the former Executive Director asked to rescind the 6 units. She commented that all of the units should have been demolished by 2008. Executive Director Ouansafi surmised that the delay in demolition and construction could have been due to the lack of funds and that the project was being handled in phases.

The motion was unanimously approved.

Executive Director's Report:

- Executive Director Ouansafi commended staff for their hard work and although the agency is extremely busy, staff continues to address tenants' needs and concerns. He mentioned that the Compliance Office reviews all of the reasonable accommodation requests.
- Executive Director Ouansafi clarified that a testifier at a previous Board meeting reported a stabbing at Mayor Wright Homes, however, staff immediately conducted a follow up and concluded that there was no stabbing. The testifier admitted that "he had heard" that there was a stabbing, he did not know whether an incident actually occurred.
- Executive Director reported that he is fully aware of the complaints and concerns by the residents that testify at the Board meeting. The appropriate Branch or office does the follow up but sometimes we are not able to share the information because of the confidentiality rules. He also mentioned that sometimes the tenants are not satisfied with the decision made and would like to take it to a higher level such as the Director's or Governor's office.
- Executive Director reported that the federal REAC inspections show that HPHA's inspection scores are improving.
- Executive Director Ouansafi reported that the Multi Skilled Pilot Program started on October 1, 2015. The team received a full day of orientation and training on their first day. Approximately 37 members are on the team.
- Executive Director Ouansafi reported that last month 56 families moved into public housing and 47 families moved out, creating a net gain of 9 families. He reported that over a hundred families in the Section 8 Program are looking for rental unit. HPHA has scheduled a Section 8 application process training for service providers, who will assist homeless families complete the application process.

- Executive Director Ouansafi reported continued negotiations for the Kuhio Park Terrace, Mayor Wright Homes and School Street Redevelopments projects.
- Executive Director Ouansafi announced that staff from the Senate Ways and Means (WAM) committee will be meeting with the Fiscal Management Office staff to learn more about the HPHA's operations. Executive Director Ouansafi also reported that meetings are scheduled with the leadership of the House and Senate in preparation for next legislative session.
- Executive Director Ouansafi indicated that every complaint that comes into HPHA is fully investigated and Management is aware of those complaint. He explained that if tenants are not satisfied with Management's decision they can request for a grievance hearing. Director Darcy asked if the Executive Director Ouansafi is aware of the complaints and issues raised by individuals that testified today. Executive Director Ouansafi responded that he is aware of all of the complaints, except the parking stall request by Mr. Nakoa.
- Director Darcy recognized that everybody works hard and encouraged a philosophy of having people working smarter, not harder. She also suggested the establishment of a call in number for tenants that would like to participate in the discussion, but who are not able to attend meetings.
- Director Young suggested that some complaints may be reflective of a communication issue and more about customer relations. He asked whether the agency has ever looked into a an electronic tickler system to track issues and complaints.

Executive Director Ouansafi responded that the agency does have a tracking system, which could be improved through electronic management. He explained that despite our efforts to communicate, there may be instances where staff cannot report back to tenants about another tenant due to confidentiality, or there may be a delay in response due to investigation of the complaint.

- Director Kim requested to have a follow up response to the individuals that testify at the Board meetings and suggested a report at the following Board meeting.

Chair Shim commented that he is not interested in just creating more work for the staff, but would like the Directors to think about how they might contribute as a working Board.

Director Ouansafi explained that complaints are received and reviewed by appropriate staff but, due to confidentiality reasons and under the advisement of the Department of the Attorney General, are often not able to release information to the complainant.

Chair Shim mentioned that items could be discussed in Executive Session and that the Deputy AG advised that it could be done through an ad hoc investigative committee.

Director Medeiros commented that she is apprehensive to have that type of discussion at the Board meeting where there is an exchange in information about private housing matters relating to specific resident. She also would be interested in knowing how other housing agencies across the country successfully deal with resident complaints.

Chair Shim reiterated that the Board does not question the integrity of the staff and that they also do not want to get involved in the daily operations.

Director Darcy clarified her comment made earlier that the intent to everyone is not to imply that staff is not working smart or hard, but that the Board supports everybody's needs.

Chair Shim mentioned that the overall objective is to help everyone and to provide harmony in our community in very difficult situations; this is something that all Board members desire.

- Director Betsy Kim noted a typo on page 206, Artistic Corporation Supplemental Amount should be \$2,926,626. Executive Director apologized for the error.

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

Director Wong provided an update from the Governor's Leadership Team on homelessness, which includes the identification of temporary shelter for people who are homeless; a long term goal of permanent supportive housing; and that every State department will be asked to identify ways it can contribute to the initiative.

Director Wong posed a possible philosophical discussion to the Board of "As permanent supportive housing for low income people, what is public housing's role in addressing homelessness across the State as we look at strategy?"

Director Darcy commented that because a lot of these issues weren't always around we need to adjust and quickly address these changes that are happening rapidly. Having this conversation will help us move forward as a community that is inclusive of those we are helping.

Director Wong agreed and suggested three things moving forward: (1) Invite Scott Morishige, Governor's Coordinator on Homelessness, to the next meeting to give a more in depth update; (2) Create a committee of interested Board members to dive into

these homeless issues and work with management to identify the issues; and (3) Look into future and past policies which may have contributed to the situation we're in now and is there anything we can do now collectively to address this.

Director Oh commented that there are barriers to housing for many people, whether it's affordable housing or housing for the middle income and to identify those barriers is a challenge whether it's within the department or with the legislature. Director Oh stated that the Governor is open minded as far as lifting some of those barriers and moving forward whether its affordable housing, the 201H program for affordable housing, but even at that it could take years. Affordable housing has always been an issue, everyone has ideas, but there's no silver bullet.

Chair Shim supported the idea of inviting Scott Morishige to a Board meeting. He also asked that if there are issues that Board members would like to be considered for the agenda for Board members to recommend those to Executive Director Ouansafi and/or the Chair to consider. Chair Shim commented that the Board can bridge the connection between the Governor's direction and Scott's responsibilities, and that there should be a discussion on land use issues.

Director Medeiros commented that public housing already plays a great role serving 30,000 residents in our units. Director Medeiros stated that she believes public housing should not be a permanent, generational situation, except for those who are limited through income or medical or disability. Director Medeiros believes it was studied to death in this State for the last 20 years how to build affordable housing whether its 201H or putting resources to tax credits or rental housing trust fund there's a lot already there that can be looked at. Director Medeiros suggested that HCDA has a lot of opportunity to create more permanent rental inventory that people can afford.

Director Wong stated that they are working closely with HCDA.

Director Medeiros stated she would like to hear from Scott Morishige as well as other members of the Governor's leadership team, particularly the two legislators that chair the money committees since their decisions affected what HPHA has and hasn't been able to do in the last 5 to 10 years. Director Medeiros stated that she would like to hear from the Governor's leadership team if they identified any priorities in terms of funding for homelessness as well as HPHA. She stated that the Board can help with that issue in the upcoming legislative session. Director Medeiros commented further that the Board has an opportunity to ask what the Governor and Legislature can do to help HPHA.

Chair Shim commented that Director Medeiros is speaking on how we all get on the same page and we have this opportunity to have this dialogue with the Governor and others.

Director Wong stated that it is a statewide team where HPHA and the Governor should be aligned, and that's why HPHA is meeting with the Governor in two weeks.

Executive Director Ouansafi explained that HPHA has reached out to the Governor, and that HPHA's role is simple and unlike any other which is to prevent homelessness. HPHA has many apply for housing who are about to become homeless at 30% AMI or less, and is the leading provider of housing for homeless. Executive Director Ouansafi stated that although HPHA is not a homeless agency, it does provide housing which helps prevent homelessness, as well as provide housing directly to homeless.

Executive Director Ouansafi commented that Kakaako has 200 homeless families, yet HPHA served 4000 individuals in last five years. Further, the need for additional housing is tremendous, and HPHA's plan is to take advantage of TOD in its redevelopment plans. Executive Director Ouansafi stated that housing is at the forefront for the legislature this session. Executive Director Ouansafi commented that the HPHA welcomes this meeting and the new efforts and energy to make a huge dent in the homelessness crisis.

Director Smith commented that the conversation about prevention is just as important as the conversation about those that are homeless. Many families are one step away from losing their home. Director Smith would like to see the Board speak more about prevention and the target of prevention as part of our arsenal to help address homelessness.

Director Young commented that HPHA is very operationally savvy just based on the way things are executed for the Board that elevates the Board's responsibility and challenges to come up with strategies and policy that HPHA can achieve. Further, in addition to the Board's conversation about prevention, the Board should also talk about what the product is for the housing authority, what does the client look like when you first interface them, what do you want to see when they're in position to exit public housing, do they have skills, what is their social readiness, how can we measure that and use that to captivate an audience to bring in the right partners to get people to a certain standard and have that conversation as to what that standard might be.

Chair Shim commented that graduation is very important to us and although it's not within the purview of our responsibilities, this board is in the position to support looking at what service providers do, such as economic development.

Director Medeiros explained that based on the testimony, it's not just about graduating and giving them skills to improve themselves because when someone complains about walking down a ramp to their car while Director Medeiros personally pays 60% of her income towards rent, where's the bigger picture of what's trying to be accomplished and the kind of community we're trying to build. Director Medeiros stated that she wants the Board to build communities that foster communities and good character.

Chair Shim explained the Emily Warner study that was done in Kauai in 1955 that destroyed all theories experts had about persons born in blight finish in blight because 30% of those born in those "high risk" situations were actually functioning healthy human beings. The study pointed to two significant factors which contributed beyond

education: (1) the ability to reach out, sense of resilience within each individual; and (2) a significant non parental adult in their life. Chair Shim stated that graduation is the whole picture, not just getting people out but how do we build a healthy Hawaii.

Director Medeiros asked whether the nonprofit is ready to establish its role.

Executive Director Ouansafi stated that the nonprofit is still new and still in the paperwork phase, however, once it is formed we can start making the nonprofit work for HPHA.

Director Medeiros asked whether part of the nonprofit's responsibility is to be a development arm.

Executive Director Ouansafi confirmed it is.

Director Wong proposed there be a committee to address homelessness and the role HPHA plays in homelessness.

Various board member asked questions about the formation of the proposed committee, including: How many members are required? If the number of members is more than quorum, is it better to have a task force? Can non board members be part of the committee?

Deputy Attorney General Sugita explained that the proposed committee of at least two members but less than quorum, which is six, would meet outside of the Board meetings on a certain topic or to investigate and talk to others to bring back information to the Board at a Board meeting. The Sunshine law allows the Board to create a task force committee. When the Board meets next month it can add members to the committee.

Director Wong moved to create a task force on homelessness.

Director Shim commented that the Board is short two members and that a resident board member and a Kauai representative are needed. Furthermore, he asked whether a motion was necessary.

Deputy Attorney General Sugita stated that the Chair could appoint the members.

Director Wong stated that a discussion on where does homelessness fit in to the overall philosophy of HPHA and working with management is necessary, which may not fit under "policies".

Deputy Attorney General Sugita clarified that the point of the task force or committee is to conduct an investigation into the public housing's role, specifically HPHA's role in homelessness or addressing homelessness statewide. She further clarified that the task force should not be meeting to make presentations to others, but to meet with each other outside of the Board meeting.

Director Young stated that part of the discussion should be the intersection between State housing and County projects.

Director Medeiros asked for clarification if the task force could come back to the Board to present to outside entity organizations or groups. For example, she inquired about whether the task force could go back to the Governor and provide information on what the task force discussed.

Deputy Attorney General Sugita stated that the task force should not try to represent the full Board. In order to avoid any misunderstanding or miscommunication about what the task force is representing and what the Board is representing, the task force should not share their discussions with outside parties. But she added that the task force members are free to say that HPHA has created this task force to address HPHA's role on homelessness.

Executive Director Ouansafi stated that staff is available to meet with the Board members anytime and can provide guidance in operational homeless matters.

Deputy Attorney General Sugita stated that HUD also can provide information.

Director Wong stated that there is interest from the U.S. Interagency Council on Homelessness to assist.

Executive Director Ouansafi also requested that the Board appoint a task force to review the annual audit statements. The task force would require at least two hours to review the financial statements with the auditor and to report back to the Board. Executive Director Ouansafi stated that Directors Espero and Oh served on the financial audit task force last year.

Deputy Attorney General Sugita clarified that the homeless task force includes members: Director Wong, Director Medeiros and Director Darcy.

Chair Shim established the financial audit task force, recognizing volunteer members Director Oh, Director Medeiros, and Director Smith.

Executive Director Ouansafi suggested going into Executive Session due to quorum concerns.

Chair Shim agreed and asked for a motion to go into Executive Session to approve the August and September minutes and to ratify Director Margery Moore, etc., and take all other actions.

For Action:

Director Kim moved,

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

The Board entered Executive Session at 11:17 am and reconvened at 11:50 am.

The motion was unanimously approved.

Chairperson Shim reported that the Board discussed the complaint and consulted with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to the Settlement Agreement in compliance filed by Margery Moore.

The Board approved Executive Session Minutes dated August 20, 2015 and September 17, 2015 as amended, at the October 15, 2015 meeting.

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, including:

- 1. Mission**
- 2. Budget and Funding**
- 3. Honolulu Field Office and Program Areas**
- 4. Funding Opportunities**
- 5. Lead The Way (videos)**

Jesse Wu, Director of the Hawaii Field Office of the Office of Public Housing and Indian Program from the U.S. Department of Housing and Urban Development provided training for the HPHA's Board of Directors. (See attached powerpoint presentation). Mr. Wu also reminded the Board about HUD's online training videos and aired some of the introduction videos at the Board meeting.

For Discussion

Discussion on the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) Program was deferred.

Chairperson Shim deferred this item to a future meeting.

Adjournment

Chairperson Shim adjourned the Regular Meeting.

The meeting ended at 12:33 p.m.

