

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM
OFFICE OF THE DIRECTOR
FUNCTIONAL STATEMENT**

PRESENT

Under the General direction of the Governor of the State of Hawaii, plans, organizes, directs, coordinates, and reports on the various activities of the department within the scope of laws and established policies and regulations. The work of the department includes statewide economic development; energy development and management; and research, economic analysis, artistic, entertainment and film industry liaison and other support activities.

To the extent that the State seeks to market itself as a business location and in business development initiatives, the department will create and initiate business attraction programs and proactively seek to promote the State of Hawaii in venues both foreign and domestic.

1. Recommends policies, programs, organizations, and directs their implementation after approval is obtained.
2. Promulgates administrative rules, regulations, and procedures governing the conduct of departmental activities.
3. Directs and maintains program and financial planning, evaluation activities and management improvement services.
4. Develops and directs the State's primary economic development and business marketing program to external constituencies.
5. Provides interface with the visitor industry, Hawaii Tourism Authority and inter-governmental agencies on tourism related issues.
6. Provides the State's interface with the Art, Film and Entertainment communities, with the intent of supporting Hawaii's cultural activities as a viable business sector.
7. Directs the preparation of program budgets, submits and justifies budgets before reviewing and approving authorities, and exercises control and expenditure of funds made available to the department.
8. Serves as a major liaison with the news media, the public and business sectors, particularly in conveying DBEDT initiatives and priorities aimed at developing and attracting business, capital investment and supporting statewide planning activities.
9. Represents the department before the legislature and community and public groups.
10. Maintains effective working relationships between the department and the Governor, legislature, other government officials and the general public.
11. Conceptualizes and administers a wide-ranging information and advertising program which targets current economic activities in Hawaii and pursues new sources of employment and revenue.
12. Exercises leadership, guidance and control of the efforts of employees toward the achievement of department objectives; directs personnel management of the department and serves as the department appointing authority.
13. Serves on committees, boards, and commissions established by the Governor from time to time or as provided by legislation.
14. Serves as Science Advisor to the Governor; provides advice on developing science and technology matters of interest to economic development and quality of life of Hawaii.

15. Conducts periodic staff meetings of program manager; establishes procedures for communication between the office of the director and subordinate units.
16. Directs a department public information program that includes preparing and distributing promotional and informational news releases, newsletters, reports, brochures, web-based materials and other media on business and economic issues to individuals and organizations throughout the State, the mainland and abroad; and assisting with DBEDT-sponsored events.
17. Pursuant to Section 26-35, HRS, and implementing executive policies, provides for the supervision of boards and commissions assigned by statutes to the department for administrative purposes.

SMALL BUSINESS REGULATORY REVIEW BOARD

The Small Business Regulatory Review Board is comprised of 11 members who are appointed by the Governor pursuant to section 26-34. The board provides support to businesses in dealing with the regulatory environment and in their interactions with government. The board reviews and monitors proposed rules, regulations and legislation for economic impact on the business sector and proposes rule or statutory changes that would improve the business climate.

1. Provides administrative and research support to the Small Business Regulatory Review Board which acts as direct representatives of the small business community.
2. Reviews existing state and county Administrative Rules and provides comments on new and modified Administrative Rules to rule-making agencies.
3. Acts as a facilitator between the private sector and agencies; recommends streamlining of government practices; reviews existing and proposed administrative rules or laws to determine the impact of business and the economy; recommends legislation in support of economic growth and business stability and to remove government barriers to business formation and expansion.
4. Submits an annual report to the legislature detailing any requests from small business owners for review of any rule adopted by a state agency, and any recommendations made by the board to an agency or the legislature regarding the need for a rule change or legislation. The report should also contain a summary of the comments made by the board to agencies regarding its review of proposed new or amended rules.
5. Provides to the head of each agency a list of any rules adopted by the agency that affect small business and have generated complaints or concerns, including any rules that the board determines may duplicate, overlap, or conflict with other rules, or exceed statutory authority.
6. Submits an evaluation report to the legislature which includes an assessment as to whether the public interest significantly outweighs a rule's effect on small business and any legislative proposal to eliminate or reduce the effect on small business.

HAWAII BROADBAND AND DIGITAL EQUITY OFFICE

The Hawaii Broadband and Digital Equity Office (HBDEO) was established by Act 225, Sessions Laws of Hawaii, 2021. HBDEO facilitates coordination among Hawaii's community stakeholders including government, private, commercial, non-profit, and academic sectors to promote broadband and digital equity and to grow the digital economy.

1. Develops and implements specific strategies and plans to aggressively increase broadband affordability, penetration, and competitive availability in the State.
2. Supports the efforts of both public and private entities in the State to enhance or facilitate the deployment of and access to competitively priced, advanced electronic communications services, including broadband and its products and services and internet access services of general application throughout the State.
3. Promotes the landing of trans-Pacific submarine cable, including the development of a shared access cable station and associated terrestrial connectivity to reduce barriers to fiber landing in Hawaii.
4. Promotes, advocates, and facilitates the implementation of the findings and recommendations of the Hawaii broadband task force established by Act 2, First Special Session Laws of Hawaii 2007, and the 2020 Hawaii Broadband Strategic Plan.
5. Supports the findings of the community-based Broadband Hui as reflected in its digital equity declaration.
6. Administers grant programs in support of broadband infrastructure, innovation, and the digital economy.
7. Actively seeks out funding from public and private sources in furtherance of the office's duties pursuant to this section.
8. Provides a repository, aggregation point, and governance framework for broadband mapping and digital equity data from various sources, including digital literacy, telehealth, distance education, remote work, internet accessibility, and service coverage to support mapping, reporting, infrastructure deployment, and data-driven policy.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

ADMINISTRATIVE SERVICES OFFICE PRESENT FUNCTIONAL STATEMENT

Provides internal management, fiscal, budgetary, contractual, legislative, personnel, and information technology services in support of departmental programs and activities; provides advice and assistance to Director and staff in administrative matters.

- Provides general internal management assistance to the administering programs and activities of the department.
- Examines goals, objectives, policies, procedures, and operations of the department and programs and recommends changes.
- Coordinates the preparation and submittal of program and financial plans, budgets, fiscal, variance, personnel, and other reports to the Department of Budget and Finance (B&F), the Department of Accounting and General Services (DAGS), the Department of Human Resources Development (DHRD), and other government agencies.
- Advises and assists department staff in developing, drafting, processing, and monitoring contracts; maintains a tracking system for contracts going through the approval and execution process; coordinates contract approvals with the Office of the Governor, B&F, the Department of the Attorney General, DAGS, and other government agencies.
- Coordinates the formulation, preparation, compilation, and submittal of bills, resolutions, testimony, reports, and requested information to the Legislature, its members, committees, and staff. This includes the development and maintenance of a system of reviewing, analyzing, and monitoring legislative measures affecting the department.
- Coordinates the preparation and submittal of the departmental organization.
- Coordinates and supports information technology activities of the department.
- Provides divisions and programs with advice and assistance in obtaining other administrative support services.

FISCAL STAFF

1. Establishes and maintains an accounting system for the department's budget consisting of General, Special, Federal, Revolving, Trust, and Bond funds, in conformity with applicable State and Federal rules and regulations and governmental accounting standards. Reviews and implements revisions to the accounting systems required for compliance with regulations and the maintenance of proper internal control over accounting ledgers and records.
2. Performs purchasing activities in conformity with applicable policies and requirements; maintains departmental property and equipment records and prepares quarterly and annual inventory reports.
3. Processes the departmental payroll; reports expense data to comply with federal requirements, distributes payroll checks/statements, and maintains payroll records.
4. Administers the expenditure and receipt of departmental funds in accordance with Federal/State statutes, rules and regulations, budget execution and other administrative policies, and generally accepted accounting practices and procedures.
5. Prepares various financial reports as required or requested for the department,

Department of Accounting and General Services, Department of Budget and Finance, Federal agencies, and legislative committees.

6. Prepares audit schedules and prepares or coordinates responses for information requested for operational and financial audits of the department including the annual single audit of federal grants and audits conducted by State, Federal, Legislative, or other agency. Consolidates program comments and prepares the departmental response to audit findings and implements revisions to accounting procedures as required.
7. Provides technical advice on accounting policies and procedures to management and departmental programs. Develops and implements recommendations for compliance to changes in financial management policies and procedures.
8. Coordinates the budget development, formulation, presentation, submittal, and execution. Advises and assists departmental personnel in interpreting budget directives, instructions, policies and procedures.
9. Reviews/compiles budget requests and assists programs in preparation of financial and budget testimony for support of the department's budget request. Prepares or coordinates the preparation of responses to requests from the legislature for financial and other information regarding biennium and supplemental budget requests. Reviews proposed legislation and provides analysis relating to the impact on the department's budget.
10. Implements budget execution policies and procedures. Coordinates and reviews operational expenditure plans and prepares allotment request and amendments in accordance with policies and procedures. Develops and maintains budgetary controls over appropriations and allotments. Reviews status of appropriations, allotments, fund balances, variances, and recommends fund transfers as required.
11. Prepares and coordinates the department's Capital Improvement Program (CIP) expenditure plan. Reviews requests for allotment of CIP funds for conformance to administrative policies and approved expenditure plan.
12. Prepares various budgetary reports on operating and CIP appropriations, allotments, actual revenues and expenditures, fund balances and variances for the department or other agencies as required. Prepares reports on revenue projections on a quarterly basis as requested by the Department of Budget and Finance.
13. Provides technical advice to management and programs on all aspects of budget development, formulation, and execution.

PERSONNEL STAFF

Administers DBEDT human resources (HR)/personnel program and provides advice and assistance in HR/personnel management subject areas, including, but not limited to labor relations; classification and compensation; recruitment, selection, and placement; personnel transactions; training, employee development, and benefits; employee services; records management; workers compensation; occupational health and safety; and equal employment opportunity/affirmative action.

1. Advises top management and others on labor relations (LR) personnel policies, rules, regulations, procedures, etc. Investigates employee/management problems. Advises supervisors and higher management on discipline concepts and principles. Advises and works with program staff to address all types of grievances and adherence to Bargaining Unit (BU) Contract provisions. Drafts and negotiates Settlement Agreements. Proposes, amends, and develops LR policies, procedures, rules, regulations, and other guidelines.
2. Reviews and analyzes classification and compensation (CC) requests. Conducts on-site reviews with program staff. Prepares classifier's reports. Advises program staff on creation or amendment of position descriptions. Works with the central State HR agency to amend existing or develop new classes. Addresses administrative reviews

and CC appeals. Prepares and processes selective certification requests. Analyzes and coordinates re-pricing requests and appeals before the Public Employees' Compensation Appeals Board (PECAB). Oversees other CC requests, e.g., establish new positions, abolish positions, personal contracts, BU determinations, etc. Participates in CC special projects, surveys, etc.

3. Advises program staff on recruitment, selection and job placement (RSJP) requirements, BU Contract provisions, Americans w/Disabilities Act (ADA) provisions/requirements, civil service rules and regulations, etc. Explains to applicable parties, minimum qualifications (MQ), appropriate salary ranges (SR), job standards, hiring practices, fringe benefits, etc. Prepares Internal Vacancy Announcements (IVA). Coordinates recruitment efforts and activities at the IVA level and above. Works on hiring-above-the-minimum requests and shortage category requests. Oversees recruitment in concert with employment service companies, universities, and other non-civil service entities. Screens job applicant's qualifications against MQs or other criteria such as those for exempt positions. Works with Division/Office/Attached Agency staff on preparation of interview standards and selection criteria. Ensures appointment recommendations are in line with appropriate laws, rules, and regulations. Coordinates Reduction-In-Force (RIF) activities within DBEDT and with external entities.
4. Oversees personnel transactions (PT) processing for appointments, promotions, transfers, reallocations, leaves without pay, terminations, etc. and generates pertinent reports. Coordinates PT with Fiscal Staff to ensure completion of proper payroll adjustments, e.g., workers' compensation, leave without pay, and retroactive classification actions. Coordinates and carries out activities for mass pay adjustments from negotiated collective bargaining pay increases, change to new salary schedules, and lump sum retroactive payments. Processes newly hired employees, including tending to related paperwork. Processes performance evaluation forms and maintains related records. Provides services to employees re: benefits such as, retirement, health plans, etc. Maintains record-keeping for employee leaves and related activities.
5. Coordinates processing of DBEDT training requests. Reviews training requests then recommends or takes action. Identifies DBEDT training needs and works with appropriate parties to setup training programs. Oversees various employee benefit programs, e.g., health fund, retirement, union membership, premium conversion plan, etc. Reviews and distributes training announcements to proper parties. Screens training requests for compatibility with employees' position requirements. Maintains training records. Keeps track of pending training requests and takes appropriate follow-up actions.
6. Coordinates and oversees a workers' compensation (WC) program for the department. Reviews WC forms. Calculates disability payments. Provides data requested by appropriate agencies. Calculates employees' WC leaves. Maintains WC records and files.
7. Oversees activities to comply with Equal Employment Opportunity (EEO)/Affirmative Action (AA) requirements. Investigates EEO discrimination charges and prepares response. Periodically analyzes DBEDT workforce for identification of protected employee groups.
8. Promotes safety and health awareness throughout DBEDT and carries-out related activities. Attends meetings regarding safety and health subjects or to address specific concerns or problems. Coordinates seminars, classes, workshops, other training opportunities on safety and health for employees. Participates in investigation of accidents on the job. Determines probable causes and recommends corrective actions to prevent accidents. Works with staff involved in safety and health programs.

CONTRACTS STAFF

1. Advises and assists department staff in developing, drafting, processing, and monitoring contracts.

2. Maintains a tracking system for contracts going through the approval and execution process.
3. Coordinates contract approvals with the Office of the Governor, B&F, the Department of the Attorney General, DAGS, and other government agencies.

INFORMATION TECHNOLOGY STAFF

1. Maintain the integrity of the communications links within the department's local area network (LAN) and wide area network (WAN).
2. Maintain and upkeep the numerous department servers:
 - a. File and print servers
 - b. Lotus Domino / Notes R6 servers
 - c. Internet / Intranet servers (WWW, DNS, SMTP)
 - d. Database servers (FileMaker and SQL)
3. Maintain the many security systems of the network.
 - a. Firewalls (on-site and off-site)
 - b. Anti-virus software (desktop and server)
 - c. Anti-spam filtering software
 - d. Security log analyzer
4. Coordinate the updating of the web pages on the department's Internet and Intranet websites.
5. Develop and produce multimedia based CD-ROMs for the various offices within the department. The CD-ROMs are then distributed or sold to the public at trade shows, conventions or other venues.
6. Install and repair the desktop computers and printers used by the department staff.
7. Assist in the configuration and ordering of new technology related hardware and software.
8. Assist the department staff with technology related issues.

OFFICE SERVICES

Provides clerical, scheduling, correspondence, and other administrative support services to staff of the Administrative Services Office.

1. Provides receptionist, stenographic, typing, photocopying, mailing, faxing and other clerical functions to facilitate the work of the office.
2. Maintains files of the office and retrieves filed materials, as needed by office staff.
3. Makes arrangements for purchase of services, supplies, and equipment for the office.
4. Coordinates State parking assignments for department staff.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

BUSINESS DEVELOPMENT AND SUPPORT DIVISION PRESENT FUNCTIONAL STATEMENT

The Business Development and Support Division (BDSB) promotes industry development and economic diversification by increasing the exports of Hawaii products and professional services; expanding Hawaii's participation in global trade and commerce; linking Hawaii firms and organizations to overseas markets to increase opportunities in the global marketplace; serving as the point of contact for international markets to engage in business, government, education and protocol relationships with the State; increasing local awareness of the opportunities of international trade and relationships; supporting existing and emerging industries through the attraction of new business, investment, and support services; assisting community based economic organizations to develop entrepreneurial activities; and managing the Enterprise Zones and Disaster Loans programs. Working collaboratively with a network of public and private sector partners, BDSB plans and implements programs to:

- Encourage the growth of existing and emerging industries by opening and developing domestic and international markets for Hawaii firms;
- Attract new business and investment, particularly knowledge-based and environmentally compatible industries to grow and diversify Hawaii's economy;
- Market Hawaii as a serious place to do business, and as an international center for the exchange of people, products and ideas;
- Create new jobs, particularly those that require high-skills to support knowledge-based industries;
- Increase sales and exports of Hawaii products and professional services;
- Administer and promote Hawaii's sister-state relationships to facilitate economic development objectives;
- Collaborate with the counties and private business and economic development organizations to support the state's economic development objectives;
- Represents the department on various government and private task forces, resource committees, and other policy development and implementation bodies that deal with growth and diversification of Hawaii's economy, international initiatives, workforce and economic development initiatives;
- Supports community based business operations through grants, loans and technical assistance. Loan assistance is also provided to business and personal setbacks caused by a state-declared natural disaster;
- Operate out-of-state representative offices to provide stable linkages with selected regions to generate and follow-up on business opportunities;
- Administers and coordinates the activities of division branches.

BUSINESS DEVELOPMENT BRANCH

The Business Development Branch (BDB) includes the branch plans, implements and supports marketing initiatives to expand existing markets and open new markets for Hawaii's professional services and products; promotes Hawaii to overseas markets as a location for business and investment; increase international linkages for Hawaii's government agencies, business and educational institutions; expand international educational programs and exchanges to broaden the

opportunities for Hawaii's students and teachers to have international experiences; oversee and develop sister state relationship and activities; handle international related protocol matters; develop and produce events and activities that promotes goodwill and relationships with international markets. BDB works closely with industry and professional associations to increase sales, build capacity and serve as a communication link for domestic and international trade opportunities; plans and implements initiatives to increase the export and growth of Hawaii's professional services in targeted industries such as education-related services including edu-tourism, infrastructure-related services including resort development, architectural, engineering, planning, and environmental services; and technology-related services such as bio-tech and environmental services.

The branch also seeks out and facilitates overseas investments directly into Hawaii or through partnerships and alliances with Hawaii service firms to expand market reach growth potential, and is the lead coordinator on matters related to international protocol and sister state relationships.

1. Raise the level of awareness, assist, and provide relevant information for companies interested in exporting;
2. Organize and support firms to gain new customers, increase sales and access new markets;
3. Work with industry to build capacity, encourage cohesiveness, and plan marketing efforts to strengthen the industry.
4. Promote Hawaii as a center of excellence for selected professional services;
5. Increase trade and investment attraction services to Hawaii companies by developing international networks;
6. Promote Hawaii as a good place to do business in partnership with the private sector;
7. Collaborate with the counties and private business and economic development organizations to support the state's economic development objectives.
8. Promote Hawaii as an attractive location for international conferences, meetings and seminars;
9. Facilitate education attraction and student recruitment initiatives with Hawaii schools;
10. Supports and works closely with potential investors to increase the capital flow into the state from out-of-state sources.

BUSINESS SUPPORT BRANCH

The Business Support Branch coordinates and facilitates community economic development technical and financial assistance programs, administers economic development initiatives to rural and economically distressed areas of the state, and administers the State Enterprise Zones and Disaster Loan Programs.

1. Coordinates community and rural economic development activities of the State and counties.
2. Prepares grant applications and administers various federal, state and private grants for economic development projects that target distressed communities.
3. Formulates specific economic development plans for distressed rural areas, including those transitioning from an economy based on agriculture.
4. Facilitates overall job creation strategies in rural areas.

