

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF
BOARD OF DIRECTORS MEETING
1002 North School Street, Building L
Honolulu, Hawaii 96817
Thursday, April 20, 2023
9:00 a.m.**

AGENDA

**THIS MEETING WILL BE HELD VIA ZOOM (INTERACTIVE AUDIO VISUAL
CONFERENCE TECHNOLOGY) OR TELECONFERENCE CALL (AUDIO-ONLY
COMMUNICATION) AND AT 1002 NORTH SCHOOL STREET, BUILDING L,
HONOLULU, HI 96817**

Viewing/Participating in the Meeting:

Zoom: The public may participate in the Board meeting as it happens via Zoom (a free video conferencing service to hold virtual meetings online) by clicking on this link: <https://us06web.zoom.us/j/89891232825?pwd=Ykx5MDZSYIR0TEdHTzBKdkJ5N0N5QT09>. When prompted, enter the Meeting ID: 898 9123 2825 and the Password: edM7uT.

Alternatively, the public may also participate via telephone by calling: 1-669-900-6833. When prompted, callers should enter the Meeting ID: 898 9123 2825 and the Password: 426456. We request that meeting participants change the display on their device to show their first and last name to expedite rollcall. Please keep in mind that many devices will display your cellphone number if not changed.

If the HPHA loses internet or Zoom connection during the meeting where audiovisual communication cannot be maintained with all participating Board members and quorum is lost, the meeting will automatically be recessed for 30 minutes to restore audiovisual communication. **Audio-Only Communication:** If the attempt to restore audiovisual communication is unsuccessful, all Board members, staff, the public may continue to participate in the Board meeting via teleconference call by calling 1-862-799-9759, whereby audio-only communication will be established for all participants and the meeting will continue. When prompted, callers outside of the United States should enter the Access Code: 8232649.

Physical Meeting Location:

The public may also attend the meeting at 1002 North School Street, Building L, Honolulu, HI 96817, which will be connected via Zoom to the remote meeting. At this time, no Board members are scheduled to be physically present at this location.

Providing/Submitting Testimony – Written, Oral, Audiovisual:

Interested persons can submit written testimony in advance of each meeting that will be distributed to the Board members prior to the meeting. Submit written testimony via email to lindsey.n.ramolete@hawaii.gov or via postal mail to the Hawaii Public Housing Authority at P.O. Box 17907, Honolulu, HI 96817. We request written testimony be submitted no later than 24 hours prior to the scheduled meeting to ensure time for Board review. Late written testimony will be retained as part of the record and distributed to the Board members as soon as practicable, but we cannot ensure they will receive it with sufficient time for review prior to decision-making on the agenda item in question.

The Board will also consider public testimony given at the meeting on any item relevant to this agenda. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18, Hawaii Administrative Rules, the Board may limit public testimony to three minutes per agenda item.

Individuals may submit oral testimony during the meeting by sending an email request to lindsey.n.ramolete@hawaii.gov no later than Tuesday, April 18, 2023, or by using the “Raise Hand” feature in Zoom, or by simply announcing/identifying themselves and the item they want to testify about during the public testimony portion of the meeting. Individuals may also provide audiovisual oral testimony by using the “Raise Hand” feature in Zoom, clicking the “Unmute” icon to talk, and clicking the “Start Video” icon to turn camera on.

Executive Session: If or when the Board of Directors enter executive session, all non-Board members will be moved to the virtual waiting room by the HPHA. Individuals are welcome to wait in the virtual waiting room and will be readmitted to the meeting at the end of the executive session.

I. CALL TO ORDER/ESTABLISHING QUORUM

II. PUBLIC TESTIMONY

Public testimony on any item relevant to this agenda may be taken at this time, or a testifier may wait to testify at the time the agenda item is called for discussion. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18, Hawaii Administrative Rules, the Board may limit public testimony to three minutes per agenda item.

III. APPROVAL OF MINUTES

Regular Meeting Minutes, Thursday, March 16, 2023

IV. DISCUSSION AND/OR DECISION MAKING

- A. To: 1) Adopt the 2023 Utility Allowance Rates for the Hawaii Public Housing Authority's (HPHA) Section 8 Housing Choice Voucher Section to Cover the Period from July 1, 2023 to June 30, 2024; and 2) Authorize the Executive Director to Accept Comments on the Proposed Utility Allowance Rates and Undertake All Actions Necessary to Implement the Proposed Utility Allowance Rates as Allowed Under Federal Regulations
- B. To Appoint a Permitted Interaction Group, Pursuant to Hawaii Revised Statutes, Section 92-2.5, to Review HPHA's Draft Operating and Capital Budgets and to Present Findings and Recommendations to the Board Regarding the Draft Operating and Capital Budgets Prior to Final Adoption
- C. To: Affirm that the Positions of Chief Planner, Chief Financial Management Advisor, and Property Management Branch Chief, as Set Forth in the Statute, are Equivalent to the Positions of Housing Planner Supervisor, Chief Financial Officer, and Public Housing Manager, Respectively; and Authorize the Hawaii Public Housing Authority's (HPHA) Executive Director Hakim Ouansafi to: 1) Employ, Exempt from Chapter 76 and Section 26-35(a)(4) an Executive Assistant, Chief Financial Management Advisor, a Property Management Branch Chief, a Chief Planner, and a Redevelopment Officer; and 2) Establish, Fix, and Adjust their Salaries Provided That No Salary Shall Exceed the Governor's Salary, Pursuant to Section 356D-2, Hawaii Revised Statutes

(The Board may go into Executive Session pursuant to Hawaii Revised Statutes section 92-4 and 92-5(a)(4) to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to this agenda item and to consider personnel matters and matters affecting privacy.)

- D. Presentation on the Preliminary Master Development Plans for Lanakila Homes, Holomalia Street, Hilo HI, 96720 (Tax Map Key 2-4-028:007) funded by Transit-Oriented Development (TOD) Capital Improvement Program (CIP) Planning Grants awarded to Hawaii Public Housing Authority (HPHA) by Office of Planning and Sustainable Development (OPSD)
- E. Update on the Selection of a Master Developer for Project Ka Lei Momi, Redevelopment of the Hawaii Public Housing Authority's Portfolio to Include an Additional 10,000 Housing Units

V. REPORTS

- A. Executive Director's Report: Monthly reports are included in the Board packet.
- Financial Report for the Month of February 2023.
 - Report on Contracts Executed During March 2023 and Planned Solicitations for April 2023
 - Update on Redevelopment Projects: Affordable Senior Housing at School Street and Kuhio Park Terrace/Kuhio Homes
 - Redevelopment Tracker
 - Public Housing Occupancy/Vacancy Report; Federal Public Housing; for the Month of March 2023
 - Status of Obligation and Expenditures for Design and Construction Projects Funded Under the Federal Capital Fund Program (CFP) and the State Capital Improvement Program (CIP).
 - Section 8 Subsidy Programs Voucher: Voucher Lease-up and Pending Placements; Update on Rent Supplement Program

The Board agenda for this meeting is available for inspection on the HPHA's website: <http://www.hpha.hawaii.gov/boardinfo/packets.htm>.

If you need an auxiliary aid/service or other accommodation due to a disability, contact Ms. Lindsey Ramolete by telephone at (808) 832-4694 or by email at lindsey.n.ramolete@hawaii.gov as soon as possible, preferably by close of business three days prior to the meeting date. Requests made as early as possible have a greater likelihood of being fulfilled. If a response is received after Monday, April 17, 2023, we will try to obtain the auxiliary aid/service or accommodation, but we cannot guarantee that the request will be fulfilled. Upon request, this notice is available in alternate/accessible formats.

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING L
HONOLULU, HAWAII 96817
ON THURSDAY, MARCH 16, 2023
IN THE CITY AND COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority held their Regular Board Meeting at 1002 North School Street, on Thursday, March 16, 2023. The Board meeting was conducted by video conference via Zoom.

The public was able to participate in the meeting via Zoom or telephone by calling in. The meeting was also open to the public for in person participation at 1002 N. School Street, Building L, Honolulu, HI 96817. No Board members were physically present at this location. It was announced that if the HPHA lost internet or Zoom connection during the meeting, the meeting would be recessed and reconvened pursuant to instructions in the posted agenda.

Chairperson Hall stated that Board would accept public testimony on any item relevant to the agenda during the public testimony portion of the meeting and at the time the agenda item is called for discussion.

At approximately 9:08 a.m., Chairperson Hall called the meeting to order, held a roll call and declared a quorum present. Those present were as follows:

PRESENT: Director Robert Hall, Chairperson
(Via Zoom) Director Leilani Pulmano, Vice Chairperson
Director Roy Katsuda, Secretary (visibly not present)
Designee Joseph Campos II
Director George De Mello
Director Betty Lou Larson
Director Christyl Nagao
Director Todd Taniguchi

Deputy Attorney General Klemen Urbanc
Deputy Attorney General Linda Chow

EXCUSED: Director Susan Kunz
Director Nani Medeiros

STAFF PRESENT: Hakim Ouansafi, Executive Director
(Via Zoom) Barbara Arashiro, Executive Assistant
Kevin Auger, Redevelopment Officer
Bennett Liu, Chief Financial Officer

Sharon Espejo, Acting Section 8 Subsidy Programs Branch
Chief
Becky Choi, State Housing Development Administrator
Benjamin Park, Chief Planner
Jennifer Sugita, Property Management and Maintenance
Services Branch Chief
Dylan Fujitani, Hearings Officer
Shirley Befitel, Human Resources Supervisor
Ryan Akamine, Chief Compliance Officer
Nelson Lee, IT Supervisor
Nicolas Ayabe, Property Management Specialist
Jennifer Menor, Secretary to Executive Director

OTHERS PRESENT (via Zoom/teleconference):

Peter Hanashiro, IRH state auditor office
Henry Har
Christy Iriguchi, IRH
Scott Jepsen, EJP Consulting Group
Purnima McCutcheon, Lowney Architecture
Christian O'Connor, Michaels Development Company
Participant identified a "18088485045"
Participant identified a "18084995265"

Public Testimony

Individuals were allowed to submit written testimony no later than 24 hours prior to the scheduled meeting, which would be distributed to the Board members. The public was instructed to submit written testimony via email to lindsey.n.ramolete@hawaii.gov or by U.S. mail to P.O. Box 17907, Honolulu, HI 96817. The public was also allowed to participate via Zoom or teleconference by using the "Raise Hand" feature in Zoom, or by simply announcing/identifying themselves and the item they want to testify about during the public testimony portion of the meeting. Individuals were also allowed to provide audiovisual oral testimony by using the "Raise Hand" feature in Zoom, clicking the "Unmute" icon to talk, and clicking the "Start Video" icon to turn the camera on.

Chairperson Hall stated that the Board would accept public testimony on any item relevant to the agenda at this time or at the time the agenda item is called for discussion. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18, Hawaii Administrative Rules, the Board may limit public testimony to three minutes per agenda item.

Written testimony was received by Lindsey Garcia, Director of Advocacy from Hawaii Realtors. She thanked Benjamin Park, Chief Planner and team for the coordination of a detailed and informative presentation on the Section 8 Program and the Landlord Incentive Program for members of Hawaii Realtors and the National Association of

Residential Property Management. The meeting took place on March 15, 2023, and she stated that the meeting was well received by her members. She looks forward to future opportunities to increase awareness of the programs that the Hawaii Public Housing Authority offers to the people of Hawaii.

Approval of Minutes

Director Pulmano moved,

To Approve the Annual Meeting Minutes of February 16, 2023

Chairperson Hall stated that the Board would accept public testimony on this item. No public testimony was given.

The minutes were approved as presented.

Discussion and Decision Making

Director Pulmano moved,

To (1) Accept the Single Audit Reports for Fiscal Year July 1, 2021 through June 30, 2022 Conducted by KMH, LLP; and (2) to Authorize the Executive Director to Submit the Audit Reports to the Federal Audit Clearinghouse, the U.S. Department of Housing and Urban Development, and Other Interested Parties As Required

Chairperson Hall stated that the Board would accept public testimony on this item. No public testimony was given.

Executive Director Ouansafi reported that the contracted auditing firm is KMP, LLP and introduced Mr. Peter Hanashiro, KMH Partner, and Ms. Christy Iriguchi, Senior Audit Manager.

Mr. Hanashiro briefly introduced himself and Ms. Iriguchi. Mr. Hanashiro stated that this presentation is for the single audit due at the end of the month. A draft of the single audit was provided to the Board of Directors.

Ms. Iriguchi reported that the scope of work for KMH, LLP included the financial audit report and the single audit. No changes were made to the financial audit report issued on December 7, 2022. Ms. Iriguchi stated that the standard communication letter for that report should go out in early April.

Ms. Iriguchi explained that the single audit includes five parts. Part I is are basic final financial statements, and related notes and auditor's opinion which are identical with the

version accepted by the Board on December 7, 2022. The draft single audit states that all financial statements were represented fairly in accordance with generally accepted accounting principles. The Single Audit Report expands to include Part II, report on internal control, Part III, report on compliance, Part IV, schedule of findings, Part V, prior audit findings, and financial data schedules. This draft audit stated there were no issues or problems identified. The major programs included Section 8, Contract Administration, and the Public Housing Capital Fund. Ms. Iriguchi reported that there were no audit findings and this report showed no identified issues or materials weaknesses, or significant deficiencies based on the audit.

Mr. Hanashiro thanked Executive Director Ouansafi, Executive Assistant Arashiro, Chief Financial Officer Bennett Liu, and other members of the management team for their cooperation throughout the audit process.

Chairperson Hall thanked Mr. Hanashiro and Ms. Iriguchi.

Executive Director Ouansafi thanked Mr. Hanashiro, Ms. Iriguchi, and the rest of KMH team for their professionalism. He also thanked the fiscal management team for working hard to make sure there are no audit findings.

Director Taniguchi recognized the discipline of good accounting habits and did not want to take that for granted. He thanked the fiscal management team for their hard work as there have not been any audit findings for the past 6 years.

Chairperson Hall thanked Director Taniguchi for pointing that out.

The motion was unanimously approved.

Director De Mello moved,

To Discuss the Terms and Conditions of the Current Employment Agreement of the Hawaii Public Housing Authority's (HPHA) Executive Assistant and to Approve an Amendment to the Employment Agreement of the HPHA Executive Assistant and to Extend the Term of the Employment Agreement from the Current End Date of July 13, 2023 to December 31, 2027

Chairperson Hall stated that the Board would accept public testimony on this item. No public testimony was given.

Designee Campos moved,

To go into Executive Session pursuant to Hawaii Revised Statutes section 92-4, 92-5(a)(2) and (4) to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities,

and liabilities as related to this agenda item and to consider the hire or evaluation of an officer or employee where consideration of matters affecting privacy will be involved.

The motion to go into executive session was unanimously approved.

The Board entered Executive session at approximately 9:27 a.m.

Designee Campos left the meeting during Executive Session.

The Board reconvened at approximately 11:07 a.m.

Chairperson Hall reported that the board will follow up with Executive Director Ouansafi. The board acknowledged the stellar performance of Executive Director Ouansafi and Executive Assistant Arashiro, as reflected by the reports the board has been receiving between audits. He stated the board wanted more time to take the matter into deliberation.

The motion was deferred to a future a future date.

Director Katsuda moved,

To (1) Approve the Hawaii Public Housing Authority's Annual Public Housing Agency Plan for the Fiscal Year Beginning July 1, 2023 to June 30, 2024, and (2) Authorize the Executive Director to Take Required Actions to Submit the Approved Plan to the U.S. Department of Housing and Urban Development

Chairperson Hall stated that the Board would accept public testimony on this item. No public testimony was given. Chairperson Hall noted that the meeting had a quorum of 6 board members visibly present.

Executive Director Ouansafi reported that on January 19, 2023, the Board of Directors voted to accept the draft Annual Public Housing Authority (PHA) Plan for Fiscal Year 2023-2024 as published, subject to comments received at the public hearing. The public hearing was held in-person and online on March 6, 2023.

Executive Director Ouansafi noted that the Plan included a two-year Public Housing Tenant Workforce Training Pilot Program with the goal of empowering public housing tenants by increasing household incomes and teaching work skills to increase success in the local job market.

The proposed policy changes included in the Annual PHA Plan are not requirements. If the Hawaii Public Housing Authority (HPHA) is unable or chooses to delay implementation of a proposed policy change, it shall report that in the following year.

Revisions and updates to the current housing situation in Hawaii included in the Annual PHA Plan are based on U.S. Census Bureau data. Discussions will continue with the Resident Advisory Board regarding the details and implementation of the changes included in the Annual PHA Plan. HPHA must electronically submit the Annual PHA Plan and all required attachments in the U.S. Department of Housing and Urban Development (HUD) format no later than 75 days prior to the start of the fiscal year.

The motion was unanimously approved.

Director Pulmano moved,

To (1) Approve the Hawaii Public Housing Authority's Moving to Work Supplement to the Annual Public Housing Agency Plan for Fiscal Year 2023-2024; and (2) Authorize the Executive Director to Take the Required Actions to Submit the Approved Moving to Work Supplement to the U.S. Department of Housing and Urban Development

Chairperson Hall stated that the Board would accept public testimony on this item. No public testimony was given.

Executive Director Ouansafi reported that as an official Moving to Work (MTW) expansion agency, the HPHA is required to submit an MTW Supplement as a separate addendum to its Public Housing Agency Plan on an annual basis. MTW expansion agencies use their MTW Supplements to report information on any and all MTW-related policies being implemented, communicate plans with resident and community stakeholders, and to allow HUD to monitor and evaluate the MTW Demonstration Program. The MTW Supplement requests approval from HUD for one Local, Non-Traditional Activity waiver and reestablishes the use of four Landlord Incentive waivers and removed a previously submitted Agency-Specific waiver based on HUD review. Under the local, non-traditional activity waiver activity, the HPHA would implement a two-year Public Housing Tenant Workforce Training Pilot Program. The program would provide public housing residents with part-time, on-the-job training opportunities that would provide the knowledge and experience necessary for certain building and/or administrative trades.

The following are ongoing waiver activities that HPHA intends to continue implementing over the next year. These incentives are to encourage landlords to rent to Section 8 voucher holders and to encourage current participating landlords to continue renting to Section 8 voucher holders.

- Front-end Vacancy Loss Payment activity compensates a landlord for time that a unit was vacant where the previous tenant was not a Housing Choice Voucher (HCV) participant.

- Vacancy Loss Payment activity compensates a landlord for time that a unit was vacant between HCV participant tenants.
- Other Landlord Incentives activity provides an additional incentive payment to a landlord that leases a unit in a high-opportunity neighborhood and/or in areas where vouchers are difficult to use.

HPHA staff reviewed and considered all testimony received prior to and at the public hearing, along with the recommendations of the Resident Advisory Board (RAB), as required. After thorough review of the comments received during the public hearing process and the recommendations of the RAB, no changes were made to the MTW Supplement.

Initial review by HUD indicates that HPHA does not require an Alternative Accommodations Transfer Program waiver under the MTW Demonstration Program. The HPHA removed this proposed action under the MTW Supplement. Discussions will continue with the RAB regarding the details and implementation of changes included in the MTW Supplement following its approval by the Board of Directors and HUD. HPHA must electronically submit the MTW Supplement no later than April 17, 2023.

The motion was unanimously approved.

Director Pulmano moved,

To (1) Adopt Proposed Rules under Act 287, 2022 Session Laws of Hawaii to Establish Additional Incentives for Landlords Who Participate in the Section 8 Housing Choice Voucher Program by Setting Forth the Requirements for Landlord Eligibility, Submitting a Claim, Claim Review and Approval for Incentive Payment; (2) Amend Rules under Act 215, 2019 Haw. Sess. Laws to Eliminate the Definitions Section, Provide Clarification Between the Incentives and Clarify that the Reimbursement Incentive Shall Not Cover Damages Already Covered by the Tenant, and Court Ordered Decisions of Fault Shall Be Accepted When Submitting a Claim; and (3) Authorize the Executive Director to Undertake All Other Actions Necessary to Implement the Rules Relating to the Landlord Incentive Program

Chairperson Hall stated that the Board would accept public testimony on this item. He acknowledged the written testimony submitted by Lindsey Garcia, Director of Advocacy from Hawaii Realtors.

Executive Assistant Arashiro stated that additional written testimony was received from Karen Cardoza, a realtor with Windward Realty. The testimony asked that the Board of Directors be informed that the Landlord Incentive Programs are a wonderful way to encourage and reassure new property providers and property managers to rent to voucher holders.

Executive Director Ouansafi reported that these proposed Section 8 Housing Choice Voucher (HCV) Landlord Incentive Program Rules were brought to the Board of Directors last month and the proposed changes were deferred to this meeting to address those questions. Each incentive includes eligibility requirements, an incentive payment up to one month's rent, to be reviewed on a case-by-case basis, and is subject to the availability of program funds, the process and time-limit for submitting a claim, and the process of claim review.

Executive Director Ouansafi addressed Director Pulmano's question on why there was a difference in the claims process for claims exceeding \$1,500. During the Fall of 2021, the Hawaii Public Housing Authority (HPHA) participated in the Section 8 working group that was led by Representative Hashimoto and Senator Chang. The group included many stakeholders, including the Board of Realty. The \$1,500 was proposed by the Section 8 working group, and that amount also exceeds the security deposit and the state micro-purchase threshold.

Executive Director Ouansafi explained another question from Director Pulmano as to why signing bonuses are applicable only for the island of Oahu. This landlord incentive will only be applicable for HCV participants in the HPHA's program residing on Oahu as the HPHA primarily administers vouchers on Oahu.

Executive Director Ouansafi made a clarification for a question from Director Nagao concerning whether the HPHA is governed by the Hawaii Landlord Tenant Code. HPHA is not governed by the Hawaii Landlord Tenant Code, and landlords and participants of Section 8 program must abide by the Hawaii Landlord Tenant Code.

Executive Director Ouansafi addressed Director Pulmano's concern that 30 days was not an adequate amount of time to receive a court ordered decision. While in legal terms "if available" and "if applicable" have the same meaning, the Board can amend the action to add the word "if available". Executive Director Ouansafi stated that section S8-7(7) can be amended to: "if available, a court ordered decision finding the tenant responsible for unit damage, and receipts or verification that the tenant has paid all or a portion of the damages, if applicable".

Executive Director Ouansafi reported that there was a training for the Section 8 Incentive Programs on March 15, 2023. Approximately 75 realtors participated in the training, and no concerns or issues were expressed by any participants.

Once approved by the HPHA Board of Directors, the rules will be in effect. The Department of the Attorney General has reviewed the proposed rules. Information regarding the adopted rules will be provided to Section 8 landlords, service providers, and industry groups.

Director Pulmano thanked Executive Director Ouansafi for addressing the past questions and for making those clarifications.

Director Larson commented that she felt “if available” would be clearer to a landlord than “if applicable”.

Director Pulmano moved,

To Amended the Motion to Read as Follows:

To amend the proposed rules of Section S8-7(7) to read: “If available, a court ordered decision finding the tenant responsible for unit damage, and receipts or verification that the tenant has paid all or a portion of the damages, if applicable.”

The motion was unanimously approved.

Director Pulmano moved,

To Authorize the Executive Director to (1) Execute the Hawaii Public Housing Authority’s Capital Fund Amendment to the Annual Contributions Contract (Grant No. HI08P00150123) in the Amount of \$14,844,329 with the U.S. Department of Housing and Urban Development (HUD) Effective May 12, 2022; (2) Submit the Approved Capital Fund Amendment and All Required Certifications to HUD; and (3) Authorize the Executive Director to Take All Actions Necessary to Implement the Capital Fund 5-Year Action Plan

Chairperson Hall stated that the Board would accept public testimony on this item. No public testimony was given.

Executive Director Ouansafi reported that the Capital Fund Program (CFP) provides funds, annually, to Public Housing Agencies for the development, financing, and modernization of public housing developments and for management improvements.

In February 2023, HUD issued the annual CFP Amendments to housing authorities nationwide. Under the CFP Amendment to the Consolidated Annual Contributions Contract, HUD agrees to provide funds to the HPHA to carry out development, capital, and management activities at federal public housing projects.

The HPHA must apply for the entire CFP assistance amount of \$14,844,329 for the fiscal year July 1, 2023, to June 30, 2024. To be authorized to spend its FY 2023 CFP Grant, the HPHA must have an approved CFP 5-Year Action Plan that includes FY 2023 approved in the Energy and Performance Information Center (EPIC) online system and must upload the signed ACC Amendment and other supporting documents. While many modifications, such as adjusting estimated amounts, do not require

additional HUD Field Office approval, other changes, such as the addition of new work activities, will require HUD approval.

Director Pulmano had a question concerning page 320 of the board packet that stated a project that may be using Rental Assistance Demonstration (RAD). She asked if any properties were affected by that provision, and if any of the capital funding would be used for Kuhio Park Terrace (KPT).

Executive Director Ouansafi stated that RAD was used for KPT. He explained that depending on study outcomes, the HPHA intends to use RAD or a blend of section 18 for KPT low rise, and stated capital funding will not be used.

The motion was unanimously approved.

Director Pulmano moved,

To (1) Approve the Proposed Pre-Closing Budget and Additional HPHA Funding Relating to the Redevelopment of Kuhio Park Terrace Low Rise and Kuhio Homes (“KPT Homes”) (TMK Nos. 1-3-039-008-0000; 1-3-039-006-0000; 1-3-039-003-0000); and (2) Authorize the Executive Director to Undertake All Actions Necessary to Implement a Loan to the Michaels Development Company for Pre-Closing Costs

Chairperson Hall stated that the Board would accept public testimony on this item. No public testimony was given.

Mr. Christian O’Connor from Michaels Development stated he is available for any questions.

Executive Director Ouansafi reported that on June 25, 2020, the Board of Directors (1) approved an Amended and Restated Master Development Agreement (Amended MDA) between the Hawaii Public Housing Authority (HPHA) and the Developer (Michaels); (2) approved predevelopment expenditures and loans as described in the Amended MDA; (3) authorized the Executive Director to Enter into the Amended MDA; and undertake all actions necessary to implement the Amended MDA.

The Amended MDA provides that HPHA and the Developer will each be responsible for 50% of the predevelopment expenditures relating to the redevelopment, subject to availability of funding.

Kuhio Park Terrace (KPT) Homes were constructed during 1953 and 1965 and are located adjacent to one another. Combined, the KPT Homes land area totals approximately 9.785 acres of land and contains a total of one hundred seventy-four (174) units of federally subsidized low-income public housing. Extensive community engagement efforts were undertaken during the development of the Choice

Neighborhoods Initiative (CNI) Plan and extensive input was received from residents, community leaders and stakeholders, elected officials, government agencies, school officials, and service providers who participated in a series of community meetings held during the development of the CNI Plan. HPHA and Michaels determined that the master plan for KPT Homes should be updated.

Resident and community engagement meetings to share the revised master plan were held with KPT Homes residents on June 8th & 9th, 2022 and project updates were provided to Kalihi-Palama Neighborhood Board No. 15 on July 27 and August 17, 2022.

Confirmation of Sewer capacity for the 650 proposed units was received from City and County of Honolulu Department of Environmental Services on May 16, 2022. Water, although currently available, remains a concern due to the Red Hill fuel tank storage spills environmental impacts. National Environmental Policy Act (NEPA) environmental review and other federal required reviews are underway and are now being finalized.

The project's 201H application for entitlement, zoning and waivers, based on the revised master plan, passed City & County of Honolulu City Council Zoning and Planning review on October 20, 2022. On March 18, 2021, the Board approved a Predevelopment Budget for the Project of \$3.5 million (\$1,750,000 each Developer and HPHA).

As of January 31, 2023, the Developer has expended \$2,060,716 in predevelopment related expenses (HPHA 50% Share \$1,030,308), leaving a surplus from the original budget of \$1,439,384. The Developer projects that the redevelopment project will require an additional \$4,728,127 to cover pre-closing expenses to be incurred between now and financial closing. The total of anticipated additional predevelopment expenses of \$4,728,127 less predevelopment surplus of \$1,439,384 equals \$3,288,743 plus contingency of \$211,257 totals \$3,500,000 or \$1,750,000 to be contributed by each partner. The HPHA is therefore seeking board approval of the remaining pre-closing budget of \$3,500,000 and additional funding authority for HPHA's portion of \$1,750,000 to support HPHA's 50% share of this budget. The funds would be considered a loan to the developer and significant portion of the loan would be repaid at the financial closing.

Chairperson Hall stated that one board member would be leaving the meeting soon, leaving only 5 Board members remaining via Zoom platform, and 1 Board member without visual contact as they are connected by phone. He asked Deputy Attorney General Urbanc if that would be okay going forward.

Deputy Attorney General Urbanc clarified that it would be okay going forward so long as there are 6 visible Board members.

Chairperson Hall said that 6 Board members will not be visible, as Director Katsuda is connected by phone and is having technical problems. He stated that the Board can try to get through decision making for this item quickly.

Director Pulmano asked about status of the NEPA review.

Mr. O'Connor reported that the NEPA is in process. The governor's letter came back with a declaration of adverse effect, and the response letters are circulating through staff at the HPHA to be executed and sent to consulting parties and the advisory council at SHPD. Mr. O'Connor stated that SHPD has been made aware of the current status and is awaiting the letter. He explained that a Memorandum of Understanding would need to be created based on the finding of the adverse effect.

Director Pulmano asked for clarification if there was adverse effect or no adverse effect. Mr. O'Connor reported there was an adverse effect because of the architectural style of the buildings at that time.

Director Pulmano asked if the adverse effect was for the historic architecture of the buildings, and if the given status of the section 106 related to the NEPA.

Mr. O'Connor stated the adverse effect was for the historic architecture of the buildings. He reported that after finishing this process with the section 106, the NEPA EA can be submitted for final approval.

Redevelopment Officer Kevin Auger reported that the response letters for the adverse effect were sent out by the HPHA yesterday and added that the primary reason for the adverse effect is that the properties are more than 50 years old.

Director Pulmano asked for clarification on when financial closing is, as she was not sure if closing occurs when the entitlements are secured or when building permits are secured.

Mr. O'Connor stated that conditions needed to be met on a bond transaction to close. The conditions include the permit, an executed construction contract that has been reviewed by bond underwriters, and all documents have been approved by the agencies and bond council. Financial closing occurs when all those conditions are met, and all of those funds get repaid at that time as they are allocated specifically to Kuhio Park phase I.

Director Pulmano questioned if KPT is considered a condominium or a subdivision, as she saw some funding for Settle Meyer Law.

Mr. O'Connor stated that it is a land condominium as it doesn't require going to real estate commission, and there are no subdivision requirements. He stated that it was a more flexible way to lay out the development.

Executive Director Ouansafi added that the decision to be considered a condominium is also quicker and has added some time to the project.

Director Pulmano requested copies of project elevations.

Mr. O'Connor stated that elevations were available and he will send those to the HPHA.

Executive Director Ouansafi stated that there will be a website specifically for the project.

The motion was approved.

Executive Director's Report

Director Taniguchi left the meeting at 11:49 a.m.

Executive Director Ouansafi gave a report for the month of January 2023.

- 13 legislative bills survived, 8 from the Senate and 5 from the House.
- Development staff are in the review process for the 10,000 units of the Ka Lei Momi project.
- 41 new families moved into public housing.
- Approximately 5 million dollars in housing assistance was expended in housing assistance per month to private loaners on behalf of over 4,100 voucher holders, including 492 Veteran's Affairs Supportive Housing.
- 216 inspections were done for the rent supplement program.

Executive Director Ouansafi was pleased to report that the HPHA has the highest numbers of utilization. Executive Director Ouansafi reported that the HPHA continues to operate while having 82 vacancies.

Director Larson referred to page 380 of the board packet. She was pleased that meetings were made with service providers to discuss the opening of the waitlist, how to apply, and the online application process. However, she was still concerned about those who cannot go online, including seniors, the disabled, and the homeless who don't have online capability. She was concerned that these populations will not receive follow-up emails and award letters.

Executive Director Ouansafi understood the concern and stated that the HPHA is trying to find the best way to communicate with applicants. He reported that it seems to be easier for someone to get email, especially for the homeless, through a service provider. He stated that when physical letters have been sent in the past, it is not unusual for 15,000 letters come back because we cannot find them. He stated that is why email is much more efficient for the population HPHA serves. Executive Director Ouansafi explained a service provider is better able to locate the applicant after the application is submitted and when follow-up emails are sent to the service provider. Laptops are also available for use at the HPHA, and HPHA staff are also available to help with application submission. Executive Director Ouansafi stated that there have been better results with email as opposed to the mailing.

Director Larson stated she understood the situation for the homeless, and that that was probably a better system for them through a service provider. She stated her concern for the seniors who are not online to receive email follow up and award letters, as they may see a service provider once for application submission and not go back again. She asked for solutions for the senior population.

Executive Director Ouansafi stated that letters are sent in addition to emails. This was done for those who were recently taken off the waitlist as well.

Director Larson understood and thanked Executive Director Ouansafi.

Director Pulmano asked if the legislature wants a report from the HPHA on how to build 100,000 units near the rail.

Executive Director Ouansafi stated yes, the legislature is asking for that report.

Director Pulmano asked why the Office of Planning is writing that report.

Executive Director Ouansafi stated that he feels the Senate has a lot of trust in the HPHA and the Senate feels the report is necessary to complete the project. He explained that the HPHA will build on current redevelopments, and that the HPHA is willing to help with anything to do with housing.

Director Pulmano asked what responses have been received for the Ka Lei Momi Project.

Executive Director Ouansafi stated that not much information can be given as it is an ongoing procurement. However, he stated that he is very pleased that it seems to be going in the right direction, and that when he can, he will give information concerning the procurement.

Director Pulmano referred to the Memorandum of Agreement for Puuwai Momi. She asked for status of that and how that planning and funding is affecting the project itself.

Redevelopment Officer Auger reported that discussions are being held with the Office of Planning and Sustainable Development about how the HPHA may be able to fold that grant into predevelopment costs with the developers for the RFQs.

Director Pulmano asked if the RFQs for Kamehameha homes and Kaahumanu Homes came back to the board for approval or review. She asked for clarification on the process for RFQs and the development projects.

Executive Director Ouansafi explained the RFQ process. A selection committee of 9 people is chosen, and they could be with an agency or not. After the committee chooses the most qualified developer, it is then brought to the Board of Directors to approve or disapprove of the selection. Once the selection is done, negotiations of the

agreement will be done, and will be brought back to the Board of Directors all the way up to contract execution.

Director Pulmano asked for a presentation of the master planning study for the Lanakila Housing project.

Executive Director Ouansafi stated that can be done, and he would be happy to give that presentation.

Director Pulmano stated that it seems there was already a presentation on the master planning study for the Hawaii Interagency Council.

Executive Director Ouansafi stated that is correct. He stated the presentation can be given again at any time.

Director Pulmano asked what the environmental review consists of that were reported by the Construction Management Branch.

State Housing Development Administrator Becky Choi responded that HUD requires the HPHA to perform an environmental review on all HPHA properties every 5 years. This is the first time that HUD has implemented an online reporting system. The governor is the responsible entity for certifying officers. The Hawaii Housing Finance and Development Corporation (HHFDC) reviews on behalf of the governor to make sure that the environmental review is consistent with all the rules and regulations, and then it goes through the governor's office. After approval is given in the system, the consultant will conduct the review. This is a comprehensive study of all the in tax on all HPHA properties. The HPHA is then able to use federal funds on those properties as they have gone through the environmental process.

Director Pulmano asked if this environmental review is more like a phase permit report or a chapter 3 EA.

Construction Management Officer Choi stated that this environmental review has a lower requirement to give categorical exceptions for standard renovations.

Director Pulmano asked for criteria for the environmental review.

Executive Director Ouansafi stated that criteria can be sent to her.

Chairperson Hall questioned if the environmental review would allow for the increase of densities.

Executive Director Ouansafi stated that would be a trigger.

Construction Management Officer Choi added that HPHA can only increase density up to 25%, and beyond that would be a trigger.

Chairperson Hall asked how this would affect the Ka Lei Momi project.

Executive Director Ouansafi clarified that additional environmental studies would need to be done for federal properties, for example a full NEPA instead of an EA NEPA.

Chairperson Hall stated he is happy that the RFQ seems to be going in the right direction and would not ask anymore. Chairperson Hall asked for a timeline on the Palolo Homes re-syndication.

Executive Director Ouansafi stated that the Attorney General's office is working on the re-syndication. He estimated that it would be brought to the Board in the next couple of months.

Chairperson Hall stated that he hopes that the timeline meets the needs of Palolo Homes.

Executive Director Ouansafi stated that Palolo Homes was accommodated by the provision of a letter to meet the February deadline for the HHFDC.

Chairperson Hall asked for improvement of the link for the development tracker, and a clearer summary page. He stated there is a lot of detail, and would like a snapshot of where HPHA is in time with all development, public housing, Section 8, etc.

Executive Director Ouansafi stated that the development tracker is updated each month, and he will look into improving it.

Chairperson Hall stated that he sees on the agenda that a committee is needed for the financial property that is usually done every year. He asked if the remaining Board members Director Pulmano, Director DeMello, and Director Nagao would be willing to serve on the financial committee to review the agency's operating budget for the next fiscal year. Chairperson Hall stated that if the Board members could do that, Hakim can connect with them.

Executive Director Ouansafi agreed.

Chairperson Hall commented that the HPHA is taking on a lot of new initiatives for the urgency to create new housing and asked that the HPHA have enough staff. He expressed that the people of Hawaii will have high expectations once Ka Lei Momi begins and did not want to disappoint anyone because of insufficient resources.

Executive Director Ouansafi agreed but reminded the Board that the labor market looks grim. He hoped to have every position filled, and encouraged the Board to refer potential applicants to the HPHA for employment opportunities. He stated that Section 8 Chief Sharon Espejo will also be leaving the island and hopes that she will return to HPHA in the future.

Chairperson Hall thanked Executive Director Ouansafi.

Deputy Attorney General Urbanc clarified that the financial committee just brought up by Chairperson Hall cannot be established due to lack of quorum and the need to clearly state the purpose of the committee. He stated this can be added to the agenda at the next board meeting.

Chairperson Hall understood.

Director Pulmano moved,

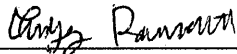
To Adjourn the Meeting

The motion was unanimously approved (with no visible quorum present).

The meeting adjourned at 12:11 p.m.