MINUTES CERTIFICATION

Minutes Prepared by:



Deidra Ahakuelo-Kepa
Secretary

NOV 19 2015

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on November 19, 2015: [] As Presented [] As Amended



Director Jason Espero
Board Secretary

NOV 19 2015

Date

Amended: Page 108

FOR ACTION

MOTION: To Extend the Amended Federal Public Housing Program's Admissions and Continued Occupancy Policy and the Section 8 Housing Choice Voucher Program's Administrative Plan Adopting Temporary Compliance Assistance Guidelines Until Such Time as a Final Rule Amending the Relevant Regulation Goes Into Effect.

I. FACTS

- A. On March 13, 2014, and February 22, 2014, the Hawaii Public Housing Authority (HPHA) Board of Directors adopted changes to the Section 8 Housing Choice Voucher (HCV) Program's Administrative Plan (Admin Plan) and the Federal Public Housing Program's Admissions and Continued Occupancy Policy (ACOP) to maximize the use of U.S. Department of Housing and Urban Development (HUD) funding and assist families more efficiently.
- B. These changes were based on Temporary Compliance Assistance guidelines issued by HUD on January 22, 2013, to reduce burden and create flexibility for public housing agencies in the administration of the Public Housing and Section 8 HCV Program. The temporary guidelines are designed to increase efficiencies, minimizing the use of resources for program administration during this period of decreased resources available to PHAs.
- C. The previous board approval expired on March 31, 2015. On March 12, 2015, HUD issued PIH Notice 2015-04(HA), announcing that due to HUD's inclusion of the streamlining measures into the final regulations, the temporary compliance measures would not be renewed. However, the final regulations have not yet been issued.

II. DISCUSSION

- A. The original HUD guidance on temporary compliance assistance was considered discretionary and public housing agencies must obtain Board approval and amend their policy documents to implement the HUD guidance. The temporary compliance assistance showed HUD's intent to pursue more permanent changes to increase flexibility and reduce administrative burden.

- B. Currently, PHAs are statutorily required to verify income and calculate rent annually, including for elderly and disabled families on fixed incomes. HUD determined in the original guidance, however, that the requirement to undertake the complete process of income verification and rent determination for families on fixed incomes is not necessary given the infrequency of changes to their incomes.
- C. The HPHA adopted two of the temporary guidelines which were available to PHAs until March 31, 2015.
 - 1. **Allow households to self-certify having assets of less than \$5,000.**

The Notice PIH 2013-03(HA) provides:

"Tenants with assets below \$5,000 typically generate minimal income from these assets which results in small changes to tenant rental payments. However, PHAs spend significant time verifying such assets which strains PHA budgets, and leads to increased staff errors. This provision is intended to simplify the requirements associated with determining a participant's annual income.

Families with assets are required to report all assets annually. The amount of interest earned on those assets is included as income used to calculate the tenant's rent obligation. Currently, where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate.

This notice allows a PHA to accept a family's declaration of the amount of assets of less than \$5,000, and the amount of income expected to be received from those assets. The PHA's application and reexamination documentation, which is signed by all adult family members, can serve as the declaration. Where the family has net family assets equal to or less than \$5,000, the PHAs does not need to request supporting documentation (e.g. bank statements) from the family to confirm the assets or the amount of income expected to be received from those assets. Where the family has net family assets in excess of \$5000, the PHA must obtain supporting documentation (e.g. bank statements) from the family to confirm the assets. Any assets will continue to be reported on HUD Form 50058."

Adoption of this temporary compliance assistance would allow the HPHA to accept a family's declaration of the amount of assets of

less than \$5,000, and the amount of income expected to be received from those assets. No supporting documentation is required.

The HPHA's Section 8 Administrative Plan, Chapter 7, Part I, Section D on Third-party Written and Oral Verification and HPHA's Public Housing ACOP, Chapter 7, Part I, Section D Third-party Written and Oral Verification currently provide as follows:

"The PHA will use review of documents in lieu of requesting third-party verification when the market value of an individual asset is less than \$500 *and* the family has original documents that support the declared amount."

These provisions were temporarily amended to modify the current language to read as follows:

"For any family declaring assets valued at \$5,000 or less the PHA will accept both the value of the assets and the amount the assets are expected to produce from the Family Annual/Update Report form, when this method is allowed by HUD. No other documentation or verification is required by the family or the PHA. The HPHA's application and reexamination documentation, which is signed by all adult family members, will serve as the declaration."

2. **Allow optional streamlined annual reexaminations for elderly families and disabled families on fixed incomes.**

The Notice PIH 2013-03(HA) provides:

"PHAs are statutorily required to verify income and calculate rent annually, including for elderly and disabled families on fixed incomes. The requirement to undertake the complete process for income verification and rent determination for families on fixed incomes is not necessary given the infrequency of changes to their incomes. Further, this requirement requires considerable staff time and PHA resources. This provision is intended to simplify the requirements associated with determining the annual income of participants on fixed incomes.

PHAs may opt to conduct a streamlined reexamination of income for elderly families and disabled families when 100 percent of the family's income consists of fixed income. In a streamlined reexamination, PHAs will recalculate family incomes by applying any published cost of living adjustments to the previously verified

income amount."

Adoption of this temporary compliance assistance would reduce the administrative burden on HPHA to conduct annual reexaminations for elderly families and disabled families on fixed incomes.

The HPHA's Section 8 Administrative Plan, Chapter 11, Part I, Section C on Conducting Annual Re-examinations currently requires:

"The information provided by the family generally must be verified in accordance with the policies in Chapter 7 [on verification procedures]. Unless the family reports a change, or the agency has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:

- Legal identity
- Age
- Social security numbers
- A person's disability status
- Citizenship or immigration status"

The HPHA's Public Housing ACOP, Chapter 11, Section B on Annual Recertifications currently requires:

"For tenants who pay an income-based rent, the PHA shall reexamine a tenant's annual income, assets, family composition, and any other matter necessary to determine tenant's rent and eligibility for continued occupancy at least once every twelve (12) months."

These provisions were temporarily amended to read as follows:

"In addition, income verification and rent determination for elderly and disabled families on fixed incomes do not need to be re-verified on an annual basis. The HPHA will send the Family Annual Update Report form to each qualifying family. If no changes are reported, the HPHA will obtain updated income information and process the annual recertification without re-verification of income or redetermination of rent. If changes to the household are reported, the family will be required to go through the normal recertification process."

- D. The HPHA would like to continue to use these streamlined compliance measures to reduce administrative burden on the recertification staff.

- E. On March 12, 2015, HUD informed PHAs who had adopted at least one of the provisions in the original notice, of the regulatory waiver process by which PHAs could continue to use the provisions they had previously adopted.
- F. On March 12, 2015, the HPHA requested a regulatory waiver from HUD to continue to adopt the two provisions for both the LIPH and Section 8 programs. Staff were instructed to stop using the temporary compliance measures until the request was approved. On September 18, 2015, the HPHA received HUD approval of the waiver requests.
- G. HUD intends to address these temporary compliance measures on a more permanent basis by issuing a final rule that would streamline requirements pertaining to the Housing Choice Voucher program, and these measures are expected to be included in this final rule. Therefore, the HPHA intends to continue these temporary compliance measures with HUD approved waivers until the final rule is issued.

III. RECOMMENDATION

That the Adopted Amendments to the Section 8 Housing Choice Voucher Program's Administrative Plan and the Federal Public Housing Program's Admissions and Continued Occupancy Policy be extended until such time as a final rule amending the relevant regulation goes into effect.

Attachment A: Notice PIH 2013-03 (HA)
Notice PIH 2013-26 (HA)
Notice PIH 2015-04 (HA)

Attachment B: Approval of waivers for Section 8 Program

Attachment C: Approval of waivers for Public Housing Program

Prepared by: Stephanie Fo, Section 8 Subsidy Programs Branch Chief 
Joanna Renken, Supervising Public Housing Manager 

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



Pono Shim
Chairperson



U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Special Attention:

Directors of HUD Regional and Field
Offices of Public Housing; PIH Program Center
Coordinators; Public Housing Agencies

NOTICE PIH 2013-03 (HA)

Issued: January 22, 2013

Expires: March 31, 2014

Subject: Public Housing and Housing Choice Voucher Programs – Temporary Compliance Assistance

1. **Purpose:** This Notice establishes temporary guidelines for public housing agencies (PHAs) in fulfilling certain Public Housing (PH) and Housing Choice Voucher (HCV) program requirements during this period of decreased resources available to PHAs. These guidelines are intended to facilitate the ability of PHAs to continue, without interruption and with minimal burden, the delivery of rental assistance to eligible families in their communities. The temporary provisions established by this Notice will be available to PHAs until March 31, 2014.

The economic downturn that commenced in 2008 and which continues has only increased the need for housing assistance. Increased demand for housing assistance without corresponding increased resources strains the operations of PHAs, and jeopardizes their ability to assist families at a time when families most need housing assistance. Increasing administrative flexibility should allow PHAs to deliver rental assistance more efficiently and expeditiously. Reduction of administrative burden is anticipated to allow PHAs to better manage their programs within current allocated budget authority. The temporary guidelines are also designed to increase efficiencies, minimizing the use of resources for program administration. HUD intends to pursue more permanent changes to increase flexibility and reduce administrative burden and will be informed by PHAs' use of the temporary compliance provisions of this Notice.

2. **Applicability:** This Notice applies to both the PH and HCV programs, except where noted.

3. **Temporary Provisions:**

Allow option to use participants' actual past income in verifying income.

Projecting expected income and obtaining the additional documentation necessary to project income places an unnecessary burden on PHA staff time and resources when compared to the minimal annual change in tenant incomes. Further, projecting income can lead to PHA staff errors that result in improper rent determinations. This

provision is intended to simplify the requirements associated with determining a participant's annual income (24 CFR 5.609(a)(2)).

In determining annual income, PHAs may choose to use either actual past income or projected future income. Currently, annual income includes income that is anticipated to be received from a source outside the family during the 12-month period following the effective date of admission or annual reexamination. This Notice provides PHAs with the option of determining annual income based on past actual income received or earned within the last 12 months. If a PHA operates both PH and HCV programs, this option is available for both of their programs.

For the purpose of verifying income reported in HUD's Enterprise Income Verification (EIV) system, PHAs that choose to use actual past income must use the most recent 12 months of income information available in EIV. Because this EIV report will give actual earnings data verified by a third party, the program participant is no longer required to provide third party documentation (e.g., paystubs, payroll summary report, unemployment monetary benefit notice).

If there has been a change in circumstances for a tenant, or a tenant disputes the EIV-reported income information and is unable to provide acceptable documentation to resolve the dispute, the PHA must request written third-party verification. For example, if a program participant lost his/her job, changed jobs, or reduced their hours in the months subsequent to the time period covered in EIV, the PHA must use, at the participant's request, the more recent income information verified by participant provided third-party documentation (e.g., paystubs, payroll summary report, unemployment monetary benefit notice) or through written third-party verification, which reflects the new or current work circumstance.

PHAs must continue to verify income from sources not available in EIV. However, PHAs must use the same time period for both wage and non-wage income. For example, if a PHA uses EIV information from July 2011 to June 2012 for the purpose of verifying income from wages, the PHA must use the same time period for any non-wage income.

Allow households to self-certify as to having assets of less than \$5,000.

Tenants with assets below \$5,000 typically generate minimal income from these assets which results in small changes to tenant rental payments. However, PHAs spend significant time verifying such assets which strains PHA budgets, and leads to increased staff errors. This provision is intended to simplify the requirements associated with determining a participant's annual income (24 CFR 5.609(b)(3), 982.516(a)(2)(ii), 960.259(c)).

Families with assets are required to report all assets annually. The amount of interest earned on those assets is included as income used to calculate the tenant's rent obligation. Currently, where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family

assets or a percentage of the value of such assets based on the current passbook savings rate.

This Notice allows a PHA to accept a family's declaration of the amount of assets of less than \$5,000, and the amount of income expected to be received from those assets. The PHA's application and reexamination documentation, which is signed by all adult family members, can serve as the declaration. Where the family has net family assets equal to or less than \$5000, the PHAs does not need to request supporting documentation (e.g. bank statements) from the family to confirm the assets or the amount of income expected to be received from those assets. Where the family has net family assets in excess of \$5000, the PHA must obtain supporting documentation (e.g. bank statements) from the family to confirm the assets. Any assets will continue to be reported on HUD Form 50058.

Allow optional streamlined annual reexaminations for elderly families and disabled families on fixed incomes.

PHAs are statutorily required to verify income and calculate rent annually, including for elderly and disabled families on fixed incomes. The requirement to undertake the complete process for income verification and rent determination for families on fixed incomes is not necessary given the infrequency of changes to their incomes. Further, this requirement requires considerable staff time and PHA resources. This provision is intended to simplify the requirements associated with determining the annual income of participants on fixed incomes (24 CFR 982.516, 960.257).

PHAs may opt to conduct a streamlined reexamination of income for elderly families and disabled families when 100 percent of the family's income consists of fixed income. In a streamlined reexamination, PHAs will recalculate family incomes by applying any published cost of living adjustments to the previously verified income amount.

For purposes of this notice, the term 'fixed income' includes income from:

1. Social Security payments to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI);
2. Federal, State, local, and private pension plans; and
3. Other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic receipts that are of substantially the same amounts from year to year.

Allow PHAs to establish a payment standard of not more than 120 percent of the fair market rent (FMR) without HUD approval as a reasonable accommodation.

Under current regulations, PHAs must request a waiver from a HUD Field Office for exception payment standards above 110% of the FMR; this process takes considerable administrative time for the PHA and, in some cases, the processing time for the waiver prevents the family from leasing the unit. Under this provision, PHAs

may approve a payment standard of not more than 120 percent of the FMR without HUD approval if required as a reasonable accommodation for a family that includes a person with disabilities. This provision applies to the HCV program only and allows a PHA to establish a payment standard within limits currently permitted but designated for approval only by a HUD Field Office (24 CFR 982.503(c)(2)(B)(ii)). For any voucher unit assisted under the program, PHAs must perform a rent reasonableness determination in accordance with the section 8(o)(10) of the U.S. Housing Act of 1937 and the HCV program regulations. Therefore, PHAs who utilize this provision must maintain documentation that the PHA performed the required rent reasonableness analysis. In addition, the PHA must maintain documentation that that the unit has the feature(s) required to meet the needs of the person with disabilities.