5. Administers the Community-Based Economic Development (CBED) Program and provides administrative and research support to the CBED Advisory Council.
6. Prepares and administers CBED grant contracts.
7. Provides technical assistance to CBED grant recipients relating to organizational development, business activities and determination of financial assistance.
8. Administers the Enterprise Zones (EZ) Partnership in coordination with county councils and mayors to identify areas qualifying for zone designation.
9. Markets, administers and facilitates business participation for the EZ Partnership in conjunction with county governments and other economic development organizations.
10. Underwriting and servicing loans for the Commercial/Personal Disaster Loan Program.
11. Conducts research on Hawaii's comparative rankings in business industry, investment, incentives and other economic factors.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

FOREIGN-TRADE ZONE DIVISION

PRESENT FUNCTIONAL STATEMENT

Establishes, operates, and maintains a Foreign-Trade program; promotes international trade throughout Hawaii; encourages establishment of new industry and employment; expands export markets for Hawaii's business firms and to diversify industrial base through establishment of neighbor island subzones and general purpose Zone expansion sites.

- Plans, develops, maintains and operates the general purpose FTZ including all facilities and improvements therein; provides for expansion of facilities as required.
- Establishes, maintains and administers special purpose sub-foreign-trade zones consistent with Federal and State policies for development of trade, economy and industry.
- Develops rules, regulations, policies and procedures for the operation of the Foreign-Trade Zone subject to approval by appropriate Federal agencies.
- Provides research to identify selected manufacturing and assembly operations which have a potential for functioning under FTZ status.
- Insures compliance of zone activities with applicable Federal and State laws.
- Promotes the use of zone facilities and services.
- Operates terminal facility to maximize revenue.
- Coordinates zone activities among zone users, business and industry groups, regulatory agencies, transport firms, and other groups involved in the operation and use of the Foreign-Trade Zone.
- Promotes the expanded use of Hawaii as a center for re-export and transshipment in international trade activities.
- Stimulates awareness within the community of international trade opportunities and disseminates other trade information.

Business Office

Provides fiscal, accounting, budgeting, and other administrative support services for the Foreign-Trade Zone Division; manages real property of the Zone; maintains inventory records of merchandise in the Zone; computes charges and bills Zone customers; provides information to customers and potential customers on Zone charges, fees, policies, and procedures. Operates and develops improvements to the Hawaii Foreign-Trade Zone Information Processing System (HFTZIPS). Supervises maintenance of equipment, buildings, facilities, and grounds of the Zone.

- Maintains accounts of Zone revenues, appropriations, and expenditures; maintains records of equipment and personal property; prepares financial reports and statements.
- Develops program and financial plans, budgets, variance reports, and other reports about the program; prepares allotment requests and expenditure plans. Invests surplus cash.
- Purchases supplies, services, and equipment required by the Zone; vouchers payments

for purchases made; negotiates and arranges for contractual services; drafts contracts and letters of agreement for Zone-related activities.

- Maintains real property records; processes approved leases of Zone premises; processes approved temporary permits for use of Zone property.
- Supervises repairs and maintenance of buildings, facilities, grounds material-handling and other equipment of the Zone; ensures the provision of fire and safety precautions.
- Maintains Zone parking records; processes parking permits for the Zone; collects parking fees for the Zone.
- Using HFTZIPS, maintains master inventory of records of merchandise in Zone; computes charges for use of Zone based on established fee schedule or tariff; bills and collects fees from Zone customers; deposits and accounts for collections; provides information on Zone fees, policies, and procedures to customers and potential customers.
- Presents basic information about the benefits, rates, and policies of the FTZ program to the public.
- Provides administrative support in management of Zone such as coordinating work schedules with U.S. Customs Service; providing internal management assistance, providing evaluation and analysis of work processes, and undertaking special projects; provides auxiliary services to facilitate work of the Division.
- Provides excellent customer service to the public.

Operations Branch

Oversees warehouse operations at the Zone, involving the receipt, storage, and release of merchandise; and manages security measures at the Zone.

- Oversees Zone warehouse functions to receive, store, and release cargo which is shipped by water, air, and ground transportation modes, and which must be handled in strict compliance with U.S. Customs Service and Internal Revenue Service requirements; ensures the provision of safe, orderly, and systematic handling and storage of merchandise; gives the Operations Section direction in providing tenants and users with a variety of warehouse services.
- Oversees movement of cargo in and out of the Zone with truckers, customhouse brokers, ocean and air carriers, and owners. Coordinates with U.S. Customs Service in inspecting and examining cargo for duty determination and relative to processes of manipulation, manufacture, or destruction.
- Monitors documentation of all cargo received and withdrawn; gives direction to the Operations Section in providing advice and assistance to consignees in completing required forms, in locating and removing merchandise, and in adhering to Zone regulations; monitors inventory accuracy.
- Manages internal and external security measures to prevent theft and pilferage; ensures the maintenance of security over ingress and egress as required by U.S. Customs.
- Manages areas occupied by customers for manufacturing and cargo manipulating processes.
- Presents basic information about the benefits, rates, and policies of the FTZ program to the public.

- Provides excellent customer service to the public.

Development Branch

Conducts research and economic studies relating to Foreign-Trade Zone operations; develops new business for the Division; provides for advertising and promotion of Zone usage; prepares application for expansion of the FTZ program.

- Conducts studies to identify selected manufacturing and assembly operations which would benefit from using the Zone or the establishment of a new zone site.
- Conducts time, motion and space studies to analyze efficiency of Zone operations and makes recommendations for improvements; prepares analyses of tariff rules and charges and recommends revisions to Division Head.
- Advertises and promotes the use of Zone facilities and services; meets with potential users to provide information on use of Zone.
- Through joint agency sponsorship, coordinates production of trade seminars, trade shows, trade missions, and in-house briefings for foreign and domestic business firms.
- Promotes the expanded use of Hawaii as a center for re-export and transshipment in international trade opportunities and disseminates other trade information.
- Coordinates zone activities among zone users, business and industry groups, regulatory agencies, and other groups involved in the operation and use of the Zone.
- Works with Subzones and general-purpose expansion site operators to insure strict compliance with the U.S. Customs and FTZ regulations; resolves operational problems occurring at the Subzones; evaluates and makes recommendations for processing of expansion or modification of site(s) by the Subzone user.
- Develops rules, regulations, policies, and procedures for the operation of the Foreign-Trade Zone; develops fee schedules or tariffs; develops annual and special reports.
- Provides excellent customer service to the public.

Office Services

Provides clerical, stenographic, word processing and other computer-related tasks, and other administrative support services to the division's staff.

- Provides receptionist, mail, and other clerical functions to facilitate the work of the division.
- Maintains files of the division and obtains materials from files needed by staff members.
- Presents basic information about the benefits, rates, and policies of the FTZ program to the public.
- Provides excellent customer service to the public.

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT,
AND TOURISM**

**CREATIVE INDUSTRIES DIVISION
PRESENT FUNCTIONAL STATEMENT**

Creative Industries Division (CID) promotes, advocates and develops initiatives which accelerate the growth of Hawaii's creative industries through implementation of programs activities resulting in a vibrant, internationally recognized, self-sustaining creative economic sector of Hawaii's economy.

CID administers and coordinates the activities of the division branches; Film Industry Branch (aka Hawaii Film Office) and Arts and Culture Development Branch. This includes the statutory responsibilities of film permitting, tax incentive management and studio facilities operations and management. The division leverages strategic partnerships locally and globally in the arts, culture, music, film, television, digital media and animation sectors to support development and export of creative content originated in Hawaii.

CID works in partnership with various government agencies, private industry and other policy development and implementation bodies that deal with growth and diversification of Hawaii's economy.

FILM INDUSTRY BRANCH

1. Develops programs to support business attraction for location based filming activity statewide, as well as programs which support local content creation in film, television, new media and animation.
2. Manages Motion Picture, television, film and digital media tax credit program (HRS 235-17), in conjunction with the Department of Taxation.
3. Responsible for data collection and reporting on estimated production expenditures, workforce growth and economic impacts related to film production on an annual basis to the administration, legislature and the public.
4. In coordination with county film offices, develops and administers a statewide program to encourage motion picture and television production companies and studios to use Hawaii as a production site for feature films, television films and programs, television commercials, and other filming activities.
5. Develops and maintains contacts with key decision makers in the film, television and digital media industries-at-large to market Hawaii as a filming destination, including resources available to support filmmaking activities.
6. Provides assistance to producers in obtaining film locations, equipment, facilities, permits and clearances, and other requirements for production of films.
7. Provides administrative, logistical and research support to the Hawaii Television and Film Development Board.
8. Conducts or arranges for research regarding the film industry; develops data to identify people, firms, and other resources available to support production; disseminates research findings and information.
9. Prepares and administers state contracts for the development and promotion of the film industry.
10. Identifies and analyzes major public problems and issues involving the film industry; recommends appropriate State actions through the development of legislative proposals and policies.

11. Works closely with committees, task forces, community groups, and industry representatives in addressing problems and issues involving the film industry and in addressing development and promotion of the film industry in Hawaii.
12. Markets, administers and manages the Hawaii Film Studio, a multi-soundstage facility for the production of television series, motion pictures and commercials. Oversees the design, construction and operation of the facility, as well as develops materials to promote the facility.

ARTS AND CULTURE DEVELOPMENT BRANCH

1. Directs the formulation and implementation of a statewide program to assist Hawaii businesses in developing and expanding domestic and foreign markets for Hawaii's arts and cultural products and services.
2. Assumes the role of facilitator for export- and visitor-related components of Hawaii's arts and culture industry.
3. Acts as a statewide liaison and business advocate to identify and support economic development opportunities for arts and culture sectors and organizations.
4. Attracts national, regional and international arts and culture events with the potential for positive net export and visitor-related benefits.
5. Develops strategic partnerships with tourism and arts and culture industry sectors to leverage destination marketing activities.
6. Arranges and conducts research regarding baseline data on the local arts and culture industry and its relation to export-earning sectors.
7. Prepares and administers state contracts for the development and promotion of Hawaii's arts and culture industry.
8. Identifies and analyzes major challenges and issues involving the arts and culture industry; works closely with industry representatives and recommends appropriate State actions through the development of legislative proposals and policies.
9. Responsible for data collection and reporting on sector growth on an annual basis to the administration, legislature and the public.

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM
RESEARCH AND ECONOMIC ANALYSIS DIVISION
FUNCTIONAL STATEMENT**

PRESENT

The mission of the Research and Economic Analysis Division is to enable sound public and private decisions by providing timely data, information and analysis on economic, demographic, labor, energy, tourism, and related issues affecting Hawai'i's people, consistent with statewide program objectives under BED 130. The Division:

- Collects, compiles, interprets, and publishes information and statistical data on all aspects of the economy.
- Conducts research on Hawai'i regional economy and sub regions and with a focus on development and performance of economic programs and initiatives.
- Uses economic models and other analytical tools and economic principles to provide insight, direction, and policy recommendations regarding the impact of economic forces and potential policy changes on the economy, as well as to make economic and population growth forecasts and projections.
- Maintains a statewide economic, business, labor, tourism, and energy statistics reporting system.

ECONOMIC RESEARCH BRANCH

Researches, measures, analyzes, and publishes reports on Hawai'i's established and emerging regional and sub regional economic growth sectors, assists the Department in assessing the effectiveness of its economic development efforts, and develops and utilizes economic models and other analytic tools to examine the impact of economic changes on Hawai'i:

- Maintains the Hawai'i Input/Output Model, the Hawai'i Population and Economic Projection and Simulation Model, and the Short-Run Econometric Forecasting Model.
- Provides quarterly forecasts of economic growth.
- Conducts, studies, analyzes and prepares annual benchmark data related to the development of existing and potential growth sectors of the economy such as, but not limited to, energy, ocean science and technology, biotechnology/life science, astronomy, technology/information services, film/creative media, diversified agriculture, aquaculture, specialty tourism, and support industries/resources helpful for the development of growth activities; analyzes developments in major economic sectors for Hawai'i (such as the creative , energy, and technology sectors), and other issues and events that may require actions by government or industry.
- Develops and publishes information annually on such economic development topics as trends in economic diversification, income/income distribution, technology and technology change, the technology-based workforce, innovation enterprise, research and development activity, global connections, and venture capital.
- Examines the impact of national and international economic developments on Hawai'i's economy using economic models and other tools.
- Applies quantitative economic methods to special projects such as the impact of tax changes or regulations on the State's economy, benefit-cost analysis of economic activities and development programs, and institutional and programmatic changes that will improve economic development efforts.
- Uses such quantitative economic tools as the Hawai'i Input/Output Model to analyze the impact of changes occurring in various sectors of Hawai'i's economy, such as agriculture, tourism, defense and communications, among others.

STATISTICS AND DATA SUPPORT BRANCH

Develops, evaluates, interprets, and disseminates data and reports on economic and business statistics such as income and population characteristics, military personnel and dependents, housing, land use, education, and government finance and employment, for use by the Department, other government agencies, the business community, and the public.

- Prepares the annual *State of Hawai'i Data Book*, a statistical abstract for Hawai'i, the *Quarterly Statistical and Economic Report*, the Monthly Economic Indicators, the Monthly Energy Statistics, the Weekly Unemployment Claims, the Daily Passenger Count and other statistical reports.
- Develops and maintains a statewide economic and business statistical database such as the Economic Data Warehouse and the Tourism Data Warehouse on the Internet.
- Develops, updates, and maintains data dashboard to present data trends on the Internet.
- Collects data and maintains a database for the Hawai'i Energy Industry Information Reporting Program (EIIRP).
- Provides statistical services to DBEDT staff and other agencies of government and the community.
- Provides data to support the various economic models and accounts maintained by Division staff and other public and private agencies.
- Provides liaison with the U.S. Census Bureau in the development of data for current population estimates and other census reports through the Federal-State Cooperative Program for Population Estimates (FSCPE).
- Operates a State Data Center under a cooperative agreement with the U.S. Census Bureau to make census products and other Federal statistics accessible to government agencies and the public.
- Provides workshops and training on the use and access to Census and other information.

TOURISM RESEARCH BRANCH

Develops statistical and analytical information and conducts special research on Hawai'i's visitor industry that helps aid state marketing and product development efforts, industry planning and tourism policy-making. Its research publications further enable and empower stakeholders to make informed decisions in support of Hawai'i's tourism economy. The Branch administers the State's visitor survey and research program for tourism through the development and administration of contracts with specialized survey-research contractors. Also promotes industry collaboration by conducting statistical and economic analyses of the data developed by contractors, other tourism agencies and department staff.

- In line with HRS § 201B-7, provides tourism research and statistics to measure and analyze tourism trends; provide information and research to assist in the development and implementation of state tourism policy; and provide tourism information on: visitor arrivals, visitor characteristics, and expenditures; the number of transient accommodation units available, occupancy rates, and room rates; airline-related data including seat capacity and number of flights; the economic, social, and physical impacts of tourism on the State; and the effects of the marketing programs of the Hawai'i Tourism Authority on the measures of effectiveness developed pursuant to HRS § 201B-6 (b).
- Assists the Hawai'i Tourism Authority and visitor industry entities by providing timely and appropriate information and reports on visitor activity to permit effective decision-making and to measure the effectiveness of the State's visitor industry management efforts.

- Contracts for, oversees, and participates in the development and implementation of surveys of visitors and the visitor industry to collect and maintain the official visitor statistics for the State of Hawai'i.
- Provides basic visitor arrival data, on monthly basis, including such visitor characteristics as points of origin, visitor days, party size, visit status, travel method, islands visited, length of stay, accommodations, and purpose of trip through the domestic in-flight survey, the international and island departure surveys, and the cruise survey. Provides data on visitor expenditures by market.
- Provides annual data on visitor plant inventory by island and area including the type and class of accommodations.
- Provides monthly reports on hotel and vacation rental performance, and quarterly reports on timeshare performance.
- Provides monthly, quarterly, and annual air service reports.
- Conducts a survey on visitor satisfaction and activities with reports published quarterly and annually.
- Provides monthly, quarterly, and annual site visitation reports.
- Conducts a survey of the sentiments of Hawai'i residents towards tourism.
- Prepares an annual visitor research report.
- Develops and conducts special ad-hoc research as needed to address Hawai'i tourism needs.
- Analyzes visitor and related data and prepares forecasts of visitor activity as well as special reports on the visitor industry.
- Continuously improves the system of data collection, analysis, and dissemination, as well as research contract administration, to monitor the visitor industry in a timely and accurate manner.
- Works closely with federal, state and county agencies, as well as private industry, to develop and collect the necessary visitor data.

LABOR RESEARCH BRANCH

Administers the State's labor research and statistics programs under agreements with the U.S Department of Labor, Bureau of Labor Statistics and Hawai'i State Department of Labor and Industrial Relations for Current Employment Statistics (CES), Local Area Unemployment Statistics (LAUS), Occupational Employment and Wages (OEWS) and Occupational Safety and Health Statistics (OSHS). Provides timely statistics and research on the current condition and the trends of Hawai'i labor market.

- Coordinates, participates in trainings with the Federal Department of Labor on requirements of data collection methodology, reporting, and fiscal recording and reporting.
- Coordinates, updates, and maintains agreements between DBEDT and the Federal Department of Labor and State Department of Labor and Industrial Relations.
- Conducts surveys to collect data from Hawai'i employers, and other government agencies.
- Provides monthly data on Hawai'i labor force, employment, unemployment, and unemployment rate at the state, county, and island levels.
- Provides monthly data on non-agriculture wage and salary jobs by industry at the state, county, and island levels.
- Prepares and publishes annual report on Employment and Payrolls in Hawai'i.
- Provides annual data on employment by size of firm and employer at the state and county levels.

- Provides annual data on wages by occupation and industry; provides monthly data on hours and earnings for selected areas and industries.
- Provides annual data on occupational injuries and illnesses, and fatal occupational injuries.

OFFICE SERVICES

Provides fiscal, personnel, clerical and economic analysis support to the Division Administrator and other staff. Coordinates with Governor's Communication's Office and the Director's Office on Division's publications; conducts studies and analysis on current economic issues as requested by the Legislature and the administration; prepares presentation materials for the Director and the Division Administrator; answers enquiries from media, other government agencies, and the public on data products.

- Provides receptionist, mail, and other clerical functions to facilitate the work of the Division.
- Maintains files of the Division and obtains materials from files needed by staff members.
- Prepares purchase orders and other fiscal and personnel documents, maintains an inventory of equipment and supplies, and prepares and maintains a database of expenditures and balance of funds.
- Monitors correspondence and information requests.
- Assists in the processing of contracts, letters of agreement, quotations for goods and services, and the maintenance of related files.
- Assists in the processing, monitoring, and filing of legislative matters referred to the division for comment or action.
- Prepares studies and analysis on current economic issues required by the Legislature and the administration.
- Prepares presentation materials for the Department Director and Division Administrator

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM
AGRIBUSINESS DEVELOPMENT CORPORATION
FUNCTIONAL STATEMENT

PRESENT

The purpose of the corporation shall be to support the production of local agricultural products for local consumption in a manner that is economically and environmentally sustainable while continuing to develop commercial exports of locally produced agricultural products.