MINUTES CERTIFICATION:

Minutes Prepared by:


Lindsey N. Ramolete
Secretary to the Board

APR 20 2023
Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on April 20, 2023 [] As Presented [] As Amended


Director Roy Katsuda
Board Secretary

Apr 20, 2023
Date

FOR ACTION

MOTION: To: 1) Adopt the 2023 Utility Allowance Rates for the Hawaii Public Housing Authority's (HPHA) Housing Choice Voucher "Section 8" Program to Cover the Period from July 1, 2023 to June 30, 2024; and 2) Authorize the Executive Director to Accept Comments on the Proposed Utility Allowance Rates and Undertake All Actions Necessary to Implement the Proposed Utility Allowance Rates as Allowed Under Federal Regulations

I. FACTS

- A. The U.S. Department of Housing and Urban Development (HUD) subsidizes both rent and utilities in the Housing Choice Voucher Program (HCVP). When HCVP participants pay some or all utilities directly to the utility providers, they receive an allowance for those utilities. The Allowances are based on the cost of utilities paid by energy-conservative households that occupy housing of the same size and type in the same locality. HPHA is required to increase the Allowances if the utility rate changes by 10% since the last revision of the schedule.
- B. The Allowances were developed in accordance with the regulations set forth at 24 CFR 982.517, which require PHAs to establish utility allowances that must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. As a result, no allowance is provided for heat or air-conditioning, as these are not customary in the locality.
- C. Such allowances are estimates of the expenses associated with different types of utilities and their uses. The utilities, for which allowances may be provided, include electricity, natural gas, propane, fuel oil, wood or coal, water and sewage service, as well as garbage collection. The functions, or end-uses, covered by an allowance may include space heating, water heating, cooling, refrigeration, lighting, or appliances. Allowances are not provided for telephone service.
- D. Whether a household receives an allowance for a given utility service depends on the actual services the voucher holder is responsible for. This is determined by the private landlord and is verified by staff.

II. DISCUSSION

- A. As required by the program regulations, HPHA annually reviews the Utility Allowance schedule to determine whether the allowances are required to be adjusted for changes in local utility rates. HPHA is required to adjust the Utility Allowances if the utility rate changes by 10% since the last revision of the schedule.
- B. HPHA last updated the schedule in 2022. The most recent report, however, shows that rates did increase or decrease more than 10% in 2023, necessitating a change to the utility allowance schedule. Utility rates that did not change per bedroom size by 10% remained the same.
- C. The 2023 utility assessment was conducted using the HUD Utility Schedule Model tool to assist with determining the utility allowance schedule. The tool, created and updated by HUD, uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance. Past utility allowance schedules were conducted using an engineering model.
- E. Utility allowance payments decreased on average between 11% and 38% for all housing types, except for gas utilities, which increased between 11% and 20%. The utility allowance rates have decreased to levels reflective of pre-covid payments and are attributed to a decrease in energy costs over the past year as families returned to work outside of the home.
- F. A decrease to the utility allowance will positively impact those families in search of housing, as a lower utility allowance will allow the proposed rent to be higher when compared to the payment standard, increasing the likelihood of the unit passing the affordability assessment.
- G. The chart below reflects the Utility Allowances for all electric by dwelling type and bedroom size for 2023 compared to the 2022 Utility Allowances.

2023 All Electric	Current 0 BR	Current 1 BR	Current 2 BR	Current 3 BR	Current 4 BR	Current 5 BR
Single Family House	\$170	\$197	\$272	\$337	\$405	\$474
Duplex	\$156	\$182	\$245	\$308	\$371	\$433
Townhouse	\$156	\$182	\$245	\$308	\$371	\$433
High-rise	\$130	\$151	\$203	\$254	\$306	\$357
Low-rise	\$153	\$178	\$240	\$302	\$363	\$424

2022 All Electric	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Single Family House	\$252	\$298	\$407	\$518	\$629	\$738
Duplex	\$215	\$254	\$348	\$441	\$534	\$628

Townhouse	\$215	\$254	\$348	\$441	\$534	\$628
High-rise	\$215	\$254	\$348	\$441	\$534	\$628
Low-rise	\$215	\$254	\$348	\$441	\$534	\$628

H. Once adopted by the Board, the utility allowance schedule will be available for public viewing. Written comments on the schedule may be submitted to the HPHA, which will be collected and considered during the next revision cycle.

III. RECOMMENDATION

That the Board of Directors: 1) Adopt the 2023 Utility Allowance Rates for the Hawaii Public Housing Authority’s (HPHA) Housing Choice Voucher “Section 8” Program to Cover the Period from July 1, 2023 to June 30, 2024; and 2) Authorize the Executive Director to Accept Comments on the Proposed Utility Allowance Rates and Undertake All Actions Necessary to Implement the Proposed Utility Allowance Rates as Allowed Under Federal Regulations

Attachment A: Utility Allowance Update Report

Approved by the Board of Directors
on the date set forth above
 As Presented [] As Amended



Robert J. Hall
Chairperson

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and

Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Hawaii Public Housing Authority		Townhome/Duplex					7/01/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas							
	Bottled Gas							
	Electric							
	Electric – Heat Pump							
	Fuel Oil							
	Other							
Cooking	Natural Gas	18	22	31	41	51	60	
	Bottled Gas							
	Electric	30	32	42	52	61	70	
	Other							
Other Electric		81	96	133	171	210	248	
Air Conditioning								
Water Heating	Natural Gas	46	54	78	102	126	150	
	Bottled Gas							
	Electric	45	54	70	85	100	115	
	Fuel Oil							
Water		45	49	77	118	160	214	
Sewer		97	101	125	160	196	231	
Trash Collection								
Other – specify	Natural Gas Monthly Fee	10	10	10	10	10	10	
Range/Microwave		20	20	20	20	20	20	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDUser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

The public reporting burden for this information collection is estimated to be up to 0.25 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number.

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The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Hawaii Public Housing Authority		High Rise					7/01/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas							
	Bottled Gas							
	Electric							
	Electric – Heat Pump							
	Fuel Oil							
	Other							
Cooking	Natural Gas	18	22	31	41	51	60	
	Bottled Gas							
	Electric	30	32	42	51	61	70	
	Other							
Other Electric		64	76	105	135	165	195	
Air Conditioning								
Water Heating	Natural Gas	38	45	65	85	105	125	
	Bottled Gas							
	Electric	36	43	56	68	80	92	
	Fuel Oil							
Water		45	49	77	118	160	214	
Sewer		97	101	125	160	196	231	
Trash Collection								
Other – specify	Natural Gas Monthly Fee	10	10	10	10	10	10	
Range/Microwave		20	20	20	20	20	20	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

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6. Real estate and property management firms
7. State and local agencies
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Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Hawaii Public Housing Authority		Low Rise					7/01/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas							
	Bottled Gas							
	Electric							
	Electric – Heat Pump							
	Fuel Oil							
	Other							
Cooking	Natural Gas	18	22	31	41	51	60	
	Bottled Gas							
	Electric	30	32	42	52	61	70	
	Other							
Other Electric		78	92	128	165	202	239	
Air Conditioning								
Water Heating	Natural Gas	38	54	78	102	126	150	
	Bottled Gas							
	Electric	45	54	70	85	100	115	
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Range/Microwave		20	20	20	20	20	20	
Refrigerator		21	21	21	21	21	21	
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					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

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The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Hawaii Public Housing Authority		Single Family Home					7/01/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas							
	Bottled Gas							
	Electric							
	Electric – Heat Pump							
	Fuel Oil							
	Other							
Cooking	Natural Gas	18	22	31	41	51	60	
	Bottled Gas							
	Electric	30	32	47	52	61	70	
	Other							
Other Electric		94	111	155	200	244	289	
Air Conditioning								
Water Heating	Natural Gas	46	54	78	102	126	150	
	Bottled Gas							
	Electric	46	54	70	85	100	115	
	Fuel Oil							
Water		45	49	77	118	160	214	
Sewer		97	101	125	160	196	231	
Trash Collection								
Other – specify	Natural Gas Monthly Fee	10	10	10	10	10	10	
Range/Microwave		20	20	20	20	20	20	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDUser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

The public reporting burden for this information collection is estimated to be up to 0.25 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number.

Privacy Act Statement: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names and unit address, and owner's name and payment address is mandatory. The information is used to provide Section 8 tenant-based assistance under the Housing Choice Voucher program in the form of housing assistance payments. The information also specifies what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. HUD may disclose this information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family or owner participation in the program.

FOR ACTION

MOTION: To Appoint a Permitted Interaction Group, Pursuant to Hawaii Revised Statutes, Section 92-2.5, to Review the Hawaii Public Housing Authority's Draft Operating and Capital Budgets and to Present Findings and Recommendations to the Board Regarding the Draft Operating and Capital Budgets Prior to Final Adoption

I. FACTS

- A. The HPHA is a full-service agency attached to the State's Department of Human Services for administrative purposes only. The HPHA budget must be approved by the Board of Directors prior to the start of the fiscal period.
- B. During the period of July 1, 2023 to June 30, 2024, the HPHA will administer the following programs:
 - 1. **Federal Public Housing Programs**
The HPHA administers federal public housing units across the State of Hawaii with funds received from the United States Department of Housing and Urban Development (HUD). Funds are awarded directly to the public housing authority's asset management projects.
 - 2. **State Public Housing Programs**
The HPHA administers State public housing family units and elderly housing developed with State funds. These properties are funded through rental receipts and general fund appropriated by the State Legislature.
 - 3. **Federal and State Rent Subsidy Programs**
The HPHA administers federally funded rental assistance programs - Section 8 Housing Choice Voucher Program, Mainstream Voucher Program, Foster Youth Initiative, and the Veterans Affairs Supportive Housing (VASH) Program, and the State funded rental assistance program, subsidizing monthly rental payments to qualified households.

4. Federal Rental Assistance Program
The HPHA manages a Special Allocation Program which is a project-based program under a contract with the federal government through a subcontract.

C. The HPHA is required to approve an annual operating budget prior to the commencement of each fiscal year. Funds appropriated to the HPHA and earned through rental receipts are for the most part not eligible to be used across the programs. The operating budget must be prepared based on requirements of HUD and approved by the Board of Directors prior to the fiscal year start date of July 1st.

II. DISCUSSION

A. Pursuant to Hawaii Revised Statute, Section 92-2.5, the Board may establish a permitted interaction group to investigate matters relating to board business; provided that the scope of the investigation and each member's authority is defined at a meeting and resulting findings and recommendations are presented at a future Board meeting. The Board may appoint two or more members of a board, but less than the number that would constitute a quorum to the permitted interaction group.

B. Management requests that the Board establish a permitted interaction group to review the HPHA's draft operating and capital budgets.

II. RECOMMENDATION

That the Board of Directors Appoint a Permitted Interaction Group, Pursuant to Hawaii Revised Statutes, Section 92-2.5, to Review Hawaii Public Housing Authority's Draft Operating and Capital Budgets and to Present Findings and Recommendations to the Board Regarding the Draft Operating and Capital Budgets Prior to Final Adoption

Adopted by the Board of Directors
on the date set forth above
[] As Presented [] As Amended



Robert J. Hall
Chairperson



FOR ACTION

MOTION: To: Affirm that the Positions of Chief Planner, Chief Financial Management Advisor, and Property Management Branch Chief, as Set Forth in the Statute, are Equivalent to the Positions of Housing Planner Supervisor, Chief Financial Officer, and Public Housing Manager, Respectively; and Authorize the Hawaii Public Housing Authority's (HPHA) Executive Director Hakim Ouansafi to: 1) Employ, Exempt from Chapter 76 and Section 26-35(a)(4) an Executive Assistant, Chief Financial Management Advisor, a Property Management Branch Chief, a Chief Planner, and a Redevelopment Officer; and 2) Establish, Fix, and Adjust their Salaries Provided That No Salary Shall Exceed the Governor's Salary, Pursuant to Section 356D-2, Hawaii Revised Statutes

(The Board may go into Executive Session pursuant to Hawaii Revised Statutes section 92-4 and 92-5(a)(4) to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to this agenda item and to consider personnel matters and matters affecting privacy.)

I. FACTS

- A. Pursuant to section 356D-2, Hawaii Revised Statutes the HPHA is allowed to employ certain positions exempt from chapter 76 and section 26-35(a)(4), Hawaii Revised Statutes, including an Executive Assistant, a Chief Financial Management Advisor, a Property Management Branch Chief, a Chief Planner, and a Redevelopment Officer.
- B. The Board previously delegated authority to the Executive Director to hire, establish, fix, set and adjust the salaries for the Chief Financial Management Advisor, a Property Management Branch Chief, a Chief Planner, and a Redevelopment Officer.

II. DISCUSSION

- A. Management is recommending that the Board formally recognize and affirm that the HPHA's positions as described in section 356D-2, Hawaii Revised Statutes, of Chief Planner, Chief Financial Officer, and Property Management Branch Chief are positions that have been historically used

by HPHA and are equivalent to the following DHRD positions based on the duties provided in the attached position descriptions:

- HPHA's Chief Planner is the Housing Planner Supervisor, position no. 102034.
- HPHA's Chief Financial Officer is the Chief Financial Management Advisor, position no. 118550.
- HPHA's Property Management Branch Chief is the Public Housing Manager, position no. 101072.

B. Management recommends that the Board authorize the Executive Director to employ and establish, fix, and adjust salary rates, not to exceed the Governor's salary, and prescribe the duties and responsibilities of the Executive Assistant, Chief Financial Management Advisor, Property Management Branch Chief, Chief Planner, and Redevelopment Officer or functionally equivalent positions as described above consistent with the HPHA's functional statement.

III. RECOMMENDATION

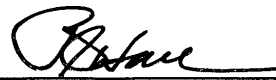
That the Board of Directors Affirm the Positions of Chief Planner, Chief Financial Management Advisor, and Property Management Branch Chief as Set Forth in the Statute are Equivalent to the Positions of Housing Planner Supervisor, Chief Financial Officer, and Public Housing Manager, Respectively; and Authorize the Hawaii Public Housing Authority's (HPHA) Executive Director Hakim Ouansafi to: 1) Employ, Exempt from Chapter 76 and Section 26-35(a)(4) an Executive Assistant, Chief Financial Management Advisor, a Property Management Branch Chief, a Chief Planner, and a Redevelopment Officer; and 2) Establish, Fix, and Adjust their Salaries Provided That No Salary Shall Exceed the Governor's Salary, Pursuant to Section 356D-2, Hawaii Revised Statutes

Attachment A: Chief Planner Position Description

Attachment B: Chief Financial Officer Position Description

Attachment C: Property Management Branch Chief Position Description

Approved by the HPHA Board of
Directors on the date set forth above
[] As Presented [] As Amended



Robert J. Hall
Chairperson

Chief Planner

I. IDENTIFYING INFORMATION

Position Number: 102034
Department: Department of Human Services
Division: Hawaii Public Housing Authority
Branch/Office: Planning and Evaluation
Section: N/A
Unit: N/A

II. INTRODUCTION

The Planning and Evaluation Office is responsible for the planning, evaluation and research activities for programs administered by the Hawaii Public Housing Authority (HPHA). The office compiles, reviews, and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within Hawaii; assesses current and future tenant populations; works with other government agencies, developers and community groups to identify strategies and assess needs; develops legislative proposals and reports in support of the HPHA's plans and programs; processes changes to Hawaii Administrative Rules; and develops and maintains communication with media, Hawaii's congressional delegation and the state legislature.

This position is responsible for supervising and performing program planning, development, research and analysis in support of HPHA's programs, and includes planning for HPHA legislative and rule making activities.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Program Planning and Administration 45%

1. Reviews statistical, demographic and market data to identify specific levels and types of housing needs within the State; works with the Branches to determine the most effective way to meet the needs of the community; assesses current and future tenant population; works with other Government agencies, developer and advocacy groups and others to assess needs and identify strategies and incorporates all of this information into the HPHA long and short range functional plan. [1]
2. Formulates and assists in developing long and short-range functional plans to meet HPHA program objectives. Reviews drafts of plan documents for consistency with program objectives, strategies and community needs. Ensures timely update of internally formulated plan documents. [1]

Attachment A

3. Reviews and evaluates the HPHA objectives, policies, procedures and programs. Submits recommendations for the development or modification of objectives, policies, procedures and programs of the HPHA. [1]
 4. Drafts the HUD-required 5 Year and Annual Public Housing Authority Plan and performs all processes and procedures required to obtain HUD approval, including Resident Advisory Board and other public meetings, document preparation and electronic submission to HUD. [1]
 5. Participates in preparation of the State of Hawaii Consolidated Plan and the Department of Human Services annual report. Prepares annual reports to the legislature and Governor as required by statute. [1]
 6. Reviews and recommends responses to petitions for State land use district boundary amendments, environmental impact and community plans in conjunction with the Branches. [1]
 7. Reviews and recommends to the Executive Director and Board of Directors any market research studies, need assessments and housing studies, and the state housing plan initiatives to assist management in the decision making on prospective programs and projects. [1]
 8. Assists in preparation of responses to requests for information from media, other agencies and the general public, if necessary. [1]
 9. Participates in community meetings, such as neighborhood board meetings, advisory board meetings, planning meetings with external stakeholders. [1]
- B. Legislative and Rules Support 30%
1. Develops legislative proposals and reports in support of the HPHA plans and programs. Coordinates and assists with the development of the HPHA response to legislative, congressional or county council requests and proposals. Writes testimony on housing related legislation and issues. [1]
 2. Responds to requests and proposals from the Hawaii State Legislature relating to Housing Bills, budget, staffing etc. [1]
 3. Attends public hearing meetings, legislative meetings, and City or County Council meetings to speak or assist the Executive Director. [1]
 4. Develops administrative rule making procedures of the HPHA. Coordinates and assists in the revision of the rules and by-laws. [1]

Attachment A

- C. Supervision 15%
1. Conducts staff meeting to discuss operational goals, convey management objectives and discuss the proper implementation of policies and procedures. [1]
 2. Establishes goals and expectations and develops a plan of action for the upcoming rating period. [1]
 3. Monitors and evaluates the work of subordinates to ensure goals and expected work performance are achieved. [1]
 4. Oversees and resolves personnel matters, working with subordinate staff. [1]
- D. Grant Application 10%
1. Coordinates applications for grants or other resources to fund projects or programs to meet the housing or supportive services needs of residents assisted by HPHA. [1]
 2. Coordinates and/or moderates community meetings, charettes, planning and visioning sessions for HPHA's grant applications. [1]
 3. Monitors reporting requirements, tracks deadlines, and corresponds with funding agency on primary and renewal application requirements. Coordinates responses to monitoring or program compliance visits. [1]
 4. Assists in tracking and evaluation of program outcomes for the Moving To Work Demonstration Program. [1]
- TOTAL 100%**

Performs other related duties.

Essential Functions

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of

Attachment A

people who currently perform similar jobs; and the nature of the work operations based on organization structure.

Supervises:
Position No.
107934

Class Title:
Housing Planner

IV. CONTROLS EXERCISED OVER THE WORK.

A. Supervisor:

Pos. No.: 102005 **Class Title:** Executive Director

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions are provided with general guidance and direction of specific priorities and results expected. The employee is required to plan and carry out activities independently and resolve conflicts that arise.

2. Assistance Provided.

The employee takes care of all aspects of work independently, but is expected to inform the supervisor when circumstances require significant changes.

3. Review of Work.

The supervisor does not check the accuracy of individual work assignments but does check to make sure that reports are in congruence with the mission of the HPHA.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guidelines Available.

HPHA Policies and Procedures
HPHA Safety & Health Program Manual
DHS Policies and Procedures
Occupational Safety & Health Administration (OSHA) Rules and Regulations
Hawaii Occupational, Safety & Health (HIOSH) Policies & Procedures
Hawaii Administrative Rules and Regulations
HUD Rules and Regulations
Hawaii statutes and federal law

2. Uses of Guidelines.

Policy guides cover most situations and technical aspects of the work. The incumbent is expected to know and apply the provisions covering administered programs, including pertinent Federal regulations and State statutes.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Driver's license preferred.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

General research sources and sources of socio-economic information; research and statistical methods and techniques used in public planning; report writing; program development; government organization, programs and functions; public relations and marketing; principles, practices, methods and techniques of public planning; basic legislative process; bill and rule drafting procedures.

B. Skills/Abilities:

Ability to conduct public planning studies and projects; understand and apply statistical concepts and methods and techniques used public planning; read and comprehend a broad range of subjects; collect, correlate, evaluate and analyze facts and develop sound conclusions; speak and write effectively; maintain effective working relationships with others.

C. Education:

Successful completion of a baccalaureate degree program from an accredited college or university in urban or regional planning, public administration, business administration or related fields, with at least 3 semester credit hours in statistical methods and models.

D. Experience:

Two years of progressively complex responsible experience that required the application of research and analysis principles for the formulation of plans and programs, and policy recommendations. Experience must have included the collection and evaluation of an extensive variety of physical, social economic and/or environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive prospective of conditions and identify problems and opportunities in the area of concern.

E. Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

VII. TOOLS, EQUIPMENT & MACHINES

Personal computers, printers, electric typewriter, calculators, microfiche, copiers, facsimile machine and other electronic data processing equipment.

CHIEF FINANCIAL OFFICER

I. IDENTIFYING INFORMATION

Position Number: 121989
Department: Department of Human Services
Division: Hawaii Public Housing Authority
Branch: N/A
Office: Fiscal Management
Section: N/A
Unit: N/A

II. INTRODUCTION

This position reports directly to the Office of Executive Director (OED) of the Hawaii Public Housing Authority, an agency attached for administrative purposes only to the Department of Human Services (DHS) and operates under the broad policy of the Executive Director.

The Fiscal Management Office (FMO) is responsible for providing administrative assistance and advisory services in fiscal management, budget, and accounting services for the OED. The FMO monitors state and federal owned affordable housing rental contracts on behalf of the HPHA and oversees/manages the HPHA's assets, including real property and Central Office Cost Center (COCC). The FMO formulates policies, procedures and standards in administering central accounting, asset (inventory) management and contract monitoring activities within HPHA; and provides consultative and technical services in budget coordination, planning development, execution and monitoring activities for all programs within the HPHA, and with budget staff at the department level. In addition, the FMO is responsible to ensure adequate internal controls are in place by reviewing transactions, journal entries, and appropriate funding sources; and responsible for an operating budget of over \$100 million, and total assets of approximately \$400 million.

This Chief Financial Officer (CFO) position is responsible for the formulation of polices for Executive Director consultation and providing the general framework of procedures governing the fiscal management staff services in support of program administered, including; fiscal, capital improvements, planning activities, budgeting, asset management, payroll and disbursement. This position represents the agency in conducting business with investors, financial institutions and government agencies. Manages internal and external financial reporting to ensure conformance with contract requirements, federal and state laws, and Generally Accepted Accounting Principles. Provides financial analysis,

Attachment B

management and planning in support of the agency's capital programs, operations and agency wide initiatives.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Fiscal Management 55%
1. Serves as the primary assistant to the Executive Director in developing, monitoring and improving the HPHA's accounting and fiscal program. [1]
 2. Leads and manages in the development of an accounting system that allows for the timely and accurate consolidation and reporting of financial data consistent with Federal and State statutes, rules and regulations, and in accordance with Generally Accepted Accounting Principles (GAAP). [1]
 3. Oversees and reviews the agency's external audits, including the annual Comprehensive Annual Financial Report (CAFR), single audits, revenue audits, and financial and compliance audits conducted by HUD Inspector General and other agency legislative auditors. [1]
 4. Leads and manages the agency's internal and fiscal controls to ensure timely, accurate, and reliable processing and reporting of financial and management, administers the execution of the operating and capital improvement budget. This involves directing the maintenance of budget controls and assignment of funds to various organizational units on the basis of the approved budget. [1]
 5. Ensures the accurate operating budget are produced financially and budgeted projection as directed by Executive Director included but not limited to the work of staff; this includes presentation to the board of directors, legislative hearings and Budget and Finance budget review meetings. [1]
 6. Analyzes the financial and operational benchmarks to be used in measuring the HPHA's financial performance; assists in integrating these measures in the planning, budgeting and performance evaluation process; and ensures that the financial data required is incorporated in the overall accounting system. [1]
 7. Leads and manages the agency's financial management and service functions, including internal and external financial reporting,

Attachment B

general accounting, investment, and treasury management, and automated financial systems. [1]

8. Oversees the issuance of project notes and new housing authority bonds. [1]

B. Financial Analysis and Consultation 20%

1. Directs the development of the agency's annual capital and operating budgets, in accordance with best practices; for presentation to the board of directors; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policies and applicable laws and regulations. [1]
2. Analyzes and assesses the short and long-term financial viability of the housing programs by developing and maintaining financial models for determining unit cost of services; conducting break-even analyses; analyzing and forecasting cash flow; and measuring financial condition. Determines the significance of the data and prepares complex reports, such as cash flows, projections of changes to total and unit costs based on the program changes, cost allocation for federal matching funds for administrative functions, and comprehensive narrative statements in support of conclusions. [1]
3. Researches, analyzes, and reviews financial, accounting, and travel and subsistence allowance subject matter or issues (pronouncements policies, standards, principles, procedures, methods problem areas), and formulates and issues formal interpretation therefore. Coordinates requests for legal opinions on these matters. [1]
4. Identifies and recommends financial plans, policies and strategies for the funding of HPHA's operations to the Executive Director; and provides advisories to the Executive Director to improve such plans and policies or maintain financial stability. [1]

C. Program Analysis and Consultation 15%

1. Consults with the Executive Director and managers regarding the HPHA's financial conditions; and conducts financial assessments and analyses of program management decisions. Advises management in business plan and participates in the consolidation of the State's housing business plan. [1]

Attachment B

2. Monitors and analyzes changes to Federal regulations, State statutes and administrative rules, and generally accepted accounting principles that affect the housing programs' fiscal requirements; and participates in the development and modification of the housing programs to ensure implementation of fiscal requirements. [1]
3. Works with the Executive Director, other State and Federal agencies, and community groups to assess the housing environment and other economic factors that may impact the financial viability. [1]

D. Supervisory 10%

1. Provides overall supervision for all employees in the Fiscal Management Office through Budget and Federal Program staff, and Fund Accounting and Reporting staff for all operational and personnel related matters. [1]
2. Acts as liaison with the agency or departmental Human Resources Office on employee matters. [1]
3. Reviews performance appraisals for Fiscal Management Office employees; collaborates with Assistant Chief Financial Officers to recommend or carry out disciplinary action. [1]

Perform other related duties as assigned.

Essential Functions

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Attachment B

Position No.: 102005

Class Title: Executive Director

Supervises:

95859K Assistant Chief Financial Officer (to be established)
95860K Assistant Chief Financial Officer (to be established)
9586K Quality Control Specialist (to be established)
41253 Secretary I

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions are limited to general guidance and direction to specify priorities and results expected. The employee is expected to plan and carry out the necessary work activities independently.

2. Assistance Provided.

The employee takes care of all aspects of work independently, but is expected to inform the supervisor when circumstances require significant changes such as matters which conflict with accounting policies and procedures, rules and regulations, guidelines and manuals.

3. Review of Work.

The supervisor reviews only those assignments which are exceptional such as those which involve establishing a new precedent, significant change in policy, etc., and checks to ensure that goals and objectives are met.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available.

State of Hawaii Accounting Manual
Chapters 42, 516 & 519 HRS
Chapter 201E, Section 217
FAMIS Procedural Manual
DAGS Inventory System Manual
Purchasing and Inventory System User Manual
Executive Memorandum 97-07
State Procurement Code

Attachment B

HPHA Policies and Procedures
HPHA Safety & Health Program Manual
OSHA Rules and Regulations
Hawaii Administrative Rules and Regulations
Housing and Urban Development (HUD) regulations

2. Use of Guidelines.

The employee is expected to know and apply pertinent accounting laws, rules and regulations, policies and procedures, accounting and financial statutes and other related guidelines for governmental accounting.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Certified Public Accountant designation required

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Principles and practices of accounting and auditing; fiscal management practices and procedures; financial reporting requirements; budget execution and reporting requirements and procedures; information technology trends and topics; applicable State/Federal laws, rules regulations, policies, procedures or other relative guidelines; computer spreadsheet and database software; and State/Federal Housing regulations, provisions, and mandates; Principles and practices of organization and supervision.

B. Skills and abilities:

Independently carry-out assigned functions and responsibilities; read and comprehend laws, rules, and regulations; analyze facts and issues; recommend solutions to complex and sensitive problems/situations; consolidate and format financial data using spreadsheet or database software; deal tactfully with employees and others; and supervise subordinate staff.

C. Education:

Graduation from an accredited 4-year college or university with a bachelor's degree in business administration, finance, accounting, economic or related field is required.

D. Experience:

Attachment B

Ten years of progressive administrative and/or analytical experience that involved in designing and administering budget, financial systems; analyzing economic, financial and auditing data; modeling and forecasting financial information; establishing and implementing internal control; program analysis and evaluation, program planning, program budgeting or any combination of these areas, including five years in management capacity in directing program that provides staff advice and assistance; giving technical advice and direction to management; and preparing and making oral presentations,

VII. TOOLS, EQUIPMENT & MACHINES

Personal computers, electric typewriter, calculators, copiers, facsimile machine and other electronic data processing equipment.

Attachment C

POSITION DESCRIPTION PUBLIC HOUSING MANAGER ~~###~~

I. IDENTIFYING INFORMATION

Position Number: 101072
Division (Office): Department of Human Services
Branch: Property Management and Maintenance Services
Section: N/A
Unit: N/A
Geographic Location: Kapalama, Oahu

II. INTRODUCTION

The Branch is responsible for developing and establishing the management and maintenance plans to reflect the HPHA goals; monitoring performance against established performance standards, criteria, goals, and guidelines to achieve optimum performance; providing assistance as needed to implement the plans to meet performance objectives; and developing policies and procedures relating to Property Management and Maintenance Service programs.

This position directs the operations of the PMMSB and is responsible for the establishment and attainment of goals and objectives of the Branch and the development and implementation of policies and procedures consistent with Federal and State laws, rules and regulations.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Administration 35%

1. Administers the development of Sections' management and maintenance performance and production objectives, and establishes branch level objectives in keeping with agency objectives determined by the Executive Director and the HPHA Board of Directors.
2. Formulates policies and procedures for executive review and Board action and establishes functional plan for housing management operations.
3. Develops and/or revises and implements policies and procedures and rules and regulations which govern the operation of housing management programs in compliance with applicable statues, and HUD procedures for program enhancement.
4. Coordinates activities between branches and other agencies for the delivery of services and programs to the Management Units in order to

meet their management, maintenance, personnel and tenant services needs.

5. Reviews, evaluates and makes recommendations in the annual operating budgets prepared by the Management Sections. Conducts periodic budget reviews with Management Sections to assure proper and timely execution of approved budget. Initiates and directs efforts to correct deficiencies.
6. Monitors and evaluates program operations to determine levels of effectiveness, accomplishment of objectives, areas for program and personnel development and resource allocation priorities.
7. Clarifies, interprets, and assures compliance and enforcement of laws, policies, rules and regulations related to State and Federal rental housing program.
8. Prepares short range plans to meet specific needs and long range goals and makes presentation to the HPHA Board of Directors.

B. Property Management and Maintenance Services 35%

1. Receives oral and written inquiries and complaints from tenants, the public and other agencies on matters relating to program areas, and refers to appropriate staff for investigation and resolution.
2. Conducts monthly inspections of all projects to evaluate the condition of physical facilities and to assure that facilities are maintained according to established state and federal standards.
3. Reviews Management Sections' requests and recommendations for action on tenant transfers and evictions, unbudgeted expenditure and deviation from approved budget, and other non-routine matters.
4. Develops system for data flow to keep informed on various activities and performance level at the Management Sections. Reviews and approves reports and forwards to Executive Director.
5. Meets and consult with Property Management and Maintenance Staff to establish priorities for routine and extraordinary repairs and capital improvements.
6. Negotiates management agreements with private property management firms for property and facilities operated by HPHA.
7. Conducts public hearings throughout the state and participates in meeting with private and public group agencies.
8. Establishes and maintains effective working relationships with

representatives of federal, state and county agencies, legislators, private interest groups and the general public for the purpose of promoting understanding and benefits of public housing.

C. Supervision

20%

1. Provides overall supervision to all employees in the Property Management and Maintenance Services Branch through subordinate supervisors.
2. Acts as Branch liaison with the HPHA Personnel on employee matters.
3. Reviews performance appraisals for the PMMSB employees. Collaborates with all supervisors to recommend and carry out disciplinary actions as required.
4. Orients and trains new staff under incumbent's direct supervision.

D. Reports and Correspondence

10%

1. Reviews and approves Tenant Account Receivables report to ensure rents are collected timely; and tenants are charged according to lease agreement.
2. Reviews and approves PMMSB reports (i.e. vacancy reports, inspection reports) prior to submission to the Board of Directors.
3. Reviews progress reports submitted by maintenance and unit supervisors and provides recommendation on the operations and programs to the Executive Director for approval.
4. Evaluates existing accounting procedures including internal controls to ensure compliance with federal, state and agency rules and regulations.

Performs other related duties as assigned.

Supervises:

<u>Position No.</u>	<u>Position Title:</u>
6182	Secretary III
96904K	Housing Maintenance Manager (to be established)
32210	Clerk Typist II
8751	Public Housing Supervisor VI
6282	General Construction and Maintenance Supervisor I
100986	Property Management Coordinator II
100892	Tenant Services Manager

IV. CONTROL EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 102005 Position Title: Executive Director

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided

Instructions are limited to general guidance and direction to specify priorities and results are expected. The employee is expected to plan and carry out the necessary work activities independently.

2. Assistance Provided.

The employee takes care of all aspects of work independently, but is expected to inform the supervisor when unforeseen events or circumstances require significant changes such as matters which conflict with policies, procedures, rules and regulations.

3. Review of Work.

The supervisor only reviews those assignments which are exceptional such as those which involve establishing a new precedent, significant changes in policy, etc. and checks to ensure goals and objectives are met.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available

HPHA Policies & Procedures
HPHA Safety & Health Program Manual
Occupational Safety and Health Act Rules and Regulations (OSHA)
State and Federal Procurement Rules and Regulations
Hawaii Administrative Rules
Housing and Urban Development (HUD) Regulations

2. Use of Guidelines

The employee is expected to know and apply the principles and practices of public housing laws and regulations.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

N/A

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

The operational structure of HPHA and its relationship to the federal government and the community; comprehensive knowledge of federal and state public housing laws, rules and regulations, policies and procedures; problems in housing low income families; objectives and purpose of public housing, principles and practices of property management; principles and practices of supervision and management; and office practices and procedures.

B. Skills/Abilities:

Develop and implement operational policies and procedures; plan, organize and direct work of others; communicate effectively, orally and in writing; establish and maintain effective working relationships with other agencies; community leaders, general public and tenants; apply sound administrative principles and practices.

C. Education:

Bachelor's degree in business administration, public administration, social sciences, or closely related field.

D. Experience:

Must have five (5) years of supervisory experience which included experience in planning and directing the work of others, assigning and reviewing work assignments, advising on difficult problems, and training and development of employees.

Specialized Experience:

Five (5) years progressively responsible experience in the areas of property management, budgeting and fiscal/financial management. Experience should include conducting studies and recommending to management, the development or revision of standards, policies, procedures, and techniques; giving technical advice and direction to management; conducting surveys to evaluate the quality of program(s); recommending staff improvements; and developing guides used by management in the performance of applicable professional work.

Must have administrative aptitude, which is success in regular/special assignments or projects which involved administrative problems, e.g. planning, organizing, promoting, and directing program that provides staff advice and assistance; management interest demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of management training and education courses accompanied by application of learned principles to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

VII. TOOLS, EQUIPMENT & MACHINES

Personal computers and peripheral equipment/software, calculator, copying machine, fax machine and other related office machines, equipment, and tools.



FOR INFORMATION


SUBJECT: Presentation on the Preliminary Master Development Plans for Lanakila Homes, Holomalia Street, Hilo HI, 96720 (Tax Map Key 2-4-028:007) funded by Transit-Oriented Development (TOD) Capital Improvement Program (CIP) Planning Grants awarded to Hawaii Public Housing Authority (HPHA) by Office of Planning and Sustainable Development (OPSD)

I. FACTS

- A. Act 130, Session Laws of Hawaii (SLH) 2016, established the Hawaii Interagency Council for Transit-Oriented Development (TOD Council) to maximize the benefits of redevelopment of State lands in areas served by public transportation statewide, including the revitalization of neighborhoods, increased affordable housing inventory, improvement in worker access to jobs, and reduction in fuel consumption.
- B. The purpose of Act 130, SLH 2016, was to promote effective and efficient TOD planning and coordination among State agencies and counties statewide. OPSD was charged with coordinating and facilitating the maximum redevelopment potential for State lands around transportation nodes and in promoting smart growth.
- C. In 2021, OPSD was appropriated funds for planning, feasibility and cost studies, coordination of TOD projects, TOD public infrastructure requirements, and related environmental review documents for TOD projects in the State TOD Strategic Plan.
- D. In recognition that broader State TOD or smart growth objectives are often outside the scope of individual State agency project plans, TOD CIP funds appropriated to OPSD are awarded to State agencies to assist them in broadening the scope of their project or master plans to incorporate consideration of these broader objectives and to promote collaboration in project planning and development so that the project makes a meaningful contribution to the realization of TOD communities.
- E. HPHA prepared and presented competitive proposals to OPSD for TOD CIP funds for its Lanakila Homes property located at Holomalia Street, Hilo, HI, 96720 (Tax Map Key 2-4-028:007).

