

**Department of Business, Economic Development & Tourism
Supplemental Budget FY 2017
2016 Hawaii State Legislature
Budget Briefing**

Statement of
LUIS P. SALAVERIA
Director
Department of Business, Economic Development & Tourism

Before a joint hearing of the
SENATE COMMITTEE ON WAYS AND MEANS
&
HOUSE COMMITTEE ON FINANCE

Tuesday, January 12, 2016

9:00 AM

State Capitol Auditorium

Informational Budget Briefing

Chairs Tokuda and Luke, Vice Chairs Dela Cruz and Nishimoto, and Members of the Committees. Thank you for this opportunity to testify on the Department of Business, Economic Development and Tourism's budget.

Today, I will review DBEDT programs' and agencies' line items. I have asked all appropriate Division Managers and Agency Directors to be available with me today to answer any questions you may have.

Mission Statement

DBEDT's mission is to support the development of a Hawaii economy that embraces innovation; an economy that is globally competitive, dynamic and productive; and provides opportunities for all Hawaii's citizens.

Overview

DBEDT is Hawaii's resource center for economic and statistical data, business development opportunities, energy and conservation information, and foreign trade advantages. The department oversees six divisions and has 11 attached agencies. The department's efforts to stimulate Hawaii's economy have been targeted and focused on how government can support the economy by concentrating on infrastructure, capital and talent. Overall, Hawaii's economy is doing well: unemployment and inflation are low, tourism numbers are at peak levels, the real estate market is strong, construction activity is robust, and real personal income is increasing. DBEDT continues to work on growing jobs, raising incomes, and cultivating innovation, while focusing attention on sectors where investment and development potential is high.

Innovation as an Integral piece to Hawaii's Growth Strategy

Economic research and evidence from around the country show that the innovation sector drives economic growth and job creation for the broader economy. The innovation sector improves quality of life, provides high-wage job opportunities, and helps to attract entrepreneurial and creative talent, which is a key competitive factor for success in this sector.

The state has many initiatives that utilize innovation to make Hawaii a better place. A good example is Hawaii's clean energy mandate to reach 100 percent renewable energy by 2045, which is both eco-friendly and good for our economy. The mandate has stimulated demand for clean tech innovations and it has created a growing industry that needs engineers, technicians and data analysts.

To keep up the momentum we've built and to reach critical mass, the state must continue to invest in innovation: infrastructure, access to capital and workforce development, which will be essential to DBEDT's overall growth strategy.

Innovation in Hawaii means developing new clean energy technologies, new agriculture technologies, new local fashions, new apps for your computers and phones. It means locally created digital media and film content.

Developing an Entrepreneurial Ecosystem

DBEDT's divisions and attached agencies have organized and aligned their programs to support an entrepreneurial ecosystem. Hawaii has made tremendous progress in support of this ecosystem, which include:

- Co-working spaces opening up around the State
- Startup Weekends and Pitch Events
- Export tradeshows (e.g. Tokyo Gift Fair)
- Industry showcases (e.g. Honolulu Fashion Week)
- Investor Summits (e.g. East Meets West conference)
- A continuum of startup capital available, from accelerator programs to Hawaii-based investment funds
- Providing pre-seed through Series A capital to Hawaii startups
- Three venture accelerator programs operating in the software, renewable energy and film/media sectors.
- FTZ and NELHA's new business incubators.
- Pixar In A Box Collaboration – CID, DOE and Pixar Animation/Disney partnership.
- GVS Transmedia Accelerator (cultivates locally produced film and digital media content)
- Broadband – increasing the state's broadband capacity and speed
- Five Hawaii-based investment funds up and running

Many of these efforts have been supported by the **HI Growth Initiative**, funded in part with \$6 million in 2014. The HI Growth Initiative has successfully partnered with the private sector and county governments to support entrepreneurial growth companies. DBEDT has organized its small business programs under the HI Growth banner to stimulate Hawaii's economy by focusing on sectors where investment and development potential is the highest and that promote the growth of a vibrant innovation sector throughout the state.

Focusing on innovation, and its impact on all industries, is the best opportunity to create a vibrant, sustainable economic future for Hawaii's citizens and provide an opportunity for Hawaii's young people to pursue a productive career here in Hawaii.

The budget request includes **\$5 million to fund the Hawaii Innovation Initiative**. The requested infusion of capital will help maintain the momentum HI Growth Initiative programs have achieved. The first \$20 million of state and federal funds has successfully been deployed to five active venture funds and three highly successful accelerator programs, all of which encourage startups and companies grow and scale their businesses here in Hawaii. These efforts have attracted a significant amount of private sector co-investment. HI Growth Initiative has also launched the Connect and Network program to support events that network investors and entrepreneurs including investor summits, Startup Weekends, and pitch workshops and events on Oahu, Maui and Hawaii Island. It has also supported Enterprise Honolulu and the Business Roundtable's efforts to produce innovation reports for the State. Additional funds are requested to continue support for these existing programs to maintain this momentum, and to focus on new investment programs to support industry sectors such as robotics, healthcare, advanced manufacturing, fashion and the creative sector.

Department Priorities

DBEDT's budget priorities are based on those initiatives that best meet the following objectives:

- **Create an Innovation Infrastructure** – Create an infrastructure that enables Hawaii's creative and entrepreneurial talent to turn ideas into products and services in a globally competitive economy. This will, in turn, increase the flow of people, products, services and ideas between Hawaii and export markets.
- **Expand Hawaii's Clean Energy Initiative** – Grow Hawaii's clean energy economy through the Hawaii Clean Energy Initiative by transforming how Hawaii uses energy by accelerating the production of renewable and alternative energy, increasing energy efficiency and developing and adopting new technologies, thereby ensuring energy security, long-term environmental quality and benefits to residents.
- **Improve Hawaii's Business Environment** – Lead public sector efforts to bring about a business environment that is market-driven, and rewards productivity and entrepreneurship.

- **Increase Hawaii's Broadband Capacity and Speeds** – expanding the State's broadband capacity will enable rapid access of information, accelerate business development, connect first responders more efficiently, create telemedicine opportunities for the healthcare industry, enhance educational resources, improve communications networks, enhance telecommuting, and enable smart grid technology.
- **Plan Dynamic Communities** – Plan and develop live-work-play communities to attract and retain a skilled workforce. At the same time, meeting the demand for housing by supporting the creation of low- and moderate-income homes for Hawaii's residents through financing of private sector developments with long-term affordability.
- **Measure Economic Change** -- Provide economic data and research analysis, and policy recommendations to government agencies and to the business community by making them accessible online.
- **Sustain the Visitor Industry** – Develop and implement Hawaii's strategic and marketing plan for tourism to sustain a healthy visitor industry through alignment of global marketing programs with Hawaii's distinctive products, natural resources, the Hawaiian host culture and multi-cultures.

Hawaii's Economic Conditions

Based on the most recent developments in the national and global economy; the performance of Hawaii's major industries; the labor market conditions in the State; and growth of personal income and tax revenues, DBEDT expects that Hawaii's economy will grow at a similar rate with the U.S. in 2016 -- at about 2.3% real GDP growth.

Following are the current conditions of Hawaii's economy:

- During the first 11 months of 2015, the statewide unemployment rate averaged 3.8 percent, a decrease of 0.6 percent from the same period last year.
- During the first 11 months of 2015, Hawaii's economy gained 1.4 percent or 9,000 non-agricultural wage and salary jobs compared to the same period of 2014. The job gain was due to increased jobs in the private sector; the government sector lost 1,000 jobs or 0.8 percent during the first eleven months of 2015 compared to the same period a year ago. Leading the job gain in the private sector was Health Care and Social Assistance (adding 1,800 jobs or 2.8 percent); followed by Retail Trade (adding 1,800 jobs or 2.6 percent), Natural Resources, Mining and Construction (adding 1,600 jobs or 5.1 percent), Food Services and Drinking Places (adding 1,500 jobs or 2.4 percent), and Professional & Business Services (adding 1,300 jobs or 1.6 percent).

- State General Fund Tax revenues increased \$411.7 million or 8.1 percent during the first eleven months of 2015; General Excise Use Tax (GET) collections increased \$130.8 million or 4.8 percent; Individual Income Tax collections increased \$213.2 million or 12.9 percent; and Transient Accommodations Tax (TAT) collections increased \$23.3 million or 6.1 percent compared with the same period last year.
- Total visitor arrivals, by air and by cruise ship, increased by 313,032 or 4.2 percent during the first 11 months of 2015 from that of 2014, while visitor expenditures totaled \$13.6 billion, up 2.2 percent over the same period a year ago.
- Total value of private building authorizations increased \$718.2 million or 24.2 percent during the first 11 months of 2015 compared with the same period last year.
- Through November 2015, the number of existing units sold on Oahu was up 5.2 percent for single family homes and up 4.2 percent for condominiums compared to the same period last year. Through November 2015, the median price for existing single family homes on Oahu was \$700,000, up 3.7 percent from the same period last year; and the median price for existing condominiums on Oahu was \$360,000, up 2.9 percent from the same period last year.
- During the first 11 months of 2015, construction jobs increased 5.1 percent from the same period in 2014.
- Nominal personal income (not adjusted for inflation) increased \$3,039.5 million or 4.7 percent in the first three quarters of 2015 compared to the same period in 2014. Wages and salaries (which accounted for about 50 percent of total personal income) increased \$1,544.3 million or 4.7 percent during the first three quarters of 2015.

DBEDT DIVISIONS AND ATTACHED AGENCIES

BUSINESS DEVELOPMENT & SUPPORT DIVISION – BED 100

Mission: The Business Development & Support Division (BDSD) promotes industry development and diversification in Hawaii by supporting existing and emerging industries; attracting new investment and businesses that can create more high-skilled, quality jobs in the State; working to increase exports of Hawaii products and services; expanding Hawaii's participation in global trade and commerce; and supporting small business and community-based organizations.

BDSB's notable highlights for 2015 include:

- BDSB's export promotion program targets growth companies to increase export revenues and capital. In the fourth year of this program, it has participated in 13 international trade shows. Almost 300 companies from industries ranging from fashion, food, gifts, education, to life sciences, were featured at various DBEDT-produced Hawaii Pavilions in Japan and in major cities on the U.S. mainland. The division's efforts increased exports by \$30.5 million, which has an impact to Hawaii's economy of \$61 million. The Hawaii Pavilion at the Tokyo International Gift Show in 2015 itself saw record participation with 55 companies representing the largest trade show delegation ever from Hawaii.
- The overseas offices in Taiwan and Beijing promote the traded sector through its programs to attract and increase international students at Hawaii's schools, colleges and universities. Leveraging the Hawaii Education Service Centers established at their offices, they work with the Study Hawaii Education Consortium of 20 public and private schools, which is organized by DBEDT. The goal to attract 200 international students by 2017, which will result in an economic impact of \$28 million.
- BDSB, in collaboration with Study Hawaii, led a delegation of 10 Hawaii schools to exhibit at the "Oh Study! International Education Expo" in Taiwan and 15 schools to the "China Education Expo" in Beijing. In addition, the division led education recruitment delegations to Okinawa and Guangzhou in the fall of 2015 to market Hawaii as a learning destination.
- In line with the rise of incubators and accelerators, DBEDT sponsored the New Products Showcase at the Made in Hawaii Festival, featuring 15 new-to-exhibit companies selling items from the food, fashion, and culture categories, as well as music and entertainment were also highlighted. BDSB also implemented the Business of Exporting -- an accelerator and mentoring program targeted towards high potential export firms. The division established the Community Based Economic Development (CBED) Accelerator Program to assist with financial and technical assistance. Five community non-profits participated in this program.
- The twice-yearly Hawaii Small Business Fair co-sponsored by DBEDT again achieved success with attendance of more than 250 entrepreneurs each at the winter and summer events.
- The Enterprise Zones (EZ) Program continues to support more than 250 companies from diverse industries. By the end of 2014, EZ certified companies reported 1,753 jobs maintained and 558 new jobs created.
- The division also organized two missions to promote trade and investment in conjunction with the 30th Anniversary of Sister State Relations with Okinawa Prefecture, Japan and Guangdong Province. More than 30 businesses and

organizations participated in the missions for sister state relations with Hokkaido, and a legislative mission to Fukuoka.

Federal Funds: The Small Business Administration's federal State Trade Export Promotion (STEP) grant of \$750,000 was awarded to the division in September 2015.

BED 100 - Executive Budget Adjustment:

- \$90,000 in the second year of the Biennium to the base budget for salaries and fixed expenses of the State's overseas offices in Beijing and Taipei. The overseas offices promote trade, investment attraction and international student recruitment. As the offices are sanctioned and supported by their respective central governments, the offices also serve to maintain bi-lateral relations.

LAND USE COMMISSION – BED 103

Mission: The Land Use Commission (LUC) works with the State Legislature, County Planning Departments, interest groups and landowners to define constitutionally mandated standards and criteria for the classification of land, assisting in planned growth and protecting important agricultural lands in the State of Hawaii. The Commission also engages the County Planning Departments in enhancing and clarifying the special permit process in the Agricultural Land Use District.

The program objectives of the Land Use Commission are to process, review, and act on petitions for district boundary amendments, which involve lands that are more than 15 acres in the State Agricultural, Rural, and Urban Districts and all petitions seeking reclassification of lands in the Conservation District; review and act on applications for special permits in the Agricultural and Rural Districts, which are more than 15 acres; develop, in conjunction with the counties and the State Legislature, maps and boundary designations for all of the State's Important Agricultural lands; designate the same for protected status; process private landowner petitions for designation of their lands as important agricultural lands; process motions and boundary interpretation requests; and maintain, update, and disseminate official State land use district maps and land use information.

The LUC operates by means of a nine-member voluntary Commission, assisted and supported by the Executive Officer, clerk, GIS specialist and two planners (five employees).

Economic and fiscal conditions: Current economic conditions have had a mixed impact on the number of petitions filed with the LUC. Recent events in the energy arena have also played a large role in the types of petitions filed for processing with the Commission.

Most recently, market pressures and pressure to provide additional housing units have resulted in a general increase in the number of new petitions filed for development of single family homes particularly on the neighbor islands. However, as the economy improves, there is pressure to supply high end or luxury homes for affluent buyers. The result is a mix of projects.

The profitability of utility scale renewable energy sources has resulted in a change to the types of motions and petitions before the Commission. Most notably, the Commission has processed several petitions, and is in the middle of processing one more petition, to allow for large scale solar projects on Oahu. This is a recent development and reflects a change in the perceived value of agricultural land.

Performance measures are based on factors not controllable by the Commission. In certain years the number of petitions may be higher than others but the types of petitions handled may have been relatively simple in that year. Other years may show a lower number of petitions reviewed but they may have been significantly more complex resulting in longer times to completion.

The Commission has become increasingly efficient through the use of electronic filing systems and electronic posting of public documents such that the time to process petitions has decreased by an average of 30 to 60 days depending on the nature of the petition or motion.

Federal Funds: No Federal Funds are involved or implicated with this program.

BED 103 Executive Budget Adjustment: None.

CREATIVE INDUSTRIES – BED 105

Mission: To build the capacity of Hawaii's creative and innovation sectors by expanding investment and broadband distribution of media, products and services of Hawaii's creative entrepreneurs.

The Creative Industries Division (CID) is the State's lead agency charged with defining and strengthening Hawaii's creative economy. Comprised of the Hawaii Film Office (HFO) and the Creative Industries Development Branch (CIDB) (formerly the Arts and Culture Development Branch), the division manages statutory responsibilities for the film industry and business development for Hawaii's 13 creative sectors, designing programs which increase access to business mentors, attract investment, and increase export/distribution -- all key aspects of Hawaii's developing Hawaii's Innovation Sector.

Through strategic initiatives such as Creative Lab and Kauai Creative Technology Center, build a continuum of education to workforce expertise, resulting in a thriving innovation ecosystem, which supports Hawaii's knowledge-based, creative industry sectors.

Economic and fiscal conditions: Hawaii's creative sectors represent \$3.3 Billion of the State's GDP and are comprised of 49,000 individuals, in small and mid-sized businesses in all aspects of the arts and media sectors, according to DBEDT's Research and Economic Analysis Division, which has been tracking and reporting on the 13 sectors of Hawaii's creative economy since 2003. In the Hawaii Business Roundtable's 2015 Innovation Report, Creative Sectors included industries linked to the economic development of an innovation sector in the State.

A key facet of Hawaii's creative sector is Hawaii's film industry. In 2015, estimated production expenditures reached \$244 Million, with an estimated economic impact of \$ 426 Million, of which an estimated \$190 Million is attributable to Act 88/89 qualified expenditures. Hawaii's film industry generated 2,750 jobs in production and support sectors. Films provided destination marketing impact supporting the tourism sector. The Market Analysis and Site Recommendation study for a new creative media/film studio complex is underway and will be completed in May 2016.

Federal Grants Update: U.S. Economic Development Administration (EDA) awarded DBEDT \$400,000 FY14-16 to expand its **Creative Lab Accelerator program** starting in October 2014. Of the 1,930 participants in the public programs and the 79 projects which qualified for the immersive programs in 2013-2015, projects include four Hawaii-centric, micro budget features and three television series and direct-to-web productions, which are currently in various stages of pre-production, acquisition, or funding cycle.

To provide mentorship, entrepreneurial development programs and infrastructure to support the creative clusters, Creative Industries has partnered with sister agencies and non-profits to support DBEDT's HI Growth Initiative. A component of the HI Growth Initiative, which is having a positive impact on development of the creative content industry in Hawaii, is the Creative Lab program. The Legislature provided \$150,000 in funding to expand the program, which has now been leveraged with an EDA matching grant of \$400,000.

CID notable highlights for 2015 include:

- **Hawaii Film Office:** The Hawaii Film Office for Calendar Year 2015 (January – October) had estimated Film Production Expenditures of \$\$243,681,016 This includes Act 88, FIPAC (Film Permit Applications), Annual permits, Sports, Private Property and County permits. Economic Impacts, based on a 1.75 multiplier provided by DBEDT Research and Economic Analysis Division, are - Output Impacts: \$\$426,441,778. The following features were shot in Hawaii during 2015: "Pali Road", starring Michelle Chen and Jackson Rathbone; "Mike and Dave Need Wedding Dates", starring Zac Efron, Anna Kendrick, and Adam Devine; "Titan", starring Brie Larson, Tom Hiddleston, Samuel L. Jackson, and John Goodman; and Hawaii Five-0 completed filming its 6th season.

- **Pixar In A Box Collaboration - Creative & Innovation Industry Workforce Development:** In order to build on the existing digital and STEM related curriculum in our schools and to prepare students for innovation jobs of the future, CID forged a strategic partnership with Pixar Animation/Disney, Pixar University, their educational partner Khan Academy, and the Hawaii Department of Education to establish a cohort of teachers and their students to test market the curriculum modules in the new Pixar In A Box; a STEM/STEAM learning system over a three year period. This free online curriculum fuses Math, Science, and Storytelling to engage middle and high school students in the application of these core areas for future careers in mathematics, science, technology and creative fields. Forty Hawaii teachers have signed on to participate statewide and are currently integrating this curriculum in their classrooms. The program runs over a 3-year period and a January 2016 event will be held to meet with teachers and their students, as well as announce the next phases of the program.

- **Creative Entrepreneurial Ecosystem Development - Creative Lab (CL) a Key Facet of the HI Growth Initiative:** Developed to drive investment in and export of, commercially viable creative content, fashion, design products and services from creative entrepreneurs, CL delivers mentoring and access to market specific decision makers, investors and distribution outlets through year round programs. CID launched the CL Initiative in 2013 with its Screenwriting Lab during the Hawaii International Film Festival (HIFF) with seed funding from the Legislature. In FY14, the U.S. Economic Development Administration granted \$400,000 in matching funds to build out the Creative Entrepreneurial Ecosystem for Hawaii. The program currently encompasses Immersive programs in Screenwriting, Producing, Fashion, Interactive Media, Broadband/New Media, and Music and acts as a feeder program for HSDC's GVS Accelerator. To date 31 creative entrepreneurs in screenwriting, 8 in broadband and 11 in fashion design have been through CL, resulting in:

 - Two TV series from Hawaii writers in development at mainstream media companies;
 - Investment in a micro-budget feature and fashion designers exposure at New York Fall Fashion week;
 - Attendance at L.A. Fashion Week; and
 - Featured on the runway and marketplace at Honolulu Fashion Week this year.

Creative Lab empowers creative entrepreneurs, expands capacity and connectivity to investment, acquisition and commercial distribution markets globally.

To date, success stories in CL Screenwriting & Fashion Immersive include securing producing partners/investors for "Orion" Television series (2014 cohort), ABC Television consideration of placement of finalists in their emerging talent program, and a prior year Creative Lab Screenwriting participant's film "How to Win At Checkers [Every Time]" debuted at the Berlin International Film Festival this year,

and is nominated for consideration in the Best Foreign Film Category for the 2016 Academy Awards.

- **Creative Lab Fashion Immersive Program (CLFI):** Launched in June 2015, the CLFI and its contractor, the Cut Collective, completed the inaugural 5-day Immersive program, conducted business development meetings for the finalists in Los Angeles (which consisted of meetings with industry experts, creating investment and sales opportunities, and networking with sourcing/manufacturing businesses), and created a platform and runway presence for CLFI and its finalists where their designs/lines were presented at Hawaii Fashion Week during November 2015.
- **Creative Lab Music Immersive Program (CLMI):** CID is establishing the first Music Accelerator and working in collaboration with Hawaii's music industry to identify export markets to increase business opportunities for licensing, performance and collaboration between creative sectors. The inaugural Creative Lab Music Immersive is scheduled to launch in summer 2016.
- **Creative Lab Public Programs:** As part of the CL Public Programs, CL sponsored keynotes and workshops at the November 2015 Hawaii International Film Festival's inaugural Asia Pacific Entertainment Finance Forum which addressed investment, financing and growth strategies for the film, TV, and gaming sectors, as well as a focus on breaking into the China market. Future CL public programs will be conducted on Neighbor Islands and coincide with existing events such as Kauai Fashion Week, HIFF and Hawaii Academy of Recording Arts Hoku Awards, and Mele Mei.
- **Neighbor Island Initiatives for Creative Lab:** Through an additional \$50,000 allocation by the Hawaii State Legislature in 2015, CID offered a series of panels and pitch workshops on Hawaii Island in the fall of 2015. The division is preparing to launch additional neighbor island Creative Lab Immersive and Public Program and Ideation workshops in 2016 on Kauai and Maui.
- **Creative Lab Website:** Launched in November 2015, the hub is designed to be a destination for creative entrepreneurs, and an online mentor resource video channel and connectivity to companies to continue business to business development in all aspects of the creative industries.
- **Creative Sector Mentor Network:** CID secured leading industry strategic partners for their initiatives including Writers Guild of America (WGA), SAG-AFTRA, Producers Guild of America (PGA), the Hawaii Academy of Recording Arts (HARA) and the Hawaii International Film Festival (HIFF). CID forged partnerships with sister agencies HSDC, HTDC and BDSO to advance HI Growth Initiatives in the creative/tech sector initiatives and infrastructure development including The Hive; a series of Creative Collaboration Spaces statewide providing community based co-working facilities for creative media, music and fashion industry development.

- **Creative Economy Coalition – America’s Creative Economy** – CID is an active participant in providing representation for Hawaii as part of the core group of States involved in the National Creativity Network (NCN). CID’s administrator serves on the Executive Committee for the Creative Economy Coalition (CEC) which is establishing national policies based on best practices to define the sectors, which comprise America’s Creative Economy.

Federal Funds:

U.S. EDA CFDA # 11.307 – Economic Adjustment Assistance FY15-16:

CID received \$400,000 in U.S. EDA Funds which end in March 2016. The program is requesting an extension of this grant for an additional 22 months, extending to December 2017. Matching funds of \$150,000 in General Funds and \$250,000 of in-kind CID staff time are required in order to extend the contract.

BED 105 Executive Budget Adjustment:

- Hawaii Film Office Operations, Business Development and Marketing for \$ 75,000. Hawaii Film Office is requesting restoration of funding for the Statewide Film Program, including supporting the marketing of Hawaii as a production location, tax incentive program, core operations for the office and short-fall repair and maintenance at the Hawaii Film Studio.
- Hawaii Film Office Studio, Various Site Improvements, Phase 3A for \$ 1,720,000. This request is a continuation of the ongoing site improvements to the existing facilities.

FOREIGN TRADE ZONE – BED 107

Mission: The mission of the Foreign-Trade Zone No. 9 (FTZ 9) is to establish, maintain, and administer general-purpose Foreign-Trade Zones and special-purpose Foreign-Trade Subzones throughout the State; provide storage and distribution services to firms engaged in import/export of merchandise; and lease office, warehouse, and manufacturing space to firms engaged in international trade.

FTZ 9 is entering its 50th year of operation and is considered one of the nation’s oldest and most respected Foreign Trade Zones.

The FTZ is special funded and receives no general funds and has contributed close to \$5 million to the general fund over the program’s years of operation. FTZ 9 has approximately 300 clients which provide **revenue of close to \$2 million annually**. During the last reporting year in its report to Congress, FTZ 9 had more than **\$11.9 billion** in cargo and merchandise transit through its active Foreign-Trade Zone sites in Hawaii.

Economic and fiscal conditions: As the current economic conditions improve, the Foreign Trade Zone has seen a similar increase in the utilization of its Pier 2 office and warehouse space. With more than 60 available offices, occupancy rates have remained high with additional, qualified companies moving into the new International Trade Resource Center wing. The Pier 2 warehouse continues to operate at a very high capacity and usage level. With the additional space, FTZ 9 has been able to leverage its resources, reaching out and working with other state programs such as the Hawaii Strategic Development Corporation (HSDC), Creative Industries Division (CID), and High Technology Development Corporation (HTDC) to cooperatively develop space and programs, which benefit start-up and established companies who export or manufacture.

FTZ's notable highlights for 2015 include:

- FTZ 9's major expansion project of its Pier 2 facility was completed early in 2015. This \$10.5 million renovation project repurposed a portion of the FTZ's warehouse, which added 35,000 square feet of additional office, co-working, incubation, and conference space to Hawaii's "Hub of International Trade." The new International Trade Resource Center is the new headquarters of McCabe, Hamilton, and Renny stevedores as well as the gigabit data hub location and co-working space for the Global Virtual Studio (GVS) Connect program. Further, FTZ9's new conference center has already hosted several high-profile events and seminars. These events were well-received and many participants have stated that it is an ideal venue for meetings and events.
- Activity across the Foreign-Trade Zone project in Hawaii last year was up to a little more than \$11.9 billion with non-oil refinery activity remained strong at more than \$2.6 billion, and the FTZ 9's Pier 2 facility activity was up 16 percent from the previous year.
- Exports from Hawaii's FTZs over the last year exceeded \$877 million, the 12th highest in the nation overall, according to the Foreign-Trade Zones Board Annual Report to Congress. FTZ 9 was ranked the 9th highest FTZ in the nation for exports from warehouse/distribution activity.
- Total value-added and manufacturing activities were nearly \$10 billion in the Hawaii FTZ project.
- Capital improvement projects within FTZs totaled \$34.5 million.
- The FTZ 9 program serviced 349 companies and remains one of the nation's top FTZs for the number of companies served by a Zone.
- Employment from FTZ activity statewide was up 2.5 percent from the previous year to 2,023.

Federal Funds: FTZ 9 received a Competitive Grant from the Economic Development Administration of the U.S. Department of Commerce to help fund the construction of the International Trade Resource Center. Award Title: Trade Business Incubator. CFDA # 11.300. Federal Award Identification Number: 07-01-06507. Construction has been completed; therefore, no further funding for this project is necessary and will not impact the operational portion of the FTZ program.

BED 107 Executive Budget Adjustment:

- \$1,000,000 CIP for Chiller Replacement – The FTZ is requesting CIP funds to replace its three aging air conditioning chiller units, which service its older makai wing of the Pier 2 facility. Two of these units were installed in 2002 and the third in 2005 so they are already 14 and 11 years old, respectively. The intense sun and salt air of the harbor area has caused significant wear on these units and has cost the Foreign-Trade Zone an additional \$28,063.18 in repairs this year above the \$30,270.00 cost for the base annual maintenance contract for these A/C units. These chillers work in tandem to keep the 44 offices and conference rooms of the makai wing at an acceptable temperature for the FTZ tenants. The FTZ would like to replace these aging units before they fail with newer, more energy efficient units. Currently, the cost of the energy needed to run these chiller units is roughly a third of the FTZ’s monthly operating costs, and a failure of any one of the three existing units would cause stress on the remaining units, resulting in higher temperatures and humidity in the leased office area, leading to considerably less than optimal working conditions for FTZ tenants, and a significant expense and stress on the FTZ’s Special Fund to repair or replace the failed unit.

HAWAII TOURSIM AUTHORITY (HTA) - BED 113

Mission: The Hawai‘i Tourism Authority (HTA) integrates the interests of visitors, the community and the visitor industry, works to promote Hawai‘i as a visitor destination and strives to improve the visitor experience in Hawai‘i. HTA is guided by a tourism Brand Management Plan and the priorities established in the Tourism Strategic Plan.

Notable Highlights: In 2015, HTA focused on maintaining the largely positive momentum that we experienced over the previous three years while identifying potential weaknesses and areas for improvement. We streamlined our operations, developed a new strategic plan and ensured alignment among the strategic plan, our annual Brand Management Plan and implementation by staff and major market contractors. Upon the completion of RFPs for six of eight major markets that resulted in three new contractors, we also implemented greater measures of accountability for our major market contractors through newly revised key performance indicators and through a reduction in the duration of contracts.

The year-end visitor statistics for 2015 are still being tallied. Based on projections, total arrivals are expected to have increased 4.3 percent to 8,661,830 visitors. Total expenditures are expected to have risen 3.9 percent to \$15.5 billion. Visitor spending is expected to have

generated \$28.2 billion in sales for the state's economy, provided \$1.75 billion in state tax revenue and supported more than 181,500 jobs in the visitor industry and related sectors. The four largest Hawaiian Islands saw growth in visitor arrivals between 2.6 percent and 5.1 percent.

Air seats increased in 2015 to a record of 11.9 million, which means the islands were serviced by an additional 675,000 seats compared to 2014.

We are pleased with the results of 2015. Turning toward 2016, we recognize that growth is difficult in the face of increasing market pressure, including competition from developing destinations that often receive substantial government funding. However, we will concentrate on execution through a streamlined organization, with continued pursuit to increase efficiencies. We will focus on maintaining visitor measurements and revenue generation. We will also continue to emphasize programs that respect, enhance and maintain the natural environment, experiences that highlight native Hawaiian cultural heritage, opportunities that diversify our visitor base, both within market segments and geographically, such as through our newest market segment of Southeast Asia, and policies that position Hawai'i to maintain its competitive advantage.

Air and cruise transportation will remain priorities for the HTA. We will continue work with the airlines to uncover growth opportunities and stimulate direct service to the state. And we will continue to collaborate with the airline and travel wholesalers to support existing routes, particularly with respect to the shoulder periods.

The inherently cyclical visitor industry is susceptible to global trends and events. We have seen our visitor economy affected by currency exchange rates, fuel costs and tax rates, hotel room pricing, environmental degradation, general economic conditions, market competition and other factors. HTA's efforts are critical to sustaining Hawai'i's visitor economy. With the assistance of other state agencies and the counties, we remain confident that Hawai'i will maintain its position as a premier visitor destination.

HTA respectfully recommends that it retain its current level of transient accommodation tax revenues, as well as its appropriation. These funds allow HTA to meet its goals and continue to have a positive impact on the state's economy and overall quality of life for residents.

Federal Funds: None

BED 113 Executive Supplemental Budget Adjustment: Request to adjust the allotment for personal services to reflect the increase in fringe benefit rates, to reflect compliance with a reduced administrative expense cap stipulated in HRS 201B-11. The amounts are offset by applicable amounts in OCE.

STATE ENERGY OFFICE (STRATEGIC INDUSTRIES DIVISION) - BED 120

Mission: The mission of the Hawaii State Energy Office (HSEO) is to stimulate the deployment of clean energy infrastructure as a catalyst for economic growth, energy ecosystem innovation and test bed investments. The HSEO is the lead for energy planning, policy and deployment support in the State of Hawaii and coordinates high

impact solutions for energy efficiency and renewable energy among government agencies and the private sector.

Economic and fiscal conditions: HSEO is funded primarily by the Energy Security Special Fund (ESSF), which provides a reliable and predictable funding base for carrying out Hawaii's energy agenda. However, the current allocation of funding to the ESSF from the Environmental Response, Energy, and Food Security Tax (\$0.15 of the \$1.05 per barrel of petroleum product sold) does not fully support both the personnel and programmatic needs of the HSEO. Federal funds have provided significant programmatic funding in the past; however, any change in HSEO's capability to secure federal funding could adversely affect its ability to perform its statutory and functional obligations.

HSEO's notable highlights for 2015 include:

- Provided technical assistance and benchmarking on government buildings to lead Hawaii's effort in energy savings performance contracting of government buildings. In 2015, Hawaii was ranked first in the nation for the fourth consecutive year in a row for the per capita value of its energy savings performance contracts that reduce energy use in buildings without incurring any upfront capital costs.
- Provided testimony of expert witnesses on a variety of regulatory dockets before the Public Utilities Commission (PUC) including the filing of a Final Statement of Position testimony on PUC Order 32737 investigating distributed energy policies and intervening in proceedings regarding the NextEra/HEI Merger Application.
- Testified to the U.S. Senate Committee on Energy and Natural Resources hearing on "Islanded Energy Systems, Focusing on Hawaii, Alaska and U.S. Territories." Hawaii's Energy Administrator, Mark Glick shared scalable and replicable best practices and policies employed by Hawaii in its Clean Energy Initiative that has emerged as a national and international model for clean energy transformation.
- Conducted a comprehensive analysis to reboot the state's efforts to reduce petroleum use in Hawaii's transportation sector and engage energy and transportation stakeholders to:
 - Assess and recommend transportation energy industry strategies and tactics included in the analysis; and prepare for an implementation framework for the 22 identified preferred tactics, in collaboration with relevant government agencies and stakeholders.
 - Assemble more than 100 representatives including federal, state and local government officials, military, industry, academia and nonprofit leaders and industry experts, with the assistance of the Hawaii Strategic Development Corporation (HSDC) to explore a feasible path for hydrogen fuel cell and battery electric vehicles

- Led deliberations between the U.S. Department of Energy, the Japan Ministry of Economy, Trade and Industry (MITI), and Okinawa Prefectural Government to extend by five years a Memorandum of Cooperation for Clean and Efficient Energy Development and Deployment between Hawaii and Okinawa. Other representatives include Japan's Department of Commerce, Industry and Labor, Hawaiian Electric Company, and research institutions from Japan and Hawaii.
- Coordinated the signing of a Memorandum of Understanding between Hawaii and Korea to promote collaboration in green energy technology research and development for applications in Hawaii in the areas of energy efficiency, new and renewable energy, smart grid and energy storage systems.
- Competitively procured the GreenBiz Group to bring its annual VERGE event series to Hawaii as VERGE Hawaii. Long regarded as ground-zero for next-generation energy issues, Hawaii will serve as host in 2016 and 2017 as the best minds in energy identify and advance next-generation practices for sustainable energy solutions in Hawaii and beyond. The next phase of Hawaii's annual Asia Pacific Clean Energy Summit will gather influencers from the world's largest corporations, as well as entrepreneurs, utility executives, public officials and representatives of nonprofits and academia.
- Served as an invited state government representative for the third consecutive year at the Clinton Global Initiative America annual meeting and spearheaded a Commitment to Action for a curriculum and training program for the next generation of skilled smart grid technicians, electrical engineers and managers with the University of Hawaii, Honolulu Community College, Hawaii Natural Energy Institute, Hawaiian Electric Industries, and the Blue Planet Foundation.
- Completed a 10-month project to update key components of the State of Hawaii Energy Assurance Plan. HSEO updated important documents related to the state's overall program, plans and policies as well as the Hawaii energy ecosystem's vulnerability to risks, current challenges and the potential adverse effects on Hawaii's citizens and economy due to "all hazards" petroleum supply incidents.

Federal Funds: HSEO has a portfolio of federal funding awards, including the U.S. Department of Energy's State Energy Program (SEP) formula award. HSEO does not anticipate any loss of federal funds or impacts to the public during this fiscal year.

BED 120 Executive Supplemental Budget Adjustment:

- \$259,954 and (\$257,954) tradeoff request to re-appropriate special funds to Personal Services from Other Current Expenses to cover higher fringe benefit costs.

OFFICE OF AEROSPACE DEVELOPMENT- BED 128

Mission: The Hawaii Office of Aerospace Development (OAD) provides coordination among Hawaii's government, private and academic sectors, both public and private, to promote the growth and diversification of Hawaii's aerospace industry.

OAD's notable highlights for 2015 include:

- OAD supported the Starlight Reserve Committee (SRC - Act 161, SLH 2009) to explore and recommend actions to help reduce nighttime lighting pollution to support astronomical observations, protect human health and endangered species, and reduce energy consumption which, to date, has resulted in Act 287, SLH 2012, mandating shielded lighting on replacement fixtures on highways, at seaports and airports, and at other State facilities statewide. The SRC terminated on June 30 of this year.
- OAD supports the Aerospace Advisory Committee (Act 52, SLH 2009), comprised of representatives from Hawaii's Economic Development Boards, the University of Hawaii, and representatives from the aerospace industry, to provide the State Administration and State Legislature with recommendations for expanding Hawaii's aerospace industry statewide.
- Through OAD, Hawaii, in a consortium with Alaska, Oregon and Iceland, became one of six national FAA test ranges for unmanned aerial systems (UAS) that will help certify and safely integrate these systems into the national airspace, as well as provide local companies with opportunities to develop and market new UAS technologies in the global aerospace community.
- The Pacific International Space Center for Exploration Systems (PISCES) is leveraging Hawaii's Moon/Mars-like terrain, resident aerospace expertise, and ties with NASA and other international space agencies and research centers, to develop a world-class R&D center to develop, test, and apply innovative robotic, renewable energy, and other critical technologies essential to support future missions to space.
- OAD obtained a Space Technology Infrastructure Management (STIM) matching grant from the FAA to conduct the environmental assessment studies required to apply for a commercial spaceport license for Hawaii, which in turn will enable commercial spaceport operations at Kona International Airport that will allow horizontal takeoff and land vehicles ("spaceplanes") to operate out of Hawaii and bring space tourism as well as another option for commercial satellite deployment to the islands.
- OAD has also established Space Act Agreements with the National Aeronautics and Space Administration (NASA) and other aerospace agencies to help advance space exploration programs in Hawaii, including installation of the world's first laser communications ground station (to be supported through a \$20

million investment by NASA) to communicate with both earth-orbiting satellites and interplanetary probes.

- OAD is supporting aerospace education programs in Hawaii, such as the Challenger Center Hawaii at Barbers Point Elementary School and the national Real World Design Challenge, which are enabling local students to be mentored by aerospace professionals in developing solutions to “real world” aerospace problems while exploring a variety of possible careers in this industry.

Federal Funds: FAA Science & Technology Infrastructure Management (STIM) grant (\$250,000).

BED 128 Executive Budget Adjustments:

- \$250,000 to supplement PISCES operations for space exploration, research, and education/training.
- \$150,000 to maintain UAS test site operations in conjunction with Alaska and Oregon as part of FAA Pan Pacific UAS Test Range.
- \$15,585 to cover collective bargaining increases for teachers.
- \$50,000 to establish the director position within OAD in accordance with Act 149 to lead, coordinate and promote OAD-related activities.
- \$55,000 to establish a ceiling for FY 2017 for PISCES Special Fund established by Act 163, SLH 2015.

RESEARCH & ECONOMIC ANALYSIS DIVISION – BED 130

Mission: The Research & Economic Analysis Division (READ) works to enhance the economic development of Hawaii by providing data, analyses and policy recommendations on economic issues. READ provides economic forecasts that contribute to long-term statewide planning and infrastructure needs assessment, and also conducts and reports on basic research on the Hawaii’s economy.

Economic and fiscal conditions: Hawaii’s economy continues to improve and current economic expansion is on its 7th year. There have been increasing demand for data, analysis, and projections as more social and economic issues arise such as homelessness, the housing shortage, and tax issues. The Legislature has been adding more assignments to the division without adding staff. The division lost one full-time economist position in 2014. In order to fulfill the legislature assignments, the division needs two part-time student intern positions with \$16,944 funding a year.

READ’s notable highlights for 2015 include:

- Produced an average of 50 economic and statistical reports covering all aspects related to Hawaii's economy and the population.
- Completed four legislature mandated reports.
- READ's website receives an average of 30,000 page views a month.
- Provided department-wide support, including database maintenance and analysis for the Energy Office; analysis for the Creative Industries Division and the Marketing and Business Support Division; and data and analysis needs for other divisions and attached agencies.
- Statewide support from READ included economic data and analysis for government agencies and business communities. These include the daily and monthly passenger count for the Hawaii Tourism Authority to estimate the visitor numbers; and preparing economic documents for the Department of Accounting and General Services, Department of Transportation, Department of Budget and Finance.
- Participated in the activities of the State revenue bond and general obligation bond credit rating and sales.
- Delivered an estimated 20 presentations to the local business communities in the State on economic conditions and other issues.
- Held nine workshops and trained Hawaii data users on data mining and analysis

Federal Funds: READ does not receive any federal funding.

BED 130 Executive Budget Adjustment:

- Request for Two Part-Time Student Intern Positions and Funds for \$ 18,944. Student interns are needed to help the program in data collection, entry, verification, and formatting data. This will free time for professional staff to do more economic studies. Hiring student interns is also a process of training future young employees of the state government. The request includes \$ 2,000 for PCs and software plus half-year funding for the two part-time positions in the initial year.

HAWAII GREEN INFRASTRUCTURE AUTHORITY – BED 138

Mission: Now entering its second year, the Hawaii Green Infrastructure Authority (HGIA) was formed with a mandate to make renewable energy investments accessible and affordable to Hawaii's consumers, especially underserved

communities, low- and moderate-income homeowners, renters, and non-profits. HGIA, and its associated Green Energy Market Securitization (GEMS) program, uses innovative market-driven financing mechanisms to improve access to renewable energy infrastructure contributing to the Hawaii Clean Energy Initiative (HCEI) goals and the state's Renewable Portfolio Standards (RPS) targets.

Economic and fiscal conditions: The HGIA is a self-sustaining attached agency funded through a \$150 million rate-reduction bond issued by DBEDT in November 2014. The bond is repaid by electric ratepayers through the Green Infrastructure Fee on utility bills. Under current economic conditions, the Authority does not expect or plan to require any additional resources other than a ceiling increase and a half position.

HGIA's notable highlights for 2015 include:

HGIA launched two financing programs in 2015 – Consumer Solar PV Program and Non-Profit Solar PV Program. The complex and innovative nature of the suite of finance programs required to implement and roll-out the GEMS program has required a vigorous effort over the two years since the passage of the enabling legislation. While the HGIA has executed on the original legislative intent, it was designed, in large part, to address the market access challenges prevailing in 2012-2013. While the program infrastructure and financing were being established, external factors have since driven significant changes in the Hawaii marketplace. Interconnection issues, the expansion of private-sector financing for solar PV, and subsequently the end of net energy metering have, in substantial and unanticipated ways, changed the nature of access challenges in the marketplace.

At the same time, important new opportunities have emerged for HGIA to play a critical role in accelerating the adoption of financing for renewable energy technologies. New technologies like battery storage and community-based renewable energy will define the Hawaii marketplace of the next five years. Fortunately, the Legislature and the PUC established the HGIA with the flexibility to adapt to changes in the market, and they are actively pursuing these opportunities. The lead times to develop these programs—many of which are among the first in the nation and have few precedents—means that the HGIA will need to take a longer term view of future market opportunities and while they will start to deploy capital in 2016, the majority of their funding will be deployed in the 2016-2018 timeframe.