- The Corporation shall coordinate and administer programs to assist agricultural enterprises to facilitate the transition of agricultural infrastructure from plantation operations into other agricultural enterprises, to increase local production of agricultural products for local consumption, reduce the State's reliance on imported agricultural products, and increase access to farmland and related infrastructure for small local farmers and cooperatives.

Acquires land and improvements and develops projects on all lands and improvements under its control to facilitate the transition of the State from former large swaths of non-crop lands to more diversified crops, with emphases on irrigation systems, roads, drainage systems, processing facilities, workshops, and warehouses ("infrastructure improvements").

- Seeks available agricultural lands for sale, conducts due diligence for viability and value to the State, and negotiates and purchases valuable lands for immediate use and for land banking.
- Receives agricultural lands from the Department of Land and Natural Resources through executive orders and organizes tenant cooperatives to partner with the agency in the operation and maintenance of the infrastructure improvements.
- Provide advisory, consultative, training, and educational services, technical assistance, and advise to any person, partnership, or corporation, either public or private, in order to carry out the purposes of this chapter, and engage the services of consultants on a contractual basis for rendering professional and technical assistance and advise.
- Review and determine the acceptability of applications of qualified persons for allowances or grants for the development of new crops and agricultural products, the expansion of established agricultural enterprises, and the altering of existing agricultural enterprises.
- Funds research for and develops infrastructure that will generate renewable energy resources for agricultural use and eliminate unnecessary agricultural waste.
- Organize partnerships to develop agricultural accessory needs, such as farm worker housing, with entities that have expertise in these accessory activities.

WAIAHOLE WATER SYSTEM

Mission of the Waiahole Water System is to deliver non-potable water to landowners and farmers in Central Oahu to ensure the continuation and expansion of diversified agriculture on the Island of Oahu and to protect the Pearl Harbor aquifer. Act 111, SLH 1998, provides for the acquisition, administration, operation, maintenance, and improvement of the WWS by the ADC.

- The ADC administers, operates, maintains, and improves the system to ensure that:
 - (1) The delivery of non-potable water to members of a cooperative of users and other users, including the State's Waiawa Correctional Facility, will continue;
 - (2) Necessary capital improvements and repairs are completed;
 - (3) Water is delivered to members of the cooperative of users in the amounts ordered;
 - (4) Water used by the members of the cooperative users are metered;
 - (5) Members of the cooperative of users are billed for the delivery of water at rates based on amounts of water used and metered;
 - (6) Rates collected are deposited into the WWS revolving fund is used to reimburse the State for monies allocated through the issuance of reimbursable general obligation bonds; and
 - (7) Water use will be in compliance with the December 24, 1997, Decision and Order of the Commission on Water Resource Management and subsequent amendments.

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII COMMUNITY DEVELOPMENT AUTHORITY (HCDA)
ORGANIZATIONAL & FUNCTIONAL STATEMENT CHANGE DOCUMENT
FUNCTIONAL STATEMENT

The Hawaii Community Development Authority (“HCDA”) is a public entity created by the Hawaii State Legislature to establish community development plans in community development districts; determine community development programs; and cooperate with private enterprise and various components of federal, state, and county governments to bring community development plans to fruition. The HCDA’s work should result in economic and social opportunities and aim to meet the highest needs and aspirations of Hawaii’s people.

The HCDA was established under Chapter 206E of the Hawaii Revised Statutes (HRS). Pursuant to HRS §206E-3, the HCDA was established as a body corporate and a public instrumentality of the State of Hawaii and placed within the Department of Business, Economic Development, and Tourism (DBEDT) for administrative purposes. HRS §206E-3, further establishes an Authority as the governing body of the HCDA and the power to appoint an executive director. Under HRS §206E-4(6) the Authority is granted the power through its executive director to appoint officers, agents, and employees, prescribe their duties and qualifications and fix their salaries, without regard to Chapter 76, HRS.

To accomplish its purpose and mission, the HCDA is organized in the following organizational segments under the direction of the Executive Director:

- Planning and Development;
- Capital Improvements;
- Asset Management;
- Office of Public Information and Community Relations; and
- Administrative Services Office.

OFFICE OF EXECUTIVE DIRECTOR

The Executive Director is responsible for implementing the policies and actions of the Authority within the purview of Chapter 206E, HRS. The Executive Director is responsible for the uniform application of all applicable statutes, rules, policies, procedures, and practices as they relate to the Hawaii State Government, DBEDT, and the HCDA.

The Office of the Executive Director shall be responsible for the following functions:

1. Provide all necessary administrative support for the Authority and its individual district boards.
2. Provide strategic guidance for the development and implementation of Authority actions to meet HCDA goals and objectives.
3. Establish policies and procedures to guide program operations.
4. Provide oversight and coordination of program operations to promote the achievement of HCDA goals and objectives.
5. Perform the final review and approval of HCDA work product.

PLANNING AND DEVELOPMENT

This segment is responsible for the administration of the HCDA’s redevelopment tools and programs identified in Chapter 206E, HRS as follows:

- District-wide improvement program (HRS §206E-6); and
- Community (re)development plans and programs (HRS §206E-7).

Community development plans and program, and the District-wide improvement program are required to be codified in Hawaii Administrative Rules (HAR). P&D shall be responsible for the development, implementation, maintenance and enforcement of these programs as specified in HAR.

CAPITAL IMPROVEMENTS

This segment is responsible for the (re)development of the State and/or HCDA-owned assets. (Re)Development of State and/or HCDA-owned assets are specific to forwarding the objectives of the specific district in which the asset is located. These activities include the planning, design and construction of these projects.

ASSET MANAGEMENT

The redevelopment of State-owned assets can play a significant role in realizing the HCDA's mission in a district. This segment is responsible for managing individual HCDA assets and State assets (upon request or as assigned) in an HCDA district. These duties include:

1. Management of all assets including, but not limited to, the administration of leases, and the management of outside vendors responsible for maintenance, security, and utilities.
2. Structures and negotiates arrangements with third-parties for all HCDA real estate transactions, including the acquisition and disposition of property as necessary.

In addition to asset management, the AM also manages HCDA's reserved housing program post-sale and development by area developers.

OFFICE OF PUBLIC INFORMATION AND COMMUNITY RELATIONS

This segment is responsible for the dissemination of information to the public and other general stakeholders. Redevelopment is a general source for anxiety, so the work of the HCDA requires a dedicated communications function to manage public messaging. This function shall also be engaged in HCDA's work at the legislature relative to testimony and measure tracking.

ADMINISTRATIVE SERVICES OFFICE

This segment is responsible for managing HCDA's administrative functions and processes relative to human resources, IT support, accounting, procurement, budget and treasury. This segment's work has very specific compliance requirements as prescribed by the State Budget and Finance (B&F), Department of Human Resource Development (DHRD), Department of Accounting and General Services (DAGS), and Office of Enterprise Technology Services (ETS). As an administratively attached agency to DBEDT, this section also leverages various resources available at DBEDT, DAGS, B&F, ETS, and DHRD.

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
TOURISM**

**HAWAII GREEN INFRASTRUCTURE AUTHORITY
FUNCTIONAL STATEMENT
PRESENT**

HAWAII GREEN INFRASTRUCTURE AUTHORITY

Act 211, SLH 2013 created the framework to establish a state administered clean energy financing authority. The Hawaii Green Infrastructure Authority (HGIA) has five (5) voting Authority Members who establish policies and executive direction for the agency, as well as approve programs and actions to be undertaken by the agency; and act upon staff's recommendations to enter into contracts and other instruments necessary to exercise the powers granted to the Authority.

The initial mission and the purpose of the Authority was to administer the Green Infrastructure Loan Program (also known as the Green Energy Market Securitization [GEMS] Program), to democratize clean energy by expanding access and affordability for Hawaii's underserved ratepayers.

Act 107, SLH 2021 authorized HGIA to source loan capital from federal and other sources, as well as implement and administer loan programs on behalf of other state departments and agencies.

Act 183, SLH 2022 authorized HGIA to design, implement and administer Hawaii's commercial property assessed financing program for commercial property owners to finance the installation of clean energy, energy efficiency, cesspool remediation, water conservation and resiliency measures via an innovative and risk mitigating financing mechanism *pari-passu* to property taxes.

The primary activities of the Authority in carrying out its responsibilities are to:

1. Administer the Hawaii Green Infrastructure Loan Program and the Clean Energy and Energy Efficiency Revolving Loan Fund (CEEERLF), which includes loans made to private entities, corporations, partnerships, limited liability companies, or other persons, which entities may lease or provide green infrastructure equipment to electric utility customers, as well as direct loans to electric utility customers, on terms approved by the Authority.
2. Design, implement and administer a commercial property assessed financing program that addresses market needs while attracting private capital.
3. Make loans and expend funds to finance the purchase or installation of eligible green infrastructure improvements and/or qualified improvements approved by the Authority and the Public Utilities Commission* under HGIA programs and services.
4. Implement and administer loan programs on behalf of other state departments or agencies through a memorandum of agreement and expend funds appropriated to the department or agency for purposes authorized by the legislature.
5. Utilize all repayment mechanisms, including the green energy money saver on-bill program, financing tools, servicing and other arrangements, and sources of capital available to the Authority.
6. Exercise powers to organize and establish special purpose entities as limited liability companies under the laws of the State.
7. Acquire, hold and sell qualified securities.

8. Pledge unencumbered net assets, loans receivable, assigned agreements, and security interests over equipment financed, as collateral for the authority's borrowings from federal, county, or private lenders or agencies.
9. Hold and invest moneys in the green infrastructure special fund in investments as permitted by law and in accordance with approved investment guidelines established in one or more orders issued by the Public Utilities Commission pursuant to Section 269-171*.
10. Enter into contracts for the service of consultants for rendering professional and technical assistance and advice, and any other contracts that are necessary and proper for the implementation of the loan program.
11. Enter into contracts for the administration of the loan program.
12. Establish loan program guidelines to be approved in one or more orders issued by the Public Utilities Commission pursuant to Section 269-171*.
13. Submit an Annual Plan to the Public Utilities Commission* for review and approval no later than 90 days prior to the start of each fiscal year. The Annual Plan should include the Authority's projected operational budget for the succeeding fiscal year.
14. Decide to invest funds held in the Hawaii Infrastructure Special Fund in investments as permitted by law, and in accordance with approved investment guidelines established by one or more orders issued by the Public Utilities Commission*.
15. Hire independent certified public accountants to audit the Hawaii Green Infrastructure Loan fund on an annual basis. The audit shall be provided to the Department of Business, Economic Development and Tourism and the Public Utilities Commission*.
16. Appoint a trustee to receive, hold, and disburse all amounts required to be held in the Hawaii Infrastructure Bond Fund upon terms and conditions as set forth in a certificate, indenture, or trust agreement.
17. Impose rates, rentals, fees, or charges required under Section 39-61. Impose adjust, and collect the green infrastructure fee as provided in Section 269-166.
18. Submit a report to the Legislature on the Authority's activities in administering the loan program no later than 20 days prior to the convening of each session. The report should include: description and uses of the loan program; summary information and analytical data concerning the implementation of the loan program; summary information and analytical data concerning deployment of clean energy technology, demand response technology, and energy use reduction and demand side management infrastructure, programs, and services; and repayments made or credits to electric utilities.

* Hawaii Public Utilities Commission approval and oversight is only required for capital provided by the Green Energy Market Securitization Bond.

ADMINISTRATIVE SERVICES OFFICE

This office is responsible for providing administrative services in the following functional areas: budgetary, fiscal, personnel, procurement and accounting services for the Authority.

1. Prepares operations and budget requests, conducts activities related to fund release, expenditure, lapsing control, encumbrance and extension.
2. Maintains fund accounting system including receipt, deposit and classification of collection of program revenues, inventory control, and other fiscal-related functions. Ensures accounting system is in compliance with statutes, policies of the Department of Accounting and General Services (DAGS) and Department of Budget and Finance (B&F), federal fund regulations, and generally accepted accounting principles.
3. Manages personnel activities including developing position descriptions for new positions and reclassification actions; recruitment; affirmative action and disciplinary matters; prepares responses for legislative and B&F requests for information relating to personnel and staffing; coordinates and implements health and safety programs; oversees staff requests for out-service and in-service training programs. .
4. Prepares various internal reports including projections of revenues and expenditures, expenditure/budget variances, and loan program data. Updates performance measures and other budget-related requirement.
5. Works with property agents concerning the Authority's office space needs; negotiates cost of rent and cost of tenant improvements for lease renewals and/or acquisition of new space; and coordinates the preparation of office renovations for new staff or realignment of existing staff.
6. Ensures compliance with Office of Information Practices and the Ethics Commission requirements.

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM
(DBEDT)
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION (HHFDC)
FUNCTIONAL STATEMENT**

PRESENT

HHFDC BOARD OF DIRECTORS

The nine (9) member HHFDC Board of Directors:

1. Establishes policies and executive direction for HHFDC.
2. Approves major programs and actions to be undertaken by HHFDC.
3. Authorizes funding for development projects.
4. Approves the adoption and/or revision of the administrative rules and procedures for HHFDC.
5. Monitors the status of projects receiving assistance from HHFDC.

OFFICE OF THE EXECUTIVE DIRECTOR

Under the policies and executive direction of the Board of Directors, the Office of the Executive Director is the focal point for the execution of the statutory provisions relating to the finance, development and management of affordable housing and the delivery of affordable housing and affordable housing-related services in Hawaii. The Executive Director is responsible for the uniform application of policies, procedures and practices as they relate to the responsibility of the Hawaii State Government and the Hawaii Housing Finance and Development Corporation, Department of Business, Economic Development and Tourism. Within this capacity, the Office of the Executive Director shall be responsible for the following functions:

1. Provides for the overall administration and management of all functions and activities related to the operation of HHFDC.
2. Implements programs to meet the HHFDC goals and objectives in consonance with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Coordinates responses for Governor and DBEDT Director's referrals.

6. Provides clerical support services for the Office of the Executive Director and the Board of Directors including:
 - Updating and maintaining the file on HHFDC's administrative memoranda of policies and procedures and instructions.
 - Providing secretarial support for the Board of Directors, which includes preparing the agenda, taping/recording and transcribing minutes, making travel arrangements, and preparing completed travel reports.

Staff Support Services

Provides a variety of centralized clerical support services for the HHFDC organization including:

1. Coordinates the development and maintenance of a procedures manual which establishes standard procedures.
2. Maintains appropriate systems for receipt, control, retrieval and disposition of all HHFDC's incoming and outgoing correspondence and files; payroll, construction documents, insurance certificates, facsimiles, and certified mail.
3. Receives, sorts, and ensures the daily distribution of HHFDC's mail.
4. Coordinates delivery of items to State offices that require special handling.
5. Receives all visitors and informs staff of their visitor(s)/appointments.
6. Receives phone calls, and routes calls to appropriate parties.
7. Requisitions office supplies for the Office of the Executive Director.
8. Maintains an inventory of duplicating supplies, allocates charges to offices for usage of copies (rental, supplies, etc.)
9. Recommends copy/duplicating equipment to meet HHFDC's needs; and arranges with vendors to provide training in the use of such equipment.
10. Contacts vendors for the repair/service of the office machines.
11. Provides maintenance, technical assistance, and instruction on operating procedures for the duplicating, copy and facsimile machines.
12. Prepares/processes various personnel forms and reports; maintains appropriate related files for the Office of the Executive Director.

13. Provides other office support functions as required and/or requested.

ADMINISTRATIVE SERVICES BRANCH

Placed with the Office of the Executive Director, the Administrative Services Branch is composed of administrative service-related offices. The Branch is under the supervision of the Executive Assistant. The Executive Assistant assists the Executive Director in effectively and efficiently directing the total administration of HHFDC. This includes ensuring compliance with the Board of Directors' directives, HHFDC's by-laws, and applicable federal and State laws. The Executive Assistant may assume the duties of the Executive Director in the Executive Director's absence or at the request of the Executive Director. The Administrative Services Branch include the Housing Information Office, the Information Technology Office, the Contract Review Office, and the Human Resources Office.

Housing Information Office

This office provides for regular communication among HHFDC, with other government and private entities, the media and the general public regarding HHFDC's programs, services, actions, plans and policies. Establishes and maintains an effective communications program in the support of public information and advocacy requirements under State law.

1. Acts as the media liaison. Responds to the media's information needs regarding State housing activity. Prepares and disseminates information that increases public awareness of HHFDC's programs, services, projects and accomplishments.
2. Provides crisis communications, responding rapidly to unforeseen crisis through issue research, policy input, and dissemination of appropriate responses. Anticipates negative reaction or misunderstanding of HHFDC's function and prepares appropriate spokespersons/responses.
3. Receives, researches and responds to queries and complaints from the public, private and non-profit sectors. Monitors referrals to ensure expeditious response/resolution.
4. Assists other branches and offices in HHFDC with advocacy efforts to inform selected regional targets about the advantages/impacts of housing projects, programs and services in their area.
5. Develops cost-effective communication tools, such as printed products including HHFDC's annual report, brochures and newsletters; audio/visual materials, special events and presentations, public services announcements, and consumer services. Assists management with employee/internal communications.

6. Conducts strategic communications planning to achieve understanding and support among selected target audiences. Develops, implements, evaluates and updates the communications program to insure integration with HHFDC's plans, policies and objectives.

Information Technology Office

The Information Technology Office (ITO) assists DBEDT with the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for HHFDC, including support and management in business application development and maintenance, project planning and implementation, telecommunication and network operations, systems software/hardware, and technical training for HHFDC.

Assists DBEDT to direct and coordinate all IT matters within and between HHFDC and other State and county agencies, the Federal government, and commercial hardware and software organizations including private consultants.

Assists DBEDT in the following areas:

1. Develops, implements, and maintains short and long range information technology strategy plans that address key issues such as legacy systems, end-user training, a comprehensive hardware replacement schedule, leveraging the internet, etc.
2. Conducts analyses of existing hardware and software components and recommends maintenance or upgrades based upon current or future processing requirements. Ensure that appropriate hardware and software are acquired and/or upgraded to support the various entities of HHFDC.
3. Plans, coordinates, develops, evaluates, monitors and assists in bid proposals and contract processing procedures/activities in acquisition of IT hardware, software, and services.
4. Provides overall project management expertise and assistance in project management for all systems development projects; works with various branch offices and managers to implement automation initiatives; assists in the development of the advance planning document for the systems development and implementation project plans; provides systems analysis and design services, and computer programming services to the end user community; and provides daily operational support and maintenance in all aspects of data processing requirements for the end user community.
5. Performs system analysis and design functions in the development of new system requirements definition; or enhances existing system requirements.