4. **Adoption of Temporary Provisions:** A PHA that chooses to adopt any provisions described in this Notice must notify HUD by email at PIHTemporaryCompliance@hud.gov. This email should also include either the Field Office Public Housing Director or the Program Center Coordinator as a recipient.

Any temporary provision made available to a PHA under this Notice that a PHA elects to apply must be adopted in the PHA's HCV program administrative plan (24 CFR 982.54) or PH program tenant selection policies (24 CFR 960.202 and 960.257(c)). In cases where changes to policies are determined by the PHA to be an amendment to the PHA's Annual Plan that is significant, as defined by the PHA, the PHA must comply with the amendment provisions of 24 CFR 903.21, including soliciting public comment and consulting with the resident advisory board.

5. **Paperwork Reduction Act:** The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2577-0220 and 0169. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.
6. **Further Information:** Any questions pertaining to this Notice may be addressed to Todd Thomas, (202)402-5849, or by electronic mail at Todd.C.Thomas@hud.gov about the Public Housing program or Caroline Crouse, (202)402-4595, or by electronic mail at Caroline.P.Crouse@hud.gov about the Housing Choice Voucher program.

/s/

Sandra B. Henriquez, Assistant Secretary for
Public and Indian Housing



U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Special Attention:

Directors of HUD Regional and Field
Offices of Public Housing; PIH Program Center
Coordinators; Public Housing Agencies

NOTICE PIH 2015-04 (HA)

Issued: March 12, 2015

Cross Reference: PIH Notices 2013-3 and
2013-26

Subject: Expiration of Temporary Compliance Assistance for Public Housing and Housing Choice
Voucher Programs — Temporary Compliance Assistance

- 1. Extension:** This Notice announces that PIH's Notice on Temporary Compliance Assistance (Notice PIH 2013-03 (HA), and as extended by Notice PIH 2013-26), expires on March 31, 2015 and HUD will not be providing a further extension of this notice.
- 2. Purpose:** On January 6, 2015, HUD published a proposed rule that would streamline regulatory requirements pertaining to the Housing Choice Voucher program, and solicited comment for a period of 60 days. The January 6, 2015, rule proposed to codify streamlining changes authorized by HUD's Fiscal Year 2014 Appropriations Act.¹ The administrative relief and burden reduction that PIH strived to provide through issuance of PIH 2013-03, will be addressed on a more permanent basis by the final rule to follow the January 6, 2015, proposed rule. The public comment period for the January 6, 2015, rule ended March 9, 2015, and HUD is moving as expeditiously as possible to issue a final rule. Although PIH is not further extending Notice PIH 2013-03 beyond March 31, 2015, all public housing agencies always have the opportunity, without time limitations, to request on an individual basis a regulatory waiver, and provide good cause justification for the waiver. Waivers should be submitted in accordance with Notice PIH 2013-20. The electronic mailbox and procedures previously described in Notice PIH 2013-03 for approval are no longer available.
- 3. Further Information:** Any questions pertaining to this Notice may be addressed to Becky Primeaux, (202) 402-6050, or by electronic mail at Becky.L.Primeaux@hud.gov about the Housing Choice Voucher program or Anice Chenault, (202) 402-2341, or by electronic mail at Anice.S.Chenault@HUD.gov about the Public Housing program.

/s/

Jemine A. Bryon, General Deputy Assistant
Secretary for Public and Indian Housing

¹ HUD's 2014 Appropriations Act is Title II of Division L of Public Law 113-76, 128 Stat. 5, approved January 17, 2014. See general provision section 238 of this Act at 128 Stat. 635.



U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Special Attention:

Directors of HUD Regional and Field
Offices of Public Housing; PIH Program Center
Coordinators; Public Housing Agencies

NOTICE PIH 2013-26 (HA)

Issued: November 5, 2013

Expires: March 31, 2015

Cross Reference: PIH Notice 2013-3

Subject: Extension: Public Housing and Housing Choice Voucher Programs –
Temporary Compliance Assistance

1. **Extension:** This notice extends notice PIH-2013-03 (HA).
2. **Purpose:** This Notice establishes temporary guidelines for public housing agencies (PHAs) in fulfilling certain Public Housing (PH) and Housing Choice Voucher (HCV) program requirements during this period of decreased resources available to PHAs. These guidelines are intended to facilitate the ability of PHAs to continue, without interruption and with minimal burden, the delivery of rental assistance to eligible families in their communities.
3. **Further Information:** Any questions pertaining to this Notice may be addressed to Todd Thomas, (202)402-5849, or by electronic mail at Todd.C.Thomas@hud.gov about the Public Housing program or Caroline Crouse, (202)402-4595, or by electronic mail at Caroline.P.Crouse@hud.gov about the Housing Choice Voucher program.
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/s/

Sandra B. Henriquez, Assistant Secretary
for Public and Indian Housing



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 WASHINGTON, DC 20410-5000

PRINCIPAL DEPUTY ASSISTANT SECRETARY
 FOR PUBLIC AND INDIAN HOUSING

Mr. Hakim Ouansafi
 Executive Director
 Hawaii Public Housing Authority (HI901)
 1002 North School Street
 Honolulu, HI 96817-2908

Dear Mr. Ouansafi:

This letter responds to your request in which you seek a waiver of one or more provisions established in Notice PIH 2013-03 (as extended by Notice PIH 2013-26).

Notice PIH 2013-03 was published to provide public housing agencies (PHAs) with temporary administrative flexibility during a period of decreased resources. On January 6, 2015 HUD published in the Federal Register a proposed rule entitled Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development programs. This rule is intended to adopt the options provided in Notice PIH 2013-03, in addition to other streamlining provisions. The proposed rule makes clear that a purpose of the rulemaking is "to reduce the administrative burden on [PHAs]." On March 12, 2015, HUD announced (via Notice PIH 2015-04) that the alternative waiver process established on a temporary basis through Notice PIH 2013-03 expired on March 31, 2015.

Under the authority provided at 24 Code of Federal Regulations § 5.110, the Department may waive any provision of Title 24, subject to statutory limitations, upon a determination of good cause. HUD has reviewed the good cause justification(s) included in your request and has made a determination, as summarized in the table below. A waiver request is approved for the program indicated if the word "approved" appears in the respective program column.

Description of Waiver Requested	PH Requested	PH Decision	HCV Requested	HCV Decision	S8MR Requested	S8MR Decision
Provision 1 – Use of Past Income						
Provision 2 – Self Certification of Assets Below \$5,000			X	Approved		
Provision 3 – Streamlined Reexamination for Fixed Income Families			X	Approved		
Provision 4 – Payment Standards not greater than 120 Percent of FMR without HUD approval for Reasonable Accommodation						

PH = public housing; HCV = Housing Choice Voucher; S8MR = Section 8 Mod Rehab

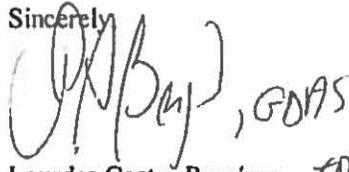
www.hud.gov

espanol.hud.gov

Attachment B

Any waiver approved shall be in effect until March 31, 2016, or until such time as a final rule amending the relevant regulation goes into effect, whichever comes first. Should you have any questions regarding this matter, please contact your local field office.

Sincerely

Handwritten signature of Lourdes Castro Ramirez in black ink, appearing as 'LCR', followed by the acronym 'GNAS'.

Lourdes Castro Ramirez *LCR*
Principal Deputy Assistant Secretary
for Public and Indian Housing



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 WASHINGTON, DC 20410-5000

PRINCIPAL DEPUTY ASSISTANT SECRETARY
 FOR PUBLIC AND INDIAN HOUSING

Mr. Hakim Ouansafi
 Executive Director
 Hawaii Public Housing Authority (HI001)
 1002 North School Street
 Honolulu, HI 96817-2908

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Under the authority provided at 24 Code of Federal Regulations § 5.110, the Department may waive any provision of Title 24, subject to statutory limitations, upon a determination of good cause. HUD has reviewed the good cause justification(s) included in your request and has made a determination, as summarized in the table below. A waiver request is approved for the program indicated if the word "approved" appears in the respective program column.

Description of Waiver Requested	PH Requested	PH Decision	HCV Requested	HCV Decision	S8MR Requested	S8MR Decision
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Provision 2 – Self Certification of Assets Below \$5,000	X	Approved				
Provision 3 – Streamlined Reexamination for Fixed Income Families	X	Approved				
Provision 4 – Payment Standards not greater than 120 Percent of FMR without HUD approval for Reasonable Accommodation						

PH = public housing, HCV = Housing Choice Voucher, S8MR = Section 8 Mod. Rehab

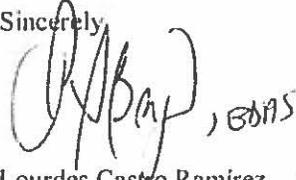
www.hud.gov

espanol.hud.gov

Attachment C

Any waiver approved shall be in effect until March 31, 2016, or until such time as a final rule amending the relevant regulation goes into effect, whichever comes first. Should you have any questions regarding this matter, please contact your local field office.

Sincerely

A handwritten signature in black ink, appearing to read 'L. Castro Ramirez', with a small 'LDRS' written to the right.

Lourdes Castro Ramirez *LCR*
Principal Deputy Assistant Secretary
for Public and Indian Housing

FOR INFORMATION

SUBJECT: Confirmation of the Hawaii Public Housing Authority's Section Eight (8) Management Assessment Program (SEMAP) Certification Score For Fiscal Year July 1, 2014 to June 30, 2015 by the U.S. Department of Housing and Urban Development

I. FACTS

- A. SEMAP is a management assessment system that the U.S. Department of Housing and Urban Development (HUD) uses annually to measure the performance of all public housing agencies (PHAs) that administer the Section 8 tenant-based rental assistance program.
- B. SEMAP sets forth the following fourteen (14) indicators to measure program performance. SEMAP enables HUD to ensure program integrity and accountability by identifying PHA management capabilities and deficiencies and by improving risk assessment to effectively target monitoring and program assistance. PHAs can use the SEMAP performance analysis to assess their own program operations. A new scoring tool was implemented in 2013 to more accurately determine the SEMAP score.
- C. Indicators 1-8, 13 and the Bonus Indicator are "self certified." Indicators 9-12 and 14 are measured and reported by HUD's Public & Indian Housing Information Center (PIC) Reports.
- D. The SEMAP score and overall performance rating identifies housing agencies as high performer, standard or troubled and identifies and requires corrective actions for SEMAP deficiencies, and imposes sanctions for troubled performers.

High Performer	90+% rating
Standard Performer	60%-89% rating
Troubled	< 60% rating

- E. For the fiscal period ended June 30, 2015, the HPHA adopted Board Resolution No. 15-80 Approving the Section Eight Management Assessment program (SEMAP) certification which projected a score of 143 out of 145 (98.6%) which would designate the HPHA's Section 8

program as a "High Performer" under the federal management assessment program.

II. DISCUSSION

- A. By letter dated October 15, 2015, Jesse Wu, Director of the Office of Public Housing, of the U.S. Department of Housing and Urban Development confirmed that the HPHA's final SEMAP score for fiscal year ended 6/30/2015 is 99%. As indicated in the letter, the HPHA's Section 8 program designation is High Performer. (See attached HUD letter.)

Attachment: HUD Letter dated October 15, 2015 Confirming HPHA's SEMAP Score for FYE June 30, 2015

Prepared by: Stephanie Fo, Section 8 Subsidy Programs Branch Chief





U.S. Department of Housing and Urban Development

Hawaii State Office
1132 Bishop Street, Suite 1400
Honolulu, Hawaii 96813
<http://www.hud.gov>

October 15, 2015

Mr. Hakim Ouansafi
Executive Director
Hawaii Public Housing Authority
P.O. Box 17907
1002 N. School St.
Honolulu, HI 96817

15 OCT 27

Dear Mr. Ouansafi:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for fiscal year end June 30, 2015, for the Hawaii Public Housing Authority. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The HPHA's final SEMAP score for fiscal year ended 6/30/2015 is 99. The following are your scores on each indicator:

Indicators

1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
4	Utility Allowance Schedule (24 CFR 982.517)	5
5	HQS Quality Control (24 CFR 982.405(b))	5
6	HQS Enforcement (24 CFR 982.404)	10
7	Expanding Housing Opportunities	5
8	Payment Standards (24 CFR 982.503)	5
9	Timely Annual Reexaminations (24 CFR 5.617)	10
10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
12	Annual HQS Inspections (24 CFR 982.405(a))	10
13	Lease-Up	20
14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	8
15	Deconcentration Bonus	0

Your overall performance rating is High Performer.

If you disagree with any of the scores, you may submit a letter of appeal to our office within 30 days upon receipt of this letter.

Thank you for your cooperation with the SEMAP process. If you have any questions, you may contact Jun Chung at (808) 457-4669.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jesse Wu', written over the word 'Sincerely,'.

Jesse Wu
Director
Office of Public Housing

FOR DISCUSSION

SUBJECT: Report by Director Myoung Oh on the November 17, 2015, Hawaii Association of Realtors' Landlord Summit

Director Oh will provide an oral report. There are no handouts for this item.

Approved by the Executive Director 
November 19, 2015

FOR DISCUSSION

SUBJECT: Presentation/Report by the Governor's Coordinator on Homelessness
Scott Morishige on Homeless Issues, Initiatives, and Activities in the State
of Hawaii

Mr. Scott Morishige will provide a report at the Board meeting.