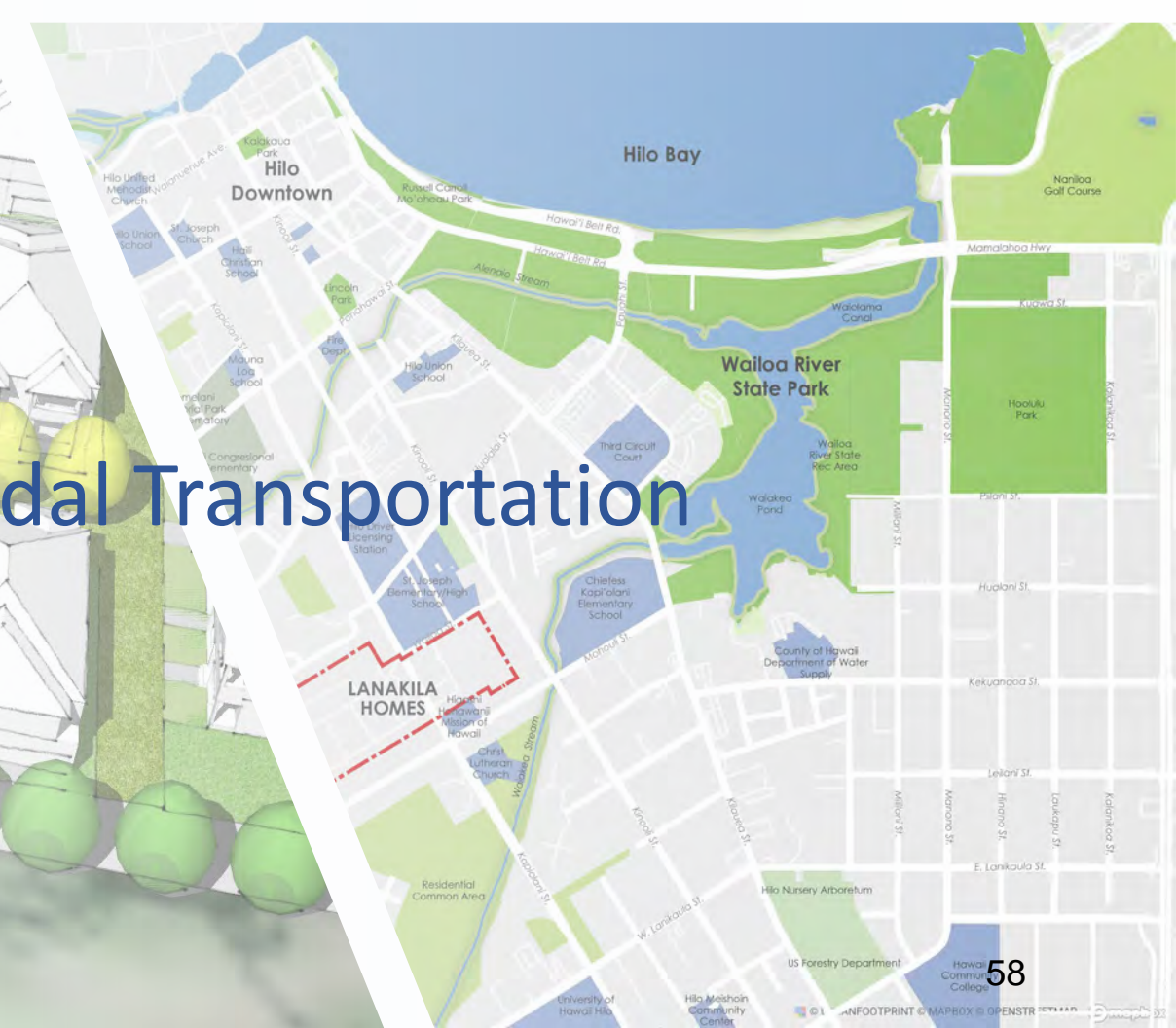
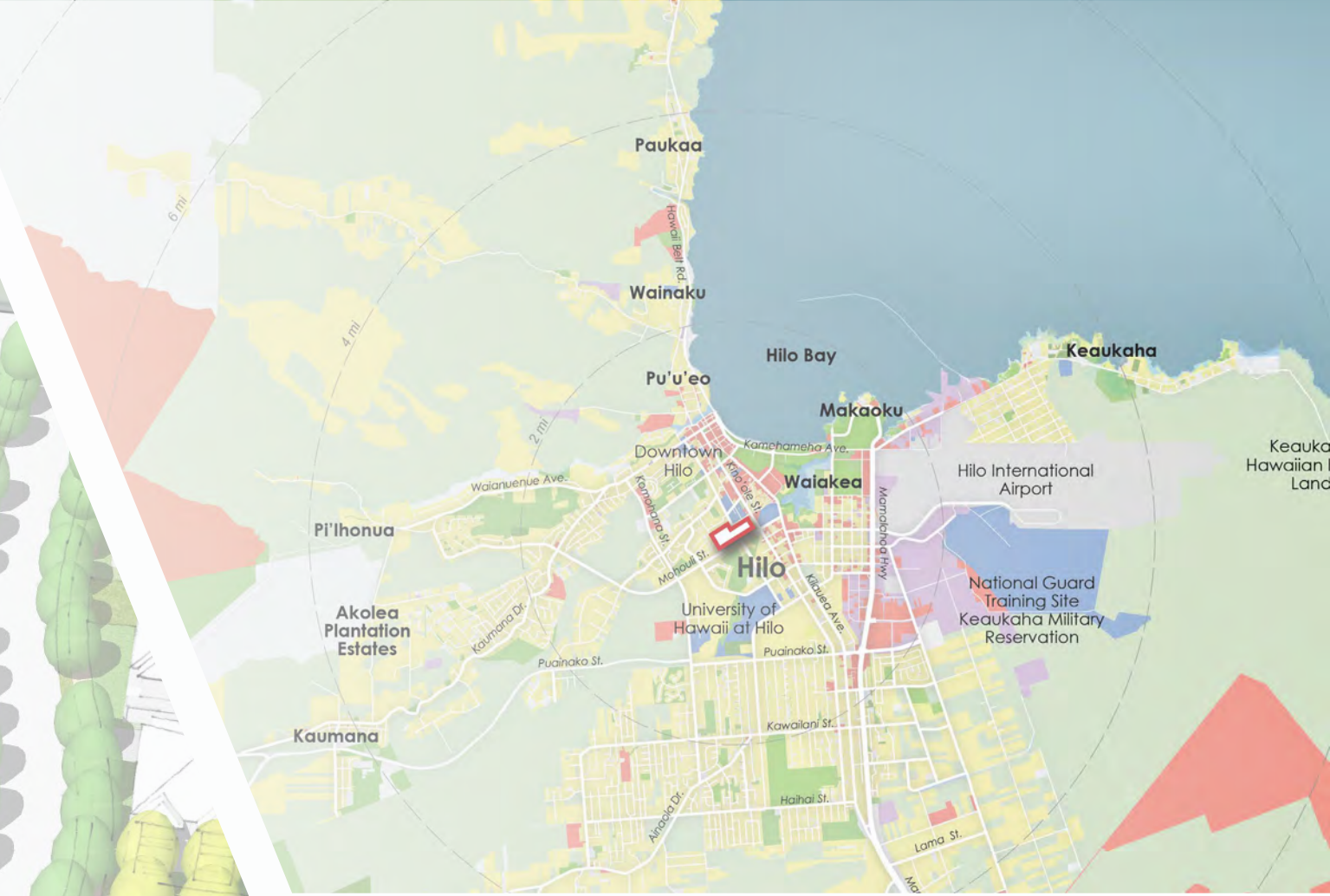
- F. Based on its assessment, OPSD awarded HPHA's Lanakila Homes project \$550,000 in State TOD CIP Planning funds in Fiscal Year 2021 appropriated by the State Legislature in 2020.
- G. The HPHA has a grandfathered right to redevelop 62 low-income public housing units at the site which typically serve area residents in the 30% Area Median Income ("AMI") and below.
- H. The Lanakila Homes site has the potential to support additional density. The TOD CIP funding has been used to develop a preliminary masterplan to examine how additional density could deliver additional affordable housing units to the community, the appropriate demographic mix of those units and determine what infrastructure may be required to support them.
- I. As the County of Hawaii moves forward with its Complete Streets plan and a multi-modal transportation system, it desires to create adjacent streetscapes that provides "first and last mile" walking and bicycling opportunities. These improvements may include sidewalk infill, installation of bike lanes, curb extensions, safe crossings, and potential bus stops. These improvements, mitigation of contaminated soils and new streets that will need to be constructed to recently revised County of Hawai'i Standards would also be reviewed.
- J. Guided by a Memorandum of Agreement with OPSD approved by HPHA's Board of Directors on December 16, 2021, the HPHA procured and contracted HDR Architecture and consulting services to provide preliminary master planning which included the following elements:
 - Preliminary master development plans and design alternatives for future housing, appropriate housing mix, and mixed-use facilities.
 - Preliminary multi-modal mobility plans to improve street patterns and streetscapes for the project area in accordance with the County's transit and transportation plans that incorporate Complete Streets design principles and multi-modal transportation elements, including but not limited to lane reconfiguration, sidewalk improvements, connection/continuation of sidewalk, sidewalk extension, proposed locations for bus stops, and place making elements.
- K. The HPHA and HDR Architecture presented the Lanakila Homes Preliminary Master Development plan for Lanakila Homes to the State TOD Council January 20, 2023.

Attachment A: Lanakila Homes Preliminary Master Development Plan
 Attachment B: HDR Architecture Speaker Biographies

Prepared by: Kevin Auger, Redevelopment Officer 



Hawai'i Public Housing Authority



HPHA Lanakila Homes & County of Hawai'i Multimodal Transportation
Hawaii Public Housing Authority Board of Directors
Presentation – April 20, 2023



- This project was funded through appropriation for transit-oriented development planning by Hawai'i State Legislature in Act 6, Sessions Laws of Hawai'i 2020

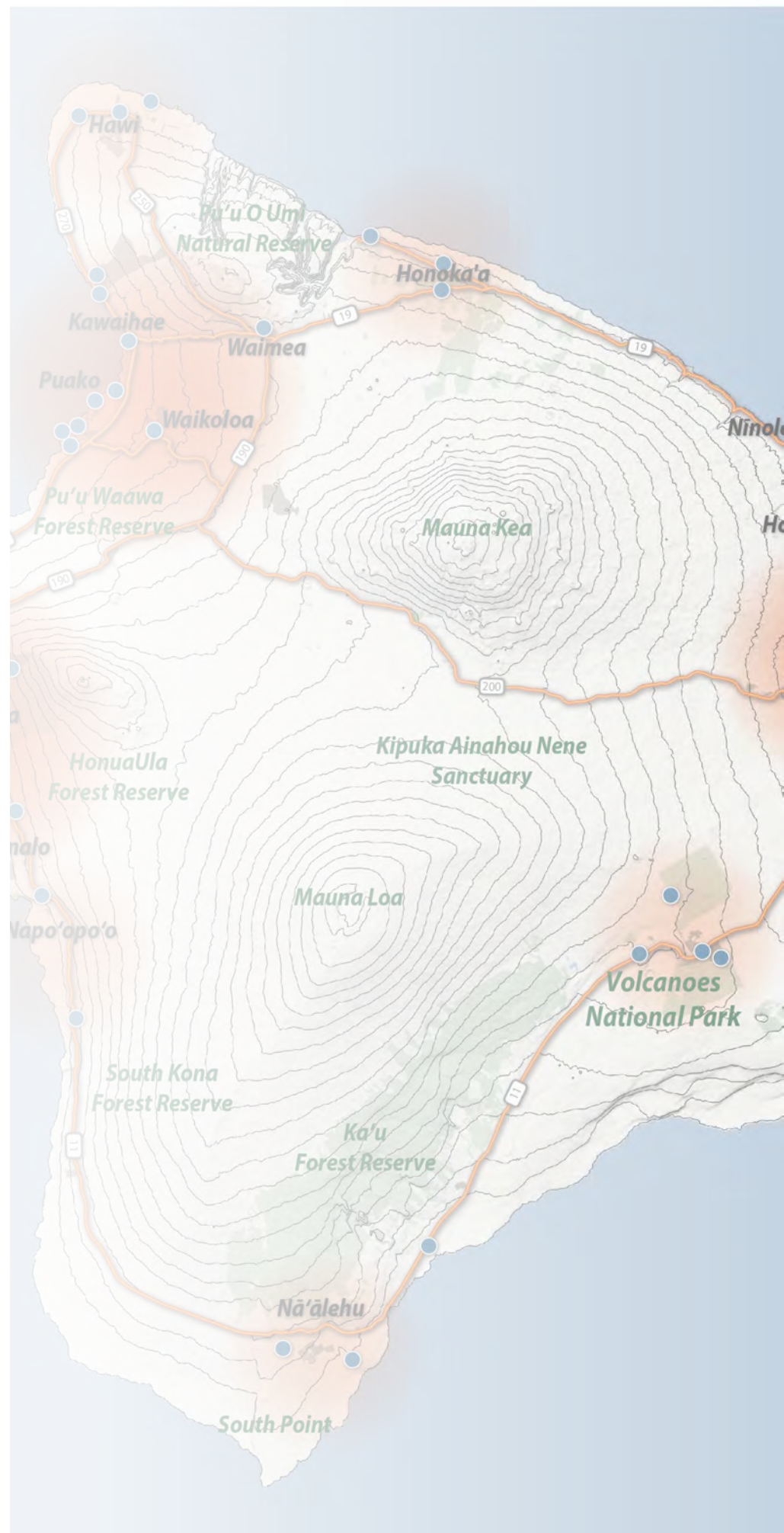


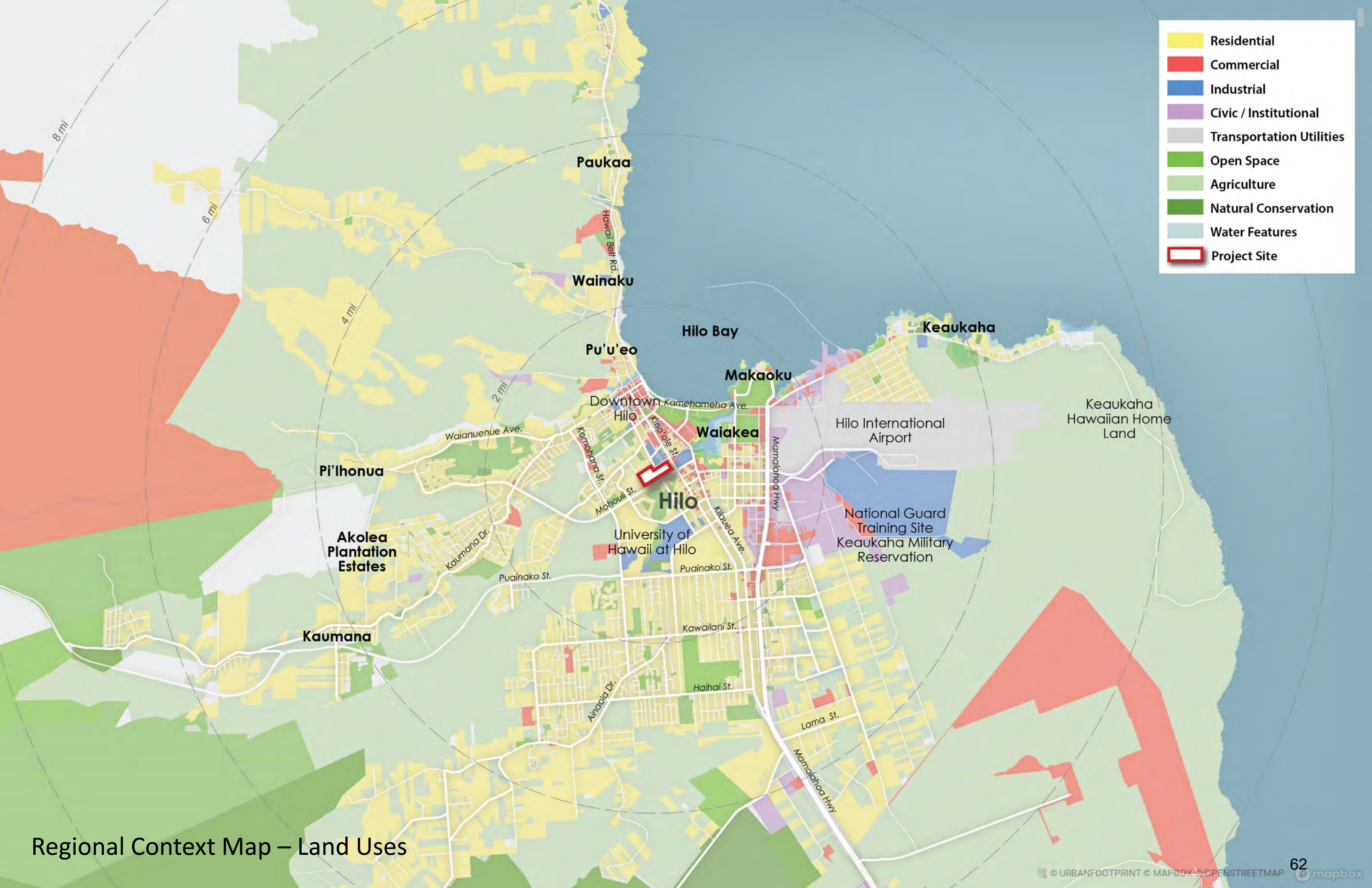
Project Overview

- Urban Vision & TOD goals
- Ideally a minimum 125 housing, up to 250+ housing units
 - Rezoning Required
- Research: adequate Infrastructure – sewer, water, electricity, parking
- Parking 1.5 to 2.0 per unit
- Scope of Services Overview
 - Preliminary Master Plan
 - Mobility Plan
 - Civil Engineering Assessment
 - Planning approach / Process & Engagement
 - Traffic and Complete Street Analysis



REGIONAL & SITE CONTEXT





- Residential
- Commercial
- Industrial
- Civic / Institutional
- Transportation Utilities
- Open Space
- Agriculture
- Natural Conservation
- Water Features
- Project Site

Regional Context Map – Land Uses



- Parks
- Open Space
- Natural
- Golf course
- Cemetery
- Residential Common Areas
- Rural / Agricultural
- Water Features
- Wetlands
- Project Site

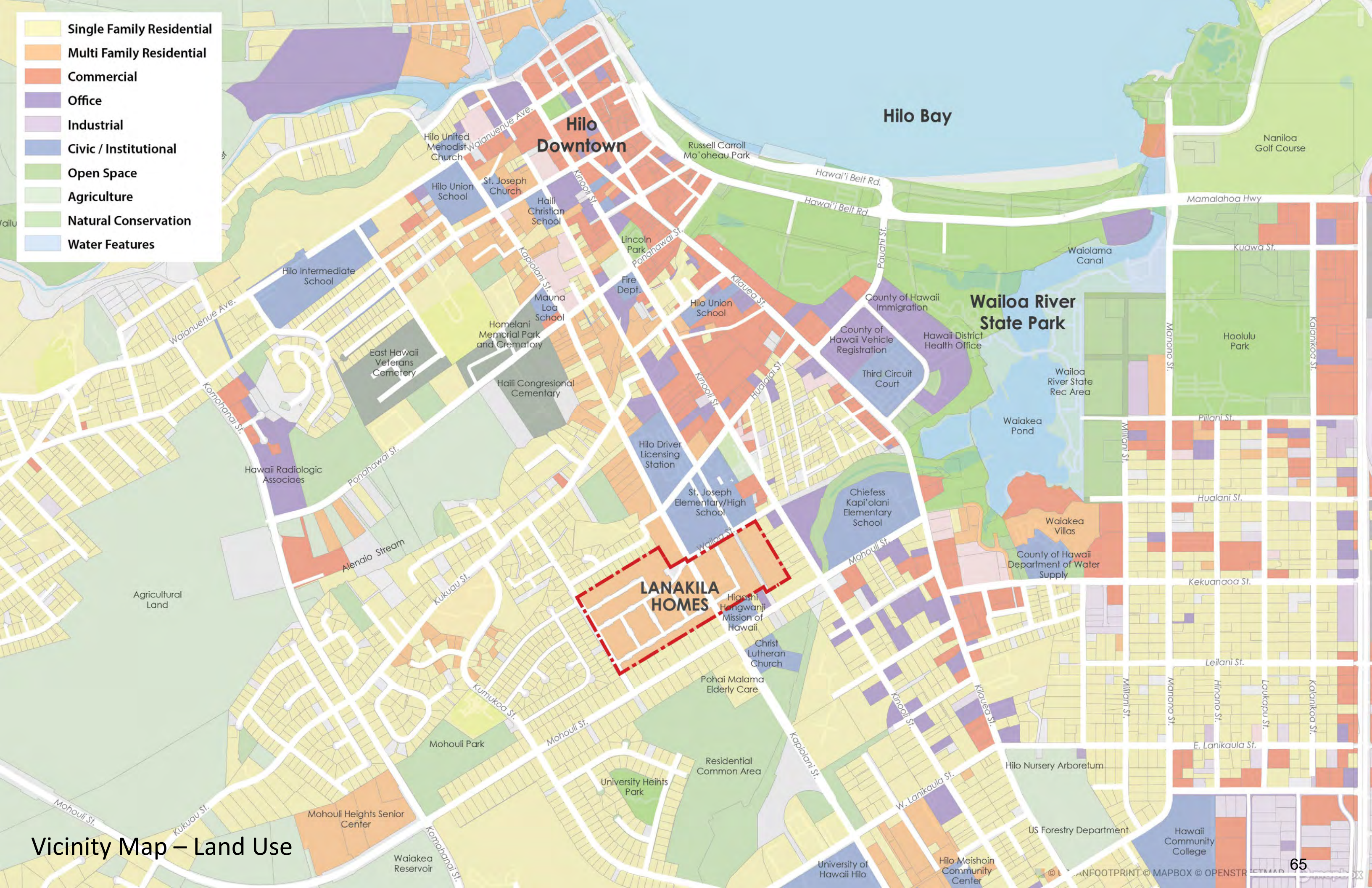
Context Map – Open Space

- Principal Arterial
- Minor Arterial
- Collector St.
- Local
- Project Site



Regional Context Map – Street Network

- Single Family Residential
- Multi Family Residential
- Commercial
- Office
- Industrial
- Civic / Institutional
- Open Space
- Agriculture
- Natural Conservation
- Water Features



Vicinity Map – Land Use



Mo'oheau Bus Terminal

Hilo Bay

Hilo Downtown

Wailoa River State Park

LANAKILA HOMES

Hilo Shopping Center

Mohouli Heights Senior Center

University of Hawaii Hilo

Hawaii Community College

Wailuku River State Park

Naniloa Golf Course

- Commercial Centers
- Civic Centers
- Industrial Centers
- Parks & Open Space
- Waterways
- Bus Routes

Opportunities & Constraints

Waiakea Reservoir



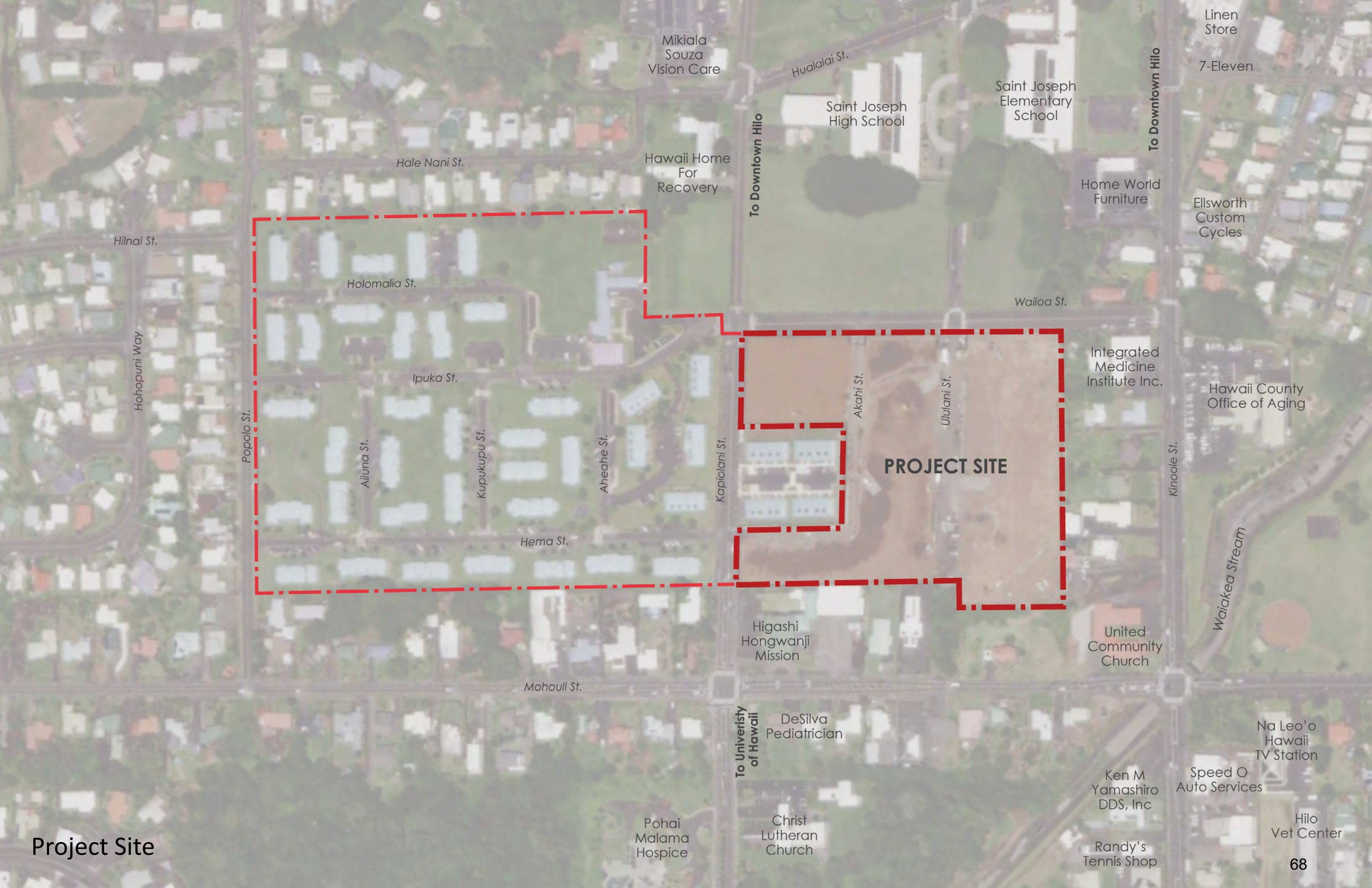
Wailoa Street

Project Site

Kapiolani Street

Mohouli Street

Kinoole Street



Mikiala Souza Vision Care

Hualalai St.

Saint Joseph High School

Saint Joseph Elementary School

Linen Store

7-Eleven

To Downtown Hilo

Hale Nani St.

Hawaii Home For Recovery

Home World Furniture

Ellsworth Custom Cycles

Hilnai St.

Holomalia St.

Wailoa St.

Hohopuni Way

Ipuka St.

Integrated Medicine Institute Inc.

Hawaii County Office of Aging

Popolo St.

Aiuna St.

Kupukupu St.

Aheche St.

Kapiolani St.

Akahi St.

Ululani St.

Kinoole St.

PROJECT SITE

Hema St.

Waiakea Stream

Higashi Hongwanji Mission

United Community Church

Mohauli St.

To University of Hawaii

DeSilva Pediatrician

Ken M Yamashiro DDS, Inc

Speed O Auto Services

Na Leo'o Hawaii TV Station

Project Site

Pohai Malama Hospice

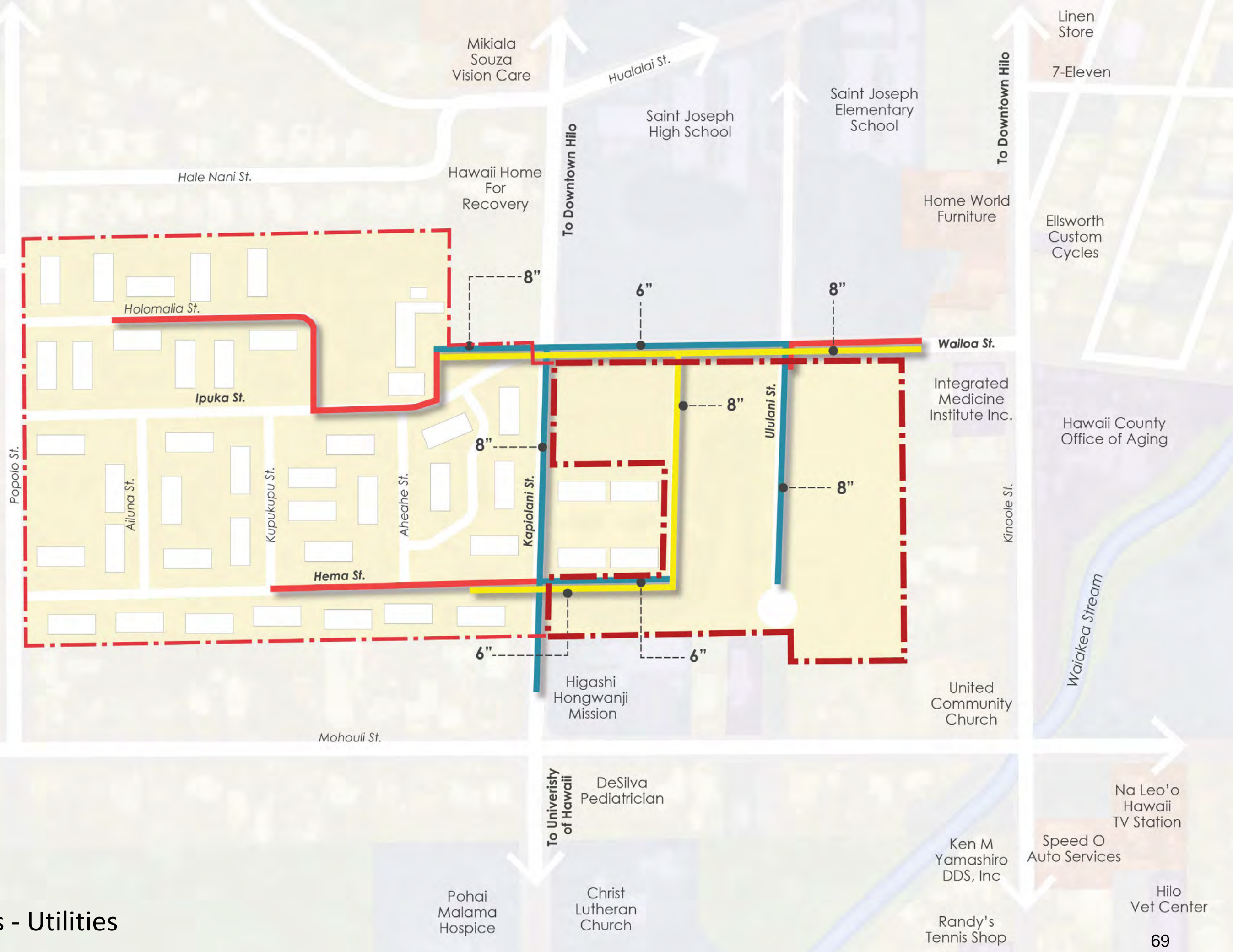
Christ Lutheran Church

Randy's Tennis Shop

Hilo Vet Center

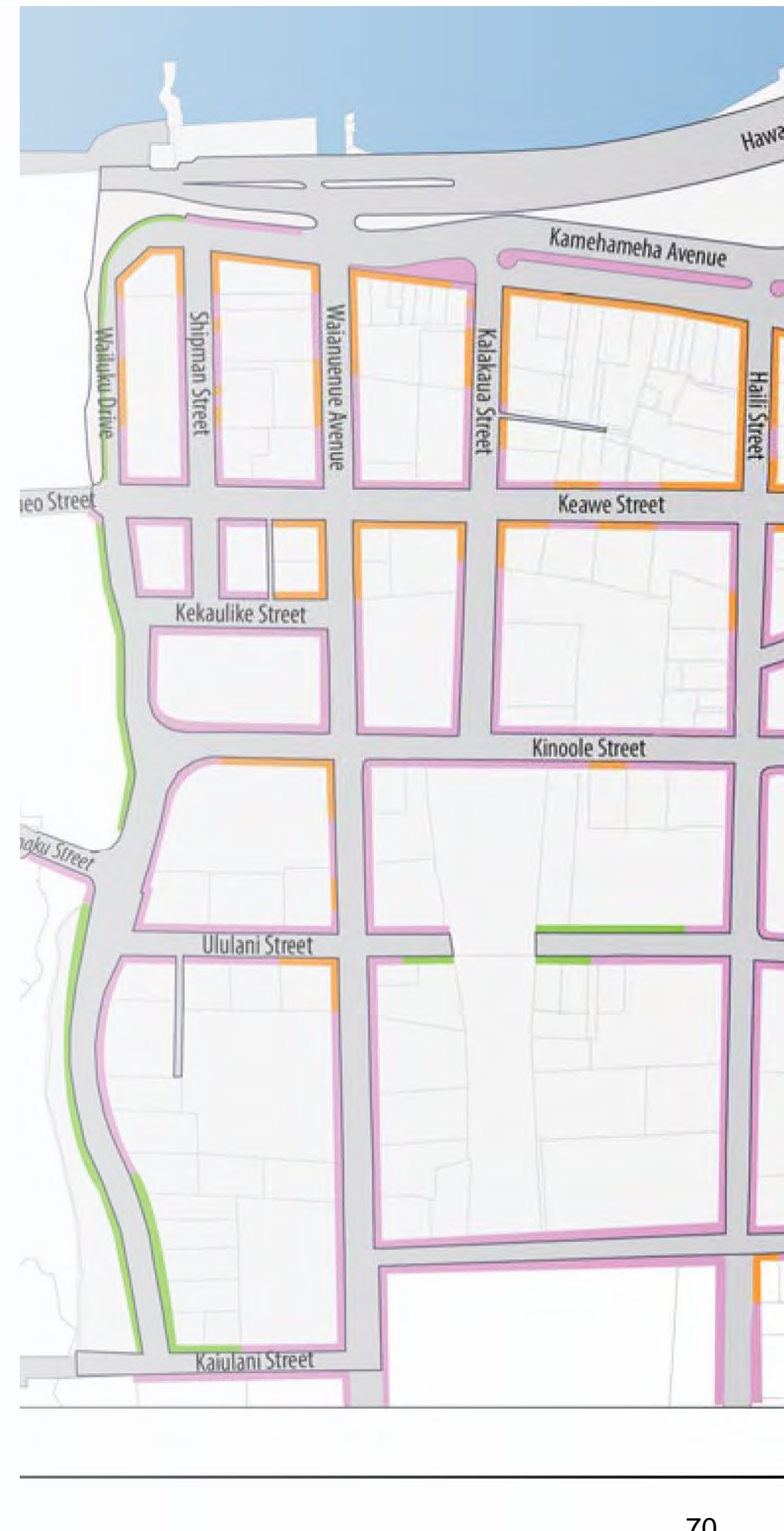
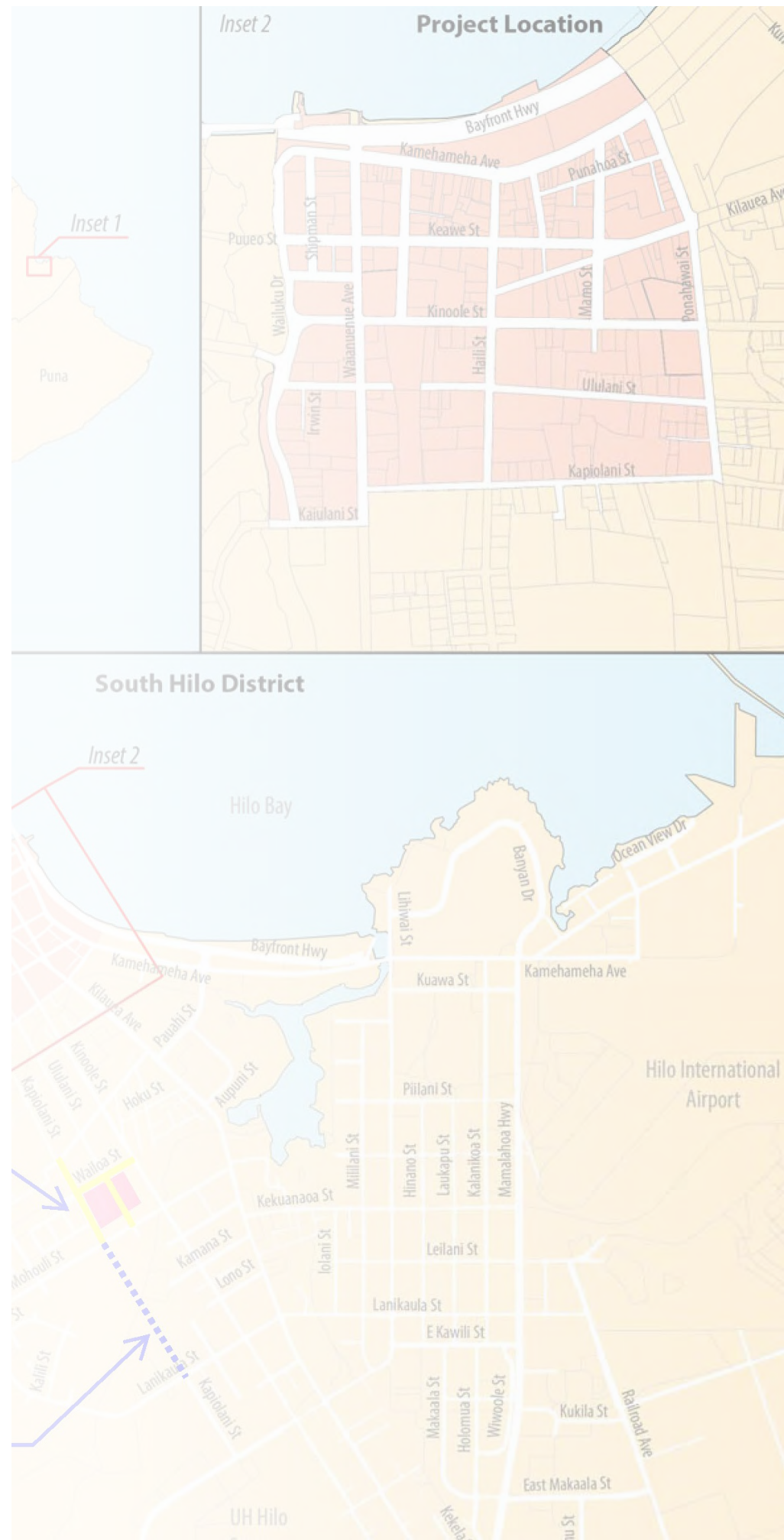
- Sewer Line
- Water Line
- Water Line (2)

Existing Conditions - Utilities





TRANSPORTATION NETWORK



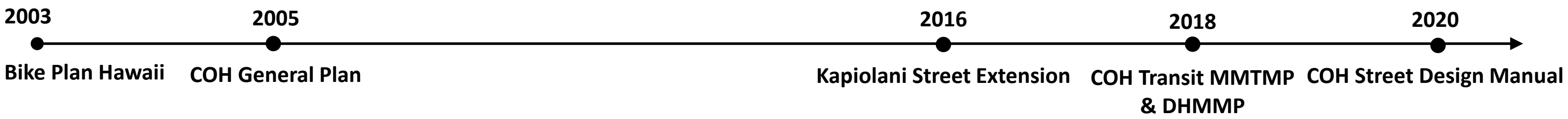
State of Hawaii Bike Plan

Priority 2 Project: Signed Shared Road on Kapiolani Street from Waianuenue Avenue to Hualalai Street.
(within project area)