Federal Funds: HGIA is currently not a recipient of federal funds.

BED 138 Executive Budget Adjustment:

- Add the part-time HGIA Accountant Position for the Hawaii Green Infrastructure Authority. Position was created to perform essential financial reporting, budgeting and accounting functions. No additional funds are being requested due to the trade-off from Other Current Expenses.

OFFICE OF THE DIRECTOR (includes the Administrative Services Office, Small Business Regulatory Review Board (SBRRB) and the Hawaii Broadband Initiative)
– BED 142

Mission: The Office of the Director provides overall direction and coordination of statewide economic development and energy programs. It formulates and executes economic development policies of the Governor and the executive branch and economic development initiatives proposed and approved by the Legislature. The Office of the Director includes:

- The Administrative Services Office, which provides internal management, fiscal, budgetary, contract, personnel, information technology and other administrative services in support of DBEDT's six core programs and eleven attached agencies;
- The Small Business Regulatory Review Board (SBRRB), which is responsible for providing recommendations to State agencies and Counties on new and amended administrative rules that impact small business, and is also charged with reviewing existing rules upon requests from small business owners or at the Board's initiative; and
- The Hawaii Broadband Initiative (HBI) Program, which is a strategic economic development initiative intended to create a public-private partnership that will finance an open-access network to bring new transpacific fiber cables to Hawaii.

In addition to its statutory mandates, the SBRRB's goals are to: 1) let the business community know about the benefits the SBRRB can provide Hawaii small businesses (which represents 52 percent of the private workforce and 96 percent of employers); and 2) expand its communication with State Agencies, Counties and the State legislature.

Expected outcomes include an educated community knowing about the benefits the SBRRB can provide the small business community, which is expected to enhance the growth of the small businesses, and increase the SBRRB's visibility, which in turn will assist with the SBRRB's effectiveness.

SBRRB Highlights for 2015 include:

- Reviewed 49 pre- and post-public hearing administrative rules. Of these, 41 rules were supported, five were supported with recommendations, two were passed with no action, and one was deferred.
- In accordance with Section 201M-5(f), HRS, the SBRRB received two requests from small business owners for which the SBRRB proposed recommendations regarding the need for regulation changes.
- Joint collaboration with the U.S. Small Business Administration's Regulatory

Fairness Board for ongoing monitoring of rules and regulations affecting small businesses that are derived from the federal government.

- Met with Governor Ige's newly appointed Cabinet to discuss upcoming rule changes and activities of the respective departments.

The Hawaii Broadband Initiative ("HBI") Program, Act 143, Session Laws of Hawaii 2015 (Act 143) made appropriations for a "Hawaii Resilience and Sustainability" strategy for essential infrastructure, targeting broadband:

- Section 2 of Act 143 finds that increasing broadband capacity in the State will enable rapid access of information, accelerate business development, connect first responders more efficiently, create telemedicine opportunities for the healthcare industry, enhance educational resources, improve communications networks, enhance telecommuting, and enable smart grid technology.
- Section 3 of Act 143 appropriated \$500,000 from the State's General Fund for the project development and planning to enhance Hawaii's broadband network.
- Section 8 of Act 143 authorizes the issuance of \$25,000,000 in reimbursable general obligation bonds appropriated for the fiscal year 2015-2016 to finance an open access network to increase Hawaii's broadband capacity.

The HBI Program will undertake the following:

- Undertake project development and planning activities including but not limited to: solicit and procure contractors; analyze demand, market considerations, and revenue models; determine total funding availability for the project; secure revenue commitments and/or other State and federal grants; and/or meet with perspective partners.
- Utilize a competitive procurement process to finance an open access network to bring new transpacific fiber cables to Hawaii.

Federal Funds: None.

BED 142 Executive Budget Adjustment:

- \$90,000 for HBI Project Manager to cover the budgeted salary for one temporary position. The primary purpose of the position is to provide a full range of program planning and development activities, in support of the HBI Program.
- \$10,000 of Other Current Expenses to cover consulting and travel expenditures
- Request to add one Management Analyst Position at \$ 25,386. The management analyst will provide support in managing and coordinating the legislative activity during the annual legislative session. The management analyst will also work on department-wide initiatives to enhance its effectiveness

and efficiency. Specific initiatives includes the replacement of the Legislative Tracking System and the Document Tracking System. Conduct organizational analysis including studies of operational practices and procedures. The cost for the initial year is \$ 25,386 for half-year funding. Thereafter, the funding will be for \$ 50,772.

- Add funds for the purchase of Office 365 licenses for \$ 70,750. B&F provided an allocation of the FY 2017 Office 365 license cost to the Department

HIGH TECHNOLOGY DEVELOPMENT CORPORATION – BED 143

Mission: The High Technology Development Corporation (HTDC) is leading the State of Hawaii's effort to grow the technology industry sector with the objectives of diversifying the economy and creating high-wage job opportunities for Hawaii residents. HTDC works with all of DBEDT's divisions and attached agencies to promote Hawaii's technology and innovation assets. Last year HTDC launched a goal for Hawaii to create 80,000 new tech and innovation jobs, earning more than \$80,000 annually by 2030. This goal is to help meet the growing demands of Hawaii's technology industry and pay competitive wages so kamaaina will have opportunities to stay and work in the state.

Economic and fiscal conditions: HTDC's month-to-month lease for the Manoa Innovation Center (MIC) continues to pose a challenge. Without a lease extension, or alternative center to move to, the agency will lose its rent revenues, which funds 50 percent of personnel costs, a portion of its program budget and the match for its federal grants. HTDC is at risk of losing staff, tenants, and partners.

Key targeted performance measures for FY2016-17 follow:

- Number of companies assisted at HTDC's incubation centers -- 150
- Number of individuals or companies assisted -- 250
- Number of companies applying for incubation services -- 20
- Number of contacts and responses -- 57,800

HTDC's results for FY2014-15 as listed below provides momentum along with new initiatives to reach the outcomes/performance measures listed above:

- Announced the 80/80 Initiative to create 80,000 new tech and innovation jobs earning over \$80,000/year by 2030. This effort will bring State entities and the private sector together to accomplish this long range goal. The expectation is to meet this initiative by 2030.

- Fourteen companies received Hawaii Small Business Innovation Research (HSBIR) awards. Total HSBIR funding awarded was \$520,000. Total federal SBIR phase 1 funding was \$1,324,942. Two projects that previously received HSBIR phase I funding were awarded \$1.25 million federal funds for phase II of the projects. An additional \$2 million was appropriated during the last Legislative session for phase II and III awards. The goal is to award all of the funds in varying amounts, up to the maximum of 50 percent of the federal award or contract in the current fiscal year.
- Twenty-five INNOVATE Hawaii, Manufacturing Extension Partnership (MEP) clients were responsible for \$ 8.8 million in internal investment, \$22 million in revenue, 38 new employees, and 52 jobs saved.
- MIC and Maui Research and Technology Center supported 48 startup companies and 8 graduates. The two incubator facilities added 14 new tenants and 9 new virtual tenants during the fiscal year. Two companies went out of business.
- HTDC invested \$163,395 by sponsoring 21 entrepreneur and business events that attracted more than 50,965 attendees.
- Wetware Wednesday (WWW) celebrated its fourth anniversary and hosted 12 networking events with 2,000 attendees. This year HTDC partnered with the Chamber of Commerce Hawaii to host a Tech Manufacturing WWW and hosted a WWW tech transfer with the University of Hawaii's Department of Engineering.

Other notable highlights:

- HTDC operates under a highly leveraged model providing approximately \$8 of additional funds to the State for every \$1 of general funds received. The additional funds come from revenues generated from the incubation centers, federal grants (Hawaii Center for Advanced Transportation Technologies (HCATT) and INNOVATE Hawaii), consulting contracts, and private sector sponsorships of events.
- Hosted the first Advanced Manufacturing conference, highlighting the latest manufacturing techniques. National speakers from Boeing, Rockwell International, Stratasys, Oakridge National Labs, and more participated.
- HTDC's INNOVATE Hawaii partnered with DBEDT's Creative Industries Division to create the Creative Labs Fashion Immersive Program. Ten designers were selected to participate in a five day business boot camp. The 10 designers participated in Honolulu Fashion Week.
- The HCATT program successfully submitted energy-related proposals for projects at Joint Base Pearl Harbor-Hickam. A new cooperative agreement from

the U.S. Air Force of \$20 million over a six year period was executed at the beginning of FY2015-16.

- Act 159, SLH 2015, established the Alternative Energy Research and Development pilot program and appropriated \$1 million. The purpose is to promote research and development of alternative energy in Hawaii by providing matching grants to businesses that have been awarded a competitive contract from the DOD's Office of Naval Research related to alternative energy and energy efficiency technologies. The administrative rules will be finalized after public hearings and it is anticipated that all of the funding will be awarded in the second half of this fiscal year.
- Act 215, SLH 2015, established the manufacturing development program to financially assist manufacturers with purchasing equipment, training employees on the use of the equipment, energy efficiency equipment upgrades and/or for studying/planning the implementation of a new manufacturing facility. Funding of \$2 million was appropriated for FY2015-16. The administrative rules will be finalized after public hearings and it is anticipated that all of the funding will be awarded in the second half of the fiscal year.
- House Bill 1296, SLH 2015, designated the HCATT Director as the state hydrogen implementation coordinator to lead the hydrogen implementation working group.
- INNOVATE Hawaii received an increase in its annual funding from \$500,000 to \$650,000 from the U.S. Department of Commerce, National Institute of Standards and Technology to support the Manufacturing Extension Partnership program (CFDA 11.611, Contract # 70NANB13H129). The program requires a \$2 match for every \$1 of federal dollar expended. HTDC relies on special funds from rent revenue and in-kind office space at the MIC to fund program related expenditures to meet the match requirement. The program's clients reported an economic impact last year of \$ 22 million in revenue.
- HTDC received a \$3.0 million U. S. Dept. of Commerce, Economic Development Authority (EDA) grant along with \$1.3 million from the private sector to fund the construction of the Collaboration Center to be located in Kakaako. The Collaboration Center, also known as the Entrepreneur Sandbox, will be a 13,500 sq. ft. facility that will enhance the program offerings to the community that MIC does not have the capacity to offer at MIC. The partnership between Hawaii Community Development Authority (HCDA), HTDC and the private sector will provide community spaces and resources that will encourage innovation and formation of new technology companies. Facilities planned include a creative digital media lab, production studio, a maker for prototype development, video conference/training room, co-working and collaboration space, private offices, and meeting rooms. It will be adjacent to an office tower/retail space being built

by the private sector. Environmental engineers did the site assessment and discovered that the soil conditions require pilings for the foundation. The added foundation work increases the total projected costs to around \$6.8 million. HTDC is submitting a CIP request for \$3 million to have sufficient funds to complete the project.

Federal Funds: The U.S. Department of Commerce, Economic Development Administration (EDA) and the National Institute of Standards and Technology (NIST) will be issuing a solicitation for the re-competition of the Manufacturing Extension Partnership cooperative agreement for this region in FY2016-17. There is a possibility that NIST could select a new regional service provider. The existing INNOVATE Hawaii Center cooperative agreement, CFDA No. 11.611 has been shortened by a year. The target group of small to medium size manufacturers could be impacted by programmatic changes a new service provider may institute. Four federally funded positions will need to be eliminated if a new service provider is selected. HTDC will be submitting a proposal for the re-competition. HTDC is continuously pursuing other federal funding opportunities which fit into the mission of the agency.

BED 143 Executive Budget Adjustment:

- Restoration of the general funded portion (50 percent) of position #102460 and funding of \$47,500 so the agency can hire a full-time person. The restoration and funding for this portion of the Operations Manager position is critical for HTDC's growth. With the expansion of HTDC programs statewide, including three new grant programs, the Neighbor Island Initiative, the construction of the Entrepreneur Sandbox and potentially two new technology parks this position is necessary for fiscal oversight and managing the day to day operations.
- Authorize a 100 percent federally funded position that was established in FY16. The Hawaii Center for Advanced Transportation Technologies (HCATT) program received a new six-year, \$20 million cooperative agreement. A Project Manager position was established and approved by administration in compliance with the Budget Execution Policies. This is a housekeeping request to have the position authorized through the legislative process so it can be listed on the BJ-Table. A dedicated Project Manager is required to oversee the micro grid project. This is an intensive engineering activity that involves many components and companies that will require a full-time person. The project manager will make sure the micro grid stays on schedule and in budget.
- Adjust the Other Current Expense portion of the current federal appropriation for FY17 by (\$15,026,723) since there are no new federal grants anticipated to be awarded in FY2016-17. The Personal Services portion of the appropriation is needed to cover the on-going payroll costs of the staff. This is a housekeeping request to adjust the existing appropriation to reflect anticipated expenditures that will be charged to the FY2016-17 appropriation.
- Appropriate CIP funds of \$3 million for the Entrepreneur Sandbox Kakaako

Collaboration Center. As mentioned earlier, the funds are needed for the additional work that has to be done to strengthen the foundation and cover rising construction costs. The CIP funding is necessary to complete the project. Returning EDA grant funding will negatively impact HTDC's ability to receive EDA grant funding in the future. If the Sandbox is not built, it will greatly impact the state's ability to train the necessary workforce to meet growing technology industry demands and ability to spur innovation in Hawaii.

- Name change for the agency to the Hawaii Technology Development Corporation from High Technology Development Corporation to more appropriately describe the agency's broadening involvement in technology development beyond the high tech sector.

OFFICE OF PLANNING – BED 144

Mission: The Office of Planning's (OP) mission is to guide the overall growth and development of the State through a statewide comprehensive planning framework.

OP prepares plans and planning studies and conducts policy analysis primarily on issues related to land, coastal, and ocean uses. OP administers: the Planning Division, which includes the Special Plans Branch, Hawaii Coastal Zone Management (CZM) Program, Geographic Information System (GIS) Program; and the \$2 million Brownfield Cleanup Revolving Loan Fund (HBCRLF).

OP also administers the Land Use Division (LUD). LUD prepares the State's position on quasi-judicial proceedings before the State Land Use Commission (LUC). The LUD ensures that the LUC's decisions and orders include terms and conditions that protect the State's interest in the long-term, the sustainable use of limited State resources, such as land, water, and State infrastructure facilities.

Economic and fiscal conditions: National and state fiscal and economic constraints affect the office's ability to operate at full capacity, and also impacts demand for land, coastal and ocean uses which, in turn, impacts natural resources.

OP has continued to focus on its core statutory functions, federally-funded programs and priority project areas of the administration and legislature. OP prepares planning and policy studies, position papers, and reports that provide quality information to decision-makers.

Current economic and fiscal conditions have impacted OP's ability to perform periodic reviews of the Hawaii State Plan and key Functional Plans. As such, OP has submitted a bill for funding to perform this review.

OP is challenged by staff and resources constraints, but works diligently to maintain its productivity and efficiency.

OP's notable highlights for 2015 include:

- Completion of reports on Natural Disaster Economic Recovery Strategy; Alternative Funding Mechanisms for Shoreline Public Access; and NOAA Section 309 Assessment and Strategy for 2016-2020.
- Completed planning and execution of seven statewide training sessions of the Wind Design Provisions of the Hawaii State Building Code, in conjunction with the Hawaii Emergency Management Agency.
- Completed two earthquake mitigation training sessions on Federal Emergency Management Agency's Earthquake-Resistant Design Concepts in Maui and Hawaii counties.
- Received a NOAA grant award for National Estuarine Research Reserve (NERR) System Regulations to support the development and completion of a final management plan for the preferred Hawaii NERR site (Heeia, Oahu).
- Received a NOAA grant award for a Coastal Resilience Networks (Crest) project to provide support to the City and County of Honolulu, Department of Planning and Permitting in their effort to integrate climate adaptation within existing planning and regulatory frameworks.
- Received NOAA approval of the final State Coastal and Estuarine Land Conservation Program (CELCP) Plan.
- Managed two active EDA grants totaling approximately \$330,000. This includes a \$150,000 grant to develop a natural disaster economic development strategy (completed) and \$180,000 grant to complete a major update of the Hawaii Comprehensive Economic Development Strategy (on-going).
- The Office's Geographic Information Systems (GIS) Program continued to work with the Office of Enterprise Technology Services to modernize the statewide GIS, including continued conversion of statewide GIS data into a more efficient database format delivery of statewide GIS data via map and feature services, and growth and maintenance of the state's new cloud based mapping platform (ArcGIS On-Line). There are currently over 100 state agency users of the cloud platform.

Federal Funds: The Hawaii Coastal Zone Management Program (CZM) (CDFA 11.419) and Economic Development Administration (EDA) Grants administered by OP's Special Plans Branch (CDFA 11.307) are subject to annual appropriations by Congress, and funding levels from the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Economic Development Administration, respectively. This CZM program and EDA Grants have not lost federal funds, and currently there is no indication that the

CZM program and EDA grant is at risk of losing federal funds.

In the event of reduction of federal funds for this program and grant, OP would adjust program and project scopes to avoid impacts to the public, while remaining on course to achieve program and grant funding goals.

BED 144 Executive Budget Adjustment:

- Increase \$203,278 Federal Funds Ceiling to Continue Positions Funded Under Prior Federal Awards. Increase appropriation ceiling due to continuing positions funded under prior federal awards. This is part of the Administration's ongoing efforts to more accurately track federal award expenditures.
- Addition of \$150,000 of General Funds for an Update to the Hawaii State Planning Act Conduct a comprehensive review and update of the Hawaii State Planning Act (HRS Chapter 226) to ensure that the plan responds to changes in economic, physical, and social conditions; technology; and the global marketplace and addresses new constraints and opportunities as it plans for the future. Addition of \$91,000 of General Fund for a Sustainability Coordinator Position Establish a Sustainability Coordinator position to coordinate the numerous State activities with the objective of balancing economic development with environmental sustainability and social well-being of the citizens of Hawaii. The coordinator will focus on the coordination of federal, state, and county plans, policies, programs, projects, and regulatory activities to preserve land, energy, water, and other resources.

BED 145 - HAWAII STRATEGIC DEVELOPMENT CORPORATION (HSDC)

Mission: The Hawaii Strategic Development Corporation's (HSDC) mission is to support the development of an innovation sector in Hawaii through a return-driven investment program in partnership with private capital.

Economic and fiscal conditions: It is difficult for businesses in the innovation sector to raise startup capital and regions that are able to provide the infrastructure to facilitate capital access for startups have a competitive advantage in attracting high growth businesses. Many states have implemented comprehensive programs to attract and grow entrepreneurial businesses as this is seen as an effective policy to create high wage jobs in their communities.

In 2011, HSDC launched the HI Growth Initiative – the State's core initiative to grow Hawaii's innovation sector, a critical sector to drive economic growth. HSDC made its last significant investment, committing the majority of its HI Growth Initiative

funds, at the end of 2015. Without additional funding from the State, the momentum achieved to date will fade.

The HI Growth Initiative invests in critical building blocks for Hawaii's innovation sector. The initiative has influenced a significant increase in entrepreneurial activity in the State as evidenced by events such as Startup Weekends in Honolulu and Maui, as well as the number of entrepreneurs applying to HSDC-supported venture accelerator programs such as Blue Startups in Honolulu and the GVS Transmedia Accelerator in Kona. This activity improved Hawaii's ranking in the 2014 State New Economy Index for Entrepreneurial Activity by 20 places - the best improvement by any state.

A financing continuum has been established by partnering with private investors to establish Hawaii-based investment funds providing startup financing from pre-seed stage to Series A stage.

Improving economic conditions will continue to encourage private investors to consider new investment commitments. Investors are participating alongside and in follow-on investments supported by the HI Growth Initiative. Hawaii's institutional investors, such as Kamehameha Schools, Queens Health Systems and the University of Hawaii Foundation are providing significant support to the venture community.

HSDC's notable highlights for 2015 include:

- More than 50 startups have graduated from two HI Growth-supported venture accelerators, whose companies have raised \$20 million in follow-on investments from private investors. Both accelerators have received national recognition.
- More than 1,500 people statewide participated in 2015 entrepreneurial events supported by HSDC. These include investor summits, Startup Weekends and pitch events that provide opportunities for entrepreneurs to connect and establish relationships with technical co-founders, job seekers, investors and other stakeholders. Our annual East Meets West conference engages the Asia-Pacific investor community; MaiTai Maui Tech Night brings Silicon Valley investors to Hawaii; and the GVS All Access event builds new bridges between local film and digital media entrepreneurs and Hollywood.
- HSDC co-invested with private investors to support an accelerator program encouraging innovation in the clean technology, augmenting the continuum of startup financing created to date to support entrepreneurial businesses in Hawaii: two pre-seed investment funds with Angel investors to invest in Hawaii-based venture accelerator portfolio companies; a \$10 million seed stage fund in partnership with private investors; and a \$25 million Series A

fund in partnership with institutional investors.

- HSDC committed to support a broadband initiative and funded GVS Connect, a company that established two shared working facilities, one in Kona and one in Honolulu, that provide access to gigabit connectivity to data intensive businesses that use Hawaii as a base for content creation. The gigabit connectivity will enable real time, and secure, virtual collaboration with global partners for Hawaii entrepreneurs.

Federal Funds: HSDC has received its full allocation of \$13 million from the U.S. Department of the Treasury's State Small Business Credit Initiative (SSBCI) program (this program is not considered a domestic assistance program; award number 2011SSBCIHI-A). HSDC fully obligated these funds at the end of 2015.

The SSBCI funds were used to jumpstart HSDC's Venture Capital Fund of Funds program under the HI Growth Initiative. Venture capital is a critical element to growing an innovation sector, as it provides the type of investment capital that companies in this sector require.

Continued investment is needed to solidify a venture capital industry that can support the growth of Hawaii's innovation sector and create high wage job opportunities for Hawaii's people. The initial investment funds established will be seeking to raise their second funds and the failure to continue investing under the HI Growth Initiative would cause the momentum created to date to fizzle out.

BED 145 Executive Budget Adjustment:

- \$5,000,000 general fund infusion to catalyze more public-private initiatives that contribute to the infrastructure, talent development and capital needs of the innovation ecosystem.

NATURAL ENERGY LABORATORY OF HAWAII AUTHORITY (NELHA) – BED 146

Mission: The mission of Natural Energy Laboratory of Hawaii Authority (NELHA) is to support the development and diversification of the economy of Hawaii by providing resources and facilities for energy and ocean-related research, education, and commercial activities in an environmentally sound and culturally sensitive manner.

Key NELHA initiatives are:

- Maintain operational self-sufficiency.
- Maintain and complete build out of Deep and Surface Seawater System.
- Mission critical Research Campus improvements including Blue Tech Incubator.
- Place-Based Training opportunities for Hawaii students.
- Add energy production and storage to the development of the Integrated

Energy District.

- Provide infrastructure for Ocean Centerpiece – 80A development focused on providing a Living Laboratory and Showpiece for Sustainable and Green Technologies.

Economic and fiscal conditions: The current worldwide focus and trend towards sustainability technologies has had a positive impact on the demand for sites at the Hawaii Ocean Science and Technology Park (HOST Park). In particular, worldwide focus on clean energy has increased the interest in OTEC technology and other forms of alternative energy which will assist NELHA in attracting new businesses and research projects.

The University of Hawaii Economic Research Organization (UHERO) recently completed an update of the 2010 NELHA Economic Impact Study. The report shows that total annual economic impact surged by 40 percent from 2010 to 2013 (\$88Mn to \$122Mn) and generated State tax revenue of \$5.0 million annually. A total of 617 jobs were generated Statewide and 25 percent in key areas of research, science and technology.

NELHA's notable highlights for 2015 include:

- More than \$60 million in new projects (mainly private sector funded) in past two years.
- Construction on a \$5 million Blue Tech Incubator building complete in early 2016.
- Statewide aquaculture production surged by over 150 percent in past four years and most of this growth is from businesses at NELHA (\$30 million to \$78 million).
- Export focus is critical to support future economic growth and the two of the State's leading exports come from businesses at NELHA (water bottling and shrimp).
- OTEC facility 105kw turbine is online.
- 5 new clients in 2015.
- 7 new startup businesses in research campus.
- In negotiations with 10 additional new clients.

Federal Funds: During FY 2015, NELHA did not lose any Federal Funds. NELHA recently received \$3 million in Federal Funds from the U.S. Economic Development Agency (Investments in Public Works, CFDA No. 11.300) and \$420,000 from the U.S. Department of Energy via the National Renewable Energy Laboratory. This funding is not at risk. NELHA is in the process of applying for additional federal grants.

BED 146 Executive Budget Adjustment:

NELHA is requesting \$5.2 million in CIP reimbursable GO bond funds in the Supplemental Year of Fiscal Biennium FB2015-2017 to upgrade and make various

improvements to the seawater system.

HAWAII COMMUNITY DEVELOPMENT AUTHORITY (HCDA) – BED 150

Mission: The Hawaii Community Development Authority (HCDA) was established by the 1976 State Legislature to revitalize underutilized communities by promoting and coordinating public and private sector community development. The HCDA currently oversees three designated community development districts on Oahu: Kakaako, Kalaeloa, and Heeia.

Economic and fiscal conditions: There is no impact to HCDA operations.

HCDA's notable highlights for 2015 include:

Kakaako Highlights:

- Current housing construction cycle will add about 5,000 new housing units.
 - More than 2,300 units (42 percent) are reserved for qualified income households.
 - 7 new housing developments are now under construction.
 - 6 additional developments are already permitted to build.
- Executed a long term lease with the Howard Hughes Corporation for the management of Kewalo Basin Harbor.
- Issued an RFP soliciting interested parties to develop an Entrepreneur's Sandbox on Lot C in the Kakaako Makai area.

Kalaeloa Highlights:

- Executed a long term lease with the Kalaeloa Heritage and Legacy Foundation for the 77-acre Kalaeloa Heritage Park.
- Kalaeloa East Energy Corridor project is expected to cost \$5.5 million, plus an additional \$9 million for Navy easements and surveys.
 - Seeking additional funding, as only \$3.5 million from a 2012 Hawaii State Legislature appropriation is secured.
 - Negotiation with Navy Facilities/ GSA is ongoing regarding a grant of easement for the project through Navy property.
- Separately, bids for the Kalaeloa Enterprise Energy Corridor project ranged from \$8.1 million to \$24.9 million, when less than \$7 million is currently available for funding from a 2014 Hawaii State Legislature appropriation.

Heeia Highlights:

- Non-profit lessee, Kakoo Oiwi, continues to restore agricultural productivity to 400 acres of wetlands.
 - Diversified agriculture with four acres of kale, peppers, and eggplant already planted.

- Employs 6,000 youth volunteers.
- 17 taro lo'i now in production.

Federal Funds: None.

BED 150 Executive Budget Adjustments:

- \$1,450,000 CIP funding for HCDA Community Development Districts for FY2017 to pay the wages for 19 project-funded staff positions converting from funding by general obligation bonds to general funds. These positions have historically been funded by Government Obligation Bond CIP appropriations.
- \$6,000,000 CIP funding for Kalaeloa Enterprise Energy Corridor Extension to create an underground utility connection along Enterprise Avenue. The new connection would service significant government assets such as the National Guard, FBI, and Kalaeloa Airport, and would seed further development in the district.

HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION (HHFDC) - BED 160

Mission: The mission of the HHFDC is to increase and preserve the supply of workforce and affordable housing statewide by providing leadership, tools and resources to facilitate housing development. Since 2006, HHFDC has facilitated the development or preservation of 6,807 housing units. About 81 percent were rentals for households with incomes at or under 60 percent of area median income (AMI). Nineteen percent were for sale to households earning 80-140 percent of AMI and market.

Statewide economic and fiscal conditions: Hawaii's workforce and lower- and moderate-income households are often priced out of the housing market. The National Low Income Housing Coalition, in its "Out of Reach 2015" report, named Hawaii as the most expensive state as ranked by the "two-bedroom housing wage rate", the **hourly** wage required in order for a two-bedroom unit to be affordable at 30 percent or below of income. Hawaii's 2015 two-bedroom housing wage rate is \$31.61 per hour. Hawaii's minimum wage in 2015 is \$7.75 per hour. In order to afford the fair market rent for a two-bedroom apartment at this wage, a renter must work 163 hours per week, 52 weeks per year. OR, working 40 hours per week year-round, a household must include 4.4 workers earning the minimum wage in order to make the two-bedroom fair market rent affordable.

Similarly, for-sale housing continues to increase in cost as the real estate market continues to grow. Housing sales prices statewide rose by 5.4 percent in 2014.

Condominium prices rose by 5.7 percent statewide in 2014.

It is HHFDC's role to increase the inventory of housing that is affordable to this target group through our development and financing programs. HHFDC will continue to provide financing to increase the inventory of affordable housing statewide. HHFDC has approximately 5,801 units planned for 2016-2020. Of these, 70 percent are targeted for renter households at or under 60 percent of AMI, with the remaining targeted for sale to households at 80-140 percent of AMI and market. HHFDC is also seeking multi-use development opportunities on public lands with other State and County agencies, including DLNR, DAGS, and the DOE. Transit-oriented development along the City and County of Honolulu's rail line is also a tremendous opportunity for working with the City on possible affordable housing developments near planned transit stations.

HHFDC notable highlights for 2015 include:

- Helped to add an additional 327 affordable housing units statewide.
- Assisted 811 families in purchasing their first homes through the Mortgage Credit Certificate Program.

Federal Funds: HOME Investment Partnerships Program CFDA No. 14.239

HHFDC receives and administers approximately \$3 million per year in Federal HOME Investment Partnerships (HOME) Program funds on behalf of the State of Hawaii. HOME is a locally designed and administered program which: 1) expands the supply of decent, safe, affordable, and sanitary housing; 2) strengthens the abilities of state and local governments to design and implement affordable housing strategies; and 3) provides both federal financing and technical assistance. As the City and County of Honolulu receives its own allocation of HOME funds, HHFDC distributes the State's annual allocation of HOME funds to the Counties of Hawaii, Kauai, and Maui on a rotating basis.

We do not anticipate any change to the State of Hawaii's allocation of HOME funds in the next year. The Fiscal Year 2016 Omnibus Spending Bill presently under deliberations in Congress would maintain HOME Program funding. In the event of future budget cuts to the HOME program, the Counties would be more reliant on the State's other housing financing programs to address the continued need to increase the supply of affordable housing units, such as the Rental Housing Revolving Fund and the Dwelling Unit Revolving Fund.

BED 160 Executive Supplemental Budget Requests for FY2017:

Supplemental budget requests are intended to address the dire need for affordable housing. Approximately 64,000 housing units are projected to be needed statewide by 2020 – the majority of which are in the affordable housing category for households at or below 140 percent of the area median income. However, HHFDC's current resources will only assist in developing approximately 5,500 housing units in that timeframe. An infusion of additional state funds could be leveraged to escalate

housing production. The requests are listed below, in order of priority. The prioritization of supplemental budget requests is based on project/program readiness to proceed and its impact on increasing housing supply, particularly for lower income households.

- 902 Alder Street, Honolulu, Oahu (BED 160/HD) \$15,000,000 (MOF: C)
The proposed Alder Street mixed-use residential development will provide approximately 180 affordable rental housing units for working families, space for juvenile shelter and services, and parking. The 1.45 acre parcel in Honolulu, Oahu is owned by the State of Hawaii and set aside to the Judiciary for a Detention Home (which has since been relocated to Kapolei). The parcel is zoned A-2 (medium density apartment), has a 150' height limit, and is located in a proposed Transit Influence Zone which is within ¼ and ½ mile of the planned Ala Moana rail station. The water and sewer systems are currently adequate to accommodate the proposed mixed-use residential project.

The HHFDC and Judiciary have entered into a Memorandum of Agreement to develop the mixed-use residential project. In 2015, the Legislature appropriated \$1.7 million for plans and design. HHFDC is requesting \$15 million in CIP funds to finance phase 1 of the juvenile shelter/services component of the project. This includes the prorated cost for 3 floors within the high-rise building (2 built-out floors and 1 floor of shell space) and 50 of 250 parking stalls that would be set aside to the Judiciary.

- Rental Housing Revolving Fund Infusion, Statewide (BED 160/HF) \$75,000,000 (MOF: C) in taxable General Obligation Bond funds for infusion into the Rental Housing Revolving Fund (formerly known as the Rental Housing Trust Fund)

The Rental Housing Revolving Fund (RHRF) provides “equity gap” loans for affordable rental housing projects. The RHRF primarily is utilized in conjunction with the Low Income Housing Tax Credit (LIHTC) program. The LIHTC program can be broken down into two programs, the 9 percent competitive and the 4 percent non-competitive. During calendar year 2015, the RHRF received more than \$100 million in applications.

The 9 percent LIHTC projects will utilize approximately \$15-20 million dollars from the RHRF to produce 150-175 new affordable rental units (approximately \$110,000 per unit). The 9 percent LIHTC program is highly competitive and the number of units remains consistent from year to year.

The number of new affordable rental units produced using the 4 percent LIHTC program is dependent on the availability of funding in the RHRF. With a greater need from the RHRF because of the smaller amount of equity generated by the 4 percent LIHTC, the average per unit increases to roughly \$165,000 per unit.

With the assumption that the RHRF's share of the conveyance tax would meet the 9 percent LIHTC units, any infusion in the form of a "lump sum" appropriation would be used by projects utilizing the 4 percent LIHTC program. For every \$10 million dollars infused to the RHRF, it is estimated that approximately 60 new units would be produced. This Supplemental request would therefore help produce up to 510 new units.

- Dwelling Unit Revolving Fund Infusion, Statewide (BED 160/HD) \$25,000,000 (MOF: C) in taxable General Obligation Bond funds for infusion into the Dwelling Unit Revolving Fund

The Dwelling Unit Revolving Fund (DURF) primarily is used to provide interim financing to affordable "for-sale" projects. It can also be used for permanent loans and infrastructure development. Despite conventional interim construction rates being at all-time lows, we have seen an increased demand in the past few years.

HHFDC can only make loan commitments based on the availability of DURF funds. DURF is nearly "maxed out" and HHFDC may not have the resources to take on new projects. An infusion of funding into the DURF will provide additional opportunities to facilitate the development of affordable "for-sale" units including TOD projects along the transit line.

- Waiahole Water Systems Improvements, Oahu (BED 160/HD) \$6,500,000 (MOF: C) This request is for a re-appropriation of funds due to project delays. The requested CIP funds were previously appropriated in FY2014-2015 for repairs to the access bridge to the Waiahole well pumps and upgrade the potable water system in Waiahole Valley, Oahu, which services residential and agricultural water users, the Waiahole Elementary School and area fire hydrants.
- Low Income Housing Tax Credit Loans, Statewide (BED 160/HF) \$8,459,000 (MOF: C) The Low Income Housing Tax Credit (LIHTC) Loan Program encourages the development and preservation of rental housing for lower income households by providing a cost-effective financing mechanism for projects that are awarded State LIHTCs. Projects which have been awarded State LIHTCs that demonstrate the inability to find syndicators for their State credits may exchange either credits for a LIHTC loan.
- HOME Program Ceiling Increase (BED 160/HF) \$100,000 (MOF: N) Federal funds expenditure ceiling increase to expand the supply of affordable housing in the Counties of Hawaii, Kauai and Maui

This request for a ceiling increase is to accommodate the fact that the current State of Hawaii grant allocation currently exceeds the \$3,000,000 Federal funds expenditure ceiling in HHFDC's base budget. Increasing the ceiling would relieve staff of the need to administratively raise the expenditure ceiling each fiscal year to ensure that Federal grant funds are fully expended and not lapsed.

Department of Business, Economic Development and Tourism
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Business Development & Support Division			
	Support the HI Growth Initiative focused on building an innovation ecosystem that supports entrepreneurial high growth businesses and creates high wage jobs.	Support Export Activities by: 1) Small Business Administration grant for State Trade Export Program (STEP) for export training workshops and participation in international trade shows in Japan; 2) maintaining sister state relationships to build global alliances and partnerships.	BED100	Chapter 205, HRS
		Support Innovation Clusters and Entrepreneur Development by: 1) STEP grant participation at trade shows focused on the fashion, food and gift manufacturing, and bio-tech clusters; 2) attracting overseas students to study in Hawaii, 3) providing direct grant assistance to exporters of products and services.		
	Enterprise Zone Program(EZ)	Administer the state's business and job creation EZ program.		
	Community Based Economic Development	Administer and provide grants to community based organizations to increase the employment and economic base of distressed and rural communities.		
	Community Based Micro-loan Program	Administer and provide micro-loans to community based businesses and organizations to increase the employment and economic base of distressed and rural communities.		
	Taipei and Beijing Overseas Offices	Operate the State's overseas offices in Beijing and Taipei to increase trade with these markets, attract investments, and recruit more international students to study in Hawaii.		
1	Hawaii Housing Finance & Development Corporation			
	Increase and sustain the supply of workforce and affordable housing.	Increase supply of workforce and affordable housing in sustainable housing developments by facilitating housing construction and preservation by providing developers with tools and resources such as financing, land, and help with land use and zoning approvals. Strengthen communities and assist in growing a resilient middle class by assisting first-time homebuyers with mortgage financing and tax credits through participating lenders.	BED160	HRS 201H
1	High Technology Development Corporation			
	Facilitate the growth and development of the commercial high technology industry	Developing and/or operating incubation centers.	BED143	Chapter 206M-2(a)(1), HRS
	Facilitate the growth and development of the commercial high technology industry	Providing support and services in development of the high tech. industry	BED143	Chapter 206M-2(a)(2), HRS
	Alternative Transportation Technologies	Projects in advanced transportation technologies & other federally funded projects	BED143	Chapter 206M-3(a)(15), HRS

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	<p>Hawaii State Energy Office</p> <p>Statewide coordination of energy plans, resources, and activities</p>	<p>(1) Formulate plans, for the optimum development of Hawaii's energy resources;</p> <p>(2) Conduct systematic analysis of existing and proposed energy resource programs, and recommend programs that represent the most effective allocation of resources for the development of energy resources;</p> <p>(3) Formulate specific proposals, for conserving energy resources;</p> <p>(4) Assist public and private agencies in implementing energy conservation and efficiency programs, the development of indigenous energy resources;</p> <p>(5) Coordinate the State's energy programs with those of the federal government, and the political subdivisions of the State;</p> <p>(6) Develop programs to encourage private and public exploration, research, and development of indigenous energy resources;</p> <p>(7) Conduct public education programs to inform the public of the energy resources situation;</p>	BED120	HRS Ch 196-4 HRS Ch 201 HRS Ch 226-18
		<p>(8) Identify geographic areas that are rich with renewable energy resource potential that can be developed in a cost-effective and environmentally benign manner and designate these areas as renewable energy zones;</p> <p>(9) Develop incentives, plans, and programs to encourage the development of renewable energy resource projects within the renewable energy zones;</p> <p>(10) Assist public and private agencies in identifying utility transmission projects or infrastructure required to accommodate and facilitate the development of renewable energy resources;</p>		

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
		(11) Identify specific transmission projects and infrastructure that are critical to the development of renewable energy resources; (12) Maintain the capacity to analyze the status of energy resources, systems, and markets, both in-state and those to which Hawaii is directly tied, in relation to the State's economy, and to recommend, develop proposals for, and assess the effectiveness of policy and regulatory decisions, and conduct energy emergency planning;		
	Hawaii Clean Energy Initiative Program	Coordinate the State's transition to a clean energy economy, including designing, implementing and administering the following: (1) Strategic partnerships for research, development, testing, deployment and permitting of clean and renewable technologies. (2) Engineering and economic evaluations of Hawaii's potential for near-term project opportunities for the State's renewable energy resources. (3) Electric grid reliability and security projects. (4) A statewide clean energy public education and outreach plan. (5) Promotion of Hawaii's clean and renewable resources to potential partners and investors. (6) Plans to transition the State and assist each county in transitioning to a clean energy economy.	BED120	HRS Ch 196-10.5
	Planning for energy emergencies under petroleum shortage conditions	Develop and implement energy emergency preparedness / energy assurance plans; participate in preparedness exercises, hurricane scenarios, functional simulations with State Civil Defense; maintain readiness to provide ESF12 functions in the event of a disaster.	BED120	HRS Ch 125C & 128 HRS Ch 125C-22, 23 HRS Ch 486J

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
	Renewable energy facilitator	(1) Facilitate the efficient permitting of renewable energy projects. (2) Initiate the implementation of key renewable energy projects by permitting various efficiency improvement strategies. (3) Administer coordination for renewable energy projects and operations of the renewable energy facility siting process.	BED120	HRS Ch 201-12.5 HRS Ch 201N
1	Creative Industries Division			
	Advancing Hawaii's Creative Economy	1) Strengthen business opportunities for export of knowledge-based, creative industries products and services through strategic initiatives such as Creative Lab. 2) Act as advocate for Hawaii's creative clusters in the film, television, culture, arts, literary, design, music, digital, interactive media, game design, and animation sectors. 3) Position Hawaii as a node in the global creative economy through representation on national and international organizations such as Creative Economy Coalition (CEC), Economic Development, Entrepreneurial and Arts Advocacy organizations.	BED 105	
	Entrepreneurial Development Programs	1) Expand Creative Lab initiative, supporting a pipeline of creative/tech entrepreneurial development. (feeds HSDC Accelerators). 2) Provide Creative Lab weekend workshops and bootcamps focused on early stage concepts/ideas-to-product / content development.	BED 105	
	Support Media Infrastructure Development	1) Complete CIP Phase II and III of Hawaii Film Studio Facility 2) Develop a secondary creative media/film studio complex based on recommendations in market analysis, site recommendation report (analysis to be completed FY15)	BED 105	

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
	Strengthen State Film Program	1) Increase resources for Hawaii Film Office film industry programs and services. 2) Support statutory responsibilities of film permitting, tax credit and Hawaii Film Studio management, including e-permitting. 3) Amend existing Hawaii TV & Film Development Fund statute to rename and repurpose fund; repeal Hawaii TV & Film Board statute and provide mechanism to capture studio rental revenue to support ongoing R&M at facility and enhance film program operations support.		Hawaii Revised Statutes §201-14, 201-16; 235-17; 201-112; 201-113
	Support HI Growth Industry Sector Development	1) Increase number of companies launched, supported and products exported through creative/tech entrepreneurial development programs. 2) Attract public/private sector investment to develop infrastructure and broadband connectivity for creative media/tech sectors.	BED 105	
	Develop and Support Creative Collaboration Centers	1) Launch HIC3 Creative Collaboration Centers, support co-working ventures statewide, offering tools and technology to accelerate creative and knowledge-based industry cluster development in collaboration with HSDC, HCDA, GVS and HTDC. 2) Establish broadband giga hubs at these and other facilities, providing capacity for high speed collaboration, and distribution direct to web or broadcast networks.	BED 105	

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Foreign-Trade Zone Program			
	Foreign-Trade Zone Program	Stabilize and steadily grow FTZ program statewide 1) Administer the federal grant for the Foreign-Trade Zone program in Hawaii by establishing rules and regulations for the operation of the Foreign-Trade Zone. 2) Continue to operate the program in a self-sustaining manner without the use of general funds. 3) Oversee nine general-purpose zone sites and five sub-zone sites within the State of Hawaii by acting as liaison between the Foreign-Trade Zones Board and designated Zone sites. Inform the Zones of the rules and regulations and assist them with resources to help them better compete in external markets. FTZ9 currently assists close to 300	BED107	Ch. 212
		4) Operate and expand the small business import-export assistance and resource center at the Pier 2 location. 5) Expand economic development through the facilitation of international trade; increase global competitiveness of U.S. based companies by fostering relations with EXIM Bank, customs brokers, shipping agents; and offering training and resources to companies which assists them in growing their import-export business. 6) Actively promote the FTZ program through various marketing opportunities, chambers of commerce and business associations by initiating and building relationships with key groups to utilize the FTZ as the "Hub of International Trade in Hawaii."		
		7) Continued advancement of Hawaii's export trade sector through education, training, and application by leveraging state, federal, and private entities.		