FOR DISCUSSION

SUBJECT: Proposed Changes to the Hawaii Administrative Rules for the State Family Housing Program, State Elderly Program and the State Rent Supplement Program to Disallow Tenants from Passing Down Units or Housing Assistance Payments to Family Members Who Were Not Part of the Original Household

I. FACTS

- A. The Hawaii Public Housing Authority (HPHA) property management branch and staff have been reviewing existing policies and procedures to determine whether there are policies or work flow processes that can be revised to improve access to public housing programs and services.
- B. On October 26, 2015, HPHA's management team met with Representative Sylvia Luke, Senator Jill Tokuda, and Representative Scott Saiki. During that meeting, the legislators encouraged the HPHA to update its administrative rules to include a provision which would prevent tenants from passing down units or housing assistance payments to family members who were not part of the original household.

II. DISCUSSION

- A. Staff is requesting that the Board discuss the proposed changes and the pros, cons, and consequences of the proposed change.
- B. Among the questions and scenarios to consider:
 - 1. Who should be exempted from this rule? What about elderly household members or disabled?
 - 2. Since generational housing is widely practiced and accepted in Hawaii, would the adoption of such a rule have the unintended consequence of breaking up families and forcing them into separate units when not necessary, thereby reducing the amount of available units for other families.
 - 3. Could the proposed rule change make a family(ies) homeless?
 - 4. Will the proposed rule change benefit families who are on the wait list?

**Hawaii Public Housing Authority
Report for the Month of October 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.

HPHA attended the State Council on Mental Health monthly meeting.

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 continues to seed additional information for the Kuhio Park Terrace redevelopment to be able to proceed with Phase II.

HPHA attended the TOD Workshops for the Halawa Area.

HPHA met with State House leadership.

C. Homelessness

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

HPHA attended the Hawaii Interagency Council on Homelessness monthly meeting.

D. Legislation

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

E. Media and Press

On October 23, 2015, Hawaii News Now aired a report titled, "Officials say pilot project that cross-trains state workers saves money, more efficient" by Keoki Kerr, found here:

<http://www.hawaiinewsnow.com/story/30339133/officials-say-pilot-project-that-cross-trains-state-workers-could-be-statewide-mode!>

On October 29, 2015 KHNL/KGMB Hawaii News Now aired a report titled, "State gives Waipahu Family \$30K check as part of self-sufficiency program," by Keoki Kerr, found here:

<http://www.hawaiinewsnow.com/story/30389346/why-the-state-gave-a-waipahu-section-8-family-a-30k-check>

Palolo Valley Homes served as location for one day filming of television show "Hawaii 5-0".

II. Fiscal Management

A. FY15 financial audit: – audit field work continues. Originally set 10/31/15 deadline for draft report was passed because pension schedule was not released on time.

B. Variance Report for September 2015

1. Revenue for the Month of August

CFP Grant Income \$1,704,384 greater than budget

The Public Housing Capital Fund Program (CFP) is a HUD grant for capital and management activities, including the modernization and development of public housing. By HUD rule, a PHA has two years to obligate and two years to spend it after CFP grant is made available annually.

CFP is drawn through HUD's Electronic Line of Credit System (eLOCCS) based on Budget Line Items (BLI). BLIs are further grouped into *soft cost* (BLI Numbers 1406, 1408 and 1410) for management activities, and *hard cost* (BLI Numbers greater than 1430) for capital projects.

CFP drawings and expenditures that are not capitalized are reported on this line as operating income.

Sizable CFP drawings in the month of September includes \$1,040,435 (BLI 1406) which is credited to FLRP as income under this line, and \$906,697 (BLI 1410) to COCC as income under this line.

Out of the hard cost drawings totaling \$557,347 in September, \$3,958 is for R & M and therefore recognized as income under this line.

State CIP Fund \$105,966 less than budget

State Legislature appropriates Capital Improvement Project (CIP). Spending agency has two or three years to encumber the appropriation before it lapses.

CIP expenditures that are not capitalized are reported on this line as operating income.

Out of September CIP expenditure of \$1,005,924, \$7,834 is for R & M and recognized as income under this line, causing \$105,966 variance.

Other Income \$169,143 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 \$169,143 variance consists of unfavorable variance of: \$8,192 less tenant payments, of which \$10,648 contributable to FLRP; \$1,745 less fraud recovery; \$5,167 less FSS coordinator fee; \$5,403 less front line services fee; \$43,838 less work order revenue by Special Team members; \$46,701 less work order revenue by central maintenance crew, and \$65,214 less miscellaneous income.

The unfavorable variances are offset by favorable variances of: \$6,515 more investment income and \$601 more revenue of admin fee earned on port-in.

2. Expenses for the Month of September

Administrative \$217,287 less than budget, a favorable variance

The \$217,287 favorable variance consists of favorable variances of: \$156,039 less admin salaries and fringe benefits of HPHA employees, of which \$96,429 and \$42,602 contributable to COCC and FLRP, respectively; \$2,198 less managing agent fee by private management companies; \$52,329 less furniture and equipment; \$5,403 less front line service; \$44,402 less legal expense, and \$16,006 less other admin expense.

The favorable variances are offset by the following unfavorable variances: \$5,730 more admin salaries and fringe benefits of private management companies; \$38,596 more auditing fee; \$9,621 more office expenses, and \$5,143 more travel expense.

Tenant Services \$47,297 less than budget, a favorable variance

Tenant Services include Relocation Costs, resident participation program costs and tenant service costs for any services directly related to meeting tenant needs.

The \$47,297 variance consists of \$31,211 less relocation costs; \$6,736 less resident participation program cost; and \$9,350 less tenant service cost.

Maintenance \$253,960 less than budget, a favorable variance

The \$253,960 favorable variance consists of: \$8,669 less salaries and fringe benefits for HPHA maintenance employees; \$93,866 less furniture, appliance and equipment; \$158,701 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., and \$36,634 less repair work done by central maintenance crew and special team members

The favorable variances are offset by the following budget overruns: \$32,623 more salary and benefit for maintenance employees of private management companies, and \$11,286 more materials and supplies for building, ground, safety, painting, electric, janitorial maintenances, etc.

Insurance \$11,194 less than budget, a favorable variance

The \$11,194 variance consists of favorable variances: \$3,185 less for property insurance; \$1,072 less for general liability; \$5,997 less for workers compensation insurance, and \$940 less for other insurance.

General Expenses \$23,247 less than budget, a favorable variance

The \$23,247 favorable variance is a combination of \$23,775 budget savings for other general expense and \$528 budget overrun for motor pool vehicle rental expense.

3 Revenue YTD

CFP Grant Income \$1,310,834 more than budget

The Public Housing Capital Fund Program (CFP) is a HUD grant for capital and management activities, including the modernization and development of public housing. By HUD rule, a PHA has two years to obligate and two years to spend it after CFP grant is made available annually.

CFP is drawn through HUD's Electronic Line of Credit System (eLOCCS) based on Budget Line Items (BLI). BLIs are further grouped into soft cost (BLI Numbers 1406, 1408 and 1410) for management activities, and hard cost (BLI Numbers greater than 1430) for capital projects.

CFP drawings and expenditures that are not capitalized are reported on this line as operating income.

The \$1,310,834 variance is mainly because of timing as operating budget spreads out the annual revenue projection among 12 months, whereas there were sizable soft costs drawings in September as explained above.

YTD soft costs drawings of \$1,040,435 (BLI 1406) and \$906,697 (BLI 1410) totaling \$1,947,132 are recognized under this line. Also included under this line is \$103,820 for R & M expenditure out of YTD hard costs drawings of \$662,465.

State CIP Fund \$214,701 less than budget

State Legislature appropriates Capital Improvement Project (CIP). Spending agency has two or three years to encumber the appropriation before it is lapsing.

CIP expenditures that are not capitalized are reported on this line as operating income.

The \$214,701 variance is mainly because of timing, as the budgeted State CIP Fund revenue spreads out among 12 months. \$126,699 out of the \$1,404,729 YTD CIP expenditure is not capitalized therefore reported on this line as revenue.

Other Income \$390,740 less than budget

The \$390,740 variance consists of unfavorable variances of: \$24,021 less tenant payments, of which \$26,576 contributable to FLRP; \$5,235 less fraud recovery; \$10,292 less FSS coordinator fee; \$14,388 less front line

services fee; \$2,345 less work order revenue by Special Team members; \$140,103 less work order revenue by central maintenance crew; and \$202,342 less miscellaneous income.

The unfavorable variances are offset by favorable variances of: \$6,118 more investment income, and \$1,869 more revenue of admin fee earned on port-in.

4 Expenses YTD

Administrative \$647,586 less than budget, a favorable variance

The \$647,586 variance consists of favorable variances of: \$367,167 less administrative salaries and fringe benefits of HPHA employees, of which \$255,841 and \$77,301 contributable to COCC and FLRP, respectively; \$10,113 less managing agent fee charged by private management companies; \$18,244 less auditing fee; \$49,391 less office expenses; \$105,511 less furniture and equipment; \$14,388 less front line services; \$54,413 less legal expense; \$1,117 less travel expense, and \$45,938 less other admin costs.

The favorable variances are offset by \$18,697 budget overrun for administrative salaries and fringe benefits of private management companies.

Tenant Services \$188,155 less than budget, a favorable variance

Tenant Services include Relocation Costs, resident participation program costs and tenant service costs for any services directly related to meeting tenant needs.

The \$188,155 variance consists of \$90,975 less relocation costs; \$20,209 less resident participation program cost, and \$76,971 less tenant service cost.

Utilities \$390,760 less than budget, a favorable variance

Utilities include water, sewer, and electricity and gas expenses.

The \$390,760 favorable variance consists of; \$310,787 less electricity expense of which \$240,163 contributable to FLRP, and \$115,392 less gas expense of which \$106,896 contributable to FLRP.

The favorable variances are offset by \$23,213 more water expense of which \$20,551 contributable to FLRP, and \$12,207 more sewer expense.

Maintenance \$877,605 less than budget, a favorable variance

The \$877,605 favorable variance consists of: \$25,650 less salaries and fringe benefits for HPHA maintenance employees; \$105,531 less

materials and supplies for building, ground, safety, painting, electric, janitorial maintenances, etc.; \$476,065 less furniture, appliance and equipment; and \$452,856 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.

The favorable variances are offset by the following budget overruns: \$163,898 more salary and benefit for maintenance employees of private management companies, and \$11,765 more repair work done by central maintenance crew and special team members.

Insurance \$26,281 less than budget, a favorable variance

The \$26,281 variance consists of favorable variances: \$9,555 less for property insurance; \$3,491 less for general liability, and \$16,643 less for workers compensation insurance.

The favorable variance is offset by budget overrun of \$3,407 for other insurance.

General Expenses \$37,326 less than budget, a favorable variance

The \$37,326 favorable variance is a combination of \$39,783 budget savings for other general expense, and \$1,704 and \$753 budget overruns for motor pool vehicle rental expense and severance expense, respectively.

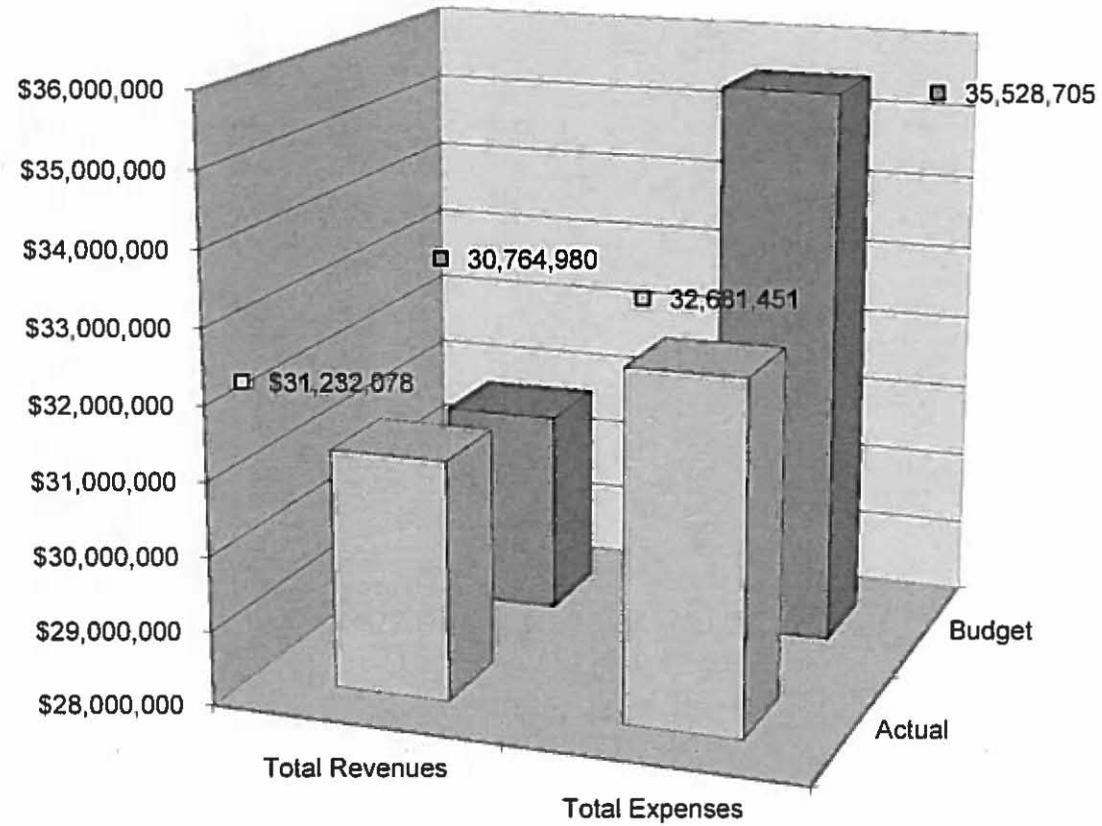
- C. HPHA met with staff from Senate Ways and Means committee.
- D. HPHA continues to work with Department of Budget and Finance for state budgeted positions, capital improvement requests, and end of the year reports. HPHA also prepared a request to DHS on the number of positions that would be required to perform UPW work.