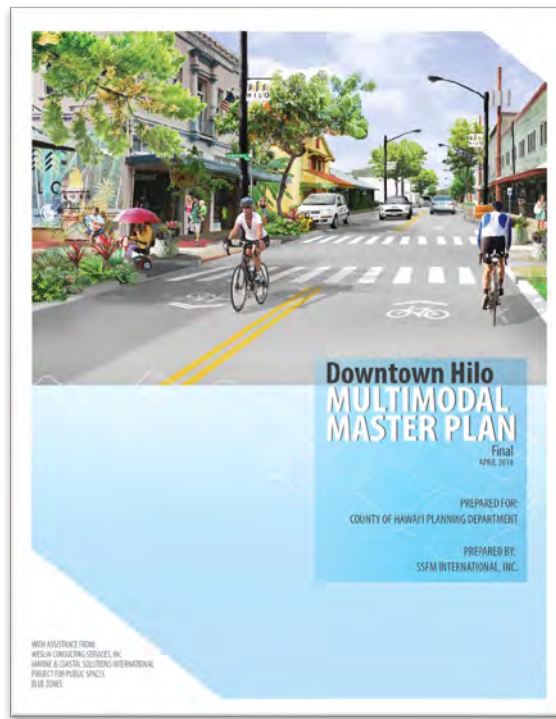
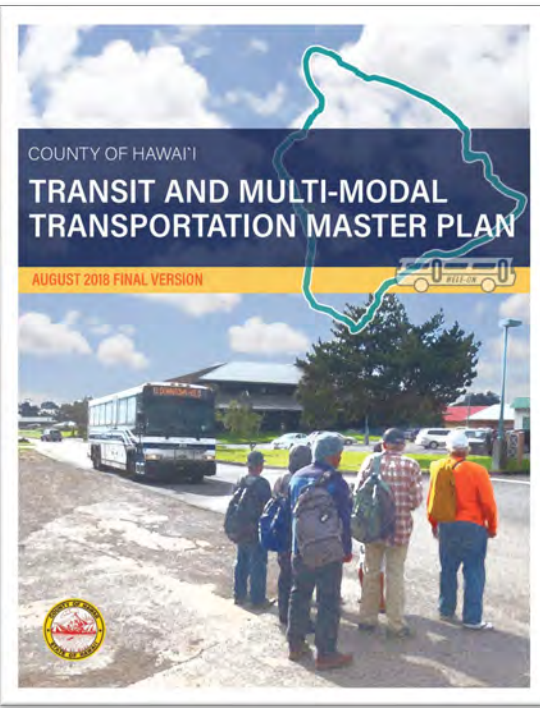
Kapiolani St Extension

Constructed new 60-foot-wide roadway connection with landscaped median, bike lanes, and sidewalks.
(south of project area)

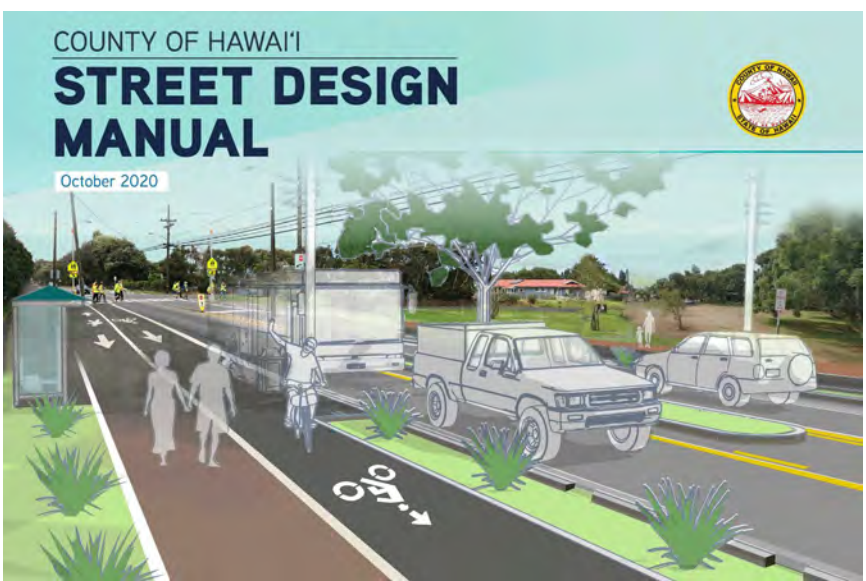


County of Hawaii Transit and Multi-Modal Transportation Master Plan

Proposes future bus route realignments that pass along the project site.
(within project area)



(north of project area)

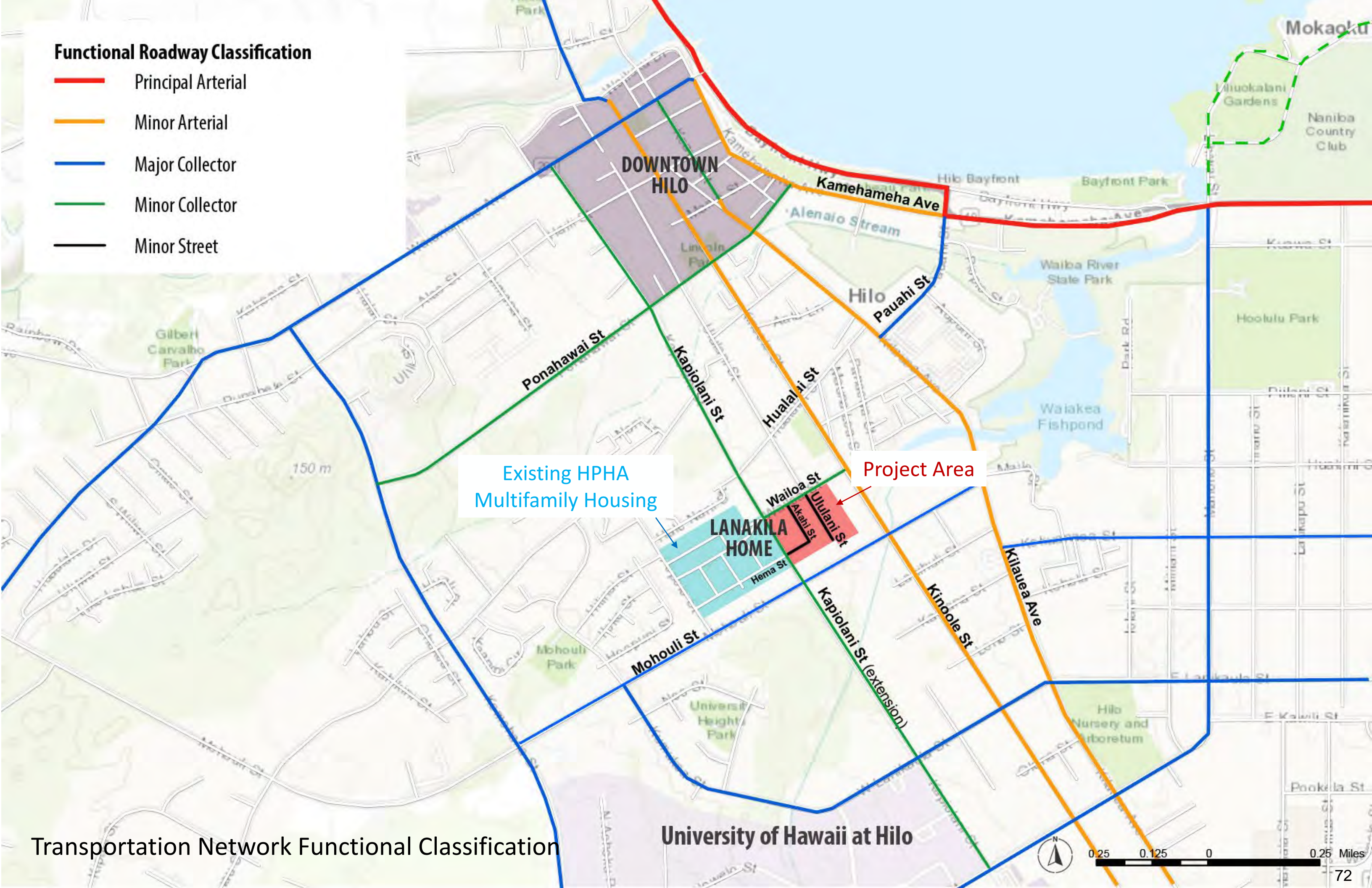


County of Hawaii Street Design Manual

Provides roadway cross-section design treatment guidelines based on street typology.

Functional Roadway Classification

- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Minor Street



Existing HPHA
Multifamily Housing

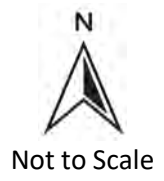
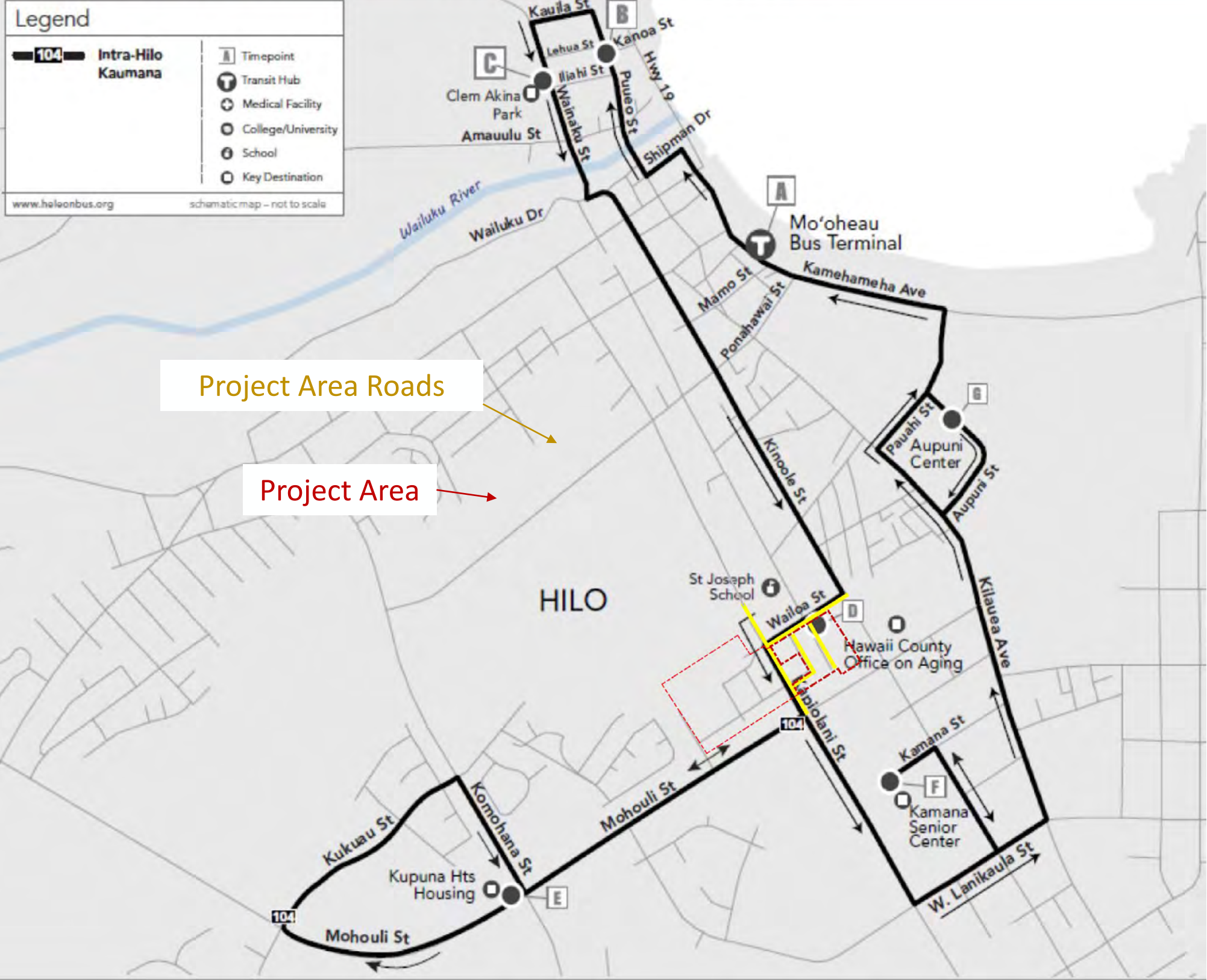
Project Area

-  Existing Bike Lane
-  Proposed Bike Lane
-  Proposed Bike Route
-  Proposed Bike Route
-  Proposed Bike Path



Regional Bike Network

Hele-On Bus Route - #104 Intra-Hilo Mohouli





* Taken from <http://www.heleonbus.org/sandbox/Route%20104.pdf> as of August 2022

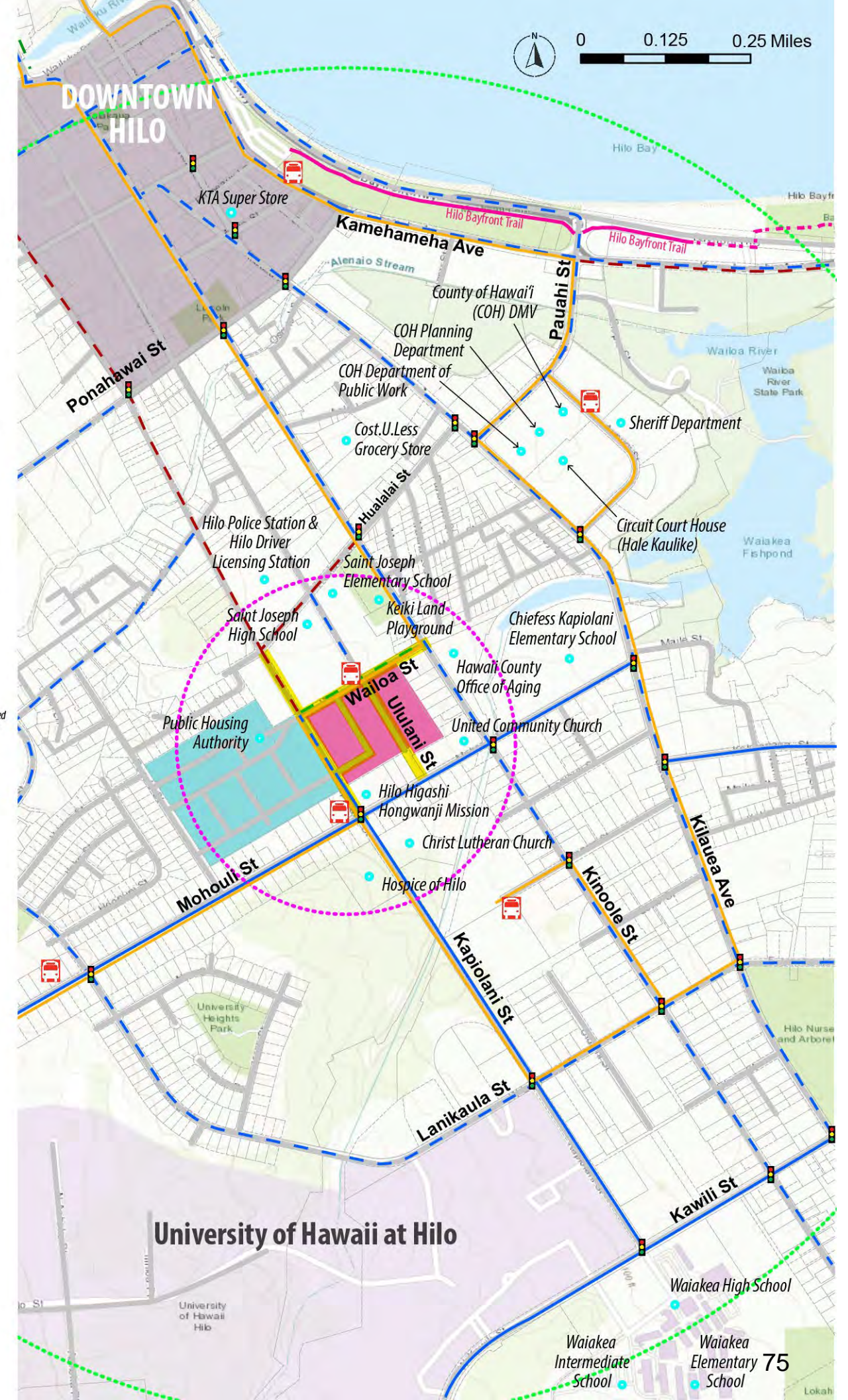
Legend

-  Project Area
-  Study Corridor
-  Existing HPHA Multifamily Housing
-  5min Walk Circle (Radius: 1/4 mile)
-  10 min Walk Circle (Radius: 1/2 mile)
-  5min Bike Circle (Radius: 1 mile)
-  Point of Interest
-  Signalized Intersection
-  Existing Bike Lane
-  Proposed Bike Lane
-  Proposed Bike Route
-  Existing Bus Route
-  Future Bus Route and Bus Stop

Legend

-  Project Area
-  Study Corridor
-  Existing HPHA Multifamily Housing
-  5min Walk Circle (Radius: 1/4 mile)
-  5min Bike Circle (Radius: 1 mile)
-  Point of Interest
-  Signalized Intersection
-  Existing Bike Lane¹
-  Proposed Bike Lane¹
-  Proposed Bike Route¹
-  Proposed Separated Bikeway
-  Existing Bus Route² and Bus Stop

¹: Downtown Hilo Multimodal Master Plan, April 2018
²: Hele-on Bus Route 104 Bus Schedules & Maps. Data retrieved from <http://www.heleonbus.org/sandbox/Route%20104.pdf> as of October, 2022.



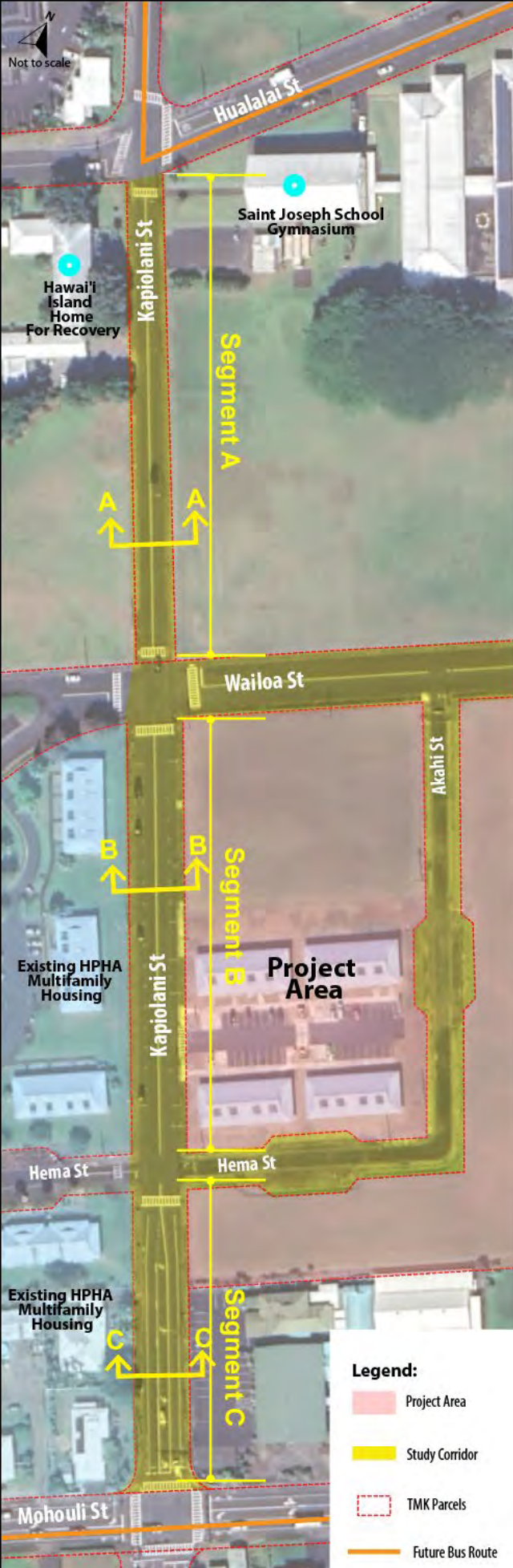
Surrounding Area Accessibility & Attractions



Project Area Road ROW

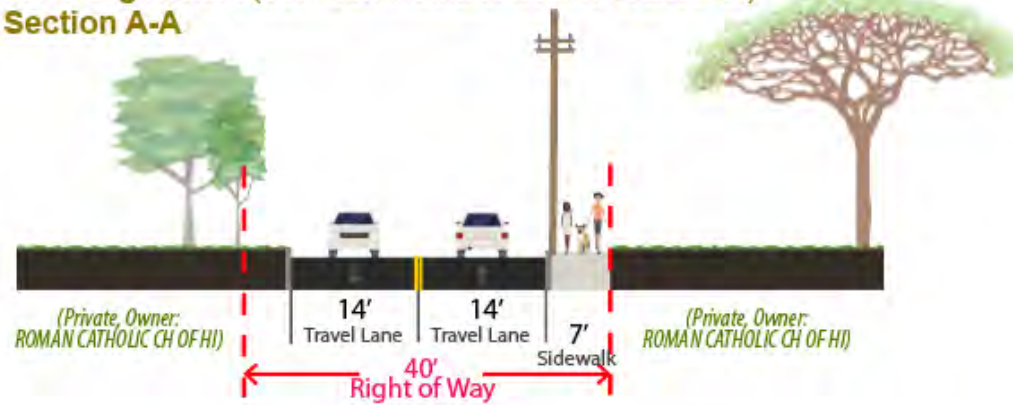
- Kapiolani St (Wailoa St to Mohouli St): **60' ROW**
- Wailoa St (Kapiolani St to Kinoole St): **60' ROW**
- Ululani St (Wailoa St to Mohouli St): **40' ROW**
- Akahi St: **30' ROW**
- Hema St (Kapiolani St to Akahi St): **30' ROW**

Kapiolani St (between Hualalai St and Mohouli St)

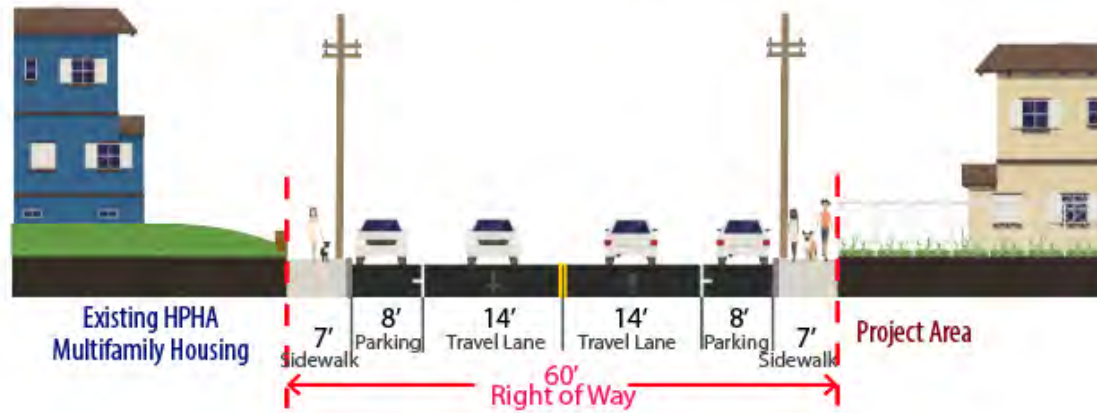


Existing Conditions

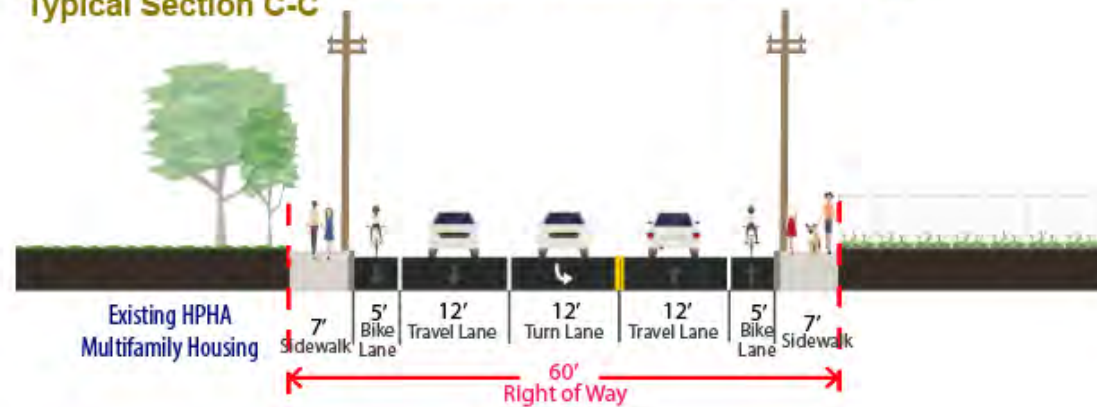
Kapiolani St Segment A (between Hualalai St and Wailoa St) Typical Section A-A



Kapiolani St Segment B (between Wailoa St and Hema St) Typical Section B-B

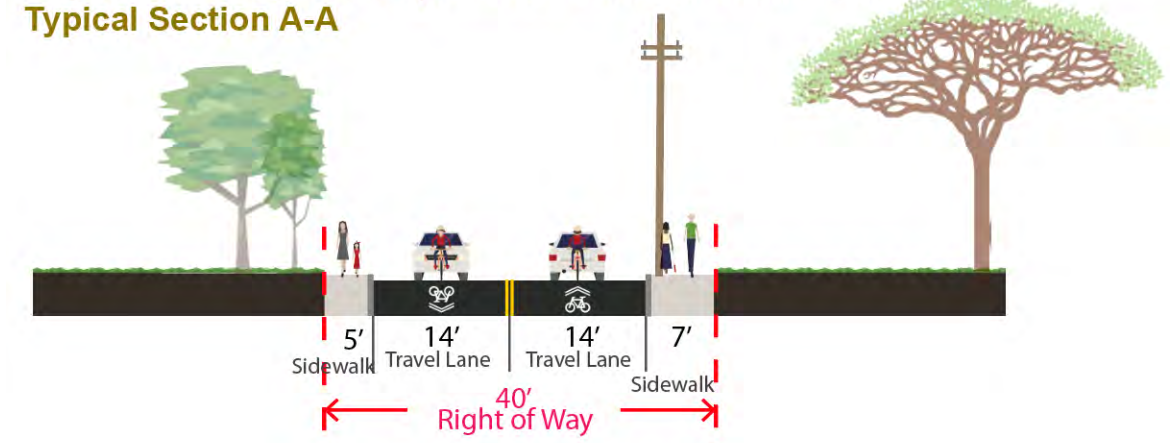


Kapiolani St Segment C (between Hema St and Mohouli St) Typical Section C-C

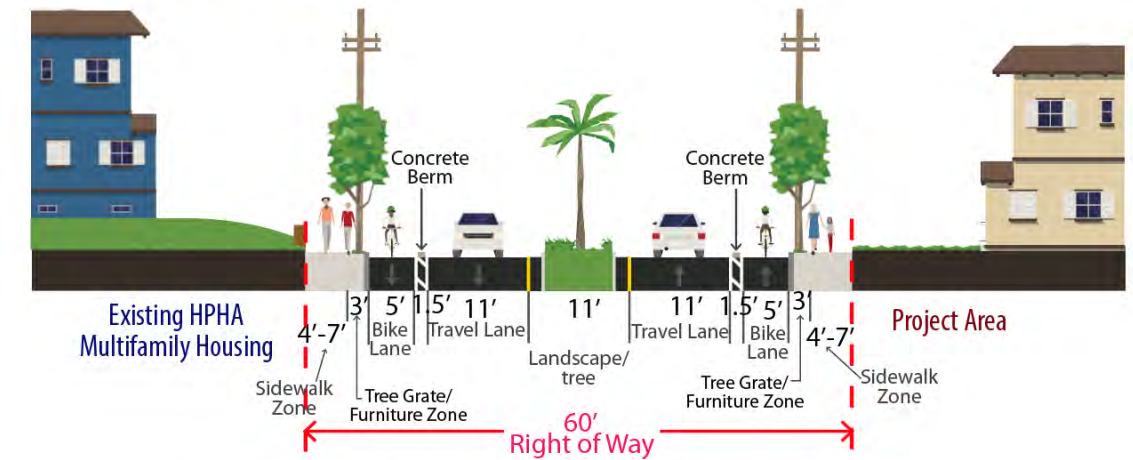


Proposed Cross-Section

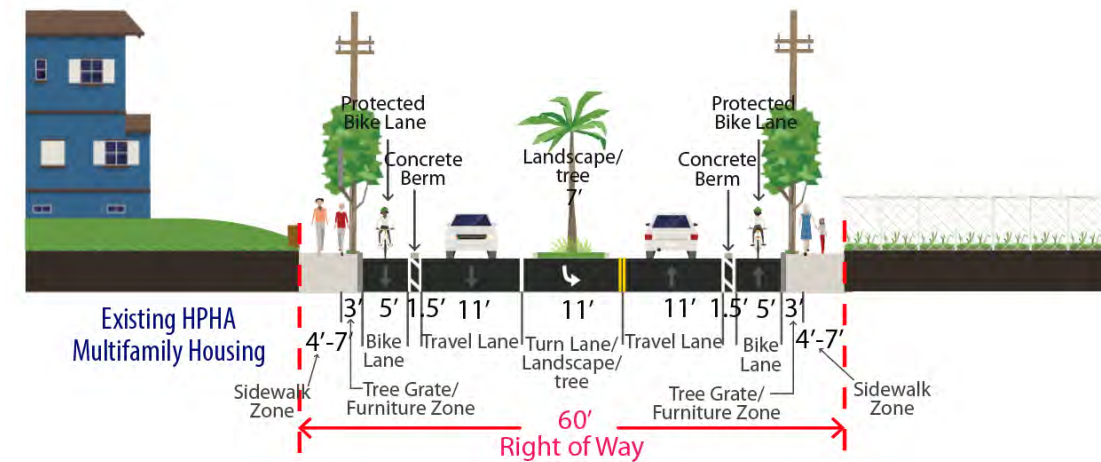
Kapiolani St Segment A (between Hualalai St and Wailoa St) Typical Section A-A



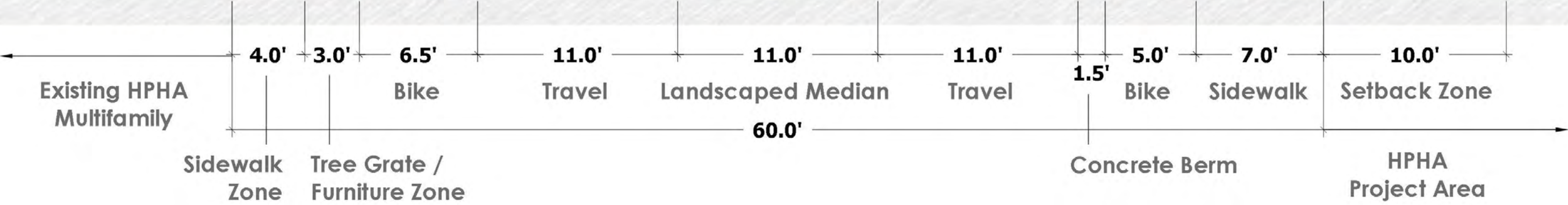
Kapiolani St Segment B (between Wailoa St and Hema St) Typical Section B-B



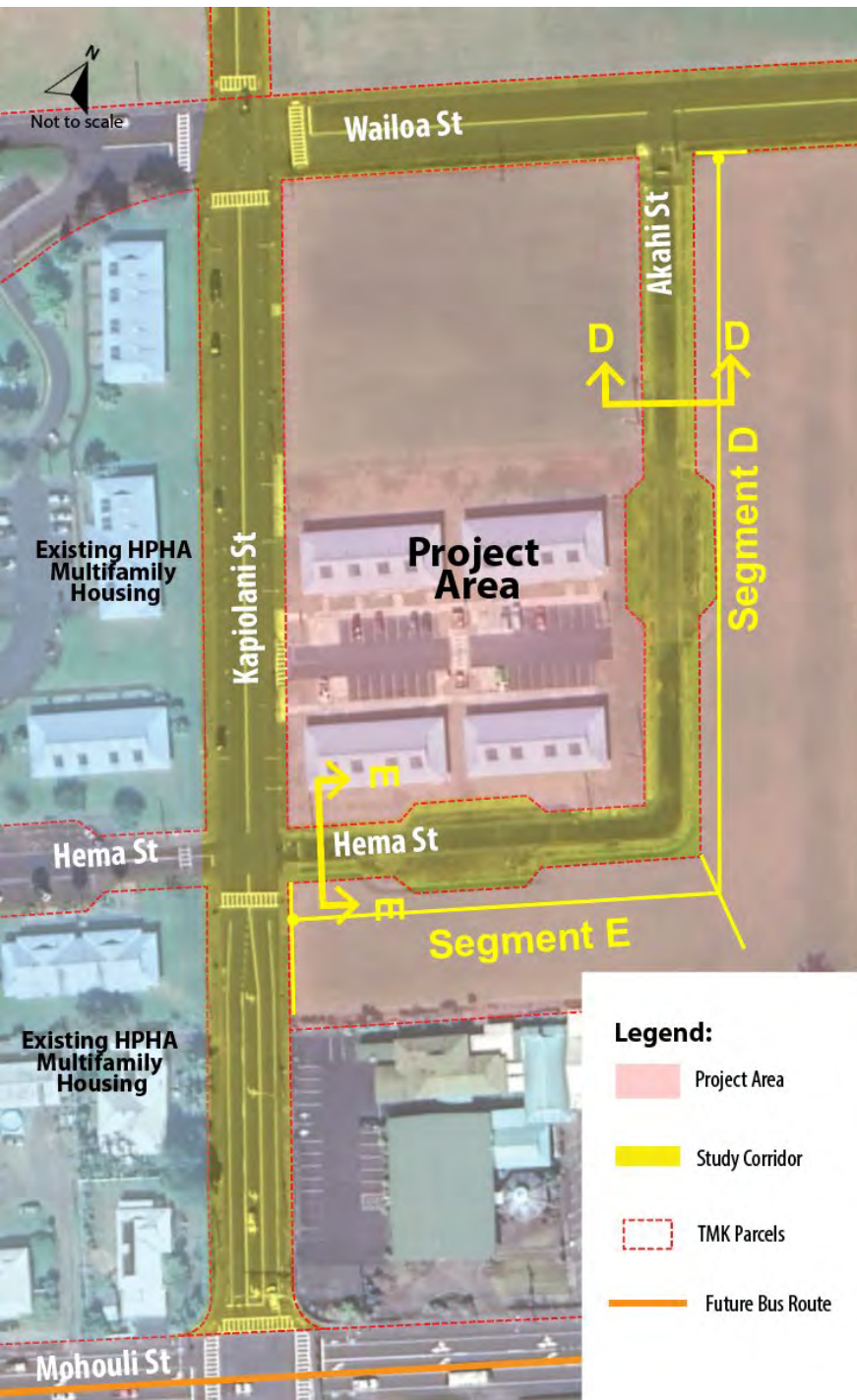
Kapiolani St Segment C (between Hema St and Mohouli St) Typical Section C-C



60' ROW Kapioloani St. Segment B (Proposed)

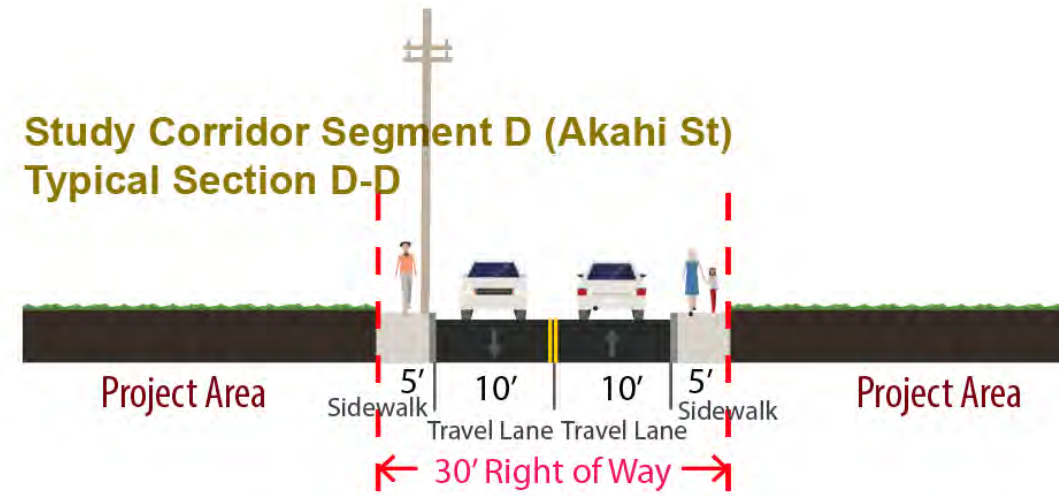


Akahi St & Hema St (between Kapiolani St and Wailoa St)



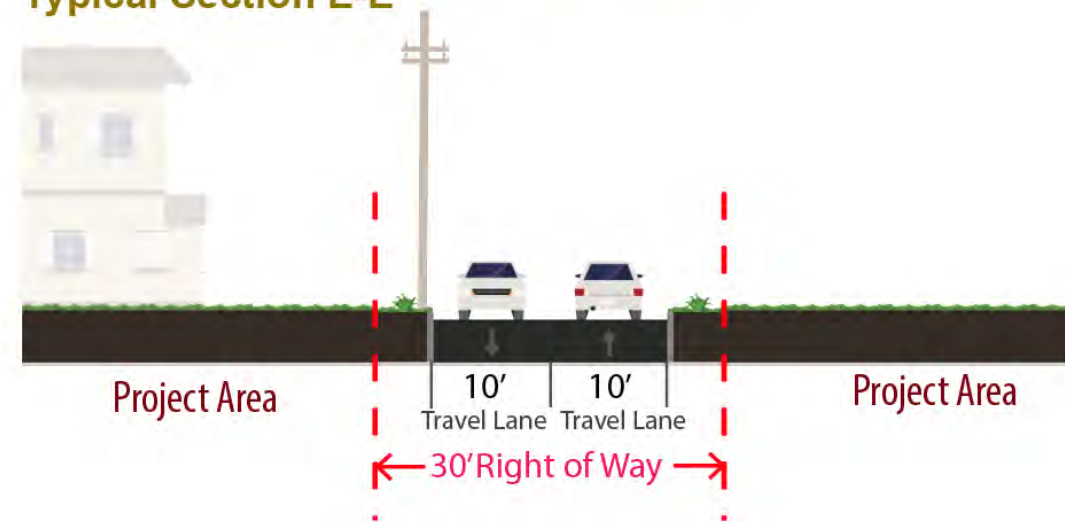
Existing Conditions (Akahi St)