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Natural Energy Laboratory of Hawaii Authority (NELHA)			
	To develop and diversify the Hawaii economy by providing resources and facilities for energy and ocean-related research, education, and commercial activities in an environmentally sound and culturally sensitive manner. NELHA operates two distinct seawater delivery systems 24/7/365 for the benefit of over 40 private businesses. These businesses are the backbone of exported manufactured and aquacultural products in the state of Hawaii.	<p>Manage, market and operate facilities at the Hawaii Ocean Science and Technology Park in Kailua-Kona.</p> <p>(1) Operate and maintain unique transmission and distribution systems for large volumes (approximately 2 tons per second) of deep and surface seawater.</p> <p>(2) Develop and lead the implementation of new alternative energy methods for the benefit of the State of Hawaii.</p> <p>(3) Identify, develop and implement revenue enhancement opportunities, which support NELHA objectives and its efforts to maintain financial self-sufficiency and sustainability.</p> <p>(4) Operate a water quality laboratory for an environmental monitoring program that samples groundwater, near shore water and offshore water.</p> <p>(5) Provide informational and educational material and lectures to school classes (K-12 and university level), professional associations, community groups, international visitor, legislator, and the general public.</p>	BED 146	HRS 227D
1	Office of Planning			
	Statewide Planning and Coordination	Gather, analyze, and provide information to the Governor to assist in the overall analysis and formulation of state policies and strategies; provide central cohesion in the allocation of resources and effectuation of state activities and programs; effectively address current of emerging issues and opportunities. Conduct statewide planning and coordination; represent the State before the Land Use Commission; administer the coastal zone management program and geographic information system program and administer the Brownfields Cleanup Revolving Loan Fund. Conduct climate adaptation planning and transit-oriented development planning and coordination.	BED144	Chapter 205, HRS

Department of Business, Economic Development and Tourism
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Land Use Commission			
	To preserve, protect, and encourage the development and preservation of lands in the State for those uses to which they are best suited in the interest of public health and welfare of the people of the State of Hawaii through the implementation of the State Land Use Law, Chapter 205, Hawaii Revised Statutes (HRS), as amended and to aid in the large scale planning process so that public resources and funds can be properly directed over time.	The program objectives of the Land Use Commission (LUC) are to process, review, and act on petitions for district boundary amendments which involve lands over 15 acres in the State Agricultural, Rural, and Urban Districts and all petitions seeking reclassification of lands in the Conservation District; review and act on applications for special permits in the Agricultural and Rural Districts which are over 15 acres; process motions and boundary interpretation request ; and maintain , update, and disseminate official State Land Use district maps and land use information. Pursuant to recently enacted legislation, the Commission has been tasked with identifying and mapping important agricultural lands in conjunction with private landowners and the counties. It is the Commissions goal to begin large scale identification and processing of the important agricultural land designation in conjunction with all counties in the upcoming biennium.	BED103	Chapter 205, HRS
1	Research and Economic Analysis Division			
	Compilation of basic data on and assessment of Hawaii's Economy for use by policy makers, business and the public	Quarterly Statistical & Economic Report, State of Hawaii Data Book, Monthly economic indicators, Monthly energy indicators, cooperation with the U.S. Census Bureau and dissemination of Census data, prepare short and long-range projections of population and economy.	BED130	Chapter 205, HRS
	Research & Statistics for Growth Industries	Define and measure performance of emerging Industries. Provide annual information on technology industry and its workforce. Provide annual information on the Creative Industries and workforce. Track the status of innovation in Hawaii and impact on economy. Update and use input-output model to assess the relationships among and impact on the economy of emerging and growth industries in the economy.		Chapter 201-19 (2) and (b) (HRS)
	Self-Sufficiency	Define and measure a self-sufficiency income standard for Hawaii and report bi-annually.		Act 12 (2008) SLH Chapter 201-3(5) HRS
	Energy Industry Information Reporting Program	Collect data and maintain a database on Hawaii's petroleum industry including imports, processing, distribution, and inventory by type of products		Act 152 (2010), HB 2631, HD2, SD2, CD1

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
	Research on the Real Estate Investment Trust	Study the economic impact of real estate investment trust operating in Hawaii		Act 270 (2013) SB1349, SD2, HD1, CD1
	Data and Analysis on Research Activity Tax Credit	Conduct surveys to collect data from firms claiming for research activity tax credit, prepare report to legislature annually		ACT 12-08 SLH Chapter 201-3(5) HRS
1	Small Business Regulatory Review Board			
	The SBRRB was established on July 1, 1998 with the passage of the Small Business Regulatory Flexibility Act.	The responsibilities of the SBRRB include: 1) Commentary on small business impact statements to the rule-drafting departments, 2) Identification and commentary on business impact of existing administrative rules, 3) Recommendations to the Governor's Office, Departments or the Legislature regarding the need for an administrative rule or legislative change, 4) Recommendations to the Mayors or County Councils regarding County rules, and 5) Review of small business petitions and complaints on business impact.	BED142	HRS Chapter 201M
1	Hawaii Broadband Initiative			
	Act 143, Session Laws of Hawaii 2015 appropriated funds go implement the Hawaii Broadband Initiative	Operating activities for the Hawaii Broadband Initiative, which through a public-private partnership will plan for the deployment of a broadband network resulting in increased broadband capacity.		Act 143 SLH 2015
1	Hawaii Green Infrastructure Authority			
	Administer the Hawaii green infrastructure loan program	(1) Make loans and expend funds to finance the purchase or installation of green infrastructure equipment for clean energy technology, demand response technology, and energy use reduction and demand side management infrastructure, programs, and services; (2) Hold and invest moneys in the green infrastructure special fund in investments as permitted by law and in accordance with approved investment guidelines established in one or more orders issued by the PUC pursuant to section 269-K; (3) Establish loan program guidelines to be approved in one or more orders issued by the PUC.	BED138	HRS Ch 196-A - J, HRS Ch 269-A - P, HRS Ch 269-5

Department of Business, Economic Development and Tourism
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Hawaii Strategic Development Corporation			
	Promote economic development and diversification in Hawaii through a return driven investment program in partnership with private capital, in line with the objectives of the Hi Growth Initiative.	HSDC's core activities are to manage and grow its fund of funds investment program that supports economic development and diversification in Hawaii. The focus of the investment program will be to: 1) support the establishment of an entrepreneurial ecosystem that will provide mentoring, collaboration, and funding opportunities for Hawaii entrepreneurs to establish and scale their business ventures; 2) actively partner research commercialization high-growth businesses; and 3) network Hawaii's high-growth businesses into the broader universe of mainland and international investment funds active in the sector's important to Hawaii.	BED 145	HRS 211-F
1	Office of Aerospace Development			
	Office of Aerospace Development Operations	Develop R&D partnerships with federal/state agencies, universities and private industry; leverage Hawaii's scientific/technological assets and capabilities to enhance our State's competitiveness in national/global aerospace markets; promote Hawaii as site for international aerospace activities; facilitate innovative aerospace education and training programs to grow Hawaii's STEM workforce; recommend innovative strategies and policies to expand/diversify aerospace activities statewide.	BED128	Ch. 201-71 to 73, HRS
	Pacific International Space Center for Exploration Systems (PISCES)	The Pacific International Space Center for Exploration Systems is leveraging Hawaii's Moon/Mars-like terrain, resident aerospace expertise, and ties with NASA and other international space agencies and research centers, to develop a world-class R&D center to develop, test, and apply innovative robotic, renewable energy, and other critical technologies essential to support future missions to space (but also with multiple community-based development applications on planet Earth).	BED128	HRS Chapters 201-76 to 79

Department of Business, Economic Development and Tourism
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Hawaii Community Development Authority			
	Planning and redevelopment of Community Development Districts (Kakaako, Kalaeloa and He'eia) This function will establish the preferred future use and communities located within the Kakaako, Kalaeloa and Heeia Community Development Districts.	Solicit, receive and review developer proposals for conformance to the Kakaako Mauka Plan & Rules/BED 150 KA, and the Kalaeloa Plan & Rules / BED 150KL. Establish, promulgate and administer He'eia Administrative Rules/BED 150KA.	BED150 KA BED150 KL	§206E-1~22, §206E-31~33, §206E-191~199, HRS
	Provide the Kakaako District with needed qualified-income housing units and community/public facilities.	Locate, purchase and develop in the Kakaako Community Development District mixed use qualified-income housing project/BED 150 KA. Develop community/public facilities in all three community development districts.	BED150 KA	§206E-1~22, §206E-31~33, HRS
	Manage Infrastructure Improvement Projects in the Kalaeloa Community Development District.	Coordinate with Hawaiian Electric Company (HECO) to connect renewable energy facilities located to the east and west of Coral Seas Road with the HECO grid located in the northern regions of the KCDD/Revolving Funds/BED 150 KL.	BED150 KL	§206E-1~22, §206E-191~199, HRS
	Plan, design, and construct public facilities in the Kakaako Community Development District.	Plan and design public parking facility adjacent to the Medical School and Cancer Center in Kakaako Makai.	BED150 KA	§206E-1~22, §206E-31~33, HRS
1	Hawaii Tourism Authority			

Department of Business, Economic Development and Tourism
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
	Hawaii Tourism Authority	To maintain and improve transportation access, infrastructure and services to facilitate travel to, from and within Hawaii. To facilitate interaction among all stakeholders that improves the lines of communications and enhances greater understanding of roles, values and concerns. To honor and perpetuate the Hawaiian culture and community. To develop marketing programs that contribute to sustainable economic growth. To respect, enhance and perpetuate Hawaii's natural resources to ensure a high level of satisfaction for residents and visitors. To perform collaborative research and planning for use in the development of programs, policies and plans that will positively contribute to the State's economy, benefit the community and sustain Hawaii's resources. To achieve a safe Hawaii visitor experience. To provide a diverse and quality tourism product unique to Hawaii that enhances the Hawaii visitor experience and enriches residents' quality of life. To ensure a sufficient and highly-qualified workforce that is provided with meaningful careers and advancement opportunities.	BED113/TO	HRS 201B
1	HTA Convention Center		BED 113/XC	HRS 201B
	HTA Convention Center	To market Hawaii as a premier destination for conducting business, with Hawaii serving as the bridge to connect the world. To maintain the Hawaii Convention Center as a world-class facility for international and domestic conferences and meetings.		

Department of Business Economic Development and Tourism
Department-Wide Totals

Table 2

Fiscal Year 2016				
Act 119/15 Appropriation	Restriction	Emergency Appropriations	Total FY16	MOF
\$ 10,054,705	\$ (905,471)		\$ 9,149,234	A
\$ 214,113,632			\$ 214,113,632	B
\$ 6,850,000			\$ 6,850,000	N
\$ 15,989,710			\$ 15,989,710	P
\$ 20,663,552			\$ 20,663,552	W
\$ 88,000,000			\$ 88,000,000	T
\$ -			\$ -	V
\$ 355,671,599	\$ (905,471)	\$ -	\$ 354,766,128	Total
Fiscal Year 2017				
Act 119/15 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 9,513,536		\$ 6,134,165	\$ 15,647,701	A
\$ 214,351,262		\$ 55,000	\$ 214,406,262	B
\$ 5,350,000		\$ 303,278	\$ 5,653,278	N
\$ 15,989,710	\$ (15,026,723)		\$ 962,987	P
\$ 21,635,366		\$ 5,000,000	\$ 26,635,366	W
\$ 88,000,000			\$ 88,000,000	T
\$ -			\$ -	V
\$ 354,839,874	\$ (15,026,723)	\$ 11,492,443	\$ 351,305,594	Total

Department of Business, Economic Development and Tourism
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
BED 100	Business Development and Support Division	A	10.00		1,757,869	10.00		1,371,350	-22%
BED 100	Business Development and Support Division	N							#DIV/0!
BED 100	Business Development and Support Division	P			-			-	#DIV/0!
BED 100	Business Development and Support Division	V							#DIV/0!
BED 100	Business Development and Support Division	W			1,821,915			1,821,915	0%
BED 103	Land Use Commission	A	6.00		583,158	6.00		594,586	2%
BED 105	Creative Industries Division	A	11.00		1,206,995	11.00		1,254,851	4%
BED 107	Foreign Trade Zone	B	17.00		2,127,755	17.00		2,156,516	1%
BED 113	Hawaii Tourism Authority	B	5.00	24.90	87,251,611	5.00	22.25	87,298,081	0%
BED 113	HTA Convention Center	B		2.10	54,023,007		0.75	54,028,970	0%
BED 120	Hawaii State Energy Office	B	5.00	31.00	55,542,457	5.00	31.00	55,637,292	0%
BED 120	Hawaii State Energy Office	A			222,974				-100%
BED 120	Hawaii State Energy Office	N	-		1,500,000				-100%
BED 120	Hawaii State Energy Office	P							#DIV/0!
BED 120	Hawaii State Energy Office	V		-					#DIV/0!
BED 128	Office of Aerospace	A		2.00	904,347		3.00	1,374,976	52%
BED 128	Office of Aerospace	B			-			55,000	#DIV/0!
BED 130	Research & Economic Analysis Division	A	13.00		1,127,869	13.00	0.96	1,174,483	4%
BED 138	Hawaii Green Infrastructure Authority	B		5.00	1,000,000		5.49	1,000,000	0%
BED 142	Departmental Administration	A	24.00		1,880,945	25.00	1.00	2,140,383	14%
BED 143	High Tech Development Corporation	A	1.50	3.75	1,064,602	1.50	4.25	1,123,381	6%
BED 143	High Tech Development Corporation	B	1.50	5.25	3,789,550	1.50	5.25	3,805,488	0%
BED 143	High Tech Development Corporation	P		8.00	15,989,710		9.00	962,987	-94%
BED 143	High Tech Development Corporation	W			1,500,000			1,500,000	0%
BED 144	Office of Planning	A	13.00	-	1,074,332	13.00	1.00	1,379,320	28%
BED 144	Office of Planning	N		1.00	150,000		1.00	353,278	136%
BED 144	Office of Planning	W			2,000,000			2,000,000	0%
BED 144	Coastal Zone Management	A	1.00		231,614	1.00		234,371	1%
BED 144	Coastal Zone Management	N	5.00	5.00	2,200,000	5.00	5.00	2,200,000	0%
BED 145	Hawaii Strategic Development Corporation	A						5,000,000	#DIV/0!
BED 145	Hawaii Strategic Development Corporation	B			2,608,516			2,608,516	0%

Department of Business, Economic Development and Tourism
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
BED 145	Hawaii Strategic Development Corporation	W		2.00	4,307,923		2.00	9,314,406	116%
BED 145	Hawaii Strategic Development Corporation	P							#DIV/0!
BED 146	Natural Energy Lab of Hawaii Authority	B		22.00	7,770,736		22.00	7,816,399	1%
BED 150	Hawaii Community Development Authority	W	2.00		765,254	2.00		776,005	1%
BED 150	HCDA - Kalaeloa Community Development Dist	W		2.00	425,797		2.00	433,700	2%
BED 160	HHFDC Administration	W	23.00	17.00	5,865,458	23.00	17.00	6,414,647	9%
BED 160	HHFDC - Economic Development	W	5.00	13.00	2,051,444	5.00	13.00	2,234,221	9%
BED 160	HHFDC - Housing Finance	N			3,000,000			3,100,000	3%
BED 160	HHFDC - Housing Finance	T			88,000,000			88,000,000	0%
BED 160	HHFDC - Housing Finance	W	4.00	12.00	1,925,761	4.00	12.00	2,140,472	11%

Department of Business, Economic Development and Tourism
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BED 100/ SM		CBED Program - add funds [Corrected MOF]	A			1,000,000			-			-
BED 100/ SM		State Trade and Export Program	A			250,000			-			-
BED 100/ SM		"Made in Hawaii with Aloha" Branding Campaign	A			150,000			-			-
BED 100/ SM		Fund Overseas offices in Taipei, Taiwan and Beijing, China	A			250,000			90,000			90,000
BED 100/ SM		CBED Program - add funds [Incorrect MOF]	W									
BED 105/ CI		Creative Industries - Creative Lab expansion	A			275,000			-			-
BED 105/ CI		HI Film Office - Operations, business development and marketing	A			250,000			75,000			75,000
BED 105/ CI		Economic Development Spec VI - position and funds	A	1.00		59,736	-		-	-		-
BED 105/ CI		Film Industry Specialist IV - position and funds	A	1.00		49,056	-		-	-		-
BED 105/ CI		Secretarial support for State of HI Film Office - position and funds	A	1.00		33,720	-		-	-		-
BED 105/ CI		Arts, Culture and Development Branch (ACDB) - Operations, business development and marketing	A			250,000						
BED 113 TO		Adjust position and funding allocation	B		(2.65)	-		(2.65)	-		(2.65)	-
BED 113 XC		Adjust position and funding allocation	B		(1.35)	-		(1.35)	-		(1.35)	-
BED 120/ SI		Fringe benefit adjustment	B			-			-			-
BED 120/SI		Add one Energy Secretary II - tradeoff/transfer \$ 60,800 OCE to personal services [Reclassified to Other Request]	B									
BED 120/SI		Add one Energy Secretary II - Tradeoff/Transfer - Offset by decrease in OCE	B		1.00	-			-			-
BED 128/ OA		New Director position and funds	A		1.00	100,000		-	-		1.00	50,000
BED 128/ OA		Hawaii UAS Test Site	A			470,000			150,000			150,000
BED 128/ OA		Additional funding for PISCES	A			1,132,830			500,000			250,000
BED 128/ OA		Emergency funding for PISCES to bridge financial gap at the beginning of FY 17	A			669,000			-			-
BED 128/ OA		Challenger Center Support	A			15,585			15,585			15,585

Department of Business, Economic Development and Tourism
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BED 128/OA		Establish ceiling for PISCES Special Fund	B			55,000			55,000			55,000
BED 130/FA		Two part-time student intern positions and funds. Two PC's and software for interns.	A		0.96	33,888		0.96	18,944		0.96	18,944
BED 130/FA		Request two PCs and software for student interns [Combined with Priority #15]	A			2,000			-			-
BED 138/GI		Add Hawaii Green Infrastructure Authority (HGIA) Accountant Position for Hawaii Green Infrastructure Authority	B		0.49	-		0.49	-		0.49	-
BED 142/AA		HI Broadband Initiative - operating funds Priority number re-assigned to 1B [Reclassified to Administrative Initiative]	A									
BED 142/AA		Hi Broadband Initiative - 2 temporary positions Priority number re-assigned to 1A [Reclassified to Administrative Initiative]	A									
BED 142/AA		Hi Broadband Initiative - 2 temporary positions [Submitted as Priority #2 on original Form B]	A		2.00	200,004		2.00	100,002		1.00	90,000
BED 142/AA		Hi Broadband Initiative (HBI) - operating funds [Submitted as Priority #1 on original Form B]	A		2.00	299,996					-	10,000
BED 142/AA		DBEDT Public Information Officer position and funds	A	1.00		91,000	-		-	-		-
BED 142/AA		Funds to cover underfunded ASO position	A			15,244			-			-
BED 142/AA		Add 1 Management Analyst position and funds	A	1.00		68,187	1.00		25,386	1.00		25,386
BED 142/AA		Office Assistant II position and funds for SBRRB	A	1.00		28,000	-		-	-		-
BED 142/AA		Two part-time student intern positions and funds	A		0.96	33,355		-	-		-	-
BED 142/AA		Add funds for the purchase of Office 365 licenses	A						70,750			70,750
BED 143/TE		SBIR Phase II and III Grants - second year funding [Reclassified to Other Request]	A									
BED 143/TE		Manufacturing Development Program funding - second year [Reclassified to Other Request]	A									

Department of Business, Economic Development and Tourism
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BED 143/ TE		Restore 0.5 FTE of position #102460 - HTDC COO & Innovation Program Manager	A		0.50	47,500		0.50	47,500		0.50	47,500
BED 143/ TE		Restore 0.5 FTE of position #102275 - HTDC Economic Development Specialist	A		0.50	32,500		-	-		-	-
BED 143/ TE		Small Business Innovation Research (SBIR) Phase II and III Grants - second year funding	A			2,000,000			-			-
BED 143/ TE		Manufacturing Development Program funding - second year	A			2,000,000			-			-
BED 143/ TE		Adjust the Other Current Expenses Portion of the Federal Funding Appropriation for FY2016-17 [Reclassified to Other Request]	P									
BED 143/ TE		Adjust the Other Current Expenses Portion of the Federal Funding Appropriation for FY2016-17	P			(15,026,723)			(15,026,723)			(15,026,723)
BED 143/ TE		Add one HCATT Project Mgr 100% federally funded	P		1.00	115,520		1.00	-		1.00	-
BED 144/ PL		Establish 1.0 FTE Sustainability Coordinator	A		1.00	91,000		1.00	91,000		1.00	91,000
BED 144/ PL		Funds to conduct comprehensive review of HI State Planning Act	A			250,000			250,000			150,000
BED 144/PL		Increase appropriation ceiling due to continuing positions funded under prior federal awards	N			203,278			203,278			203,278
BED 145 VC		Transfer funds from Other Current Expenses to Personal Services	W			-			-			-
BED 145 VC		General Fund Infusion for HI Growth Initiative	A						5,000,000			5,000,000
BED 145 VC		Ceiling increase for HI Growth Initiative to accommodate cash infusion	W						5,000,000			5,000,000
BED 150/KA		Staff previously funded by CIP [Removed from Form B and included to Form S]	A		19.00	1,450,000		-	-		-	-
BED 160/ HF		HOME program increase	N			100,000			100,000			100,000

Department of Business, Economic Development and Tourism
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY17			FY16 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$	
BED 113 TO		Adjust position and funding allocation	None	B		(2.65)	-	
BED 113 XC		Adjust position and funding allocation	None	B		(1.35)	-	
BED 143/ TE		Adjust the Other Current Expenses Portion of the Federal Funding Appropriation for FY2016-17	Adjust Excess Appropriation Ceiling over actual Federal Grant Amount	P			(15,026,723)	

Department of Business, Economic Development and Tourism
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY17		
								Pos (P)	Pos (T)	\$\$\$
BED 142/ AA		AR	2	1A	Hi Broadband Initiative - 2 temporary positions [Submitted as Priority #2 on original Form B]	Operating expenses for the Hawaii Broadband Initiative, which through a public-private partnership will plan for the deployment of a broadband network resulting in increased broadband capacity.	A		1.00	90,000
BED 142/ AA		AR	1	1B	Hi Broadband Initiative (HBI) - operating funds [Submitted as Priority #1 on original Form B]	Operating expenses for the Hawaii Broadband Initiative, which through a public-private partnership will plan for the deployment of a broadband network resulting in increased broadband capacity.	A		-	10,000
BED145 / VC		AR	1	2A	General Fund Infusion for HI Growth Initiative	The HI Growth Initiative is an investment program to develop an ecosystem that supports high-growth entrepreneurial companies in Hawaii. A long term funding source will enable Hawaii to establish itself as the innovation center of the Pacific.	A			5,000,000
BED145 / VC		AR	1	2B	Ceiling increase for HI Growth Initiative to accommodate cash infusion	The HI Growth Initiative is an investment program to develop an ecosystem that supports entrepreneurs building high-growth companies in Hawaii. A long term funding source will enable Hawaii to establish itself as the innovation center of the Pacific.	W			5,000,000
BED 144/ PL		AR	3	3	Establish 1.0 FTE Sustainability Coordinator	Establish a Sustainability Coordinator position to coordinate the numerous State activities with the objective of balancing economic development with environmental sustainability and social well-being of the citizens of Hawaii.	A		1.00	91,000
BED 142/ AA		AR	3	4	Add 1 Management Analyst position and funds	The management analyst will provide crucial support in managing and coordinating the legislative activity during the annual legislative session including following-up with programs to ensure timely responses to Legislative requests. The program analyst will also work on Department-wide initiatives to enhance its effectiveness and efficiency.	A	1.00		25,386
BED 128/ OA		AR	4	5	New Director position and funds	To establish the director position within OAD in accordance with Act 149 to oversee, coordinate and promote space related activities.	A		1.00	50,000

Department of Business, Economic Development and Tourism
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
BED 128/ OA		AR	2	6	Hawaii UAS Test Site	To maintain UAS test site operations in conjunction with Alaska and Oregon as part of FAA Pan Pacific UAS Test Range.	A			150,000
BED 128/ OA		AR	1	7	Additional funding for PISCES	To supplement PISCES operations in FY 2017 for space exploration, research, and education/training to enable public and private aerospace agencies to develop, test and validate in Hawaii pioneering technologies to advance missions to space and enhance the quality of life on Earth.	A			250,000
BED 130/ FA		AR	1	8	Two part-time student intern positions and funds. Two PC's and software for interns.	Student interns will help the program in data collection, entry, verification and formatting data as needed. This will provide the professional staff more time to conduct more economic studies.	A		0.96	18,944
BED 144/ PL		NR	2	9	Funds to conduct comprehensive review of HI State Planning Act	The Hawaii State Plan has been in existence since 1978 and last updated in 1991-92. A comprehensive review of the plan is needed to ensure that the plan responds to changes in economic, physical, and social conditions; technology; and the global marketplace and addresses new constraints and opportunities as it plans for the future.	A			150,000
BED 143/ TE		AR	1	10	Restore 0.5 FTE of position #102460 - HTDC COO & Innovation Program Manager	Restoration of the general funded portion of the position is critical in supporting HTDC's efforts to grow and diversify Hawaii's economy and to accomplish HTDC's goal in creating 80,000 new tech related jobs in Hawaii by 2030. This position would oversee the day-to-day operations of HTDC and be in charge of implementing three new programs. This position will free up time for the Executive Director to pursue larger strategic partnerships and opportunities that align with HTDC's longer term plans.	A		0.50	47,500

Department of Business, Economic Development and Tourism
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
BED 100/ SM		AR	1	11	Fund Overseas offices in Taipei, Taiwan and Beijing, China	The overseas offices are an integral part of DBEDT's initiative to attract more international students to Hawaii. This is a \$205 million industry in Hawaii, and China and Taiwan are critical markets to increase Hawaii's share of students seeking overseas education. The offices are subsidized and certified as official state trade offices by each foreign central government.	A			90,000
BED 105/ CI		AR	1	12	HI Film Office - Operations, business development and marketing	Funds will enable Hawaii Film Office to re-instate a more aggressive marketing plan including participation at key events such as American Film Market, Produced By conference to market the state's tax credit for film. Funds will support business development activities by adding one marketing trip to L.A. for targeted meetings with studios to attract more production business to the islands. These funds are crucial to restoring necessary funding levels for the HFO operations budget which supports a \$250M+ industry which is an economic driver for the State.	A			75,000
BED 128/ OA		AR	3	13	Challenger Center Support	To cover collective bargaining increases for teachers in FY 2017.	A			15,585
BED 138/ GI		NG	1	14	Add Hawaii Green Infrastructure Authority (HGIA) Accountant Position for Hawaii Green Infrastructure Authority	Request is to add the temporary HGIA Accountant position (#121719) which was established in accordance with Section 196-64, HRS. Position was created to perform critical financial reporting and accounting functions for the HGIA. No additional funds are being requested due to the funding of the position through a trade-off from Other Current Expenses.	B		0.49	-
BED 160/ HF		FF	1	15	HOME program increase	The Federal HOME Grants have been consistently higher than the appropriations. This request is intended to accommodate the increase in grant amounts.	N			100,000
BED 128/ OA		AR	5	16	Establish ceiling for PISCES Special Fund	To establish a ceiling for FY 2017 for PISCES Special Fund established by Act 163, SLH 2015.	B			55,000

Department of Business, Economic Development and Tourism
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
BED 144/PL		FF	1	17	Increase appropriation ceiling due to continuing positions funded under prior federal awards	Increase appropriation ceiling due to continuing positions funded under prior federal awards. This is part of the Administration's ongoing efforts to more accurately track federal award expenditures.	N			203,278
BED 143/ TE		FF	2	18	Add one HCATT Project Mgr 100% federally funded	This is a housekeeping request to have the 100% federally funded position authorized through the legislative/budgetary process. The position was established and filled in FY16 in compliance with the Governor's Budget Execution Policies.	P		1.00	-
BED142		AR	4	19	Add funds for the purchase of Office 365 licenses	B&F provided an allocation of the FY 2017 Office 365 license cost to the Department	A			70,750

Department of Business, Economic Development and Tourism
FY16 Restrictions

Table 7

Prog ID	Sub-Org	MOF	Budgeted by Dept	Restriction	Difference Between Budgeted & Restricted	Percent Difference	Impact
BED 100		A	1,757,869	\$ 200,000	\$1,557,869	11.4%	Projects that require planning and procurement processes may not be implemented if restrictions are lifted late in the fiscal year.
BED 103		A	583,158	\$ 45,000	\$ 538,158	7.7%	The current FY restriction may not immediately be a cause for concern, or have a negative impact, due to the fact that we did not have quorum and could not conduct business for most of the first quarter. However, now that we do have quorum and a full schedule of hearings, we are seeing a significant increase in the filing of petitions and are attempting to deal with a backlog of filings. We have already had one emergency/unscheduled hearing on neighbor islands. This backlog and increase in filings could result in a shortfall by the end of the 4th quarter due to the restriction. It most certainly will if the restriction carries over to the next FY. We do not control when petitions are filed or their number and complexity. Landowners make decisions based on the economy. If petitions are not heard within the legally mandated timeframes by law they are automatically to approved. A shortage/restriction of funds impacts are ability to hold hearings. It could therefore result in petitions being granted without hearing (by default) and without proper state oversight impacting important public trust concerns. This could have a significant negative effect on the housing market and the economy, holding back projects due top timing and litigation issues.
BED 105		A	1,206,995	\$ 75,000	\$1,131,995	6.2%	Impacts ability to market Hawaii as a film destination; Restricts funds for Request for Proposals to support visual and performing arts clusters in professional development, limits ability to expand existing initiatives such as Creative Lab; impacts match commitment to EDA by 6%.
BED 128		A	904,347	\$ 100,000	\$ 804,347	11.1%	Reduced operational funds for goods and services related to Office of Aerospace Development, Pacific International Space Center for Exploration Systems, and Challenger Center Hawaii
BED 130		A	1,127,869	\$ 27,000	\$1,100,869	2.4%	Not significant
BED 142		A	1,880,945	\$ 107,500	\$1,773,445	5.7%	Restrictions covered by savings due to position vacancies and reduction of Other Current Expenses caused by limits on travel and other expenditures
BED 143		A	1,064,602	\$ 165,971	\$ 898,631	15.6%	The restriction is allocated between personnel cost and other current expenses. HTDC has held off on filling a vacant position and shifted a contract to the HTDC Special Fund to offset the restriction. Program expenses budgeted in the HTDC Special Fund are being deferred to offset the shift in expense from the general fund.
BED 144		A	1,305,946	\$ 185,000	\$1,120,946	14.2%	Impact to G-16-144: -\$160,330 personnel (OP Director, Planning Program Mgr. SPB, Planning Program Mgr. GIS, Planning Program Administrator) -\$25,000 other current expenses (CSO dues, ESRI licenses, travel)

Department of Business, Economic Development and Tourism
 Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOE</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
		None				

Department of Business, Economic Development and Tourism
Expenditures Exceeding Appropriation Ceilings in FY15 and FY16

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
						None			

Department of Business, Economic Development and Tourism
 Intradepartmental Transfers in FY15 and FY16

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
						None				

Department of Economic Development and Tourism
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
BED	100	SBAHQ-15-IT-0024	59.061	Hawaii State Trade and Export Promotion (HISTEP) Program	Small Business Administration	\$750,000	\$750,000	S-16-512	\$ 250,000	Dennis T. Ling	587-2755	dling@dbedt.hawaii.gov
BED	105	07 79 07157	11.307	Hawaii Creative Industries Innovation Ecosystem Development Project	Economic Development Administration, Department of Commerce	\$400,000	\$400,000	S-15-511-B	150,000 Gfunds; \$250,000 in kind	David Nada Georja Skinner	587-2754 586-2364	david.i.nada@hawaii.gov georja.skinner@hawaii.gov
BED	120	DE-EE0003928	81.041	SEP Formula	Department of Energy	\$1,212,901	\$1,212,901	S-11-223-B S-12-223-B S-13-223-B S-14-223-B	\$ 1,624,600	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	120	DE-EE0005848	81.119	2012 SEP Competitive	Department of Energy	\$350,000	\$350,000	S-13-261-B S-14-261-B	\$ 88,128	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	120	DE-EE0006986	81.041	SEP Formula State of Hawaii	Department of Energy	\$283,110	\$283,110	S-16-223-B	\$ 56,716	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	120	DE-EE0005354 *	81.117	HAWAII'S CLEAN ENERGY TRSF & GRID CONN	Department of Energy	\$705,000	\$705,000	S-14-208	\$ 80,003	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	120	61-002-0863141275 *	10.868	HAWAII ENERGY AUDIT PROGRAM FOR ELIGIBLE	Dept of Agriculture	\$100,000	\$100,000	S-14-209	\$ 25,000	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	120	DE-FG26-08NT5556 *	81.119	HAWAII RENEWABLE ENERGY GRID PROJ CONN	Department of Energy	\$500,000	\$500,000	S-14-226	\$ -	Donna Mau	587-9016	donna.mau@hawaii.gov

Department of Economic Development and Tourism
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
BED	120	DE-EE000811 *	81.128	RECOVERY ACT:ENERGY EFFICIENCY & CONSER	Department of Energy	\$9,593,500	\$9,593,500	S-14-228	\$ -	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	120	DE-FC36- 02R021399 *	81.119	SEP SPECIAL PROJ- HYDROGEN POWER PARK	Department of Energy	\$1,650,000	\$1,650,000	S-14-264	\$ 1,254,075	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	120	00T50101 *	66.708	HAWAII GOING GREEN INTERN DEVELOPMEN T	EPA	\$50,000	\$50,000	S-14-505	\$ 50,000	Donna Mau	587-9016	donna.mau@hawaii.gov
BED	128	12-AST0002	20.11	Space Transportatio n Infrastructure Matching Award	Space Transportation Infrastructure Matching Grants	\$250,000	\$250,000	S-13-242	\$ 250,000	Jim Crisafulli, OAD	586-2388	jcrisafu@dbedt.hawaii.gov
BED	143	P12AC30486	15.944	Conversion and Maintenance of Electric Battery Hybrid Hydrogen Gas Fuel Cell Shuttle Bus	Department of the Interior, National Park Service	\$468,000	\$468,000	S-14-500-B	\$300,000.00 * private sector partner	Roberta Melton, Executive Director & CEO	539-3601	Robbie@htdc.org
BED	143	70NANB13H 129	11.611	INNOVATE Hawaii Center Director	National Institute of Standards and Technology	\$1,687,066	\$1,687,066	S-14-501-B	\$ 3,374,132	Roberta Melton, Executive Director & CEO	539-3601	Robbie@htdc.org

Department of Economic Development and Tourism
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
BED	143	FA8650-11-2-5605	12.800	The Hawaii Center for Advanced Transportation Technologies National Demonstration Center for Alternative Fuel Vehicles at Joint Base Pearl Harbor - Hickam	Department of the Air Force	\$22,000,000	\$22,000,000	S-14-234-B	none	Roberta Melton, Executive Director & CEO	539-3601	Robbie@htdc.org
BED	143	07 01 07127	11.300	Entrepreneur's Sandbox-Kakaako Collaboration Center Construction Project	Economic Development Administration, Department of Commerce	\$3,000,000	\$3,000,000	S-14-270-B, S-14-271-B, S-14-272-B, S-14-273-B	\$1,325,000.00 * private sector partner	Roberta Melton, Executive Director & CEO	539-3601	Robbie@htdc.org
BED	143	FA8650-15-2-5601	12.114	Air Force Energy Security Integration and Demonstration Ctr. Research, Development, Test and Evaluation (RDT&E)	Department of the Air Force	\$20,000,000	\$20,000,000	S-16-234-B	none	Roberta Melton, Executive Director & CEO	539-3601	Robbie@htdc.org
BED	144	NA13NOS4190055 *	11.419	HAWAII COASTAL ZONE MANAGEMENT PGM	Commerce	\$2,158,000	\$2,158,000.00	S-14-201	1,992,000	Leo Asuncion	587-2875	Leo.R.Asuncion@hawaii.gov

Department of Economic Development and Tourism
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
BED	144	NA15NOS41 90105	11.419	COASTAL ZONE MANAGEMENT PROGRAM	Commerce	\$2,167,000	\$2,167,000.00	S-16-201	\$1,996,000 non- federal match required. \$231,614 State Cash/Act 119/SL 15 \$balance State, County & Private Funded Services- in-Kind	Leo Asuncion	587-2875	Leo.R.Asuncion@hawaii.gov
BED	144	NA13NOS47 30098	11.473	Hawaii Sub- Regional Ocean Partnership (Sub-ROP) II	Commerce	\$142,500	\$142,500	S-14-507-B	No Match	Leo Asuncion	587-2875	Leo.R.Asuncion@hawaii.gov
BED	144	76906495 *	11.307	ECON DEV STRATEGY FOR NATIVE HAWN COMM	Commerce	\$150,000	\$150,000.00	S-14-266	\$150,000 non- federal match required. \$0.00 State Cash \$150,000 State Funded & Private Funded Services- in-Kind	Leo Asuncion	587-2875	Leo.R.Asuncion@hawaii.gov
BED	144	NA13NOS47 30102 *	11.473	FOCUS 1 HI COASTAL & MARINE SPATIAL PLN	Commerce	\$156,300	\$156,300	S-14-506	No match required.	Leo Asuncion	587-2875	Leo.R.Asuncion@hawaii.gov
BED	144	NA14NOS42 00130	11.42	HAWAII NERR DESIGNATION SUPPORT	Commerce	\$100,000	\$100,000	S-15-508	\$42,858 non- federal match required. \$0.00 State Cash \$42,858 State Funded & Private Funded Services- in-Kind	Leo Asuncion	587-2875	
BED	144	NA14NOS47 30152	11.473	HAWAII CREST BUILDING RESILIENCY	Commerce	\$100,000	\$100,000.00	S-15-509	No match required.	Leo Asuncion	587-2875	Leo.R.Asuncion@hawaii.gov

Department of Economic Development and Tourism
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
BED	145	2011SSBCIHI-A	0	State Small Business Credit Initiative	Department of the Treasury	\$13,168,350	\$13,168,350	S-15-203-B	No Match	Karl Fooks	587-3830	karl.fooks@dbedt.hawaii.gov
BED	146	07-01-06815	11.3	Alternative Energy and Biotechnology Demonstration Incubator Facility Renovation Project	Commerce	\$3,000,000	\$3,000,000	S-12-271-N	\$ 3,000,000	Gregory Barbour	808-327-9585 x 225	gb@nelha.org
BED	146	DOT-DEM 0100(71)		NELHA-KONA INT AIR CONNECT RD,HI-PLN/DES	Federal Highway Administration via HDOT	\$ 500,000	\$ 500,000	S-14-275	\$ 400,000	Gregory P. Barbour	808-327-9585	gb@nelha.org
B	BED160	M-15-SG-15-0100	14.239	HOME INVESTMENT PARTNERSHIPS	US Dept of Housing & Urban Development	\$ 3,002,167	\$ 3,002,167	S-16-212	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.k.Ueki@hawaii.gov
B	BED160	M-14-SG-15-0100	14.239	HOME INVESTMENT PARTNERSHIPS	US Dept of Housing & Urban Development	\$ 3,017,887	\$ 3,017,887	S-15-212	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.k.Ueki@hawaii.gov
B	BED160	M-9,10,11,12,13-SG-15-0100	14.239	HOME INVESTMENT PARTNERSHIPS	US Dept of Housing & Urban Development	\$15,080,215	\$ 15,080,215	S-14-212	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.k.Ueki@hawaii.gov
B	BED160	EHLP-20110729	14.323	EMERGENCY HOMEOWNERS' LOAN PROGRAM	US Dept of Housing & Urban Development	\$ 56,953	\$ 56,953	S-14-206	n/a	Darren Ueki	587-0574	Darren.k.Ueki@hawaii.gov

Department of Economic Development and Tourism
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
B	BED160	NFMC7-20130531	21.000	NATL FORECLOSURE MITIGATION COUNSEL PGM	NeighborWorks America	\$ 936,907	\$ 936,907	S-14-213	n/a	Darren Ueki	587-0574	Darren.k.Ueki@hawaii.gov
B	BED160	NFMC5MHA-20130515	n/a	MAKING HOME AFFORDABLE	NeighborWorks America	\$ 27,100	\$ 27,100	S-14-503	n/a	Darren Ueki	587-0574	Darren.k.Ueki@hawaii.gov
* Award is in closeout and awaiting federal agency verification												

Department of xxx
Table 11 Instructions

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. Format: XXX###
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drop-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. Format: X-YY-###-X
J	State Fund Match (If Any)	The amount of state funds necessary to match the award.
K	Contact Name	Name of the individual at the program level responsible for performance of the award.
L	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
M	Contact Email	Email of the individual at the program level responsible for performance of the award.
	LEGEND:	
	State Expending Agency	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	

Department of xxx
Table 11 Instructions

Table 11

F (UOH)	University of Hawaii	
G (DEF)	Department of Defense	
H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	
J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	Federal Agency	
	Dept. of Agriculture	
	Dept. of Commerce	
	Dept. of Defense	
	Dept. of Education	
	Dept. of Energy	
	Dept. of Health and Human Services	
	Dept. of Homeland Security	
	Dept. of Housing and Urban Development	
	Dept. of Justice	
	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	

Department of xxx
Table 11 Instructions

Table 11

	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

Department of Business, Economic Development and Tourism
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
CBED Revolving Fund	To provide training and capacity-building opportunities, and invest in community economic development projects that result in measurable economic impact.	HRS 210D	W	\$ 203,907	\$ 7,786	\$ 72,969	\$ -	\$ 138,724	\$ -
Disaster Loan Revolving Fund	To assist businesses and individuals who suffer damages in a state-declared disaster.	HRS 209	W	\$ 275,940	\$ 231	\$ 15	\$ -	\$ 276,156	\$ -
Energy Security Special Fund	To support the Hawaii Clean Energy Initiative program	Act 208 SLH 2 B		\$ 3,904,425	\$ 3,715,000	\$ 5,102,677	\$ -	\$ 2,516,748	\$ -
Renewable Energy Facility Siting Fund	To establish renewable energy facility siting process for state and county permits	Act 207 SLH 2 B		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hawaii Green Infrastructure Bond Fund	To make green infrastructure loans; pay administrative costs and other costs related to the Hawaii Green Infrastructure loan program; apy financing costs	Act 211 SLH 2 B		\$ 8,103,397	\$ 14,001,500	\$ 14,000,000	\$ -	\$ 8,104,897	\$ -
High Technology Special Fund	Funds are expended for the operation, maintenance and management of its industrial parks, projects, facilities, services, and publications, and to pay the expenses in administering the special purpose revenue bonds of the development corporation and in carrying out its project agreements. The information includes funds in the High Technology Special Fund and client accounts administered under an asset management contract to pay expenses of the tech center	206M-15.5	B	\$ 1,626,278	\$ 2,922,190	\$ 3,427,829	\$ (674,000)	\$ 1,794,639	\$ -
High Technology Loan Revolving Fund	To invest in technology development in Hawaii	206M-15.6	W	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alternative Energy Research and Development Revolving Fund	To establish a matching grant program to further strengthen and support Hawaii's local companies that are conducting renewable energy research and development through existing contracts with the Department of Defense's Office of Naval Research.	Act 159, SLH 2015	W	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -
HAWAII GREEN INFRASTRUCTURE AUTHORITY	Pay administrative costs and other costs related to the Hawaii green infrastructure loan program	Sect. 196-65, HRS (Act 211 SLH 2013)	B	\$ 2,741,814	\$ 10,000	\$ 1,465,641	\$ -	\$ 1,286,173	\$ -
Natural Energy Lab of Hawaii Authority	Operation, maintenance, and mangement of NELHA's technology parks, projects, facilities and the renovation of or addition to existing facilities.	HRS 227D	B	\$ 582,650	\$ 6,016,500	\$ 5,966,500	\$ -	\$ 632,650	\$ -