HAWAII PUBLIC HOUSING AUTHORITY
Agency Total
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015				Year to Date ended September 30, 2015								
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%	
				REVENUES								
1,534,982	1,441,450	93,532	6%	Dwelling Rental Income	4,567,754	4,327,015	240,739	6%	4,193,468	374,285	9%	
6,848,573	6,982,889	(134,315)	-2%	HUD Operating Subsidies	20,696,819	20,946,656	(249,837)	-1%	19,427,960	1,268,859	7%	
1,951,090	246,706	1,704,384	691%	CFP Grant Income	2,050,952	740,118	1,310,834	177%	19,739	2,031,213	10290%	
373,049	399,425	(26,376)	-7%	COCC Fee Income	1,118,925	1,198,275	(79,350)	-7%	1,137,422	(18,497)	-2%	
7,834	113,800	(105,966)	-93%	State CIP Fund	126,699	341,400	(214,701)	-63%	543,310	(416,611)	-77%	
719,055	696,461	22,595	3%	Grant Income	1,939,534	2,089,382	(149,848)	-7%	1,205,434	734,100	61%	
201,357	370,500	(169,143)	-46%	Other Income	731,394	1,122,134	(390,740)	-35%	952,799	(221,404)	-23%	
\$ 11,635,942	10,251,230	1,384,712	14%	Total Revenues	\$ 31,232,078	30,764,980	467,098	2%	27,480,131	3,751,946	14%	
				EXPENSES								
1,364,209	1,581,496	217,287	14%	Administrative	4,020,389	4,667,975	647,586	14%	3,848,336	(172,052)	-4%	
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%	
317,925	343,992	26,066	8%	Management Fees	953,940	1,030,976	77,036	7%	1,191,653	237,713	20%	
55,124	55,366	242	0%	Bookkeeping Fees	164,985	165,977	991	1%	164,067	(918)	-1%	
4,762,217	5,029,469	267,252	5%	Housing Assistance Payments	14,551,305	15,088,407	537,102	4%	13,310,733	(1,240,572)	-9%	
32,566	79,862	47,297	59%	Tenant Services	65,505	253,660	188,155	74%	296,854	231,349	78%	
1,065,140	1,154,335	89,195	8%	Utilities	3,071,148	3,461,908	390,760	11%	3,452,094	380,947	11%	
1,616,928	1,870,888	253,960	14%	Maintenance	4,776,024	5,653,629	877,605	16%	4,164,277	(611,747)	-15%	
183,530	197,949	14,419	7%	Protective Services	566,860	593,847	26,987	5%	499,973	(66,887)	-13%	
68,519	79,713	11,194	14%	Insurance	212,861	239,142	26,281	11%	234,354	21,493	9%	
1,400,743	1,412,463	11,720	1%	Depreciation Expense	4,202,229	4,237,389	35,160	1%	3,907,638	(294,591)	-8%	
17,222	18,129	907	5%	Bad Debt Expense	43,021	45,286	2,265	5%	87,382	44,361	51%	
23,990	47,237	23,247	49%	General Expenses	53,184	90,511	37,326	41%	270,248	217,064	80%	
10,908,113	11,870,899	962,786	8%	Total Expenses	32,681,451	35,528,705	2,847,253	8%	31,427,610	(1,253,842)	-4%	
\$ 727,828	(1,619,669)	2,347,498	145%	Net Income(Loss)	\$ (1,449,374)	(4,763,725)	3,314,351	70%	(3,947,478)	2,498,105	63%	
				CASH BASIS:								
727,828	(1,619,669)	2,347,498	145%	Net Income(loss) per Above	(1,449,374)	(4,763,725)	3,314,351	70%	(3,947,478)	2,498,105	63%	
1,400,743	1,412,463	(11,720)	-1%	Add back non cash items:								
17,222	18,129	(907)	-5%	Depreciation Expense	4,202,229	4,237,389	(35,160)	-1%	3,907,638	294,591	8%	
				Bad Debt Expense	43,021	45,286	(2,265)	-5%	87,382	(44,361)	-51%	
\$ 2,145,793	(189,078)	2,334,871	1235%	TOTAL CASH BASIS	\$ 2,795,876	(481,050)	3,276,926	681%	47,542	2,748,335	5781%	

066

HPHA September 30, 2015 Actual vs Budget



	Total Revenues	Total Expenses
Actual	\$31,232,078	32,681,451
Budget	30,764,980	35,528,705

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

	As of September 30 2015	As of August 31 2015	Increase (Decrease)
ASSETS:			
Cash	69,978,938	65,418,122	4,560,816
Receivables:			
Tenant Receivables	1,118,467	1,060,897	57,570
Other	1,126,812	1,340,762	(213,949)
Less Allowance for Doubtful Accounts	(961,152)	(945,272)	(15,880)
Total receivables	<u>1,284,127</u>	<u>1,456,387</u>	<u>(172,259)</u>
Accrued Interest	3,477	2,971	506
Prepaid Expenses	2,480,784	2,328,393	152,392
Inventories	533,252	535,212	(1,960)
Interprogram Due From	<u>1,874,639</u>	<u>4,706,489</u>	<u>(2,831,850)</u>
Total Current Assets	<u>76,155,216</u>	<u>74,447,573</u>	<u>1,707,644</u>
Property, Plant & Equipment:			
Land	23,824,737	23,824,737	-
Buildings	590,734,245	590,734,245	-
Furniture & Equipment	5,623,644	5,573,004	50,640
Motor vehicles	1,691,849	1,691,849	-
Construction in Progress	37,154,477	36,353,715	800,761
Less: Accumulated Depreciation	(364,906,812)	(363,506,069)	(1,400,743)
Notes, Loans & Mortgage Receivable-Non Current	8,716,630	8,716,630	-
Other Long term assets	-	-	-
Total Assets	<u>\$ 378,993,985</u>	<u>377,835,684</u>	<u>1,158,302</u>
LIABILITIES AND NET ASSETS			
Accounts Payable	2,906,414	2,884,562	21,852
Accrued Expenses	-	-	-
Accrued Salaries & Wages	806,694	806,694	-
Accrued Vacation	1,486,739	1,486,739	-
Tenant Security Deposits	758,038	755,779	2,259
Other Liabilities & Deferred Income	2,004,541	2,492,275	(487,735)
Interprogram Due To	-	-	-
Total Current Liabilities	<u>7,962,426</u>	<u>8,426,049</u>	<u>(463,624)</u>
Accrued Pension and OPEB Liability	17,323,690	17,323,690	-
Accrued Liabilities - Long Term	74,309	106,051	(31,742)
Net Assets			
Investment in capital assets	294,122,140	294,671,482	(549,342)
Restricted Net Assets	432,024	432,024	-
Unrestricted Net Assets	60,528,770	59,053,589	1,475,181
Net Income Year to Date	<u>(1,449,374)</u>	<u>(2,177,202)</u>	<u>727,828</u>
Total Net Assets	<u>353,633,560</u>	<u>351,979,893</u>	<u>1,653,668</u>
Total Liabilities & Net Assets	<u>\$ 378,993,985</u>	<u>377,835,684</u>	<u>1,158,302</u>

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015				Year to Date ended September 30, 2015							
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance		
		Amount	%			Amount	%		Amount	%	
REVENUES											
1,269,796	1,180,030	89,766	8%	3,774,605	3,542,755	231,850	7%	3,436,520	338,085	10%	
1,944,591	1,787,905	156,686	9%	5,822,804	5,361,706	461,098	9%	5,424,332	398,472	7%	
1,044,393	78,309	966,084	1234%	1,144,255	234,928	909,327	387%	19,739	1,124,516	5697%	
-	-	-	0%	-	-	-	0%	-	-	0%	
4,352	105,500	(101,148)	-96%	115,923	316,500	(200,577)	-63%	496,178	(380,255)	-77%	
151,723	358,466	(206,743)	-58%	463,598	1,075,397	(611,799)	-57%	-	463,598	100%	
32,744	43,138	(10,394)	-24%	100,899	129,258	(28,359)	-22%	629,534	(528,635)	-84%	
\$ 4,447,599	3,553,348	894,251	25%	\$ 11,422,083	10,660,544	761,540	7%	10,006,303	1,415,781	14%	
EXPENSES											
459,099	527,516	68,416	13%	1,396,351	1,596,143	199,792	13%	1,361,324	(35,027)	-3%	
-	-	-	0%	-	-	-	0%	-	-	0%	
242,113	253,218	11,105	4%	727,036	758,654	31,618	4%	748,795	21,759	3%	
33,090	34,778	1,688	5%	99,375	104,213	4,838	5%	101,753	2,378	2%	
3,401	115	(3,286)	-2857%	3,401	345	(3,056)	-886%	3,789	388	10%	
8,706	59,367	50,661	85%	32,799	192,175	159,377	83%	234,200	201,401	86%	
886,712	945,672	58,960	6%	2,515,491	2,835,919	320,427	11%	2,867,445	351,954	12%	
1,203,975	1,443,469	239,494	17%	3,689,777	4,368,975	679,198	16%	3,025,561	(664,215)	-22%	
182,623	196,529	13,907	7%	563,822	589,588	25,766	4%	482,674	(81,148)	-17%	
54,285	62,741	8,456	13%	165,231	188,225	22,994	12%	187,084	21,853	12%	
1,201,536	1,213,257	11,721	1%	3,604,608	3,639,771	35,163	1%	3,317,166	(287,442)	-9%	
15,703	16,529	826	5%	38,464	40,486	2,022	5%	87,382	48,918	56%	
12,520	7,605	(4,915)	-65%	17,722	22,815	5,093	22%	86,583	68,861	80%	
4,303,764	4,760,796	457,032	10%	12,854,077	14,337,308	1,483,231	10%	12,503,757	(350,320)	-3%	
\$ 143,835	(1,207,448)	1,351,283	112%	\$ (1,431,993)	(3,676,764)	2,244,771	61%	(2,497,455)	1,065,461	43%	
CASH BASIS:											
143,835	(1,207,448)	1,351,283	112%	(1,431,993)	(3,676,764)	2,244,771	61%	(2,497,455)	1,065,461	43%	
1,201,536	1,213,257	(11,721)	-1%	3,604,608	3,639,771	(35,163)	-1%	3,317,166	287,442	9%	
15,703	16,529	(826)	-5%	38,464	40,486	(2,022)	-5%	87,382	(48,918)	-56%	
\$ 1,361,074	22,338	1,338,737	5993%	\$ 2,211,079	3,492	2,207,586	63211%	907,094	1,303,985	144%	

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015				ACCRUAL BASIS	Year to Date ended September 30, 2015						
Actual	Budget	Variance Amount	Variance %		Actual	Budget	Variance Amount	Variance %	Prior Year	Variance Amount	Variance %
REVENUES											
296,844	304,301	(7,458)	-2%	Asset Management Project - 30	893,769	912,902	(19,133)	-2%	985,383	(91,614)	-9%
836,733	311,322	525,411	169%	Asset Management Project - 31	1,514,372	939,039	575,333	61%	879,103	635,269	72%
499,130	353,045	146,085	41%	Asset Management Project - 32	1,224,839	1,058,289	166,550	16%	941,443	283,396	30%
543,233	236,397	306,835	130%	Asset Management Project - 33	1,067,804	708,508	359,296	51%	682,406	385,398	56%
386,623	380,275	6,348	2%	Asset Management Project - 34	1,103,512	1,138,241	(34,729)	-3%	1,128,346	(24,834)	-2%
448,917	441,484	7,432	2%	Asset Management Project - 35	1,252,161	1,324,453	(72,292)	-5%	1,256,596	(4,434)	0%
178,891	224,903	(46,012)	-20%	Asset Management Project - 37	573,841	674,710	(100,869)	-15%	564,790	9,050	2%
207,108	211,000	(3,892)	-2%	Asset Management Project - 38	647,826	631,239	16,588	3%	591,271	56,555	10%
166,893	169,490	(2,597)	-2%	Asset Management Project - 39	465,653	508,047	(42,394)	-8%	425,400	40,253	9%
175,974	172,889	3,085	2%	Asset Management Project - 40	524,754	518,667	6,087	1%	407,721	117,033	29%
128,563	147,446	(18,884)	-13%	Asset Management Project - 43	392,822	442,338	(49,517)	-11%	377,637	15,185	4%
176,791	178,474	(1,683)	-1%	Asset Management Project - 44	540,694	540,199	495	0%	598,438	(57,744)	-10%
152,217	141,214	11,003	8%	Asset Management Project - 45	451,013	421,206	29,807	7%	428,532	22,481	5%
60,086	74,156	(14,071)	-19%	Asset Management Project - 46	192,728	221,854	(29,127)	-13%	176,625	16,103	9%
104,637	117,608	(12,971)	-11%	Asset Management Project - 49	317,362	352,824	(35,463)	-10%	299,722	17,639	6%
84,961	89,343	(4,381)	-5%	Asset Management Project - 50	258,935	268,028	(9,094)	-3%	262,890	(3,955)	-2%
\$ 4,447,599	3,553,348	894,251	25%	Total Revenues	\$ 11,422,083	10,660,544	761,540	7%	10,006,303	1,415,781	14%
NET INCOME(LOSS)											
(45,238)	(94,549)	49,311	52%	Asset Management Project - 30	(120,641)	(288,019)	167,378	58%	(259,581)	138,940	54%
403,517	(190,832)	594,349	311%	Asset Management Project - 31	131,589	(542,819)	674,408	124%	(533,417)	665,006	125%
127,300	(28,972)	156,272	539%	Asset Management Project - 32	176,321	(85,678)	261,999	306%	(265,577)	441,898	166%
188,610	(67,287)	255,898	380%	Asset Management Project - 33	77,965	(189,475)	267,441	141%	(208,751)	286,717	137%
(24,674)	(45,076)	20,402	45%	Asset Management Project - 34	(60,881)	(162,484)	101,602	63%	63,996	(124,877)	-195%
36,754	(84,110)	120,864	144%	Asset Management Project - 35	34,254	(229,598)	263,853	115%	43,719	(9,465)	-22%
(136,645)	(194,656)	58,011	30%	Asset Management Project - 37	(399,697)	(599,276)	199,579	33%	(325,472)	(74,225)	-23%
(61,025)	(65,903)	4,878	7%	Asset Management Project - 38	(207,422)	(220,718)	13,296	6%	(106,924)	(100,498)	-94%
(26,921)	(62,492)	35,571	57%	Asset Management Project - 39	(119,837)	(209,971)	90,135	43%	(143,945)	24,109	17%
7,818	(349)	8,167	2340%	Asset Management Project - 40	(23,674)	(635)	(23,039)	-3627%	(80,875)	57,202	71%
(69,467)	(71,763)	2,296	3%	Asset Management Project - 43	(194,104)	(213,268)	19,164	9%	(189,857)	(4,247)	-2%
(93,204)	(96,302)	3,098	3%	Asset Management Project - 44	(249,248)	(284,599)	35,351	12%	(162,029)	(87,219)	-54%
(43,974)	(50,441)	6,466	13%	Asset Management Project - 45	(152,275)	(185,160)	32,886	18%	(131,587)	(20,687)	-16%
(49,917)	(48,182)	(1,735)	-4%	Asset Management Project - 46	(134,251)	(180,543)	46,292	26%	(141,437)	7,186	5%
(58,479)	(69,900)	11,422	16%	Asset Management Project - 49	(158,049)	(206,561)	48,512	23%	(130,189)	(27,861)	-21%
(10,620)	(36,633)	26,013	71%	Asset Management Project - 50	(32,044)	(77,959)	45,915	59%	74,472	(106,516)	-143%
\$ 143,835	(1,207,448)	1,351,283	112%	Total Net Income(Loss)	\$ (1,431,993)	(3,676,764)	2,244,771	61%	(2,497,455)	1,065,461	43%