Study Corridor Segment D (Akahi St)
Typical Section D-D



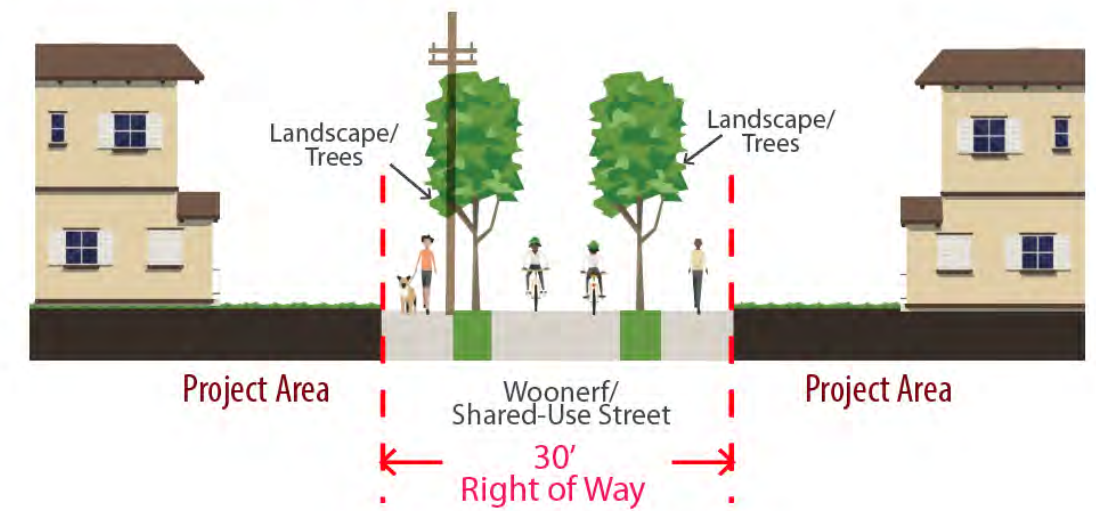
Existing Conditions (Hema St)

Study Corridor Segment E (Hema St)
Typical Section E-E

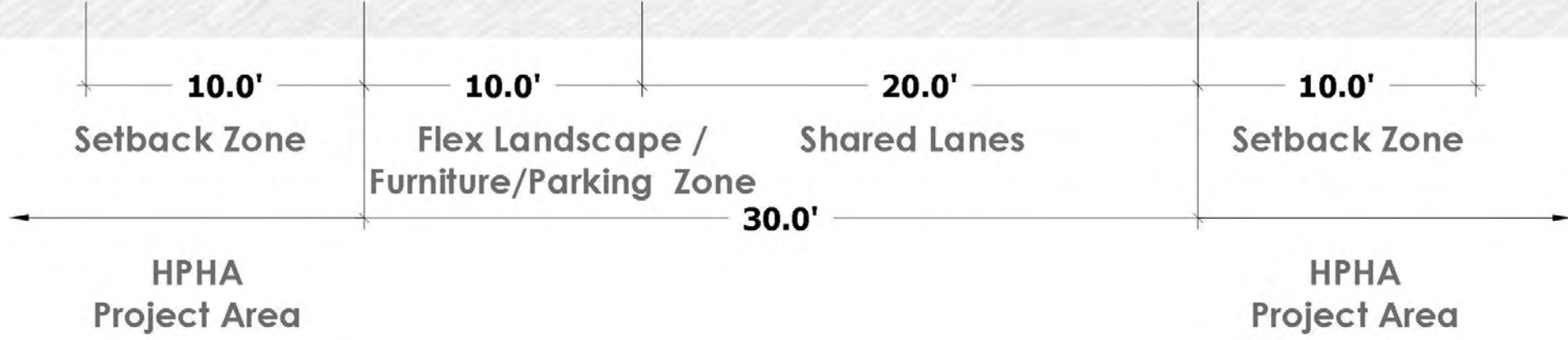


Proposed Cross-Section

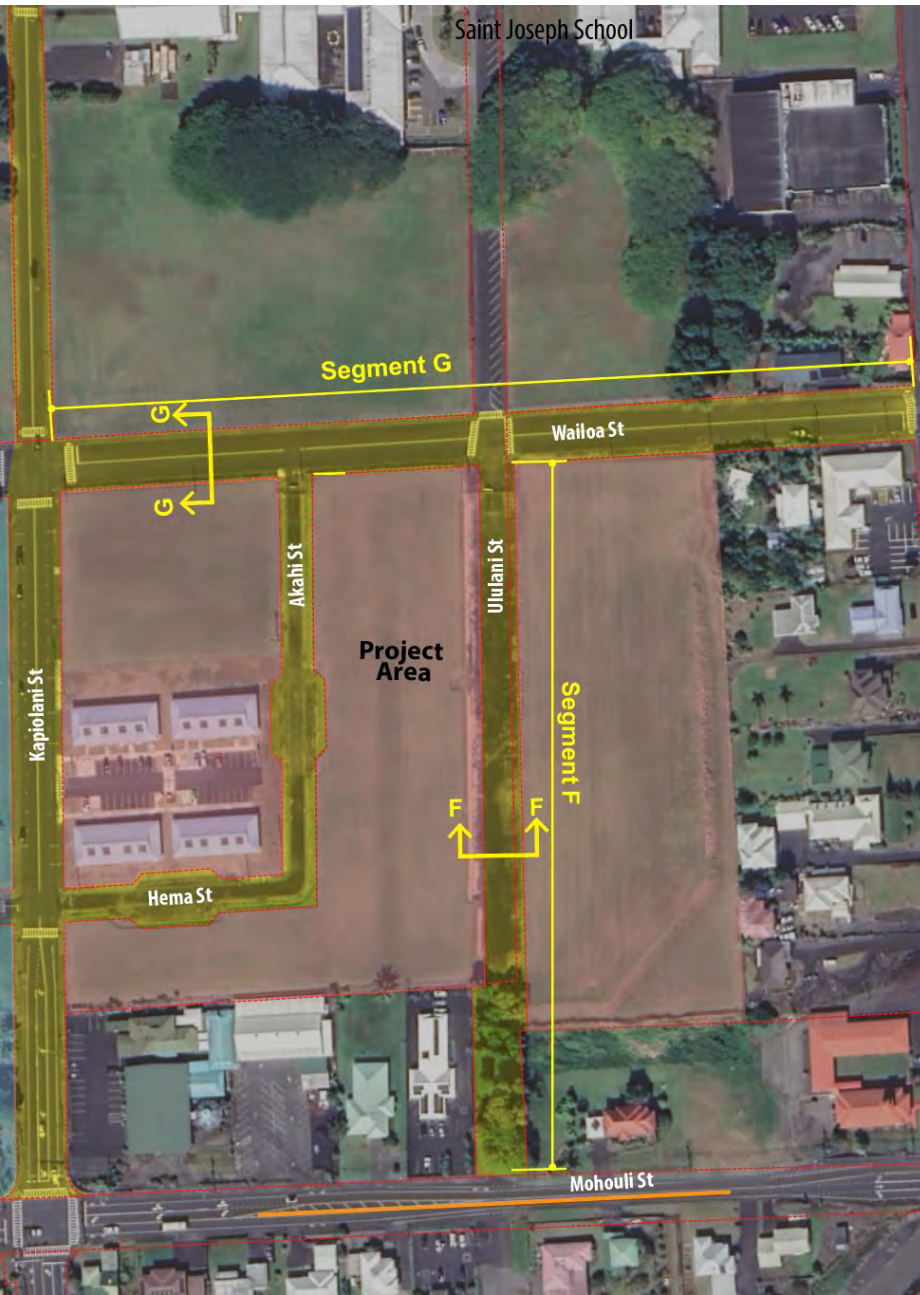
Akahi St and Hema St (between Wailoa St and Kapiolani St)
Typical Section D-D, E-E



30' ROW Woonerf / Shared Street (Proposed)

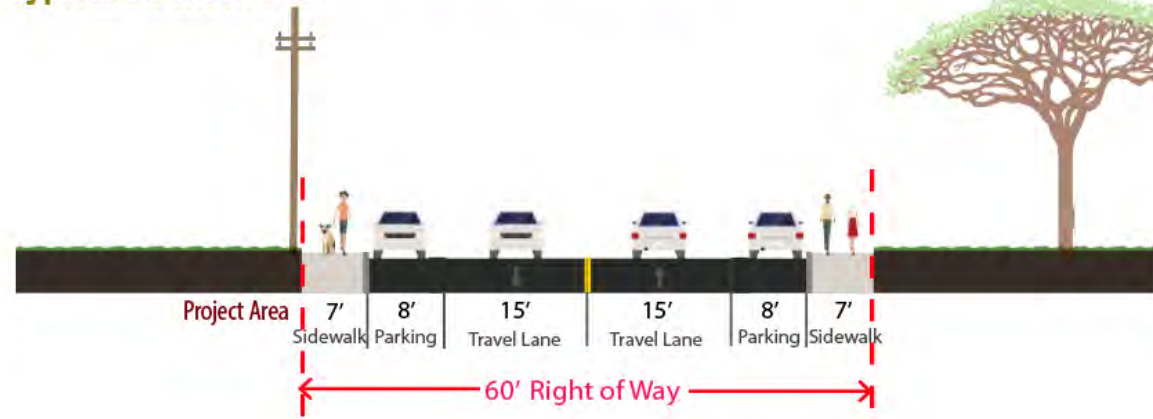


Wailoa St & Ululani St (between Kapiolani St and Kinoole St)



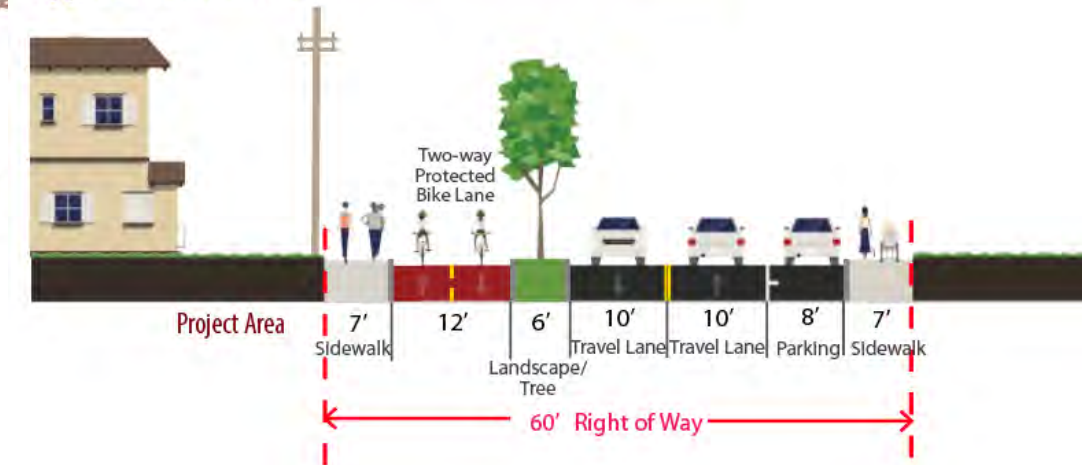
Existing Conditions (Wailoa St)

Wailoa St (between Wailoa St and Mohouli St)
Typical Section G-G



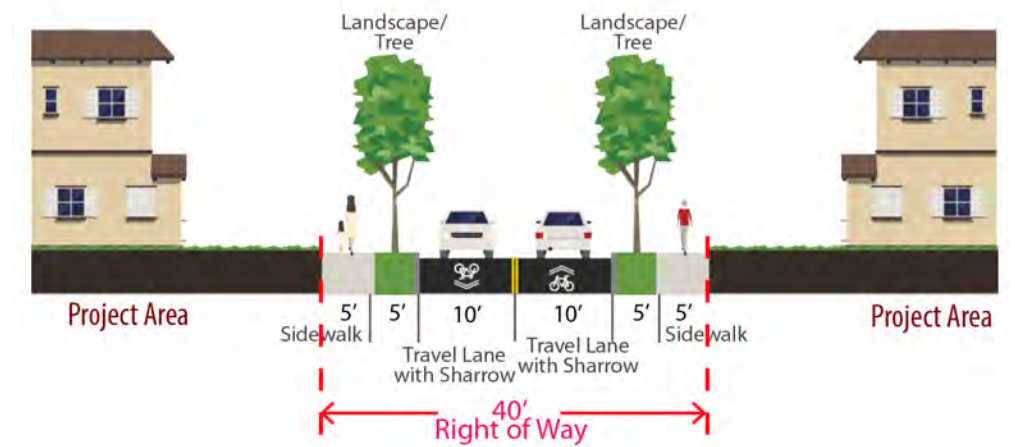
Proposed Cross-Section (Wailoa St)

Wailoa St (between Wailoa St and Mohouli St)
Typical Section G-G

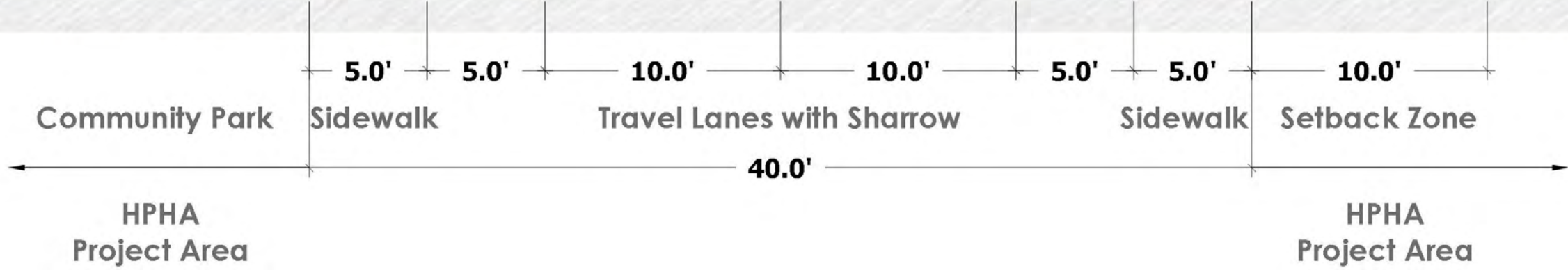


Proposed Cross-Section (Ululani St)

Ululani St (between Wailoa St and Mohouli St)
Typical Section F-F

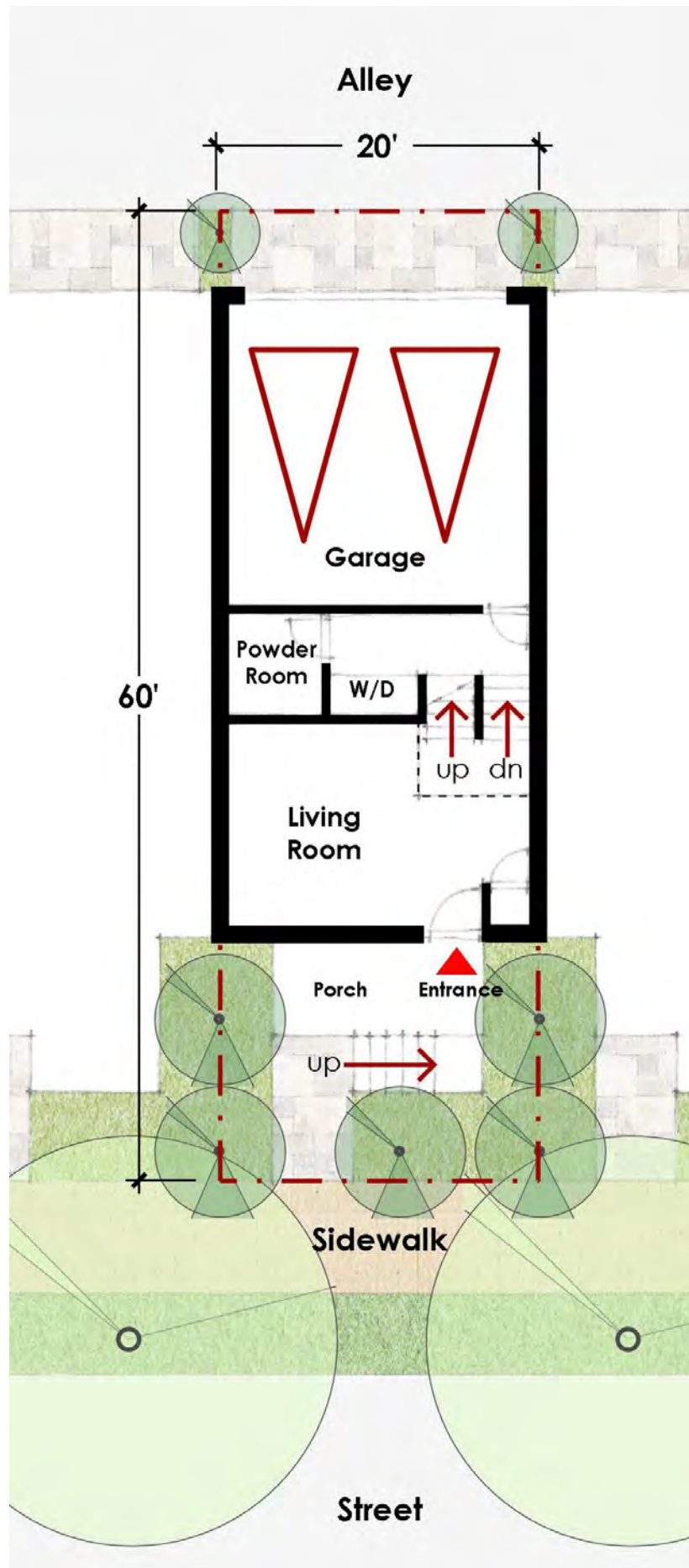


40' ROW Ululani St. (Proposed)

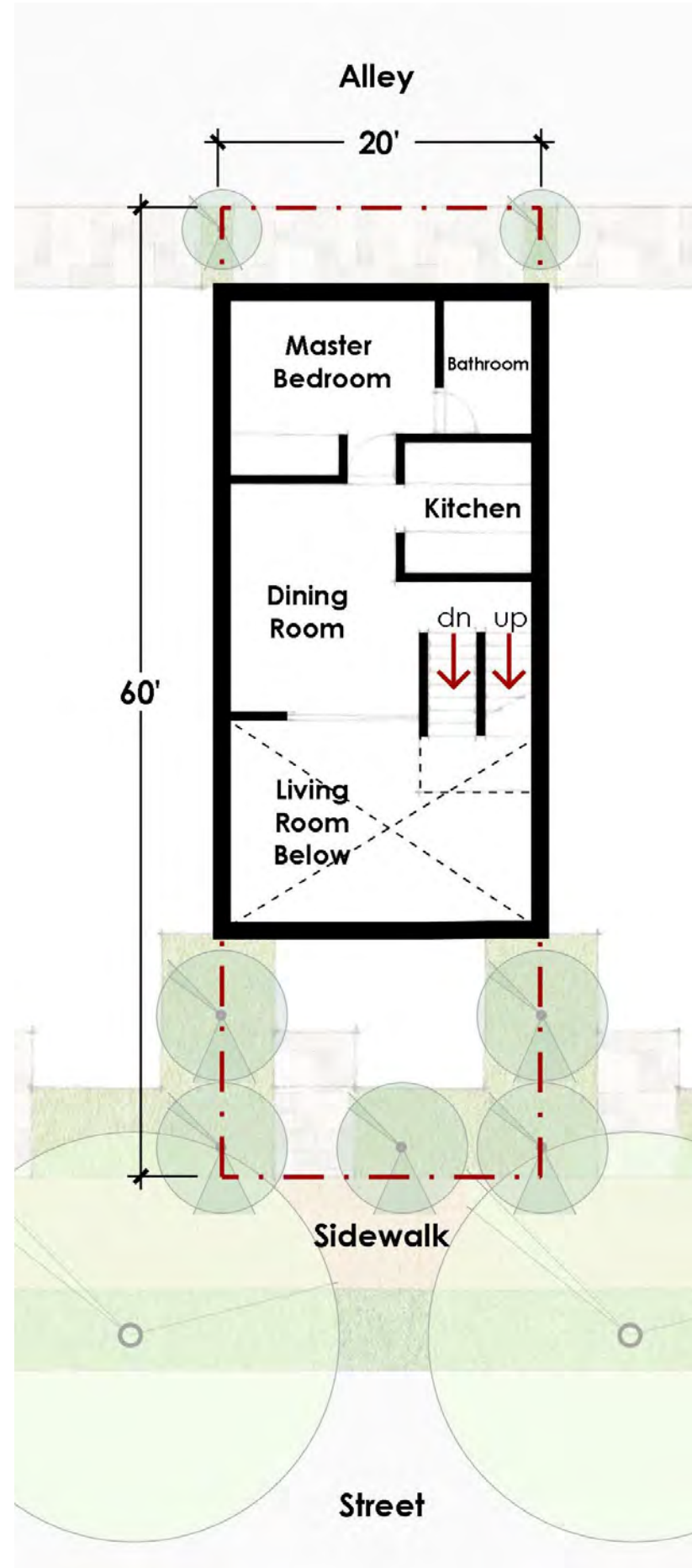




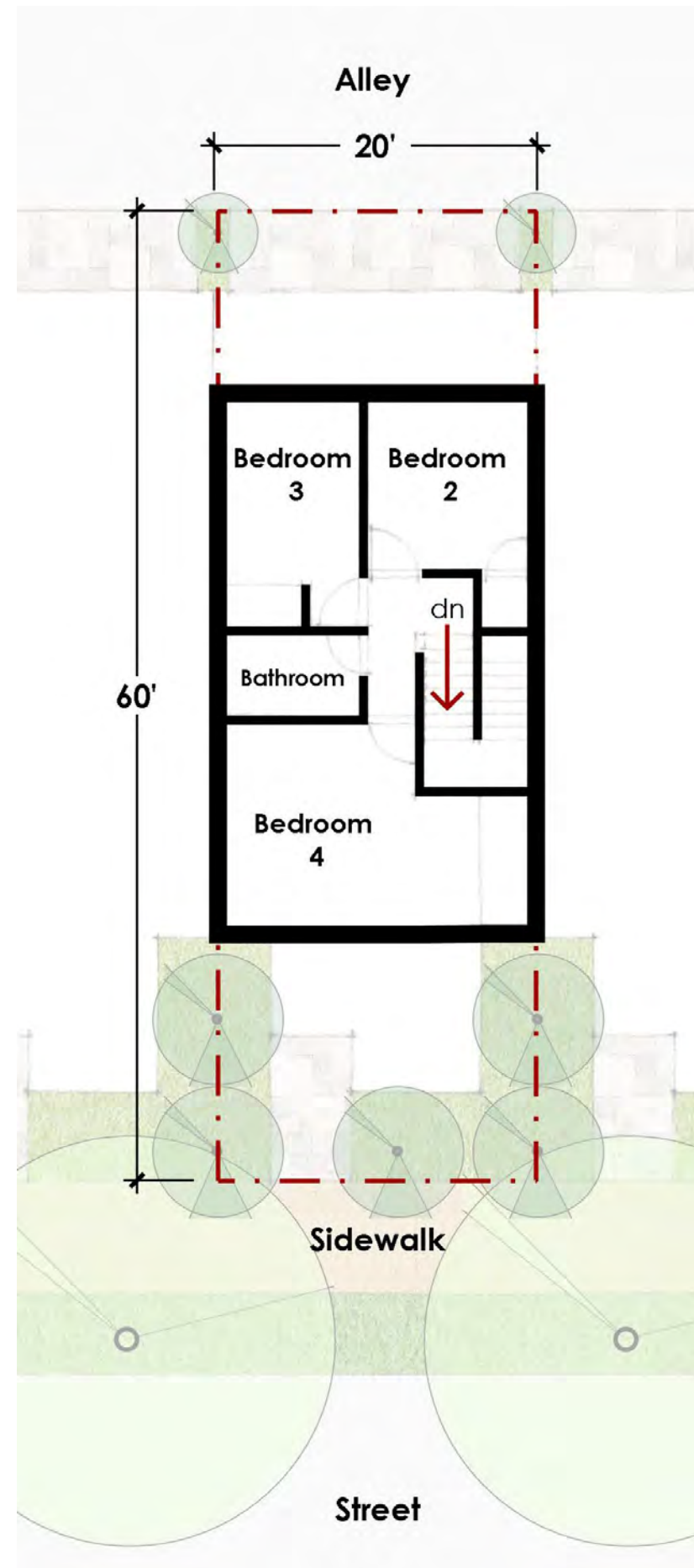
BUILDING TYPES & SITE PLANS



Ground Floor



Split First Floor



Second Floor

**SINGLE FAMILY:
20' x 60' STANDARD
TOWNHOME**

Lot Size:
20' x 60'

Density:
32 du/ac (with 1/2 of alley)

Floors:
2 (split-level)

Unit Size:
4 Bedroom unit
1,500 sf

Parking:
Alley



Ewa Beach, Honolulu



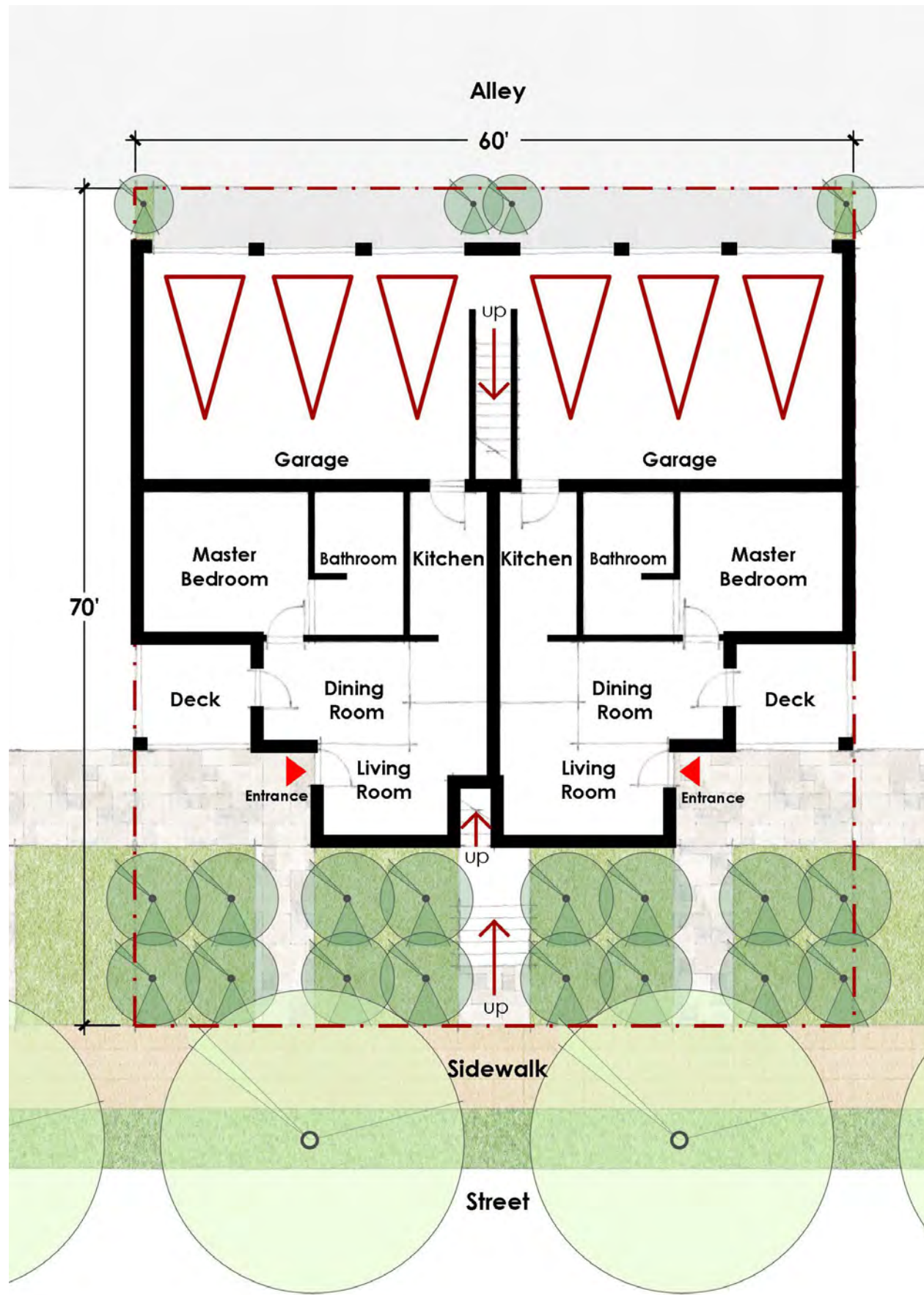
Issaquah Highland, Washington



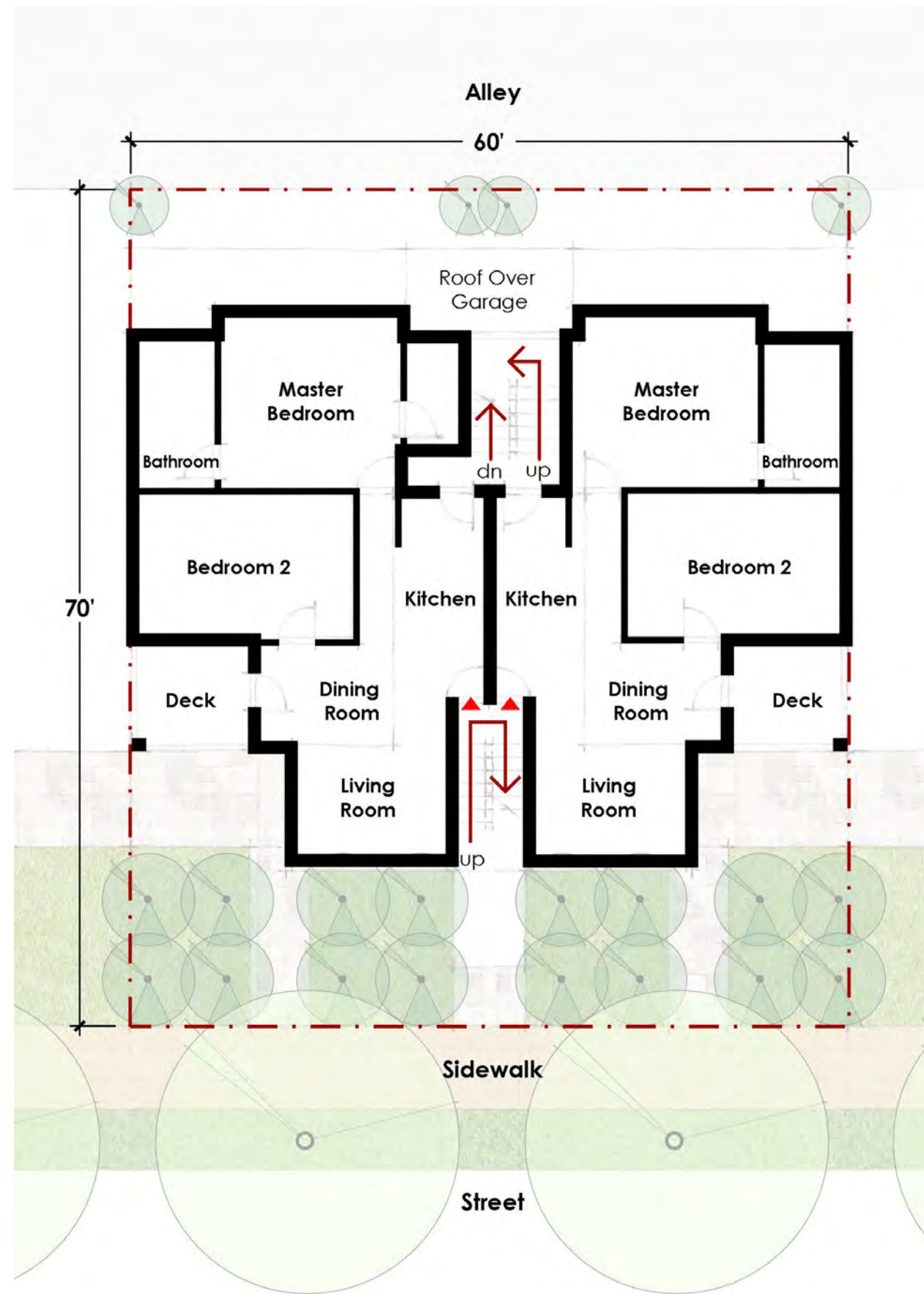
Kaikoi @ Ho'opili, Honolulu



Ewa Beach, Honolulu



First Floor
1 Bedroom – 2 units



Second & Third Floor
2 Bedroom – 2 units/floor

**MULTIFAMILY:
60' x 70'
6 - FLAT**

Lot Size:
60' x 70'

Gross Density:
40 du/ac
(with 1/2 of alley)

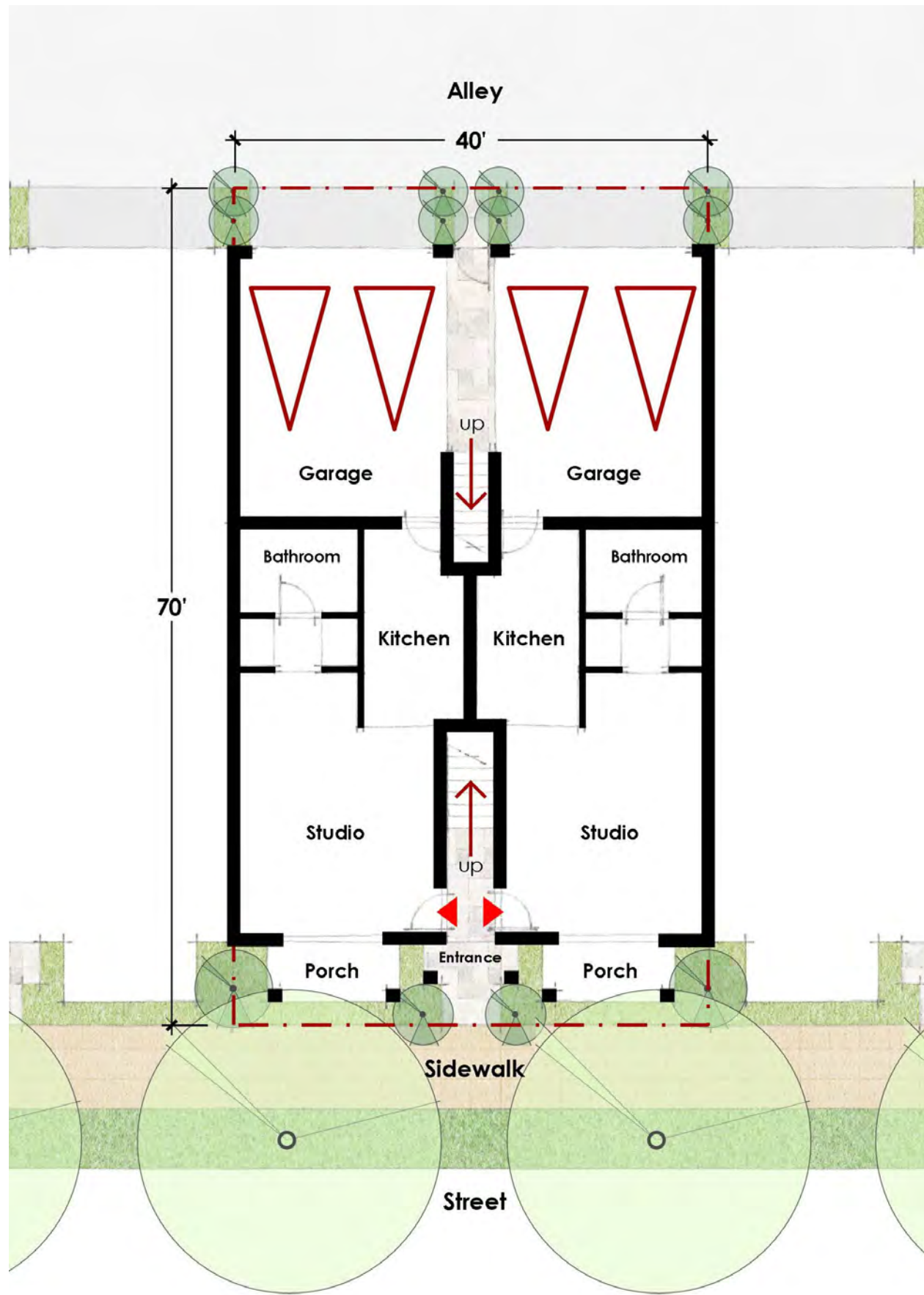
Floors:
3

Unit Sizes:
First Floor:
1-bed unit - 700 sf
2 units Total

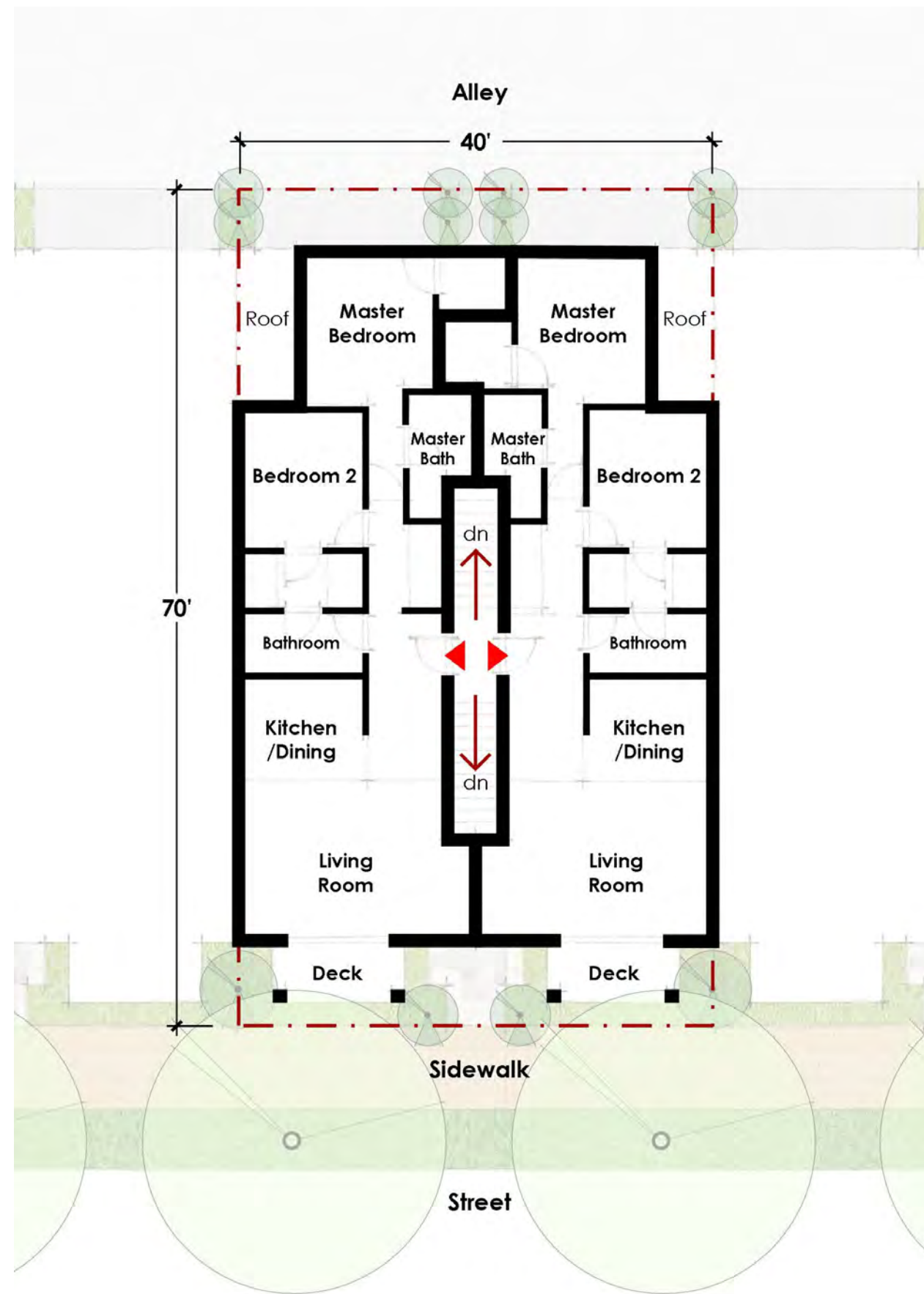
2nd/3rd Floor:
2 Bedroom unit - 1150 sf
2 units/floor, 4 units Total