6. Modifies/develops applications to computer programs and performs unit tests; develops data processing documentation in accordance with established documentation standards. Provides computer programming functions for the various programs within HHFDC.
7. Plans, coordinates and directs systems software support and control programming; database management and operational support installation and maintenance service for centralized computing systems; development, implementation and maintenance of specialized systems software used in support of applications and controls systems.
8. Determines efficiency/capacity and recommends improvements to the computer system and guidance in the effective and efficient use of systems software.
9. Defines, develops, and administers all branch security procedures and processes; manages access to the branch's automated systems; conducts system security studies for conformance to laws, policies and procedures relating to the security guidelines and policies; works with various local, State, Federal and Private sector agencies on all system security issues; and conducts security reviews.
10. Plans, directs and oversees the implementation and support of network components; the evaluation of efficient and cost-effective deployment and usage of transmission media; and the development of policies, standards and procedure and long-range plans and goals for HHFDC's telecommunications infrastructure. Ensures that the plans are consistent with the State's long-range telecommunication's infrastructure to allow connectivity with other agencies.
11. Manages, plans and directs office automation usage and development of customized office automation applications and databases. Provides technical expertise in the support of client applications and WEB development.
12. Oversees and manages the daily activities of HHFDC's computer network. Enables and maintains network software parameters, configures and optimizes network components including servers and firewalls, routers, switches and hubs.
13. Prepares and maintains production schedules and documentation for new and on-going application systems; submits job requests; reviews jobs for quality assurance.
14. Oversees HHFDC's computer network system and all peripherals.
15. Provides on-site technical support to all users within HHFDC; develops and implements training sessions for internal users; plans and implements re-training efforts at the basic, intermediate and management levels.

16. Develops and implements HHFDC's system recovery plan.
17. Participates in Informational Systems technical user and/or Project Committees.
18. Develops and/or updates HHFDC's automated system user guides to reflect current processes and procedures.
19. Prepares status reports and convey concerns regarding the quality and progress of IT systems/projects.
20. Manages and maintains usage of HHFDC's audio/visual assets, including (but not limited to) projectors, televisions, video screens and cameras. Provides technical support in the use of video-conferencing and its related applications and activities.
21. Assists in research of office and staff productivity technologies.

Contract Review Office

The Contract Review Office assists HHFDC with procurement of goods and services, as well as the processing of contracts and purchase orders. This will include providing technical assistance on procurement, including developing procedures, ensuring compliance with applicable laws, rules, regulations and policies, and assigning purchase order and contract numbers.

1. Oversees all agency procurement activities, working with staff during project development and implementation, and providing guidance and support in the management and administration of solicitation and contracting functions.
2. Analyzes, understands and recommends the appropriate method of solicitation, evaluating the risk associated with the contract, advertising format, insurance requirements, methods of compensation, and other matters concerning procurement.
3. Advises and assists staff during the evaluation of solicitations and negotiation of contracts to achieve selection of the most advantageous contractors and favorable contract terms for HHFDC and to ensure compliance with applicable laws and regulations.
4. Leads and manages cross-functional teams across various business functions and initiatives to complete complex procurements.
5. Works collaboratively with state agencies, local governments, and private sector businesses to negotiate and implement cooperative contracts.

6. Reviews agency policies and procedures to ensure that contracts and procurement actions are enforceable and comply with applicable laws, policies, procedures and best practices.
7. Interprets law and administrative rules to more effectively advise staff on procurement and contracting requirements.
8. Develops and modifies agency procurement guidelines, policies and procedures as needed to stay up to date with current laws and best business practices.
9. Develops and promotes strategies to minimize potential risks to the agency.
10. Exercises authority and responsibility to stop procurement actions or contracts from proceeding for signature and/or approval if legal or procedural questions must first be resolved.

Human Resources Office

Under DBEDT oversight, the Human Resources Office is responsible for providing personnel staff support and advisory services to the Executive Director, managers and employees of HHFDC. Manages various personnel programs and activities for HHFDC including recruitment, examination and placement, position description updates, labor relations, civil rights, employee relations and safety, employee training and development, and personnel transactions and records maintenance. Collaborates and coordinates with DBEDT Personnel Office in providing/addressing the personnel program needs of HHFDC.

1. Manages HHFDC's personnel programs and activities in accordance with a broad range of standards and requirements, including Federal and State statutes and guidelines, personnel rules, regulations, policies and procedures, and collective bargaining contract provisions.
2. Provides advisory services to management personnel, supervisors, and employees. Interprets civil service regulations, departmental policies and procedures, Federal and State rules and regulations, collective bargaining contractual agreements, etc.
3. Advises management on labor relations issues, such as just cause for discipline, handling of grievances, etc. Conducts grievance investigations, reports findings and makes recommendations for appropriate actions.
4. Meets with employee/employer representatives to discuss problems and negotiate mutual agreements with respect to terms and conditions of employment unique to HHFDC in an attempt to resolve grievances, if necessary.

5. Provides advice and assistance to managers and supervisors in preparing action requests for establishing positions, reallocations, exemptions, etc.
6. Reviews position descriptions prepared by supervisory personnel to ensure that all DHRD/DBEDT requirements are met and that classification recommendations are appropriate before processing the action for appropriate attention.
7. May conduct job audits and perform other job analysis functions in order to advise management on position utilization matters including preventing duplication of effort, overlapping of responsibilities, developing career ladders, etc.
8. Provides advice and assistance to managers and supervisors in planning and conducting recruitment, examination, selection and placement activities for filling of position vacancies; and coordinates with the departmental (DBEDT) or central (DHRD) recruitment entities, as appropriate, to fill position vacancies with appropriate qualified applicants.
9. Assists managers and supervisors in identifying employee training needs; develops and implements employee training programs and/or obtains/coordinates appropriate resource(s) for in-service training.
10. Ensures that out-service training requests are properly justified and processed on a timely basis.
11. Establishes and maintains appropriate programs to effectively address/monitor employee safety and workers' compensation concerns.
12. Maintains all status records on employees and positions for HHFDC.
13. Coordinates with managers/supervisors when processing notification of personnel action forms; and collaborates/coordinates with departmental personnel office to ensure timely processing, appropriate control/recording, etc., of such actions.
14. Prepares personnel related reports, projections, etc., as necessary.
15. Keeps managers, supervisors and employees informed on personnel matters and concerns; obtains clarification on personnel issues as necessary and provides advice and guidance in the application of policies, procedures, etc.
16. Maintains HHFDC's authorization documents and reviews proposed reorganizations in order to advise HHFDC management of position classification implications and effective staff usage.

17. Identifies problems such as absenteeism, turnover, discriminatory practices, etc., and conducts appropriate research and analysis in order to develop recommendations and proposals for corrective action(s).
18. Coordinates and/or monitors various personnel management programs with the departmental personnel office including drug free, civil rights, employee service awards, etc.
19. Maintains close working relationship with other State agencies concerning the Office's areas of responsibility.
20. Reviews and coordinates HHFDC's safety program compliance with Occupational Safety and Health Standards (OSHA) and Hawaii Occupational Safety and Health (HIOSH) requirements.

PLANNING, EVALUATION AND COMPLIANCE BRANCH

This Branch performs overall planning, evaluation, research, real property portfolio management, and compliance monitoring activities for programs administered by HHFDC and coordinates legislative and fair housing activities.

Real Estate Portfolio and Compliance Section

This Section performs activities to ensure HHFDC manages and operates programs in accordance with Federal and State requirements, and corporate policies and directives. Manages the section's portfolio of owned and operated multifamily rental housing projects; leased-fee interests in multifamily rental housing projects, commercial properties, community centers, and other projects; and Waiahole Valley land parcels.

1. Reviews and monitors relocation assistance plans developed by other State departments and county agencies involved in displacement of individuals, families, businesses and farm operations pursuant to Chapter 111, HRS.
2. Coordinates and enforces fair housing functions to promote and improve equal housing opportunity and access as required by law.
3. Administers compliance monitoring services, including the procurement of such services, for HHFDC's rental financing programs (such as the Rental Assistance Payments, Rental Housing Revolving Fund, Low-Income Housing Tax Credits, HOME, and exemptions from General Excise Taxes) to ensure compliance with applicable rules, regulations, and regulatory agreements.
4. Conducts or causes to conduct management reviews of projects assisted by HHFDC, which includes physical inspections and file reviews based on program requirements.

5. Coordinates the certification of real property exemptions for HHFDC-assisted rental housing projects.
6. Administers various assigned project-based rental assistance programs for privately owned rental developments. Prepares periodic reports on progress/status of functional activities and projects.
7. Evaluates and provides recommendations for the utilization of HHFDC properties which are vacant, underutilized, or leased for multifamily housing.
8. Formulates and oversees the implementation of project-specific master plans for vacant or underutilized properties to meet HHFDC's program objectives. Updates project-specific plans as needed.
9. Coordinates the development of and maintains an enterprise real estate management and lease administration system for real property assets owned or controlled by HHFDC, including single family leases administered by the Development Branch.
10. Administers activities relating to the disposition or recapitalization of properties in the section's real estate portfolio.
11. Administers ground leases, ensuring that lessees comply with monetary and non-monetary covenants and takes corrective actions.

Planning and Evaluation Section

This Section provides planning, evaluation and policy-making support for HHFDC.

1. Formulates and assists in establishing policies and developing long and short-range/functional plans to meet HHFDC's program objectives. Updates internally formulated plan documents as required.
2. Compiles, reviews and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within the State; works with the Branches in determining how these needs may best be met; assesses tenant population and potential tenant population; works with other government agencies, developer and advocacy groups and others to assess needs and identify strategies; incorporates all of this information into HHFDC's long and short-range/functional plans.
3. Maintains regular communication with housing groups and agencies in the State and across the nation on housing-related matters; identifies potential innovative alternatives to housing management, development, and financing of housing facilities.

4. Administers the Hawaii State Housing Functional Plan (HSHFP) and State of Hawaii Consolidated Plan (CP) pursuant to statutes, federal regulations, or executive directives and monitors and updates the HSHFP and CP as necessary.
5. Reviews and evaluates HHFDC's objectives, policies, procedures and programs; if necessary, submits recommendations for the development of new and/or modifications to existing objectives, policies, procedures and programs for HHFDC.
6. Assists, produces or causes to be produced housing studies and reports.
7. Develops legislative proposals and reports in support of HHFDC's plans and programs; assists in the development of HHFDC's position with respect to legislative, congressional or county council requests and proposals; produces testimony on housing-related legislation and issues; and coordinates all of HHFDC's legislative responses.
8. Develops and maintains communication with congressional delegation, State legislators and county councils on housing-related matters.
9. Develops the administrative rule-making procedures of HHFDC; coordinates and assists in the development of revisions of the rules and by-laws as necessary.
10. Maintains and updates a State housing advocacy and informational system as required by State law.
11. Develops, compiles, retrieves and reports housing data and statistics for use by HHFDC and other agencies and organizations, and prepares maps, visual aids, and reports for presentation purposes.
12. Conducts market research, needs assessments, and housing studies to assist management in decision making on prospective programs and projects; reviews development proposals to determine whether they will address identified housing needs.
13. Reviews, coordinates and formulates responses to petitions for State land use district boundary amendments, environmental impact statements; and county development/community plans in conjunction with the Branches.
14. Coordinates the preparation of environmental assessments when HHFDC is the responsible entity for federal programs or the approving agency under Chapter 343, HRS.

15. Coordinates applications for grants or other resources to fund projects or programs to meet the housing or supportive services needs of residents assisted by HHFDC.

Support Staff

Provides analytical, research, and operational support for the Planning, Evaluation and Compliance Branch.

1. Researches, collects, organizes, analyzes and interprets data for real estate and planning projects.
2. Performs financial analyses of real estate financings and investments and builds related financial models. Assists with real estate transaction due diligence.
3. Assists with the preparation of internal status reports.
4. Assists with the procurement of goods and services.
5. Manages an insurance certificate tracking and compliance system.
6. Provides general operational support during the Legislative session.
7. Coordinates management of HHFDC's Planning Library and other research resources.

Clerical Services Staff

Provides typing, duplicating, filing and other clerical duties for the Planning, Evaluation and Compliance Branch.

1. Provides word processing and typing services.
2. Provides copying, duplicating, collating and stapling/binding services through use of various office equipment.
3. Receives, sorts and distributes the daily mail.
4. Requisitions appropriate office supplies.
5. Prepares travel reports.
6. Prepares/processes personnel forms and reports; maintains appropriate related files.
7. Receives phone calls, and routes calls to appropriate parties.

8. Provides other office support functions as required and/or requested.

FISCAL MANAGEMENT BRANCH

The Fiscal Management Branch (FMB) is responsible for providing administrative assistance and advisory services in fiscal management, budget, and accounting services for HHFDC. The FMB formulates policies, procedures and standards in administering central accounting, asset (inventory) management and contract monitoring activities within HHFDC; and provides consultative and technical services in budget coordination, planning development, execution and monitoring activities for all programs within HHFDC, and with budget staff at the departmental level. Provides financial reports to other branches and offices, Legislature, departments, and executive branch level.

Clerical Services Staff

Performs typing, duplicating, scanning, logging, filing and other clerical functions for FMB.

1. Provides word processing and typing services.
2. Provides duplicating, scanning, collating, and stapling/binding services through use of various office equipment.
3. Receives, sorts, and distributes the daily mail.
4. Downloads and distributes intradepartmental reports and correspondence.
5. Maintains and updates logs of various correspondence for tracking purposes.
6. Files and maintains inventory of all FMB files.
7. Requisitions appropriate office supplies.
8. Prepares travel and other reports.
9. Assigns contract numbers and maintains contract files.
10. Assists in the preparation of and/or response to audit confirmations.
11. Distributes financial statements to branches and other offices.
12. Prepares/processes various personnel forms and reports and maintains appropriate related files.

13. Prepares training requests and maintains training records of FMB staff.
14. Receives phone calls and routes calls to appropriate parties.
15. Provides other office support functions as required and/or requested.

Accounting Section

The accounting staff is responsible for maintaining a central accounting system for all of HHFDC's funds, including but not limited to, General, Federal, Special, Revolving, Bond, and Trust Funds. Monitors, coordinates and administers fiscal control of fiscal policies, regulations and procedures established by the Governor, Legislature, Federal and State fiscal agencies.

1. Develops, maintains and improves methods, procedures and forms of HHFDC's accounting systems to ensure that HHFDC's payments are made promptly and in conformance with established accounting standard, policies and procedures.
2. Maintains accounts, records and reports accurately and on a timely basis and ensures that HHFDC's financial transactions are legal and appropriate.
3. Prepares financial statements and reports for the other branches and offices.
4. Advises, assists and/or develops a subsidiary-accounting system and exercises general supervision in the implementation of subsystems.
5. Provides fiscal direction and assistance and coordinates fiscal activities of HHFDC's various elements.
6. Assists in preparing budget estimates and projections.
7. Oversees and coordinates financial audits.

Accounting Units

The Accounting Units are responsible for accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the following programs and functional areas:

1. Dwelling Unit Revolving Fund programs;
2. Revenue bond programs;
3. Housing Finance Revolving Fund programs;

4. Rental Housing Revolving Fund loan programs;
5. Rental Assistance Fund programs;
6. Federal funded programs; and
7. Capital Improvement Projects.

Provides financial accounting support pertaining to the above programs, including the following:

1. Extracts financial data from various central accounts and general ledger reports and sorts and accumulates this information for program management.
2. Serves as a resource for fiscal related Federal and State program rules and regulations.
3. Assists other branches and offices in preparing financial reports and in monitoring accounts and appropriations.

Payroll and Disbursement Unit

Under DBEDT oversight, the Payroll and Disbursement Unit is responsible for accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the following programs and functional areas:

- Disbursing Fund, including petty cash;
- Equipment rental and equipment funds;
- Payroll functions;
- Asset (inventory) management;
- Allocation Fund; and
- Accounts payable functions for all of HHFDC's allocated costs.

Provides financial accounting support pertaining to the above programs, including the following:

1. Extracts financial data from various central accounts and general ledger reports and sorts and accumulates this information for program management and Federal and State reporting purposes.

2. Serves as a resource for fiscal related Federal and State program rules and regulations.
3. Assists other branches and offices in preparing financial reports and in monitoring accounts and appropriations.

Budget Section

The Budget Section is responsible for HHFDC's budget planning, execution and monitoring matters. The Budget Section operates within the framework of statutory authorizations, Federal and State requirements, executive branch rules, policies and directives, and departmental policies and procedures. Advises and provides technical assistance to HHFDC personnel on the preparation of program and financial plans and budget requests. Coordinates budget planning, development, execution and monitoring activities of all programs within HHFDC.

1. Coordinates, reviews, analyzes and makes recommendations on HHFDC's multi-year program and financial plans and budget requests, variance reports and program structure.
2. Consolidates/compiles the overall budget request for HHFDC for submittal to the DBEDT Director.
3. Reviews, analyzes, evaluates, and monitors the expenditures of programs in order to assure conformance with the authorized fund allocations and makes recommendations relating to the allocation, reallocation or restriction of resources.
4. Reviews, analyzes, evaluates and makes recommendations on requests to fill, establish or abolish positions.
5. Reviews the status of each housing project and provides status reports for the Dwelling Unit Revolving Fund (DURF) in coordination with the Development Branch for the Chief Financial Officer (CFO), Executive Director, and Board of Directors. Apprises the CFO of delays or changes to housing projects which may have an impact on the DURF.
6. Monitors requests for release of funds for housing projects and ensures that the requests are acted upon in a timely manner to prevent increased project costs due to delays in the release of funds.
7. Advises and provides training and technical assistance in preparation of HHFDC's program and financial plans and budget requests, variance reports, program structure and expenditure plans.

8. Coordinates and prepares responses to the Legislature on budget/fiscal matters via appropriate HHFDC/DBEDT chain of command.
9. Monitors the overall budget status of HHFDC and of each branch and office on a monthly basis and apprises the appropriate management official of issues/concerns when deemed necessary.
10. Prepares regular and special reports on the status of the budget.
11. Monitors appropriations, allotments, expenditures and encumbrances and recommends appropriate action before funds are lapsed.
12. Assists in preparing short and long-term resource estimates, requirements and/or projections for the various programs within HHFDC.
13. Coordinates preparation and submittal of budget testimonies to legislative committees.
14. Participates in budget presentations given to the Board, Legislature and/or other interested persons.

DEVELOPMENT BRANCH

This Branch provides overall administration for development, construction administration and technical assistance projects which are assisted by HHFDC or developed on its own behalf to increase housing opportunities for low- and moderate-income households, elderly and special needs groups. Provides architectural and engineering review, inspection services, development tools and financing assistance to eligible developers and contractors for the development, modernization, capital improvement, and repair and maintenance of existing facilities.

Clerical Services Staff

1. Responsible for typing, duplicating, filing, collating, stapling, binding services, and operation of various office equipment.
2. Receives, sorts and distributes daily mail, requisitions appropriate office supplies, prepares travel reports, prepares/processes personnel forms and reports, and maintains records and files.
3. Receives and routes phone calls and provides other office support functions as required and/or requested.

Development Section

This Section develops, re-develops, constructs or facilitates the development and

construction of workforce and affordable for-sale or rental housing and supportive infrastructure through the administration of programs and resources under its responsibility with eligible developers or on its own behalf. Encourages private developers to develop affordable housing in the State of Hawaii. The section also supports and manages prior infrastructure improvements still under HHFDC ownership in the Villages of Kapolei and in Waiahole Valley; provides architectural and engineering review; assists with quality control; assists with conformance to plans and specifications; and monitors compliance with applicable Federal and State wage determinations.