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HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program by AMPs
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015				CASH BASIS	Year to Date ended September 30, 2015						
Actual	Budget	Variance Amount	%		Actual	Budget	Variance Amount	%	Prior Year	Variance Amount	%
REVENUES											
296,844	304,301	(7,458)	-2%	Asset Management Project - 30	893,769	912,902	(19,133)	-2%	985,383	(91,614)	-9%
836,733	311,322	525,411	169%	Asset Management Project - 31	1,514,372	939,039	575,333	61%	879,103	635,269	72%
499,130	353,045	146,085	41%	Asset Management Project - 32	1,224,839	1,058,289	166,550	16%	941,443	283,396	30%
543,233	236,397	306,835	130%	Asset Management Project - 33	1,067,804	708,508	359,296	51%	682,406	385,398	56%
386,623	380,275	6,348	2%	Asset Management Project - 34	1,103,512	1,138,241	(34,729)	-3%	1,128,346	(24,834)	-2%
448,917	441,484	7,432	2%	Asset Management Project - 35	1,252,161	1,324,453	(72,292)	-5%	1,256,596	(4,434)	0%
178,891	224,903	(46,012)	-20%	Asset Management Project - 37	573,841	674,710	(100,869)	-15%	564,790	9,050	2%
207,108	211,000	(3,892)	-2%	Asset Management Project - 38	647,826	631,239	16,588	3%	591,271	56,555	10%
166,893	169,490	(2,597)	-2%	Asset Management Project - 39	465,653	508,047	(42,394)	-8%	425,400	40,253	9%
175,974	172,889	3,085	2%	Asset Management Project - 40	524,754	518,667	6,087	1%	407,721	117,033	29%
128,563	147,446	(18,884)	-13%	Asset Management Project - 43	392,822	442,338	(49,517)	-11%	377,637	15,185	4%
176,791	178,474	(1,683)	-1%	Asset Management Project - 44	540,694	540,199	495	0%	598,438	(57,744)	-10%
152,217	141,214	11,003	8%	Asset Management Project - 45	451,013	421,206	29,807	7%	428,532	22,481	5%
60,086	74,156	(14,071)	-19%	Asset Management Project - 46	192,728	221,854	(29,127)	-13%	176,625	16,103	9%
104,637	117,608	(12,971)	-11%	Asset Management Project - 49	317,362	352,824	(35,463)	-10%	299,722	17,639	6%
84,961	89,343	(4,381)	-5%	Asset Management Project - 50	258,935	268,028	(9,094)	-3%	262,890	(3,955)	-2%
\$ 4,447,599	3,553,348	894,251	25%	Total Revenues	\$ 11,422,083	10,660,544	761,540	7%	10,006,303	1,415,781	14%
NET INCOME(LOSS)											
65,904	16,666	49,238	295%	Asset Management Project - 30	212,785	45,626	167,159	366%	37,761	175,024	464%
595,331	1,132	594,199	52503%	Asset Management Project - 31	704,181	30,073	674,108	2242%	265	703,916	265589%
153,286	(2,986)	156,272	5234%	Asset Management Project - 32	254,279	(7,720)	261,999	3394%	(189,420)	443,699	234%
251,556	(4,328)	255,884	5913%	Asset Management Project - 33	266,803	(597)	267,400	44813%	(15,200)	282,004	1855%
48,749	25,319	23,430	93%	Asset Management Project - 34	159,388	48,702	110,686	227%	249,702	(90,314)	-36%
119,447	(1,263)	120,710	9554%	Asset Management Project - 35	279,401	15,857	263,545	1662%	289,590	(10,189)	-4%
32,829	(17,600)	50,429	287%	Asset Management Project - 37	108,725	(68,108)	176,833	260%	117,572	(8,848)	-8%
6,511	2,395	4,116	172%	Asset Management Project - 38	(4,814)	(15,824)	11,010	70%	76,437	(81,251)	-106%
30,860	(4,711)	35,571	755%	Asset Management Project - 39	53,506	(36,628)	90,135	246%	29,398	24,109	82%
10,056	1,835	8,221	448%	Asset Management Project - 40	(16,960)	5,917	(22,877)	-387%	(74,323)	57,364	77%
5,386	3,191	2,195	69%	Asset Management Project - 43	28,535	9,572	18,963	198%	43,303	(14,768)	-34%
2,896	(145)	3,041	2103%	Asset Management Project - 44	39,052	3,872	35,180	908%	154,619	(115,567)	-75%
20,407	13,941	6,466	46%	Asset Management Project - 45	41,959	9,131	32,829	360%	68,444	(26,485)	-39%
(646)	1,089	(1,735)	-159%	Asset Management Project - 46	13,562	(32,730)	46,292	141%	6,376	7,186	113%
958	(3,727)	4,686	126%	Asset Management Project - 49	17,278	(11,182)	28,460	255%	30,114	(12,837)	-43%
17,544	(8,469)	26,013	307%	Asset Management Project - 50	53,398	7,533	45,865	609%	82,455	(29,057)	-35%
\$ 1,361,074	22,338	1,338,737	5993%	Total Net Income(Loss)	\$ 2,211,079	3,492	2,207,586	63211%	907,094	1,303,985	144%

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HAWAII PUBLIC HOUSING AUTHORITY
Housing Choice Voucher Program
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

<u>Month of September 2015</u>			
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
		<u>Amount</u>	<u>%</u>
-	-	-	0%
2,289,771	2,621,919	(332,148)	-13%
-	-	-	0%
-	-	-	0%
-	-	-	0%
5,223	57,606	(52,383)	-91%
\$ 2,294,994	2,679,525	(384,531)	-14%
128,597	157,137	28,540	18%
-	-	-	0%
25,176	23,270	(1,906)	-8%
15,735	14,550	(1,185)	-8%
2,211,072	2,487,654	276,582	11%
23,860	19,155	(4,705)	-25%
1,615	4,300	2,685	62%
813	2,110	1,297	61%
67	60	(7)	-12%
262	420	158	38%
6,859	8,300	1,441	17%
2,414,055	2,716,956	302,900	11%
\$ (119,061)	(37,430)	(81,631)	-218%
(119,061)	(37,430)	(81,631)	-218%
-	-	-	0%
-	-	-	0%
\$ (119,061)	(37,430)	(81,631)	-218%

<u>Year to Date ended September 30, 2015</u>				<u>Variance</u>		
<u>Actual</u>	<u>Budget</u>	<u>Amount</u>	<u>%</u>	<u>Prior Year</u>	<u>Amount</u>	<u>%</u>
REVENUES						
-	-	-	0%	-	-	0%
6,840,667	7,865,758	(1,025,091)	-13%	6,472,017	368,650	6%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
14,777	172,818	(158,041)	-91%	26,088	(11,310)	-43%
\$ 6,855,444	8,038,576	(1,183,132)	-15%	6,498,105	357,340	5%
EXPENSES						
317,965	384,797	66,832	17%	244,750	(73,215)	-30%
-	-	-	0%	-	-	0%
74,748	69,810	(4,938)	-7%	68,544	(6,204)	-9%
46,718	43,650	(3,068)	-7%	42,840	(3,878)	-9%
6,745,409	7,462,962	717,553	10%	5,866,261	(879,149)	-15%
32,685	57,465	24,780	43%	62,317	29,633	48%
4,869	12,900	8,031	62%	13,677	8,808	64%
1,554	4,530	2,976	66%	3,344	1,790	54%
202	180	(22)	-12%	134	(67)	-50%
785	1,260	475	38%	1,229	444	36%
20,370	24,900	4,530	18%	33,050	12,679	38%
7,245,305	8,062,454	817,149	10%	6,336,147	(909,158)	-14%
\$ (389,861)	(23,878)	(365,982)	-1533%	161,958	(551,819)	-341%
CASH BASIS:						
(389,861)	(23,878)	(365,982)	-1533%	161,958	(551,819)	-341%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
\$ (389,861)	(23,878)	(365,982)	-1533%	161,958	(551,819)	-341%

HAWAII PUBLIC HOUSING AUTHORITY
State Low Rent
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015			
Actual	Budget	Variance	
		Amount	%
94,578	92,175	2,403	3%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	3,700	(3,700)	-100%
10,933	100,001	(89,068)	-89%
8,062	4,090	3,972	97%
\$ 113,573	199,966	(86,393)	-43%
21,200	27,446	6,246	23%
-	-	-	0%
15,002	16,123	1,121	7%
1,800	1,936	136	7%
-	-	-	0%
-	-	-	0%
64,509	70,448	5,939	8%
55,866	69,703	13,837	20%
-	-	-	0%
3,139	3,280	141	4%
76,880	76,879	(1)	0%
760	800	40	5%
-	-	-	0%
239,157	266,615	27,459	10%
\$ (125,584)	(66,649)	(58,934)	-88%
(125,584)	(66,649)	(58,934)	-88%
76,880	76,879	1	0%
760	800	(40)	-5%
\$ (47,944)	11,030	(58,973)	-535%

Year to Date ended September 30, 2015						
Actual	Budget	Variance		Prior Year	Variance	
		Amount	%		Amount	%
REVENUES						
284,408	276,525	\$ 7,883	3%	249,746	\$ 34,663	14%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	11,100	(11,100)	-100%	44,020	(44,020)	-100%
427,333	300,003	127,330	42%	-	427,333	100%
13,918	12,410	1,508	12%	40,116	(26,198)	-65%
\$ 725,660	600,038	125,622	21%	333,881	391,778	117%
EXPENSES						
70,700	82,188	11,489	14%	65,457	(5,243)	-8%
-	-	-	0%	-	-	0%
45,257	48,369	3,112	6%	48,195	2,938	6%
5,430	5,808	378	7%	5,783	353	6%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
197,056	211,344	14,288	7%	187,134	(9,922)	-5%
151,905	212,839	60,934	29%	168,190	16,285	10%
-	-	-	0%	241	241	100%
9,426	9,840	415	4%	8,155	(1,271)	-16%
230,640	230,637	(3)	0%	230,637	(3)	0%
2,280	2,400	120	5%	-	(2,280)	-100%
-	-	-	0%	-	-	0%
712,693	803,425	90,732	11%	713,790	1,097	0%
\$ 12,967	(203,387)	216,354	106%	(379,909)	392,876	103%
CASH BASIS:						
12,967	(203,387)	216,354	106%	(379,909)	392,876	103%
Add back non cash items:						
230,640	230,637	3	0%	230,637	3	0%
2,280	2,400	(120)	-5%	-	2,280	100%
\$ 245,887	29,650	216,237	729%	(149,272)	395,159	265%

HAWAII PUBLIC HOUSING AUTHORITY
State Elderly Program
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015			
Actual	Budget	Variance	
		Amount	%
170,608	169,245	1,363	1%
-	-	-	0%
-	-	-	0%
-	-	-	0%
3,482	2,600	882	34%
31,675	150,000	(118,325)	-79%
7,269	7,465	(196)	-3%
\$ 213,035	329,310	(116,275)	-35%

41,488	50,500	9,012	18%
-	-	-	0%
35,193	35,631	438	1%
4,223	2,227	(1,996)	-90%
-	-	-	0%
-	700	700	100%
100,518	121,185	20,667	17%
98,797	97,181	(1,616)	-2%
43	575	532	93%
8,163	9,881	1,718	17%
118,314	118,314	-	0%
759	800	41	5%
-	-	-	0%
407,497	436,994	29,497	7%
\$ (194,463)	(107,684)	(86,779)	-81%

(194,463)	(107,684)	(86,779)	-81%
118,314	118,314	-	0%
759	800	(41)	-5%
(75,390)	11,430	(86,820)	-760%

Year to Date ended September 30, 2015										
Actual	Budget	Variance		Prior Year	Variance					
		Amount	%		Amount	%				
REVENUES										
Dwelling Rental Income	508,741	507,735	\$ 1,006	0%	507,203	1,538	0%			
HUD Operating Subsidies	-	-	-	0%	-	-	0%			
CFP Grant Income	-	-	-	0%	-	-	0%			
COCC Fee Income	-	-	-	0%	-	-	0%			
State CIP Fund	6,834	7,800	(966)	-12%	3,112	3,722	120%			
Grant Income	58,995	450,000	(391,006)	-87%	-	58,995	100%			
Other Income	21,296	22,395	(1,099)	-5%	89,510	(68,214)	-76%			
Total Revenues	\$ 595,865	987,930	(392,065)	-40%	599,825	(3,960)	-1%			