Department of Business, Economic Development and Tourism
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Fee Simple Residential Revolving Fund	Act 307, SLH 1967, as amended by Act 337, SLH 1987, created this fund and authorized the Corporation to deposit all monies received or collected in connection with the State of Hawaii land reform programs into the fund. The State's land reform programs are aimed at promoting fee simple ownership or residential lots in order to ease the inflation of prices for both fee simple and leasehold residential lots and to disperse ownership of fee simple residential lots to as large a number of people as possible. Act 237, SLH2015 repealed this fund.	HRS 516-44	W	\$ 61,109			\$ (61,109)	\$ -	
Dwelling Unit Revolving Fund (a)	The Dwelling Unit Revolving Fund was established in accordance with Act 105, SLH 1970. This Act together with Act 195, SLH 1975 and Act 225, SLH 1976 (which repealed Act 239, SLH 1969) authorized the State to issue general obligation bonds of \$125,000,000 for acquiring, developing, selling & leasing rental residential, commercial & industrial properties, & for providing mortgage, interim construction, downpayment, participation mortgage & agreement of sale loans.	HRS 201H-191	W	\$ 85,054,584	\$ 22,461,000	\$ 51,601,902	\$ 2,052,910	\$ 57,966,592	
Housing Finance Revolving Fund	The Housing Finance Revolving Fund was created in 1985 by Act 48, SLH 1984, to be used for long-term and other special financing. All monies received and collected by the Corporation, not otherwise pledged or obligated nor required by law to be placed in another fund are deposited in this fund. Transactions for the Low Income Housing Tax Credit, Mortgage Credit Certificate and Down Payment Loan programs are recorded in the fund.	HRS 201H-80	W	\$ 5,419,875	\$ 2,649,889	\$ 2,115,323	\$ (1,957,910)	\$ 3,996,531	

Department of Business, Economic Development and Tourism
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Rental Assistance Revolving Fund (b)	The Rental Assistance Fund was created by Act 111, SLH 1981 to assist families and individuals of low and moderate income to obtain safe and sanitary rental housing accommodations at reduced rates. The program was amended by Act 307, SLH 1992, to also provide for interim construction financing for rental projects.	HRS 201H-123	W	\$ 19,321,141	\$ 447,240	\$ 2,036,632	\$ (95,000)	\$ 17,636,749	
Housing Project Bond Special Fund - Multi Family	The Multifamily Housing Revenue bond Fund was created in accordance with Act 291, SLH 1980, which authorized the Corporation to issue revenue bonds of \$122,500,000. This authorization was subsequently increased to \$500,000,000 by Act 304, SLH 1996; Act 185, SLH 2004; Act 231, SLH 2007 and Act 121, SLH 2008. This authorization was further increased to \$750,000,000 by Act 138, SLH 2012.	201H-Part III.A	W	\$ -	\$ 79,789,617	\$ 79,789,617		\$ -	
Housing Loan Program Revenue Bond Special Fund (Not S/T)	The Rental Housing System and the State of Hawaii Affordable Program were created under the provision of section 57 of Act 337, SLH 1987. Act 216, SLH 1987, as amended by Act 390, SLH 1988, authorized the Corp to issue up to \$75,000,000 of revenue bonds. This authorization was subsequently increased to \$375,000,000 by Act 316, SLH 1989, Act 299, SLH 1990, and Act 172, SLH 1991. In October 2004, the Corporation issued bonds to refund the outstanding RHS and SHARP bonds. The Hawaii Rental Housing System Revenue Bond (HRHSRB) program was created as a result of the refunding.	HRS 201H-80	W	\$ 2,340,938	\$ 19,565,424	\$ 19,467,852		\$ 2,438,510	

Department of Business, Economic Development and Tourism
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Housing Loan Program Revolving Bond Fund (Not S/T)	The Single Family Mortgage Purchase Revenue Bond Fund was established in accordance with Act 50, SLH 1979, as amended by Act 337, SLH 1987. These Acts, together with Act 288, SLH 1980; Act 13, Special SLH 1981; Act 224, SLH 1984; Act 171, SLH 1991; Act 1, SLH 1995; and Act 189, SLH 1999 authorize the Corporation to issue bonds of up to \$2,275,000,000. The proceeds from bond issues are used to make affordable interest rate mortgage loans to persons & families of low & moderate income for the purchase of owner-occupied detached single-family and condominium dwelling. Funds are held by a trustee outside of the State Treasury.	HRS 201H, Part III.B	W	\$ 141,959	\$ 3,598,692	\$ 3,740,651		\$ -	
Rental Housing Revolving Fund (c)	Funding is made available to subsidize the development of affordable rental housing (grant or low-interest, long term loan) by establishing the Rental Housing Trust Fund as a continuous renewable resource to assist very low and low income families and individuals, including the homeless and special needs groups, in obtaining rental housing. Revenues are obtained through collection of miscellaneous income and application fees.	HRS 201H-202	W	\$ 97,111,402	\$ 39,044,511	\$ 44,395,000		\$ 91,760,913	
OHA Ceded Lands Program	Under Act 178, SLH 2006 and Executive Order 06-06, each agency of the State that collects receipts from the lands within the public land trust are required to transfer a portion of those receipts to the Office of Hawaiian Affairs ("OHA") thirty days after the close of each fiscal quarter.	Act 178, SLH 2006	T	\$ -	\$ 45,000	\$ 45,000		\$ -	

Department of Business, Economic Development and Tourism
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
FTZ Special Fund	To encourage manufacturing and value-added activities in Hawaii, increase the export competitiveness of Hawaii companies incubate and support small businesses engaged in importing and exporting activities, and attract new investment and job opportunities by operating a statewide Foreign-Trade Zone (FTZ) program that reduces the barriers and costs associated with international trade.	HRS 212	B	\$ 991,516	\$ 1,900,000	\$ 1,900,000	\$ -	\$ 991,516	\$ -
HAWAII COMMUNITY DEVELOPMNT REVOLVNG FND	Section 206E-16, HRS, requires all revenues and receipts of Hawaii Community Development Authority (HCDA) to be deposited into this fund and used to further HCDA's community development objectives. Objectives include planning and implementation of capital improvement projects to upgrade infrastructure and develop public facilities, implementation of long-term planning initiatives to support the development of mixed-use communities that strengthen and diversify Hawaii's economy while enhancing the quality of life for Hawaii's people. In sum, with the support of the Legislature and stakeholders, HCDA strives to create better communities for tomorrow.	Section 206E-16 HRS	W	\$ 15,965,965	\$ 7,428,441	\$ 4,403,783	\$ 87,521	\$ 18,903,102	\$ -
HEEIA COMMUNITY DEV REVOLVING FUND	Section 206E-204 HRS, requires all revenues and receipts for the Heeila Community Development District be deposited into this fund and be used to further HCDA's community development objectives for this district.	Section 206E-204, HRS	W	\$ 2,897	\$ 12	\$ -	\$ -	\$ 2,909	\$ -
KALAELOA COMMUNITY DEVELOPMENT DISTRICT	Section 206E-195 HRS requires all revenues and receipts for the Kalaeloa Community Development District be deposited into this fund and be used to further HCDA's community development objectives for Kalaeloa. Objectives include implementation of policies, programs, and projects that promote economic development and employment opportunities through varied land uses and private sector investment.	Section 206E-195 HRS	W	\$ 386,196	\$ 209,253	\$ 369,271	\$ 87,521	\$ 313,699	\$ -

Department of Business, Economic Development and Tourism
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
HCDA Speical Assessment Reserve Fund	Section 206E-6(g), HRS, requires properties to be assessed a share of the cost of public facilities improvements. The monies collected from property owners for the payment of assessments and interest on improvement district (ID) bonds are required to be placed in separate special fund to be applied to the payment of principal and interest on these bonds and other related costs. Any surplus after debt services shall be used to further HCDA's community development objectives of the Kakaako District.	Section 206E-6(g) HRS	W	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	The installment program ended June 1, 2008, and all outstanding bonds and related costs were paid off by January 1, 2006, the balance of this fund were transferred to Hawaii Community Development Revolving Fund in FY11.								
BROWNFIELDS CLEANUP REVOLVING LOAN FUND	The fund was established with a \$ 2 million grant from the US EPA to provide low-cost loans for the clean-up of eligible containment sites. The low-cost loans are intended to facilitate the reuse of sites whose redevelopment is hindered by the potential liability and cost of cleaning up contamination that may harm human and environmental health.	Act 173, SLH 2002 amended Act20, SLH 2007	W	\$ 1,769,952	\$ -	\$ 592,325	\$ -	\$ 1,177,627	\$ -
STATEWIDE GEOSPATIAL INFORMATION AND INTEGRATION SPECIAL FUND	To help support the operation and maintenance of the GIS program and enable the office of planning to collect moneys to facilitate operational aspects of the statewide planning and geographic information system and charge fees for spatial analysis services.	Act 4, Sp SLH 2007	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HTA Toursim Special Fund	The primary purpose of the Tourism Special Fund is to provide the Hawaii Tourism Authority with funds to implement the purposes of Chapter 201B, HRS.	HRS 201B	B	\$ 23,890,405.00	\$ 82,000,000.00	\$ (93,255,548.00)	\$ -	\$ 12,634,857.00	\$ -
Convention Center Enterpise Special Fund	Moneys in the fund shall be used by the Hawaii Tourism Authority for the payment of debt service and the operation, maintenance, repair, improvement and marketing of the Hawaii Convention Center.	HRS 201B	B	\$ 4,249,995.84	\$ 43,025,831.00	\$ (39,494,595.00)	\$ -	\$ 7,781,231.84	\$ -
Tourism Emergency Trust Fund	The purpose of the Tourism Emergency Trust Fund is to provide for the development and implementation of emergency measures to respond to any tourism emergency pursuant to HRS Section 201B-9, including providing emergency assistance to tourists during the tourism emergency. A tourism emergency exists upon declaration by the Governor.	HRS 201B	W	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ 5,000,000.00	\$ -

Department of Business, Economic Development and Tourism
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
HYDROGEN INVESTMENT CAPITAL SPECIAL FUND	Provide seed capital for and venture capital investments in private sector and federal projects for research, development, testing, and implementation of the Hawaii renewable hydrogen program, as set forth in section 196-10	Section 211F	B	\$ 141,474	\$ 650	\$ 126,006	\$ -	\$ 16,118	\$ -
HAWAII STRATEGIC DEVELOPMENT CORP REV FD	To provide venture capital investment funds for Hawaii's developing businesses. Public funds are being invested alongside private sector funds as a catalyst to develop a local venture capital industry, assist innovative, high growth businesses, and help diversify the state's economy. HSDC also assists entrepreneurs to attract capital through business mentoring workshops and seminars.	Section 211F	W	\$ 6,884,015	\$ 147,619	\$ 1,925,000	\$ -	\$ 5,106,634	\$ -
(a) DURF (S-375): Outstanding Board commitments not encumbered (subject to availability of funds): \$52,391,512.									
(b) RARF (S-378): Present Value of Estimated Obligation: \$69,707,585.									
(c) RHRF (S-380): Outstanding Board commitments (subject to availability of funds): \$73,264,276. Total amount of additional applications submitted for the 15-01 and 16-01 rounds: \$76,954,085.									

Department of Business, Economic Development and Tourism
 Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BED142A	N/A	12/1/2014	2/1/2016	12888	Fiscal Officer I	N	SR26	93	P	1	A	\$ 86,911.00	\$ 85,416.00	N	N	N/A	Currently in active recruitment.	1
BED144P	N/A	08/01/14	6/30/16	12517	Planning Program Administrator	N	ES02	35	P	1	A	#####	\$ 132,216.00	N	N	N/A	Will be filling position. Begin recruitment January 2016.	2
BED144P	N/A	05/07/13	6/30/16	11280	Planning Program Manager	N	EM05	35	P	1	A	\$ 42,540.00	\$ 75,000.00	Y	N	N/A	Pos. No. 15759 (Information Technology Specialist VI) will be on Temporary Assignment to this position as of 7/1/13 until position is filled. In active recruitment.	3
BED107B	N/A	01/02/14	06/30/16	22200	FTZ Representative	N	SR26	13	P	1	B	\$ 58,730.00	\$ 57,720.00	Y	Y	2	In Active Recruitment. Employee has return rights. Currently filled with 89-day hire.	4
BED100S	N/A	01/01/15	06/30/16	42674	Secretary III	N	SR16	63	P	1	A	\$ 49,968.00	\$ 46,176.00	Y	Y	2	Employee has return rights to this position. Currently filled with 89-day hire.	5
BED144P	N/A	01/01/14	6/30/16	26624	Planner V	N	SR24	13	T	1	N	\$ 51,312.00	\$ 53,364.00	Y	Y	7	Currently filled with an 89-day hire; In active recruitment.	6
BED144P	N/A	N/A	1/1/16	121844	Planner VI	N	SR26	23	P	1	A	\$ 29,364.00	N/A	Y	N	N/A	In active recruitment; initial interviews held December 2015.	7

Department of Business, Economic Development and Tourism
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BED144P	N/A	08/26/15	3/30/16	102932	Planning & Policy Analyst OP					1	N	\$ 52,198.00	\$ 51,300.00	N	N	N/A	Will be filling position. Begin recruitment January 2016	8
BED105C	N/A	11/01/14	06/30/16	44000	Eco. Dev. Specialist V	N	SR24	13	P	1	A	\$ 55,500.00	\$ 62,424.00	N	Y	4	Awaiting DHRD of approval for redescription as a Film Industry Development Specialist VI. Filled with 89-day hire.	9
BED100S	N/A	09/30/12	08/16/16	18398	Secretary II	N	SR14	3	P	1	A	\$ 41,064.00	\$ 33,720.00	Y	N	1	In active recruitment.	10
BED103D	N/A	7/6/15	1/15/16	121099	Secretary II	N	SR14	63	P	1	A	\$ 33,720.00	\$ 33,720.00	Y	N	N/A	Currently in active recruitment.	11
BED105C	N/A	N/A	01/15/16	121196	Office Assistant III	N	SR08	3	P	1	A	\$ 26,700.00	\$ 26,707.00	Y	N	3	Anticipate hiring by January 15, 2016.	12
BED107B	N/A	02/01/15	06/30/16	31385	FTZ Warehouse Worker	N	BC06	1	P	1	B	\$ 42,435.00	\$ 40,788.00	N	N	N/A	In Active Recruitment	13
BED107B	N/A	06/18/12	03/31/16	27656	Office Assistant IV	N	SR10	3	P	1	B	\$ 31,212.00	\$ 31,212.00	Y	N	N/A	In Active Recruitment	14
BED130F	N/A	5/1/15	2/1/16	10066	Information Specialist IV	N	SR22	13	P	1	A	\$ 53,352.00	\$ 64,920.00	Y	N	2	Currently revising position description. Recruitment shortly to follow.	15
BED142A	N/A	N/A	3/1/2016	120974	Departmental Contracts Spe	N	SR22	13	P	1	A	\$ 48,230.00	N/A	Y	N	N/A	Currently redescrbing position.	16
BED120S	N/A	10/16/14	01/04/16	101058	Energy Management Analyst	Y	SRNA	13	T	1	B	\$ 56,630.00	\$ 55,656.00	Y	N	N/A	Job Appointment made - effective 1/4/16.	17
BED120S	N/A	12/31/14	12/01/15	119361	Transmission Specialist	Y	SRNA	13	T	1	B	\$ 80,378.00	\$ 78,996.00	Y	N	N/A	Job Appointment made - effective 12/1/15.	18
BED120S	N/A	10/01/15	01/31/16	119415	Energy Planning Analyst	Y	SRNA	13	T	1	B	\$ 64,261.00	\$ 73,020.00	N	N	N/A	Position under active recruitment.	19

Department of Business, Economic Development and Tourism
 Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BED120S	N/A	06/15/15	01/31/16	119366	Renewable Energy Analyst	Y	SRNA	13	T	1	B	\$ 91,013.00	\$ 89,448.00	Y	N	N/A	Position under active recruitment.	20
BED138G	N/A	07/01/15	01/11/16	121519	Executive Assistant	Y	SRNA	63	T	1	B	\$ 58,000.00	\$ 55,008.00	Y	N	N/A	Job offer made to applicant. Will start on 1/11/16.	21
BED143T	N/A	N/A	1/16/16	121854	HCATT Project Manager	Y	SRNA	13	T	1	B	\$ 6,334.00	N/A	Y	N	N/A	Currently recruiting to fill the position.	22
BED143T	N/A	5/1/13	1/16/16	101816	HTDC Accountant	Y	SRNA	13	T	0.5	A	\$ 25,968.00	\$ 25,968.00	N	N	N/A	Awaiting approval to fill the position. Hiring to be done soon thereafter.	23
BED143T	N/A	5/1/13	1/16/16	101816	HTDC Accountant	Y	SRNA	13	T	0.5	B	\$ 25,968.00	\$ 25,968.00	N	N	N/A	Awaiting approval to fill the position. Hiring to be done soon thereafter.	23
BED143T	N/A	8/13/11	8/1/16	102460	HTDC Industry Info. Specialis	Y	SRNA	13	T	0.5	B	\$ 47,260.00	\$ 41,706.00	N	N	N/A	Funds are being requested to make position full-time. Position will be filled after it is restored to 1.0 FTE.	24
BED143T	N/A	3/8/08	8/1/17	102275	HTDC Special Projects Coord	Y	SRNA	13	T	0.5	B	\$ 27,143.00	\$ 26,676.00	N	N	N/A	Position will be filled after it is restored to 1.0 fte.	25
BED146E	N/A	6/30/07	6/30/16	102526	NELHA Microbiologist III	Y	SRNA	13	T	1	B	\$ 50,195.00	\$ 47,448.00	N	N	N/A	Plan to fill.	26
BED146E	N/A	6/30/07	6/30/16	102694	NELHA Chemist III	Y	SRNA	13	T	1	B	\$ 44,835.00	\$ 44,066.00	N	N	N/A	Plan to fill.	27
BED146E	N/A	12/31/13	6/30/16	102316	NELHA Groundkeeper II	Y	SRNA	1	T	1	B	\$ 37,723.00	\$ 36,252.00	N	N	N/A	Plan to fill.	28
BED146E	N/A	6/30/14	6/30/16	102305	NELHA Veh Const Equip Mec	Y	SRNA	1	T	1	B	\$ 38,768.00	\$ 3,105.00	N	N	N/A	Plan to fill.	29
BED146E	N/A	N/A	3/30/16	98007	NELHA Energy Specialist	Y	SRNA	13	T	1	B	\$ 57,998.00	N/A	N	N	N/A	Plan to fill.	30
BED150K	N/A	09/12/15	01/11/16	117843	HCDA Asset Mgmt Specialist	Y	SRNA	13	T	1	B	\$ 52,000.00	\$ 51,996.00	Y	N	N/A	Job offered to applicant. Applicant will start on 1/11/16.	31

Department of Business, Economic Development and Tourism
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BED150K	N/A	10/30/15	01/16/16	107937	HCDA Asset Manager	Y		13	T	1	B	#####	\$ 103,992.00	N	N	N/A	Request to Fill will be submitted.	32
BED160H	N/A	11/15/2016	3/1/2016	117690	Chief Financial Officer	Y	SRNA	93	T	1	W	\$101,697					In active recruitment. Currently Interviewing	33
BED160H	N/A	01/27/15	02/01/16	104676	Housing Finance Specialist II	Y	SRNA	13	T	1	W	\$ 83,577.00	\$ 82,140.00	N	N	N/A	Request to fill submitted.	34
BED160H	N/A	07/01/14	02/01/16	121526	Planner VI	N	SR26	23	P	1	W	\$ 58,728.00	N/A	Y	N	N/A	In active recruitment. Currently Interviewing	35
BED160H	N/A	07/01/11	02/01/16	107931	Property Management Coord	Y	SRNA	13	T	1	W	\$ 56,471.00			N		In active recruitment. Currently Interviewing	36
BED160H	N/A	03/29/02	03/01/16	102029	Development Support Sectic	Y	SRNA	93	T	1	W	\$ 67,302.00	\$ 66,144.00	N	N	N/A	Planning to fill	37
BED160H	N/A	12/31/12	03/01/16	100375	Housing Loan Specialist I	Y	SRNA	13	T	1	W	\$ 66,056.00	\$ 64,920.00	N	N		Request to fill submitted. Will fill with internal applicant.	38
BED160H	N/A	03/01/12	03/01/16	101169	Land Programs Splct I	Y	SRNA	13	T	1	W	\$ 61,074.00	\$ 60,024.00	N	N	N/A	Planning to fill	39
BED160H	N/A	09/02/14	02/01/16	118255	Office Assistant III	N	SR08	3	P	1	W	\$ 26,712.00			Y		In active recruitment. Currently Interviewing	40
BED160H	N/A	08/05/14	04/01/16	102020	Secretary to the Executive D	Y	SRNA	63	T	1	W	\$ 58,416.00			N		Currently filled with temporary assignment.	41
BED160H	N/A	03/20/07	03/01/16	92004B	Prog Splct & Tenant Svcs	Y	SRNA	13	T	1	W	\$ 68,669.00	N/A	N	N	N/A	Planning to fill	42
BED160H	N/A	08/15/14	02/01/16	42091	Secretary I	N	SR12	3	P	1	W	\$ 31,236.00	\$ 41,064.00	N	N	2	Planning to fill	43
BED160H	N/A	06/20/07	03/01/16	105731	Mortgage & Rental Finance S	Y	SRNA	23	T	1	W	\$ 77,289.00	\$ 64,936.00	N	N	N/A	Planning to fill	44
BED160H	N/A	01/16/09	03/01/16	101325	Housing Development Specia	Y	SRNA	13	T	1	W	\$ 90,403.00	\$ 88,848.00	N	N	N/A	Planning to fill	45
BED160H	N/A	03/10/05	03/01/16	100932	Property Management Coord	Y	SRNA	13	T	1	W	\$ 63,516.00	\$ 56,040.00	N	N	N/A	Planning to fill	46
BED160H	N/A	07/01/10	03/01/16	101324	Property Management Coord	Y	SRNA	13	T	1	W	\$ 80,366.00	\$ 78,984.00	N	N	N/A	Planning to fill	47
BED160H	N/A	12/31/12	04/01/16	100927	Housing Development Specia	Y	SRNA	13	T	1	W	\$ 63,516.00	\$ 62,424.00	N	N	N/A	Planning to fill	48
BED160H	N/A	02/15/07	04/01/16	121250	Account Clerk V	N	SR13	3	P	1	W	\$ 35,112.00	N/A	Y	N	N/A	Planning to fill	49
BED160H	N/A	02/17/14	04/01/16	14769	Account Clerk III	N	SR11	3	P	1	W	\$ 28,836.00	\$ 28,836.00	N	N	N/A	Planning to fill	50
BED160H	N/A	04/23/07	04/01/16	32938	Office Assistant III	N	SR08	3	P	1	W	\$ 26,700.00	\$ 23,736.00	N	N	N/A	Planning to fill	51
BED160H	N/A	09/17/01	04/01/16	40990	Dept Personnel Officer I	N	EM01	73	P	1	W	\$ 65,289.00	\$ 47,448.00	N	N	N/A	Planning to fill	52
BED160H	N/A	02/18/09	04/01/16	27586	Office Assistant IV	N	SR10	3	P	1	W	\$ 28,872.00	\$ 26,688.00	Y	N	5	Planning to fill	53
BED160H	N/A	08/16/12	04/01/16	27568	Office Assistant III	N	SR08	3	P	1	W	\$ 26,700.00	\$ 30,036.00	N	N	N/A	Planning to fill	54
BED160H	N/A	12/31/13	04/01/16	25650	Housing Loan Services Office	N	SR24	23	P	1	W	\$ 80,378.00	\$ 78,996.00	N	N	N/A	Planning to fill	55
BED160H	N/A	02/16/07	04/01/16	97009B	Secretary III	N	SR16	3	P	1	W	\$ 36,468.00	N/A	N	N	N/A	Planning to fill	56

Department of Business, Economic Development and Tourism
 Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BED160H	N/A	08/03/15	12/15/15	42103	Office Assistant IV	N	SR10	3	P	1	W	\$ 31,236.00			Y		Job offer made to applicant. Appliant will start on 12/15/15.	57
BED113T	N/A	08/08/15	01/05/16	107927	HTA VP, Brand Management	Y	SRNA	93	T	1	B	\$10 / \$80,128	\$ 225,000.00	Y	N	N/A	Job offer made	58
BED113T	N/A	10/01/15	01/05/16	117281	HTA Director of Communicat	Y	SRNA	13	T	1	B	\$ 91,673.00	\$ 90,096.00	N	N	N/A	Candidate select	59
BED113T	N/A	10/21/15	01/05/16	117227	HTA Tourism Brand Manager	Y	SRNA	13	T	1	B	\$ 84,457.00	\$ 83,004.00	N	N	N/A	Job offer made	60
BED113T	N/A	11/7/15	2/1/16	107921	HTA Contracts & Admin Mgr	Y	SRNA	13	T	1	B	\$ 79,572.00	\$ 78,204.00	N	N	N/A	Currently in acti	61
BED113T	N/A	08/01/15	12/16/15	107919	HTA Administrative Assistant	Y	SRNA	13	T	1	B	\$ 71,001.00	\$ 69,780.00	N	N	N/A	Will be filled wit	62
BED113T	N/A	07/07/15	7/1/16	107926	HTA Tourism Brand Mgr	Y	SRNA	13	T	1	B	\$ 73,431.00	\$ 72,168.00	N	N	N/A	Per legislature's	63
BED113T	N/A	02/01/15	7/1/16	107916	HTA Administrative Assistant	Y	SRNA	13	T	1	B	\$ 44,982.00	\$ 44,208.00	N	N	N/A	Plan to fill.	64
BED113T	N/A	7/1/15	7/1/16	107917	HTA Administrative Assistant	Y	SRNA	13	T	1	B	\$ 45,788.00	\$ 45,000.00	N	N	N/A	Plan to fill.	65
BED113T	N/A	9/11/2015		28287	HTA Director of MCI	Y	SRNA	13	T	1	B	27 / \$58,761	\$ 165,000.00	N	N	N/A		66
BED113T	N/A	n/a		97011	HTA Tourism Specialist	Y	SRNA	13	T	1	B	\$ 40,000.00	N/A	N	N	N/A		67
BED113T	N/A	n/a		97012	HTA Tourism Specialist	Y	SRNA	13	T	1	B	\$ 40,000.00	N/A	N	N	N/A		68
BED113T	N/A	n/a		99010	HTA Product Development S	Y	SRNA	13	T	1	B	\$ 50,000.00	N/A	N	N	N/A		69

Department of Business, Economic Development and Tourism
 Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
BED100SM	N/A	06/22/15	18398	Secretary II	N	SR14	3	P	A	1	\$ 49,968	1	\$ 42,684
BED103DA	N/A	07/01/15	121099	Secretary II	N	SR14	63	P	A	1	\$ 33,720	1	\$ 33,720
BED105CI	N/A	11/1/2014	44000	Economic Development Specialist V	N	SR24	13	P	A	1	\$ 63,516	1	\$ 62,424
BED107BA	N/A	12/31/2014	22203	Account Clerk III	N	SR11	3	P	B	1	\$ 44,388	1	\$ 44,388
BED107BA	N/A	1/31/2015	31385	FTZ Warehouse Worker	N	BC06	1	P	B	1	\$ 42,435	1	\$ 40,788
BED113TO	N/A	1/30/2015	107916	HTA Administrative Assistant	Y	SRNA	13	T	B	1	\$ 44,982	1	\$ 44,208
BED113TO	N/A	07/01/15	107921	HTA Contracts & Administrative Manager	Y	SRNA	13	T	B	1	\$ 79,572	1	\$ 78,204
BED113TO	N/A	07/01/15	107917	HTA Administrative Assistant	Y	SRNA	13	T	B	1	\$ 45,788	1	\$ 45,000
BED113TO	N/A	07/07/15	107926	HTA Tourism Brand Manager	Y	SRNA	13	T	B	1	\$ 73,431	1	\$ 72,168
BED113TO	N/A	08/01/15	107919	HTA Administrative Assistant I	Y	SRNA	13	T	B	1	\$ 71,001	1	\$ 69,780
BED113TO	N/A	08/08/15	107927	VP, Brand Management	Y	SRNA	93	T	B	1	\$ 148,810	1	\$ 146,250
BED113TO	N/A	10/1/2015	117281	HTA Director of Communications & Brand Management	Y	SRNA	13	T	B	1	\$ 91,673	1	\$ 90,096
BED113TO	N/A	10/21/2015	117227	HTA Tourism Brand Manager	Y	SRNA	13	T	B	1	\$ 84,457	1	\$ 83,004
BED113TO	N/A	11/7/2015	107921	HTA Contracts & Administrative Manager	Y	SRNA	13	T	B	1	\$ 79,572	1	\$ 102,000
BED113TO/ XC	N/A	11/21/2014	107900	Executive Director, HTA	Y	SRNA	0	T	B	1	\$ 175,500	1	\$ 270,000
BED113TO/ XC	N/A	12/31/2014	107928	HTA Budget/Fiscal Officer	Y	SRNA	13	T	B	1	\$ 65,436	1	\$ 98,940

Department of Business, Economic Development and Tourism
 Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
BED113TO/XC	N/A	12/31/2014	107912	HTA VP, Administration & Fiscal Affairs	Y	SRNA	93	T	B	1	\$ 119,048	1	\$ 180,000
BED113TO/XC	N/A	09/11/15	28287	HTA Director of Meeting, Conventions & Incentive	Y	SRNA	13	T	B	1	\$ 109,127	1	\$ 165,000
BED120SI	N/A	7/1/2014	119363	ARRA Permitting Specialist	Y	SRNA	13	T	B	1	\$ 91,477	1	\$ 89,904
BED120SI	N/A	12/31/2014	119361	Renewable Energy Analyst	Y	SRNA	13	T	B	1	\$ 80,378	1	\$ 78,996
BED120SI	N/A	3/5/2015	119412	Energy Data Analyst	Y	SRNA	13	T	B	1	\$ 89,121	1	\$ 84,000
BED120SI	N/A	3/26/2015	25303	Secretary III	N	SR16	63	P	B	1	\$ 36,468	1	\$ 36,468
BED120SI	N/A	06/15/15	119366	Renewable Energy Analyst	Y	SRNA	13	T	B	1	\$ 91,013	1	\$ 89,448
BED120SI	N/A	09/16/15	101832	Planning & Policy Branch Chief	Y	SRNA	13	T	B	1	\$ 105,006	1	\$ 103,200
BED130FA	N/A	12/1/2014	10066	Information Specialist IV	N	SR22	13	P	A	1	\$ 66,056	1	\$ 64,920
BED138GI	N/A	12/20/2014	121521	HGIA Program Officer	Y	SRNA	13	T	B	1	\$ 90,000	1	\$ 78,000
BED138GI	N/A	2/27/2015	121517	HGIA Executive Director	Y	SRNA	93	T	B	1	\$ 119,000	1	\$ 115,000
BED138GI	N/A	07/01/15	121519	HGIA Executive Assistant	Y	SRNA	63	T	B	1	\$ 58,000	1	\$ 55,008
BED142AA	N/A	12/1/2014	12888	Fiscal Officer I	N	SR26	93	P	A	1	\$ 86,911	1	\$ 85,416
BED143TE	N/A	07/01/15	120661	HCATT Project Manager	Y	SRNA	13	T	P	1	\$ 79,365	1	\$ 78,000
BED144PL	N/A	8/1/2014	12517	Planning Program Administrator II	N	ES02	35	P	A	1	\$ 135,191	1	\$ 132,216
BED144PL	N/A	11/11/2014	22408	Planner V	N	SR24	13	P	A	1	\$ 61,062	1	\$ 60,012
BED144PL	N/A	3/1/2015	12312	Secretary IV	N	SR18	63	P	A	1	\$ 56,172	1	\$ 56,172
BED144PZ	N/A	08/26/15	102932	Planning & Policy Analyst OP	Y	SRNA	13	T	N	1	\$ 52,198	1	\$ 51,300
BED145VC	N/A	4/1/2015	120802	HSDC Associate	Y	SRNA	13	T	W	1	\$ 51,612	1	\$ 50,724

Department of Business, Economic Development and Tourism
 Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
BED146EL	N/A	7/1/2014	102305	NELHA Vehicle Construction Equipment Mechanic	Y	SRNA	1	T	B	1	\$ 38,768	1	\$ 37,260
BED146EL	N/A	08/01/15	102312	NELHA Engineering Project Coordinator	Y	SRNA	13	T	B	1	\$ 62,784	1	\$ 61,704
BED150KA	N/A	7/1/2014	101017	Secretary to Executive Director, HCDA	Y	SRNA	63	T	W	1	\$ 66,540	1	\$ 60,000
BED150KA	N/A	12/2/2014	107937	HCDA Asset Manager	Y	SRNA	13	T	C	1	\$ 103,992	1	\$ 103,992
BED150KA	N/A	1/3/2015	101017	Secretary to the Executive Director, HDCA	Y	SRNA	63	T	W	1	\$ 62,400	1	\$ 62,400
BED150KA	N/A	07/18/15	102039	HCDA Administrative Services Officer	Y	SRNA	73	T	C	1	\$ 99,600	1	\$ 99,600
BED150KA	N/A	07/30/15	101059	HCDA Program Specialist V	Y	SRNA	13	T	C	1	\$ 72,612	1	\$ 72,612
BED150KA	N/A	09/12/15	117843	HCDA Asset Management Specialist	Y	SRNA	13	T	C	1	\$ 51,996	1	\$ 51,996
BED160HA	N/A	1/31/2015	42099	Personnel Management Specialist V	N	SR24	73	T	W	1	\$ 55,751	1	\$ 53,364
BED160HA	N/A	11/17/2015	117690	Chief Financial Officer	Y	SRNA	93	T	W	1	\$ 101,697	1	\$ 99,948
BED160HD	N/A	08/01/15	42103	Office Assistant IV	N	SR10	3	P	W	1	\$ 31,236	1	\$ 33,720
BED160HF	N/A	1/26/2015	104676	Housing Finance Specialist II	Y	SRNA	13	T	W	1	\$ 83,577	1	\$ 82,140

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
BED 100SM	N/A	04/27/15	120632	Economic Development Spec VI	N	SR26	13	P	A	1	\$ 58,730.00	1	\$ 60,012.00	N
BED 107BA	N/A	04/01/15	22203	Account Clerk III	N	SR11	3	P	B	1	\$ 44,388.00	1	\$ 29,988.00	N
BED 107BA	N/A	09/01/15	34735	Business Manager V	N	SR24	13	P	B	1	\$ 56,459.00	1	\$ 67,512.00	N
BED 107BA	N/A	02/09/15	34735	Business Manager V	N	SR24	13	P	B	1	\$ 56,459.00	1	\$ 53,364.00	Y
BED 107BA	N/A	09/01/15	22200	FTZ Representative	N	SR26	13	P	B	1	\$ 58,730.00	1	\$ 57,720.00	Y
BED 130FA	N/A	1/6/15	10066	Information Specialist IV	N	SR22	13	P	G	1	\$ 66,056.00	1	\$ 47,400.00	N
BED 138GI	N/A	11/17/14	121520	Program Officer	Y	SRNA	13	T	B	1	\$ 90,000.00	1	\$ 90,000.00	N
BED 138GI	N/A	12/01/14	121517	Executive Director	Y	SRNA	93	T	B	1	\$ 119,000.00	1	\$ 115,000.00	N
BED 138GI	N/A	04/16/15	121521	Program Officer	Y	SRNA	13	T	B	1	\$ 90,000.00	1	\$ 80,004.00	N
BED 138GI	N/A	06/01/15	121719	HGIA Accountant	Y	SRNA	73	T	B	0.49	N/A	0.49	\$ 41,853.84	N
BED 138GI	N/A	8/17/2015	121522	Administrative Services Coordinator	Y	SRNA	13	T	B	1	\$ 90,000.00	1	\$ 45,000.00	N
BED 138GI	N/A	10/16/2015	121517	HGIA Executive Direct	Y	SRNA	93	T	B	1	\$ 119,000.00	1	\$ 138,000.00	N
BED 144PL	N/A	09/01/15	121808	CZM Policy Analyst	Y	SRNA	73	T	B	0.49	N/A	0.49	\$ 26,686.40	N
BED 146EL	N/A	1/16/15	102525	NELHA Water Quality Lab Specialist	Y	SRNA	13	T	B	1	\$ 52,210.00	1	\$ 51,996.00	N
BED 146EL	N/A	08/24/15	102312	NELHA Engineer	Y	SRNA	13	T	B	1	\$ 62,784.00	1	\$ 55,000.08	N
BED103DA	N/A	9/16/2014	0012109 9	Secretary II	N	SR14	63	P	A	1	\$ 33,720.00	1	\$ 33,720.00	N
BED105CI	N/A	02/17/15	44002	Eco. Dev. Specialist V	N	SR24	13	P	A	1	\$ 54,298.00	1	\$ 55,236.00	N
BED105CI	N/A	7/8/2014	44002	Economic Developme	N	SR24	13	P	A	1	\$ 54,298.00	1	\$ 53,364.00	Y
BED105CI	N/A	9/2/2014	121196	Office Asst III	N	SR08	3	P	A	1	\$ 26,700.00	1	\$ 26,700.00	Y
BED105CI	N/A	8/13/2015	121196	Office Asst III	N	SR08	3	P	A	1	\$ 26,700.00	1	\$ 26,700.00	Y
BED105CI	N/A	4/27/2015	121196	Office Asst III	N	SR08	3	P	A	1	\$ 26,700.00	1	\$ 26,700.00	Y
BED105CI	N/A	12/2/2014	44000	Economic Developme	N	SR24	13	P	A	1	\$ 63,516.00	1	\$ 53,364.00	Y
BED105CI	N/A	8/24/2015	44000	Economic Developme	N	SR24	13	P	A	1	\$ 63,516.00	1	\$ 53,364.00	Y
BED105CI	N/A	5/4/2015	44000	Economic Developme	N	SR24	13	P	A	1	\$ 63,516.00	1	\$ 53,364.00	Y
BED107BA	N/A	7/1/2014	0002453 3	Ftz Warehouse Worker	N	BC06	1	P	B	1	\$ 42,436.00	1	\$ 40,788.00	N

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Effective Date Position Filled</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
BED107BA	N/A	9/2/2014	0002417 0	FTZ Warehouse Worker	N	BC06	1	P	B	1	\$ 42,436.00	1	\$ 40,788.00	N
BED113TO	N/A	7/3/2014	0011161 4	HTA Tourism Research Manager	Y	SRNA	13	T	B	1	\$ 85,470.00	1	\$ 84,000.00	N
BED113TO	N/A	7/17/2014	0010792 4	HTA Administrative Assistant	Y	SRNA	3	T	B	1	\$ 43,200.00	1	\$ 43,200.00	N
BED113TO	N/A	05/28/15	107900	Executive Director, HTA	Y	SRNA	00	T	B	1	\$ 270,000.00	1	\$ 270,000.00	N
BED113TO	N/A	06/09/15	107912	HTA Chief Operating Officer	Y	SRNA	93	T	B	1	\$ 183,151.00	1	\$ 150,000.00	N
BED113TO	N/A	7/27/2015	107928	HTA Budget/Fiscal Officer	Y	SRNA	13	T	B	1	\$ 100,671.00	1	\$ 84,004.00	N
BED113TO	N/A	9/21/15	107921	HTA Contracts & Admin Mgr	Y	SRNA	13	T	B	1	\$ 79,572.00	1	\$ 102,000.00	N
BED120SI	N/A	09/16/04	119408	Renewable Energy Analyst	Y	SRNA	13	T	B	1	\$ 66,239.00	1	\$ 65,100.00	N
BED120SI	N/A	10/16/14	102074	Energy Secretary II	Y	SRNA	3	T	B	1	\$ 37,200.00	1	\$ 37,200.00	N
BED120SI	N/A	7/16/2014	0011941 1	Renewable Energy Analyst	Y	SRNA	13	T	B	1	\$ 78,352.00	1	\$ 77,004.00	N
BED120SI	N/A	8/18/2014	0002679 6	Secretary II		SR14	3	P	B	1	\$ 44,388.00	1	\$ 44,388.00	N
BED120SI	N/A	9/2/2014	0010207 3	Energy Consvrtn Prgm Spclt III	Y	SRNA	13	T	B	1	\$ 79,365.00	1	\$ 78,000.00	N
BED120SI	N/A	9/2/2014	0002530 3	Secretary III	N	SR16	63	P	B	1	\$ 36,468.00	1	\$ 36,468.00	N
BED120SI	N/A	9/16/2014	0011940 8	Senior Advisor to the Engy Adm	Y	SRNA	13	T	B	1	\$ 66,239.00	1	\$ 65,100.00	N
BED120SI	N/A	10/16/14	101240	Energy Research Statistician	Y	SRNA	13	T	B	1	\$ 76,313.00	1	\$ 75,000.00	N
BED120SI	N/A	12/16/14	119412	Energy Data Analyst	Y	SRNA	13	T	B	1	\$ 89,121.00	1	\$ 84,000.00	N
BED120SI	N/A	12/16/14	119415	Energy Planning Analyst	Y	SRNA	13	T	B	1	\$ 64,261.00	1	\$ 73,020.00	N
BED120SI	N/A	01/16/15	119363	Energy Program Strategy Officer	Y	SRNA	13	T	B	1	\$ 91,477.00	1	\$ 115,020.00	N