Development Units I and II

1. Administers the development and maintenance of supportive infrastructure and housing projects under the various housing programs.
2. Provides services to accomplish the purchase and/or the development of real property and construction of dwelling units by itself; on behalf of the State or the counties; or in collaboration with qualified government agencies, qualified developers, non-profits and contractors.
3. Reviews and considers land studies and project proposals in conjunction with other branches and offices in HHFDC; evaluates and recommends approval or disapproval of such proposals.
4. Accepts, reviews, processes and recommends for approval or disapproval affordable housing proposal applications submitted under HRS 201H, as amended, and/or any other housing development powers that may be conferred by State Legislature.
5. In coordination with the Finance Branch, reviews financing alternatives for specific projects and makes recommendations to provide interim construction loans, mortgages or acquisition funds to developers, non-profits or contractors.
6. Evaluates housing development loans under the various financing programs in conjunction with the Finance Branch.
7. Administers, monitors project and contract compliance with applicable laws, ordinances, rules and standards including Federal Labor Standards provisions and applicable Federal and State wage determinations and program requirements as it relates to construction.
8. Pursues and coordinates with Federal, State and County agencies, regarding funding and administration of such funds for development purposes.
9. Administers, monitors and coordinates all phases of the development of projects, including but not limited to, general development matters, preparation of

Requests for Proposals (RFP) and recommendation on the RFPs, community review and acceptance, State or County land use entitlements, governmental approvals, development or loan agreements, procurement, preparation of design and construction contracts, construction administration, maintenance of infrastructure, dedication of infrastructure, project fund management, and warranty and inspection services.

10. Maintains communication concerning affordable housing development with Federal, State, County agencies, private firms and community groups concerned with the environment, housing programs, land, finance, physical planning and construction. Responds to any development inquiries, complaints and requests for information.
11. Analyzes the cash flow position of designated projects and prepares necessary reports regarding the project funds, indicating projected income and disbursements; validates the source and availability of funds to exercise control of the disbursement of funds upon appropriation or once loans are made; determines availability, and obtains assurance of the source of funds.
12. Coordinates with the Planning, Evaluation, and Compliance Branch to obtain demographics and market data to develop detailed plans and to identify resources required to meet projected housing needs and provides assistance in developing forecasts on HHFDC's housing production.
13. Performs or causes to be performed detailed planning of selected housing sites and master planning of larger parcels of land, including but not limited to, infrastructure development and community redevelopment.
14. Encourages rental and for-sale affordable housing by private developers and non-profits by providing assistance and tools in the form of expedited governmental reviews, general excise tax (GET) exemptions, exemptions from statutes, ordinances and governmental rules as allowed by law.
15. Works with counties in establishing regional infrastructure subaccount within DURF. Provides project oversight for planning, designing, and constructing state regional infrastructure. Works with the private sector in infrastructure improvement projects that support development of affordable housing projects.

Development Support Unit

This unit primarily supports and manages prior infrastructure improvements still under HHFDC ownership in the Villages of Kapolei and in Waiahole Valley. Ongoing repair and maintenance and possible future dedication of such improvements are key responsibilities. This section also acts as the property manager for various HHFDC owned remnant parcels which may or may not have future development potential. This unit also provides architectural and engineering review; assists with quality control;

assists with abatement of hazardous materials (i.e. Lead-Base Paint (LBP) and Asbestos Containing Materials (ACM), etc.); assists with meeting accessibility requirements for HHFDC's new projects; and assists with the modernization, repair, and maintenance of existing projects assisted by HHFDC. Assists with the conformance with plans and specifications; compliance with applicable laws, ordinances, rules and standards; coordinates with the appropriate branch/section or office in HHFDC and monitors compliance with Federal Labor Standards provisions and applicable Federal and State wage determinations, and other Federal and State program requirements, as it relates to construction.

1. Reviews and provides recommendations on constructions plans, specifications, products, proposals, bid submissions, contracts, change orders, and other related proposals through all stages of planning, development, construction and warranty.
2. Reviews plans and specifications for HHFDC's compliance with applicable laws, ordinances, rules and standards, and maintains HHFDC's plans and specifications for housing projects.
3. Reviews, assists or prepares cost estimates for construction, repair and maintenance of assigned projects.
4. Assists HHFDC in reviewing work of architects, engineers, or other consultants in the preparation of construction plans and specifications, studies and reports for assigned projects. Prepares graphics, construction plans, specifications and contracts for HHFDC within its capacities.
5. Assists with site analysis and infrastructure investigation.
6. Assists other branches and sections in HHFDC with the preparation, implementation or administration of master plans, design guidelines, and declaration of covenants, conditions and restrictions (CC&Rs), U.S. Environmental Protection Agency (EPA) compliance, etc.
7. Provides architectural and engineering support in terms of investigation, analysis, and recommendations for correcting various deficiencies and maintenance requirements at projects Statewide in coordination with the other branches in HHFDC.
8. Establishes standards for design and construction for HHFDC's projects or projects assisted by HHFDC and provides design support to HHFDC.
9. Assists other branches and offices in HHFDC with the administration of construction contracts for all new development, maintenance, repair, rehabilitation, replacement and hazardous materials projects to ascertain that all work generally complies with the intent of the plans and specifications and

applicable laws, ordinances, rules and standards; reviews and evaluates change orders for conformance to contract requirements.

10. Conducts or causes to be conducted, researches on housing materials, designs, and technology and develops the means for applying the findings of such investigation to HHFDC's designated projects.
11. Monitors compliance with Federal Labor Standards provisions and applicable Federal and State wage determinations, and other Federal and State program requirements, if applicable, as it relates to construction.
12. Assists other branches and offices in HHFDC with the collection of and management of construction documentation.

Provides support on the development of projects, including but not limited to, general development matters, preparation of Requests for Proposals (RFP) and other contract related requirements, and planning for selected housing sites and master planning of larger parcels of land, including but not limited to, infrastructure development and community redevelopment.

Real Estate Services Section (RESS)

This Section oversees the following programs: Lease Renegotiation, Extension, and Leased Fee Interest Sales; New Sales, Repurchases, Waiver of Repurchase, Resale and Rental of HHFDC-owned units pursuant to Sections 201H-47 thru -51, inclusive, Hawaii Revised Statutes (HRS), as may be amended; Foreclosure, Consent and/or Subordination to Mortgage, and Transfer of Title; Use, Sales and Transfer Restrictions ("Buyback"), Shared Appreciation Equity (SAE), Deferred Sales Price, and other HHFDC subsidy programs.

Land Ownership Unit

1. Administers HRS Chapters 516 (Mandatory Lease Fee Conversion) and 519 (Arbitration of Lease Rent Renegotiation), related to various leasehold lands in accordance with applicable statutes, rules and regulations.
2. Recommends changes for approval by upper management to existing Hawaii Revised Statutes, Hawaii Administrative Rules and Agency Policies in relation to sales functions. Upon approval, works directly with the Planning, Evaluation and Compliance Branch to provide the language and written justification for the change.
3. Develops and reviews proposed legislation relative to leasehold land programs. Prepares appropriate testimony for use by HHFDC in appearing before legislative committees.

4. Coordinates with attorneys in developing briefs, memorandums and affidavits for support of condemnation litigation.
5. Prepares periodic reports on progress/status of functional activities and projects.
6. Reviews and processes all complaints from lessees and/or lessors relative to alleged noncompliance of Land Reform statutory requirements. Arranges for and conducts investigations, as necessary, to resolve complaints. Initiates investigations of suspected violations of Land Reform statutory requirements and coordinates with the Housing Information Office as appropriate.
7. Conducts and coordinates lease to fee options through documentation, recordation and closing.
8. Conducts negotiation, arbitration and sale proceedings for lease rent, extension of lease and sale of HHFDC's leased fee interest in accordance with established procedures and professional practices associated with those proceedings.
9. Monitors, coordinates and supervises all activities to collect lease rent obligations due HHFDC under the lease program.
10. Furnishes information, orally and in writing, on announced policy of HHFDC and interpretations of State and Federal Laws and regulations as they relate to the Unit functions to ensure compliance with governing laws, regulations, directives and procedures.
11. Assists in all areas of RESS, as needed, including assignments related to the Sales Unit.

Sales Unit

1. Administers and coordinates the sales of HHFDC sponsored projects involving new sales, repurchases and resale.
2. Reviews and approves all applications received from prospective purchasers regarding HHFDC's eligibility requirements and prepares a drawing selection list based on priorities established by applicable statutes, administrative rules and/or current HHFDC policies.
3. Originates and reviews documentation for sales contracts, leases, deeds, escrow arrangements, deferred sales agreements, listing contracts, rent options and agreement of sales to ensure compliance with applicable statutes, administrative rules and/or current HHFDC policies.
4. Conducts public drawings, informational sales meetings, and coordinates on-site inspections for sales agents and prospective purchasers.

5. Coordinates functions of sales agents, mortgage lenders, appraisers, escrow, and attorneys to consummate the sale of closing of units in a timely manner.
6. Analyzes and evaluates all requests for repurchase of units to determine feasibility to waive or exercise HHFDC's option to repurchase.
7. Accumulates pertinent data and formulates sales analysis in order to establish resale prices that are affordable and consistent with HHFDC's policies.
8. Reviews, coordinates, computes and supervises all requests for consent to mortgage and if applicable, subordination (defer payment) of the Shared Appreciation Equity Program; and transfer of title in accordance with the respective buyback or shared appreciation restrictions.
9. Monitors, coordinates and supervises all activities to collect obligations due to HHFDC under the Deferred Sales Price Program, Shared Appreciation Equity Program and other HHFDC subsidy programs.
10. Oversees and monitors owner occupancy restrictions, buyback restrictions and the Shared Appreciation Equity Program; responds to all subsequent inquiries.
11. Furnishes information, orally and in writing, on announced policy of HHFDC and interpretations of State and Federal laws and regulations as they relate to the Unit functions to ensure compliance with governing laws, regulations, directives and procedures.
12. Assists in all areas of RESS, as needed, including assignments related to the Land Ownership Unit.
13. Assists Development Units 1 & 2 with their Requests for Proposals, Development Agreements and Dwelling Unit Revolving Fund Agreements and analysis of affordable sales prices.
14. Approves or rejects recommendations for filing of State liens (i.e., regular or land court) to protect the State's interest. Also, approves or rejects recommendations for the release of said liens.

FINANCE BRANCH

This Branch provides the overall administration of the various housing financing programs of HHFDC including the issuance of tax exempt and taxable private-activity bonds to finance mortgages, and the construction and/or acquisition of rental housing projects. The Branch reviews requests for the financing of specific projects and makes recommendations on the provision of loans and grants to developers, non-profits, and contractors.

Clerical Services Staff

Provides typing, duplicating, filing and other clerical duties for the Finance Branch.

1. Provides word processing and typing services.
2. Provides copying, duplicating, collating and stapling/binding services through use of various office equipment.
3. Receives, sorts and distributes the daily mail.
4. Maintain databases of applicant and application data.
5. Proof, edit, route memos and correspondence.
6. Assist with routing of materials and correspondence with other State agencies.
7. Requisitions appropriate office supplies.
8. Prepares travel reports.
9. Prepares/processes personnel forms and reports; maintains appropriate related files.
10. Receives phone calls, and routes calls to appropriate parties.
11. Provides other office support functions as required and/or requested.

Single-Family and Federal Program Section

This Section manages and administers the single-family loans, including the Hula Mae Single Family loans; the Mortgage Credit Certificate (MCC) Program; the federal housing programs, such as the HOME Investment Partnerships Program, the HOME-American Rescue Plan Program, and the Housing Trust Fund; the federal Homeowner Assistance Fund; and the State's Affordable Housing Revolving Fund. This section oversees the administration of these programs and ensures their compliance with Federal and State statutes.

Multi-Family Section

The Multi-Family section provides assistance to developers/owners of rental projects in the financing of the construction or rehabilitation of multi-family housing projects.

1. Issues tax-exempt revenue bonds in the national marketplace to provide below market interest rate financing for construction and/or acquisition of

rental projects that will be owned and operated by the private sector or by HHFDC pursuant to Chapter 201H, HRS; utilizes the services and coordinates the activities of a team of investment bankers, bond counsels, bond trustees, mortgage insurers, mortgage lenders, servicers, housing management companies, other State agencies and escrow agents. Forecast annual bond allocation against amount of bonds awarded.

2. Administers the allocation of tax credits under the Low-Income Housing Tax Credit Program created by the Tax Reform Act of 1986 and governed under Section 42 of the Internal Revenue Code. These tax credits provide a dollar-for-dollar reduction in the taxpayer's federal income tax. Evaluates project applications and makes recommendations to the Board with respect to awarding of tax credits. Ensures awarded projects comply with all applicable Federal and State statutes.
3. Monitors the progress of construction, completion, final cost certification and lease-up of projects to comply with Federal and State statutes.
4. Administers the Rental Assistance Program ensuring complete documentation, contract compliance and ensuring adequate funds for making subsidy payments. Program is no longer actively funded and is only in a maintenance status.
5. Administers Rental Housing Revolving Fund Loan Program which provides low-interest interim and permanent financing for affordable rental projects. Completes all documentation and monitors construction and draw requests for compliance with all applicable requirements.
6. Administers numerous other special financing programs which require evaluating rental project proposals, consulting with developers and evaluating requests for modification of terms to project awards. Ensures compliance with all requirements of the financing documents.
7. Assists the Development Branch with project evaluation for RFPs or new proposals as requested.

Common Functions of the Single-Family and Federal Program Section and the Multi-Family Section

1. Administers other special programs as assigned by the Hawaii State Legislature, which involves developing administrative rules, procedural manuals, forms and documents, as well as meeting with the lending community, governmental agencies and the public to ensure the program addresses the specific need.

2. Assists the Finance Manager in formulating policies and guidelines for financing programs and rental assistance and assists in seeking program improvements with State and Federal legislative bodies.
3. Assists in developing and implementing financing programs ensuring compliance with bond indentures and State and Federal rules, regulations and guidelines.
4. Prepares annual operating and various program budgets. Prepares reports and participates in State or Federal audits as they arise.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

STRATEGIC INDUSTRIES DIVISION PRESENT FUNCTIONAL STATEMENT

The Strategic Industries Division supports statewide economic development, efficiency, productivity, and diversification by promoting, attracting, and facilitating the sustainable development of Hawaii's energy, environmental, and science & technology-based industries and resources.

The Division directs the activities of its three branches -- the Energy Efficiency Branch, Energy Policy and Planning Branch, and Science & Technology Branch. The Administrator plans, organizes, coordinates, evaluates, and reports on Division activities and participation in State and Federal programs conducted by the branches. The Division provides staff support to the Director of the Department of Business, Economic Development, and Tourism in the Director's statutory role of Energy Resources Coordinator.

Division programs are coordinated with activities at the University of Hawaii, the State's High Technology Development Corporation (HTDC), Pacific International Center for High Technology Research (PICHTR), Natural Energy Laboratory of Hawaii Authority (NELHA), the U.S. Departments of Energy and Commerce, and the U.S. Environmental Protection Agency. In addition, the Division works closely with other State agencies, especially the Public Utilities Commission, the Consumer Advocate, State Civil Defense, the Departments of Land and Natural Resources, Agriculture, and Health, and other relevant public and private organizations. It also collaborates with County economic development agencies and local economic development boards.

Division activities are funded by State and Federal funds that are often leveraged by additional non-state funding in the form of competitively awarded grants and public-private partnerships.

ENERGY EFFICIENCY BRANCH

The Energy Efficiency Branch plans, develops, implements, and evaluates programs, projects, and activities contributing to the State's statutory energy self-sufficiency and efficiency objectives, which also enhance economic efficiency and productivity. The branch ensures that its energy efficiency, conservation, and renewable energy programs comport with State energy policy objectives and are consistent with objectives of the State Energy Program funded, supported, and directed by the U.S. Department of Energy.

In coordination with the Science & Technology Branch, and the Energy Planning & Policy Branch, and in relevant functional areas of the branch, supports strategic partnerships and innovative programs that bring industry, government and research institutions together to collaborate and leverage state funds and partners' resources to develop, diversify and grow Hawaii's economy. Seeks opportunities and prepares proposals for federally- and industry-funded programs and projects in relevant functional areas of the branch; leveraging of state funds to be sought as a priority. Provides technical assistance in the branch's functional areas to support the Division's participation in relevant policy proceedings.

Branch program areas include, but are not limited to: energy efficiency codes and standards; energy efficiency, conservation, and renewable energy in State and other government buildings; facilities, and procurement; energy efficiency, conservation, and renewable energy in private and non-profit sector buildings, facilities and energy-consuming processes/activities; sustainable building design, planning, and construction; environmentally preferable product promotion; and recycling and remanufacturing of used materials. Key activities include the following:

Renewable Energy Functions. In coordination with the Energy Planning and Policy Branch, proposes, plans, conducts, and reports on results of activities to increase the use of indigenous, sustainable renewable and alternate energy, including the following:

1. Participates in renewable and sustainable energy evaluation and demonstration projects, outreach, and other activities to promote technically, economically, and environmentally feasible projects.
2. Supports State and County transportation planning efforts through recommendations for cost-effective energy efficiency transportation system management measures and alternative transportation fuels and modes.
3. Administers the State's alternate fuels program, encouraging cost-effective use of indigenous fuel feedstocks (e.g., ethanol and biodiesel), pursuant to State laws and regulations (e.g., Chapter 486J-10, HRS), and monitors and reports compliance with requirements established therein.

Energy Efficiency and Conservation Functions. Proposes, plans, conducts, and reports on results of energy efficiency and conservation programs. Provides advice and assistance to the general public, private and non-profit sectors, and to public agencies on energy efficiency and conservation, demand-side management (DSM), and renewable energy projects. These energy efficiency and conservation activities include the following functions:

1. Works with design professionals, the building industry, and county officials to update and implement the Model Energy Code for commercial buildings and residential dwellings and to install energy efficient technologies.
2. Promotes the adoption of energy efficiency practices and technologies in governmental agencies and the private sector.
3. Provides professional and technical advice and assistance to public building management in developing and implementing energy efficiency programs and practices.
4. Monitors, evaluates and reports on the effectiveness of utility DSM programs.
5. Develops partnerships and networks with the public and private sectors and community organizations to provide information and education on energy efficiency.

Recycling Functions. Provides advice and assistance on use and procurement of environmentally preferable and recycled and recycled-content products and materials, develops and expands markets for recycled content products.

Clerical Services Function. Provides clerical, stenographic, typing and other administrative support services to the Branch's staff and other authorized programs.

ENERGY PLANNING & POLICY BRANCH

The Energy Planning & Policy Branch creates, develops, implements, and evaluates comprehensive integrated energy development plans; energy data collection, analyses, and forecasting; and contingency plans to protect critical energy systems and effectively deal with energy crises. Advocates diversification of the State's energy resource portfolio, market-based development of cost-competitive indigenous energy sources and advanced energy technologies. Coordinates programs and projects to ensure they comport with State energy policy objectives and are consistent with objectives of the State Energy Program funded, supported, and directed by the U.S. Department of Energy.

Coordinates policy analysis and development activities of the Division. Provides technical assistance to support the Division's participation in relevant policy proceedings. Provides statistical research and technical reference services to Division. Integrates legislative coordination for the Division.

In coordination with the Science & Technology Branch, and Energy Efficiency Branch, other public and private energy organizations, supports strategic partnerships and innovative programs to collaborate and leverage State funds and partners' resources to develop, diversify and grow Hawaii's economy in relevant functional areas of the branch; e.g., conventional energy supply-side resource options and advanced energy system technologies with emphasis on those with the most promise to commercially capitalize on the sustainable development of indigenous energy resources of Hawaii, and the most sustainable use of fossil fuels on the market; promotes Hawaii as the best location to conduct energy related sustainable economic development activities and enterprises; and develops proposals for appropriate incentives for sustainable energy development in Hawaii.