6 Units / Building

Parking:
Tuck under & Surface Parked



First Floor
Studio – 2 units



Second Floor
2 Bedroom – 2 units

MULTIFAMILY:
40' x 70'
4 - FLAT

Lot Size:
40' x 70'

Gross Density:
40 du/ac
(with 1/2 of alley)

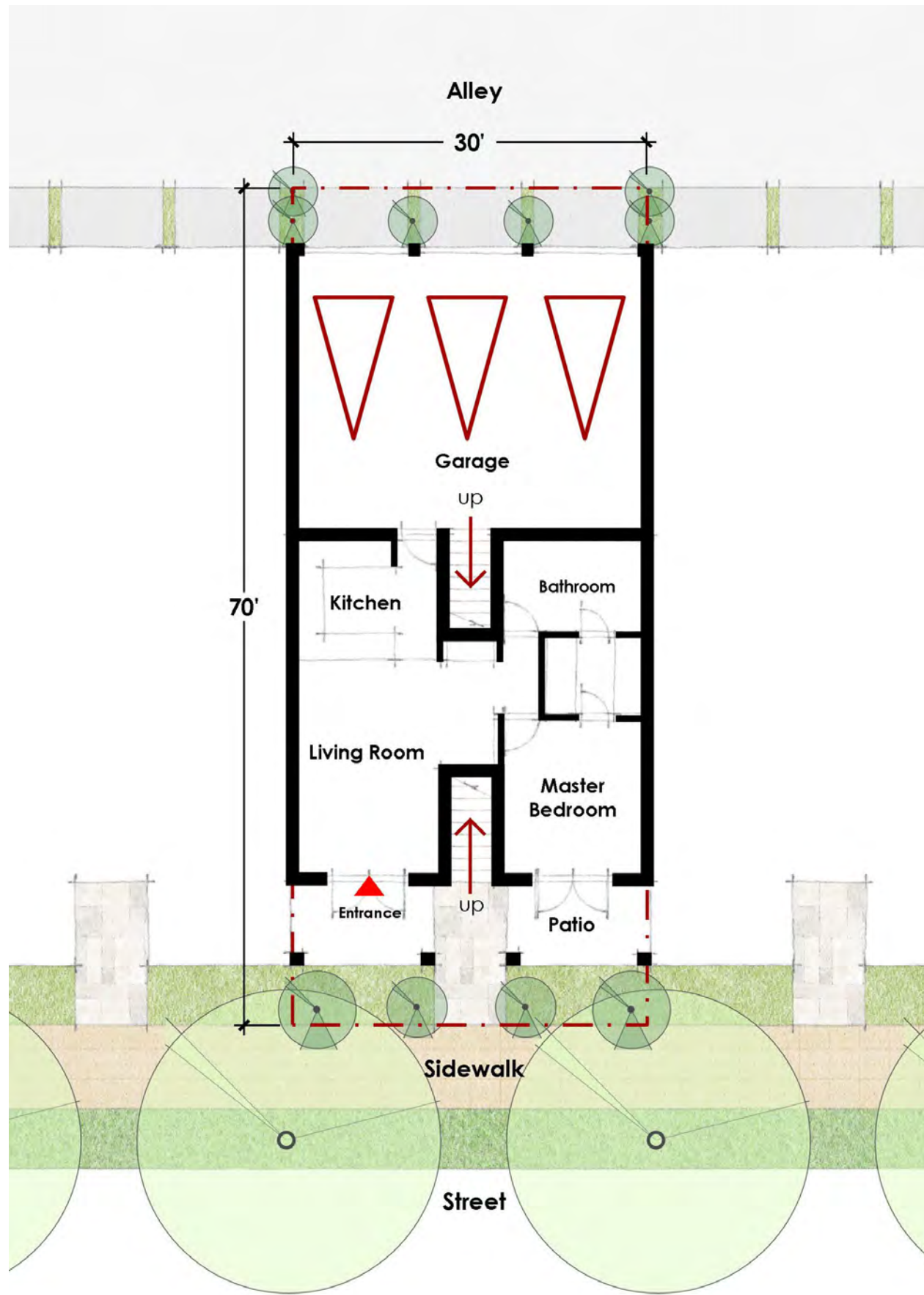
Floors:
3

Unit Sizes:
First Floor:
Studio - 650 sf
2 units Total

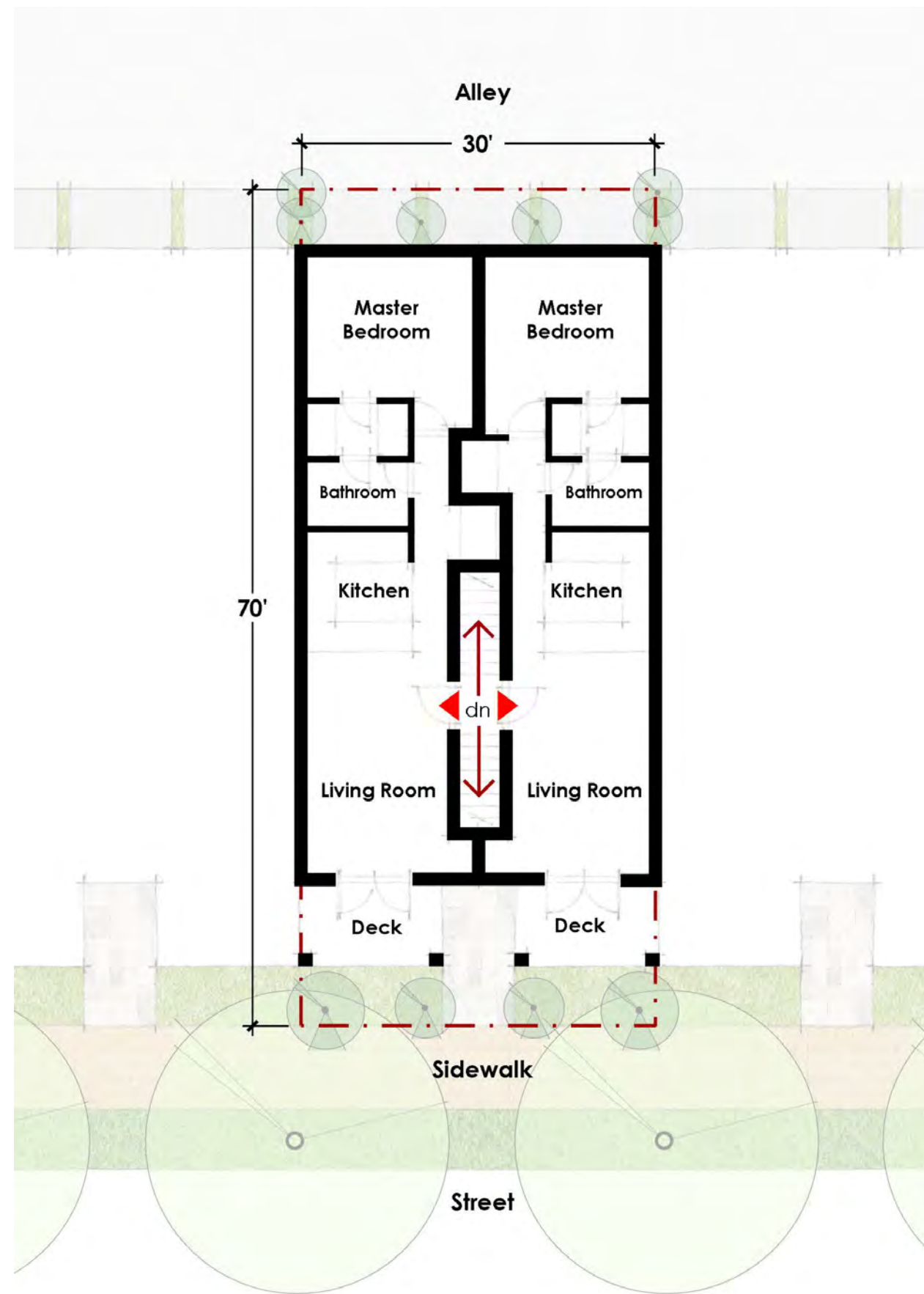
Second Floor:
2 Bedroom unit - 1030 sf
2 units Total

4 Units / Building

Parking:
Tuck under & Surface Parked



First Floor
1 Bedroom – 1 unit



Second Floor
1 Bedroom – 2 units

**MULTIFAMILY:
30' x 70'
3 - FLAT**

Lot Size:
40' x 70'

Gross Density:
40 du/ac
(with 1/2 of alley)

Floors:
3

Unit Sizes:
First Floor:
1 Bedroom unit - 900 sf
1 unit Total

Second Floor:
1 Bedroom unit - 800 sf
2 units Total

6 Units / Building

Parking:
Tuck under & Surface Parked



Kohina @ Ho'opili, Honolulu







Kaikoi @ Ho'opili, Honolulu






Ewa Beach, Honolulu



Daybreak, Utah

Image	Option	Unit Count	Square Footage	Capital Cost (ROM) NIC Hawaiian Escalation +10-20% Contingency (\$265-446/Sf)	HAZMAT Impacts	Schedule Risk	Pros	Cons	Cost Per Unit (Building Only)	Overall Cost
	Option 1	MF : 0 Town homes :60 6 Plex : 24 4 Plex : 28 3 Plex : 6 Total : 118	146,900 SF	\$40M-\$66M	Limited to trenching for utilities	Low	<ul style="list-style-type: none"> No modification to existing roads Minimal effects to SMA Stick Frame Construction Matt Slab Foundation avoids disturbing contaminated soil 	<ul style="list-style-type: none"> Fewest number of units added to site. 	\$330K-\$555K	\$
	Option 2	MF : 0 Town homes :50 6 Plex : 36 4 Plex : 28 3 Plex : 12 Total : 126	149,700 SF	\$40M-\$67M	Limited to trenching for utilities	High	<ul style="list-style-type: none"> Minimal effects to SMA Stick Frame Construction Matt Slab Foundation avoids disturbing contaminated soil 	<ul style="list-style-type: none"> Requires modifications to Ululani, demapping and adding new County roads. 	\$314K-\$530K	\$
	Option 3	MF : 0 Town homes :57 6 Plex : 66 4 Plex : 44 3 Plex : 27 Total : 194	219,500 SF	\$58M-\$98M	Limited to trenching for utilities	High	<ul style="list-style-type: none"> Stick Frame Construction Matt Slab Foundation avoids disturbing contaminated soil 	<ul style="list-style-type: none"> Large impact to SMA including but not limited to site grading/filling. Requires modifications to Ululani, demapping and adding new County roads. 	\$300K-\$504K	\$\$
	Option 4	MF : 0 Town homes : 0 6 Plex : 102 4 Plex : 100 3 Plex : 48 Total : 250	241,500 SF	\$64M-\$108M	Limited to trenching for utilities	Medium	<ul style="list-style-type: none"> No modification to existing roads Increased onsite parking Stick Frame Construction Matt Slab Foundation avoids disturbing contaminated soil 	<ul style="list-style-type: none"> Large impact to SMA including but not limited to site grading/filling. 	\$256K-\$431K	\$\$

Decision Matrix – Stick-built Options

Image	Option	Unit Count	Square Footage	Capital Cost (ROM) NIC Hawaiian Escalation +10-20% Contingency (\$265-446/Sf)	HAZMAT Impacts	Schedule Risk	Pros	Cons	Cost Per Unit (Building Only)	Overall Cost
	Option 5	MF :152 Town homes :17 6 Plex : 12 4 Plex : 12 3 Plex : 6 Total : 199	215,600	\$57M- \$116M	<ul style="list-style-type: none"> · Trenching for utilities · Foundations of Multifamily Apartment buildings will require relocation of 3500CF of contaminated soils. 	Medium	<ul style="list-style-type: none"> · No modification to existing roads · Minimal effects to SMA 	<ul style="list-style-type: none"> · 4-story building introduces steel frame construction and pile foundations adding cost/sf for more expensive building type. · Foundation system requires removal of contaminated soil · More surface parking lots req'd 	\$287K-\$585K	\$\$\$
	Option 6	MF : 118 Town homes : 0 6 Plex : 66 4 Plex : 84 3 Plex : 30 Total : 298	337,300	\$89M- \$182M	<ul style="list-style-type: none"> · Trenching for utilities · Foundations of Multifamily Apartment buildings will require relocation of 2700CF of contaminated soils. 	High	<ul style="list-style-type: none"> · Maximized housing quantities. · Second largest addition of units. · 20% more units than maximum requested 	<ul style="list-style-type: none"> · 4-story building introduces steel frame construction and pile foundations adding cost/sf for more expensive building type. · Foundation system requires removal of contaminated soil · More surface parking lots req'd 	\$300-\$611K	\$\$\$\$
	Option 7	MF : 152 Town homes : 6 6 Plex : 42 4 Plex : 64 3 Plex : 45 Total : 309	369,900	\$98M- \$200M	<ul style="list-style-type: none"> · Trenching for utilities · Foundations of Multifamily Apartment buildings will require relocation of 3500CF of contaminated soils. 	Medium	<ul style="list-style-type: none"> · No modification to Ululani St. required. · Option with the most units, 24% greater than maximum requested 	<ul style="list-style-type: none"> · 4-story building introduces steel frame construction and pile foundations adding cost/sf for more expensive building type. · Foundation system requires removal of contaminated soil · More surface parking lots req'd 	\$317K-\$646K	\$\$\$\$

Decision Matrix – Stick-built + Multifamily Apartment Options



OPTION 02 - (126 UNITS) MASSING

6-PLEX	102
4-PLEX	100
3-PLEX	48
TOTAL	250



OPTION 04 - PLAN & PROGRAM



OPTION 04 – (250 UNITS) MASSING



Ka Malanai, Kailua

Multifamily Apartments - Lofts




MF	152
TOWNHOMES	6
6-PLEX	42
4PLEX	64
3-PLEX	45
TOTAL	309



OPTION 07 - PLAN & PROGRAM



OPTION 07 – (309 UNITS) MASSING

Image	Option	Unit Count	Square Footage	Capital Cost (ROM) NIC Hawaiian Escalation +10-20% Contingency (\$265-446/Sf)	HAZMAT Impacts	Schedule Risk	Pros	Cons	Cost Per Unit (Building Only)	Overall Cost
	Option 4	MF : 0 Town homes : 0 6 Plex : 102 4 Plex : 100 3 Plex : 48 Total : 250	241,500 SF	\$64M-\$108M	Limited to trenching for utilities	Medium	<ul style="list-style-type: none"> No modification to existing roads Increased onsite parking Stick Frame Construction Matt Slab Foundation avoids disturbing contaminated soil 	<ul style="list-style-type: none"> Large impact to SMA including but not limited to site grading/filling. 	\$256K-\$431K	\$\$
	Option 5	MF :152 Town homes :17 6 Plex : 12 4 Plex : 12 3 Plex : 6 Total : 199	215,600	\$57M-\$116M	<ul style="list-style-type: none"> Trenching for utilities Foundations of Multifamily Apartment buildings will require relocation of 3500CF of contaminated soils. 	Medium	<ul style="list-style-type: none"> No modification to existing roads Minimal effects to SMA 	<ul style="list-style-type: none"> 4-story building introduces steel frame construction and pile foundations adding cost/sf for more expensive building type. Foundation system requires removal of contaminated soil More surface parking lots req'd 	\$287K-\$585K	\$\$\$
	Option 3	MF : 0 Town homes :57 6 Plex : 66 4 Plex : 44 3 Plex : 27 Total : 194	219,500 SF	\$58M-\$98M	Limited to trenching for utilities	High	<ul style="list-style-type: none"> Stick Frame Construction Matt Slab Foundation avoids disturbing contaminated soil 	<ul style="list-style-type: none"> Large impact to SMA including but not limited to site grading/filling. Requires modifications to Ululani, demapping and adding new County roads. 	\$300K-\$504K	\$\$

Decision Matrix – Top 3 Recommended Options

6-PLEX	102
4PLEX	100
3-PLEX	48
TOTAL	250

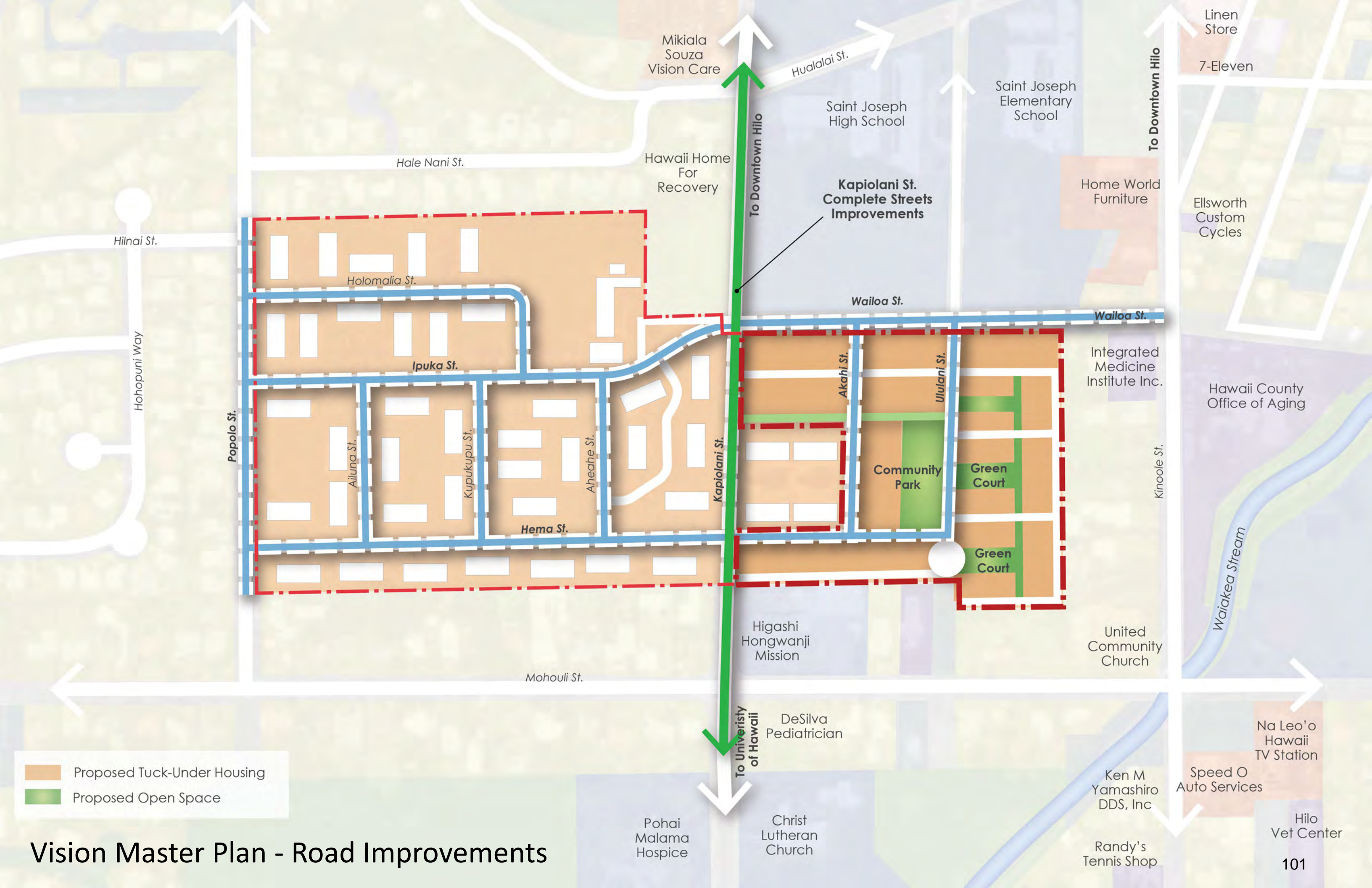


RECOMMENDED DEVELOPMENT OPTION



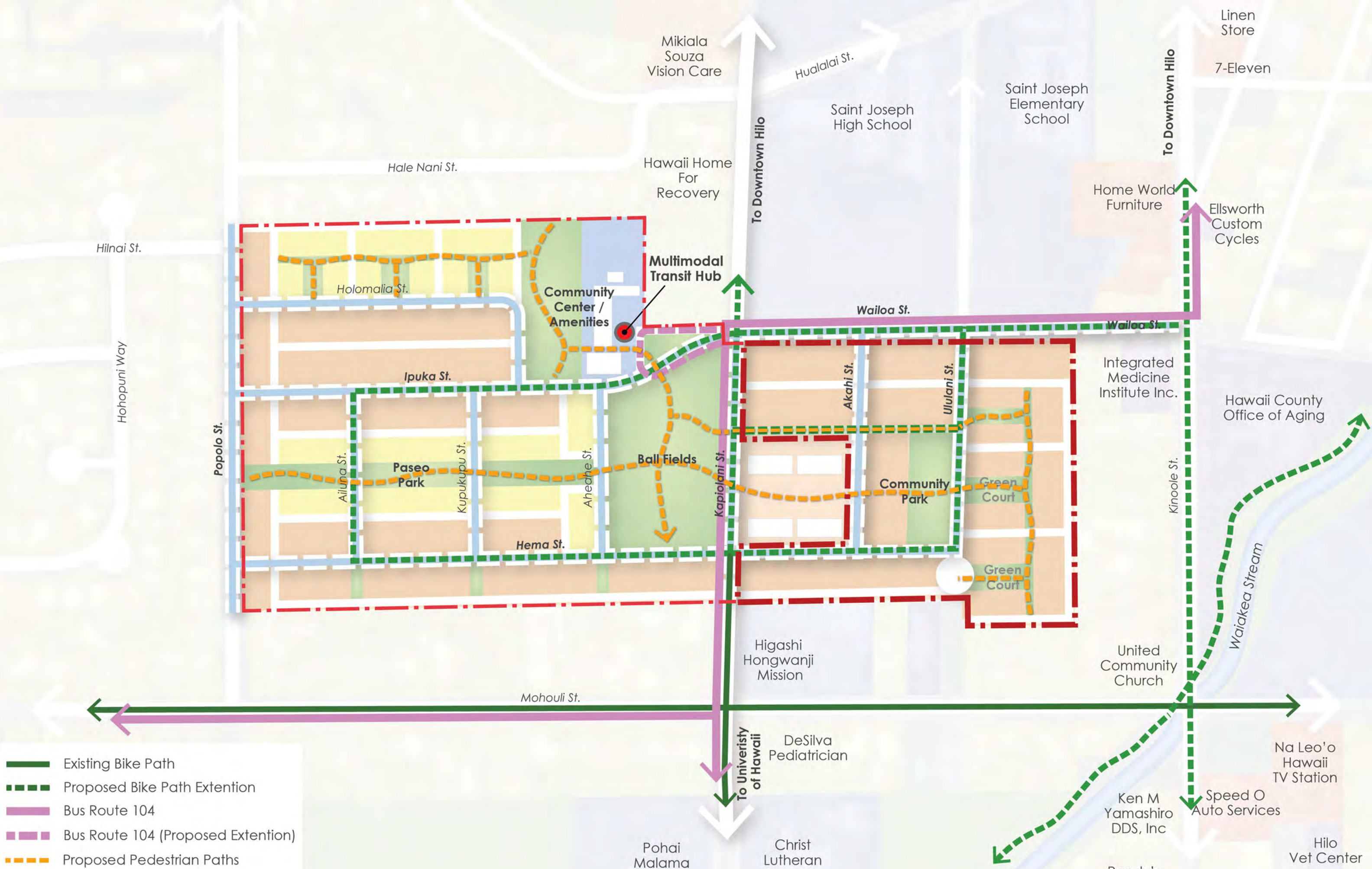
SITE OPPORTUNITIES





- Proposed Tuck-Under Housing
- Proposed Open Space

Vision Master Plan - Road Improvements



Vision Master Plan - Mobility Network

- Existing Bike Path
- - - Proposed Bike Path Extension
- Bus Route 104
- - - Bus Route 104 (Proposed Extension)
- - - Proposed Pedestrian Paths



THANK YOU

Lanakila Homes and County of Hawai'i Multi- Modal Transportation Project



James McConnell, AIA, LEED AP

Senior Vice President, Global Strategic Director, HDR Architecture

Jim has participated in and led projects across the United States and Canada, totaling more than \$20 billion in construction value and currently serves on the Urban Land Institute (ULI) TOD Product Council. He has degrees from Gettysburg College and Pratt Institute and has over 25 years of experience in the planning, design, construction, and project management on a multitude of project types including private development, housing, transit, aviation, historic preservation and restoration, civic, industrial, healthcare, and education. Jim resides on Oahu with his family and is the Hawaii Architecture Principal for HDR where he partners with public agency and private sector clients to provide cost effective solutions to their building design and infrastructure needs, while maintaining a strong focus on design excellence, sustainability, and innovation in public architecture.



Mike Packard

Senior Traffic Engineer, SSFM International

Mike has over 20 years of progressive traffic engineering and transportation planning experience including traffic operations analysis and transportation network planning of complete streets, bicycle, and pedestrian facility design. This includes work on the City and County of Honolulu's Complete Streets Design Manual, the County of Hawaii's Street Design Manual and Vision Zero Action Plan, and the Downtown Hilo Multimodal Master Plan. Mike previously served as the City and County of Honolulu's first Complete Streets Program Manager.



FOR INFORMATION

SUBJECT: Update on the Selection of a Master Developer for Project Ka Lei Momi, Redevelopment of the Hawaii Public Housing Authority’s Portfolio to Include an Additional 10,000 Housing Units

I. FACTS

- A. On January 23, 2023, under the provisions of sections 356D-11(g) and 356D-11(h), HRS, and the U.S. Department of Housing and Urban Development’s regulations, the HPHA issued Request for Qualifications (RFQ) no. RFQ-DEV-2023-03, Project Ka Lei Momi, to select a master developer for the redevelopment of the HPHA’s portfolio and the addition of 10,000 housing units. Submittals were due no later than 4:00 p.m., Tuesday, March 7, 2023.

- B. The HPHA identified a portfolio consisting of properties that it considers to be especially attractive redevelopment candidates. These properties have generally exceeded their intended useful life and are expected to be eligible for redevelopment under Section 18 or Rental Assistance Demonstration blend and may also be eligible for exemptions from state and county statutes, ordinances and rules related to planning, zoning, and construction. Further, many of the portfolio properties are currently listed on Hawaii’s Statewide Transit Oriented Development (TOD) Plans due to their proximity to the Honolulu light rail system stations and would be eligible to seek higher density entitlements available under approved neighborhood TOD plans, which generally encourage higher density housing and rehabilitation of units in disrepair in the residential neighborhood surrounding rail stations.

The portfolio consists of Mayor Wright Homes, Puuwai Momi, Kaahumanu Homes, Kamehameha Homes, Hale Laulima and Nanakuli Homes on Oahu, Lanakila Homes on Hawaii Island, Kahekili Terrace on Maui, and Kapaa on Kauai.

- C. Under the terms of the RFQ, if the portfolio properties cannot deliver a minimum of 10,000 additional units, the HPHA may include one or more of the Alternate Properties as follows: Koolau Village, Palolo Valley Homes, and Kauioakalani on Oahu, Kekaha Ha`aheo and Hale Nana Kai O Kea on Kauai, and Lokahi and Hale Olaloa on Hawaii Island.

- D. As defined in the RFQ, the Master Developer will be responsible for leading the redevelopment effort for the Portfolio while working collaboratively and cooperatively with the HPHA and the community to guide the repositioning effort. The overall housing program, demographics and income mix will be determined based on market demand and market studies. Key responsibilities of the Master Developer include:
1. Implementing a robust community engagement process throughout the development, while creating conceptual master plan options for each property to choose from;
 2. Keeping the HPHA informed and involved in decision making as a partner to expedite the approval process;
 3. Securing zoning, entitlement, subdivision and/or Condominium Property Regime approvals;
 4. Preparing phase specific development and operating proformas;
 5. Maintaining and executing complete and accurate project schedules and deadlines;
 6. Managing and overseeing predevelopment and ultimately the development activities and project consultants, General Contractors, co-developers (if any) to deliver the replacement units for the current Portfolio units and a minimum of 10,000 additional units;
 7. Identifying all necessary funding commitments in support of implementing phase specific plans; and
 8. Completing financial closing, construction, lease-up and management, when necessary, of completed projects.
- E. A nine-member review and selection committee was appointed by the Executive Director consisting of HPHA staff, personnel from other State agencies and from the non-profit and private sector.
- F. On March 7, 2023, the HPHA received multiple submittals by the required due date and time. On March 20, 2023, Stage I of the selection process was conducted by the review and selection committee on all submittals received.
- G. On March 31, 2023, the selection committee moved on to Stage II of the procurement process which included presentations and oral interviews by respondents who fell in the competitive range.
- H. A Master Programmatic Agreement (MPA) that delineates the roles and responsibilities of the HPHA and the Master Developer, as well as fee structure and business terms/relationship, will be negotiated and executed between the HPHA and the selected Master Developer.

- I. The HPHA is currently conducting reference checks on the respondents who advanced to Stage II of the selection process, conducting additional due diligence such as site visits to projects identified in the highest ranked respondent's submittal and will begin exclusive negotiation rights with the highest ranked respondent to enter into an MPA.

Prepared by: Rick T. Sogawa, Procurement Officer  _____

**Hawaii Public Housing Authority Report
for the Month of March 2023**

I. Planning and Evaluation

A. Hawaii Association of Realtors – Landlord Incentive Program

On March 15, 2023, the HPHA met with over seventy-five (75) members of the Hawaii Association of Realtors over ZOOM to present the HPHA's Landlord Incentive Program. A copy of the slide show and video file of the recorded presentation can be found at www.hpha.hawaii.gov/mtw.

B. 2023 Legislative Session

- April 28, 2023 is “Final Decking” when all bills must be filed to deck for Final Reading.
- Below are the Senate Bills (SB) that are still undergoing the Legislative process:
 1. SB 393, SD1, HD2, RELATING TO THE LANDLORD TENANT CODE: Establishes and appropriates funds for a pre-litigation mediation pilot program. Requires landlords to participate in mediation before filing an action for summary possession. Creates and appropriates funds for an emergency rent relief program to be made available to participants in the pre-litigation mediation pilot program. Sunsets 6/30/2025.
 2. SB 898, SD2, HD1, RELATING TO KUPUNA HOUSING: Temporarily expands the State Rent Supplement Program specifically for qualified persons who are sixty-two years of age or older and are homeless or at imminent risk of becoming homeless. Requires HPHA to submit annual reports to the Legislature. Appropriates funds. Repeals 6/30/2026.
 3. SB 1596, SD1, HD1, RELATING TO SCHOOL CAMPUSES: Establishes and appropriates funds for a Maui campus housing pilot program. Requires the School Facilities Authority and Department of Education to submit reports to the Legislature.

- Below are the House Bills (HB) that are still undergoing the Legislative process:
 1. HB 224 HD2, SD1, RELATING TO HUMAN SERVICES: Establishes the HPHA public housing tenant upward mobility pilot program. Permits the HPHA to contract with outside parties to implement the program. Requires interim and final reports to the Legislature. Appropriates funds.
 2. HB 674, HD1, SD1, RELATING TO THE HAWAII PUBLIC HOUSING AUTHORITY: Repeals the percentage requirements for the HPHA related to the admission of applicants, with or without preferences, into federal and state low-income public housing units.
 3. HB 1395, HD1, SD2, RELATING TO HOUSING: Appropriates funds to the HPHA for the planning and design for new housing units at the Kapaa public housing project site in Kapaa, Kauai.
 4. HB 1397, HD1, RELATING TO SUPPORTIVE HOUSING: Establishes a supportive housing pilot program in the statewide office of homelessness and housing solutions. Appropriates funds and establishes positions.
 5. HB 1439, HD2, SD1, RELATING TO EVICTION MEDIATION: Beginning November 1, 2023, establishes a pre-litigation mediation pilot program that extends the period for a notice of termination of the rental agreement from five business days to ten calendar days, requires landlords to participate in mediation before filing an action for summary possession, and requires landlords to provide specific information in the ten-calendar-day notice to tenants and a mediation center that offers free mediation for residential landlord-tenant disputes. Appropriates funds for a pre-litigation mediation pilot program. Creates and appropriates funds for an emergency rent relief program.

II. Fiscal Management

A. Variance Report for February 2023

1. Revenue for the Month of February 2023

CFP Grant Income \$2,797,587 higher than budget

The Public Housing Capital Fund Program (“CFP”) is granted by the U.S Department of Housing and Urban Development (HUD) for capital and management activities including modernization and development of public housing. CFP drawdowns for the expenditures that are not capitalized are reported on this line as operating income. The amount of capitalized CFP expenditures is reported in the Balance Sheet under construction in progress.

CFP drawdown during the month for expenditures not being capitalized was \$2,797,587 higher than budget.

COCC Fee Income \$68,300 higher than budget

The favorable variance of \$68,300 was mainly due to a higher management fee per unit month that HUD allows COCC to charge public housing projects. HUD raised the management fee from \$69.02 to \$79.84 per unit month.

State CIP Fund \$12,120 higher than budget

State of Hawaii appropriates the Capital Improvement Project fund (“CIP”). An expenditure of CIP on capital project below the capitalization threshold of \$100,000 is recognized as operation income under this line, whereas the amount equal or exceeding the threshold is capitalized and reported in the Balance Sheet under construction in progress.

It is impractical to estimate the amount not meeting capitalization threshold during the annual budgeting process, and therefore no amount was budgeted under this line for the current fiscal year.

Out of the CIP expenditures during the month, \$12,120 was not capitalized and was reported as income on this line.

Grant Income \$117,257 higher than budget

The favorable variance of \$117,257 was because of the state general fund appropriation for landlord incentive program, which was not included in the operating budget.

Other Income \$363,161 lower than budget

The unfavorable variance of \$363,161 was caused by the following factors:

- The front-line service fees generated by COCC programs and branches were \$222,640 lower than budget.

- Investment income was \$75,409 lower than expected.
- All other miscellaneous income was \$65,111 lower than budget.

2. Expenses for the Month of February 2023

Administrative \$350,278 lower than budget

The favorable variance of \$350,278 was due to:

- \$397,797 lower HPHA administrative payroll expenses,
- \$24,372 higher private management company's administrative payroll expenses,
- \$51,281 lower audit fee paid during the month,
- \$40,001 less front-line service fees charged by the Application, Hearings and Compliance offices,
- \$27,254 higher legal expenses,
- \$9,975 less travel expenses,
- \$12,767 higher management agent fees,
- \$37,620 lower consultant and other professional service expenses,
- \$4,788 lower expenses on office supplies, and
- \$126,790 higher expenses of the items not specified above (training, computer software, automobile, etc.).

Management Fees \$68,942 higher than budget

The unfavorable variance of \$68,942 was due to a raise of management fee per unit month that HUD allows for COCC to charge the public housing projects.

Tenant Services \$99,904 higher than budget

The unfavorable variance of \$99,904 was because:

- Tenant relocation cost was \$1,205 lower than budget,
- \$5,836 budgeted for tenant participation expense did not occur,
- The emergency housing voucher program expended \$4,395 more than budget for tenant services, and
- Other tenant service cost was \$102,370 higher due to the tenant annual recertification cost of the Section 8 voucher programs.

Maintenance \$288,873 lower than budget

The favorable variance of \$288,873 was due to:

- \$273,246 lower salaries and fringe benefits of HPHA maintenance employees,
- \$9,112 smaller expense of wages and benefits paid to maintenance employees of the private management company,
- \$51,789 less expense on furniture, appliance, and equipment,

- \$75,028 higher expense on materials and supplies used for building, ground, safety, painting, electrical, janitorial maintenances, etc.,
- \$62,699 lower front-line service fees billed by the Multi-Skilled Workers Pilot Program team, and
- \$32,945 higher expense paid for contracted repairs and services including refuse collection, sewer system repair, plumbing repair, pest control service, building and unit repair, tree trimming service, vehicle and equipment rental, janitorial service, elevator maintenance, fire extinguisher service, appliance repair, electrical repair, HVAC repair, etc.

Protective Services \$43,652 lower than budget

The favorable variance of \$43,652 was due to:

- The expense of outsourced security services was \$33,695 lower, and
- The cost for security equipment installation/maintenance was \$9,957 lower.

Bad Debt Expense \$99,800 lower than budget

The favorable variance of \$99,800 was the result of month end reconciliation of tenant accounts receivable and adjustments of allowances for doubtful accounts.

General Expenses \$5,957 lower than budget

The favorable variance of \$5,957 was due to the following payments:

- \$4,638 of Section 8 Port-out voucher administrative fees,
- \$360 of Section 8 late annual certification charges, and
- \$10,955 lower unidentified Pcard purchases and adjustments.

3. Revenue year to date

CFP Grant Income \$4,359,185 higher than budget

The CFP drawdowns year to date for non-capitalized expenditures and reported as operating income on this line were \$4,359,185 higher than budget.

State CIP Fund \$61,859 higher than budget

Out of total CIP fiscal year to date expenditures, \$61,859 was not capitalized and was reported as operating income on this line.

Other Income \$2,328,077 lower than budget

The unfavorable variance of \$2,328,077 was because the front-line service fees generated by the Multi-Skilled Workers Pilot Program and other COCC branches were lower than budget.