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
BED120SI	N/A	01/16/15	119359	Energy Systems & Transportation Program Manager	Y	SRNA	13	T	B	1	\$ 94,652.00	1	\$ 120,000.00	N
BED120SI	N/A	5/1/15	102073	Energy Conservation Program Specialist III	Y	SRNA	13	T	B	1	\$ 79,365.00	1	\$ 68,004.00	N
BED120SI	N/A	07/16/15	25303	Secretary III	N	SR16	63	E	B	1	\$ 36,468.00	1	\$ 39,492.00	N
BED120SI	N/A	10/1/2015	119412	Energy Data Analyst	Y	SRNA	13	T	B	1	\$ 89,121.00	1	\$ 85,020.00	N
BED128OA	N/A	10/01/14	121486	Research Associate	Y	SRNA	13	T	A	1	\$ 74,310.00	1	\$ 73,032.00	N
BED130FA	N/A	7/1/2014	0001129 9	Economist VI	N	SR26	13	R	A	1	\$ 66,056.00	1	\$ 64,920.00	N
BED130FA	N/A	2/17/2015	48924	Research Statistician IV	N	SR22	13	P	A	1	\$ 46,080.00	1	\$ 47,400.00	Y
BED138GI	N/A	12/16/14	121519	Executive Assistant	Y	SRNA	63	T	B	1	\$ 58,000.00	1	\$ 55,008.00	N
BED142AA	N/A	12/26/2014	100120	Director, DBEDT	Y	SRNA	00	T	A	1	\$ 138,936.00	1	\$ 136,212.00	N
BED142AA	N/A	3/23/2015	17666	Administrative Services Officer	N	EM05	35	P	A	1	\$ 78,970.00	1	\$ 91,584.00	N
BED143TE	N/A	12/1/14	116614	MEP Project Manager	Y	SRNA	13	T	P	1	\$ 49,695.00	1	\$ 48,840.00	N
BED143TE	N/A	6/29/15	102716	HTDC Innovation Program Mgr.	Y	SRNA	13	T	B/A	1	\$ 95,239.00	1	\$ 70,008.00	N
BED143TE	N/A	10/16/2015	120661	HCATT Project Manag	Y	SRNA	13	T	P	1	\$ 79,365.00	1	\$ 60,000.00	N
BED144PL	N/A	06/16/14	27784	Office Assistant IV	N	SR10	3	P	N	1	\$ 28,872.00	1	\$ 27,756.00	N
BED144PL	N/A	06/16/14	121006	Secretary II	N	SR14	3	R	A	1	\$ 39,492.00	1	\$ 39,492.00	N
BED144PL	N/A	8/3/2015	12312	Secretary IV	N	SR18	63	P	A	1	\$ 56,172.00	1	\$ 39,492.00	N
BED144PL	N/A	12/1/2014	22408	Planner V	N	SR24	13	P	A	1	\$ 61,062.00	1	\$ 53,364.00	N
BED144PL	N/A	9/16/2014	26624	Planner V	N	SR24	13	P	N	1	\$ 51,312.00	1	\$ 53,364.00	Y
BED145VC	N/A	4/6/2015	120802	HSDC Associate	Y	SRNA	13	T	W	1	\$ 51,612.00	1	\$ 70,000.00	N
BED146EL	N/A	10/16/14	102313	NELHA Electrician II	Y	SRNA	1	T	B	1	\$ 54,127.00	1	\$ 52,020.00	N
BED150KA	N/A	08/01/14	102039	HCDA Administrative Services Officer	Y	SRNA	73	T	C	1	\$ 94,620.00	1	\$ 99,600.00	N
BED150KA	N/A	06/22/15	101017	HCDA Secretary to the Executive Director	Y	SRNA	63	P	W	1	\$ 55,440.00	1	\$ 62,400.00	N

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Effective Date Position Filled</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
BED150KA	N/A	7/1/2014	0010101 7	Secy To Exec Director, HCDA	Y	SRNA	63	P	W	1	\$ 55,440.00	1	\$ 62,400.00	N
BED150KA	N/A	8/1/2014	0010203 9	HCDA Admin Svcs Offcr	Y	SRNA	73	T	C	1	\$ 94,620.00	1	\$ 99,600.00	N
BED150KA	N/A	01/02/15	0010793 7	HCDA Asset Manager	Y	SRNA	13	T	C	1	\$ 95,004.00	1	\$ 103,992.00	N
BED150KA	N/A	11/3/2015	101059	HCDA Program Special	Y	SRNA	13	T	C	1	\$ 67,608.00	1	\$ 67,608.00	N
BED150KA	N/A	10/30/2015	102039	HCDA Admin Services Officer	Y	SRNA	73	T	C	1	\$ 104,400.00	1	\$ 104,400.00	N
BED160HA	N/A	9/2/2014	118255	Office Assistant III	N	SR08	3	P	W	1	\$ 26,712.00	1	\$ 26,700.00	Y
BED160HA	N/A	10/26/2015	42099	Personnel Management Specialist V	N	SR24	73	P	W	1	\$ 55,751.00	1	\$ 62,424.00	N
BED160HD	N/A	8/5/2014	0010228 4	Project Specialist I	Y	SRNA	13	T	W	1	\$ 57,155.00	1	\$ 56,172.00	N
BED160HD	N/A	09/02/14	42103	Office Assistant IV		SR10	3	P	W	1	\$ 31,236.00	1	\$ 31,236.00	N
BED160HD	N/A	11/25/2014	27586	Office Assitant IV	N	SR10	3	P	W	1	\$ 28,872.00	1	\$ 28,872.00	Y
BED160HD	N/A	12/15/2014	42091	Secretary I	N	SR12	3	P	W	1	\$ 31,236.00	1	\$ 31,236.00	Y
BED160HF	N/A	04/27/15	100893	Housing Finance Specialist I	Y	SRNA	13	T	W	1	\$ 63,516.00	1	\$ 51,300.00	N
														Y
														Y
BED100SM	N/A	09/22/15	42674	Secretary III	N	SR16	63	P	A	1	\$ 49,968.00	1	\$ 36,468.00	
BED100SM	N/A	5/26/2015	18398	Secretary II	N	SR14	3	P	A	1	\$ 41,064.00	1	\$ 33,720.00	

Department of Business, Economic Development and Tourism
 Unauthorized Positions as of November 30, 2015

Table 16

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
BED138GI	N/A	5/1/2015	Act 211, SLH 2013	121719	HGIA Accountant	Y	SRNA	73	T	B	0.49	\$ 41,854	Y	N
BED144PZ	N/A	8/1/2015	HRS 76-16(b)(12)	121808	CZM Policy Analyst	Y	SRNA	73	T	N	0.49	\$ 26,153	Y	N
BED143TE	N/A	11/16/2015	HRS 206M-3 (a) (6)	121854	HCAAT Project Manager	Y	SRNA	13	T	P	1.00	\$ 76,008	N	N

Department of Business, Economic Development and Tourism
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
BED 107		Foreign Trade Zone	B	\$ 972,279	\$ 4,154	0.4%	\$ 1,048,742	\$ 15,001	1.4%	\$ 1,255,064	\$ 15,000	1.2%
BED 146		Natural Energy Lab of Hi Authority	B	\$1,541,282	\$ 88	0.0%	\$ 1,618,138	\$ 5,405	0.3%			
BED 142		General Support for Econ Development	A	\$1,518,048	\$ 4,580	0.3%	\$ 1,537,646	\$ 10,000	0.7%			
BED 160		Hawaii Housing Finance and Development Corporation	B	\$4,207,546	\$ 5,676	0.1%	\$ 4,268,263	\$ 5,275	0.1%			
BED 105		Creative Industries	A	\$ 705,361	\$ 135	0.0%						
BED 120		State Energy Office	B	\$3,375,010	\$ 5,342	0.2%						
BED 144		Office of Planning	A	\$ 757,988	\$ 7,066	0.9%						
BED 100		Business Development & Support Division	A	\$ 735,369	\$ -	0.0%	\$ 757,682	\$ 158	0.0%			
BED 103		Land Use Commission	A	\$ 381,253	\$ -	0.0%	\$ 386,225	\$ 3,541	0.9%			

Department of Business, Economic Development and Tourism
 Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
BED144	12312	63	Y	N	P	A	Secretary IV	SR18	56,172	261.69	7,066	12.6%	-	0.0%	7,066	12.6%	
BED160	36211	03	Y	N	P	W	Account Clerk IV	SR13	35,112	336.26	5,676	16.2%	-	0.0%	5,676	16.2%	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
												#DIV/0!		#DIV/0!	-	#DIV/0!	
									91,284	597.95	12,742	14.0%	-	0.0%	12,742	14.0%	
									56,172	261.69	7,066	12.6%	-	0.0%	7,066	12.6%	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
									35,112	336.26	5,676	16.2%	-	0.0%	5,676	16.2%	
									-	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	

Department of Business, Economic Development and Tourism
Overpayments as of November 30, 2015

Table 19

<u>Name of Employee</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred > 2 Years</u>	<u>Employed Occurred < 2 Years</u>	<u>Not Employed Occurred > 2 Years</u>	<u>Not Employed Occurred < 2 Years</u>		
	20-021920	3,635.33	1,753.76	1,881.57			1,881.57		Late notification of his separation by the employing agency.	Y
	01-101520	1,529.50	1529.50	0.00	0.00	0.00	0.00	0.00	Incorrect shortage differential paid to Employee from 01/20-10/20/2015.	N

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
						Date Executed	From	To					
BED100	W	\$ 60,000		\$ 90,000	30,000	3/30/2015	3/30/2015	2/29/2016	COUNCIL FOR NATIVE HAWAIIAN	PLAN & IMPLEMENTATION OF A MODEL ACCELERATOR PROGRAM FOR 5 NON-PROFIT	Monitor as services are provided	Y	S
BED100	A	\$ -		\$ 25,000	25,000	6/5/2015	6/5/2015	4/30/2016	HAWAII KOREAN CHAMBER OF	COORDINATE EVENTS & ACTIVITIES TO CELEBRATE THE 30TH ANNIVERSARY OF THE	Monitor as services are provided	Y	S
BED 103	A	-		\$ 5,000	5,000	7/1/2015	7/1/2015	6/30/2016	MCMANUS COURT REPORTERS	Ad hoc engagements based on hearings - court reporter services	Monthly review of work performed	Y	S
BED 103	A	see lease terms		\$ 6,120	5,856	10/6/2015	10/6/2015	10/5/2020	MAILFINANCE INC	Folding and inserting mail machine - \$65.96 mo to Aug 2016 thereafter \$ 110.46 mo	Services evaluated on as need basis	Y	S
BED 103	A	\$ 250	M	\$ 3,000	1,500		ongoing		Verizon Wireless	Communication svcs for 2 ea cellphones	monthlyreview of svcs provided	y	S
BED 103										and 2 ea hotspots			
BED 103	A	\$ 40	M	\$ 480	240		ongoing		Sprint	Communication svcs for 1 ea hotspot	monthlyreview of svcs provided	y	S
BED 103	A	\$ 130	A	\$ 1,560	780	1/1/2015	1/1/2015	1/1/2016	ZOOM	internet videoconference svc fees	monthlyreview of svcs provided	y	S
BED 103	A	\$ 150	M	\$ 1,800	1,000		ongoing		ProFiles	Document storage and delivery svc	monthlyreview of svcs provided	y	S
BED 103	A	\$ 166	A	\$ 170	-	7/1/2015	7/1/2015	6/30/2016	Electronic Business Machines	typewriter service & repair contract	Monthly review of work performed	y	S
BED 103	a	\$ 1,600	A	\$ 8,000	7,200	9/1/2015	9/1/2015	8/31/2020	Pitney Bowes	Postage Meter & Mailing machine	Services evaluated on as need basis	N	G
BED 138	B	\$ 25,759	O	\$ 85,864	\$ 60,105	9/21/2015	9/21/2015	subject to two ye	N&K CPAs Inc	PROVIDE AUDITING SERVICES FOR THE HAWAII GREEN INFRASTRUCTURE AUTHORITY FOR FY 2015, FY 2016, AND FY 2017	Periodic meetings, communication	Y	S
BED143	P	61,691	M	185,072	\$ 123,381	27-Jun-13	27-Jun-13	31-Aug-16	HAWAIIAN ELECTRIC CO., INC.	LEASE OF WAREHOUSE/OFFICE SPACE AT 531 COOKE ST. (HAWAII ELECTRIC VEHICLE PROGRAM)	Contract Specialist encumbers the annual rent amount each yr. per license agreement	N	L
BED143	B	-	M	106,671	\$ 106,671	23-Oct-15	01-Nov-15	31-Oct-16	COLLIER'S INTL HI HOLDINGS LLC	ASSET MANAGEMENT FOR MANOA INNOVATION CENTER (MIC), SUPPL. 7	Contract Specialist encumbers the annual rent amount each yr. Invoice is processed after staff monitoring the contractor provides approval. Periodic status meetings.	Y	S
BED143	B	-	M	89,578	\$ 89,578	23-Oct-15	01-Nov-15	31-Oct-16	COLLIER'S INTL HI HOLDINGS LLC	ASSET MANAGEMENT FOR MAUI RESEARCH & TECHNOLOGY CTR (MRTC), SUPPL. 7	Contract Specialist encumbers the annual rent amount each yr. Invoice is processed after staff monitoring the contractor provides approval. Periodic status meetings.	Y	S
BED143	A	93,126	M	101,592	\$ 8,466	01-Nov-14	01-Nov-14	31-Oct-15	COLLIER'S INTL HI HOLDINGS LLC	ASSET MANAGEMENT FOR MANOA INNOVATION CENTER (MIC), SUPPL. 5	Contract Specialist encumbers the annual rent amount each yr. Invoice is processed after staff monitoring the contractor provides approval. Periodic status meetings.	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED143	B	78,203	M	85,313	7,110	01-Nov-14	01-Nov-14	31-Oct-15	COLLIER'S INTL HI HOLDINGS LLC	ASSET MANAGEMENT FOR MAUI RESEARCH & TECHNOLOGY CTR (MRTC), SUPPL. 5	Contract Specialist encumbers the annual rent amount each yr. Invoice is processed after staff monitoring the contractor provides approval. Periodic status meetings.	Y	S
BED143	N	577,000	O - as deliverables are met	682,000	105,000	11-Sep-12	11-Sep-12	31-Dec-16	US HYBRID CORPORATION	INITIAL FUNDING OF CONTRACT TO CONVERT DUMP TRUCK TO HYDROGEN POWERED FUEL CELL HYBRID SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	N	1,146,102	O - as deliverables are met	1,175,102	29,000	03-Feb-12	03-Feb-12	31-Mar-17	US HYBRID CORPORATION	INITIAL FUNDING OF CONTRACT TO CONVERT SHUTTLE BUS TO HYDROGEN POWERED FUEL CELL HYBRID SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	N	692,216	O - as deliverables are met	716,716	24,500	27-Aug-12	27-Aug-12	31-Mar-17	US HYBRID CORPORATION	FUNDING OF CONTRACT TO CONVERT SHUTTLE BUS TO HYDROGEN POWERED FUEL CELL HYBRID SYSTEM, SUPPL. 1	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	B	429,830	O - as deliverables are met	707,550	277,720	02-May-14	02-May-14	31-Mar-17	US HYBRID CORPORATION	FUNDING OF CONTRACT TO CONVERT SHUTTLE BUS TO HYDROGEN POWERED FUEL CELL HYBRID SYSTEM, SUPPL. 2	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	N	455,643	O - as deliverables are met	580,875	125,232	21-Mar-12	21-Mar-12	31-Mar-17	US HYBRID CORPORATION	INITIAL FUNDING OF CONTRACT TO CONVERT STEP VAN TO A PLUG-IN SERIES FUEL CELL HYBRID SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	N	878,113	O - as deliverables are met	1,133,113	255,000	15-Aug-12	15-Aug-12	31-Dec-16	US HYBRID CORPORATION	INITIAL FUNDING OF CONTRACT TO INTEGRATE A SECURE POWER ON DEMAND SYSTEM TO FUEL CELL HYBRID SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED143	N	1,494,985	O - as deliverables are met	1,681,811	186,826.00	31-Aug-12	31-Aug-12	30-Sep-15	US HYBRID CORPORATION	INITIAL FUNDING OF CONTRACT TO CONVERT TOW TRACTOR TO HYDROGEN POWERED TO FUEL CELL HYBRID SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	N	495,077	O - as deliverables are met	613,378.00	118,301	11-Sep-12	11-Sep-12	31-Dec-16	US HYBRID CORPORATION	INITIAL FUNDING OF CONTRACT TO CONVERT A WEAPONS LOADER TO A HYDROGEN FUEL CELL HYBRID SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	N	1,424,934	O - as deliverables are met	1,949,586	524,652	09-Jan-13	09-Jan-13	31-Dec-16	H NU PHOTONICS LLC	INITIAL FUNDING TOWARDS CONTRACT TO DEVELOP, FABRICATE & DELIVER A ZERO ET ENERGY, CONCENTRATED PHOTOVOLTAIC & BATTERY ENERGY STORAGE SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	N	702,860	O - as deliverables are met	999,960	297,100	04-Mar-13	04-Mar-13	31-Mar-16	NATURAL POWER CONCEPTS INC.	INITIAL FUNDING TOWARDS CONTRACT TO DEVELOP, FABRICATE, & DELIVER TWO WIND TURBINE SYSTEMS AT JBPHH	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	B	167,075	O - as invoices ae received based on actual hrs. of svc.	200,000	32,925	02-Apr-14	02-Apr-14	30-Jun-16	MILICI VALENTI NG PACK, INC.	PROVIDE MARKETING/PUBLIC RELATIONS SUPPORT SVCS FOR THE STATE ENERGY OFFICE PROJECT	Energy Division monitors the progress of the contractor and amends the contract as-needed.	Y	P
BED143	B	46,964	O - as deliverables are met	130,000	83,036	28-May-14	28-May-14	30-Jun-16	INSYNERGY ENGINEERING, INC.	TECHNICAL ASSISTANCE FOR ENERGY PERFORMANCE CONTRACTING TO STATE & COUNTY GOVT.	Energy Division monitors the progress of the contractor and amends the contract as-needed.	Y	S
BED143	B	-	O - as deliverables are met	40,000	40,000.00	05-Nov-14	05-Nov-14	30-Jun-16	INSYNERGY ENGINEERING, INC.	TECHNICAL ASSISTANCE FOR ENERGY PERFORMANCE CONTRACTING TO STATE & COUNTY GOVT., AMEND. 1	Energy Division monitors the progress of the contractor and amends the contract as-needed.	Y	S
BED143	P	5,450,000	O - as deliverables are met	6,515,014	1,065,014	30-Jul-14	30-Jul-14	31-Mar-16	BIOMASS ENERGY SYSTEMS, INC.	TO COMPLETELY DESIGN, BUILD, & DEMONSTRATE A 10 TONS/DAY WASTE-TO ENERGY GASIFIED SYSTEM AT JBPHH	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency (M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>	<u>Category E/L/P/C/G/S</u>
BED143	P	95,866	O - as deliverables are met	149,366	53,500	19-Jun-15	19-Jun-15	30-Sep-15	US HYBRID CORPORATION	FUNDING TO DESIGN, BUILD, OPERATE, & PROVIDE ON-SITE MAINTNCE SVC. & SUPPORT TOWARDS THE HYDROGEN PRODUCTION & DISPENSING STATION, SUPPLI. 2	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	B	71,850	O - as invoices are received based on actual hrs. of svc.	98,000	26,151	31-Oct-14	01-Nov-14	31-Oct-15	HYPERSPECTIVE STUDIOS, INC.	BRANDING: DEVELOP AND MAINTAIN A CONSISTENT BRAND IMAGE FOR HTDC PROGRAM	Executive Director oversees progress of the contractor. Routine meetings are held with the contractor. Contracts Specialist amends the contract as-needed.	Y	P
BED143	B	82,327	O - as invoices are received based on actual hrs. of svc.	95,000	12,673	31-Oct-14	01-Nov-14	31-Oct-15	IQ PR, INC.	PUBLIC RELATIONS: TO DEVELOP & EXECUTE A COMPREHENSIVE OUTREACH COMMUNICATION PLAN	Executive Director oversees progress of the contractor. Routine meetings are held with the contractor. Contracts Specialist amends the contract as-needed.	Y	P
BED143	P	29,812	O - as deliverables are met	30,262	450	23-Feb-15	23-Feb-15	31-Dec-15	3D INNOVATIONS LLC	CONTRACTOR WILL ASSIST LBIS NETWORKS INC. A HTDC INNOVATE HI CLIENT BY PROVIDING ENGINEERING DESIGN ASSISTANCE & SUPPORT	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	P	63,000	O - as deliverables are met	151,200	88,200	22-May-15	03-Jun-15	31-May-16	US HYBRID CORPORATION	INITIAL FUNDING FOR ON-SITE MAINTENANCE SERVICE & SUPPORT FOR ALTERNATIVE VEHICLE FLEET BEING DEMONSTRATED & OPERATED AT JBPBH	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as-needed.	Y	S
BED143	P	48,750	O - as deliverables are met	65,000	16,250	29-May-15	01-Jun-15	31-May-16	CUT COLLECTIVE, THE	DEVELOPMENT & EXECUTION OF ALL ASPECTS OF THE CREATIVE LAB'S ACCELERATOR PROGRAM FOR FASHION DESIGN	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	B	12,000.00	O - after speaker engagements	20,000.00	8,000	28-Jul-15	28-Jul-15	31-Oct-15	DAWNBREAKER INC.	PLAN, PREPARE & PROVIDE SPEAKING ENGAGEMENT & TRAINING SVCS FOR INNOVATE HAWAII'S SBIR WORKSHOP & CONFERENCE	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	P	-	O - as deliverables are met	54,000	54,000.00	18-Sep-15	19-Sep-15	30-Jun-17	3D INNOVATIONS LLC	ASSIST HAWAII FISH COMPANY CLIENT OF INNOVATE HAWAII WITH DESIGN, ENGINEERING, PROTOTYPE MODELING & AQUACULTURE AERATION TECHNOLOGIES	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED143	P	5,475	O - as invoices are received based on actual hrs. of svc.	14,950	9,475.00	26-Dec-14	01-Jan-15	31-Dec-15	GREEN BUILDING LLC.	LOA 15-006-HTDC SUSTAINABILITY AUDIT AND REPORT ON BEHALF OF MEP & CLIENT HAWN COMMERCIAL & SUGAR COMPANY	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	P	7,500	O - as people are enrolled into the program	22,500	15,000	29-May-15	29-May-15	30-Jun-16	LEEWARD COMMUNITY COLLEGE	INNOVATE HAWAII AND PACIFIC ALLIED 50% PORTION OF WORKFORCE DEVELOPMENT INDUSTRIAL AUTOMATION CLASSES AT LLC	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	B	-	O - as invoices are received based on actual hrs. of svc.	62,400	62,400	23-Oct-15	01-Nov-15	31-Oct-16	DOI, WARREN	NEIGHBOR ISLAND INNOVATION INITIATIVE (NI3) IMPLEMENTATION CONTRACTOR ON MAUI	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	B	-	O - as invoices are received based on actual hrs. of svc.	48,000	48,000	23-Oct-15	01-Nov-15	31-Oct-16	LEONARD, THOMAS	NEIGHBOR ISLAND INNOVATION INITIATIVE (NI3) IMPLEMENTATION CONTRACTOR ON HAWAII ISLAND	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	B	-	O - as deliverables are met	10,000	10,000	11-Nov-15	16-Nov-15	15-Nov-16	MONTANA ST. UNIVERSITY	CONTRACTOR TO PROVIDE CERTAIN SERVICES PERTAINING TO MANUFACTURING AND MANUFACTURABILITY FOR INNOVATE HAWAII CLIENT, SPLIT FUNDED CONTRACT	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	P	-	O - as deliverables are met	30,000	30,000	11-Nov-15	16-Nov-15	15-Nov-16	MONTANA ST. UNIVERSITY	CONTRACTOR TO PROVIDE CERTAIN SERVICES PERTAINING TO MANUFACTURING AND MANUFACTURABILITY FOR INNOVATE HAWAII CLIENT, SPLIT FUNDED CONTRACT	The staff assigned to the project oversees progress of the contractor and approves invoices. Contract Specialist amends the contract as-needed.	Y	S
BED143	P	-	O - as deliverables are met	226,000	226,000	24-Nov-15	24-Nov-15	31-Dec-16	US HYBRID CORPORATION	FUNDING TO CONVERT A WEAPONS LOADER TO HYDROGEN POWERED FUEL CELL HYBRID SYSTEM	HCATT Project Mgr. directly oversees progress of the contractor and provides updates to the HCATT Manager and Contracts Specialist. Contract Specialist amends the contract as- needed.	Y	S
BED146	C/N	929,023	M	929,023	378,145	12/11/2009	7/30/2010	5/16/2016	PARSONS BRINCKERHOFF, INC.	DESIGN OF ROADS	Constant interaction with Contractor	N	PS
BED146	B	453,484	M	453,484	56,376	8/14/2013	8/14/2013	2/1/2016	INK ARCH, LLC.	DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR INCUBATOR BUILDING	Weekly Meetings	N	PS
BED146	B/N	4,242,609	M	4,242,609	1,325,864	6/30/2014	10/20/2014	1/29/2016	F & H CONSTRUCTION	NELHA ALTERNATIVE ENERGY AND BIOTECHNOLOGY INCUBATOR	Weekly Meetings	N	Construction
BED146	B	40,000	M	40,000	14,190	1/8/2015	1/12/2015	1/16/2016	CALTROL, INC.	DEVELOPMENT & INTEGRATION OF NELHA SCADA SYSTEM	Constant interaction with Contractor	N	PS

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED146	C	190,981	M	190,981	32,425	2/27/2015	10/20/2014	4/16/2016	ASM AFFILIATES	NELHA ARCHAEOLOGICAL INVENTORY SURVEY	Monthly Reports	N	PS
BED146	C	1,125,323	M	1,125,323	56,266	3/18/2015	3/20/2015	1/20/2016	BOLTON-TINGUELY JV	INSTALLATION OF A SURFACE SEAWATER DISTRIBUTION PIPELINE CROSS-CONNECTION	Constant interaction with Contractor	N	Construction
BED146	B	486,758	M	486,758	191,486	1/2/2015	1/2/2015	1/2/2017	JAN-GUARD HAWAII, INC.	SECURITY SERVICES	Daily Reports	N	S
BED 130	A	93,037.00	O	93,037.00	-	4/16/2014	4/16/2014	9/20/2016	SMS Research and Marketing	HAWAII CONSUMER EXPENDITURE SURVEY	Weekly	Y	S
BED 120	B	\$1,182,280	O	\$1,200,000	\$17,720	10/13/2010	10/13/2010	12/31/2016	NAVIGANT CONSULTING, INC.	PROVIDES TECHNICAL ASSISTANCE FOR CABLE RESEARCH & DEVELOPMENT	Interim technical & operational reports, review & approve invoices, teleconferences	Y	S
BED 120	B	\$169,382	O	\$228,600	\$59,218	5/1/2014	5/1/2014	6/30/2016	ACCUITY CONSULTING SERVICES, LLC	TECHNICAL SUPPORT AND ADMINISTRATIVE ASSISTANCE IN PROJECT MANAGEMENT DUTIES FOR THE HAWAII GREEN INFRASTRUCTURE AUTHORITY (GEMS PROGRAM)	In person meetings, email and phone communications, approval of allowable costs on an as needed basis	Y	S
BED 120	B	\$79,464	O	\$160,000	\$80,536	5/20/2014	5/20/2014	6/30/2016	MCCORRISTON MILLER MUKAI MACKINNON, LLP	SPECIAL DEPUTY ATTORNEY GENERAL SVCS FOR CORPORATE FINANCE FOR THE HAWAII GREEN INFRASTRUCTURE AUTHORITY (GEMS PROGRAM)	In person meetings, email and phone communications, and approval of allowable costs on an as needed basis	Y	C
BED 120	N	\$36,640	O	\$80,000	\$43,360	8/18/2014	8/18/2014	5/30/2016	CAMUS GROUP INC (formerly known as Britt/Makela Group)	TECHNICAL ASSISTANCE TO STATE & LOCAL GOVERNMENTS FOR HAWAII APPROPRIATE IECC2012 and IECC 2015 ENERGY CODES	Weekly conference calls, weekly email communication, approval of allowable costs	Y	S
BED 120	N	\$75,000	O	\$100,000	\$25,000	7/23/2014	7/23/2014	6/30/2015	INTERNATIONAL COUNCIL ON CLEAN TRANSPORTATION	ANALYSIS OF DATA & PLANS CURRENTLY AVAILABLE AND EVALUATION OF OPTIONS, TACTICS, AND TOOLS FOR THE TRANSPORTATION SECTOR	Weekly conference calls, weekly email communication, approval of allowable costs	Y	S
BED 120	P	\$159,773	O	\$320,000	\$160,227	9/24/2014	9/24/2014	8/30/2016	ENGINEERING ECONOMICS INC	TECHNICAL ASSISTANCE FOR STATE AND LOCAL GOVERNMENTS FOR ADVANCING ENERGY EFFICIENCY IN HAWAII PUBLIC FACILITIES	Frequent communications, on an as needed basis (email, phone, conference call) regarding progress in accordance with the Contract Work; approval of invoices for allowable project deliverables & milestones	Y	S
BED 120	N	\$376,643	O	\$450,000	\$73,357	8/21/2013	8/21/2013	6/30/2016	DUNCAN, WEINBERG, GENZER & PEMBROKE PC	EXPERT WITNESS TECHNICAL SUPPORT FOR REGULATORY PROCEEDINGS INVOLVING THE STATE, ITS AGENCIES, AND ITS OFFICERS, INCLUDING ADMIN QUASI-JUDICIAL PROCEEDINGS	In person meetings, teleconferences, email communications, review & approve of monthly allowable costs	Y	S
BED 120	B	\$11,000	O	\$500,000	\$489,000	11/25/2014	11/25/2014	9/30/2016	PACIFIC INTERNATIONAL CENTER ON HIGH TECHNOLOGY RESEARCH	TO EXECUTE ACTIVITIES THAT WILL SUPPORT ENERGY INNOVATION AND TECHNOLOGY IN HAWAII	Weekly status updates, phone calls and emails. Quarterly meetings, monthly review of deliverables for invoicing payment	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>	<u>Category E/L/P/C/G/S</u>
BED 120	B	\$506,399	O	\$1,002,500	\$496,102	5/9/2014	5/9/2014	6/30/2017	RENEWABLE FUNDING, LLC	DESIGN, DEPLOY, & ADMINISTER LOW-COST FINANCING FOR THE HAWAII GREEN INFRASTRUCTURE AUTHORITY	In person meetings, bi-weekly email communications, weekly conference call, bridging conference calls and in person meeting with potential subcontractors, approval of allowable costs	Y	S
BED 120	N	\$10,000	O	\$99,500	\$89,500	2/26/2015	2/26/2015	12/30/2015	ICF INCORPORATED, LLC	PROVIDE TECHNICAL ASSISTANCE TO DESIGN, DEVELOP & IMPLEMENT EMERGENCY ENERGY ASSURANCE PLANS	Weekly status updates, phone calls and emails. Quarterly meetings, monthly review of deliverables for invoicing payment	Y	S
BED 120	B	\$15,576	O	\$250,000	\$234,424	4/28/2015	4/28/2015	6/30/2017	SHEEHAN GROUP-PACIFIC LLC	EXPERT WITNESS TECHNICAL SUPPORT FOR REGULATORY PROCEEDINGS INVOLVING THE STATE, ITS AGENCIES< AND ITS OFFICERS, INCLUDING ADMIN QUASI-JUDICIAL PROCEEDINGS	Weekly status updates, phone calls and emails. Quarterly meetings, monthly review of deliverables for invoicing payment	Y	S
BED 120	B	\$0	O	\$99,782	\$99,782	11/12/2014	11/12/2014	12/31/2016	UNIVERSITY OF HAWAII	CONDUCT GEOPHYSICAL SURVEYS FOR GEOTHERMAL ENERGY RESOURCES ON HAWAII ISLAND	Monthly status updates, phone calls and emails. Quarterly meetings, monthly review of deliverables for invoicing payment	Y	S
BED 120	B	\$25,000	O	\$100,000	\$75,000	8/4/2015	8/4/2015	12/31/2017	GREENBIZ GROUP	PROVIDE SERVICES RELATED TO THE ASIA PACIFIC CLEAN ENERGY SUMMIT AND EXPO	Monthly status updates, phone calls and emails. Quarterly meetings, monthly review of deliverables for invoicing payment	Y	S
BED 120	B	\$11,130	O	\$50,000	\$38,870	4/13/2015	4/13/2015	9/30/2015	INKINEN & ASSOCIATES, INC	PROVIDE EXECUTIVE RECRUITMENT SERVICES AND PLACEMENT FOR THE HAWAII GREEN INFRASTRUCTURE AUTHORITY EXECUTIVE DIRECTOR	In person meetings, teleconferences, email communications, review & approval of monthly allowable costs	Y	S
BED 160	W	\$17,000	O	\$28,000	\$11,000		2/5/2013	8/27/2014	BLX Group LLC	Preparation of interim arbitrage reports for Single Family and Rental Housing bonds	Disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$0	O	\$8,000	\$8,000		10/24/2014	12/31/2015	BLX Group LLC	Preparation of interim arbitrage reports for Single Family and Rental Housing bonds	Disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$32,200	O	\$87,956	\$55,756	1/21/2011	1/21/11	2/14/14	Towill, R. M. Corporation	Professional engineering and land survey services for the Villages of Kapolei, Oahu.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$90,337	O	\$542,024	\$451,687	9/30/2015	10/1/15	9/30/16	Hawaii Affordable Properties, Inc.	Commercial and Residential Property Management and Maintenance Services at Kauhale Kakaako.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$124,310	O	\$745,862	\$621,552	9/30/2015	10/1/15	9/30/15	Hawaii Affordable Properties, Inc.	Commercial and Residential Property Management and Maintenance Services at Pohulani Elderly.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED 160	W	\$0	O	\$639,148	\$639,148	11/24/2015	12/1/15	11/30/16	Hawaii Affordable Properties, Inc.	Property Management and Maintenance Services at La'ilani.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$477,023	O	\$546,097	\$69,074	3/5/2015	3/1/15	2/29/16	Hawaii Affordable Properties, Inc.	Property management and maintenance services at Kekuilani Courts.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$317,884	O	\$404,003	\$86,119	4/1/2015	4/1/15	3/31/16	Realty Laua, LLC	Property management and maintenance services at Kekuilani Gardens.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$1,708,831	O	\$1,868,068	\$159,237	4/1/2015	4/1/15	3/31/16	Hawaii Affordable Properties, Inc.	Property Management and Maintenance Services at Honokowai Kauhale.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$573,505	O	\$733,384	\$159,879	8/12/2015	10/1/15	9/30/16	Hawaii Affordable Properties, Inc.	Property Management and Maintenance Services at Nani O Puna.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$888,734	O	\$1,017,660	\$128,926	3/5/2015	3/1/15	2/29/16	Hawaii Affordable Properties, Inc.	Property management and maintenance services at Kamakee Vista.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$0	O	\$515,978	\$515,978	11/30/2015	12/1/15	11/30/16	Hawaii Affordable Properties, Inc.	Commercial and Residential Property Management and Maintenance Services at Kulia I Ka Nu'u.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$153,427	O	\$242,917	\$89,490	1/13/2015	1/13/15	6/29/16	Island Landscaping and Maintenance, Inc.	Provide quarterly maintenance of VOK lower drainage channel, including cutting scrub brush & tall weeds, application of herbicides, removing trash and debris for disposal at an approved landfill.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$431,696	O	\$495,625	\$63,929	7/3/2012	7/8/14	7/7/16	Pural Water Specialty Co., Inc.	Repair and maintenance of non potable water system at the Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$1,125,559	O	\$1,272,100	\$146,541	6/12/2014	6/12/14	7/14/16	Royal Contracting Co., Ltd.	Maintenance and repair of public roads with VOK, inclusive of signage, striping, markings, pothole and pavement repairs.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$97,489	O	\$113,899	\$16,410	10/20/2011	10/31/11	10/1/13	Kleen Sweeps, Inc.	Street sweeping designated areas of Villages of Kapolei	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$278,362	O	\$442,333	\$163,971	3/20/2012	3/1/12	2/29/16	CSG Advisors Incorporated	Financial Advisor - Single Family Lending - Financial advisory services for the Single Family Lending Programs. Completion date extended.	Staff oversees actual work; disbursements are monitored by Finance Office	Y	S
BED 160	W	\$366,653	O	\$696,229	\$329,576	12/1/2014	12/1/14	11/30/15	CBRE, Inc.	Provide real estate consulting services to facilitate the sale of HHFDC's State Rental Housing System (RHS) properties.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G
BED 160	W	\$331,491	O	\$1,135,346	\$803,855	11/23/2015	12/1/15	9/5/17	Gray, Hong, Nojima & Associates, Inc.	Prepare Action Plans and Memorandum of Agreements for Sewer, Drainage and Roadway Infrastructure Dedication.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED 160	W	\$2,025	O	\$75,000	\$72,975	9/20/2013	9/20/2013	1/19/2017	Belt Collins Hawaii Ltd	Follow-up community planning and engineering work as needed, as approved by HHFDC to ensure compliance with implementation of the Villages of Leialii Master Plan (Dec. 2009) and EIS (Oct. 2013)	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$30,000	O	\$45,000	\$15,000	5/30/2014	6/1/2014	5/31/2015	CohnReznick LLP	Consulting services for HHFDC's Low Income Housing Tax Credit (LIHTC) program and other financing resources administered by HHFDC.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$536,837	O	\$683,200	\$146,363	6/4/2014	6/4/2014	6/30/2016	Doonwood Engineering, Inc.	Perform Phase 3 line items of the Contractor's Form of Bid, and extend contract time by 731 days to a new contract completion date of June 30, 2016.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$44,268	O	\$78,240	\$33,972	2/14/2014	2/14/2014	2/29/2016	H.T.M. Contractors, Inc.	Provide street sweeping services along designated roadways at the Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$110,607	O	\$418,300	\$307,693	6/19/2014	6/20/2014	6/19/2016	Standard Electric, Inc.	Repair and Maintenance of Street Lights and Electrical at the Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$63,031	O	\$145,000	\$81,969	7/24/2014	7/28/2014	7/27/2016	Pacific Isles Equipment	Repair and maintain sidewalks and storm drain catch basins within the Villages of Kapolei	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$80,318	O	\$177,931	\$97,613	10/2/2015	10/29/2015	4/28/2016	Cardno Tec, Inc.	Waiahole Valley - Preparation of Phase I, Phase II & Phase III environmental site assessments of Lot 33 located in Waiahole, Oahu, TMK: 4-8-10-2.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$56,445	O	\$457,651	\$401,206	2/26/2015	2/26/2015	8/17/2017	Bills Engineering Inc.	Provide professional engineering and related services for planning, design, construction and subdivision of the Waiahole Valley Water System, inclusive of environmental assessment, public relations, plans & specifications.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$326,851	O	\$683,000	\$356,149	8/27/2015	8/27/2015	3/31/2017	Island Landscaping and Maintenance, Inc.	Landscape maintenance to involve mowing, weeding, fertilizing, tree trimming, removal & disposal of debris, trash and cuttings, and shall also include maintenance and repair of irrigation system in Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$31,216	O	\$228,440	\$197,224	4/8/2013	4/23/15	4/22/16	Economic & Planning Systems, Inc.	Contract for real estate consulting services to assist HHFDC in the procurement of a private developer for the Villages of Kapolei Northwest Corner.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$419,204	O	\$517,360	\$98,156	5/13/2015	5/13/2015	11/9/2015	Underground Services, Inc.	Provide CCTV inspection of sewer and drainage system of the Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED 160	W	\$5,700	O	\$60,000	\$54,300	7/1/2015	7/1/15	6/30/16	Hawkins Delafield & Wood, LLP	Agreement between the Dept. of the Attorney General and Hawkins Delafield & Wood, LLP for Special Deputy Attn General Services. From 7/1/15 to 6/30/16 with an option to extend for one year period 7/1/16 to 6/30/17.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$8,821	O	\$26,031	\$17,209		11/1/2015	4/30/2016	Armanino, LLP dba Armanino McKenna, LLP	Installation and training of loan receivable software linked to GP. Extended Performance for six (6) months.)	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$51,625	O	\$646,500	\$594,875	7/1/2015	7/1/15	6/30/18	Spectrum Seminars, Inc.	Compliance Monitoring Services for the three (3) year contract period with extended term of up to three (3) additional 12-month periods.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$11,364	O	\$75,760	\$64,396	9/24/2015	9/24/15	9/23/16	SMS Research & Marketing Services, Inc.	Statewide housing study - comprehensive analysis of housing supply and demand, conditions, characteristics, and projections of housing need within specific geographic areas, by income groups & Native Hawaiian status.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	G/S
BED 160	W	\$0	O	\$22,000	\$22,000	9/1/2015	9/1/15	2/29/16	Element Environmental LLC	Preparation of a Hazardous Materials Survey Report Covering Lots 123, 126 & 130 located in Waiahole, Oahu.	Staff oversees actual work; disbursements are monitored by Fiscal Office.	Y	S
BED 160	W	\$2,574	M	\$4,200	\$1,626	1/9/2014	2/1/15	1/31/16	United Courier Service dba United Armored Car Services	Security courier service contacted by State. Contract No. IFB-12-004-O	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y	S
BED 160	W	\$7,201		\$11,865	\$4,664				Xerox Corporation	DCSHR66 (DocuShare 6.6 Stndrd); Smartdocx, Analsyst Fee	Staff oversees actual work; disbursements are monitored by Fiscal Office.	Y	S
BED 160	W	\$0		\$18,640	\$18,640				En Pointe Technologies Sales	Upgrade VM/Font/Create NAS: Provide and migrate to new Firewall; Hard Drivers + Windows Server 200822.	Staff oversees actual work; disbursements are monitored by Fiscal Office.	Y	S
BED 128	A	184,584	M/O	250,000	65,417	3/12/2013	3/12/2013	6/30/2015	REYNOLDS, SMITH & HILLS, INC.	Environmental Assessment and Other Feasibility Analyses	PERIODIC WRITTEN REPORTS	Y	S
BED 128	A	443,794	M	450,000	6,206	4/7/2015	4/1/2015	12/31/2015	RCUH	Administrative services for Pacific International Center for Exploration Systems	Monthly review of program expenses	Y	S
BED 128	A	0	M	370,000	370,000	11/25/2015	11/25/2015	6/30/2016	RCUH	Administrative services for Pacific International Center for Exploration Systems	Monthly review of program expenses	Y	S
BED 128	A	223,656	O	248,656	25,000	10/26/2015	7/1/2015	Perpetuity	DOE	Program Administration of Challenger Center of Hawaii	Annual Report	Y	S
BED107	B	-	M	\$ 4,446	\$ 4,446	10/16/2015	11/16/2015	11/15/2016	SCHINDLER ELEVATOR CORPORATION	ELEVATOR MAINTENANCE AND REPAIR SERVICES	Officer-in-charge monitors	Y	S
BED107	B	\$ 2,268	O-AD HOC	\$ 8,400	\$ 6,132	11/6/2014	2/13/2015	2/12/2016	ALLIANCE PERSONNEL INC.	TEMPORARY LABOR SVCS TO PERFORM STAGING OF CONTAINERS, GENERAL LABOR	Officer-in-charge monitors	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED107	B	\$ 5,654	M	\$ 40,768	\$ 35,114	12/8/2014	1/10/2015	1/9/2016	KIGYO, HOKULANI, LLC	FORKLIFT & GOLF CART MAINTENANCE & REPAIR SVCS AT FTZ PIER	Officer-in-charge monitors	Y	S
BED107	B	-	O-QTRLY	\$ 8,208	\$ 8,208	2/3/2015	3/12/2015	3/11/2016	COMPUTRUST COMPUTER	APPLICATION & SYSTEMS MAINTENANCE OF THE FTZ'S HFTZIPS SYSTEM	Officer-in-charge monitors	Y	S
BED107	B	-	M	\$ 12,542	\$ 12,542	11/12/2015	11/26/2015	11/25/2016	HONOLULU DISPOSAL SERVICE, INC	REFUSE COLLECTION & DISPOSAL SVCS	Officer-in-charge monitors	Y	S
BED107	B	-	M	\$ 30,270	\$ 30,270	10/20/2015	12/9/2015	12/8/2016	ISLAND WIDE A/C SERVICE, LLC	PROVIDE AIR CONDITIONING MAINTENANCE SVCS FOR FTZ#9, PIER 2	Officer-in-charge monitors	Y	S
BED107	B	\$ 19,813	M	\$ 31,985	\$ 12,171	11/20/2015	3/10/2015	3/9/2016	HAWAIIAN TELCOM CHAN, LOU & ASSOCIATES, INC.	NETWORK & DESKTOP SUPPORT SVCS FOR THE FOREIGN-TRADE ZONE	Officer-in-charge monitors	Y	S
BED107	C	\$ 114,860	O	\$ 120,000	\$ 5,140	1/23/2015	2/24/2015	6/30/2016	CHAN, LOU & ASSOCIATES, INC.	ROOF REPAIR ENGINEERING DESIGN	Officer-in-charge monitors	Y	S
BED107	C	-	O	\$ 17,677	\$ 17,677	1/23/2015	2/24/2015	10/31/2016	CHAN, LOU & ASSOCIATES, INC.	ROOF REPAIR ENGINEERING, CONSTRUCTION PHASE	Officer-in-charge monitors	Y	S
BED107	B	\$ 2,523	M	\$ 15,588	\$ 13,065	8/19/2015	8/20/2015	8/21/2016	POLYNESIAN CLEANING SERVICES,	TO PROVIDE JANITORIAL SERVICES AT THE FOREIGN-TRADE ZONE, PIER 2	Officer-in-charge monitors	Y	S
BED107	B	\$ 6,187	M + AD HOC	\$ 14,995	\$ 8,808	10/30/2015	8/8/2015	8/7/2016	SECURITY RESOURCES PACIFIC	SECURITY SYSTEM MAINTENANCE & REPAIR FOR FTZ PIER 2	Officer-in-charge monitors	Y	S
BED 105	A	50,000.00		562,000.00	512,000.00			7/31/2016	442ND REGIMENTAL COMBAT TEAM	DEVELOP & PRODUCE A PILOT EPISODE OF AN 8 PART MINISERIES ABOUT THE	Regular meetings with vendor to monitor progress of project	Y	S
BED 105	A	70,000.00		229,530.00	159,530.00	6/26/2015	6/29/2015	8/29/2016	PALMIERI, MICHAEL ANDRES	TO DEVELOP, MANAGE, CURATE & EXECUTE THE CREATIVE LAB ACCELERATOR	Monthly meetings re: program delivery, mentor approvals. Monitor as services are being provided; active engagement by CID.	Y	S
BED 105	A	18,929		18,929	18,929	10/10/2015	10/10/2015	9/9/2016	ALAKA'I MECHANICAL	MONTHLY MAINTENANCE OF AIR CONDITIONING EQUIPMENT AT STAGE 2, MILL, PRODUCTION BUILDINGS, BUNGALOWS AND STUDIO MANAGERS OFFICE.	Oversight by Studio Manager and Studio Coordinator, through inspection of property daily + tenant reports.	Y	S
BED 105	A	0		100,000	100,000	11/13/2015	11/13/2015	11/13/2016	ProForma Advisors LLC	MARKET ANALYSIS, SITE RECOMMENDATION AND BUSINESS PLAN FOR A CREATIVE MEDIA/FILM STUDIO COMPLEX.	Regular meetings with vendor, provide historical documents related to film industry development. Monitor progress on monthly basis.		
BED 145	W	36,649.20	A	46,859	10,209	7/11/2014	7/11/2014	6/30/2016	KKDLY LLC	PREPARE AUDIT FINANCIAL STATEMENTS OF HSDC CAPITAL FUND, LLC. HSDC IS TH	Ongoing	Y	S
BED 145	W	24,846.73	O	400,000	5,084	8/15/2012	8/28/2012	8/31/2018	McCorriston Miller Mukai MacKinnon LLP	Provide advice and legal counsel to HSDC with regard to venture capital investments, partnership agreements and related legal matters	Ongoing. This is a retainer for legal services. There is no fixed payment schedule, just a total maximum value.	Y	C