Conducts assessments of economic, social, and environmental impacts of strategic targeted energy supply programs and objectives; conducts analyses and long-range assessments of conventional and advanced energy resources to ensure sustainable resource development. Conducts analyses of existing and proposed alternate and conventional energy supply-side resource programs and projects; evaluates analyses done by others; makes recommendations on programs which represent the most effective allocation of research and development, operating, and CIP funds.

Energy Planning and Policy Functions. Provides professional staff services in support of the DBEDT Director's statutory role and responsibilities as State Energy Resources Coordinator, for statewide energy management and development, and the State Energy Program (SEP) objectives, and to achieve the State's sustainable statewide economic diversification and development objectives. Activities include the following:

1. In accordance with Chapter 196D and Chapter 226, HRS, prepares comprehensive energy plans, including the Hawaii Energy Strategy program activities, and forecasts of energy supply and demand using advanced computer models of the state's energy systems and economy.
2. Promotes and facilitates commercial development of distributed energy resources (DER) and other advanced sustainable energy technologies.
3. Assesses impacts of changes in energy supply and demand on global, national, and State levels, and recommends appropriate State and private sector actions.

Advanced Energy Technology and Resources Functions. Develops plans and programs for the sustainable development and use of Hawaii's energy supply-side resources; assesses, develops, and makes recommendations for cost-effective, sustainable development of Hawaii's indigenous renewable energy resources.

1. Administers programs such as the Pacific Regional Biomass Energy Partnership and GeoPowering the West, and hydrogen projects to promote the use of renewable energy resources with focus on technology innovation.
2. Identifies appropriate Hawaii renewable energy resources and relevant application technologies through assessments and analyses to facilitate project demonstration and commercial development.
3. Coordinates education and outreach activities with counties, private sector, research, and other government agencies to establish and maintain cooperation on projects of shared interest.
4. Identifies, plans and manages technical assistance projects to support the development of innovative renewable energy projects by government and the private sector.

Emergency Energy Preparedness and Homeland Security Functions. In accordance with Chapter 125C, HRS and in coordination with other government and private agencies and organizations, develops, maintains, exercises, and in the event of an actual energy emergency implements, with augmentation by additional staff as may be required, the State's statutory energy emergency preparedness plans. Formulates and recommends plans, policies and procedures for fuel allocation and distribution to be implemented in the event of a declared energy emergency, and conducts daily operations of the State Emergency Fuel Set-Aside Office.

1. Supports State Civil Defense (SCD), pursuant to Chapter 128, HRS, in the event of an emergency or a Homeland Security threat. Conducts State-level Emergency Support Function #12 - Energy, and under direction of SCD, compiles and analyzes data and information for preparation of emergency situation reports relating to energy, fuels and critical energy infrastructure facilities.
2. Maintains up-to-date information on procedures for Hawaii's emergency access to national and international petroleum stockpiles during fuel market disruptions; provides staff assistance to obtain fuel from the U.S. Strategic Petroleum Reserve, and proposes other mechanisms meet Hawaii's emergency fuel needs.
3. Supports efforts to establish an industry based on strategic advantages for homeland security within the Asia Pacific region.

Energy Data Monitoring Function. Provides staff services in support of the DBEDT Director's statutory role and responsibilities as State Energy Resources Coordinator, and the Division's programs, projects, and activities by compiling, evaluating, and disseminating data and information on fuel supplies, energy savings, energy demand and supply. In accordance with relevant laws, rules and regulations, gathers, analyzes, and reports petroleum and fuel supply, production, demand, storage, transport, and price data.

Clerical Services Function. Provides clerical, stenographic, typing and other administrative support services to the Branch's staff and other authorized programs.

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT,
AND TOURISM
HAWAII TECHNOLOGY DEVELOPMENT CORPORATION
FUNCTIONAL STATEMENT**

PRESENT

The Hawaii Technology Development Corporation (HTDC) is a state agency. Its mission and function are to plan and implement programs to facilitate the growth and development of the commercial high technology industry in Hawaii. The Corporation develops and manages technology parks, buildings, and economic development programs, promotes and markets Hawaii as a site for commercial high technology activity, and provides business development assistance for early-stage technology companies. To adapt to the changing needs of technology companies, the Corporation also collects and analyzes information on the state of commercial high technology activity in Hawaii and provides advice on policy and planning for technology-based economic development. There are four offices and two branches of the Corporation which serve to implement the core mission and purpose of the Corporation.

OFFICE OF EXECUTIVE DIRECTOR

- Manages Corporation personnel and carries out day-to-day operations of the Corporation.
- Develops and executes strategic direction that accomplishes the Corporation's mission, goals and objectives. Advises and communicates regularly to the Corporation's Board of Directors on the direction and progress of the Corporation's goals and strategic plans.
- Represents the Corporation and its Board of Directors before industry, academia, and government on tech-based economic development policies and practices.
- Adopts and maintains bylaws, administrative and development rules for the organization and internal management of the Corporation and its projects, programs, real property and facilities.
- Reports to the Governor of the State of Hawaii and to the Hawaii State Legislature annually on the Corporation's activities.

TECH-BASED ECONOMIC DEVELOPMENT OFFICE

- Creates an environment that supports technology-based economic development, including providing policy analysis and information important to the development of high technology activities in Hawaii.
- Collaborates and coordinates its efforts with other public and private agencies and organizations involved in stimulating technology-based economic development in Hawaii.
- Initiates and collaborates to resolve issues facing the growth of commercial high technology activities such as workforce development, entrepreneurial culture, availability of capital and technical expertise, rules and regulations, etc.
- Develops programs to support startup and existing high technology companies in Hawaii and to attract new companies to relocate or establish operations in Hawaii by assessing the needs of these companies and providing the physical and technical infrastructure to support their operations. Provides critical business development services, incubation and business mentoring to startup and existing businesses in the technology sector.
- Promotes and markets Hawaii as a site for commercial high technology activity.
- Implements new projects created by the Office of the Executive Director and coordinates the efforts of other Corporation offices and branches.

- Administers the business Accelerator program. Provides assistance to private organizations providing training and funding to startups. Collects and measures the progress of startups supported by the accelerators.
- Sponsors activities and events that support the growth of the tech sector.
- Provides creative and technical support for Corporation's information technologies, telecommunications, Internet and Web-Based programs and facilities.

INNOVATION PROGRAMS DEVELOPMENT BRANCH

- Attracts new funds to implement tech-based economic development programs in Hawaii. Administers and manages federal programs that support Hawaii's innovation infrastructure by assisting tech firms that develop new technologies or use technology to become a more globally competitive business.
- Administers and implements the federal NIST Manufacturing Extension Program (MEP). Provides specialized direct consulting services to small and medium size manufacturers. Deploys methodologies and industry technologies developed by the federal government to local manufacturers in need.
- Administers the Hawaii Small Business Innovation Research (SBIR) Grant program, Hawai'i Small Business Technology Transfer (STTR) Grant program, and the Phase 0 Technical Assistance Grant program. Maintains relationships with eleven federal agencies responsible for administration of federal SBIR and STTR grant programs to increase funding opportunities for Hawaii research companies developing potential commercial products.
- Administers the Manufacturing Assistance matching grant Program (MAP) providing reimbursement grants to manufacturers to make them more competitive.
- Finances, conducts, or cooperates in the financing of business and financial investigations including grants, loans, start-up and expansion capital, loan guaranty, loans convertible to equity, equity charged and received by the Corporation, and other forms of assistance.
- Provides staff support to the HTDC Board of Directors Federal Projects Committee.
- Provides staff support to the Office of the Executive Director particularly when the HTDC Executive Director is on travel or away from the office.

HAWAII CENTER FOR ADVANCED TRANSPORTATION TECHNOLOGIES BRANCH

- Administers and implements the Hawaii Center for Advanced Transportation Technologies (HCATT), a federal program funded by the Air Force.
- Conducts high-value alternative energy research and development identified as high national importance. Maximizes local business opportunities with national energy initiatives. Coordinates with the Hawaii State Energy Office on the priorities for the state.
- Establishes Hawaii as a leader in transportation energy solutions such as the hydrogen fuel station for military vehicles on base.
- Demonstrates innovative renewable energy test-bed projects for the Federal Department of Defense.
- Collaborates with county, state, and local industry on transportation initiatives to reduce reliance on fossil fuel and provides advice on national programs of which HCATT is a member.

PROJECT DEVELOPMENT OFFICE

- Formulates and identifies plans, strategies, objectives, and implements tech-based economic development projects including developing technology industrial projects (incubation and innovation centers and parks) on behalf of the State and for non-state entities.
- Utilizes statutory powers of the Corporation (e.g. acquire, own, lease, clear, hold, improve, and rehabilitate real, personal, or mixed property and assign, exchange,

transfer, convey, lease, sublease, encumber, contract, etc.) to develop technology projects for the public's benefit.

- Issues special purpose revenue bonds and special facility revenue bonds, pursuant to Chapter 206M, HRS, and with the approval of the Governor of the State of Hawaii, to finance the cost of technology projects.
- Serves as Corporation's government affairs liaison and assists the HTDC Executive Director with legislative initiatives. Assists the HTDC Executive Director with strategic planning and new initiatives of the Corporation.

STRATEGIC DEVELOPMENT PROGRAMS BRANCH

- Plans and implements programs to develop Hawaii's venture capital industry to support the expansion of new businesses and technologies for the purpose of economic diversification.
- Takes all actions, as authorized by Chapter 206M, HRS, to provide for the development of partnerships with the private sector to form new sources of investment capital for emerging businesses.
- Develops and executes contracts and all other instruments necessary or convenient for the exercise of powers and functions authorized under Chapter 206M, HRS.
- Adopts administrative rules necessary to effectuate Chapter 206M, HRS, in connection with the programs of the Corporation,
- Invests public funds in privately managed seed-capital funds, venture capital funds, merchant banks, or funds-of-funds leveraging private sector capital for investment in emerging growth businesses.
- Plans and implements entrepreneurial development seminars and venture capital conferences to assist businesses in attracting investment.
- Plans and stages investor seminars for institutions and high net worth individuals to inform them of investment opportunities in Hawaii.
- Develops networks in Hawaii, the US Mainland, and abroad to expand access to new investment sources.
- Assists the University of Hawaii and other public and private agencies develop programs for capital access by scientists and entrepreneurs.
- Works with entrepreneurs to assist in business plan development, accessing of various financial sources.

FISCAL OFFICE

- Maintains fiscal solvency within approved budgets and guidelines set by the Corporation and administrative State departments (Business, Economic Development & Tourism, Budget & Finance, Accounting & General Services, Attorney General), and the Legislature.
- Provides administrative services support including establishing administrative policies and procedures, preparing budgets and capital improvement program plans, purchasing and procurement, fiscal reporting, inventory, and audits.
- Oversees grant reporting and compliance of Corporation's federal funded programs.
- Coordinates with and provides information to State departments' administrative and fiscal staff.
- Trains and supports Corporation staff on external and internal policies and procedures to effectively accomplish administrative tasks related to projects and programs of the Corporation.
- Provides staff support to the HTDC Board of Directors Finance Committee.

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
TOURISM**

**HAWAII TOURISM OFFICE
PRESENT FUNCTIONAL STATEMENT**

As a staff office to the Office of the Director formulates long range tourism policy; administers programs and activities to foster and sustain a healthy tourism industry for the State; develops and monitors implementation of the Strategic Tourism Plan; coordinates research, planning, developmental and promotional activities with the private sector; and develops and implements the State's marketing and promotional plan and efforts. Monitors the economic, social and physical impacts of tourism on the State.

- Focuses its efforts in tourism policy formulation, coordination, assessment and evaluation, and implementation of product oriented policies and projects in the Strategic Tourism Plan and contracts the specialized functions of tourism marketing to outside entities.
- Administers and monitors State appropriations for tourism development and promotion; administers and monitors contracts with public and private organizations involved in carrying out programs and activities to assist in meeting the State's objectives.
- Coordinates and works closely with other governmental agencies, committees, task forces, community groups and industry representatives in addressing tourism problems and issues; works with travel industry organizations and associations; establishes public information programs and monitors complaints about Hawaii's visitor industry.

Tourism Policy, Planning & Development Section

- Develops and implements long-range strategic plans. Identifies issues, develops recommendations, methodologies and approaches, scope and coverage, components, and resources required for various phases of the strategic planning process. Focuses on "demand driven" issues.
- Works to eliminate or reduce barriers to travel in order to provide a positive and competitive business environment.
- Develops and implements major tourism promotion, marketing and advertising programs and projects associated with the strategic plans.
- Develops recommendations for the terms and conditions of the tourism promotion and development contract with the Hawaii Visitors Bureau (HVB). Manages major marketing contract with the HVB.
- Obtains information on the number of travelers, traveler/trip characteristics, economic impact data, motivational information, market intelligence and forecasts.

Tourism Product

- Identifies product development and diversification issues. Establishes new or enhances existing programs in health tourism, cultural tourism, educational tourism, business tourism, eco-tourism and other tourism product "supply driven" programs. Provides opportunities to work with the visitor industry and private sector to coordinate development of new products.
- Compiles and analyzes data on a wide variety of factors about the visitor industry, develops work plans for research projects, including project objectives, work schedules and resources to be committed to the project. Focuses on economic, social and physical impacts, carrying capacities, and product development issues.

- Monitors various tourism-related education, training and career development programs in order to provide feedback to government and industry officials and relay any input to the respective programs
- Communicates information designed to keep the public, visitor industry and private sector informed of tourism issues. Facilitates discussion with committees, community groups and industry representatives in addressing problems and issues of the visitor industry.

Sports Development

Supports the sports industry, sports activities and sporting events in Hawaii.

- Seeks and solicits new sports opportunities for Hawaii, analyzes sports proposals and events for the economic impact on Hawaii's economy and makes recommendations on the benefits to the State; coordinates and works with governmental agencies, the HVB, and the private sector to maximize the benefits of major sporting events.
- Provides information, assistance and advice to event promoters and/or sponsors on government licensing and permit processing requirements and procedures.
- Maintains a detailed survey of available sports facilities in the State and develops a priority list of facilities required to establish Hawaii as a major sports center.

Clerical Services

Provides clerical, stenographic, typing and other administrative support services to the Office's staff.

- Provides receptionist, mail, and other clerical functions to facilitate the work of the Office.
- Maintains files of the Office and obtains materials from files needed by staff.
- Makes arrangements for purchase of services, supplies, and equipment; facilitates payments of bills for services and goods received by the Office.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

NATURAL ENERGY LABORATORY OF HAWAII AUTHORITY

FUNCTIONAL STATEMENT

PRESENT

Provides resources and facilities for energy and ocean-related research, education, and commercial activities to further enhance continued research, development, and economic diversity in Hawaii.

- In accordance with the provisions of Hawaii Revised Statutes Chapter 227D establishes, manages, and operates facilities of the Authority.
- Provides support, utilities, and other services to facility tenants and government agencies.
- Constructs and maintains the physical structure of the facilities.
- Promotes and markets the facilities.
- Promotes and markets the reasonable utilization of available natural resources.
- Provides for community outreach and recreational and educational resources.
- Promotes commercial applications at the facilities of successful and viable research and development projects.

Executive Section

- Provides primary point of contact, interface, administrative support and development for the Authority on leasing, potential tenants, and existing tenant relations.
- Develops strategic relationships and interacts with individuals, government agencies, community and special interest groups, commercial enterprises, and contractors.
- Provides complete administrative and legal support for all areas of leasing, tenant applications, and historical data.
- Provides marketing, social media, website, public relations services and responds to requests for information and documentation.
- Provides administrative support for the Authority and administers DBEDT personnel programs and provides advice and assistance in personnel matters.
- Processes personnel transactions, disseminates personnel information, and maintains personnel files, and official contract files.
- Provides administrative services to the Board of Directors.
- Develops performance metrics and produces periodic reports on the accomplishments and effectiveness of the Authority in achieving its mission.
- Provides administrative support for Authority legislative affairs.
- Administers the Authority's information technology servers and security devices.

Operations, Science and Technical Section

- Administers, manages, and operates the water systems, mechanical operations, security and maintenance of the facilities of the Authority.
- Plans and coordinates installation or construction of modifications to all operating systems of the facilities of the Authority.
- Administers the Species Management Program and prepares emergency preparedness safety plans in anticipation of man-made or natural disaster (fire, tsunami, earthquake, hurricane, etc).
- Coordinates and manages scientific and technical activities.
- Recommends and provides technical guidance on interfacing of facilities, electrical and water systems and Supervisory Control and Data Acquisition (SCADA).
- Recommends appropriate instrumentation and equipment suitable for tenant's needs.
- Promotes the Authority and its facilities for use by the scientific community.
- Supervises all aspects of operations of the water quality laboratory, environment regulations and monitoring of plans, permitting and procedures for the Authority.

Development and Special Projects Section

- Provides management and point of contact, interface, and development for the Authority on capital improvement and special projects.
- Provides oversight and management for the planning, design, specifications, scope of work, scheduling, and execution of engineering projects planned by the Authority and its tenants.
- Provides management and point of contact for Authority and tenant environmental studies.
- Provides management and point of contact, interface for Authority and tenants in obtaining required Federal, State and County permits.
- Provides electronic and GIS mapping services for HOST Park.
-

Fiscal Section

- Maintains the Authority's accounting records in conformity with applicable requirements.
- Reviews and processes the Authority's income and expenditures transactions.
- Performs purchasing activities in conformity with applicable requirements and maintains the Authority's petty cash, P-card, property and equipment records.
- Provides assistance in budget formulation, presentation, and execution.
- Develops and maintains budgetary controls over appropriations, allotments and grants.

July 1, 2022

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**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT,
AND TOURISM**

**OFFICE OF PLANNING AND SUSTAINABLE DEVELOPMENT
FUNCTIONAL STATEMENT
PRESENT**

OFFICE OF THE DIRECTOR

Under the general direction of the Governor and the Director of the Department of Business, Economic Development and Tourism, the Director of Planning and Sustainable Development plans, organizes, directs, and coordinates, and reports on the various activities within the scope of laws and established policies, rules and regulations. The work of the Office of Planning and Sustainable Development (OPSD) includes statewide planning, research, coordination, and other support activities.

- Conducts comprehensive, long-range and strategic planning activities, directs land use and coastal zone management programs, administers the State Planning and Geographic Information System Program and carries out other planning activities in accordance with Chapters 205, 205A, and Chapter 226, HRS.
- Recommends policies, programs, organizations and directs their implementation after approval is obtained.
- Exercises leadership, guidance and control of the efforts of employees toward the achievement of program objectives and directs personnel management of OPSD.
- Promulgates administrative rules, regulations, and procedures governing the conduct of OPSD activities.
- Directs and maintains program and financial planning, evaluation activities and management improvement services.
- Directs the preparation of program budgets, submits and justifies budgets before reviewing and approving authorities, and exercises control and expenditure of funds made available to the Office.
- Represents the Office before the Legislature and public groups.
- Maintains effective working relationships between the OPSD and the Governor, Legislature, and other government officials and the general public.
- Serves on committees, boards, and commissions established by the Governor from time to time or as provided by legislation.
- Conducts periodic staff meetings: establishes procedures for communication between the Office and subordinate units.
- Directs special projects as instructed by the Governor.