4. Expenses year to date

Administrative \$2,984,314 lower than budget

The favorable variance of \$2,984,314 was due to:

- \$2,469,839 lower payroll expenses of HPHA administrative employees,
- \$218,050 higher administrative payroll expenses of the private management company,
- \$27,400 lower audit fee due to payment timing,
- \$257,215 lower front-line service fees charged by the Application Services Unit, Hearings and Compliance offices,
- \$94,835 less legal expenses,
- \$55,987 lower travel expenses,
- \$68,420 higher management agent fees,
- \$321,306 lower consultant and other professional service expenses,
- \$88,940 lower expenses on office supplies, and
- \$44,738 higher expenses of the items not specified above (training, computer software, automobile, etc.)

Tenant Services \$161,674 higher than budget

The unfavorable variance of \$161,674 was because:

- Tenant relocation cost was \$3,555 lower,
- \$46,636 budgeted for tenant participation expense did not occur,
- The emergency housing voucher program expended \$186,465 more than budget for tenant services, and
- All other tenant service cost was \$25,401 higher than budget.

Maintenance \$4,327,711 lower than budget

The \$4,327,711 favorable variance was due to:

- \$1,873,123 lower salaries and fringe benefits of HPHA maintenance employees,
- \$186,012 smaller expenses of wages and benefits paid to maintenance employees of the private management company,
- \$610,223 less expenses on furniture, appliance, and equipment,

- \$163,681 higher expenses on materials and supplies used for building, ground, safety, painting, electric, janitorial maintenances, etc.,
- \$1,372,548 lower front-line service fees billed by the Multi-Skilled Workers Pilot Program team, and
- \$449,486 lower expenses paid for contracted services including refuse collection, sewer, plumbing, pest control, building, tree trimming, vehicle and equipment rental, janitorial, elevator, fire extinguisher, appliance, electric, HVAC, etc.

Protective Services \$265,265 lower than budget

The favorable variance of \$265,265 was due to:

- \$199,573 lower expenses of outsourced security services for the housing programs, and
- \$65,692 budgeted for security equipment installation/maintenance was not incurred.

Bad Debt Expense \$732,802 higher than budget

The unfavorable variance of \$732,802 was the result of the reconciliation of accounts receivable and adjustments of allowances for bad debt.

General Expenses \$346,375 higher than budget

The \$346,375 unfavorable variance was due to the following factors:

- \$122,613 of Pcard purchase expenses was not identified and booked to proper expense accounts,
- \$54,072 was paid for Section 8 Port-out voucher admin fees,
- \$40,986 was charged for Section 8 late annual certifications,
- \$94,094 of construction projects was written off, and
- \$34,610 of other general expenses occurred.

HAWAII PUBLIC HOUSING AUTHORITY

Agency Total

Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023				Year To Date ended February 28, 2023							
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance		
		Amount	%			Amount	%		Amount	%	
REVENUES											
2,117,204	2,035,035	82,169	4%	Dwelling Rental Income	16,789,704	16,266,075	523,629	3%	15,878,939	910,766	6%
11,437,091	10,937,798	499,293	5%	HUD Operating Grants	92,005,997	86,096,826	5,909,171	7%	86,840,768	5,165,229	6%
2,797,587	-	2,797,587	100%	CFP Grant Income	7,103,877	2,744,692	4,359,185	>100%	2,665,614	4,438,264	>100%
544,906	476,606	68,300	14%	COCC Fee Income	5,513,784	5,155,474	358,310	7%	3,503,321	2,010,463	57%
12,120	-	12,120	100%	State CIP Fund	61,859	-	61,859	100%	46,255	15,604	34%
621,852	504,595	117,257	23%	Grant Income	3,750,612	4,036,760	(286,148)	-7%	4,194,845	(444,233)	-11%
435,586	798,747	(363,161)	-45%	Other Income	2,485,979	4,814,056	(2,328,077)	-48%	3,157,526	(671,547)	-21%
\$ 17,966,346	14,752,781	3,213,565	22%	Total Revenues	\$ 127,711,814	119,113,883	8,597,931	7%	116,287,268	11,424,546	10%
EXPENSES											
2,002,998	2,353,276	(350,278)	-15%	Administrative	15,274,576	18,258,890	(2,984,314)	-16%	14,556,438	718,138	5%
-	-	-	0%	Asset Management Fees	-	-	-	0%	17,350	(17,350)	-100%
476,527	407,585	68,942	17%	Management Fees	4,968,189	4,603,308	364,881	8%	2,978,808	1,989,381	67%
68,379	73,355	(4,977)	-7%	Bookkeeping Fees	545,595	576,370	(30,775)	-5%	524,513	21,082	4%
8,452,388	8,241,653	210,735	3%	Housing Assistance Payments	67,249,612	64,676,300	2,573,312	4%	60,639,569	6,610,043	11%
123,127	23,223	99,904	>100%	Tenant Services	350,503	188,829	161,674	86%	229,887	120,617	52%
1,148,409	1,149,995	(1,586)	0%	Utilities	9,841,785	9,199,960	641,825	7%	8,785,963	1,055,822	12%
2,205,073	2,493,946	(288,873)	-12%	Maintenance	16,030,094	20,357,805	(4,327,711)	-21%	16,958,798	(928,705)	-5%
278,963	322,615	(43,652)	-14%	Protective Services	2,321,655	2,586,920	(265,265)	-10%	2,145,601	176,053	8%
62,039	59,946	2,093	3%	Insurance	497,490	479,568	17,922	4%	498,108	(618)	0%
1,977,181	1,977,181	-	0%	Depreciation Expense	15,874,923	15,874,923	-	0%	15,976,243	(101,320)	-1%
(80,482)	19,318	(99,800)	<-100%	Bad Debt Expense	887,346	154,544	732,802	>100%	53,190	834,157	>100%
(5,797)	160	(5,957)	<-100%	General Expenses	347,655	1,280	346,375	>100%	1,376,951	(1,029,296)	-75%
16,708,805	17,122,253	(413,448)	-2%	Total Expenses	134,189,423	136,958,697	(2,769,274)	2%	124,741,419	9,448,004	8%
\$ 1,257,540	(2,369,472)	3,627,012	>100%	Net Income(Loss)	\$ (6,477,609)	(17,844,814)	11,367,205	64%	(8,454,151)	1,976,542	23%
CASH BASIS											
1,257,540	(2,369,472)	3,627,012	>100%	Net Income(loss) per Above	(6,477,609)	(17,844,814)	11,367,205	64%	(8,454,151)	1,976,542	23%
1,977,181	-	1,977,181	n/a	Add back non cash items:							
(80,482)	19,318	(99,800)	<-100%	Depreciation Expense	15,874,923	-	15,874,923	n/a	15,976,243	(101,320)	-1%
				Bad Debt Expense	887,346	154,544	732,802	>100%	53,190	834,157	>100%
\$ 3,154,239	(2,350,154)	5,504,393	>100%	TOTAL CASH BASIS	\$ 10,284,661	(17,690,270)	27,974,931	>100%	7,575,282	2,709,379	36%

HAWAII PUBLIC HOUSING AUTHORITY
Consolidated Balance Sheet
Agency Total
As fo February 28, 2023 and January 31, 2023

	As of February 28, 2023	As of January 31, 2023	Increase (Decrease)
ASSETS:			
Cash	177,289,795	175,323,742	1,966,054
Receivables:			
Tenant Receivables	5,700,087	5,923,646	(223,559)
Other	1,199,816	1,185,775	14,041
Less Allowance for Doubtful Accounts	(5,336,340)	(5,569,360)	233,021
Accounts receivable (net of allowance)	1,563,564	1,540,061	23,503
Accrued Interest	145,441	140,324	5,117
Prepaid Expenses	255,127	330,067	(74,940)
Inventories	781,158	780,731	427
Total Current Assets	180,035,085	178,114,924	1,920,160
Property, Plant & Equipment:			
Land	25,518,054	25,518,054	-
Buildings	805,186,113	805,186,113	-
Furniture & Equipment	8,827,280	8,827,280	-
Motor vehicles	5,429,726	5,429,726	-
Construction in Progress	48,892,152	47,880,984	1,011,169
Less: Accumulated Depreciation	(531,520,945)	(529,543,764)	(1,977,181)
Notes, Loans & Mortgage Receivable-Non Current	7,178,209	7,178,209	-
Other Long Term Assets	-	-	-
Deferred Outflows of Resources	6,377,838	6,377,838	-
Total Assets & Deferred Outflow of Resources	\$ 555,923,512	\$ 554,969,364	954,148
LIABILITIES AND NET POSITION			
Accounts Payable	4,408,689	5,051,148	(642,459)
Accrued Salaries & Wages	1,041,383	1,041,383	-
Tenant Security Deposits	1,536,816	1,524,183	12,634
Other Liabilities & Deferred Income	5,022,097	5,003,551	18,546
Total Current Liabilities	12,008,984	12,620,265	(611,280)
Net Pension Liability	34,794,567	34,794,567	-
Net OPEB Liability	35,852,697	35,852,697	-
Other Long Term Liabilities	1,945,838	1,945,830	8
Deferred Inflows of Resources	11,064,622	11,064,622	-
Net Assets			
Investment in capital assets	362,332,381	363,298,393	(966,012)
Restricted Net Assets	1,294,153	1,294,153	-
Unrestricted Net Assets	103,107,880	101,833,987	1,273,892
Net Income Year to Date	(6,477,609)	(7,735,149)	1,257,540
Total Net Assets	460,256,804	458,691,384	1,565,420
Total Liabilities, Deferred Inflow of Resources & Net Position	\$ 555,923,512	554,969,364	954,148

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program

Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023				Year To Date ended February 28, 2023							
Actual	Budget	Variance		Actual	Budget	Variance		Prior Year	Variance		
		Amount	%			Amount	%		Amount	%	
REVENUES				REVENUES							
1,782,866	1,674,949	107,917	6%	Dwelling Rental Income	13,954,104	13,383,770	570,334	4%	13,195,179	758,925	6%
2,479,431	2,212,438	266,993	12%	HUD Operating Grants	21,050,349	17,699,504	3,350,845	19%	21,887,199	(836,850)	-4%
2,797,587	-	2,797,587	100%	CFP Grant Income	7,103,877	2,744,692	4,359,185	>100%	2,665,614	4,438,264	>100%
-	-	-	0%	COCC Fee Income	-	-	-	0%	-	-	0%
12,120	-	12,120	100%	State CIP Fund	61,859	-	61,859	100%	46,255	15,604	34%
15,977	195,487	(179,510)	-92%	Grant Income	1,028,014	1,563,896	(535,882)	-34%	645,611	382,404	59%
51,144	247,966	(196,822)	-79%	Other Income	468,613	599,291	(130,678)	-22%	452,996	15,617	3%
\$ 7,139,125	4,330,840	2,808,285	65%	Total Revenues	43,666,817	35,991,153	7,675,664	21%	38,892,853	4,773,964	12%
EXPENSES				EXPENSES							
812,184	824,626	(12,442)	-2%	Administrative	6,009,078	6,594,243	(585,165)	-9%	5,531,571	477,507	9%
-	-	-	0%	Asset Management Fees	-	-	-	0%	17,350	(17,350)	-100%
314,879	285,521	29,358	10%	Management Fees	3,885,153	3,656,038	229,115	6%	2,182,672	1,702,481	78%
33,720	35,262	(1,542)	-4%	Bookkeeping Fees	269,175	282,036	(12,861)	-5%	273,113	(3,938)	-1%
6,474	3,658	2,816	77%	Housing Assistance Payments	14,517	29,264	(14,747)	-50%	231,523	(217,006)	-94%
4,619	19,052	(14,433)	-76%	Tenant Services	41,877	155,516	(113,639)	-73%	208,966	(167,089)	-80%
927,348	930,698	(3,350)	0%	Utilities	7,934,625	7,445,584	489,041	7%	7,117,936	816,689	11%
1,739,062	1,937,915	(198,853)	-10%	Maintenance	12,368,139	15,972,550	(3,604,411)	-23%	12,958,339	(590,200)	-5%
277,722	305,468	(27,746)	-9%	Protective Services	2,305,563	2,449,744	(144,181)	-6%	2,133,518	172,045	8%
48,651	45,763	2,888	6%	Insurance	389,199	366,104	23,095	6%	384,980	4,219	1%
1,637,068	-	1,637,068	100%	Depreciation Expense	13,167,894	-	13,167,894	100%	13,346,651	(178,757)	-1%
(74,843)	15,556	(90,399)	<-100%	Bad Debt Expense	837,757	124,448	713,309	>100%	65,713	772,044	>100%
(28,278)	-	(28,278)	-100%	General Expenses	198,954	-	198,954	100%	1,198,737	(999,783)	-83%
5,698,608	4,403,519	1,295,089	29%	Total Expenses	47,421,933	37,075,527	10,346,406	-28%	45,651,070	1,770,862	4%
\$ 1,440,518	(72,679)	1,513,197	>100%	Net Income(Loss)	(3,755,116)	(1,084,374)	(2,670,742)	<-100%	(6,758,217)	3,003,101	44%
CASH BASIS:				CASH BASIS:							
1,440,518	(72,679)	1,513,197	>100%	Net Income(loss) per Above	(3,755,116)	(1,084,374)	(2,670,742)	<-100%	(6,758,217)	3,003,101	44%
Add back non cash items:				Add back non cash items:							
1,637,068	-	1,637,068	100%	Depreciation Expense	13,167,894	-	13,167,894	100%	13,346,651	(178,757)	-1%
(74,843)	15,556	(90,399)	<-100%	Bad Debt Expense	837,757	124,448	713,309	>100%	65,713	772,044	>100%
\$ 3,002,743	(57,123)	3,059,866	>100%	Total	10,250,535	(959,926)	11,210,461	>100%	6,654,147	3,596,388	54%

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program

Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023				ACCRUAL BASIS	Year To Date ended February 28, 2023						
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance	
		Amount	%			Amount	%		Amount	%	
				REVENUES							
332,740	334,886	(2,146)	-1%	Asset Management Project - 30	3,049,979	2,679,088	370,891	14%	3,074,332	(24,353)	-1%
425,038	414,724	10,314	2%	Asset Management Project - 31	3,821,864	3,317,792	504,072	15%	3,414,232	407,632	12%
381,400	418,407	(37,007)	-9%	Asset Management Project - 32	3,705,105	3,347,256	357,849	11%	3,390,854	314,250	9%
322,753	310,192	12,561	4%	Asset Management Project - 33	2,997,850	2,481,536	516,314	21%	2,751,290	246,560	9%
1,161,844	469,009	692,835	>100%	Asset Management Project - 34	5,833,928	4,074,168	1,759,760	43%	4,033,566	1,800,362	45%
817,576	476,251	341,325	72%	Asset Management Project - 35	5,363,234	4,147,123	1,216,111	29%	4,342,954	1,020,280	23%
417,610	229,231	188,379	82%	Asset Management Project - 37	2,509,163	2,013,996	495,167	25%	2,265,342	243,821	11%
639,265	240,815	398,450	>100%	Asset Management Project - 38	2,983,642	2,261,411	722,231	32%	2,516,145	467,497	19%
729,749	158,937	570,812	>100%	Asset Management Project - 39	3,477,298	1,799,207	1,678,091	93%	1,601,142	1,876,155	>100%
485,000	203,749	281,251	>100%	Asset Management Project - 40	2,154,574	1,885,798	268,776	14%	1,949,386	205,188	11%
241,799	155,853	85,946	55%	Asset Management Project - 43	1,670,553	1,288,522	382,031	30%	1,531,964	138,589	9%
231,061	226,783	4,278	2%	Asset Management Project - 44	1,984,361	1,814,264	170,097	9%	2,088,119	(103,758)	-5%
193,142	184,944	8,198	4%	Asset Management Project - 45	1,643,048	1,479,552	163,496	11%	1,724,874	(81,826)	-5%
451,421	73,852	377,569	>100%	Asset Management Project - 46	1,151,555	950,320	201,235	21%	723,223	428,332	59%
445,432	324,519	120,913	37%	Asset Management Project - 49	1,545,260	1,508,446	36,814	2%	1,224,179	321,081	26%
183,295	108,688	74,607	69%	Asset Management Project - 50	2,379,583	942,674	1,436,909	>100%	1,006,989	1,372,594	>100%
-	-	-	0%	Asset Management Project - 52	-	-	-	0%	1,254,262	(1,254,262)	-100%
\$ 7,459,125	4,330,840	3,128,285	72%	Total Revenues	\$ 46,270,996	35,991,153	10,279,843	29%	38,892,853	7,378,143	19%
				NET INCOME(LOSS)							
(42,906)	(17,103)	(25,803)	<-100%	Asset Management Project - 30	(163,038)	(232,111)	69,073	30%	35,239	(198,276)	<-100%
(240,409)	(22,326)	(218,083)	<-100%	Asset Management Project - 31	(1,053,314)	(270,612)	(782,702)	<-100%	(1,645,175)	591,861	36%
18,262	(4,558)	22,820	>100%	Asset Management Project - 32	263,897	(137,089)	400,986	>100%	(2,834)	266,731	>100%
7,462	(6,973)	14,435	>100%	Asset Management Project - 33	78,590	33,410	45,180	>100%	(247,985)	326,575	>100%
602,464	(73,155)	675,619	>100%	Asset Management Project - 34	1,249,437	(163,053)	1,412,490	>100%	(119,314)	1,368,751	>100%
199,998	(62,429)	262,427	>100%	Asset Management Project - 35	152,654	(203,409)	356,063	>100%	(214,228)	366,881	>100%
9,704	(7,939)	17,643	>100%	Asset Management Project - 37	(1,079,577)	113,761	(1,193,338)	<-100%	(1,612,466)	532,888	33%
271,833	(26,106)	297,939	>100%	Asset Management Project - 38	(330,401)	142,807	(473,208)	<-100%	(430,107)	99,706	23%
458,703	(42,442)	501,145	>100%	Asset Management Project - 39	1,009,762	157,260	852,502	>100%	(600,896)	1,610,657	>100%
211,458	(25,739)	237,197	>100%	Asset Management Project - 40	(163,359)	14,672	(178,031)	<-100%	(70,601)	(92,758)	<-100%
(3,394)	4,289	(7,683)	<-100%	Asset Management Project - 43	(34,369)	31,372	(65,741)	<-100%	(95,294)	60,926	64%
(79,734)	32,880	(112,614)	<-100%	Asset Management Project - 44	(185,147)	238,003	(423,150)	<-100%	(77,935)	(107,213)	<-100%
(116,594)	23,483	(140,077)	<-100%	Asset Management Project - 45	(190,556)	107,760	(298,316)	<-100%	(69,781)	(120,775)	<-100%
305,962	(18,073)	324,035	>100%	Asset Management Project - 46	(110,614)	136,342	(246,956)	<-100%	(440,754)	330,141	75%
204,616	178,648	25,968	15%	Asset Management Project - 49	(55,401)	303,043	(358,444)	<-100%	(663,915)	608,514	92%
(46,909)	(5,136)	(41,773)	<-100%	Asset Management Project - 50	(539,499)	(1,356,530)	817,031	60%	(510,141)	(29,357)	-6%
-	-	-	0%	Asset Management Project - 52	-	-	-	0%	7,972	(7,972)	-100%
\$ 1,760,518	(72,679)	1,833,197	>100%	Total Net Income(Loss)	\$ (1,150,937)	(1,084,374)	(66,563)	-6%	(6,758,217)	5,607,280	83%

HAWAII PUBLIC HOUSING AUTHORITY
Federal Low Rent Program

Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023				CASH BASIS	Year To Date ended February 28, 2023						
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance	
		Amount	%			Amount	%		Amount	%	
REVENUES											
332,740	334,886	(2,146)	-1%	Asset Management Project - 30	3,049,979	2,679,088	370,891	14%	3,074,332	(24,353)	-1%
425,038	414,724	10,314	2%	Asset Management Project - 31	3,821,864	3,317,792	504,072	15%	3,414,232	407,632	12%
381,400	418,407	(37,007)	-9%	Asset Management Project - 32	3,705,105	3,347,256	357,849	11%	3,390,854	314,250	9%
322,753	310,192	12,561	4%	Asset Management Project - 33	2,997,850	2,481,536	516,314	21%	2,751,290	246,560	9%
1,161,844	469,009	692,835	>100%	Asset Management Project - 34	5,833,928	4,074,168	1,759,760	43%	4,033,566	1,800,362	45%
817,576	476,251	341,325	72%	Asset Management Project - 35	5,363,234	4,147,123	1,216,111	29%	4,342,954	1,020,280	23%
417,610	229,231	188,379	82%	Asset Management Project - 37	2,509,163	2,013,996	495,167	25%	2,265,342	243,821	11%
639,265	240,815	398,450	>100%	Asset Management Project - 38	2,983,642	2,261,411	722,231	32%	2,516,145	467,497	19%
729,749	158,937	570,812	>100%	Asset Management Project - 39	3,477,298	1,799,207	1,678,091	93%	1,601,142	1,876,155	>100%
485,000	203,749	281,251	>100%	Asset Management Project - 40	2,154,574	1,885,798	268,776	14%	1,949,386	205,188	11%
241,799	155,853	85,946	55%	Asset Management Project - 43	1,670,553	1,288,522	382,031	30%	1,531,964	138,589	9%
231,061	226,783	4,278	2%	Asset Management Project - 44	1,984,361	1,814,264	170,097	9%	2,088,119	(103,758)	-5%
193,142	184,944	8,198	4%	Asset Management Project - 45	1,643,048	1,479,552	163,496	11%	1,724,874	(81,826)	-5%
451,421	73,852	377,569	>100%	Asset Management Project - 46	1,151,555	950,320	201,235	21%	723,223	428,332	59%
445,432	324,519	120,913	37%	Asset Management Project - 49	1,545,260	1,508,446	36,814	2%	1,224,179	321,081	26%
183,295	108,688	74,607	69%	Asset Management Project - 50	2,379,583	942,674	1,436,909	>100%	1,006,989	1,372,594	>100%
-	-	-	0%	Asset Management Project - 52	-	-	-	0%	1,254,262	(1,254,262)	-100%
\$ 7,459,125	4,330,840	3,128,285	72%	Total Revenues	\$ 46,270,996	35,991,153	10,279,843	29%	38,892,853	7,378,143	19%
NET INCOME(LOSS)											
35,357	(17,103)	52,460	>100%	Asset Management Project - 30	750,999	(232,111)	983,110	>100%	852,090	(101,091)	-12%
(91,943)	(20,826)	(71,117)	<-100%	Asset Management Project - 31	753,802	(258,612)	1,012,414	>100%	78,144	675,658	>100%
50,988	(4,391)	55,379	>100%	Asset Management Project - 32	763,737	(135,753)	899,490	>100%	351,321	412,416	>100%
92,289	(6,806)	99,095	>100%	Asset Management Project - 33	901,534	34,746	866,788	>100%	554,541	346,993	63%
730,407	(72,530)	802,937	>100%	Asset Management Project - 34	2,291,695	(158,053)	2,449,748	>100%	987,670	1,304,025	>100%
330,077	(60,131)	390,208	>100%	Asset Management Project - 35	1,251,876	(185,025)	1,436,901	>100%	828,691	423,184	51%
211,469	(5,857)	217,326	>100%	Asset Management Project - 37	720,569	130,417	590,152	>100%	129,810	590,759	>100%
385,487	(24,856)	410,343	>100%	Asset Management Project - 38	927,402	152,807	774,595	>100%	721,420	205,982	29%
560,712	(38,692)	599,404	>100%	Asset Management Project - 39	1,969,986	187,260	1,782,726	>100%	281,710	1,688,275	>100%
208,693	(24,989)	233,682	>100%	Asset Management Project - 40	8,502	20,672	(12,170)	-59%	99,066	(90,565)	-91%
76,181	5,089	71,092	>100%	Asset Management Project - 43	470,046	37,772	432,274	>100%	398,800	71,246	18%
35,770	33,297	2,473	7%	Asset Management Project - 44	584,196	241,339	342,857	>100%	662,029	(77,833)	-12%
(1,870)	23,483	(25,353)	<-100%	Asset Management Project - 45	434,314	107,760	326,554	>100%	541,598	(107,284)	-20%
352,159	(18,073)	370,232	>100%	Asset Management Project - 46	444,141	136,342	307,799	>100%	77,079	367,062	>100%
282,230	179,898	102,332	57%	Asset Management Project - 49	346,579	313,043	33,536	11%	(150,736)	497,315	>100%
64,739	(4,636)	69,375	>100%	Asset Management Project - 50	235,338	(1,352,530)	1,587,868	>100%	232,941	2,397	1%
-	-	-	0%	Asset Management Project - 52	-	-	-	0%	7,972	(7,972)	-100%
\$ 3,322,743	(57,123)	3,379,866	>100%	Total Net Income(Loss)	\$ 12,854,714	(959,926)	13,814,640	>100%	6,654,147	6,200,567	93%

HAWAII PUBLIC HOUSING AUTHORITY
Housing Assistance Voucher Programs
Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023					Year To Date ended February 28, 2023									
Actual	Budget	Variance			Actual	Budget	Variance		Prior Year	Variance				
		Amount	%				Amount	%		Amount	%			
-	-	-	0%		-	-	-	0%	-	-	0%			
5,205,989	5,005,723	200,266	4%		40,867,979	38,640,226	2,227,753	6%	35,845,755	5,022,224	14%			
0	-	0	100%		0	-	0	100%	-	0	100%			
-	-	-	0%		-	-	-	0%	-	-	0%			
-	-	-	0%		-	-	-	0%	-	-	0%			
-	-	-	0%		-	-	-	0%	-	-	0%			
13,501	6,982	6,519	93%		107,860	55,856	52,004	93%	556,513	(448,652)	-81%			
\$ 5,219,490	5,012,705	206,785	4%		40,975,839	38,696,082	2,279,757	6%	36,402,267	4,573,572	13%			
REVENUES														
208,047	354,075	(146,028)	-41%	Dwelling Rental Income	1,469,919	2,602,866	(1,132,947)	-44%	1,748,199	(278,280)	-16%			
-	-	-	0%	HUD Operating Grants	-	-	-	0%	-	-	0%			
126,323	90,766	35,557	39%	CFP Grant Income	797,212	696,403	100,809	14%	565,085	232,128	41%			
28,298	31,208	(2,911)	-9%	COCC Fee Income	225,302	239,200	(13,898)	-6%	199,505	25,797	13%			
4,754,392	4,540,322	214,070	5%	State CIP Fund	37,607,228	35,065,652	2,541,576	7%	31,570,335	6,036,893	19%			
117,637	336	117,301	>100%	Grant Income	302,288	2,688	299,600	>100%	1,965	300,323	>100%			
1,889	1,936	(47)	-2%	Other Income	17,646	15,488	2,158	14%	14,997	2,649	18%			
1,721	1,441	280	19%	Total Revenues	7,850	11,528	(3,678)	-32%	11,228	(3,379)	-30%			
168	229	(61)	-27%		1,701	1,832	(131)	-7%	1,672	29	2%			
1,340	1,227	113	9%	EXPENSES	10,723	9,816	907	9%	9,821	902	9%			
2,381	-	2,381	100%	Administrative	20,106	-	20,106	100%	19,050	1,056	6%			
-	-	-	0%	Asset Management Fees	-	-	-	0%	-	-	0%			
8,460	-	8,460	100%	Management Fees	120,094	-	120,094	100%	178,098	(58,004)	-33%			
5,250,655	5,021,540	229,115	5%	Bookkeeping Fees	40,580,069	38,645,473	1,934,596	-5%	34,319,954	6,260,115	18%			
\$ (31,165)	(8,835)	(22,330)	<-100%	Housing Assistance Payments	395,770	50,609	345,161	>100%	2,082,313	(1,686,543)	-81%			
				Tenant Services										
				Utilities										
				Maintenance										
				Protective Services										
				Insurance										
				Depreciation Expense										
				Bad Debt Expense										
				General Expenses										
				Total Expenses										
				Net Income(Loss)										
				CASH BASIS:										
				Net Income(loss) per Above										
				Add back non cash items:										
				Depreciation Expense										
				Bad Debt Expense										
\$ (28,784)	(8,835)	(19,949)	<-100%		415,876	50,609	365,267	>100%	2,101,363	(1,685,487)	-80%			

HAWAII PUBLIC HOUSING AUTHORITY

State Low Rent

Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023				
Actual	Budget	Variance		
		Amount	%	%
114,568	115,534	(966)	-1%	
-	-	-	0%	
-	-	-	0%	
-	-	-	0%	
348,489	178,321	170,168	95%	
5,961	1,799	4,162	>100%	
\$ 469,018	295,654	173,364	59%	
39,119	48,813	(9,694)	-20%	
-	-	-	0%	
19,783	18,705	1,078	6%	
1,950	2,032	(82)	-4%	
-	-	-	0%	
63	248	(185)	-75%	
65,501	71,333	(5,832)	-8%	
111,449	149,052	(37,603)	-25%	
-	15,804	(15,804)	-100%	
2,873	2,877	(4)	0%	
106,340	-	106,340	100%	
(3,784)	3,012	(6,796)	<-100%	
-	-	-	0%	
343,293	311,876	31,417	10%	
\$ 125,724	(16,222)	141,946	>100%	
125,724	(16,222)	141,946	>100%	
106,340	-	106,340	100%	
(3,784)	3,012	(6,796)	<-100%	
\$ 228,280	(13,210)	241,490	>100%	

Year To Date ended February 28, 2023							
Actual	Budget	Variance		Prior Year	Variance		
		Amount	%		Amount	%	
REVENUES							
Dwelling Rental Income	897,825	925,889	(28,064)	-3%	842,204	55,621	7%
HUD Operating Grants	-	-	-	0%	-	-	0%
CFP Grant Income	-	-	-	0%	-	-	0%
COCC Fee Income	-	-	-	0%	-	-	0%
State CIP Fund	-	-	-	0%	-	-	0%
Grant Income	838,686	1,426,568	(587,882)	-41%	1,132,321	(293,635)	-26%
Other Income	36,019	14,092	21,927	>100%	15,905	20,114	>100%
Total Revenues	1,772,530	2,366,549	(594,019)	-25%	1,990,430	(217,900)	-11%
EXPENSES							
Administrative	313,676	385,679	(72,003)	-19%	331,523	(17,848)	-5%
Asset Management Fees	-	-	-	0%	-	-	0%
Management Fees	159,299	150,123	9,176	6%	139,372	19,927	14%
Bookkeeping Fees	15,698	16,310	(613)	-4%	15,953	(255)	-2%
Housing Assistance Payments	-	-	-	0%	-	-	0%
Tenant Services	341	1,984	(1,643)	-83%	2,605	(2,264)	-87%
Utilities	579,206	570,664	8,542	1%	548,288	30,919	6%
Maintenance	693,340	1,114,938	(421,598)	-38%	662,572	30,769	5%
Protective Services	3,279	126,432	(123,153)	-97%	-	3,279	100%
Insurance	23,016	23,016	0	0%	23,044	(28)	0%
Depreciation Expense	850,709	-	850,709	100%	848,594	2,115	0%
Bad Debt Expense	47,786	24,096	23,690	98%	(14,628)	62,414	>100%
General Expenses	-	-	-	0%	-	-	0%
Total Expenses	2,686,350	2,413,242	273,108	-11%	2,557,323	129,027	5%
Net Income(Loss)	(913,819)	(46,693)	(867,126)	<-100%	(566,892)	(346,927)	-61%
CASH BASIS:							
Net Income(loss) per Above	(913,819)	(46,693)	(867,126)	<-100%	(566,892)	(346,927)	-61%
Add back non cash items:							
Depreciation Expense	850,709	-	850,709	100%	848,594	2,115	0%
Bad Debt Expense	47,786	24,096	23,690	98%	(14,628)	62,414	>100%
	(15,325)	(22,597)	7,272	32%	267,074	(282,399)	<-100%

HAWAII PUBLIC HOUSING AUTHORITY
State Elderly Program

Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023					Year To Date ended February 28, 2023							
Actual	Budget	Variance		%		Actual	Budget	Variance		Prior Year	Variance	
		Amount	%					Amount	%		Amount	%
178,773	180,617	(1,844)	-1%		Dwelling Rental Income	1,414,120	1,444,936	(30,816)	-2%	1,395,037	19,083	1%
-	-	-	0%		HUD Operating Grants	-	-	-	0%	-	-	0%
-	-	-	0%		CFP Grant Income	-	-	-	0%	-	-	0%
-	-	-	0%		COCC Fee Income	-	-	-	0%	-	-	0%
-	-	-	0%		State CIP Fund	-	-	-	0%	-	-	0%
-	-	-	0%		Grant Income	-	-	-	0%	-	-	0%
5,722	13,845	(8,123)	-59%		Other Income	30,699	110,760	(80,061)	-72%	89,740	(59,040)	-66%
\$ 184,495	194,462	(9,967)	-5%		Total Revenues	1,444,819	1,555,696	(110,877)	-7%	1,484,777	(39,958)	-3%
					EXPENSES							
70,137	63,496	6,641	10%		Administrative	519,895	504,182	15,713	3%	479,822	40,072	8%
-	-	-	0%		Asset Management Fees	-	-	-	0%	-	-	0%
14,943	11,744	3,199	27%		Management Fees	121,860	93,952	27,908	30%	86,288	35,571	41%
4,035	4,321	(286)	-7%		Bookkeeping Fees	32,498	34,568	(2,071)	-6%	32,565	(68)	0%
-	-	-	0%		Housing Assistance Payments	-	-	-	0%	-	-	0%
693	3,087	(2,394)	-78%		Tenant Services	693	24,641	(23,948)	-97%	14,700	(14,007)	-95%
126,987	120,025	6,962	6%		Utilities	1,055,190	960,200	94,990	10%	912,017	143,173	16%
110,295	110,274	21	0%		Maintenance	779,655	893,190	(113,535)	-13%	847,418	(67,763)	-8%
267	-	267	100%		Protective Services	2,312	-	2,312	100%	2,487	(174)	-7%
4,738	4,683	55	1%		Insurance	37,905	37,464	441	1%	37,277	628	2%
151,429	-	151,429	100%		Depreciation Expense	1,211,438	-	1,211,438	100%	1,181,393	30,045	3%
(1,855)	750	(2,605)	<-100%		Bad Debt Expense	1,803	6,000	(4,197)	-70%	2,105	(301)	-14%
-	-	-	0%		General Expenses	-	-	-	0%	-	-	0%
481,669	318,380	163,289	51%		Total Expenses	3,763,249	2,554,197	1,209,052	-47%	3,596,072	167,177	5%
\$ (297,174)	(123,918)	(173,256)	<-100%		Net Income(Loss)	(2,318,430)	(998,501)	(1,319,929)	<-100%	(2,111,295)	(207,135)	-10%
					CASH BASIS:							
(297,174)	(123,918)	(173,256)	<-100%		Net Income(loss) per Above	(2,318,430)	(998,501)	(1,319,929)	<-100%	(2,111,295)	(207,135)	-10%
					Add back non cash items:							
151,429	-	151,429	100%		Depreciation Expense	1,211,438	-	1,211,438	100%	1,181,393	30,045	3%
(1,855)	750	(2,605)	<-100%		Bad Debt Expense	1,803	6,000	(4,197)	-70%	2,105	(301)	-14%
\$ (147,600)	(123,168)	(24,432)	-20%			(1,105,188)	(992,501)	(112,687)	-11%	(927,797)	(177,391)	-19%

HAWAII PUBLIC HOUSING AUTHORITY
State Rent Supplement Program
Actual vs Budget Comparison

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023					Year To Date ended February 28, 2023										
Actual	Budget	Variance		%		Actual	Budget	Variance		Prior Year	Variance				
		Amount	%					Amount	%		Amount	%			
-	-	-	0%		REVENUES										
-	-	-	0%		Dwelling Rental Income	-	-	-	0%	-	-	0%			
-	-	-	0%		HUD Operating Grants	-	-	-	0%	-	-	0%			
-	-	-	0%		CFP Grant Income	-	-	-	0%	-	-	0%			
-	-	-	0%		COCC Fee Income	-	-	-	0%	-	-	0%			
-	-	-	0%		State CIP Fund	-	-	-	0%	-	-	0%			
114,348	124,787	(10,439)	-8%		Grant Income	920,475	998,296	(77,821)	-8%	976,760	(56,285)	-6%			
21	3	18	>100%		Other Income	48	24	24	>100%	20	28	>100%			
					Total Revenues	920,523	998,320	(77,797)	-8%	976,780	(56,257)	-6%			
					EXPENSES										
6,846	9,142	(2,296)	-25%		Administrative	62,847	64,466	(1,619)	-3%	60,701	2,146	4%			
-	-	-	0%		Asset Management Fees	-	-	-	0%	-	-	0%			
600	849	(249)	-29%		Management Fees	4,665	6,792	(2,127)	-31%	5,391	(726)	-13%			
376	532	(156)	-29%		Bookkeeping Fees	2,923	4,256	(1,333)	-31%	3,378	(455)	-13%			
88,417	115,464	(27,047)	-23%		Housing Assistance Payments	696,130	923,712	(227,582)	-25%	771,369	(75,239)	-10%			
-	-	-	0%		Tenant Services	-	-	-	0%	-	-	0%			
73	62	11	17%		Utilities	717	496	221	45%	453	264	58%			
44	44	(0)	-1%		Maintenance	287	352	(65)	-18%	311	(24)	-8%			
7	9	(2)	-22%		Protective Services	70	72	(2)	-3%	67	3	5%			
42	46	(4)	-10%		Insurance	332	368	(36)	-10%	354	(22)	-6%			
-	-	-	0%		Depreciation Expense	-	-	-	0%	-	-	0%			
-	-	-	0%		Bad Debt Expense	-	-	-	0%	-	-	0%			
-	-	-	0%		General Expenses	-	-	-	0%	-	-	0%			
					Total Expenses	767,972	1,000,514	(232,542)	23%	842,025	(74,053)	-9%			
					Net Income(Loss)	152,551	(2,194)	154,745	>100%	134,756	17,796	13%			
					CASH BASIS:										
17,965	(1,358)	19,323	>100%		Net Income(loss) per Above	152,551	(2,194)	154,745	>100%	134,756	17,796	13%			
-	-	-	0%		Add back non cash items:										
-	-	-	0%		Depreciation Expense	-	-	-	0%	-	-	0%			
-	-	-	0%		Bad Debt Expense	-	-	-	0%	-	-	0%			
						152,551	(2,194)	154,745	>100%	134,756	17,796	13%			
						152,551	(2,194)	154,745	>100%	134,756	17,796	13%			