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency (M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>	<u>Category E/L/P/C/G/S</u>
BED150	W	30,455.63	O	330,829	300,373	4/7/2015	6/1/2015	5/31/2017	AECOM TECHNICAL SERVICES, INC.	Comply with NPDES permit requirements in Kakaako and Kewalo Basin Harbor Opt to Exted 12 mos	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	5,227,782.18	O	5,386,914	159,132	5/7/2015	6/5/2013	9/28/2014	CLOSE CONSTRUCTION, INC.	Renovation of the American Brewery Building Kakaako	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	3,725.40	O	155,397	151,672	4/21/2011	6/1/2011	After SHPD approval	CULTURAL SURVEYS HAWAII, INC.	Archaeological monitoring for the Fort Barette/Enterprise Road Energy Corridor	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	15,190.32	O	21,648	6,458	6/1/2015	7/6/2015	4/1/2016	CULTURAL SURVEYS HAWAII, INC.	Archaeological inventory survey for the renovation of the historic Ala Moana Pump Station	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	9,342.18	M	30,920	21,578	4/25/2014	5/1/2015	4/30/2016	DOONWOOD ENGINE	Furnishing maintenance and repair scvs for sewage pump systems at Kakaako Waterfront	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	7,000.00	O	25,000	18,000	10/7/2015	10/16/2013	Until completion of project or any resulting judicial or quasi-judicial proceedings	ENGLKIRK STRUCTUR	Expert consultant services for renovations of the American Brewery Bldg	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	60,014.77	O	350,000	289,985	4/24/2015	5/14/2014	Final completion or resolution of the civil litigation or any actions/claims.	FUKUNAGA MATAYOS	Retain special legal counsel to represent HCDA regarding complaint filed by Close Construction	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	526,069.66	M	829,873	303,803	11/12/2013	12/3/2013	12/2/2016	HAWAII NATIONAL LA	Landscape maintenance scvs for Kakaako Waterfront, Makai Gateway and Kewalo Basin	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	20,454.39	M	47,120	26,666	9/19/2014	10/8/2014	10/7/2016	HAWAII NATIONAL LA	Landscape maintenance scvs for Ilalo St., Ahui, Ohe and Olomehani Streets, Queen St. Extension	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	B	658,821.57	O	837,688	178,866	7/1/2010	8/2/2010	Final acceptance from the State	HO, RONALD N. S. & A	Design Contract Kalaeloa Energy Corridor on Enterprise	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	328,819.00	O	490,968	162,149	10/23/2012	12/3/2015	12/2/2017	HO, RONALD N. S. & A	Design Contract Kalaeloa East Energy Cooridor	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	69,026.61	M	164,474	95,448	11/6/2015	11/7/2014	11/16/2016	HONOLULU MERCHAN	Furnish security and vehicle towing services	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S
BED150	W	41,427.02	M	131,632	90,205	3/11/2015	3/18/2015	3/17/2017	KLEENCO CORPORATI	Janitorial scvs for American Brewery Building	Contracts are monitored continuously through discussion with contractor and review of all invoices piror to payment	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED150	W	1,400.00	M	9,200	7,800	7/1/2015	7/1/2015	6/30/2015	KONE, INC.	Elevator maintenance svc American Brewery Building	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	63,912.03	O	350,000	286,088	7/16/2013	7/16/2013	Until completion of Scope of Services are completed	LAW OFFICES OF KYON	Legal svcs for 690 Pohukaina Project	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	1,585,000.54	O	1,855,107	270,106	11/7/2012	11/7/2015	11/6/2016	LEE SICHTER LLC	Consultant svcs for transit-oriented development plan and environmental impact stmt	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	74,500.00	M	89,400	14,900	11/7/2015	12/1/2012	11/30/2015	LPN LANDSCAPING &	Grounds maintenance svcs for Kolowalu Park	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	255,008.35	O	290,706	35,698	12/15/2011	12/19/2011	12/14/2014	MITSUNAGA & ASSOC	Remediation and converting american brewery bldg to office space	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	22,340.93	O	58,330	35,989	1/2/2015	1/2/2015	1/2/2016	OCEANIT LABORATOR	Migrate HCDA local area network to new office at Brewery Bldg	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	724,104.56	M	732,000	7,895	12/1/2010	12/3/2010	12/2/2013	PARADISE PROPERTIES	Furnishing grounds maintenance svcs for Kakaako Waterfront, Kakaako Makai Gateway and Kewalo Basin	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	213,339.97	O	541,940	328,600	5/6/2014	5/6/2014	5/11/2016	PBR HAWAII & ASSOC	Professional svcs for Kakaako Makai Parks master plan and EIS	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	110,144.36	M	121,224	11,080	9/1/2011	9/19/2011	9/18/2014	PUANANI LANDSCAPE	Landscape maintenance for piano lot, Ilalo St Median, Ohe, Ahui, Olomehani St tree wells	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	B	64,002.83	O	222,117	158,114	2/3/2014	3/3/2014	3/31/2017	SEA ENGINEERING, IN	Design Kewalo Basin jetty repairs	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	64,750.00	O	70,000	5,250	3/5/2012	3/5/2012	3/20/2015	VAN METER WILLIAMS	Design sustainable affordable housing project Kalaeloa	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S
BED150	W	109,794.19	M	139,770	29,976	3/1/2014	3/1/2014	2/28/2016	WEST OAHU AGGREG	Refuse collection svcs for Kakaako Waterfront Parks, Kewalo Basin Parks, Kewalo Basin Harbor and Ahui St	Contracts are monitored continuously through discussion with contractor and review of all invoices prior to payment	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED144	N	181,388.67	O	182,000	611	12/9/2014	12/9/2014	31-Dec-15	KU'IWALU	DEVELOPMENT OF A NTL ESTUARINE RESEARCH RESERVE SYSTEM HAWAII SITE	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	P	44,884.00	O	92,500	47,616	12/9/2014	12/9/2014	31-Dec-15	KU'IWALU	DEVELOPMENT OF A NTL ESTUARINE RESEARCH RESERVE SYSTEM HAWAII SITE	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	P	45,000.00	O	134,548	89,548	5/21/2015	5/21/2015	31-Dec-15	ECONOMIC DEVELOPMENT ALLIANCE	SVCS TO PREPARE THE 2015 HI STATEWIDE COMPREHENSIVE ECONOMIC DEVELOPMENT	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	P	4,000.00	O	99,476	95,476	5/8/2015	5/8/2015	30-Sep-16	MARTIN & CHOCK, INC.	DEVELOPMENT OF BLDG CODE AMENDMENTS TO REDUCE EXISTING & FUTURE BLDG	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	P	17,247.94	M	32,000	14,752	9/30/2015	9/30/2015	30-Sep-16	RESEARCH CORPORATION OF THE	SERVICES FOR HAWAII OCEAN COUNCIL AND IMPLEMENTATION OF THE HI OCEAN RESOURCES MGT PLAN (Amendment No. 3)	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	A	-	O	43,666	43,666	7/1/2014	7/1/2014	31-Jul-15	COUNTY OF HAWAII	SERVICE TO ADMINISTER CZM PROGRAM AND IMPLEMENT CZM LAW FY14-15	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	N	-	O	329,704	329,704	7/1/2014	7/1/2014	31-Jul-15	COUNTY OF HAWAII	SERVICE TO ADMINISTER CZM PROGRAM AND IMPLEMENT CZM LAW FY14-15	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	N	1,700.05	M	\$ 17,647	\$ 15,947	12/31/2014	12/31/2014	31-Dec-15	RESEARCH CORPORATION OF THE	MARING AND COASTAL ZONE ADVOCACY COUNCIL ADVOCACY AND OUTREACH ACTIVITIES	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED144	A	-	O	\$ 43,397	\$ 43,397	7/1/2015	7/1/2015	31-Jul-16	COUNTY OF HAWAII	SERVICE TO ADMINISTER CZM PROGRAM AND IMPLEMENT CZM LAW FY15-16	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	N	-	O	\$ 358,807	\$ 358,807	7/1/2015	7/1/2015	31-Jul-16	COUNTY OF HAWAII	SERVICE TO ADMINISTER CZM PROGRAM AND IMPLEMENT CZM LAW FY15-16	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	A	-	O	\$ 43,398	\$ 43,398	7/1/2015	7/1/2015	31-Jul-16	COUNTY OF KAUAI	SERVICE TO ADMINISTER CZM PROGRAM AND IMPLEMENT CZM LAW FY15-16	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED144	N	-	O	\$ 275,151	\$ 275,151	7/1/2015	7/1/2015	31-Jul-16	COUNTY OF KAUAI	SERVICE TO ADMINISTER CZM PROGRAM AND IMPLEMENT CZM LAW FY15-16	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y	S
BED113	B	\$ 150,000	O	\$ 150,000	\$ 150,000	10/28/2015	10/28/2015	9/30/2016	Access Cruise, Inc.	Services related to achieving or exceeding cruise targets with managed distribution to all islands.		N	S
BED113	B	\$ 11,879,352	M	\$ 17,891,355	\$ 6,012,003	1/1/2014	1/1/2014	12/31/2018	AEG Management, HCC LLC	For services related to the management and marketing of the Hawai'i Convention Center	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N	S
BED113	B	\$ 82,500	O	\$ 165,000	\$ 82,500	6/26/2015	6/26/2015	6/30/2016	Ailevon Pacific Aviation Consulting dba "Ailevon, LLC	For services related to achieving or exceeding air seat targets with manager distribution to all islands.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 135,000	O	\$ 300,000	\$ 165,000	2/9/2015	2/9/2015	4/1/2017	Aloha Week Hawai'i, Inc. dba Aloha Festivals	For services related ot the Aloha Festival.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 352,687	M	\$ 352,687	\$ 352,687	11/2/2015	11/2/2015	12/31/2016	Anthology Marketing Group dba Anthology Public Relations	Services related to PR and Communications for the HTA.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 35,000	O	\$ 80,000	\$ 45,000	6/4/2015	6/4/2015	2/1/2017	Big Island Resource Conservation and Development Council	For services related to the 30 Days of Aloha 2015 event	Progress reports, final financial and written reports	N	S
BED113	B	\$ 400,000	O	\$ 400,000	\$ 400,000	9/4/2015	9/4/2015	8/30/2016	City & County of Honolulu	To fund County Product Enrichment Program (CPEP) projects.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 70,000	O	\$ 70,000	\$ 70,000	11/19/2015	11/19/2015	7/1/2016	ClimbHI	Services related to workforce development.	Progress reports, final financial and written reports	N	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED113	B	\$ 400,000	O	\$ 400,000	\$ 400,000	8/27/2015	8/27/2015	8/30/2016	County of Hawai'i	To fund County Product Enrichment Program (CPEP) projects.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 15,000	O	\$ 20,000	\$ 5,000	6/25/2015	6/25/2015	12/31/2015	County of Kaua'i	For services related to the peer greetings program in Kauai	Progress reports, final financial and written reports	N	S
BED113	B	\$ 400,000	O	\$ 400,000	\$ 400,000	8/27/2015	8/27/2015	8/30/2016	County of Kaua'i	To fund County Product Enrichment Program (CPEP) projects.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 250,000	O	\$ 400,000	\$ 150,000	8/27/2015	8/27/2015	8/30/2016	County of Maui	To fund County Product Enrichment Program (CPEP) projects.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 67,725	O	\$ 90,300	\$ 22,575	6/30/2014	6/30/2014	12/31/2018	D.K. Shifflet & Associates, Ltd.	For services related to providing consulting, design, and marketing research services to develop an accountability measurement system for marketing programs in the MMAs	Progress reports, final financial and written reports	N	S
BED113	B	\$ -	O	\$ 303,300	\$ 303,300	26-Jun-15	26-Jun-15	6/30/2020	D.K. Shifflet & Associates, Ltd.	For services related to a marketing program management system.	Progress reports, final financial and written reports	N	S
BED113	B	\$ -	O	\$ 80,000	\$ 80,000	11/5/2015	11/5/2015	1/31/2016	Delta Air Lines	Services related to placement of Hawai'i in Delta Sky Magazine.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 200,000	O	\$ 200,000	\$ 200,000	9/8/2015	9/8/2015	1/31/2016	Delta Air Lines	Services related to placement of Hawai'i on the Delta website.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 15,000	O	\$ 20,000	\$ 5,000	4/15/2015	4/15/2015	2/15/2016	Destination Kona Coast	For services related to the 2015 Kona Harbor Greetings Program	Progress reports, final financial and written reports	N	S
BED113	B	\$ 88,277	O	\$ 94,930	\$ 6,653	10/1/2014	10/1/2014	12/31/2015	Digital Mediums LLC	For services related to Int'l Social Media Marketing.	Progress reports, final financial and written reports	N	S
BED113	B	\$ -	O	\$ 25,000	\$ 25,000	3/4/2015	3/4/2015	12/31/2015	ESPN 1420	For services related to the 2015 ESPN 1420 Sports Festival and ESPN 1420 Hawai'i Ocean Sports	Progress reports, final financial and written reports	N	S
BED113	B	\$ 125,000	O	\$ 150,000	\$ 25,000	5/21/2015	5/21/2015	3/31/2016	Grand Pacific Events, LLC	For services related to the planning, promotion, marketing, and conduct of various rugby events throughout the State in 2015	Progress reports, final financial and written reports	N	S
BED113	B	\$ 600,000	O	\$ 900,000	\$ 300,000	3/24/2014	3/24/2014	12/31/2016	Hawai'i Ag and Culinary Alliance, dba Hawai'i Food and Wine Festival	For services related to the planning, promotion, marketing, and conduct of the Hawai'i Food and Wine Festival 2014-2016	Progress reports, final financial and written reports	N	S
BED113	B	\$ 50,000	O	\$ 67,000	\$ 17,000	10/30/2015	10/30/2015	3/31/2016	Hawai'i Alliance for Arts Educaion dba Hawai'i Arts Alliance	Services related to Pow! Wow!	Progress reports, final financial and written reports	N	S
BED113	B	\$ 30,000	O	\$ 110,000	\$ 80,000	6/24/2015	6/24/2015	3/31/2016	Hawai'i European Cinema	For services related to the Eurocinema Film Festival.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 85,000	O	\$ 95,000	\$ 10,000	5/5/2015	5/5/2015	12/31/2015	Hawai'i International Film Festival	For services related to the 2015 Hawai'i International Film Festival	Progress reports, final financial and written reports	N	S
BED113	B	\$ 75,000	O	\$ 200,000	\$ 125,000	3/13/2015	3/13/2015	11/30/2016	Hawai'i Maoli	For services related to the Prince Kūhiō Festival	Progress reports, final financial and written reports	N	S
BED113	B	\$ 40,000	O	\$ 50,000	\$ 10,000	6/15/2015	6/15/2015	12/31/2015	Hawaiian Canoe Racing Association	For services related to the planning, promotion, marketing and conduct of the HCRA State Championships and the development of the 2018 World Sprints bid	Progress reports, final financial and written reports	N	S
BED113	B	\$ 800,000	O	\$ 800,000	\$ 800,000	11/26/2015	11/26/2015	12/31/2016	Hills Balfour Limited	Services related to marketing services in the Europe MMA.		N	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED113	B	\$ 25,000	O	\$ 30,000	\$ 5,000	4/15/2015	4/15/2015	2/15/2016	Hilo Hawai'i Visitor Industry Association, Inc., dba Destination Hilo	For services related to the 2015 Hilo Harbor Greetings Program	Progress reports, final financial and written reports	N	S
BED113	B	\$ 10,000	O	\$ 80,000	\$ 70,000	9/1/2015	9/1/2015	12/31/2016	Ho'okipa Specialists	Services related to MCI	Progress reports, final financial and written reports	N	S
BED113	B	\$ 40,429	O	\$ 486,939	\$ 446,510	6/29/2015	6/29/2015	12/31/2018	HONBLUE, Inc., dba Electric Pencil	For services related to in-flight forms.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 100,000	O	\$ 316,000	\$ 216,000	3/1/2014	3/1/2014	2/28/2016	Honolulu Festival Foundation	For services related to the planning, promotion, marketing, and conduct of the Honolulu Festival event in years 2014 and 2015	Progress reports, final financial and written reports	N	S
BED113	B	\$ 1,809,083	M	\$ 2,042,300	\$ 233,217	1/1/2015	1/1/2015	12/31/2015	I Plus Connect Communications, dba iConnect	For services related to external destination marketing management services for the major market area of Korea	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N	S
BED113	B	\$ 214,833	M	\$ 319,000	\$ 104,167	6/27/2014	6/27/2014	2/28/2016	Jicer Corporation S.A., dba FOCUS/LATAM	For external destination marketing management services for the major market area of Latin America	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N	S
BED113	B	\$ 375,610	M	\$ 481,410	\$ 105,800	1/1/2014	1/1/2014	5/18/1927	JWI Marketing Co., Ltd.	For services related to external destination marketing management services for the major market area of Taiwan	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N	S
BED113	B	\$ 55,000	O	\$ 55,000	\$ 55,000	3/26/2015	3/26/2015	12/31/2015	Kaua'i Marathon, The	For services related to the 2015 Kaua'i Marathon	Progress reports, final financial and written reports	N	S
BED113	B	\$ 40,000	O	\$ 100,000	\$ 60,000	6/26/2015	6/26/2015	3/31/2016	Kemper Sports Marke	For services related to the planning, promotion, marketing, and conduct of the 2015 Maui Jim Maui Invitational	Progress reports, final financial and written reports	N	S
BED113	B	\$ 276,000	O	\$ 414,000	\$ 138,000	5/1/2014	5/1/2014	8/1/2016	Kintetsu International Express (USA), Inc.	For services related to the planning, promotion, marketing, and conduct of the Pan Pacific Festival event for years 2014-2015	Progress reports, final financial and written reports	N	S
BED113	B	\$ 72,500	O	\$ 87,500	\$ 15,000	6/26/2015	6/26/2015	6/30/2016	Kloninger & Sims Consulting, LLC	For services related to compiling an assessment of existing and planned visitor accommodations.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 127,000	O	\$ 127,000	\$ 127,000	6/24/2015	6/24/2015	12/31/2016	Kōloa Plantation Days		Progress reports, final financial and written reports	N	S
BED113	B	\$ 65,000	O	\$ 75,000	\$ 10,000	6/4/2015	6/4/2015	3/31/2016	Kona Coffee Cultural Festival	For services related to the planning, promotion, marketing, and conduct of the 45th Annual Kona Coffee Cultural Festival	Progress reports, final financial and written reports	N	S
BED113	B	\$ 63,500	O	\$ 63,500	\$ 63,500	11/19/2015	11/19/2015	3/31/2017	Kona Coffee Cultural Festival	Services related to the 2016 Kona Coffee Cultural Festival.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 10,000	O	\$ 15,661	\$ 5,661	6/26/2015	6/26/2015	12/31/2015	LahainaTown Action Committee	For services related to the greeting program at Lahaina Harbor.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 42,000	O	\$ 46,000	\$ 4,000	1/1/2015	1/1/2015	4/4/2016	Maui County Visitors Association, dba Maui Visitors Bureau	For services related to the conduct of a Visitor Assistance program for the County of Maui	Progress reports, final financial and written reports	N	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED113	B	\$ 250,000	O	\$ 300,000	\$ 50,000	3/1/2014	3/1/2014	3/28/2016	McNeil Wilson Communications	Public relations and communications services for the Meet Hawai'i team	Progress reports, final financial and written reports	N	S
BED113	B	\$ 38,272	O	\$ 166,401	\$ 128,129	3/16/2015	3/16/2015	6/30/2016	McNeil Wilson Communications, Inc., dba Qmark Research	For services related to the collection, processing, and reporting of satisfaction and activity data from a representative sample of domestic and international visitors	Progress reports, final financial and written reports	N	S
BED113	B	\$ 70,000	O	\$ 150,000	\$ 80,000	5/8/2015	5/8/2015	12/15/2016	Moanalua Gardens Foundation, Inc.	For services related to the planning, promotion, marketing, and conduct of the Prince Lot Hula Festival for years 2015 and 2016	Progress reports, final financial and written reports	N	S
BED113	B	\$ 64,298	O	\$ 64,298	\$ 64,298	5/30/2014	5/30/2014	5/29/2015	MSI	Accounting Software		N	S
BED113	B	\$ 21,561	O	\$ 30,000	\$ 8,439	1/1/2015	1/1/2015	12/31/2015	Net Results	For services related to providing IT support		N	S
BED113	B	\$ 153,320	O	\$ 176,800	\$ 23,480	2/3/2014	2/3/2014	2/2/2016	New Millenium Meetings	For services related to implementing and managing the Hawai'i Business Ambassador Program	Progress reports, final financial and written reports	N	S
BED113	B	\$ 533,730	O	\$ 1,440,935	\$ 907,205	1/1/2014	1/1/2014	6/30/2018	OmniTrak Group, Inc.	For services related to the data collection and preparation of Departure Visitor Surveys taken from international and island surveys for CY 2014-2017	Progress reports, final financial and written reports	N	S
BED113	B	\$ 35,945	O	\$ 97,974	\$ 62,029	1/1/2014	1/1/2014	6/30/2018	OmniTrak Group, Inc.	For services related to the tabulation and reporting of the Departure Visitor Surveys taken from international and island surveys for CY 2014-2017	Progress reports, final financial and written reports	N	S
BED113	B	\$ 973,556	O	\$ 1,125,080	\$ 151,524	1/1/2015	1/1/2015	6/30/2018	OmniTrak Group, Inc.	For services related to the 2015- 2017 Cruise Visitors' Basic Characteristics and Expenditure Survey	Progress reports, final financial and written reports	N	S
BED113	B	\$ 162,908	O	\$ 5,552,000	\$ 5,389,092	1/1/2015	1/1/2015	12/31/2018	PGA Tour, Inc.	Official Designation and Royalty Agreement, Additional Obligations Agreement	Progress reports, final financial and written reports	N	S
BED113	B	\$ 80,000	O	\$ 80,000	\$ 80,000	2/28/2015	2/28/2015	3/1/2017	Po'ipū Beach Foundation, Inc.	For services related to the planning, promotion, marketing and conduct of the Kaua'i Aloha Festival for years 2015 and 2016	Progress reports, final financial and written reports	N	S
BED113	B	\$ 65,000	O	\$ 125,000	\$ 60,000	6/30/2015	6/30/2015	12/31/2016	Polynesian Voyaging Society	For services related to Hōkūle'a Worldwide Tour.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 15,000	O	\$ 23,000	\$ 8,000	3/28/2014	3/28/2014	3/28/2016	Pong, Winfred K.T.	For services related to the drafting of minutes for meetings of the HTA Board of Directors		N	S
BED113	B	\$ 204,080	O	\$ 204,080	\$ 204,080	3/5/2015	3/5/2015	6/30/2016	Repucom America LLC	For services related to the evaluation of HTA's Festivals and Events in 2015	Progress reports, final financial and written reports	N	S
BED113	B	\$ 10,000	O	\$ 43,000	\$ 33,000	6/29/2015	6/29/2015	6/30/2016	Repucom America, LLC	For services related to media impact studies of television broadcasts of sporting events.	Progress reports, final financial and written reports	N	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
BED113	B	\$ 203,300	O	\$ 1,125,080	\$ 921,780	1/1/2015	1/1/2015	6/30/2019	SMS Research and Marketing Services, Inc.	For services related to the 2015-2018 Domestic Visitor Basic Characteristic Survey	Progress reports, final financial and written reports	N	S
BED113	B	\$ 18,592	O	\$ 27,461	\$ 8,869	3/5/2015	3/5/2015	3/31/2016	SMS Research and Marketing Services, Inc.	For services related to the development and maintenance of a Tourism Price Index	Progress reports, final financial and written reports	N	S
BED113	B	\$ 17,487	O	\$ 52,320	\$ 34,832	3/31/2015	3/31/2015	7/31/2016	SMS Research and Marketing Services, Inc.	For services related to the development of a Program Monitoring and Evaluation Process for the HTA	Progress reports, final financial and written reports	N	S
BED113	B	\$ -	O	\$ 50,000	\$ 50,000	11/5/2015	11/5/2015	12/31/2016	Spike and Serve	Services related to Beach Volleyball	Progress reports, final financial and written reports	N	S
BED113	B	\$ 770,575	O	\$ 883,300	\$ 112,725	1/1/2014	1/1/2014	12/31/2015	Stryker Weiner & Yokota Public Relations, Inc.	For services related to providing the HTA with public relations, communications, and outreach services	Progress reports, final financial and written reports	N	S
BED113	B	\$ -	O	\$ 15,000	\$ 15,000	6/29/2015	6/29/2015	5/31/2016	Sullivan, Doris dba Pacific Island Athletic Alliance	For services related to football camp to be broadcast on CBS Sports.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 35,000	O	\$ 84,000	\$ 49,000	6/22/2015	6/22/2015	12/31/2017	TEAM Unlimited LLC	For services related to the XTERRA Trail Run	Progress reports, final financial and written reports	N	S
BED113	B	\$ 80,000	O	\$ 180,000	\$ 100,000	6/22/2015	6/22/2015	12/31/2017	TEAM Unlimited LLC	For services related to the XTERRA World Championships	Progress reports, final financial and written reports	N	S
BED113	B	\$ 133,700	O	\$ 133,700	\$ 133,700	11/20/2015	11/20/2015	3/31/2016	The Kalaimoku Group	Services related to May Day Music Series.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 50,000	O	\$ 100,000	\$ 50,000	2/3/2015	2/3/2015	3/1/2017	The Kukui Media Group, LLC	For services related to the broadcast of the Merrie Monarch Festival	Progress reports, final financial and written reports	N	S
BED113	B	\$ 1,901,451	M	\$ 2,384,791	\$ 483,340	1/1/2014	1/1/2014	12/31/2015	Travel Link Marketing Co., Ltd.	For services related to external destination marketing management services for the major market area of China	Progress reports, final financial and written reports	N	S
BED113	B	\$ 35,000	O	\$ 80,000	\$ 45,000	3/27/2015	3/27/2015	3/1/2017	Tri-Isle Resource Conservation and Development Council	For services related to the 2015 Festivals of Aloha Maui Nui Style event	Progress reports, final financial and written reports	N	S
BED113	B	\$ 100,000	O	\$ 100,000	\$ 100,000	11/10/2015	11/10/2015	5/1/2016	USTA Hawai'i Pacific Section	Services related to Fed Cup tennis.	Progress reports, final financial and written reports	N	S
BED113	B	\$ 110,500	O	\$ 120,500	\$ 10,000	1/1/2015	1/1/2015	4/4/2016	VASH Hawai'i Island	For services related to the conduct of a Visitor Assistance program for the County of Hawai'i	Progress reports, final financial and written reports	N	S
BED113	B	\$ 250,000	O	\$ 272,000	\$ 22,000	1/1/2015	1/1/2015	4/4/2016	Visitor Aloha Society of Hawai'i	For services related to the conduct of a Visitor Assistance program for O'ahu	Progress reports, final financial and written reports	N	S
BED113	B	\$ 48,000	O	\$ 53,000	\$ 5,000	1/1/2015	1/1/2015	4/4/2016	Visitor Aloha Society of Kaua'i, Inc.	For services related to the conduct of a Visitor Assistance program for the County of Kaua'i	Progress reports, final financial and written reports	N	S
BED113	B	\$ 90,000	O	\$ 100,000	\$ 10,000	1/1/2015	1/1/2015	4/1/2016	Waikiki Improvement Association	For services related to performances in the Kūhiō Beach area and the hula mound in Waikiki	Progress reports, final financial and written reports	N	S
BED113	B	\$ 50,000	O	\$ 1,250,000	\$ 1,200,000	6/17/2015	6/17/2015	2/15/2020	World Triathlon Corporation	For services related to the Ironman Triathlon.	Progress reports, final financial and written reports	N	S

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
BED113	B	\$ 150,000	O	\$ 150,000	\$ 150,000	4/10/2015	4/10/2015	7/31/2016	Young & Rubicam, Inc., dba Lotte Championship	For services related to the planning, promotion, and conduct of the LPGA Lotte Championship Tournament	Progress reports, final financial and written reports	N	S

Department of Business, Economic Development and Tourism
FY16 Appropriation Status

Table 21

Act/ Year	ProglD	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act119/15	BED100	100001	EXECUTIVE REQUEST: ADD FUNDS FOR THE BEIJING AND TAIPEI STATE OFFICES (BED100/SM).	LEGISLATURE DOES NOT CONCUR. REDUCE 130,000 IN FY17 FOR CONTRACT PERSONNEL AND 120,000 IN FY17 FOR OPERATING/OFFICE EXPENSES. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: CONTRACT PERSONNEL (FY16: 130,000) OPERATING/OFFICE EXPENSES (FY16: 120,000)	A		0	\$ 250,000			135,000	Expenditures flow on a pro-rata basis over the fiscal year
Act119/15	BED100	1000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR SISTER-STATE RELATIONSHIPS.	DETAIL OF LEGISLATIVE ADJUSTMENT: SISTER-STATE RELATIONSHIPS (FY16: 200,000)	A		0	\$ 200,000			45,000	Awaiting sole source approvals from SPO for \$120,000
Act119/15	BED100	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HAWAII KOREAN CHAMBER OF COMMERCE.		A		0	\$ 50,000			-	Awaiting proposed plan from Hawaii Korean Chamber to draft contract
Act119/15	BED105	210002	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR CREATIVE INDUSTRIES DIVISION FOR CREATIVE LAB PROGRAM/NEIGHBOR ISLAND EXPANSION (BED105).	LEGISLATURE DOES NOT CONCUR. REDUCE 50,000 IN FY16 FOR CREATIVE LAB AND 100,000 IN FY17 FOR CREATIVE LAB. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: CREATIVE LAB (FY16: 50,000)	A		0	\$ 50,000			20,000	Allocated to GVS All Access/Creative Lab Boardroom pitch events, one on one mentoring November 2015. Balance of appropriation allocated to Creative Lab programs on Kauai in conjunction with KEDB and Creative Industries County of Kauai.
Act119/15	BED120	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HONOLULU COMMUNITY ACTION PROGRAM, INC.		A		0	\$ 222,974			-	Req to Allot and Expend Grant (dated 10/23/15) is pending Governor's approval.
Act119/15	BED130	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR SALARY SHORTAGE (BED130).	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES FOR ECONOMIC RESEARCH PROGRAM MANAGER EM5 (19,344) PERSONAL SERVICES FOR RESEARCH AND STATISTICS OFFICER EM5 (20,025) PERSONAL SERVICES FOR INFORMATION SPECIALIST (6,660) PERSONAL SERVICES FOR ECONOMIST SR26 (9,420)	A		0	\$ 55,449			23,104	Utilized to cover salary shortfall across the year

Department of Business, Economic Development and Tourism
FY16 Appropriation Status

Table 21

Act/ Year	ProglD	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act119/15	BED138	100001	EXECUTIVE REQUEST: ADD (5) TEMPORARY POSITIONS AND FUNDS FOR THE HAWAII GREEN INFRASTRUCTURE AUTHORITY (BED138/GI).	LEGISLATURE CONCURS. FROM HAWAII GREEN INFRASTRUCTURE SPECIAL FUND. DETAIL OF GOVERNOR'S REQUEST: (1) TEMPORARY HAWAII GREEN INFRASTRUCTURE AUTHORITY EXECUTIVE DIRECTOR (#121517; 119,000) (1) TEMPORARY HAWAII GREEN INFRASTRUCTURE AUTHORITY EXECUTIVE ASSISTANT (#121519; 58,000) (1) TEMPORARY HAWAII GREEN INFRASTRUCTURE AUTHORITY SERVICES COORDINATOR (#121522; 90,000) (2) TEMPORARY HAWAII GREEN INFRASTRUCTURE AUTHORITY PROGRAM OFFICERS (#121520, #121521; 90,000 EACH) FRINGE BENEFITS (190,154) OPERATING EXPENSES (362,846)	B	5.00	0	\$ 1,000,000	5.00		252,091	Anticipate that the wages of a full staff and payment of existing contracts will utilize the remaining funds for this fiscal period.
Act119/15	BED144	210001	GOVERNOR'S MESSAGE (2/10/15): ADD (1) POSITION AND FUNDS FOR TRANSIT-ORIENTED DEVELOPMENT AND SPECIAL PLANNING PROJECTS (BED144/PL).	LEGISLATURE DOES NOT CONCUR. REDUCE 29,364 IN FY16 FOR PLANNER VI. . DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (1) PLANNER VI SR26 (FY16: 29,364; FY17: 60,780) 6-MONTH DELAY IN HIRE.	A		1	\$ 29,364				Position is in active recruitment at this time.
Act119/15	BED150	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR SALARY INCREASES AND FRINGE BENEFIT ADJUSTMENTS (BED150/KL).	LEGISLATURE CONCURS. FROM HAWAII COMMUNITY DEVELOPMENT AUTHORITY REVOLVING FUND. DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES FOR HAWAII COMMUNITY DEVELOPMENT AUTHORITY DIRECTOR OF PLANNING AND DEVELOPMENT-KALAELOA (FY16: 942; FY17: 1,956) PERSONAL SERVICES FOR KALAELOA PROGRAM SPECIALIST IV (FY16: 1,465; FY17: 2,509) FRINGE BENEFITS (FY16: 19,583; FY17: 22,287)	W		0	\$ 21,990			9,163	Expenditures flow on a pro-rata basis over the fiscal year

Department of Business, Economic Development and Tourism
FY16 Appropriation Status

Table 21

Act/ Year	ProglD	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act119/15	BED150	210002	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR SALARY INCREASES AND FRINGE BENEFIT ADJUSTMENTS (BED150/KA).	LEGISLATURE CONCURS. FROM HAWAII COMMUNITY DEVELOPMENT AUTHORITY REVOLVING FUND. DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES FOR HAWAII COMMUNITY DEVELOPMENT AUTHORITY EXECUTIVE DIRECTOR (FY16: 15,105; FY17: 15,274) PERSONAL SERVICES FOR HAWAII COMMUNITY DEVELOPMENT AUTHORITY SECRETARY TO EXECUTIVE DIRECTOR (FY16: 4,140; FY17: 4,584) FRINGE BENEFITS (FY16: 35,939; FY17: 39,617)	W		0	\$ 55,184		2.00	22,993	
Act119/15	BED160	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR RENTAL HOUSING TRUST FUND CEILING INCREASE (BED160/RHTF).	LEGISLATURE DOES NOT CONCUR. REDUCE 50,000,000 FOR RENTAL HOUSING TRUST FUND. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: RENTAL HOUSING TRUST FUND (50,000,000) \$50,000,000 NON-RECURRING.	T		0	\$ 50,000,000			-	This appropriation was subsequently converted to a revolving fund.
Act119/15	BED160	210003	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR OTHER POST- EMPLOYMENT BENEFIT CONTRIBUTION AND FRINGE BENEFIT ADJUSTMENT (BED160/HD).	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: OTHER POST-EMPLOYMENT BENEFIT CONTRIBUTION (FY16: 159,600; FY17: 271,200) FRINGE BENEFITS (FY16: 285,918; FY17: 322,687)	W		0	\$ 445,518			-	Expenditures flow on a pro-rata basis over the fiscal year
Act119/15	BED160	210004	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR PERSONAL SERVICES, OTHER POST-EMPLOYMENT BENEFIT CONTRIBUTION, FRINGE BENEFIT ADJUSTMENT, AND OTHER CURRENT EXPENSES (BED160/HF).	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES (FY16: 13,463; FY17: 66,314) OTHER POST-EMPLOYMENT BENEFIT CONTRIBUTION (FY16: 135,600; FY17: 234,000) FRINGE BENEFITS (FY16: 297,102; FY17: 328,392) SERVICES ON A FEE (FY16: 210,400; FY17: 220,920)	W		0	\$ 656,565			50,063	Expenditures flow on a pro-rata basis over the fiscal year

Department of Business, Economic Development and Tourism
FY16 Appropriation Status

Table 21

Act/ Year	ProglD	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act119/15	BED160	210005	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR PERSONAL SERVICES, OTHER POST-EMPLOYMENT BENEFIT CONTRIBUTION, FRINGE BENEFIT RATE ADJUSTMENT, AND OTHER CURRENT EXPENSES (BED160/HA).	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES (FY16: 137,470; FY17: 257,094) OTHER POST-EMPLOYMENT BENEFIT CONTRIBUTION (FY16: 321,600; FY17: 552,000) FRINGE BENEFITS (FY16: 427,694; FY17: 502,581) SERVICES ON A FEE (254,000) RENTAL OF LAND AND BUILDING (FY16: 262,496; FY17: 328,096)	W		0	\$ 1,403,260			243,696	Expenditures flow on a pro-rata basis over the fiscal year
Act119/15	BED160	1000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR RENTAL HOUSING TRUST FUND CEILING INCREASE FOR ADDITIONAL CONVEYANCE TAX DISTRIBUTION (BED160).	FROM RENTAL HOUSING TRUST FUND.	T		0	\$ 16,076,302			-	This appropriation was subsequently converted to a revolving fund.
159/2015	BED143		Alternative energy research and development pilot project		A	0	0	1,000,000	0	0	0	The admin. rules are scheduled for public hearing(s). Funds will begin to be disbursed after the rules are finalized.
215/2015	BED143		Manufacturing development program		A	0	0	2,000,000	0	0	0	The admin. rules are scheduled for public hearing(s). Funds will begin to be disbursed after the rules are finalized.
216/2015	BED143		Hawaii small business innovation research phase II and III program		A	0	0	2,000,000	0	0	0	The admin. rules are scheduled for public hearing(s). Funds will begin to be disbursed after the rules are finalized.

Department of Business, Economic Development and Tourism
Capital Improvements Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY17 \$\$\$</u>
BED 150	1	1	12	026	19 Positions in HCDA	A	1,450,000
BED160	1	2	12	026	902 ALDER STREET, HONOLULU, OAHU	C	15,000,000
BED160	3	3	00	000	DWELLING UNIT REVOLVING FUND INFUSION, STATEWIDE	C	25,000,000
BED143	1	4	12	022	ENTREPRENEUR'S SANDBOX-KAKAAKO COLLABORATION CENTER, OAHU	C	3,000,000
BED160	5	5	00	000	LOW INCOME HOUSING TAX CREDIT LOANS, STATEWIDE	C	8,459,000
BED105	1	6	09	019	HAWAII FILM STUDIO, VARIOUS SITE IMPROVEMENTS, PHASE 3A, OAHU	C	1,720,000
BED150	2	7	20	043	COMPLETION OF THE KALAELOA ENERGY CORRIDOR, KALAELOA, OAHU	C	6,000,000
BED146	1	8	04	006	IMPROVEMENTS AND UPGRADES TO SEAWATER SYSTEM, HAWAII	D	5,200,000
BED160	4	9	23	047	WAIAHOLE WATER SYSTEM IMPROVEMENTS, OAHU	C	6,500,000
BED107	1	10	13	026	FOREIGN-TRADE ZONE CHILLER REPLACEMENT PROJECT, OAHU	D	1,000,000
BED144	1	11	00	000	STATE AGENCY TRANSIT-ORIENTED DEVELOPMENT, OAHU	C	1,000,000
BED160	2	12	00	000	CASH INFUSION FOR RENTAL HOUSING REVOLVING FUND	C	75,000,000

Department of Business, Economic Development and Tourism
CIP Lapses

Table 23

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> \$\$\$\$	<u>Reason</u>
BED160	134/13	Waiahole Water System System Improvements, Oahu	C	\$6,500,000.00	Project delayed
BED160	122/14	Hale Mahaolu Ewalu, Maui	C	\$4,000,000.00	Delay in obtaining other financing

Department of Business, Economic Development and Tourism
Division Resources

Table 24

Division	Associated Program IDs						
BUSINESS DEVELOPMENT AND SUPPORT DIVISION	BED 100/SM						
LAND USE COMMISSION	BED 103/DA						
CREATIVE INDUSTRIES DIVISION	BED 105/CI						
FOREIGN TRADE ZONE	BED 107/ BA						
HAWAII TOURISM AUTHORITY	BED 113/TO	BED 113 / XC					
HAWAII STATE ENERGY OFFICE	BED 120 / SI						
OFFICE OF AEROSPACE DEVELOPMENT	BED 128 / OA						
RESEARCH & ECONOMIC ANALYSIS DIVISION	BED 130 / FA						
HAWAII GREEN INFRASTRUCTURE AUTHORITY	BED 138 / GI						
DEPARTMENTAL ADMINISTRATION	BED 142 / AA						
HIGH TECH DEVELOPMENT CORPORATION	BED 143 / TE						
OFFICE OF PLANNING	BED 144 / PL	BED 144 / PZ					
HAWAII STRATEGIC DEVELOPMENT CORPORATION	BED 145/ VC						
NATURAL ENERGY LAB OF HAWAII AUTHORITY	BED 146 / EL						
HAWAII COMMUNITY DEVELOPMENT AUTHORITY	BED 150 / KA	BED 150 / KL					
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION	BED 160 / HA	BED 160 / HD	BED 160 / HF				

Department of Business, Economic Development and Tourism
 Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
		None	

Department of Business, Economic Development Tourism
Organization Changes

Table 26

<u>Year of Change</u> FY16/FY17	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY16	16	Add HGIA Accountant to BED138, Hawaii Green Infrastructure Authority authorized under Act 211, SLH 2013
FY16	59-60	Hawaii Green Infrastructure Authority Functional Statement was updated with the addition of the HGIA Accountant.
FY16	35	Add CZM Policy Analyst to BED144, Office of Planning authorized under Chapter 76, HRS. Reorg still needs to be completed to update org chart.
FY16	28	Add HCATT Project Manager to BED143. High Techonology Development Corporation authorized under Act 164, SLH 2011 HRS 206M-3(a)(6). Reorg still needs to be completed to update org chart.