OFFICE SERVICES

Provides clerical, stenographic, word processing, and other administrative services to the staff of the OPSD.

- Provides mail and other clerical functions to facilitate the work of the Office.
- Maintains files of the Office and obtains materials from files needed by staff .
- Makes arrangements for purchase of services, supplies, and equipment; facilitates payments of bills for services and goods received by the office.
- Operates word processing equipment; provides typing and stenographic services; provides for the recording of minutes of public meetings and hearings; operates office equipment to reproduce and print materials.
- Assists with administrative duties including processing personnel transactions, disseminating personnel information, maintaining personnel records and files, and preparing personnel and related reports.

FISCAL SERVICES

Provides internal management, fiscal and budgetary services in support of OPSD programs and activities; provides advice and assistance to the OPSD Director and staff in administrative matters.

- Provides general internal management assistance in administering programs and activities of OPSD.
- Provides budgetary, fiscal, personnel and office services.
- Coordinates the preparation and submittal of program and financial plans, budgets, and variance reports; provides assistance in budget formulation, presentation, and execution.
- Installs and maintains budgetary controls over appropriations and allotments.
- Maintains OPSD accounting records in conformity with applicable requirements.
- Reviews and processes OPSD receipts and expenditures transactions.
- Performs purchasing activities in conformity with applicable requirements; maintains OPSD property and equipment records.
- Prepares financial reports for OPSD as required or requested.
- Provides divisions and programs with advice and assistance in obtaining administrative support services.

LAND USE DIVISION

The Division administers a state land use program under Chapter 205, HRS, that reflects public policies and concerns and presents guides and recommendations before the Land Use Commission as bases for land use decisions affecting the development and growth of the State.

- Develops and presents the position of the State in all boundary change petitions and proceedings before the State Land Use Commission; assists State agencies in the development and submittal of petitions for land use district boundary amendments and conducts periodic reviews of the classification and districting of all lands in the State, as specified in Chapter 205, HRS;
- Provides timely comments and recommendations on Environmental Impact

Statements, conservation district use applications, special permit applications, county general/development/community plan amendments and zoning applications.

- Negotiates public benefits to the mutual satisfaction of state and other governmental agencies and landowners/developers.
- Conducts subregional, regional, island wide or statewide analyses as required for significant petitions or groups of petitions.
- Conducts analyses and makes recommendations on proposed land use legislation, policies and plans.
- Conducts research and studies of land use issues, prepares reports on findings, conclusions and recommendations.
- Coordinates land use program activities with other state and county agencies.
- Represents OPSD in meetings with landowners, community groups, individual citizens, students and other organizations on land use matters.
- Drafts legislation and reviews proposed legislation dealing with land use issues.
- Administers the Brownfields Cleanup Revolving Loan Fund.
- Conducts other planning projects as may be assigned by the OPSD Director.

TRANSIT-ORIENTED DEVELOPMENT BRANCH

Act 130, SLH 2016, designated OP as the lead agency to coordinate and advance smart growth and trans-oriented development (TOD) planning in the State and established the TOD Council within DBEDT to coordinate effective and efficient TOD planning statewide. With representation from state and county governments and the community, the TOD Council serves as the State forum for TOD planning and policy development. The Council is co-chaired by the directors of OPSD and the Hawaii Housing and Finance Development Corporation (HHFDC). The TOD Council's primary responsibilities are to:

- Develop and implement a State strategic plan for TOD, including mixed-use and affordable and rental housing projects;
- Facilitate funding for TOD programs and projects;
- Monitor TOD implementation and recommend needed policy and statutory changes; and
- Review Capital Improvement Project requests for TOD on State lands.
- Formulate and advise the Governor on the implementation of a strategic plan to address TOD projects, including mixed use and affordable and rental housing projects on state land in each county;
- Monitor the preparation and conduct of plans and studies to facilitate implementation of state TOD plans, including but not limited to the preparation of site or master plans and implementation plans and studies;
- Review all capital improvement project requests to the Legislature for TOD projects, on state lands within county-designated TOD zones or within one-half mile radius of public transit stations;

- Recommend policy, regulatory, and statutory changes, and identify resource strategies;
- Assemble accurate fiscal and demographic information to support policy development and track outcomes;
- Consider collaborative TOD initiatives of other states that have demonstrated positive outcomes, and
- Report annually to the Governor, the Legislature, and the Mayor of each county on the progress of its activities.

COASTAL ZONE MANAGEMENT (CZM) PROGRAM

This Program implements Chapter 204A, HRS, as amended, in compliance with United States Public Law 92-583, as amended, and receives, uses, expends and accounts for all funds that are made available by the United States and the State for the CZM program.

- Carries out the lead agency responsibilities for the Hawaii CZM Program, as specified in Chapter 205A-3, HRS.
- Develops and maintains an ocean and coastal resources information, planning, and management system further developing and coordinating implementation of the ocean resources management plan and formulating ocean policies with respect to the exclusive economic zone, coral reefs, and national marine sanctuaries.
- Implements and further develops the Hawaii CZM Program in accordance with Chapter 205A, HRS, and the National Coastal Zone Management Act of 1972, as amended.
- Provides staff support for grants management, the Federal Consistency Review and monitoring of state agencies and counties compliance with CZM program requirements.
- Researches local and national legislation and analyzes their potential effects and coordinates the interests and concerns of the CZM-network agencies, prepares testimony, and provides support services to CZM-network agencies.
- Provides guidance on the interpretation and implementation of the CZM law to government, private interests, and community groups.
- Examines a variety of legal issues to determine their effects on Hawaii CZM Program.
- Develops policies and procedures that address public trust responsibilities and benefits, as the need arises;
- Provides for the update and implementation and integration of the Hawaii Ocean Resources Management Plan (ORMP) into the Hawaii CZM Program.
- Supports the Coral Reef Initiative by working closely with the State Point of Contact which is the Department of Land and Natural Resources (DLNR).
- Supports public participation and outreach to generate public awareness for CZM policies and activities through public awareness and education activities.
- Monitors the actions of state, county, and federal agencies activities that affect

the Hawaii coastal zone including County implemented CZM-related regulatory programs, Federal Consistency, Special Management Area Use and Shoreline Setback Variance Decisions and other permits.

- Administers the Coastal Nonpoint Pollution Control Program.
- Provides technical assistance to state and county agencies engaged in coastal zone and shoreline management programs and regulatory activities.
- Provides staff support to the Marine and Coastal Zone Advocacy Council which contributes valuable public input regarding marine and coastal issues and problems.
- Conducts projects and activities relating to coastal hazards mitigation, beach replenishment, ahupua'a/watershed management, public access and other critical ocean and coastal issues.
- Initiates plans, programs and project activities relating to ocean planning and management.
- Reviews and evaluates proposed developments and activities to assure their consistency with legislated policies.
- Conducts other planning projects as may be assigned by the OPSD Director.

PLANNING DIVISION

The Division conducts comprehensive, long-range, and strategic planning activities in furtherance of Chapters 225M and 226, HRS. It provides assistance in the development of state policies, strategies, plans, and programs to promote the orderly future growth and development of the State. In carrying out state planning responsibilities, the Division performs the following functions:

- Provides information to the OPSD Director to assist in the overall analysis and formulation of state policies and strategies.
- Provides recommendations to the OPSD Director to provide central direction and cohesion in the allocation of resources and effectuation of state activities and programs and effectively addresses current or emerging issues and opportunities.
- Provides recommendations and technical planning assistance to the OPSD Director for the resolution of immediate, as well as long-term issues and concerns which are confronted by the State.
- Reviews, assesses and coordinates as necessary, major plans, programs, projects and regulatory activities proposed by state and county agencies.
- Conducts state comprehensive planning and program coordination by formulating and articulating comprehensive statewide goals, objectives, policies, and priorities, and coordinating their implementation through the statewide planning system established in part II of chapter 226.
- Conducts strategic planning by identifying and analyzing significant issues, problems, and opportunities confronting the State, and formulating strategies and alternative courses of action in response to identified problems and opportunities by:
 1. Providing in-depth policy research, analysis, and recommendations on existing or potential areas of critical state concern;

2. Examining and evaluating the effectiveness of state programs in implementing state policies and priorities;
 3. Monitoring through surveys, environmental scanning, and other techniques--current social, economic, and physical conditions and trends; and
 4. Developing, in collaboration with affected public or private agencies and organizations, implementation plans and schedules and, where appropriate, assisting in the mobilization of resources to meet identified needs.
- Facilitates coordinated and cooperative planning and policy development and implementation activities among state agencies, and between the state, county, and federal governments, by:
 1. Reviewing, assessing, and coordinating, as necessary, major plans, programs, projects, and regulatory activities existing or proposed by state and county agencies; and
 2. Formulating mechanisms to simplify, streamline, or coordinate interagency development and regulatory processes.
 - Collects, analyzes, maintains, and disseminates data and information to further effective state planning, policy analysis and development, and delivery of government services by:
 1. Assembling, organizing, evaluating, and classifying existing data and performing necessary basic research in order to provide a common data base for governmental planning;
 2. Planning, developing, implementing, and coordinating a statewide planning and geographic information system. Carrying out the lead agency responsibilities for planning and coordinating the establishment of a multi-agency, statewide geographic information system and the development of planning applications including spatial data analyses to enhance decision making; and
 3. Maintaining a centralized depository of state and national planning references.
 - Conducts regional plans and studies to determine:
 1. The capability of various regions within the State to support projected increases in both resident populations and visitors;
 2. The potential physical, social, economic, and environmental impact on these regions resulting from increases in both resident populations and visitors;
 3. The maximum annual visitor carrying capacity for the State by region, county, and island; and
 4. The appropriate guidance and management of selected regions and areas of statewide critical concern.
 - Conducts regional, national, and international planning by participating in and assuring that state plans, policies, and objectives are consistent, to the extent practicable, with regional, national, and international planning efforts.
 - Administers the Brownfields Cleanup Revolving Loan Fund and administers the Brownfields Cleanup Revolving Loan Program.

GEOGRAPHIC INFORMATION SYSTEM PROGRAM

The Program plans, develops, implements, and coordinates the Geographic Information System (GIS) Program. It is responsible for planning and coordinating the establishment of a multi-agency, statewide geographic information system and the development of planning applications including spatial data analyses to enhance decision-making.

- Supports various OPSD programs and projects using GIS technology.
- Coordinates various state agency GIS activities to reduce duplication of effort and to increase government efficiency, ensure that agencies work together toward common goals, and encourage partnering and sharing of resources among agencies.
- Coordinates the development of a centralized state GIS database to avoid the development and acquisition of redundant databases and to reduce acquisition costs through joint purchasing agreements and Memorandum of Understanding to exchange data with other entities.
- Maintains the centralized state GIS database and facilitate state agency access to this resource.
- Serves as a liaison for the State with other local and federal government agencies and serves as a point of contact for the State for various state and national GIS initiatives.
- Supports various state agency programs and projects using GIS technology and assists agencies in initiating GIS implementation efforts.
- Staffs the Board on Geographic Names.
- Administers the GIS Special Fund.
- Conducts other planning projects as may be assigned by the OPSD Director.

STATEWIDE SUSTAINABILITY BRANCH

Act 45, SLH 2020, established a Statewide Sustainability Branch within the Office to ensure stronger, long-term planning, coordination, and implementation of Hawaii's sustainability goals; and to update and affirm the role of the Office to coordinate among state agencies regarding climate change adaptation and sustainability.

- Develops, organizes, and promotes policies and programs that assist in the meeting of Hawaii's numerous sustainability and climate policies and goals, and the priority guidelines and principles to promote sustainability set forth in Section 226-108, HRS;
- Identifies, evaluates, and makes recommendations regarding proposed legislation, regulatory changes, or policy modifications to the governor, the legislature, government agencies, private entities, and other bodies for the purpose of encouraging activities that best sustain, protect, and enhance the quality of the environment, economy, and community for the present and future benefit of the people of Hawaii; and
- Develops and promotes proposals that jointly and mutually enhance local economies, the environment, and community well-being for the present and future benefit of the people of Hawaii.

ENVIRONMENTAL REVIEW PROGRAM

This program was established in the Office by Act 152, SLH 2021, to integrate and coordinate principles of sustainability and ecology into the structure of state government, especially in planning, land use, environmental and economic development programs

- Stimulates, expands and coordinates efforts to determine and maintain the optimum balance between economic development and the quality of the environment;
- Performs duties set forth under Chapter 343, HRS;
- Serves the Governor in an advisory capacity on all matters relating to environmental review;
- Coordinates and directs all state agencies in matters concerning environmental quality control, including advising and assisting private industries, government departments and agencies and other persons on the requirements of Chapter 343, HRS;
- Conducts public education programs on environmental quality control;
- Provides staff support and assistance to the Environmental Advisory Council established Chapter 341, HRS as amended by Act 152, SLH 2021;

SPECIAL PLANS PROGRAM

This program undertakes comprehensive, strategic and regional planning under Chapters 225M and 226, HRS, conducts special analytical studies and special-mission programs which address specific planning objectives or issues.

- Conducts state comprehensive planning and program coordination by formulating and articulating comprehensive statewide goals, objectives, policies, and priorities, and coordinating their implementation through the statewide planning system established in Part II of Chapter 226, HRS and administers Chapter 226, HRS.
- Conducts strategic planning by identifying and analyzing significant issues, problems, and opportunities confronting the State, and formulating strategies and alternative courses of action in response to identified problems and opportunities by:
 1. Providing in-depth policy research, analysis, and recommendations on existing or potential areas of critical state concern;
 2. Examining and evaluating the effectiveness of state programs in implementing state policies and priorities;
 3. Monitoring through surveys, environmental scanning, and other techniques--current social, economic, and physical conditions and trends; and
 4. Developing, in collaboration with affected public or private agencies and organizations, implementation plans and schedules and, where appropriate, assisting in the mobilization of resources to meet identified needs.

- Facilitates coordinated and cooperative planning and policy development and implementation activities among state agencies, and between the state, county, and federal governments, by:
 1. Reviewing, assessing, and coordinating, as necessary, major plans, programs, projects, and regulatory activities existing or proposed by state and county agencies; and
 2. Formulating mechanisms to simplify, streamline, or coordinate interagency development and regulatory processes.
- Collects, analyzes, maintains, and disseminates data and information to further effective state planning, policy analysis and development, and delivery of government services by:
 1. Assembling, organizing, evaluating, and classifying existing data and performing necessary basic research in order to provide a common data base for governmental planning; and
 2. Maintaining a centralized depository of state and national planning references.
- Conducts regional plans and studies to determine:
 1. The capability of various regions within the State to support projected increases in both resident populations and visitors;
 2. The potential physical, social, economic, and environmental impact on these regions resulting from increases in both resident populations and visitors;
 3. The maximum annual visitor carrying capacity for the State by region, county, and island; and
 4. The appropriate guidance and management of selected regions and areas of statewide critical concern.
- Conducts regional, national, and international planning by participating in and assuring that state plans, policies, and objectives are consistent, to the extent practicable, with regional, national, and international planning efforts.
- Administers the Brownfields Cleanup Revolving Loan Fund.
- Conducts special analytical studies of policy and planning issues which affect resource management/planning functions, and which contribute towards more effective executive and legislative decision-making.
- Provides staff support and participation on governmental committees and commissions exercising advisory, regulatory, and decision-making functions.
- Provides continuous monitoring of significant planning variables such as economic growth, population mobility, environmental actions, changing technologies, and rising societal expectations and aspirations which impact resource management/planning responsibilities.
- Undertakes special mission, resource-oriented planning studies to address specific statewide and/or national concerns as mandated by the Administration and the Legislature.
- Participates on the Hawaii Humpback Whale National Marine Sanctuary Council.

- Undertakes special project assignments relating to resource management and planning which are required by executive, legislative, and departmental directives in coordination with other governmental agencies.
- Identifies and recommends the undertaking of critically needed planning studies for regional and statewide administration, including preparation of planning proposals to meet Federally-mandated requirements.
- Conducts analyses and evaluation of development plans, technical studies, federal and state legislation, regulations and legislative proposals; environmental, and other planning documents to determine impact on state and local planning programs and to assure conformance with state and federal planning requirements.
- Facilitates intergovernmental planning and coordination.
- Provides staff services to undertake Governor's initiatives and priority projects.
- Conducts other planning projects as may be assigned by the OPSD Director.

Attached Administratively to Office of Planning and Sustainable Development

LAND USE COMMISSION

The Commission is responsible for administering the provisions of Chapter 205, HRS, as amended, to preserve, protect and encourage development of lands in the State for those uses to which they are best suited for the public welfare. The primary activities of the Commission in carrying out its responsibilities are to:

- Process petitions for district boundary amendments to reclassify lands into one of the four major land use districts: urban, rural, agricultural and conservation;
- Prepare interpretations of the district boundaries upon request;
- Provide information to the public regarding the state land use law, district boundary amendment process and other matters relative to the Commission;
- Develop and maintain official state land use district boundary maps, docket files and other land use records;
- Develop and maintain various land use information, statistics, database and other related information; and
- Other administrative and legislative related activities.
- The Land Use Commission staff provides planning and clerical services to support the Commission by:
 1. Providing research, mapping, planning, analytical and evaluative activities;
 2. Providing clerical, stenographic, typing and other administrative support services to staff and members;
 3. Maintaining files and retrieving materials from files upon request; and
 4. Making arrangements for purchase and payment of services, supplies and equipment.

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM
STADIUM AUTHORITY
FUNCTIONAL STATEMENT**

PRESENT

Maintains, operates and manages the Aloha Stadium (Stadium) and related facilities; prescribes and collects rents, fees and charges for the use or enjoyment of the Stadium or any of its facilities; makes and executes contracts and other instruments necessary or convenient to exercise its powers under Chapter 109, HRS, to exercise all power necessary, incidental or convenient to carry out and effectuate the purpose and provisions of Chapter 109, HRS; makes, amends, or repeals, in accordance with Chapter 91, HRS, such rules and regulations as it may deem necessary; and appoints a stadium manager and a deputy manager.

OFFICE OF THE MANAGER

Plans, organizes, directs, coordinates and controls the operations and maintenance of the Stadium in accordance with policies, priorities, procedures and instructions of the Stadium Authority.

- Recommends policy and organizational changes for the approval of the Stadium Authority.
- Participates, coordinates, and represents the owner in meetings with the Department of Accounting & General Services – Public Works Division and its consultants involved in developing a new sports and entertainment district, as well as plans and provides recommendations on construction of a new sports and entertainment facility.
- Establishes administrative rules, regulations and procedures governing the conduct of stadium operations.
- Participates in the negotiation of leases, contracts, bookings and agreements with concessionaires, service contractors, agents or managers of teams or organizations using the Stadium.
- Directs the conduct of an on-going promotion program.
- Develops and maintains an effective information program and relationship with mass media, both in the areas of news dissemination concerning stadium events and activities, as well as negotiations and contractual arrangements.
- Enforces all provisions of concession and other contracts and agreements.
- Keeps the Stadium Authority informed of stadium activities and operations through periodic reports and communication and through personal briefings.
- Performs periodic studies and analyses of stadium activities and operates and submits findings and recommendations to the Stadium Authority.
- Prepares and presents proposed program plans and justifications to the Stadium Authority for review, discussion and adoption.
- May represent the Stadium Authority before the legislature, the community and other public groups.
- Exercises leadership, guidance and control of the efforts of employees toward the achievement of the Stadium Authority's objectives.