EXPENSES										
Administrative	117,876	151,500	33,624	22%	51,918	(65,957)	-127%			
Asset Management Fees	-	-	-	0%	-	-	0%			
Management Fees	105,642	106,893	1,251	1%	106,330	688	1%			
Bookkeeping Fees	12,675	6,681	(5,994)	-90%	12,758	83	1%			
Housing Assistance Payments	-	-	-	0%	-	-	0%			
Tenant Services	-	2,100	2,100	100%	-	-	0%			
Utilities	318,484	363,555	45,071	12%	350,487	32,003	9%			
Maintenance	218,076	291,543	73,467	25%	284,189	66,113	23%			
Protective Services	129	1,725	1,596	93%	86	(43)	-50%			
Insurance	24,488	29,643	5,155	17%	27,286	2,797	10%			
Depreciation Expense	354,942	354,942	-	0%	354,942	-	0%			
Bad Debt Expense	2,277	2,400	123	5%	-	(2,277)	-100%			
General Expenses	-	-	-	0%	-	-	0%			
Total Expenses	1,154,589	1,310,982	156,393	12%	1,187,995	33,406	3%			
Net Income(Loss)	\$ (558,723)	(323,052)	(235,672)	-73%	(588,170)	29,446	5%			

CASH BASIS:										
Net Income(loss) per Above	(558,723)	(323,052)	(235,672)	-73%	(588,170)	29,446	5%			
Add back non cash items:										
Depreciation Expense	354,942	354,942	-	0%	354,942	-	0%			
Bad Debt Expense	2,277	2,400	(123)	-5%	-	2,277	100%			
TOTAL CASH BASIS	\$ (201,504)	34,290	(235,795)	-688%	(233,228)	31,723	14%			

HAWAII PUBLIC HOUSING AUTHORITY
State Rent Supplement Program
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015			
Actual	Budget	Variance	
-	-	Amount	%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	87,994	(87,994)	-100%
-	-	-	0%
\$ -	87,994	(87,994)	-100%
6,980	7,212	232	3%
-	-	-	0%
441	-	(441)	-100%
276	-	(276)	-100%
29,897	65,000	35,103	54%
-	-	-	0%
-	625	625	100%
-	240	240	100%
-	-	-	0%
-	-	-	0%
-	-	-	0%
37,594	73,077	35,483	49%
\$ (37,594)	14,917	(52,511)	-352%
(37,594)	14,917	(52,511)	-352%
-	-	-	0%
-	-	-	0%
\$ (37,594)	14,917	(52,511)	-352%

Year to Date ended September 30, 2015				Variance		
Actual	Budget	Amount	%	Prior Year	Amount	%
REVENUES						
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
159,663	263,982	(104,319)	-40%	237,584	(77,921)	-33%
-	-	-	0%	-	-	0%
\$ 159,663	263,982	(104,319)	-40%	237,584	(77,921)	-33%
EXPENSES						
18,775	21,636	2,861	13%	15,444	(3,331)	-22%
-	-	-	0%	-	-	0%
1,257	-	(1,257)	-100%	1,491	234	16%
788	-	(788)	-100%	934	147	16%
58,239	195,000	136,761	70%	100,562	42,323	42%
-	-	-	0%	-	-	0%
41	1,875	1,834	98%	2,007	1,966	98%
227	720	493	68%	525	298	57%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
79,327	219,231	139,904	64%	120,964	41,637	34%
\$ 80,336	44,751	35,585	80%	116,620	(36,284)	-31%
CASH BASIS:						
80,336	44,751	35,585	80%	116,620	(36,284)	-31%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
\$ 80,336	44,751	35,585	80%	116,620	(36,284)	-31%

HAWAII PUBLIC HOUSING AUTHORITY
Section 8 Contract Administration
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

Month of September 2015			
Actual	Budget	Variance	
		Amount	%
-	-	-	0%
2,614,211	2,573,064	41,147	2%
-	-	-	0%
-	-	-	0%
-	-	-	0%
16	15	1	3%
\$ 2,614,227	2,573,079	41,148	2%
82,209	76,959	(5,250)	-7%
-	-	-	0%
-	15,750	15,750	100%
-	1,875	1,875	100%
2,517,847	2,476,700	(41,147)	-2%
-	-	-	0%
-	-	-	0%
-	791	791	100%
-	-	-	0%
-	-	-	0%
-	450	450	100%
2,600,056	2,572,525	(27,531)	-1%
\$ 14,171	554	13,617	2458%
14,171	554	13,617	2458%
-	-	-	0%
-	-	-	0%
\$ 14,171	554	13,617	2458%

Year to Date ended September 30, 2015						
Actual	Budget	Variance		Prior Year	Variance	
		Amount	%		Amount	%
REVENUES						
-	-	-	0%	-	-	0%
8,033,348	7,719,192	314,156	4%	7,531,611	501,737	7%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
47	45	2	5%	(33,310)	33,357	100%
\$ 8,033,395	7,719,237	314,158	4%	7,498,300	535,095	7%
EXPENSES						
228,682	230,877	2,195	1%	21,308	(207,374)	-973%
-	-	-	0%	-	-	0%
-	47,250	47,250	100%	218,298	218,298	100%
-	5,625	5,625	100%	-	-	0%
7,744,256	7,430,100	(314,156)	-4%	7,340,121	(404,135)	-6%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	2,373	2,373	100%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	1,350	1,350	100%	1,156	1,156	100%
7,972,938	7,717,575	(255,363)	-3%	7,580,883	(392,055)	-5%
\$ 60,457	1,662	58,795	3538%	(82,583)	143,040	173%
CASH BASIS:						
60,457	1,662	58,795	3538%	(82,583)	143,040	173%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
\$ 60,457	1,662	58,795	3538%	(82,583)	143,040	173%

HAWAII PUBLIC HOUSING AUTHORITY
Central Office Cost Center
Actual vs Budget Comparison
For the Month of September 2015, and the 3 Months ended September 30, 2015
(Amounts in Full Dollars)

<u>Month of September 2015</u>			
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
		<u>Amount</u>	<u>%</u>
-	-	-	0%
-	-	-	0%
906,697	168,397	738,300	438%
373,049	399,425	(26,376)	-7%
-	-	-	0%
148,043	258,186	(110,143)	-43%
\$ 1,427,789	826,008	601,781	73%
623,819	734,727	110,908	15%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	-	-	0%
-	640	640	100%
11,786	12,105	319	3%
257,518	257,394	(124)	0%
798	785	(13)	-2%
2,669	3,391	722	21%
4,013	4,013	-	0%
4,610	30,882	26,272	85%
905,213	1,043,937	138,724	13%
\$ 522,576	(217,929)	740,505	340%
522,576	(217,929)	740,505	340%
4,013	4,013	-	0%
-	-	-	0%
\$ 526,589	(213,916)	740,505	346%

<u>Year to Date ended September 30, 2015</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>			
REVENUES									
Dwelling Rental Income	-	-	0%	-	-	0%			
Ongoing Admin Fee Earned	-	-	0%	-	-	0%			
CFP Grant Income	906,697	505,190	401,507	79%	-	906,697	100%		
COCC Fee Income	1,118,925	1,198,275	(79,350)	-7%	1,137,422	(18,497)	-2%		
Grant Income	64,205	-	64,205	100%	-	64,205	100%		
Other Income	580,457	785,208	(204,751)	-26%	918,414	(337,958)	-37%		
Total Revenues	\$ 2,670,284	2,488,673	181,611	7%	2,055,836	614,448	30%		
EXPENSES									
Administrative	1,869,222	2,200,833	331,611	15%	2,044,597	175,375	9%		
Asset Management Fees	-	-	-	0%	-	-	0%		
Management Fees	-	-	-	0%	-	-	0%		
Bookkeeping Fees	-	-	-	0%	-	-	0%		
Housing Assistance Payments	-	-	-	0%	-	-	0%		
Tenant Services	22	1,920	1,898	99%	337	315	93%		
Utilities	35,207	36,315	1,108	3%	31,344	(3,862)	-12%		
Maintenance	714,485	772,649	58,164	8%	681,745	(32,740)	-5%		
Protective Services	2,707	2,354	(353)	-15%	1,908	(799)	-42%		
Insurance	12,931	10,173	(2,757)	-27%	10,601	(2,330)	-22%		
Depreciation Expense	12,039	12,039	-	0%	4,893	(7,146)	-146%		
General Expenses	15,092	41,446	26,354	64%	149,459	134,367	90%		
Total Expenses	2,661,705	3,077,729	416,024	14%	2,924,884	263,179	9%		
Net Income(Loss)	\$ 8,579	(589,056)	597,635	101%	(869,048)	877,627	101%		
CASH BASIS:									
Net income(loss) per Above	8,579	(589,056)	597,635	101%	(869,048)	877,627	101%		
Add back non cash items:									
Depreciation Expense	12,039	12,039	-	0%	4,893	7,146	146%		
Bad Debt Expense	-	-	-	0%	-	-	0%		
TOTAL CASH BASIS	\$ 20,618	(577,017)	597,635	104%	(864,155)	884,773	102%		

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III. Contract & Procurement Office

A. Solicitation(s) Issued in October 2015:

Solicitation No.	Title	Due Date
IFB CMB-2015-21	Installation of New Backflow Preventers at Paoakalani and Kalakaua Homes; HPHA Job No. 12-006-000	November 23, 2015
IFB CMB-2015-16	Improvements to Major Systems at MU 42 – Upgrade to Water Heaters, Heat Pumps and Booster Pumps; HPHA Job No. 12-006-000	November 24, 2015
IFB CMB-2015-23	Provide Operational and Preventive Maintenance Services to the Sewage Lift Station at Kauhale Ohana; HPHA Job No. 15-010-190	November 30, 2015

B. Protest(s) Received in October 2015:

Solicitation No./Title	Protester	Status
IFB PMB-2015-11; Furnish Security Services at Various Public Housing Properties (Asset Management Projects 31, 32, 35) on the Island of Oahu	American Guard Services, Inc.	Decision pending completion of review of facts

C. Contract(s) Executed in October 2015:

Contract No.	Contractor & Description	Amount
CMS 14-30-CO04	Diède Construction, Inc. Provide Additional Labor, Materials, and Equipment, Extension of Time of 47 Calendar Days, and Reduction in Scope of Services for Modernization at Mayor Wright Homes (AMP 32) on the Island of Oahu Completion Date: July 21, 2016	Suppl Amount: (\$429,033.03) Credit Total Amount: \$4,987,612.09
CMS 14-30-CO03	Diède Construction, Inc. Provide Additional Labor, Materials, and Equipment, Extension of Time of 55 Calendar Days and Reduction in Scope of Services for Modernization at Mayor Wright Homes (AMP 32) on the Island of Oahu Completion Date: June 4, 2016	Suppl Amount: (\$9,601.80) Credit Total Amount: \$5,416,645.12

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

Contract No.	Contractor & Description	Amount
CMS 14-29-CO02	Shioi Construction, Inc. dba Creative Partition Systems Provide Additional Labor, Materials, and Equipment and Extension of Time of 30 Calendar Days for Modernization of Kaahumanu Homes (AMP 32) on the Island of Oahu Completion Date: April 22, 2016	Suppl Amount: \$95,647.00 Total Amount: \$5,147,487.00
CMS 14-04-SC04	Hako Plumbing dba Hako Construction No-Cost Extension of Time of 30 Calendar Days for Modernization of Salt Lake Apartments (AMP 30) on the Island of Oahu Completion Date: July 14, 2016	Suppl Amount: \$0.00 no cost Total Amount: \$3,905,021.84
CMS 10-27-SC04	GYA Architects, Inc. Reduction in Compensation and Payment Schedule Due to Actual Environmental Services and Cost Estimating Services Costing Less than Estimated for Design and Consultant Services for Renovation of Vacant Units Statewide – Group B on the Island of Oahu End Date: October 15, 2015	Suppl Amount: (\$27,839.17) Credit Total Amount: \$494,381.42
PMB 11-03-SC05	Hawaii Affordable Properties, Inc. Continue to Provide Property Management, Maintenance and Resident Services for Ka Hale Kahaluu, Hale Hookipa, Kaimalino, Kealakehe, and Nani Olu (AMP 43) on the Island of Hawaii End Date: April 30, 2016	Suppl Amount: \$283,789.00 Total Amount: \$2,827,012.00

D. Planned Solicitation/Contract Activities for November/December 2015

Solicitation(s):

- Re-issue Invitation-for-Bids for Security Services for AMP 31, AMP 32, and AMP 35 on the Island of Oahu.
- 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.
- Issue Request-for-Proposals for Property Management, Maintenance, and Resident Services for AMP 43 on the Island of Hawaii.

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 45, 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 October : 40 units
Vacancies: 46 units
Net loss: - 6 units

B. Formal Grievance Hearings

Island	Federal Public Housing (number of cases heard) for October	Type of Grievance Hearing Request
Oahu	9	No electricity in the unit, water damage due to flooding in the unit, violent episode, misconduct causing a health and safety issue, unauthorized occupant, unauthorized pet and poor housekeeping.
Big Island	4	Drinking and smoking in the unit, misconduct disturbance, violation of the pet policy, stored personal belongings in the common area and harassment against management.

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 10 grievance hearing requests in the month of October 2015.

C. Hearings/Evictions

1. 20 Eviction cases heard for the month of October 2015, (rent, non-rent, criminal activities and other lease violations)
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 property management 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. Continue to focus on repairing and filling our vacant units to reach our occupancy goals. PMMSB is gathering data to identify available vacant units to renovate and prepare for the placement of homeless families into permanent housing due to the Governor's emergency proclamation on homelessness.
2. Providing continuous technical support to AMP managers and residents to implement a resident association at each of the properties. The Resident Association Board (RAB) will begin meeting on a monthly basis to assist HPHA with the Agency's 5-year planning.
3. PMMSB worked with AMPs 30, 35 and 45 on their REAC inspections which took place on the week of November 6th to 10th; and continues to work with AMP 35 which is tentatively scheduled for the first two weeks in December.
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 November 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.
3. Hawaii Energy Workshops conducted by Helen Wai is continuing to encourage and provide tenants with information on how to conserve energy usage to decrease their out-of-pocket expense for tenant-paid utilities.
4. Nuuanu YMCA will provide their annual Thanksgiving dinner to residents of AMP 35.