Acknowledged

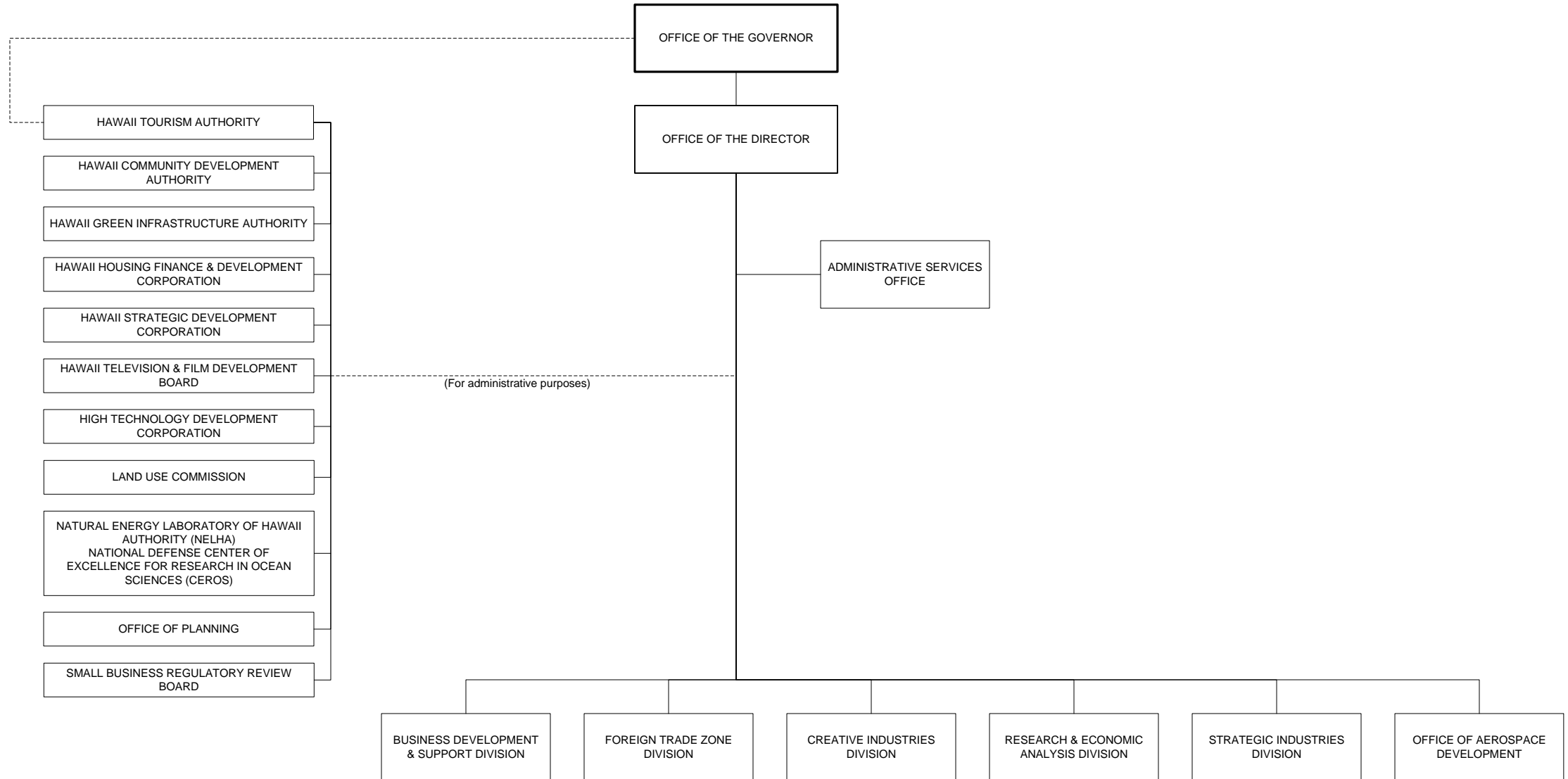
9/25/14

ORGANIZATION CHART

Kalbert K. Young, Director of Finance

Date

PRESENT



October 29, 2014

Acknowledged

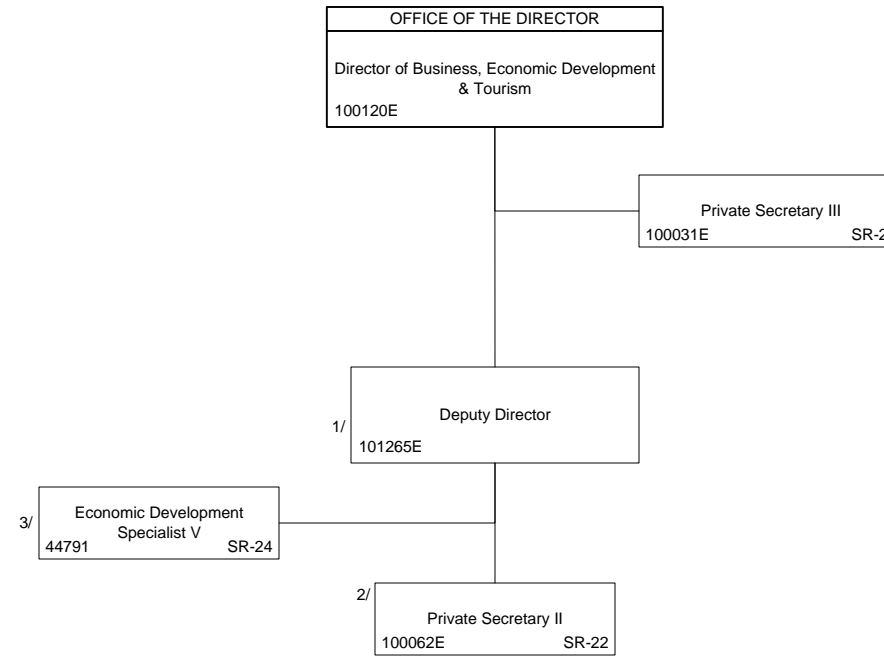
12/14/11

Kalbert K. Young, Director of Finance

Date

POSITION ORGANIZATION CHART

PRESENT



E = Exempt

1/ Position #101265E, abolished Act 162, SLH 2009. Restored thru Act 164, SLH 2011. Position # is same.

2/ Position #100062E, abolished Act 180, SLH 2010. Restored thru Act 164, SLH 2011. Position # is same.

3/ Position #44791, Economic Development Specialist V, SR-24 proposed to be transferred from Strategic Industries Division, Science & Technology Branch to the Director's Office and proposed to be reallocated to Economic Development Specialist VI, SR-26.

The following positions have been abolished:

Position #103233E, Special Assistant for International Affairs abolished 6/30/09 - Act 162, SLH 2009.

Position #41975, Secretary III abolished 6/30/09 - Act 162, SLH 2009

Position #100134E, DBEDT Information Director abolished - Act 180, SLH 2010.

Position #12695, Information Specialist IV, RIF, abolished - Act 180, SLH 2010.

Position #12889, Secretary II, abolished - Act 180, SLH 2010.

ACKNOWLEDGED

Acknowledged

Kalbert K. Young, Director of Finance

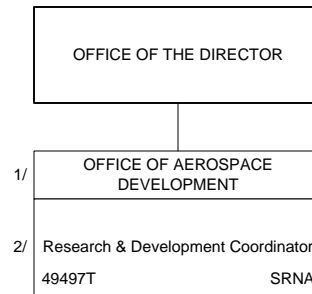
12/14/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF AEROSPACE DEVELOPMENT

ORGANIZATION CHART

PRESENT



1/ Establish Office of Aerospace Development, Act 149, SLH 2007.

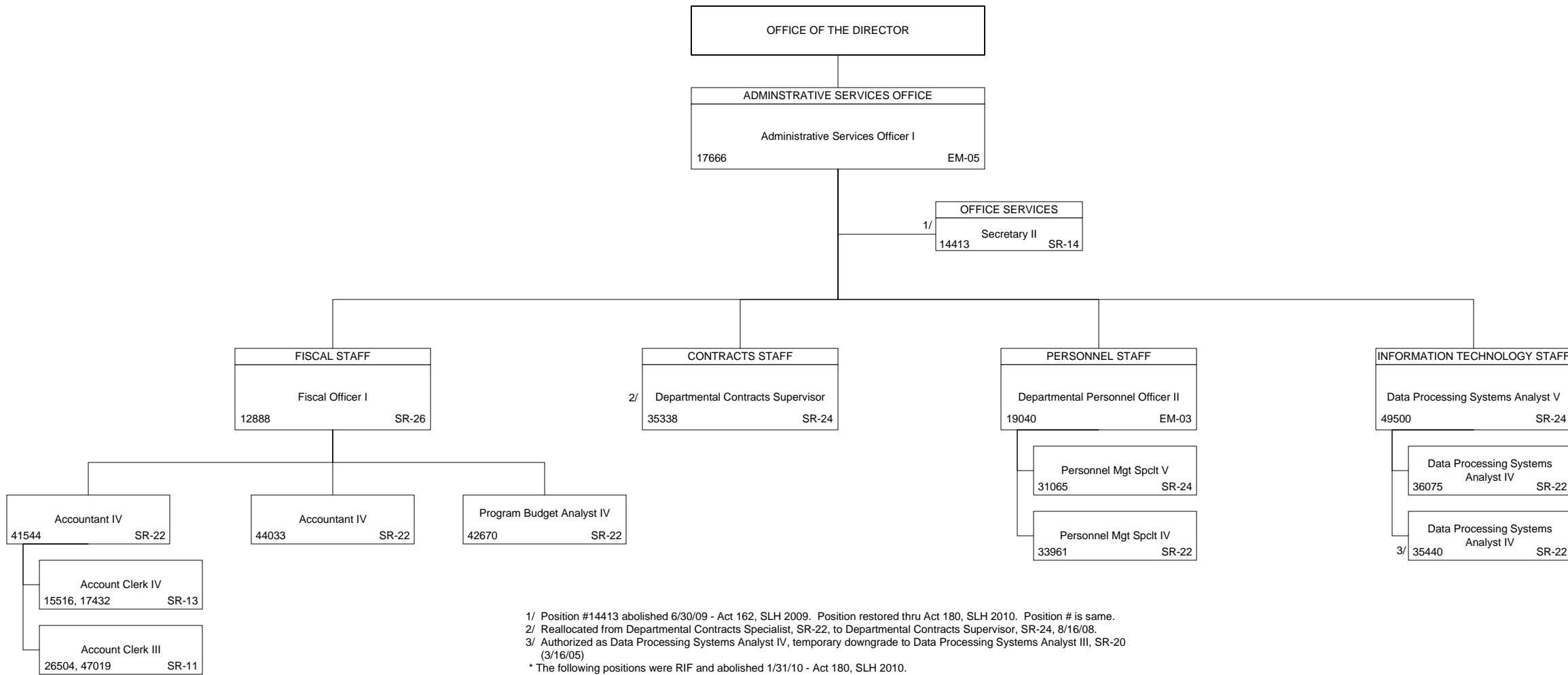
2/ Position #49497T Research & Development Coordinator, SRNA, proposed to be transferred from Strategic Industries Division, Science & Technology Branch to Office of Aerospace Development.

Acknowledged
Kalbert K. Young, Director of Finance

12/14/11
Date

POSITION ORGANIZATION CHART

PRESENT



1/ Position #14413 abolished 6/30/09 - Act 162, SLH 2009. Position restored thru Act 180, SLH 2010. Position # is same.
 2/ Reallocated from Departmental Contracts Specialist, SR-22, to Departmental Contracts Supervisor, SR-24, 8/16/08.
 3/ Authorized as Data Processing Systems Analyst IV, temporary downgrade to Data Processing Systems Analyst III, SR-20 (3/16/05)
 * The following positions were RIF and abolished 1/31/10 - Act 180, SLH 2010.
 Position #39255, Office Assistant III (reclassified effective 7/1/08), SR-08.
 Position #44669, Account Clerk III, SR-11
 Position #33960, Accountant III, SR-20
 Position #42609, Accountant III, SR-20
 Position #44554, Program Budget Analyst IV, SR-22
 Position #44841, Personnel Clerk V, SR-13
 ** The following positions were abolished 6/30/09 - Act 162, SLH 2009.
 Position #15643, Contracts Assistant I, SR-13
 Position #49254, Departmental Contracts Specialist, SR-22
 Position #19539, Personnel Management Specialist IV, SR-22
 *** Position #49491, Management Analyst IV, SR-22, abolished 1/31/10 - Act 180, SLH 2010.

Acknowledged

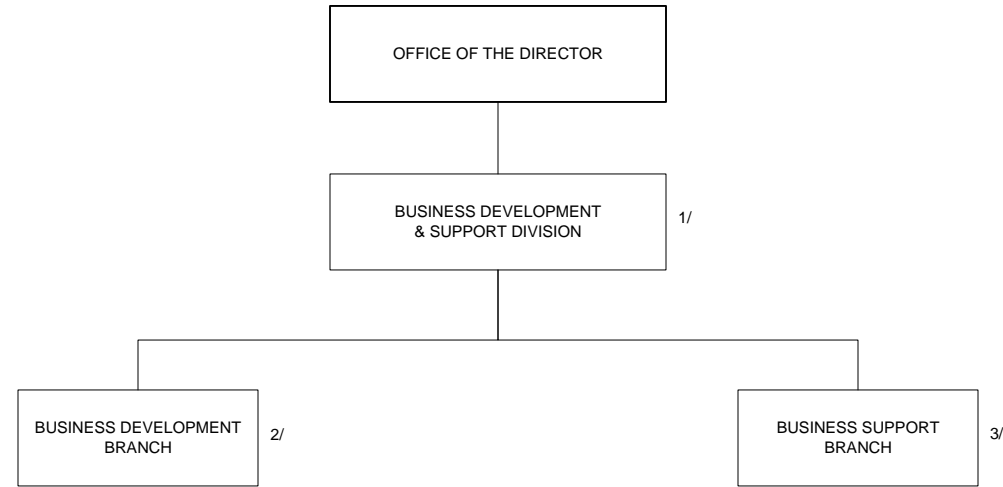
Kalbert K. Young, Director of Finance

12/14/11

Date

ORGANIZATION CHART

PRESENT



- 1/ Strategic Marketing & Support Division proposes to be renamed to Business Development & Support Division
- 2/ Services Trade Branch proposes to be renamed to Business Development Branch.
- 3/ Business & Community Assistance Branch proposes to be renamed to Business Support Branch.
- * Investment & Business Analysis Branch proposes to be eliminated.

Acknowledged

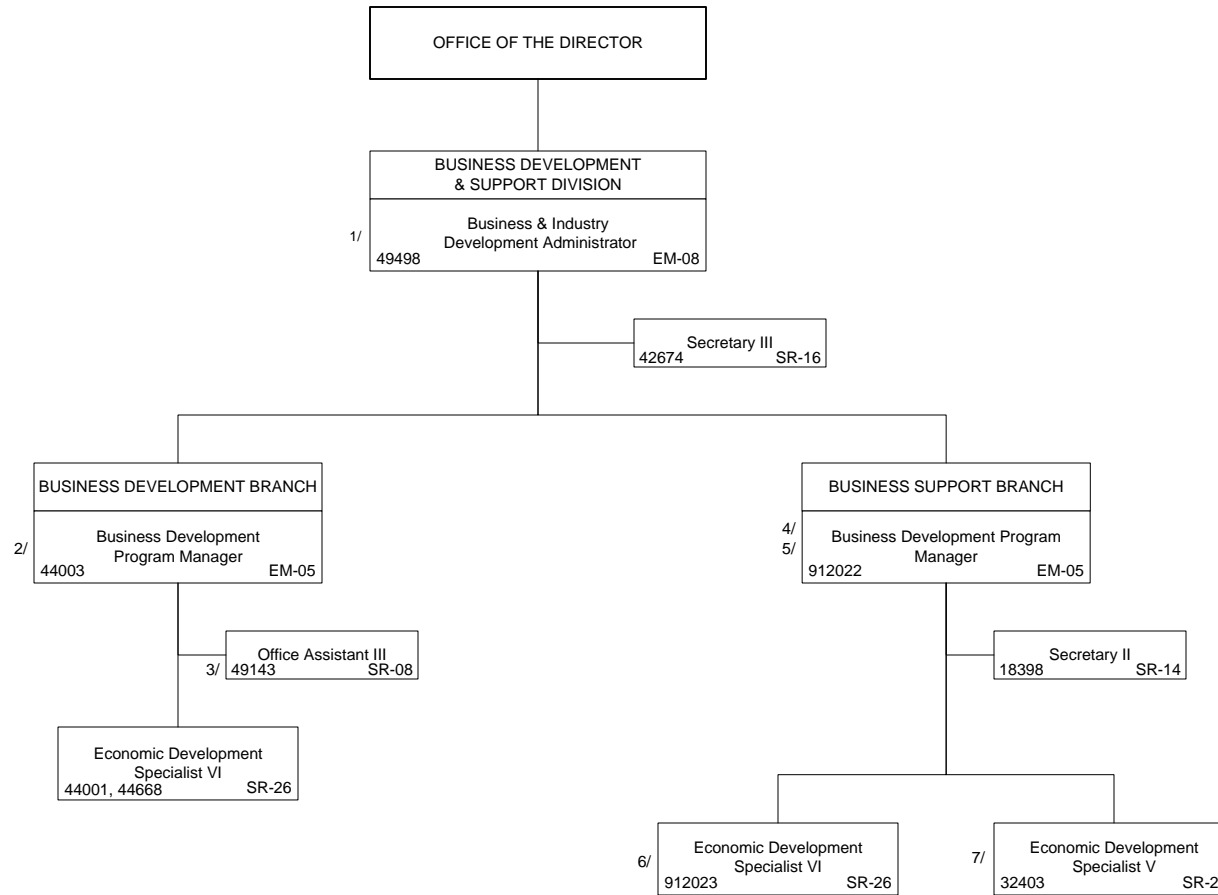
12/14/11

Kalbert K. Young, Director of Finance

Date

POSITION ORGANIZATION CHART

PRESENT



- 1/ Strategic Marketing & Support Division proposes to be renamed Business Development & Support Branch
- 2/ Services Trade Branch proposes to be renamed Business Development Branch
- 3/ Position #49143 Office Assistant III, SR-08 (position reclassified effective 7/01/08) proposes to be transferred from the proposed Business Support Branch (aka Business & Community Assistance Branch) to the proposed Business Development Branch (aka Services Trade Branch).
- 4/ Business & Community Assistance Branch proposes to be renamed Business Support Branch
- 5/ Position #912022 Business Development Program Manager, EM-05, newly created position - Act 164, SLH 2011
- 6/ Position #912023 Economic Development Specialist VI, SR-26, newly created position - Act 164, SLH 2011
- 7/ Position #32403 Economic Development Specialist V, SR- 24, proposes to be transferred from Strategic Industries Division, Science & Technology Branch to the proposed Business Support Branch (aka Business & Community Assistance Branch) and proposes to be reallocated to Economic Development Specialist VI, SR-26.
- * The following positions were RIF, abolished 1/31/10 - Act 180, SLH 2010
 - Position #15522 Business Loan Officer II, SR- 25
 - Position # 43036 Economic Development Specialist VI, SR- 26
 - Position #26981 Economic Development Specialist VI, SR- 26
 - Position #49142 Economic Development Specialist VI, SR- 26
 - Position #49144 Economic Development Specialist IV, SR- 22
- ** The following positions were abolished Act 162, SLH 2009
 - Position #35621 Business Development Program Manager, EM-05 abolished 7/15/09.
- *** Position #25304 Secretary II, SR-14, proposes to be transferred from the proposed Business Development Branch (aka Services Trade Branch) to Research & Economic Analysis Division and proposes to be reallocated to Secretary III, SR-16.
- **** Investment & Business Analysis Branch proposes to be eliminated
 - Position #49499 Business Development Program Manager, EM-05 abolished 7/15/09 - Act 180, SLH 2010
 - Position #26633 Secretary II, SR-14, proposes to be transferred from Investment & Business Analysis Branch to Creative Industries Division and proposes to be reallocated to Secretary III, SR-16.
 - Position #26982 Economic Development Specialist VI, SR-26 RIF, abolished 1/31/10 - Act 180, SLH 2010
 - Position #27489 Economic Development Specialist VI, SR-26 abolished 7/15/09, Act 162, SLH 2009
 - Position #44000 Economic Development Specialist V, SR-24 proposes to be transferred from Investment & Business Analysis Branch to Creative Industries, Division, Film Industry Branch

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

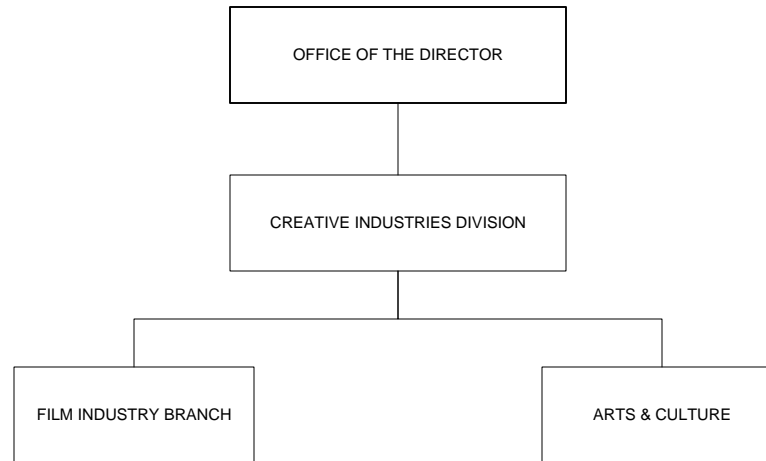
7/21/2006

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
CREATIVE INDUSTRIES DIVISION

ORGANIZATION CHART

PRESENT

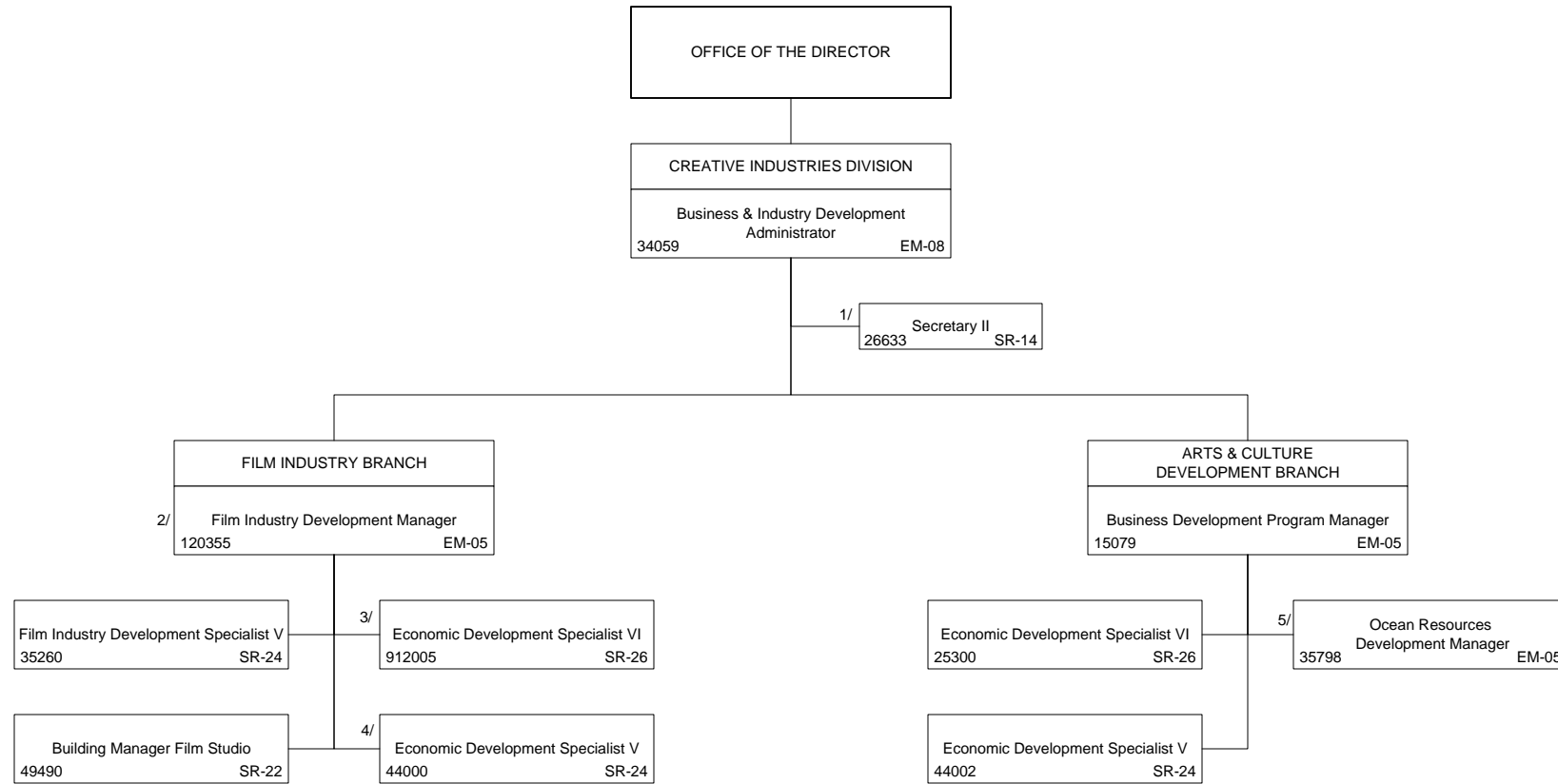


July 21, 2006

Acknowledged
 Kalbert K. Young, Director of Finance

12/22/11
 Date

POSITION ORGANIZATION CHART
 PRESENT

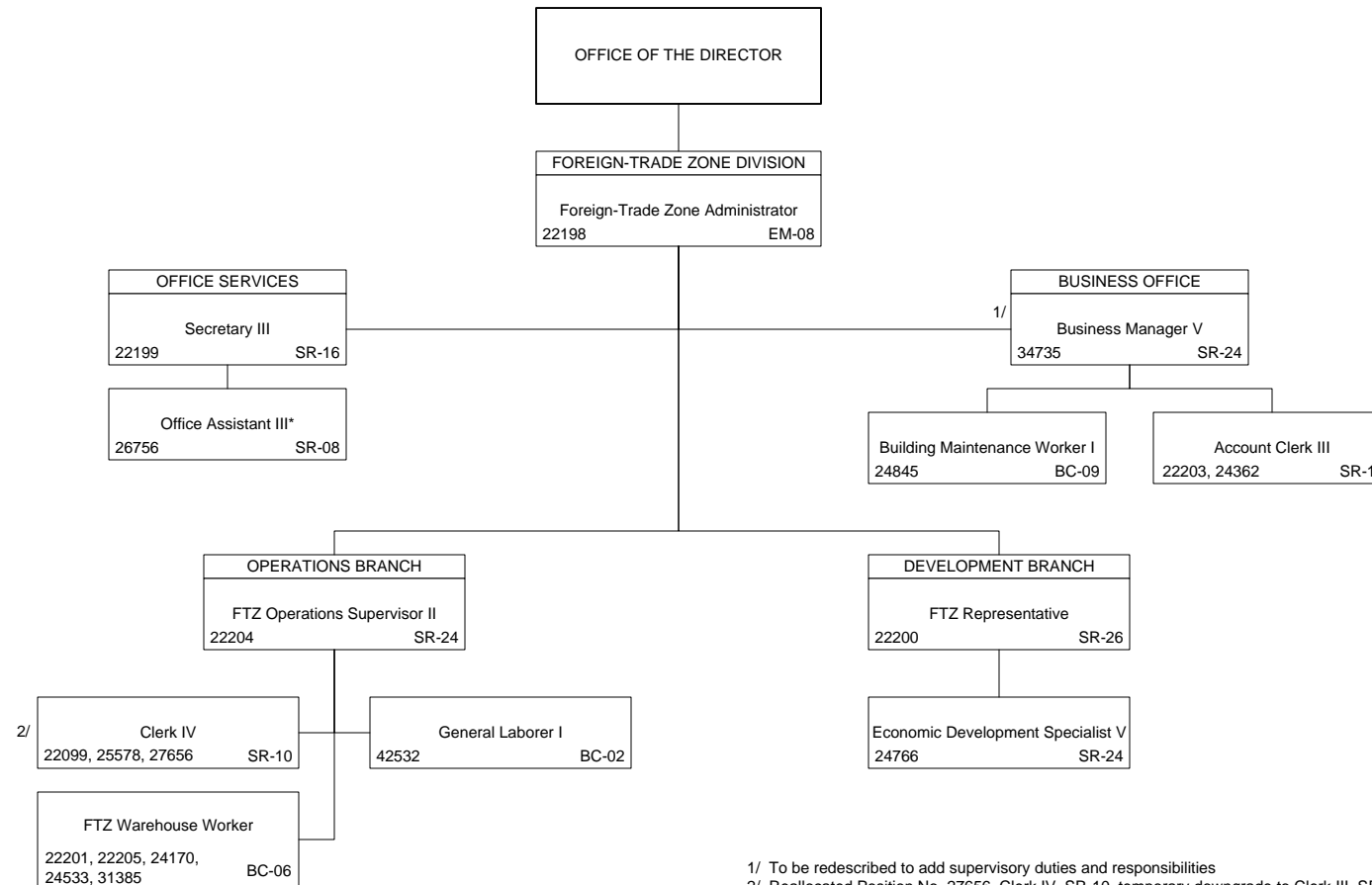


- 1/ Position #26633, Secretary II, SR14, proposes to be transferred from the proposed Business Development & Support Division (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch and proposes to be reallocated to Secretary III, SR16.
 - 2/ Position #120355, Film Industry Development Manager, EM05, newly created position - Act 164, SLH 2011.
 - 3/ Position #912005 Economic Development Specialist VI, SR26, newly created position - Act 164, SLH 2011.
 - 4/ Position #44000 Economic Development Specialist V, SR24, proposes to be transferred from the proposed Business Development & Support Division (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch to the Creative Industries Division, Film Industry Branch.
 - 5/ Position #35798 Ocean Resources Development Manager, EM05, proposes to be transferred from the Strategic Industries Division, Science & Technology Branch to Creative Industries Division, Arts & Culture Development Branch and proposes to be reallocated to Economic Development Specialist VI, SR26.
- * The following positions were RIF, abolished 1/31/10 - Act 180, SLH 2010:
 Position # 24597 Film Industry Development Manager, EM05
 Position # 118991 Film Industry Development Specialist IV (established 7/1/08 - Act 213, SLH 2007)
 Position # 119293 Film Industry Development Specialist IV (established 5/1/09 - Act 213, SLH 2007)
- ** The following positions were abolished 7/15/09 - Act 162, SLH 2009
 Position #35259 Economic Development Specialist V, SR24 (redescribed from Film Industry Development Specialist IV, SR22, effective 12/29/05, and redescribed to Energy Emergency Planner to SID on 7/1/09, Act 162, SLH 2009).
 Position #44666 Secretary II, SR14
- *** The following positions were abolished 7/31/09 - Act 180, SLH 2010
 Position #14768 Secretary III, SR 16
 Position #15735 Secretary II, SR-14

Acknowledged
Georgina K. Kawamura, Director of Finance

2/3/2006
Date

POSITION ORGANIZATION CHART
PRESENT



1/ To be redescribed to add supervisory duties and responsibilities
 2/ Reallocated Position No. 27656, Clerk IV, SR-10, temporary downgrade to Clerk III, SR-08, 10/16/05
 * Position Reclassified effective 07/01/08

August 22, 2008

Acknowledged

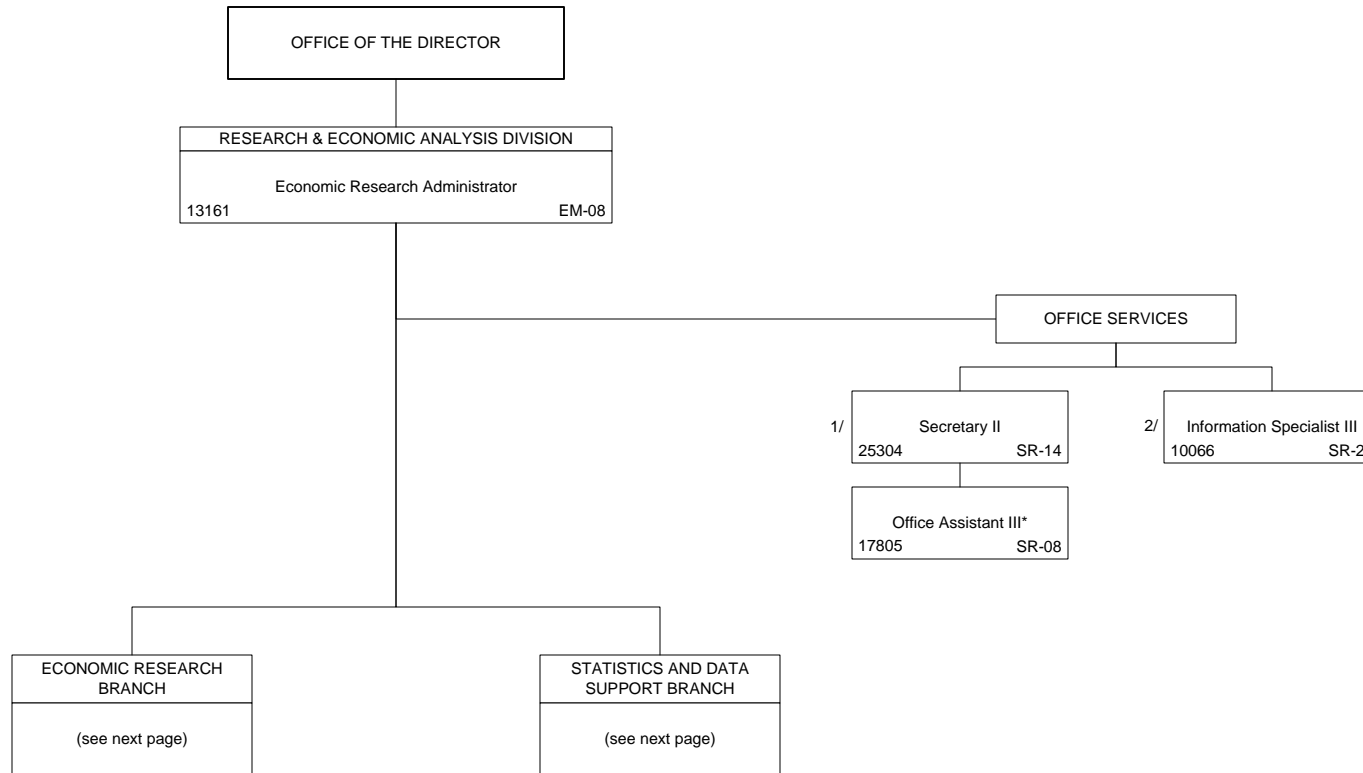
Kalbert K. Young, Director of Finance

12/14/11

Date

POSITION ORGANIZATION CHART

PRESENT



1/ Positions #25304 Secretary II, SR 14 proposes to be transferred from the proposed Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch) and proposes to be reallocated to Secretary III, SR16.

2/ Position #10066 Information Specialist III, SR20 proposes to be transferred from Research & Economic Analysis Division, Economic Information Staff and proposes to be reallocated to Information Specialist IV, SR22.

* Position reclassified effective 7/01/08.

** Position # 22100, RIF, abolished 1/31/10 - Act 180, SLH 2010

*** Economic Information Staff proposes to be eliminated.

Acknowledged

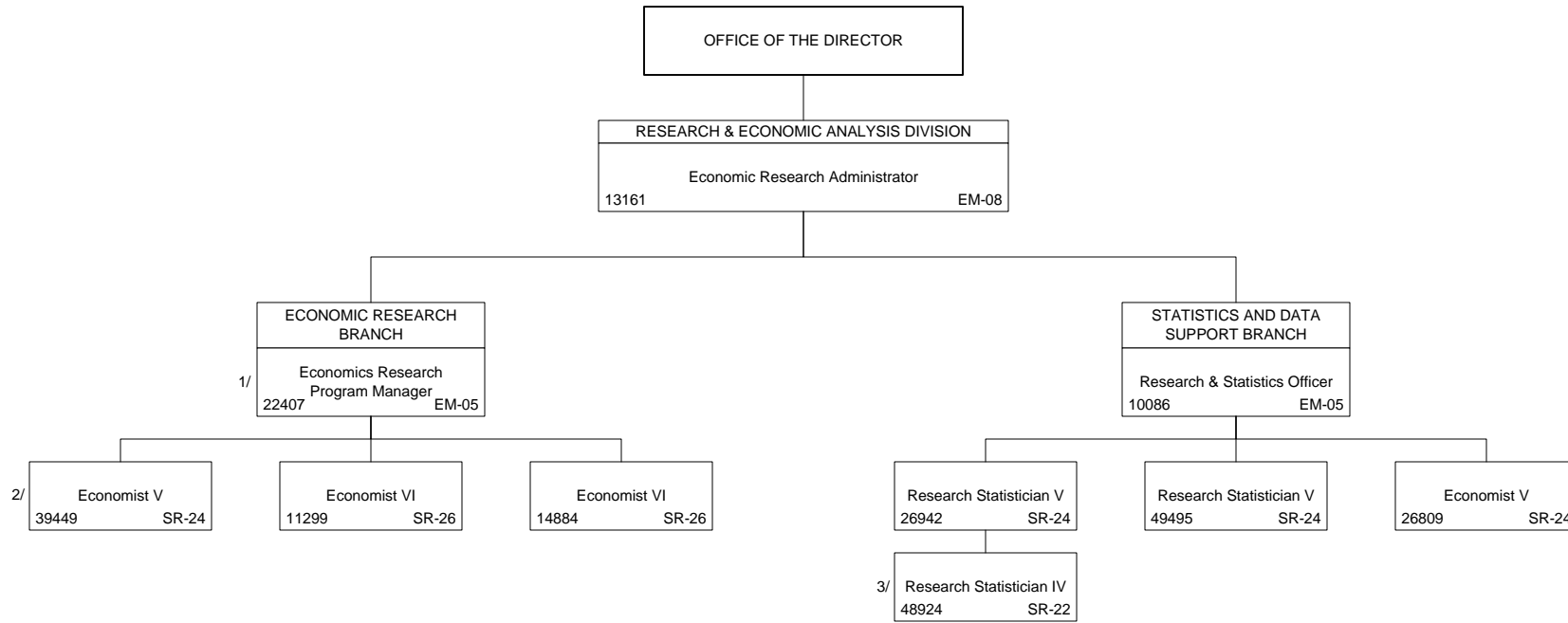
Kalbert K. Young, Director of Finance

12/14/11

Date

POSITION ORGANIZATION CHART

PRESENT



1/ Position #22407 Economic Research Program Manager, EM-05, proposes to be transferred from Research & Economic Analysis Division, Economic Information Staff to Research & Economic Analysis Division, Economic Research Branch to serve as manager.
 2/ Position #39449 Economist V, SR-24, proposes to be transferred from Research & Economic Analysis Branch, Economic Information Staff, Information Products Section to Research & Economic Analysis Division, Economic Research Branch.
 3/ Position #48924 Research Statistician IV, SR-22 temporary downgrade to Research Statistician III, SR-20, 7/16/07.
 * Position #29283 Economist VII, SR28 abolished 6/30/09, Act 162, SLH 2009.
 ** Economic Information Staff, Library Section and Information Products Section proposes to be eliminated
 Position #18676 Librarian V, SR24, RIF, abolished 1/31/10 - Act 180, SLH 2010
 Position #10066 Information Specialist III, SR 20, proposes to be transferred from the Research & Economic Analysis Division, Economic Information Staff, Information Products Section to Research & Economic Analysis Division, Office Services and proposes to be reallocated to Information Specialist IV, SR-22.
 *** Position #47749 Research Statistician V, SR24 abolished 7/31/09 - Act 180, SLH 2010
 **** Tourism Research Branch transferred to DBEDT-Hawaii Tourism Authority effective 7/1/09 - Act 162, SLH 2009 and Act 5, Special SLH 2009.
 Position #111599 Research & Statistics Officer, EM05
 Position #111614 Economist VI, SR26
 Position #46249 Tourism Specialist VI, SR26
 Position #111615 Research Statistician IV, SR22