**HAWAII PUBLIC HOUSING AUTHORITY
Section 8 Contract Administration
Actual vs Budget Comparison**

For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023					Year To Date ended February 28, 2023									
Actual	Budget	Variance		%		Actual	Budget	Variance		Prior Year	Variance			
		Amount						Amount	%		Amount	%		
-	-	-		0%	REVENUES	-	-	-		0%	-	-	0%	
3,751,671	3,719,637	32,034		1%	Dwelling Rental Income	-	-	-		0%	-	-	0%	
-	-	-		0%	HUD Operating Grants	30,087,669	29,757,096	330,573		1%	29,107,814	979,855	3%	
-	-	-		0%	CFP Grant Income	-	-	-		0%	-	-	0%	
-	-	-		0%	COCC Fee Income	-	-	-		0%	-	-	0%	
-	-	-		0%	State CIP Fund	-	-	-		0%	-	-	0%	
-	-	-		0%	Grant Income	-	-	-		0%	-	-	0%	
34	33	1		2%	Other Income	281	264	17		6%	256	25	10%	
\$ 3,751,705	3,719,670	32,035		1%	Total Revenues	30,087,950	29,757,360	330,590		1%	29,108,070	979,880	3%	
105,019	97,258	7,761		8%	EXPENSES	823,879	762,521	61,358		8%	743,715	80,164	11%	
-	-	-		0%	Administrative	-	-	-		0%	-	-	0%	
-	-	-		0%	Asset Management Fees	-	-	-		0%	-	-	0%	
-	-	-		0%	Management Fees	-	-	-		0%	-	-	0%	
-	-	-		0%	Bookkeeping Fees	-	-	-		0%	-	-	0%	
3,603,106	3,582,209	20,897		1%	Housing Assistance Payments	28,931,737	28,657,672	274,065		1%	28,066,342	865,395	3%	
-	-	-		0%	Tenant Services	-	-	-		0%	-	-	0%	
-	-	-		0%	Utilities	-	-	-		0%	-	-	0%	
-	-	-		0%	Maintenance	-	-	-		0%	-	-	0%	
-	-	-		0%	Protective Services	-	-	-		0%	-	-	0%	
604	622	(18)		-3%	Insurance	4,830	4,976	(146)		-3%	4,741	89	2%	
-	-	-		0%	Depreciation Expense	-	-	-		0%	-	-	0%	
-	-	-		0%	Bad Debt Expense	-	-	-		0%	-	-	0%	
-	-	-		0%	General Expenses	-	-	-		0%	-	-	0%	
3,708,729	3,680,089	28,640		1%	Total Expenses	29,760,446	29,425,169	335,277		-1%	28,814,798	945,648	3%	
\$ 42,976	39,581	3,395		9%	Net Income(Loss)	327,504	332,191	(4,687)		-1%	293,272	34,232	12%	
42,976	39,581	3,395		9%	CASH BASIS:	327,504	332,191	(4,687)		-1%	293,272	34,232	12%	
-	-	-		0%	Net Income(loss) per Above	-	-	-		0%	-	-	0%	
-	-	-		0%	Add back non cash items:	-	-	-		0%	-	-	0%	
					Depreciation Expense	-	-	-		0%	-	-	0%	
					Bad Debt Expense	-	-	-		0%	-	-	0%	
\$ 42,976	39,581	3,395		9%		327,504	332,191	(4,687)		-1%	293,272	34,232	12%	

HAWAII PUBLIC HOUSING AUTHORITY
Central Office Cost Center
Actual vs Budget Comparison
For the Month of February 2023, and the 8 Months ended February 28, 2023

(Amounts in Full Dollars)

Month of February 2023				
Actual	Budget	Variance		
		Amount	%	
-	-	-	0%	
-	-	-	0%	
-	-	-	0%	
544,906	476,606	68,300	14%	
-	-	-	0%	
-	6,000	(6,000)	-100%	
349,368	528,115	(178,747)	-34%	
\$ 894,274	1,010,721	(116,447)	-12%	
742,260	937,262	(195,002)	-21%	
-	-	-	0%	
-	-	-	0%	
-	-	-	0%	
-	-	-	0%	
115	500	(386)	-77%	
13,346	13,203	143	1%	
236,966	287,310	(50,344)	-18%	
798	1,105	(307)	-28%	
2,937	2,953	(16)	-1%	
14,412	-	14,412	100%	
-	-	-	0%	
14,021	160	13,861	>100%	
1,024,855	1,242,493	(217,638)	-18%	
\$ (130,581)	(231,772)	101,191	44%	
(130,581)	(231,772)	101,191	44%	
14,412	-	14,412	100%	
-	-	-	0%	
\$ (116,169)	(231,772)	115,603	50%	

REVENUES

Dwelling Rental Income	-	-	-	0%
HUD Operating Grants	-	-	-	0%
CFP Grant Income	-	-	-	0%
COCC Fee Income	5,513,784	5,155,474	358,310	7%
State CIP Fund	-	-	-	0%
Grant Income	4,895	48,000	(43,105)	-90%
Other Income	1,765,854	4,033,737	(2,267,883)	-56%

Total Revenues

7,284,534 9,237,211 (1,952,677) -21%

EXPENSES

Administrative	5,708,674	7,197,095	(1,488,421)	-21%
Asset Management Fees	-	-	-	0%
Management Fees	-	-	-	0%
Bookkeeping Fees	-	-	-	0%
Housing Assistance Payments	-	-	-	0%
Tenant Services	5,304	4,000	1,304	33%
Utilities	127,437	105,624	21,813	21%
Maintenance	2,095,276	2,301,967	(206,691)	-9%
Protective Services	8,730	8,840	(111)	-1%
Insurance	23,495	23,624	(129)	-1%
Depreciation Expense	100,355	-	100,355	100%
Bad Debt Expense	-	-	-	0%
General Expenses	28,608	1,280	27,328	>100%

Total Expenses

8,097,878 9,642,430 (1,544,552) 16%

Net Income(Loss)

(813,344) (405,219) (408,125) <-100%

CASH BASIS:

Net Income(loss) per Above	(813,344)	(405,219)	(408,125)	<-100%
Add back non cash items:				
Depreciation Expense	100,355	-	100,355	100%
Bad Debt Expense	-	-	-	0%

Year To Date ended February 28, 2023						
Actual	Budget	Variance		Prior Year	Variance	
		Amount	%		Amount	%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
5,513,784	5,155,474	358,310	7%	3,503,321	2,010,463	57%
-	-	-	0%	-	-	0%
4,895	48,000	(43,105)	-90%	-	4,895	100%
1,765,854	4,033,737	(2,267,883)	-56%	1,967,011	(201,157)	-10%
7,284,534	9,237,211	(1,952,677)	-21%	5,470,333	1,814,201	33%
5,708,674	7,197,095	(1,488,421)	-21%	5,480,879	227,795	4%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
-	-	-	0%	-	-	0%
5,304	4,000	1,304	33%	1,650	3,654	>100%
127,437	105,624	21,813	21%	96,537	30,900	32%
2,095,276	2,301,967	(206,691)	-9%	2,412,252	(316,976)	-13%
8,730	8,840	(111)	-1%	7,858	871	11%
23,495	23,624	(129)	-1%	23,713	(217)	-1%
100,355	-	100,355	100%	55,537	44,818	81%
-	-	-	0%	-	-	0%
28,608	1,280	27,328	>100%	308	28,300	>100%
8,097,878	9,642,430	(1,544,552)	16%	8,078,733	19,144	0%
(813,344)	(405,219)	(408,125)	<-100%	(2,608,401)	1,795,056	69%
(813,344)	(405,219)	(408,125)	<-100%	(2,608,401)	1,795,056	69%
100,355	-	100,355	100%	55,537	44,818	81%
-	-	-	0%	-	-	0%
(712,989)	(405,219)	(307,770)	-76%	(2,552,864)	1,839,874	72%

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

	Total CFP Appropriation	Budget Construction Activities (BLI 1480)	Budget Operations (BLI 1406)	Budget Management Improvements (BLI 1408)	Budget Administration (BLI 1410)	Moving to Work Demo (BLI 1492)	Budget Contingency (BLI 1502)	CFP Obligated	% Obligated	Unobligated Balance	Obligation Deadline	Notes
CFP 728	\$13,501,112	9,250,778	2,700,222	200,000	1,350,111	-	-	13,501,112	100.00%	-	5/28/22	LOCCS created 05-22-18
CFP 729	\$13,394,883	9,376,418	2,678,977	-	1,339,488	-	-	7,069,247	52.78%	6,325,636	4/15/23	LOCCS created 04-11-19
CFP 730	\$13,799,958	7,497,791	2,759,992	-	1,379,996	-	2,162,179	4,884,168	35.39%	8,915,790	3/25/24	LOCCS created 04-06-20
CFP 731	\$13,862,820	2,982,180	3,465,705	-	1,386,282	-	709,764	13,153,056	94.88%	709,764	2/22/24	LOCCS created 02-23-21
CFP 732	\$14,983,151	8,726,125	-	-	1,498,315	2,996,630	1,257,412	-	0.00%	14,983,151	5/11/24	LOCCS created 05-12-22
CFP 733	\$14,844,329	9,900,000	-	-	1,484,433	2,968,866	491,030	-	0.00%	14,844,329	2/16/25	LOCCS created 02-17-23
CFP Budget Totals	\$84,386,253	47,733,293	11,604,896	200,000	8,438,625	5,965,496	4,620,386	38,607,583	45.75%	45,778,670		TOTALS FOR ALL ACTIVE CFP GRANTS

FEDERAL EXPENDITURE: Capital Fund Program (CFP) (Operations, Admin, Mgt Improv)

	Total CFP Appropriation	Expended Construction Activities (BLI 1480)	Expended Operations (BLI 1406)	Expended Management Improvements (BLI 1408)	Expended Administration (BLI 1410)	Moving to Work Demo (BLI 1492)	Expended Contingency (BLI 1502)	Expended to Date Total Funds	% Expended	Unexpended Balance	Expenditure Deadline	Notes
CFP 728	\$13,501,112	7,168,661	2,676,264	200,000	1,338,132	-	-	11,383,056	84.31%	2,118,056	5/8/24	LOCCS created 05-22-18
CFP 729	\$13,394,883	1,618,894	2,665,614	-	1,332,807	-	-	5,617,315	41.94%	7,777,568	4/15/25	LOCCS created 04-11-19
CFP 730	\$13,799,958	42,138	2,279,802	-	1,372,349	-	-	3,694,290	26.77%	10,105,668	3/25/26	LOCCS created 04-06-20
CFP 731	\$13,862,820	-	2,772,564	-	-	-	-	3,046,453	21.98%	10,816,367	2/22/26	LOCCS created 02-23-21
CFP 732	\$14,983,151	-	-	-	-	-	-	-	0.00%	14,983,151	5/11/26	LOCCS created 05-12-22
CFP 733	\$14,844,329	-	-	-	-	-	-	-	0.00%	14,844,329	2/16/27	LOCCS created 02-17-23
CFP Expenditure Totals	\$84,386,253	8,829,694	10,394,244	200,000	4,043,288	-	-	23,741,114	28.13%	60,645,139		TOTALS FOR ALL ACTIVE CFP GRANTS

STATE: Capital Improvement Program (CIP)

	State GO Bond Appropriation	HPHA Budget	HPHA Encumbered	HPHA Expended	HPHA % Expended/Budget	HPHA Balance Expended/Budget	CIP Contract Encumbrance Deadline	Notes	ACT/SLH
FY 15-16 Lump Sum CIP	4,150,000	4,105,000.00	4,150,000.00	3,911,946.64	95.30%	193,053.36	6/30/18	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 119/2015
FY 15-16 Wages & Fringe Benefits	850,000	850,000.00	-	-	0.00%	850,000.00	6/30/18	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 119/2015
FY 16-17 Lump Sum CIP	29,150,000	28,920,313.00	28,706,929.35	26,700,181.35	92.32%	2,220,131.65	6/30/18	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 119/2015 as amended by ACT 124/2016
FY 16-17 Wages & Fringe Benefits	560,000	560,000.00	-	-	0.00%	560,000.00	6/30/18	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 119/2015 as amended by ACT 124/2016
FY 16-17 Vacant Unit Repairs and	6,000,000	5,997,000.00	5,997,000.00	5,997,000.00	100.00%	-	6/30/18	Allotment Granted - Blanket Encumbrance (1) & (2) & (3)	ACT 119/2015 as amended by ACT 124/2016
FY 17-18 Lump Sum CIP	17,675,000	17,587,313.00	17,658,557.83	8,075,981.27	45.92%	9,511,331.73	6/30/20	Allotment Granted - Blanket Encumbrance (1) & (2)	ACT 49/2017
FY 17-18 Security CIP	2,500,000	2,500,000.00	2,500,000.00	2,418,571.74	96.74%	81,428.26	6/30/20	Allotment Granted - Blanket Encumbrance (1) & (2)	ACT 49/2017
FY 17-18 La'a Kea CIP GRANT	300,000	300,000.00	-	-	0.00%	300,000.00	6/30/20	Allotment Granted - Blanket Encumbrance (1) & (2)	ACT 49/2017
FY 18-19 Lump Sum CIP	21,500,000	20,268,875.00	20,373,248.33	11,365,235.91	56.07%	8,903,639.09	6/30/20	Allotment Granted - Blanket Encumbrance (1) & (2)	ACT 49/2017 as amended by ACT 53/2018
FY 18-19 Mayor Wright Homes	4,500,000	4,497,000.00	4,067,954.85	3,466,276.39	77.08%	1,030,723.61	6/30/20	Allotment Granted - Blanket Encumbrance (1) & (2)	ACT 49/2017 as amended by ACT 53/2018
FY 19-20 Lump Sum CIP	20,000,000	20,000,000.00	15,712,837.96	630,537.41	3.15%	19,369,462.59	6/30/22	Allotment Granted	ACT 40/2019
FY 20-21 Lump Sum CIP	5,135,000	5,135,000.00	2,050,787.90	-	0.00%	5,135,000.00	6/30/22	Allotment Granted	ACT 40/2019 as amended by ACT 6/2020
FY 20-21 HPHA School Street	2,500,000	2,500,000.00	2,500,000.00	1,535,371.80	61.41%	964,628.20	6/30/22	Allotment Granted	ACT 40/2019 as amended by ACT 6/2020
FY 20-21 TOD Planning Lanakila	550,000	550,000.00	435,305.59	168,990.24	30.73%	381,009.76	6/30/22	Allotment Granted	ACT 40/2019 as amended by ACT 6/2020
FY 21-22 Lump Sum CIP	10,000,000	10,000,000.00	-	-	0.00%	10,000,000.00	6/30/24	Allotment Granted	ACT 88/2021
FY 21-22 TOD Planning Puuwai	625,000	625,000.00	-	-	0.00%	625,000.00	6/30/24	Allotment Granted	ACT 88/2021
FY 22-23 Hale Poai Modernization	500,000	500,000.00	-	-	0.00%	500,000.00	6/30/24	Allotment Granted	ACT 88/2021 as amended by ACT 248/2022
FY 22-23 Lump Sum	10,000,000	10,000,000.00	-	-	0.00%	10,000,000.00	6/30/24	Allotment Granted	ACT 88/2021 as amended by ACT 248/2022
FY 22-23 Palolo Valley Homes	3,970,000	3,970,000.00	-	-	0.00%	3,970,000.00	6/30/24	Allotment Granted	ACT 88/2021 as amended by ACT 248/2022
FY 22-23 Kahale Mua	650,000	650,000.00	-	-	0.00%	650,000.00	6/30/24	Allotment Granted	ACT 88/2021 as amended by ACT 248/2022
FY 22-23 Puahala Homes	600,000	600,000.00	-	-	0.00%	600,000.00	6/30/24	Allotment Granted	ACT 88/2021 as amended by ACT 248/2022
FY 22-23 Kahekili Terrace	4,280,000	4,280,000.00	-	-	0.00%	4,280,000.00	6/30/24	Allotment Granted	ACT 88/2021 as amended by ACT 248/2022
FY 22-23 ACT 253 Vacant Units	5,000,000	5,000,000.00	-	-	0.00%	5,000,000.00	6/30/23	Allotment Granted	ACT 253/2022
STATE CIP TOTALS	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!			TOTAL ACTIVE STATE CIP APPROPRIATIONS

K E Y	1406 - Operations
	1408 - Management Improvements
	1410 - Administration
	1480 - General Capital Activity
	1492 - Moving to Work Demo
	1501 - Collater Exp/Debt Srv
	1502 - Contingency
	1503 - RAD-CFP
	1504 - RAD Investment Activity
	1505 - RAD-CPT
1509 - Preparing for, Preventing and Responding to Coronavirus	

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

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

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

III. Procurement

A. Solicitation(s) Issued in March 2023:

- None

B. Contract(s) Executed in March 2023:

MEI Corporation Contract No.: CMS 23-11

Provide Labor, Material and Equipment for Seage Pump Station at Wahiawa Terrace (AMP 49) on Oahu

Completion Date: 270 Calendar Days from Notice to Proceed
Total Amount: \$1,468,000.00

Amethyst Builders Contract No.: CMS 23-10

Provide Labor, Material and Equipment for Repair of 8 Vacant Units at Spencer House, Punchbowl Homes and Kalanihuia (AMP 35) on Oahu

Completion Date: 42 Calendar Days from Notice to Proceed
Total Amount: \$321,695.00

Coastal Construction Company, Inc. Contract No.: CMS 23-09

Provide Labor, Material and Equipment for Repair of 6 Vacant Units at Makamae (AMP 35) on Oahu

Completion Date: 90 Calendar Days from Notice to Proceed
Total Amount: \$158,342.00

T. Iida Contracting, Ltd Contract No.: CMS 23-08

Provide Labor, Material and Equipment for Repair of 8 Vacant Units at Pumehana (AMP 35) on Oahu

Completion Date: 60 Calendar Days from Notice to Proceed
Total Amount: \$477,500.00

Sapigao Construction Inc. Contract No.: CMS 21-02-SC03

Provide Additional Labor, Material and Equipment for Site and Building Improvements at Hale Poai (MU 42) on Oahu

Completion Date: August 1, 2025
Suppl Amount: \$28,595.00
Total Amount: \$21,887,156.72

Rambaud Electric, LLC Contract No.: CMS 20-19-SC02

Continue to Provide Preventive Maintenance Services to Fire Alarm Systems

at Kaneohe Apartments (AMP 45) and Halia Hale (MU 42) on Oahu

End Date: December 7, 2023

Suppl Amount: \$6,800.00

Total Amount: \$19,000.00

Aina Engineers, Inc. Contract No.: CMS 19-03-SC04

Continue to Provide Preventive Maintenance Services to Individual Wastewater Systems at Hale Hookipa, Kaimalino, Nani Olu (AMP 43) and Noelani I and Noelani II (AMP 46) on Hawaii Island

End Date: February 28, 2024

Suppl Amount: \$166,557.10

Total Amount: \$784,873.93

John Child & Company, Inc. Contract No.: DEV 23-01

Furnish Real Estate Valuation Services

End Date: 6 Months from Notice to Proceed

Total Amount: \$400,000.00

HDR Architecture, Inc. Contract No.: DEV 22-01-SC01

Continue to Provide Planning Services for the Lanakila Homes (AMP 37) and County of Hawaii Multi-Modal Transportation Project on Hawaii Island

End Date: June 5, 2023

Suppl Amount: n/a

Total Amount: \$435,305.59

Alii Security Systems, Inc. Contract No.: PMB 23-01

Furnish Security Services for Puahala Homes (AMP 31) and the HPHA's Administrative Offices on Oahu

End Date: April 1, 2024

Total Amount: \$168,268.00

C. Planned Solicitation/Contract Activities for April / May 2023

Solicitation(s):

- Request-for-Quotes for Tree Trimming Services for AMP 34 and AMP 35 on Oahu
- Invitation-for-Bids for Laundry Services at AMP 45 on Oahu, AMP 39 on Maui, and AMP 37, AMP 43, and AMP 46 on Hawaii Island

- Invitation-for-Bids for Provision of Security Services for AMP 34 on Oahu
- Invitation-for-Bids for Provision of Gas and Electric Ranges at Various State and Federal Low Income Public Housing Properties on Oahu, Kauai, Maui, Molokai and Hawaii Island
- Invitation-for-Bids for Roof Repair at AMP 31 on Oahu
- Request-for-Proposals for Professional Legal Services for the HPHA

Contract(s):

- Execute New/Supplemental Contracts for various services on an ongoing basis as determined necessary and in the best interest of the State. Contract extensions may include services such as property management, preventive maintenance, security, refuse collection, and custodial services.

IV. Development

A. Kuhio Park Terrace/Kuhio Low-Rises and Homes – Phase II

- An application for 4% Low Income Housing Tax Credits (LIHTC), Hula-Mae Multi-family Bonds (Bonds) and Rental Housing Revolving Fund (RHRF) financing was submitted to the Hawaii Housing Finance and Development Corporation (HHFDC) on February 17, 2023. HHFDC awards are expected to be announced around July 2023.
- While the HHFDC is processing the project's application for LIHTC, Bonds and RHRF, The Michael's Organization (TMO) will continue to process the project's building and demolition permit applications, construction drawings, state and federal historic preservation and federal environmental assessment (NEPA), relocation plan and the project's Section 18 Demolition Disposition Application to be submitted to the US Department of Housing and Urban Development (HUD).
- TMO will be establishing a monthly "Coffee Talk" on site for residents of the Kuhio Park Terrace Low-rises and Kuhio Homes, to keep them apprised of the latest efforts regarding the redevelopment effort. A website for the project is anticipated to launch by the end of March 2023.

- Provided HUD approval and building permits are received, based on current projections, construction is expected to break ground Q2 2024, subject to availability of financing.

B. School Street Elderly Housing Redevelopment

- Progress with the project continues to be a concern.
- The delayed 100% Construction Drawings (CDs) and project specifications were received from the project architect on March 17, 2023. The CDs are currently being reviewed by Retirement Housing Foundation's (RHF) 3rd party reviewer and permit expediter. As CD sheets are reviewed by the 3rd party reviewer, they will be delivered to individual DPP branches for review and comment. RHF's permit expediter believes Superstructure and Foundation permits could be received within 90 days or the end of June 2023. HPHA also understands that a demolition permit is close to approval except for sign-off by the commercial examiner.
- The delayed completion of the CDs will negatively impact the timeline for seeking competitive bids from General Contractors and repricing hard construction costs. HPHA expects, per the Master Development Agreement, that RHF will competitively bid the project.
- The developer has recently distributed a Request for Proposals (RFPs) to LIHTC investors and senior lenders. HPHA's understanding was that responses to the RFP were to RHF by March 15, 2023. According to recent correspondence from RHF, however, all parties who received the RFP have asked for additional time extensions beyond March 15th. RHF now anticipates receiving responses to the RFP by April 5, 2023.
- A Conditional Use Permit has been completed, submitted to and approved by the City and County of Honolulu Department of Planning and Permitting (DPP).
- A 201H document completed several weeks ago and executed by the both the HPHA and RHF is still with RHF legal counsel for review. The signed document has been submitted to DPP allowing the permit review to continue, however, permits can't be issued until the document is recorded. RHF has indicated that it doesn't know when the document will be recorded.
- To request additional financial resources from the HHFDC, RHF would be required to complete and submit revised underwriting to the HHFDC by June 20, 2023, to be considered at the HHFDC July Board of Directors meeting.

- In addition to permit approvals and construction bids, the revised underwriting to be delivered to the HHFDC would also require delivery of an executed Disposition and Development Agreement and Ground Lease for phase I. RHF received draft versions of these document for its review and comment in January 2021. RHF has not provided any comments to these documents to the HPHA since that time. In addition, to complete the Ground Lease, RHF is required to commission an appraisal of the phase I land area, which it has also neglected to do.

C. Palolo Homes

The HPHA is working with Mutual Housing Association of Hawaii, Inc. on a possible extension of the Ground Lease for Palolo Valley Homes in relation to a possible re-syndication of the project's Low Income Housing Tax Credits.

D. Mayor Wright Homes

As previously reported, the HPHA issued a request for qualifications for a Master Developer to play a lead role in transforming a portion of the HPHA's portfolio of public housing properties on January 23, 2023. This effort would include undertaking redevelopment of several "Selected Sites", including Mayor Wright Homes. The overall effort is to deliver an additional 10,000 new, affordable housing units to the state. The redevelopment effort is expected to be completed in multiple phases estimated at roughly two (2) years per phase over a total period of at least 10 years and is expected to utilize multiple forms of financing and grants, including the potential conversion of existing HPHA federally subsidized public housing units to Section 8 voucher subsidy under the US Department of Housing and Urban Development's Rental Assistance Demonstration (RAD Program).

E. Puuwai Momi

HPHA's Puuwai Momi project has been awarded a \$400,000 State TOD CIP Planning Grant by the state Office of Planning and Sustainable Development. As the Puuwai Momi Property is included in the Ka Lei Momi effort, the HPHA and OPSD have agreed in principle that these funds may be used toward the master planning of Ka Lei Momi.

F. Kamehameha Homes & Ka'ahumanu Homes

HPHA's Kamehameha Homes & Ka'ahumanu Homes project has been awarded a \$350,000 State TOD CIP Planning Grant by the state Office of Planning and Sustainable Development. As the Kamehameha Homes &

Ka'ahumanu Homes are included in the Ka Lei Momi effort, the HPHA OPSD have agreed in principle that these funds may be used toward the master planning of Ka Lei Momi.

G. Hawai'i County - Lanakila Housing Project

The HPHA presented is preliminary master planning study to the Hawaii Interagency Council for Transit-Oriented Development on Friday, January 27, 2023. The presentation was very well received. The Lanakila Housing project is also included in the Ka Lei Momi effort.

H. Maui County – Kahekili Housing Project

The HPHA has been awarded a \$225,000 State TOD CIP Planning Grant by the state Office of Planning and Sustainable Development (OPSD). A Memorandum of Agreement (MOA) authorizing the delegation and transfer of the TOD CIP Planning funds to HPHA for preliminary master planning has been executed. Because the Kahekili Housing project is also included as an alternate site in the Ka Lei Momi RFQ, master planning of this site will be temporary put on hold until a master developer for the Ka Lei Momi project is selected.

V. Property Management and Maintenance Services Branch

Total Move Ins for March	37 units
Total Move Outs for March	28 units
Net Gain	9 families

In the month of March, HPHA completed 491 annual reexaminations, 95 interim reexaminations, and 30 new admissions.

A. The Oahu federal public housing waiting lists opened by geographic area beginning the week of March 2, 2023 and closed on April 3, 2023.

Opening is limited to eligible applicants who fall within the following three preferences:

1. Involuntarily Displaced by a disaster, government action, or action of housing owner for reasons beyond the applicant's control and despite the applicant meeting conditions of occupancy (excluding increase in rent);
2. Victim of Domestic Violence who is participating in a program with case management through a domestic violence shelter, program or clearinghouse; or

3. Homeless person participating in a federally or state funded homeless shelter or program and are in compliance with a social service plan.

In Process for April

- Run the lottery for eligible applicants for the Oahu Federal Public Housing program by geographic area and process applications submitted by eligible applicants in the order selected by lottery.
- Repair and occupy all vacant units that are ready.
- Review delinquent accounts, recertifications, and payables.
- Continue follow up with AMP Managers regarding vacant unit repairs and HUD REAC inspection findings.

VI. Construction Management

A. Program Activities and Major Projects

Vacant Units Undergoing Modernization as of March 31, 2023

It is important to note that while the overall number of vacant units may show little change month to month, where construction is ongoing, as units are completed in one phase, they are occupied by the tenants of the next phase of construction, making their original units now vacant for a net zero decrease until the final phase is completed and turned back to the AMP to be filled.

1. Summary status totals by State and Federal Vacant Units under construction or design:

State	20
Federal	21
Total	41

2. Summary status of total Vacant Units overseen by the Construction Management Branch by units made vacant for Modernization projects including demolition/disposition and vacant units by Type C (repairs requiring more than routine maintenance):

	Modernization			Sub Total	Type C	Total
	Demolition/ Disposal	Construction	Design/Bidding		C-Design	
Oahu	4	25	0	29	1	30
Maui	0	10	0	10	1	11
Subtotal	4	35	0	39	2	41

Multi-Site Projects:

1. Lead-Based Paint (LBP) Risk Assessment and Abatement – The contracts for the project at David Malo (Maui) and another project at Kapa’a and Hui O Hanamaulu (Kaua’i) have been executed. HPHA has scheduled pre-construction meetings on April 3rd and April 21st respectively.
2. Emergency Proclamation – Vacant Units Repairs
In order to expedite getting vacant units back on line, the large number of vacant units in each AMP are being grouped into smaller batches for a quicker turn than if one contractor worked on all the AMPs units. Contractors were short listed based on past performance with HPHA. They were ranked for the purpose of rotation only. Turn time is estimated between six weeks and 3 months depending upon the condition of the vacant units.

AMP 35 Vacant Units – 21 Units:

- a. Makamae 5 units is in contract and pending start date.
- b. Pumehana 8 units is contract and pending start date.
- c. Kalanihuia 3 units, Punchbowl 3 units Spencer House 1 unit is contract and pending start date

AMP 32, Mayor Wright Homes Vacant Units – 28 Units:

- a. 9 Units have been scoped, proposal received and are routing for approval to award to contractor number 4
- b. 6 Units have been scoped, proposal received and are routing for approval to award to contractor number 5
- c. 7 Units have been scoped, proposal received and are routing for approval to award to contractor number 6
- d. 6 Units have been scoped and will be issued under a regular IFB as it will not qualify under the Emergency Proclamation

State Elderly Projects (MU 42):

1. Ho`olulu and Kamalu – Re-Roofing and Site Improvements.
A revised consultant proposal dated March 22, 2023 was received and is under review.
2. La`iola – Reroofing, Exterior Building Repairs and Site Improvements. The design is approximately fifty percent complete. Next design submittal is expected in mid-April.

O`ahu Projects:

1. Punchbowl Homes
 - a. Exterior Repairs, Re-roofing, Site and ADA Improvements
Automatic doors are being installed; landscaping is being scheduled. These are the last items to complete the project.
 - b. Upgrade to the Fire Alarm System
The consultant has submitted the required State Chapter 6E Historic Preservation Act consultation as part of the building permit process.
2. Pumehana and Kalanihuia – Security Upgrades.
Change order work to install the glass doors to the parking deck at Pumehana and the spall repair work at Kalanihuia has started.
3. Ho`okipa Kahalu`u – Accessibility and Site Improvements
Interior demolition of the units has started along with sitework.
4. Waipahu I & II - Design of Structural Repairs, Security Improvements, and Lead Based Paint Removal.
The consultant has responded to the building department comments and resubmitted the drawings.
5. Wahiawa Terrace – Sewer Pump Station
Project received award approval and it is now routing for construction contract review and execution.
6. Paoakalani and Makua Ali`i – Building and ADA Improvements
Spall repair for Paoakalani is ongoing, weather-related winds has slowed the spall repairs. New glass railings are 80% complete. Walkways are being leveled to meet ADA cross slope requirements. Other work under the supplemental contract includes the relocating signal devices for the visual and hearing units, unforeseen plumbing, and ventilation correction.

7. Waimaha/Sunflower – Reroofing
The pre-construction meeting was held on March 10. The Contractor is procuring materials. Tentative delivery dates indicate a construction start date mid-summer.
8. Pu`uwai Momi – Site and Security Improvements
The Notice to Providers of Professional Services will be publicized for the design of this new project. A scope refinement meeting is being requested and scheduled.
9. Palolo Valley Homes – Major Modernization, Phase 4
HPHA has awarded the construction contract and the contract is being executed by the contractor.

Hawai`i County Projects:

1. Hale Aloha O Puna Site & Building Improvements and Pomaika'i Low Voltage Improvements
The Pre-construction meeting is scheduled for April 18th.
2. Kaimalino – Full Modernization
The consultant prepared a detailed construction cost estimate and HPHA is reviewing it to evaluate if the project should be modernized or if it is better to demolish and rebuild it instead.

Mau`i County Projects:

1. AMP 39 Maui
 - a. Makani Kai Hale: Burned unit and Site Utility Improvements
The consultant has completed the preliminary scoping and has started the schematic design drawings.
 - b. Pi`ilani Homes – Physical Improvements
Phase 3 work is 50% complete. Walls are framed, plumbing inspection is complete, electrical rough in is ongoing and the sidewalks are poured.
2. AMP 39 Molokai - Kahale Mua (Federal); Utility Improvements:
The Contractor is scheduled to start work on April 4, 2023.

B. State Capital Improvement Projects (CIP) & Federal Capital Fund Program (CFP), Training, Staffing

1. The State Capital Improvement Program (CIP):
The Governor's Decision for CIP in the upcoming Biennium Years

2023-2024 and 2024-2025 is \$20M, or \$10M each year of the biennium and is now moving through the Legislature. The Legislature is now entertaining a large cash appropriation which would need to be encumbered by June 30, 2024.

HPHA is continuing to execute all the contracts for the Biennium Year 2019-2020 and 2020-2021 design and construction projects that were encumbered by the June 30, 2022, and providing Notices to Proceed with the contract.

2. The Federal Capital Fund Program (CFP):
Up against the obligation deadline and the approval for extension from HUD not received, HPHA worked hard and was successful in obligating the CFP 2021 grant by the February 22, 2023 obligation deadline. The HPHA's request for extension was finally granted on March 23, 2023. Though it did not arrive on time to extend the obligation deadline, it now extends the expenditure deadline by one year.

HPHA is now working hard to fully obligate the CFP 2019 grant which was given an April 15, 2023, extended deadline due to COVID. The last budgeted project in that grant fund has had a bid opening earlier in February and the apparent low-bidder has been awarded and is currently executing the contract. HPHA is in position to timely meet that obligation deadline.

VII. Section 8 Subsidy Programs

HPHA manages the Housing Choice Voucher Program (HCV), Project Based Voucher Program, Veteran's Affairs Supportive Housing (VASH), Non-Elderly Disabled Vouchers (NED), Mainstream Vouchers (MS), Performance Based Contract Administration (PBCA), State Rent Supplement Program (RSP) and Family Self-Sufficiency (FSS) Program.

A. Program Activities for March 2023

1. Voucher:
HPHA expended a total of \$4,659,581 in housing assistance payments (HAP) to private landlords on behalf of 3,525 voucher holders; including 492 VASH families assisted with \$457,688 housing assistance payments.

HPHA leased a total of 254 vouchers for Mainstream, EHV and Port-ins, and paid \$348,780 for housing assistance payments for these programs.

2. Inspections update:

March 2023	
Housing Quality Standards (HQS) Inspections	261
HQS Inspections Failed	71
Quality Control Inspections	0
Total Inspection completed from 3/1/2023-3/31/2023	332

Total Rent comparable requests received	89
Approved	66
Denied	13

Landlords are provided 30 days to correct failed items during the annual inspection. Failed items are generally easy to fix. Historically, failed inspections have not been a cause for landlords to end program participation. Landlords have reported positive feedback to inspections as tenants do not always properly report issues with the unit.

3. Family Self Sufficiency (FSS) Program:

The FSS Program continues to offer employment case management, resources, and escrow savings to its 37 active participants. During the month of March 2023, the FSS Program had 0 new enrollments, 0 discharges and 2 graduates. The current total number of Section 8 graduates is 155 and the total number of LIPH graduates is 29 since the program's inception. Currently there are 8 of 30 Section 8 participants and 4 out of 7 LIPH participants eligible to receive monthly escrow credits. The total monthly escrow deposits for March 2023 totaled \$3,844.00.

4. Rent Supplement Program (RSP):

For March 2023, RSP made a payment of \$89,005 to landlords for 205 families.

5. Emergency Housing Vouchers

HPHA is working in collaboration with Partners in Care (PIC) to process and lease up new EHV participants. There were zero (0) new EHV vouchers issued in March 2023; there are only 2 more voucher units to be leased.

VIII. Compliance Office

A. Program Activities for March 2023

- Review programs for compliance with Federal and State requirements, and agency and Board policies and procedures.
- Review and process tenant requests and phone inquiries for reasonable accommodation and modification under the Fair Housing Act and Section 504 of the Rehabilitation Act. Requests include:
 - a. Installations of air conditioning;
 - b. Approvals for a live-in aide;
 - c. Transfers to accessible and/or ground floor units;
 - d. Approvals for assistance animals; and
 - e. Modifications.
- Continue evaluation of forms used to process reasonable accommodation and modification requests.
- Review construction reports for ADA and compliance related issues.
- Monitor the HPHA's COVID-19 email hotline for tenant reporting of pending or positive COVID-19 test results.

B. Planned activities for April 2023

- Review and process tenant questions about and requests for reasonable accommodation and modification, continue strategies to streamline the process.
- Review programs for compliance, respond to program inquiries, and review construction reports for compliance related issues.
- Monitor the HPHA's COVID-19 email hotline.
- Update the HPHA Language Access Plan.
- Review issues regarding Declaration of Trust documentation.

IX. Human Resources

A. Summary of Staffing:

Filled positions FTE:	300
Tenant Aide Program:	15
Other Vacancies:	80

B. Program Activities:

1. Agency-wide interviews were conducted and/or hired for the following positions: Assistant Chief Financial Officer, Housing Maintenance Manager, Public Housing Supervisor IV, Building Engineer IV, Project Engineer, Property Management Specialist, Accountant III and IIs, Public Housing Specialist Is, Human Resources Assistant IV, Purchasing Technician I, Secretary IV and Is, Account Clerk V, III and IIs, Office Assistant III, General Laborer IIs.
2. The Human Resources Office received the following internal and external applicants of eighty (70) Civil Service positions and two (2) Exempt applicants screened and interviewed for various positions.
 - Engineer IV (CMB) – one (1) external applicant referred and one (1) interested in the interview process.
 - Public Housing Supervisor IV (AMP 35) – two (2) external applicants referred and two (2) interested in the interview process,
 - Accountant II (FMO) – eight (8) external applicants referred and three (3) interested in the interview process.
 - Public Housing Specialist I (Sec 8) – one (1) internal applicant referred and one (1) interested in the interview process.
 - Account Clerk II (AMP 32/33) – ten (10) external applicants referred and two (2) interested in the interview process.
 - Human Resources Assistant IV (HRO) – eleven (11) applicants referred and one (1) interested the interview process.
 - Purchasing Technician I (PO) – three (3) external applicants referred and one (1) interested in the interview process.
 - General Laborer I (AMPs 31, 32/33,35) – forty (40) external applicants referred and fourteen (14) interested in the interview process.
3. Continue to outreach Maui and Kauai Department of Labor and Industrial Workforce Development and Maui Community College in scheduling various job fairs.
4. Training: Staff participated in Housing Choice Voucher Rent Calculation Training, Housing Opportunity Through Modernization Act (HOTMA) Income & Assets Training, Driver Safety Defensive Training, State Ethics Commission Training.
5. Workers Compensation: two (2) injuries/illnesses reported from AMP 37. The claim is still pending review by DHRD/WC, and one

reported injury from AMP 32/33 with eleven (11) lost days.
DHRD/WC closed 3 injury cases that occurred in 2022.