V. Construction Management Branch

A. Program Activities and Major Projects

1. Lanakila Homes

- a. Demolition of Phase IIIb (HA 1005) & IV (HA 1004) – Awaiting the final review of the soil mitigation plan by the Hazard Evaluation and Emergency Response (HEER) Office of the Department of Health (DOH). The consultant is preparing to map the site taking test samples of soil as part of the plan submittal to the HEER Office. HPHA is submitting a request to the Department of Housing and Urban Development (HUD) Special Applications Center (SAC) to rescind the “Undemo” request of the final 3 standing buildings (6 units) together with the Board Resolution passed last month supporting the request.
- b. 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. HPHA has been in discussions with the County of Hawai‘i 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. Palolo Valley Homes Major Modernization

- a. Heavy rains at Palolo Valley Homes have continued to push back the construction schedule due to the inability of the site work contractor to work on site utilities. These rains have pushed the schedule back to the middle of December to complete. Work on Buildings 14 and 15 (12 units) will follow after completion of Buildings 18 and 19. The overall completion date is estimated at June 2016.

3. Mayor Wright Homes Exterior & Interior Repairs and Site Improvements

- a. Exterior concrete spall repairs are close to complete; 24 of 78 unit bathrooms have been renovated; stairwell roof replacement is completed; selective sections of concrete walkways have been replaced.
- b. Upcoming Work: Asphalt repaving of parking stalls; repair selective solar hot water systems; relocation of mailboxes in front of administrative building and installation of playground.

4. 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 22 units.
 - b. 2 Construction Management Branch (CMB) assigned vacant units were completed in the month of September.
- 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. HPHA is currently at 26% obligation.
 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 90% expenditure.
 4. The next State encumbrance deadline is June 30, 2016 for the State BY2013-2015 CIP.
 5. The Semi-Annual Labor Standards Enforcement Report was submitted to HUD for the 6 month period prior, ending September 30, 2015.

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 October 2015:

- In support of management’s direction to increase the voucher lease up count, HPHA expended a total of \$2,215,813 (104.4% of eligible HUD funds received) in housing assistance payments to private landlords on behalf of 2151 voucher holders in October 2015.
- Five families who received a Housing Choice Voucher (HCV) from the waitlist found rental units and moved into the unit in October 2015.
- HPHA expended \$31,712 on behalf of 153 families served under the rent supplement program statewide in October 2015. All applicants are currently being screened for eligibility.
- As of October 2015, 357 veterans were assisted with Veterans Administration Supportive Housing Vouchers (VASH). Monetary assistance was \$273,568. Thirteen veterans who were searching for a home found a rental unit and leased up. Twenty four veterans received VASH vouchers in October 2015 and are currently in housing search.

2. Voucher lease up activity for October 2015:

Voucher Type	October 2015		
	# leased	# of vacancies	# in housing search
Housing Choice Vouchers	5		88
VASH	13		83
Kuhio Park Towers	1		
Palolo Homes Project Based Section 8	2		
Port In (from other PHA)	1		10

3. Inspections update:

	October 2015
Housing Quality Standards (HQS) Inspections	131
HQS Failed Inspections	50
Quality Control Inspections	43

4. Family Self Sufficiency (FSS) Program

- The Family Self Sufficiency (FSS) program assisted 57 Section 8 clients in October 2015. There were 41 active escrow accounts with a total deposit of \$4479 in October 2015. One family graduated from the program and two families terminated.

VII. Compliance

A. Program Activities for October

- Approximately 63 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. Installation of air conditioning (10);
 - b. Approval of assistance animals (5);
 - c. Transfers to accessible or ground floor units (5);
 - d. Transfers of unit for other reasons (4);
 - e. Larger voucher size (4); and
 - f. Additional utility allowance for approved medical appliances (3).
- Coordinated with the Department of the Attorney General, the review and recordation of a Confirmation of Ownership for one federally assisted property;
- Coordinated the joint procurement of the contract for the update to the fair housing analysis of impediments for the State of Hawaii;
- One Compliance and Evaluation Specialist began employment.

B. Planned activities for November/December

- Continue to work on releases and declarations of trust project:
 - a. Review releases and declarations of trust forms for additional federally-assisted public housing properties for submission to the United States Department of Housing and Urban Development for execution; and
 - b. Submit letter to Board of Land and Natural Resources to request approval to record declaration of trust against properties under Executive Order;
- 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;

- Complete administration of the contract with National Center for Housing Management for HPHA Self-evaluation and Transition Plan, by working with staff to finalize draft transition plans, and providing to and reviewing draft transition plans from the consultant to finalize the transition plan;
- Assist Property Management Branch with providing 30 day notice to tenants and resident organizations to provide opportunity to submit written comments to the proposed changes in the rental agreement form for the federally-assisted public housing program, and consider any submitted comments prior to adoption to implement changes to the administrative rules; and
- Continue to discuss and draft revisions to the Admissions and Continued Occupancy Policy for the Federally Assisted Low-income Public Housing Program for the Federally Assisted Low-income Public Housing Program to implement the approved changes to the Hawaii Administrative Rules.

VIII. Information Technology

A. Program Activities

1. Continued to work with vendor Emphasys and HPHA staff to resolve issues with the Elite software.
 - Continuing to move forward with the setup of 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. Determining which questions to use, and arranging translation into several languages.
 - Proceeding with the upgrade of the agency's SQL server to accommodate this additional functionality. Emphasys technicians can now assist remotely, since the network connection testing was successful, with adequate speed for this type of work.
2. Currently testing MS Office 365 with a small "pilot" group of HPHA users. Added HPHA's email groups to the new State online address book for Outlook users.
3. Recertified selected HPHA staff (40 users) to use HUD's Enterprise Income Verification (EIV) system for another six month cycle. This system allows staff to verify the income of tenants living in public housing.

Set up FTP capability on the network to allow FMO to exchange payroll files with DAGS.

4. 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):	264
Positions budgeted (recruit and fill)	48
Other vacancies	61

B. Program Activities:

1. Provided assistance on the Section 3 reporting with Construction Branch in accordance to the Department of Urban Housing Development (HUD) report in hiring tenant aides.
2. Over 150 employees and guest attended the HPHA Annual Service Awards on October 22, 2015. Special guests included Governor David Ige, Senator Suzanne Chung Oakland, Senator Glenn Wakai, Mr. Robert Sato from Senator Breene Harimoto's Office, and Chair Pono Shim. Awards were presented as follows:

Special Presentations

- a. **Family Self Sufficiency**
Cynthia Michael and Murphy Tilimwar, \$30,000 check
- b. **People's Choice Award**
Rachelle Russo, Department of Veterans Affairs
Jane Moana Gray, Eviction Board Floating Member

Employee Service Awards

Employees with 10 years of continuous State service

- Kinohi Aki, Recently promoted to BMWI from AMP 33
- Chong Gu, CFMA
- Cathy Ho, Personnel Office
- Clinton Kruse, General Laborer, CMSS
- Edmund Loy, Fiscal Office, Account Clerk
- William Richardson, Property Management
- Dennis Xiao, Section 8 PHS

Employees with 20 years of continuous State service

- Michi Kanoura-Hatae, Applications Section Supervisor
- Norvin Manuel, BMW I, AMP 38
- Reuben Nagasako, Applications

Employees with 30 years of continuous State service

- Deidra Ahakuelo-Kepa, OED

Karen Funayama, Secretary, AMP 32/33
Nonitta Leong, Applications

Employees with 40 years of continuous State service
Eddie Salamat, AMP 30

Certificate of Appreciation

Ha`aheo – Pride in Public Service Award

Carianne Abara, Project Engineer
Imelda Abgisit, Secretary, PMMSB
Cathy Ho, Personnel Management Specialist
Elena Murayama, Secretary, PMMSB
Alalagafa Talaeai, Personnel Clerk

Employee Recognition

a. HPHA's 2014 Exemplary Performance Award

Nelson Abe, Building Maintenance Worker I
Aaron Tolentino, Building Maintenance Worker I
Dylan Gen Fujitani, Compliance Specialist
Sharon Zhou, Public Housing Specialist

b. Rookie All-Stars

Dawn Takeuchi-Apuna, Chief Planner
Joseph Beagley, GCMS AMP 35

Employee Merit Awards

a. HPHA's Sustained Superior Performance Awardee:

Randy Albano, Building Maintenance Worker II

**b. HPHA's Most Improved Operations: AMP 32/33: Mayor Wright Homes,
Kamehameha Homes, Kaahumanu Homes**

Cynthia Yoshida, Manager	Benjamin Chai, General Laborer
Mandi Kamalii, Deputy Manager	Kinohi Aki, General Laborer
Wilson Dela Cruz, Public Housing Specialist	Blaise Viernes, General Laborer
Shauna Okuda, Public Housing Specialist	James Kekawa, General Laborer
Mannix Tesoro, Building Maintenance II	Craig Colburn, Truck Driver
Steven Kobashigawa, Building Maintenance Worker	Douglas Telefoni, General Laborer
Pepito Delos Santos, Building Maintenance Worker	David Sanpei, Painter
Placido Lumabao, Building Maintenance Worker	Bryan Canencia, Painter
Wade Kau, Building Maintenance Worker II	Paulette Cadiente, OA
Sam Liu, Program Specialist	Gregory Cuadra, GCMS
Kenneth Sasaki, GCMS	

c. Chief of the Year Award: Shirley Befitel, Personnel Officer

d. Director's Award: Sam Liu, Property Management Supervisor

3. Developed procedure on "Fast Track Recruitment" for selected positions: Secretaries, Office Assistants, Public Housing Specialists and maintenance to expedite to interview and selection process.

4. Worked with DHRD and DHS in the Legislation Relating to Privatization of UPW work, HPHA identified over 100 positions that will minimize the use of contract services.
5. Continue to work with DHRD and DHS in amending the Public Housing classification and specification with the concept of "Asset Management", to attract larger pool of vital candidates' external and internal applicants with property management experience.
6. As the result of the Fiscal Management Office reorganization, work on developing new position descriptions and establishing core positions (Chief Financial Officer, Assistant Financial Officer and Quality Control Specialist).
7. Continue to work on Employee Wellness Program for the agency. HPHA plan to work with the community such as Foodland Pharmacy to discuss the potential of on-site Flu Vaccination services to our staff.
8. Workers Compensation: 1 injury reported with average lost time of 6 days.

Hawaii Public Housing Authority
Summary of Capital Projects
Report As Of 10/31/15

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

	Total CFP Appropriation	Budget Construction Activities (BLI 1411-1501)	Budget Operations Improvements (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	6,972,212	2,060,380	107,988	1,030,190	131,129	9,653,711	93.71%	648,187	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	8,231,201	1,813,394	52,723	906,697	62,956	8,848,010	97.59%	218,960	9/8/15	LOCCS created 08-09-13
CFP 724	\$9,140,603	6,494,769	1,731,774	-	914,060	-	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	\$47,808,656	32,496,950	9,221,093	358,196	4,700,066	224,351	30,355,404	64.59%	16,645,252		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 Improvements (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	6,287,802	2,060,380	41,640	1,030,190	-	9,420,011	91.44%	881,887	4/17/16	LOCCS created 07-13-11
CFP 722	\$9,454,397	5,665,173	1,808,188	1,483	945,440	-	8,420,284	89.06%	1,034,113	4/17/16	LOCCS created 03-12-12
CFP 723	\$9,066,970	1,309,576	1,813,394	-	906,697	-	4,029,667	44.44%	5,037,303	9/8/17	LOCCS created 08-09-13
CFP 724	\$9,140,603	2,217,123	-	-	-	-	2,217,123	24.26%	6,923,481	5/12/18	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	\$47,808,656	16,479,673	5,681,962	43,123	2,882,327	-	24,087,085	51.25%	22,913,571		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	\$4,255,369	92.68%	\$336,328	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	\$14,714,878	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	\$3,374,706	\$3,374,706	\$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	\$7,882,201	\$7,532,077	95.36%	\$350,124	6/30/12	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 162/2009 as amended by ACT 180/2010
FY 10-11 Lump Sum CIP	\$4,500,000	\$4,384,799	\$4,270,030	\$3,811,347	86.92%	\$458,683	6/30/12	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 162/2009 as amended by ACT 180/2010
FY 11-12 CIP Totals	\$31,120,000	\$31,120,000	\$31,120,000	\$15,892,426	51.07%	\$15,227,574	6/30/14	Allotment Granted - Blanket Encumbrance (1)	ACT 164/2011 as amended by ACT 106/2012
FY 12-13 CIP Totals	\$60,222,000	\$60,222,000	\$60,222,000	\$18,284,421	30.36%	\$41,937,579	6/30/14	Allotment Granted - Blanket Encumbrance (1)	ACT 164/2011 as amended by ACT 106/2012
FY 13-14 Lump Sum CIP	\$45,643,000	\$45,643,000	\$45,643,000	\$2,082,184	4.56%	\$43,560,816	6/30/16	Allotment Granted	ACT 134/2013 as amended by ACT 122/2014
FY 14-15 Lump Sum CIP	\$26,000,000	\$26,000,000	\$20,923,695	\$1,124,660	4.33%	\$19,799,025	6/30/16	Partial Allotment Granted (\$20,923,695)	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	\$226,691,000	\$215,181,000	\$197,972,481	\$74,719,141	34.7%	\$138,231,859			TOTAL ACTIVE STATE CIP APPROPRIATIONS

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

Federal Capital Fund Program Budget

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

Federal Capital Fund Program Actual

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

State Capital Improvement Program Budget and Expenditure

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

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