- Directs personnel management of the Stadium Authority and serves as the appointing agency.
- Conducts periodic staff meetings of top program executives and staff; establishes procedures for communications between the Office and subordinate units.
- Directs stadium stars; the intern sports announcer program.

ADMINISTRATIVE SERVICES OFFICE

Provides internal management, fiscal, personnel and other administrative services for the Stadium Authority.

- Provides general internal management assistance to the Stadium Manager.
- Plans and directs the summarization and compilation of the stadium operating budget and programs and financial plans.
- Plans and directs the development of standards, statistical procedures and other means for budget justification.
- Directs the maintenance of control accounting records and the preparation of fiscal reports on revenues and expenditures, long-range revenue forecasts and financial trends and analysis and evaluation of expenditures.
- Directs the internal audit of fiscal and related transactions and the maintenance of personnel and manpower controls.
- Directs the preparation of the payroll and maintenance of timesheets and personnel records.
- Directs purchasing and revenue collection operations.
- Directs the evaluation of administrative methods and procedures and recommends improvements and oversees the preparation and maintenance of a stadium operations manual.
- Maintains appropriate liaison and effective working relationships with State, Federal and County agencies as well as concessionaires, vendors, licensees and the general public.
- Oversees the operations of fiscal, personnel, and clerical services.
- Directs the preparation and maintenance of contracts, agreements, leases, etc. with concessionaires, contractors, licensees, etc.
- Develops and monitors legislation affecting the Stadium Authority and prepares testimony as may be required.

FISCAL OFFICE

- Supervises the collection, compilation, classification and evaluation of fiscal data.
- Sets up and maintains revenue, expenditure, object, cost and control ledgers, registers, journals and other records required in the control of the fiscal operations of the stadium.
- Classifies, codes and posts all accounting transactions to proper accounts and funds. Transmits required accounting data to proper State agencies.

- Takes trial balances, makes adjusting and closing entries, verifies and analyzes financial data and prepares financial statements and reports.
- Makes studies and estimates of stadium revenue and operating costs.
- Responsible for the proper settlement of accounts with all licensees, which includes the review and verification of box office sales, labor and material cost data and other related data.
- Conducts internal reviews to ensure that accounting systems, controls, and procedures are understood, are being followed and are working satisfactorily.
- Makes adjustments in journal vouchers, verifying correct application of accounting principles and mathematical accuracy, and prepares fiscal reports necessary for the determination and report of revenues and expenditures.
- Conducts audits of concessionaires, lessees and other licensees' financial records pursuant to applicable contractual agreements and prepares audit reports of findings.
- Conducts internal audits of box office operations.
- Prepares long-range projections of income and expenditures.
- Supervises and accounts for the collection and deposit of all moneys.
- Supervises the preparation of payroll and the processing of vouchers for payments.
- Supervises purchasing activities.

OFFICE MANAGEMENT

- Provides and coordinates all personnel services and activities pertaining to full-time and part-time employees.
- Advises management, supervisors and other employees regarding application of appropriate personnel practices, existing personnel laws, rules and regulations of the State and interpretation of collective bargaining contracts.
- Maintains centralized system of recording and reporting personnel transactions.
- Plans, coordinates and assists in the implementation of training programs.
- Maintains close working relationship and serves as the Stadium Authority's liaison unit with appropriate State agencies.
- Conducts initial job analyses and prepares or reviews proposed job descriptions.
- Provides stenographic, typing, filing, duplicating, and other clerical services for the Stadium Authority.

EVENTS MANAGEMENT BRANCH

Directs the operation and support services for the effective, efficient and safe operation of the Stadium during events and in accordance with the policies and rules of the Stadium Authority and in compliance with other pertinent State and Federal laws, rules and regulations, City and County ordinances and contractual requirements. Supervises

and coordinates all events-related activities including scoreboard operations, parking control, use of hospitality room, ushering, ticket taking, public address system and emergency medical services.

- Maintains liaison with licensees in order to coordinate all activities involving the preparation and execution of an event.
- Implements adequate fire and safety measures during all events.
- Coordinates with stadium security for adequate security coverage for crowd control purposes during events.
- Arranges for space and coverage by television, radio and the press.
- Maintains liaison with other operating units of the Stadium Authority to insure an efficient operation during events.
- Responsible for the lost and found program of the Stadium.
- Coordinates use and setup of the hospitality room.

SCOREBOARD OPERATIONS SECTION

Plans, schedules, and supervises the activities involving the control and operations of specialized computers and peripheral equipment essential to providing visual numerical game data, animated and printed announcements, commercials and allied game support data.

- Assembles all commercial and non-commercial messages in a script format for each event.
- Serves as liaison between management and licensees concerning scoreboard requirements and approves messages from licensees and sponsors for scoreboard display.
- Prepares and coordinates work scheduling for scoreboard personnel.
- Provides and coordinates all preventive maintenance, required servicing, and repair of the video and matrix scoreboards, computers, related equipment, and video equipment of the Stadium.

PARKING CONTROL SECTION

Plans, organizes, directs, coordinates and controls the parking operations of the Stadium Authority.

- Establishes and directs traffic flow for ingress and egress into the parking lot for all events.
- Responsible for the proper utilization, maintenance and safekeeping of parking equipment.
- Maintains liaison with licensees regarding parking arrangements necessary to accommodate their needs.
- Coordinates with stadium security for adequate security coverages for parking operations.
- Responsible for the collection, control and depositing of all parking revenues.

USHERING/TICKET TAKER SECTION

- Directs spectators to appropriate seat or section or to other facilities in the stadium such as restrooms, security office, food concessions, etc.
- Keeps watch for patrons occupying incorrect seats and be on the alert for vandalism, security and safety hazards, etc.
- Receives tickets from spectators at designated entrance gates of the Stadium.
- Counts and records all tickets taken after closing gates.

PUBLIC ADDRESS SYSTEM SECTION

- Announces play-by-play action for each event.
- Announces public service information during events.
- Plans and develops scripts for each event and may act as spotter for the announcer.

REGISTERED PROFESSIONAL NURSE SECTION

- Provides professional nursing care and treatment services from the clinical service area during event days.
- Develops and implements nursing policies, procedures and practices.

ENGINEERING AND MAINTENANCE MANAGEMENT BRANCH

Provides top level staff services on all technical engineering and related administrative matters and on the overall planning, control and coordination of the development, construction, maintenance and general services programs for the Stadium.

- Serves as staff advisor to stadium management and represents the Stadium Authority on all technical engineering and related administrative matters.
- Analyzes, reviews and approves all technical plans, designs and recommendations made by professional consulting architects and engineers.
- Responsible for overall planning, testing, analyzing, control and coordination for the development, refinement, repair and maintenance of the stadium movement system.
- Responsible for overall planning, control and coordination of master planning, development, construction, repair and maintenance of the Stadium and related facilities.
- Conducts special studies and long-range planning for conservation and efficiency purposes and to determine future needs such as staffing, materials and supplies.
- Develops, monitors and administers the capital improvements program for the Stadium Authority.
- Prepares testimonies for capital improvements and assists management in the presentation before the Legislature and other governmental agencies.
- Directs and coordinates the preparation of complex specifications necessary to solicit proposals for the purchase of various services or sophisticated equipment and maintains control of equipment inventory.

- Maintains effective working relationship with other governmental agencies, private industry and the general public in carrying out the functions of the engineering office.

BUILDING CONSTRUCTION AND MAINTENANCE SECTION

Provides building construction and maintenance services for the Stadium Authority.

- Operates the movement of the stands and the raising and lowering of the pedestrian bridges.
- Plans and implements routine, preventive and special maintenance, repairs, and improvements to the facility and equipment.
- Inspects facility for deficiencies and damages.
- Ensures that adequate supplies, materials, tools, and equipment are available to accomplish work.
- Provides support personnel to Events Management Branch during event-operational mode.
- Investigates complaints and initiates corrective action where necessary.
- Prepares specifications for the purchase of replacement parts, materials, equipment, and service and maintenance contracts.
- Oversees and inspects the work of contractual workers.
- Responds to emergency maintenance and repair calls.

BUILDING MAINTENANCE, EQUIPMENT, WELDING AND PAINTING UNIT

Provides inventory control of supplies and equipment and specialized staff support in the non-licensed trades as delineated in the following subunit functional statements.

BUILDING MAINTENANCE SUBUNIT

Responsible for a variety of maintenance and repair work in the upkeep of the stadium structure and facilities housed in the structure.

- Supervises and participates in maintenance and repair work.
- Inspects jobs underway to determine work progress and ensures adequate quality of work.
- Checks and inspects facility for needed repairs.
- Prepares and maintains reports of work accomplished, progress of work, installation, and maintenance jobs underway.
- Requisitions supplies, materials, tools, and equipment.
- Initiates and enforces safety practices and procedures.
- Performs a variety of maintenance and repair work to include but not limited to cutting and replacing doors and window

panes, replacement and repair of screens, locks, bathroom accessories, and equipment.

- Replaces, patches, and repairs cement/asphalt/linoleum floor covering/tiles.
- Services and maintains equipment such as water heaters, ventilating and air conditioning units, water coolers, pumps, etc.
- Verifies specifications of materials, supplies, and equipment.
- Purchases items which meet requirements of requisitions.
- Maintains records of purchases and distribution to appropriate personnel.

EQUIPMENT MAINTENANCE SUBUNIT

Provides for repair, cleaning, and maintenance of hand and power tools and motorized equipment.

- Supervises, plans, assigns, and reviews work of contractual workers and helpers.
- Services, overhauls, and repairs mechanical vehicles, equipment, and stadium mechanical systems.
- Performs preventive maintenance work such as cleaning and adjusting carburetors, fuel systems, etc.
- Improves, repairs, and maintains mechanical parts systems involved in the movement of the Stadium stands including hydraulic and pneumatic systems, motors and pumps, air bearings, transporters, valves, etc.
- Makes periodic inspections of all mechanical vehicles and equipment.
- Makes recommendations to supervisors of appropriate action to take on extensive repair jobs.
- Maintains service and repair records of all stadium vehicles and equipment.
- Requisitions supplies, materials, tools, and equipment.

WELDING SUBUNIT

Performs skilled welding to fabricate and repair metal products using brazing and a variety of arc and gas welding equipment.

- Supervises, plans, organizes, lays out, inspects, and reviews the work of skilled and semi-skilled welders and helpers.
- Repairs metal parts of light and heavy equipment by welding or brazing broken parts.
- Operates oxyacetylene and electric welding machines, prepares metals for brazing or welding, and selects proper metals and supplies for various welding jobs.

- Prepares working drawings and layouts of work to be performed.
- Fabricates and welds structural modifications.
- Requisitions welding supplies, materials, tools, and equipment.

PAINTING SUBUNIT

Provides for a variety of skilled painting work in applying coats of paint and other protective coating to maintain the structural and architectural integrity of the facility.

- Supervises, plans, assigns, and reviews work of skilled and semiskilled contractual workers and helpers.
- Erects scaffolding, prepares coating materials, prepares surfaces and applies coating materials.
- Reviews new and current market products for applicability and usage at facility.
- Inspects coated and non-coated surfaces to determine necessity for repair and maintenance.
- Operates and maintains equipment (e.g., blowers, rollers, sprayers, etc.) used in the improvement and maintenance of the stadium.
- Prepares stencils and performs freehand lettering.
- Requisitions painting supplies, materials, tools, and equipment.

ELECTRICAL AND PLUMBING UNIT

Provides specialized staff support in the licensed trades as delineated in the following subunit functional statements.

ELECTRICAL SUBUNIT

Provides for installation, servicing, and maintenance of electrical wiring systems and equipment.

- Supervises, plans, assigns, and reviews work of skilled and semi-skilled contractual workers and helpers.
- Adjusts, repairs, and maintains electrical and electronic equipment, sound system, and wiring system.
- Plans installation of electrical systems.
- Estimates time and materials needed to perform various jobs pertaining to electrical wiring systems and equipment.
- Maintains, installs, services, and modifies electrical equipment, sound and wiring systems.
- Repairs and replaces broken or defective parts in motors, switches, and electrical fixtures.
- Traces and diagrams wiring circuits.

- Requisitions electrical supplies, materials, tools, and equipment.

PLUMBING SUBUNIT

Provides for the installation, maintenance, and repair of high pressure pneumatic-hydraulic and plumbing systems and fixtures.

- Supervises, plans, assigns, lays out, inspects, and reviews the work of contractual workers and helpers in installing, maintaining, and repairing high pressure pneumatic-hydraulic systems and water, gas, drain, and sewer lines.
- Inspects jobs to determine work progress and assures adequate quality of work.
- Plans the installation of plumbing, determines modifications (if necessary), and prepares and maintains reports and work records on jobs accomplished, progress of work, and maintenance.
- Participates in installation and maintenance of washroom fixtures, sprinkling systems, and water mains.
- Repairs main breaks and services leaks.
- Requisitions plumbing supplies, materials, tools, and equipment.

GENERAL SERVICES SECTION

Provides for the cleaning and maintenance of the stadium and its related facilities for the Stadium Authority.

- Plans, directs, and coordinates the cleaning and maintenance of the grandstands, concourses, ramps, grounds, landscaped areas, parking lots, etc.
- Inspects facility for deficiencies and damages.
- Plans and implements routine, preventive, and special maintenance of grounds, artificial turf field, runways, etc.
- Investigates complaints and initiates corrective action where necessary.
- Prepares specifications for the purchase of replacement parts and cleaning equipment.
- Oversees and inspects the work of contractual workers.
- Keeps maintenance and cost accounting records to determine economical ways of maintaining the Stadium and the artificial turf field.
- Schedules and supervises the preparatory work for the concrete runways of the movement system.
- Plans, directs, and coordinates the general services needs of the licensees of the Stadium.
- Prepares and directs on-going safety program, custodial program, work policies and procedures, and housekeeping and sanitary practices and procedures.

- Provides support personnel to Events Management Branch during event-operational mode.

GENERAL CLEANUP UNIT

Provides for the general cleaning and maintenance of the Stadium.

- Supervises and participates in the cleaning and maintaining of stadium facilities to include collecting trash and debris, cleaning seats, floors, windows, playing field, press boxes, etc.
- Disinfects and services restrooms.
- Supervises and operates heavy-duty cleaning equipment and vehicles.
- Assigns employees to work crews or relief workers and substitutes to working stations and inspects completed work.
- Enforces safety practices and procedures.
- Keeps track of time worked for billing and payroll purposes.
- Lays out and removes tarpaulin, plyboards, and dirt and debris from playing field as necessary.
- Requisitions supplies, materials, tools, and equipment.

ARTIFICIAL TURF MAINTENANCE UNIT

Provides for the preparation of the artificial field turf for various athletic and other events held at the Stadium.

- Supervises and prepares designs, wooden stencils, and templates for marking field for athletic events such as football and baseball.
- Supervises and participates in the operation and maintenance of the motorized turf equipment such as tractors, striping machines, strip removers, forklifts, and related motorized equipment.
- Supervises and participates in the cleaning, maintenance, repair, and mending of the artificial field turf surfaces.
- Installs telephones in bullpens, marks and erases field lines and logos as is appropriate to field events.
- Requisitions supplies, materials, tools, and equipment.

GROUNDS MAINTENANCE UNIT

Provides for the care, maintenance, and beautification of the grounds and landscaped areas in and bordering the stadium complex.

- Supervises, assigns, and inspects the work of subordinates and contractual workers in the caring for, maintaining, and beautifying of the stadium grounds and landscaped areas.
- Maintains and prepares records and reports of job activities, including time and attendance reports for payroll purposes.

- Makes recommendations and implements programs to meet specific requirements of maintaining and beautifying grounds and landscaped areas.
- Plans and participates in the preparation of soil and sod, planting and caring for shrubs and flowers, and propagation of plants and shrubs from seed.
- Operates and maintains light motorized vehicles, tools, and equipment used in grounds keeping.
- Requisitions gardening and grounds keeping supplies, materials, tools, and equipment.

CHEMICAL TREATMENT UNIT

Provides for the safe application of agricultural and commercial-grade chemicals (herbicides and pesticides) to landscaped areas on the stadium grounds.

- Identifies and eradicates common deficient plant-life conditions.
- Studies and recommends usage of new or recently developed agricultural chemicals for safe use on grounds.
- Schedules, supervises, and participates in preparation and application of chemical treatments.
- Initiates and enforces safety practices and procedures.
- Operates and checks spraying machines and equipment.
- Prepares and maintains reports of work accomplished and progress of work, as well as time and attendance reports for payroll purposes.
- Conducts trimming and pruning of trees, shrubs, and hedges.
- Operates and supervises the operation of power saws, pruning tools, and equipment.
- Performs work related to inspection, control, and extermination of termites, rodents, and other pests.
- Requisitions chemicals, supplies, materials, tools, and equipment.

JANITORIAL UNIT

Provides janitorial services and makes minor building repairs for the stadium.

- Cleans sweeps, scrubs, etc. floors, hallways, stairways, and offices.
- Cleans and services lavatories, restrooms, and water fountains.
- Makes simple maintenance repairs to plumbing and electrical fixtures within the stadium complex.

- Inspects stadium complex areas to maintain proper safety, sanitary, and security measures.
- Operates various cleaning machines and maintains these machines.
- Maintains and records dispensing of supplies and equipment to other employees.
- Maintains records of work activities and work accomplished.

BOX OFFICE MANAGEMENT BRANCH

- Directs the box office operations for the Stadium Authority.
- Plans, organizes, directs, coordinates and controls the cashiering and ticket sales activities of the stadium.
- Supervises the operation of all computer ticket sales and satellite ticket offices, as well as the collection of receivables from associate ticket sellers.
- Periodically conducts surveys to determine that all principal communities are adequately serviced with satellite ticket offices.
- Coordinates with licensees and event promoters, as well as with group sales directors on special requirements relating to ticket sales.
- Orders tickets printed by bonded printers.
- Coordinates with stadium security for adequate coverage for traffic, cash handling and deposit of receipts.
- Maintains accurate accounting records and controls all ticket sales and receipts. Controls and prepares the deposits of all box office receipts. Serves as the custodian of the box office change fund. Prepares ticket sales and cash reports. Responsible for the auditing of tickets.
- Provides over-the-counter ticket selling services, fills mail orders, prepares ticket selling reports, and handles box office inquiries from the public.
- Coordinates the sale of "special" tickets with Events Management Branch.
- Maintains and provides for servicing of computerized ticketing system, equipment, and software.

SECURITY MANAGEMENT BRANCH

- Directs a comprehensive security program for the Stadium Authority.
- Plans, organizes, directs, coordinates and controls security activities relative to crime prevention, emergency and disaster evacuations, protection of life and property, law enforcement and investigations.
- Administers and directs security services provided on a contractual basis.
- Supervises and trains stadium security personnel and contract security personnel.
- Determines and provides necessary security measures and personnel during events in consultation with licensees and other operation units of the Stadium Authority.

- Coordinates and directs contracted Honolulu Police Department officers.