Acknowledged

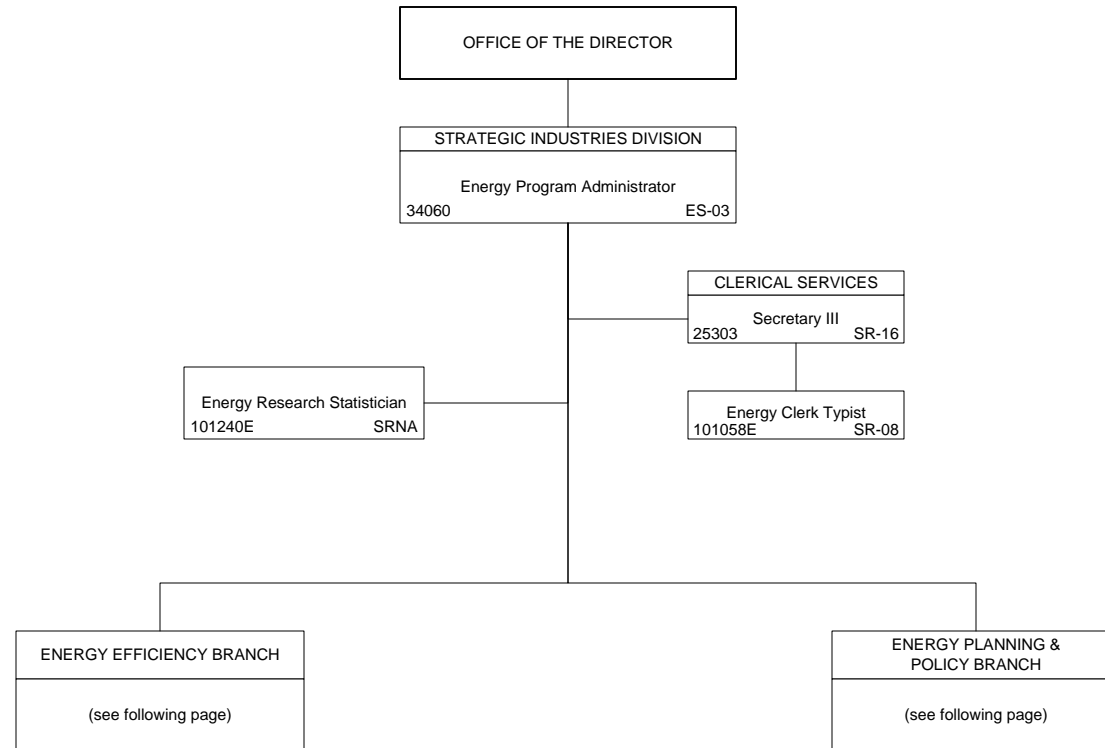
Kalbert K. Young, Director of Finance

12/14/11

Date

ORGANIZATION CHART

PRESENT



1/ Propose to eliminate Science & Technology Branch

ACKNOWLEDGED

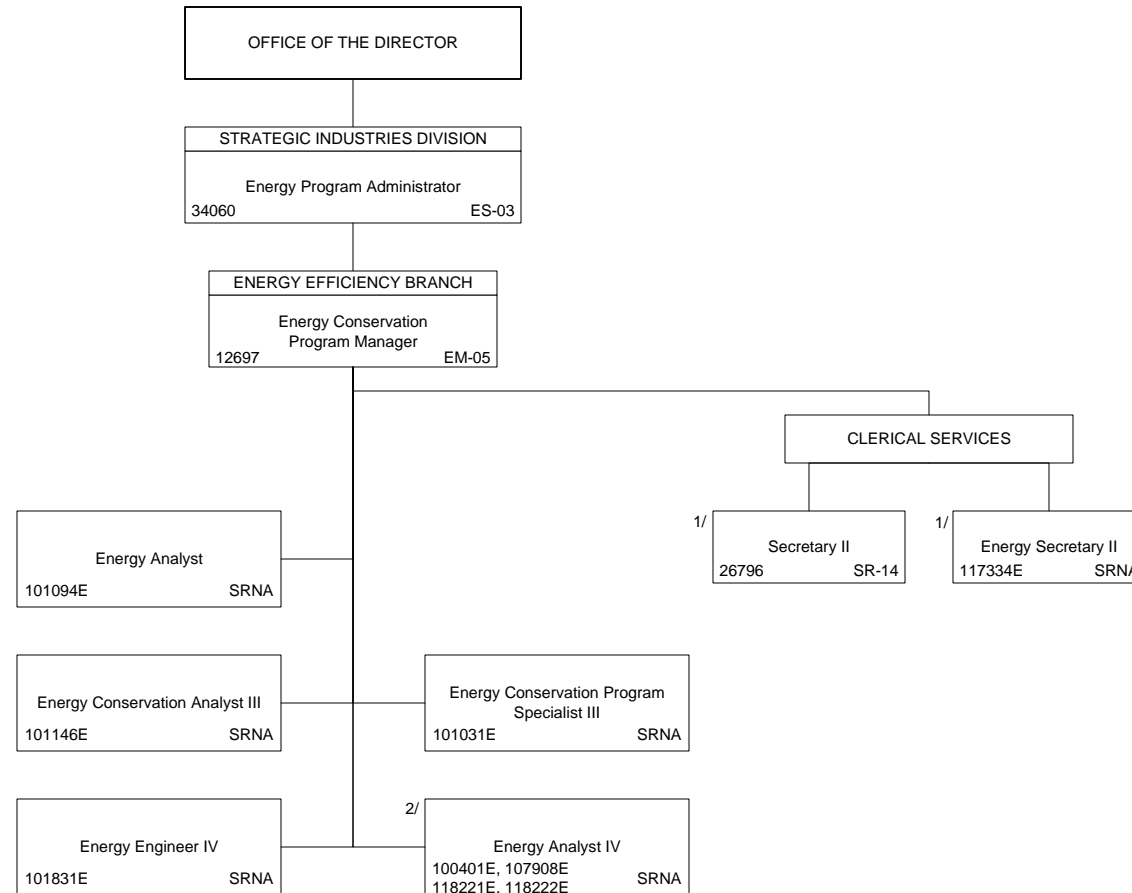
Georgina K. Kawamura, Director of Finance

2/3/2006

Date

POSITION ORGANIZATION CHART

PRESENT



1/ Position No. 26796 Clerk Stenographer III, SR-11, reallocated to Secretary II, effective 04/16/02; to be redescribed
 Position No. 117334E, Energy Secretary II, established 05/27/05
 2/ Position No. 118221E and 118222E established 10/12/06; ACT 96-06 SLH
 E = Exempt position NTE 06/30/08; except Position No. 118221 and 118222 Energy Analyst IV - NTE 06/30/09

July 03, 2007

ACKNOWLEDGED

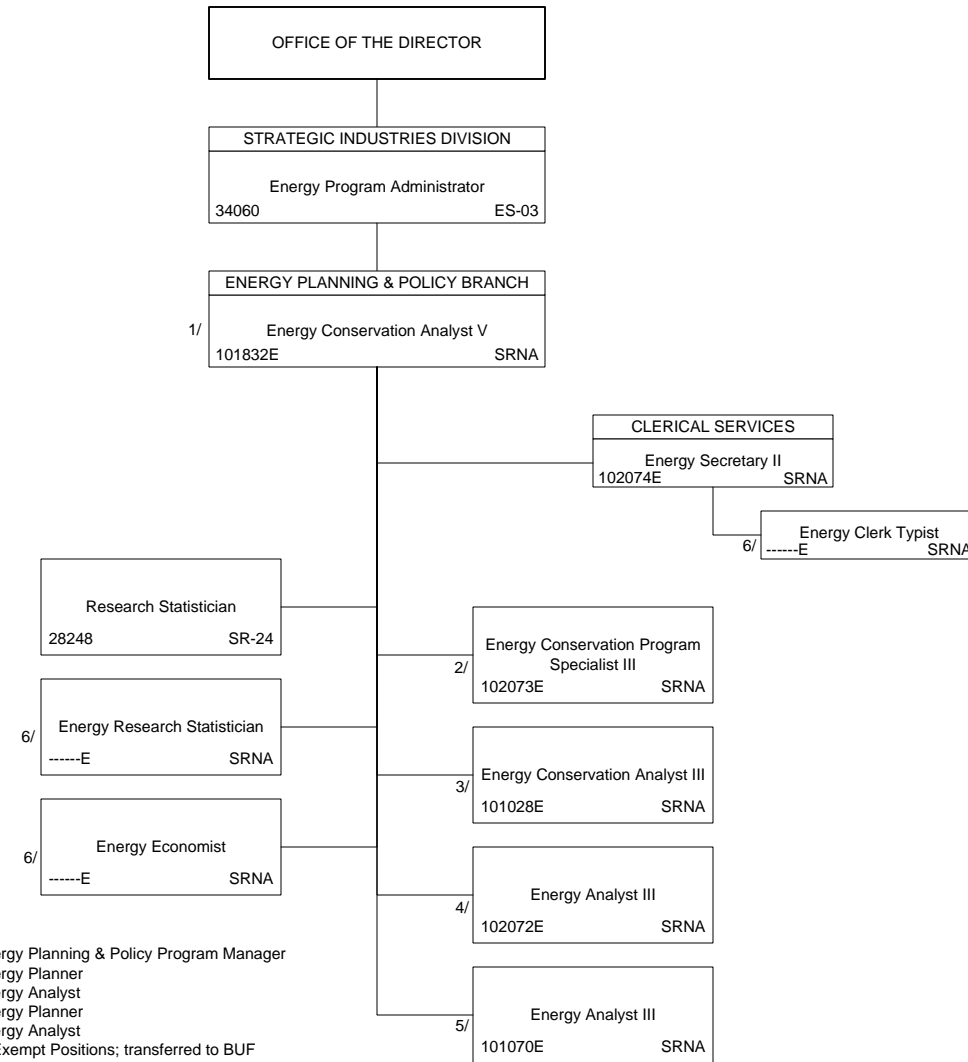
Georgina K. Kawamura, Director of Finance

2/3/2006

Date

POSITION ORGANIZATION CHART

PRESENT



- 1/ To be redescribed as Energy Planning & Policy Program Manager
- 2/ To be redescribed as Energy Planner
- 3/ To be redescribed as Energy Analyst
- 4/ To be redescribed as Energy Planner
- 5/ To be redescribed as Energy Analyst
- 6/ Temporary Unbudgeted Exempt Positions; transferred to BUF
07/01/06, ACT 178, Section 128, SLH 2005
E – Exempt position NTE 06/30/08

July 05, 2007

Acknowledged

12/05/07

Georgina K. Kawamura, Director of Finance

Date

POSITION ORGANIZATION CHART

PRESENT



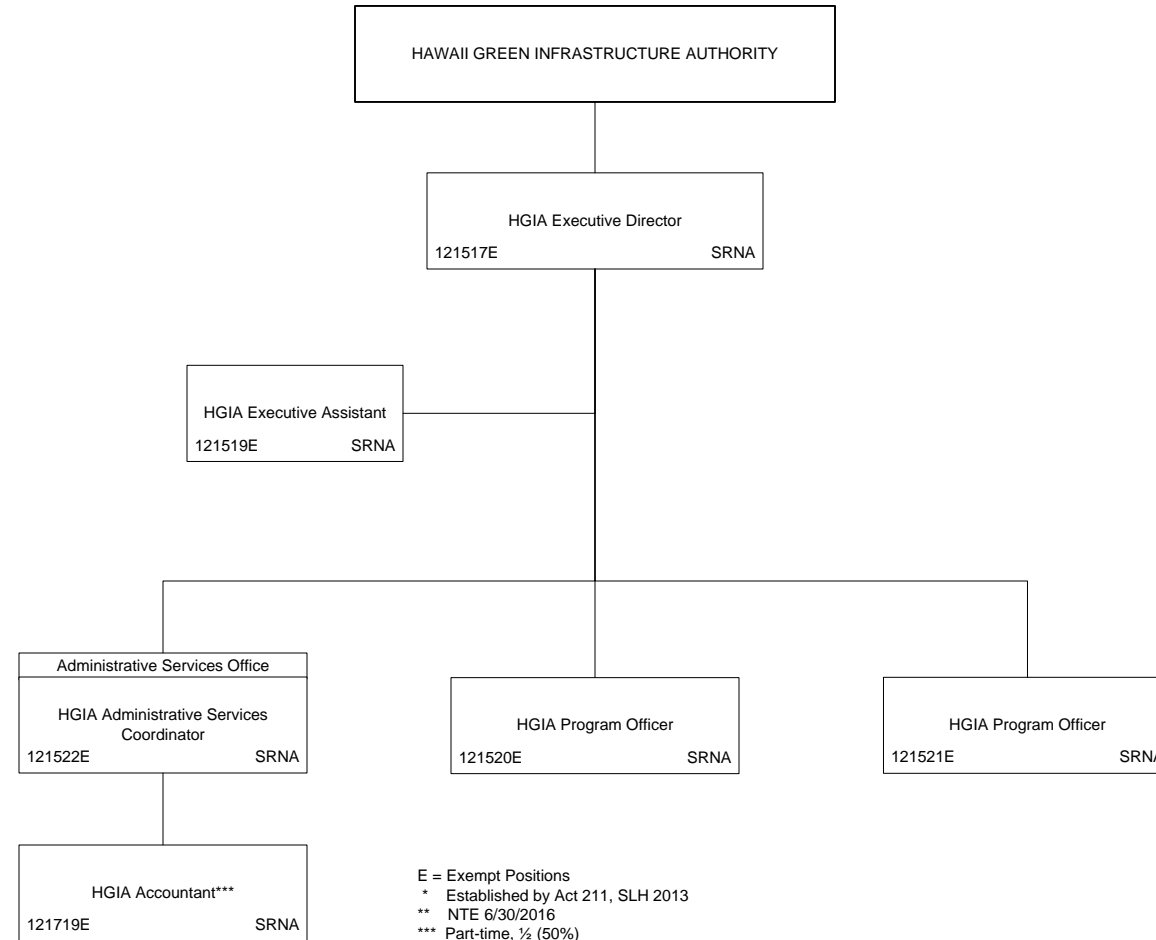
* Exempt Position (General Fund), no NTE
1/ Position reallocated to HCDA Program Specialist V – 01/01/08
All positions are Temporary Exempt Position; NTE: 06/30/09, except *

Acknowledged
Luis P. Salaveria, Director,
Department of Business, Economic Development & Tourism

9/21/15
Date

POSITION ORGANIZATION CHART

PRESENT



Acknowledged

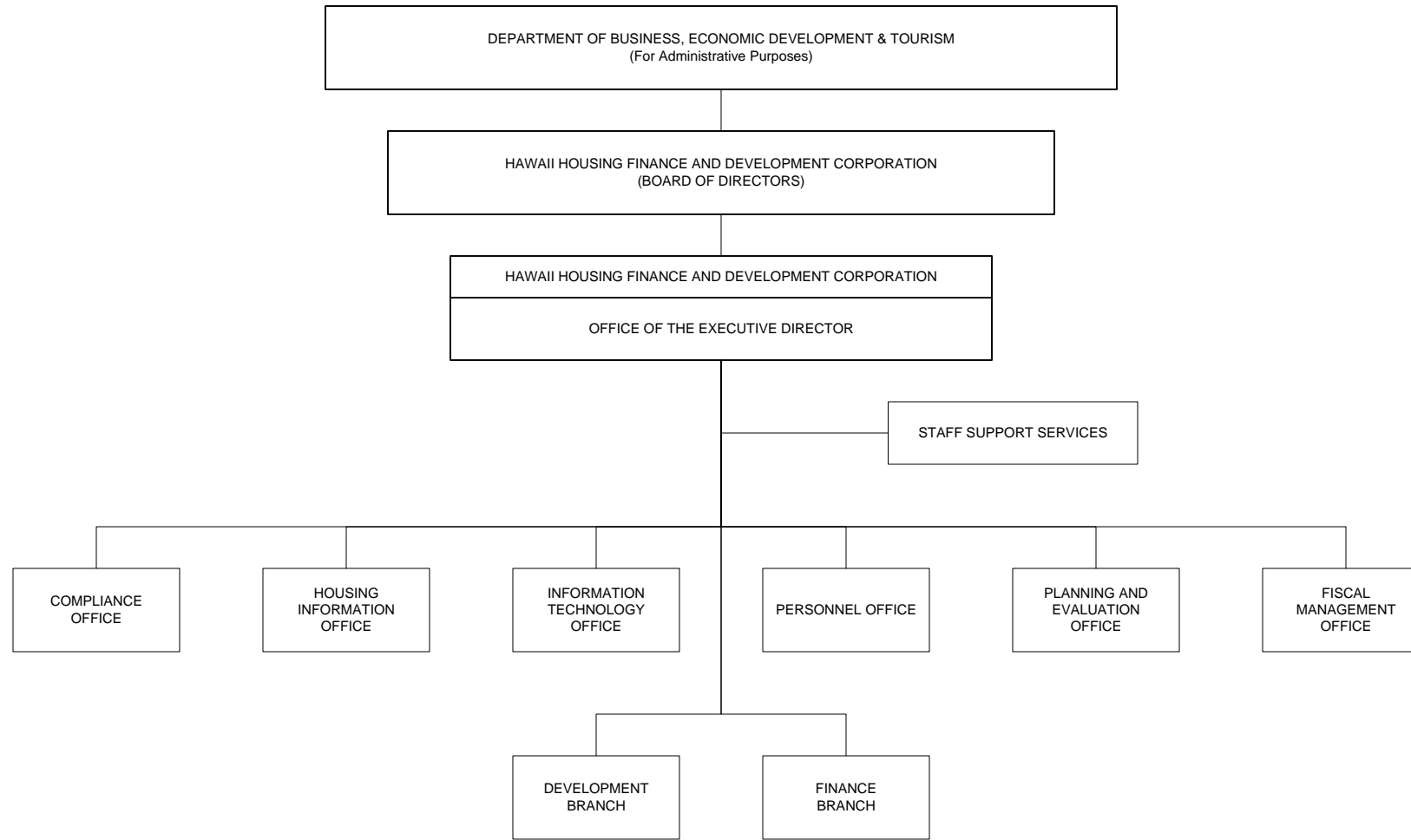
Georgina K. Kawamura, Director of Finance

1/18/07

Date

ORGANIZATION CHART

PRESENT



January 18, 2007

Acknowledged

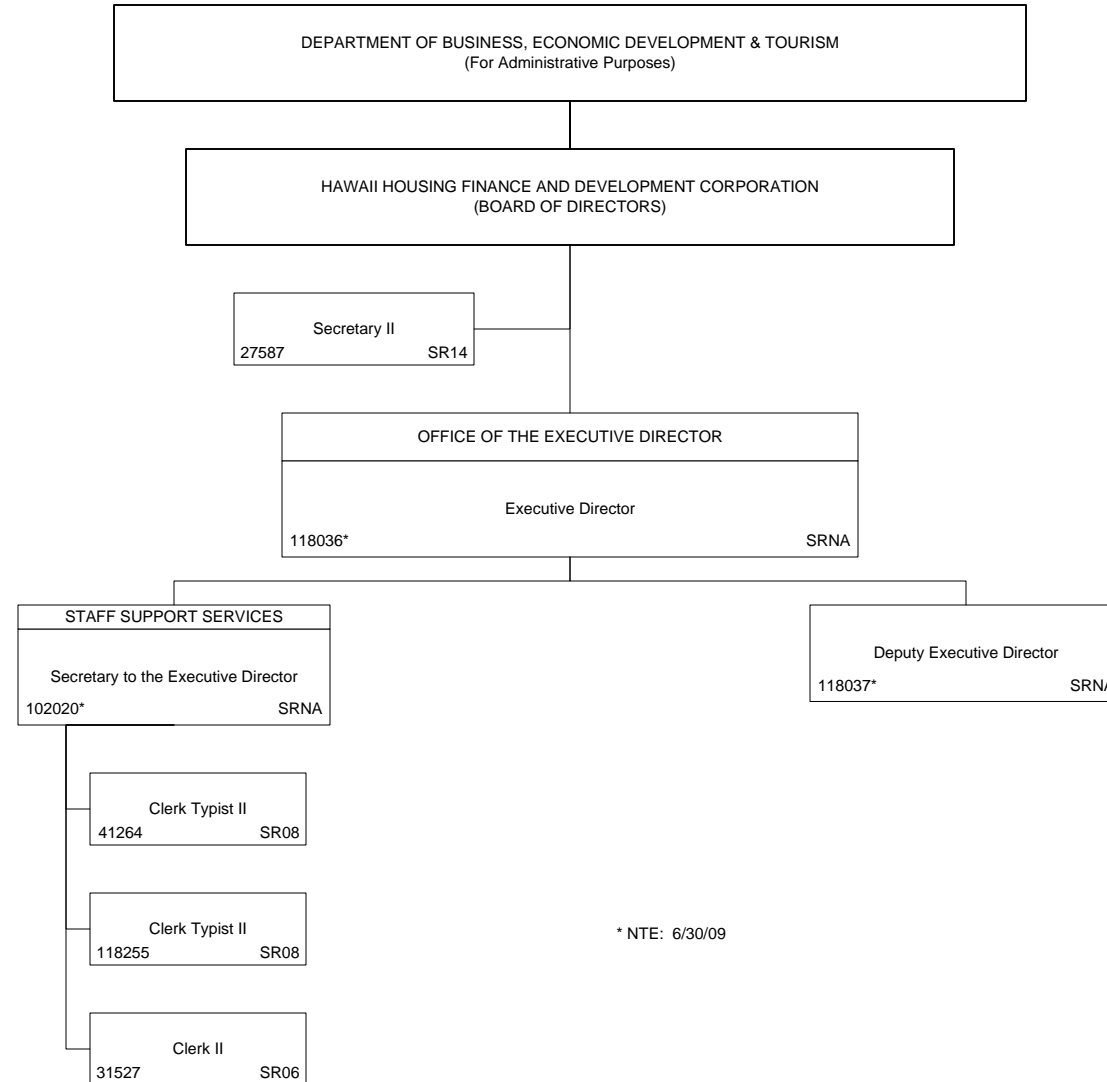
Georgina K. Kawamura, Director of Finance

1/18/07

Date

ORGANIZATION CHART

PRESENT



* NTE: 6/30/09

July 22, 2013

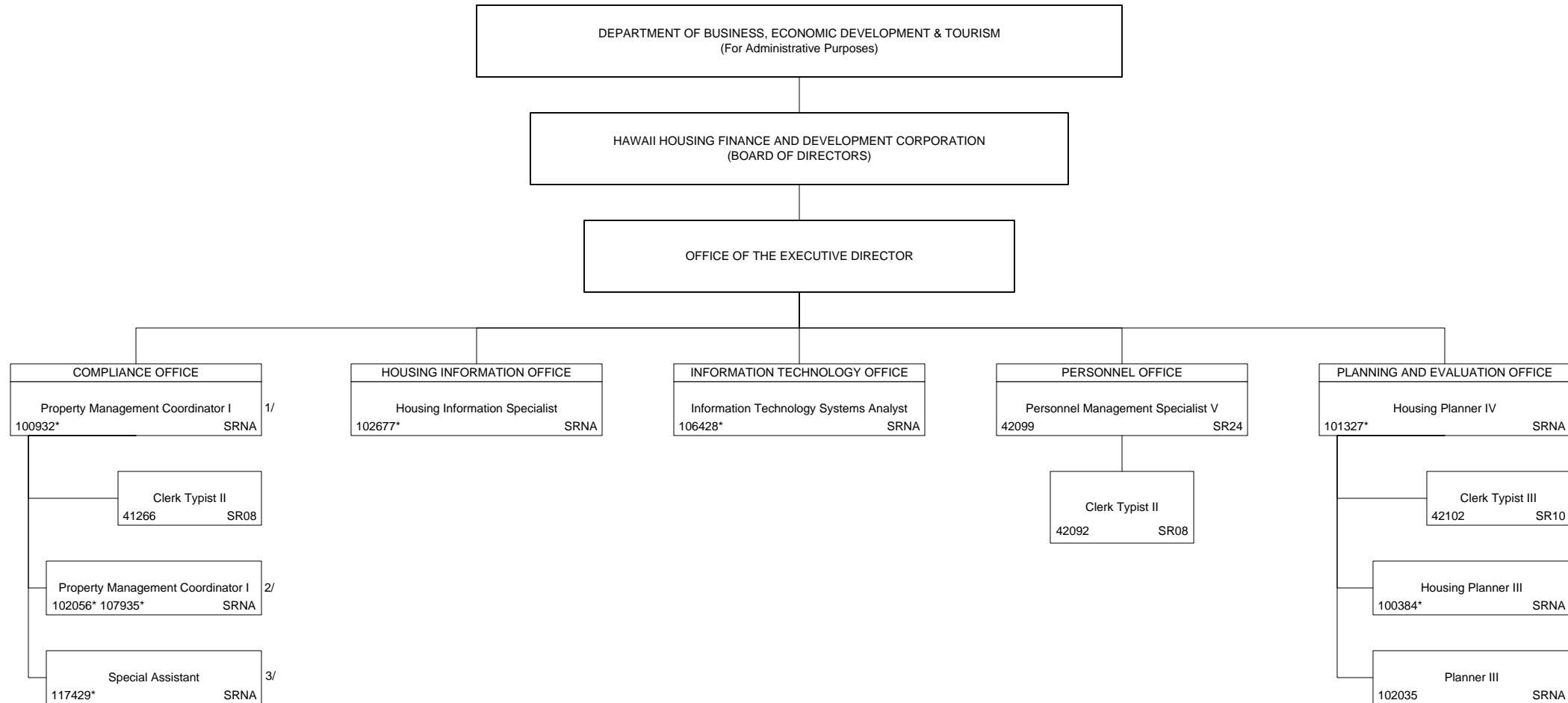
Acknowledged

Georgina K. Kawamura, Director of Finance

1/18/07

Date

PRESENT



1/ Proposed to be re-described to Chief Compliance Officer.
 2/ Proposed to be re-described to Compliance Specialist.
 3/ Transferred from HCDCH OED, proposed to be re-described to Compliance Specialist.
 *NTE: 6/30/09

July 5, 2007

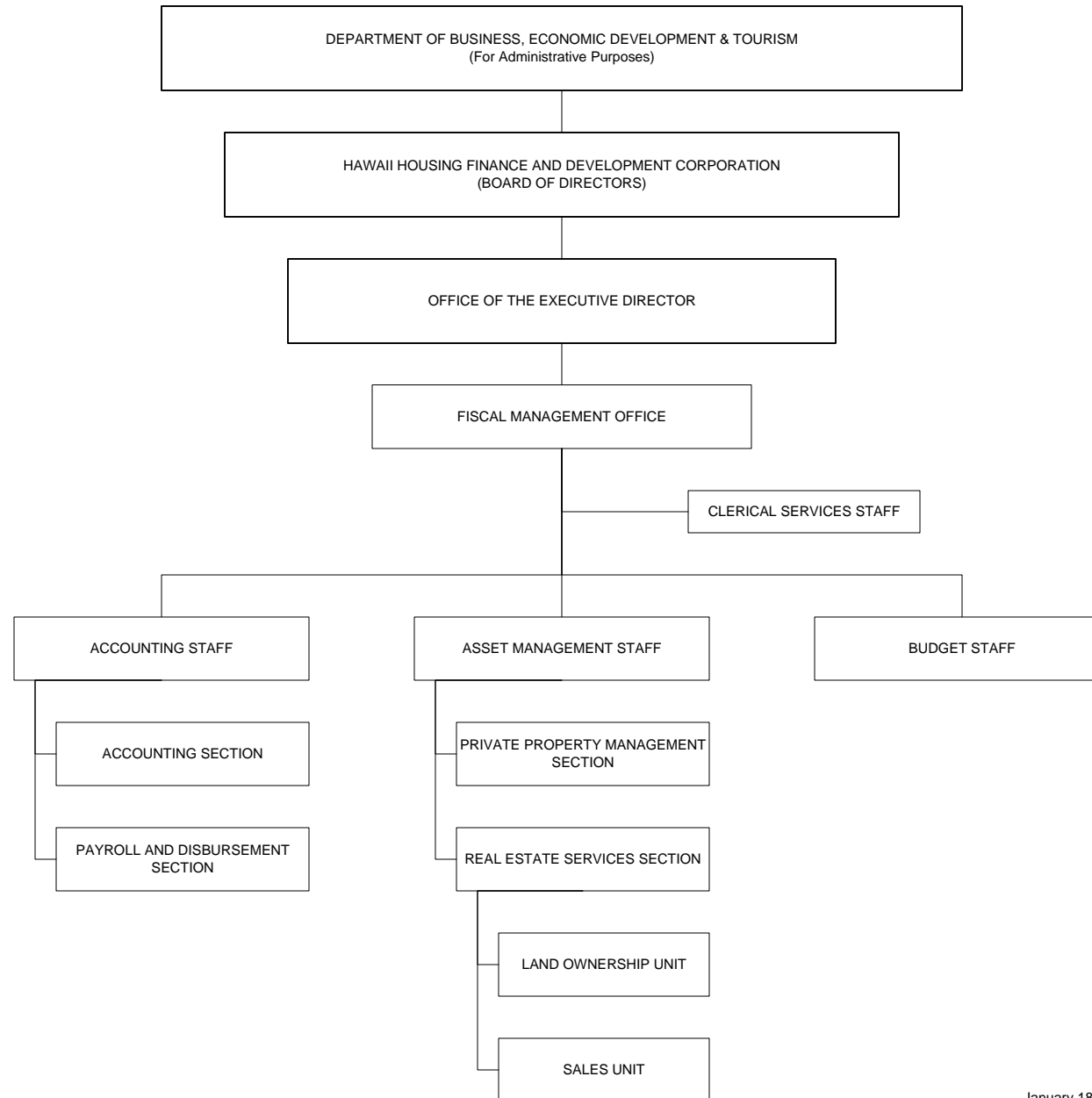
Acknowledged

Georgina K. Kawamura, Director of Finance

1/18/07

Date

PRESENT



January 18, 2007

Acknowledged

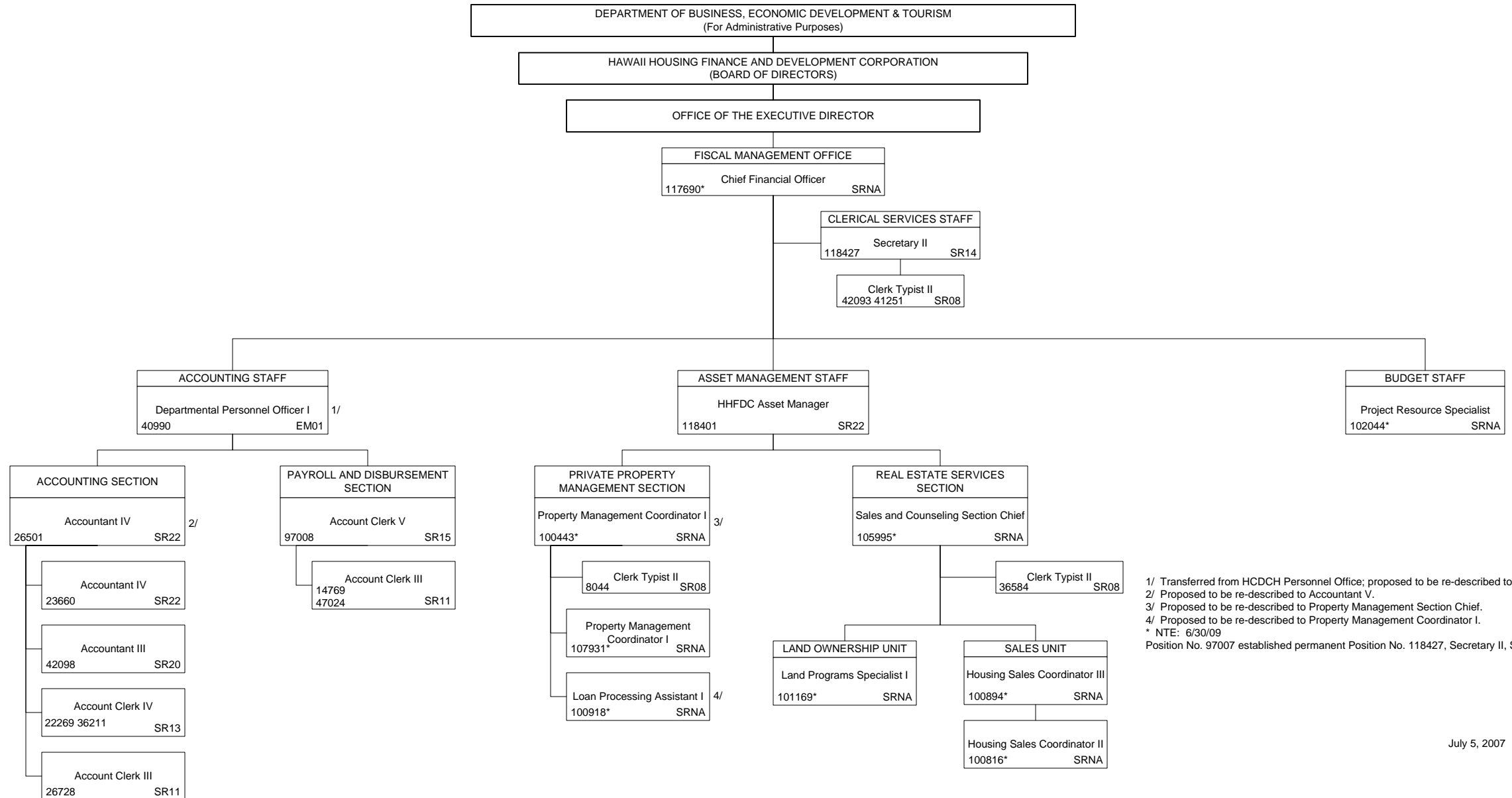
1/18/07

Georgina K. Kawamura, Director of Finance

Date

FISCAL MANAGEMENT OFFICE –
ACCOUNTING STAFF, ASSET MANAGEMENT STAFF, AND BUDGET STAFF
POSITION ORGANIZATION CHART

PRESENT



1/ Transferred from HCDCH Personnel Office; proposed to be re-described to Accountant VI.
 2/ Proposed to be re-described to Accountant V.
 3/ Proposed to be re-described to Property Management Section Chief.
 4/ Proposed to be re-described to Property Management Coordinator I.
 * NTE: 6/30/09
 Position No. 97007 established permanent Position No. 118427, Secretary II, SR12

July 5, 2007

Acknowledged

Georgina K. Kawamura, Director of Finance

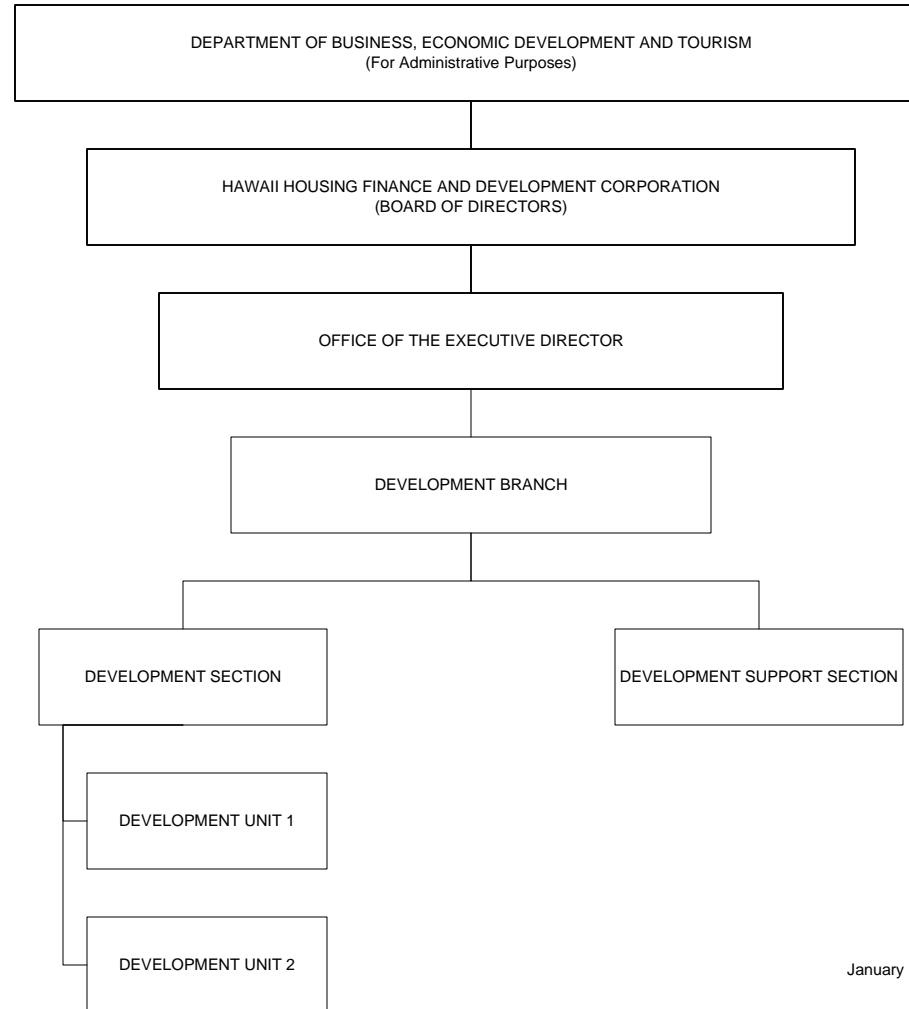
1/18/07

Date

DEVELOPMENT BRANCH

ORGANIZATION CHART

PRESENT



January 18, 2007

Acknowledged

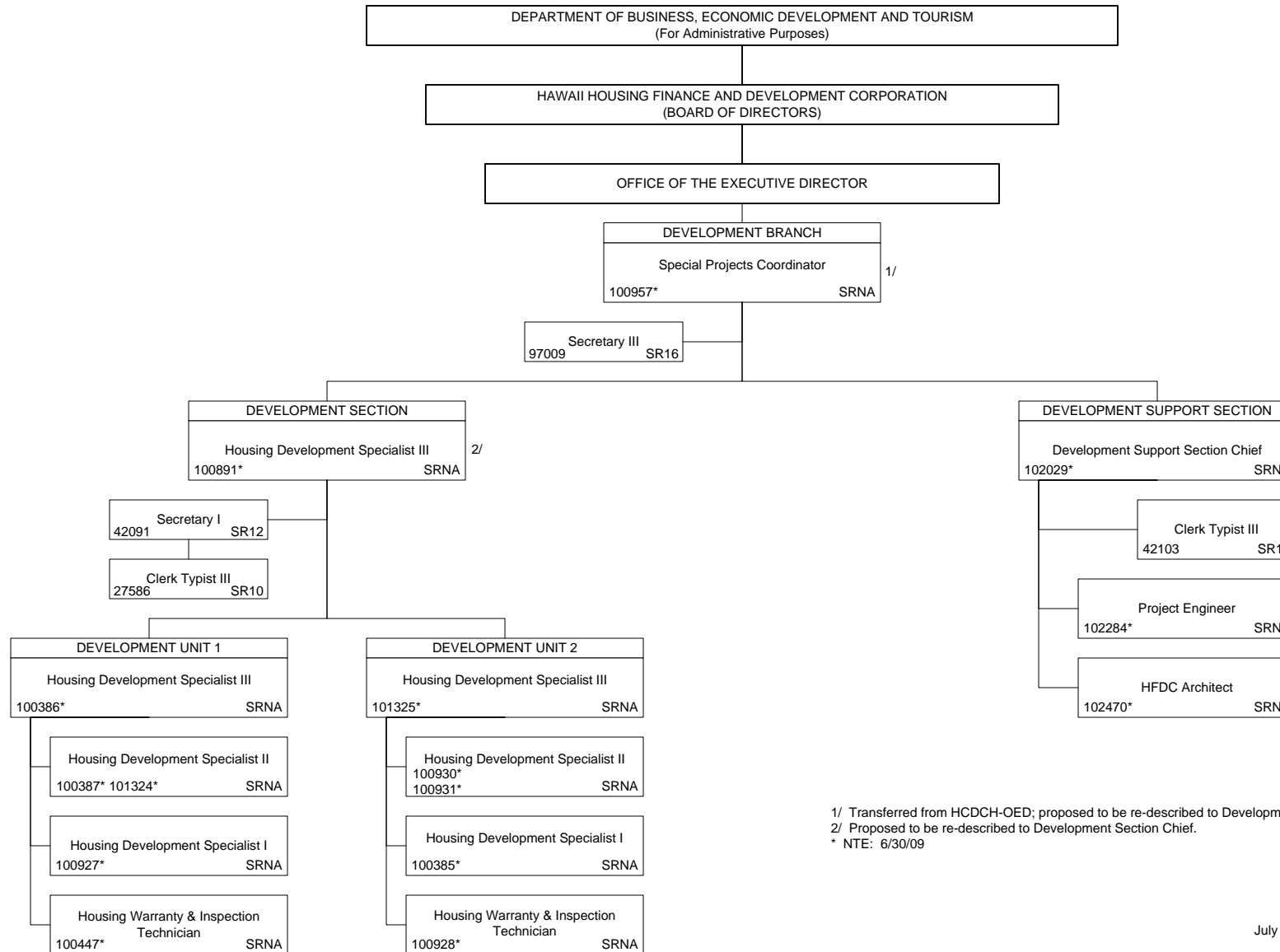
1/18/07

Georgina K. Kawamura, Director of Finance

Date

DEVELOPMENT BRANCH -
DEVELOPMENT SECTION AND DEVELOPMENT SUPPORT SECTION
POSITION ORGANIZATION CHART

PRESENT



1/ Transferred from HCDCH-OED; proposed to be re-described to Development Branch Chief.
 2/ Proposed to be re-described to Development Section Chief.
 * NTE: 6/30/09

July 5, 2007

Acknowledged

Georgina K. Kawamura, Director of Finance

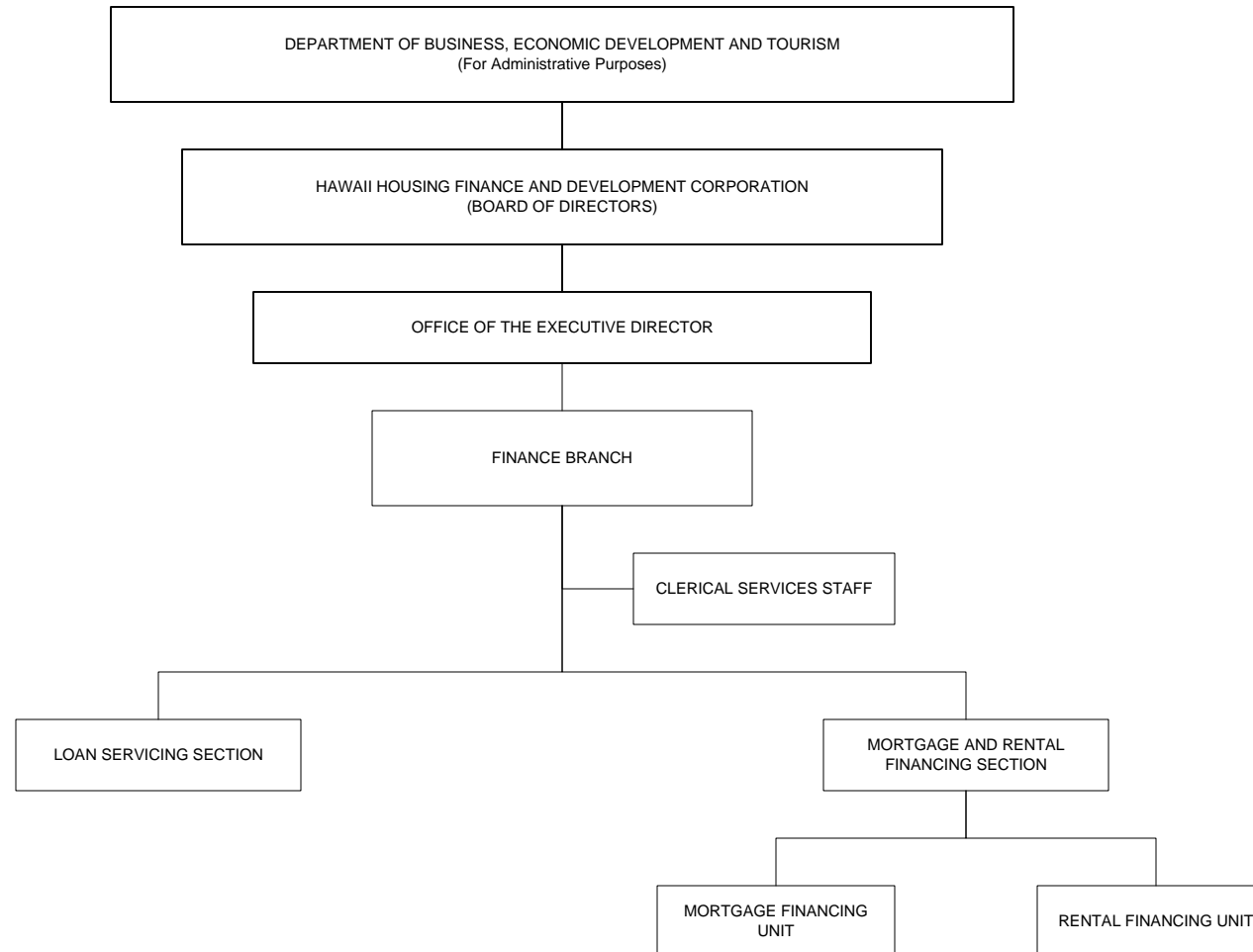
1/18/07

Date

FINANCE BRANCH

ORGANIZATION CHART

PRESENT



January 18, 2007

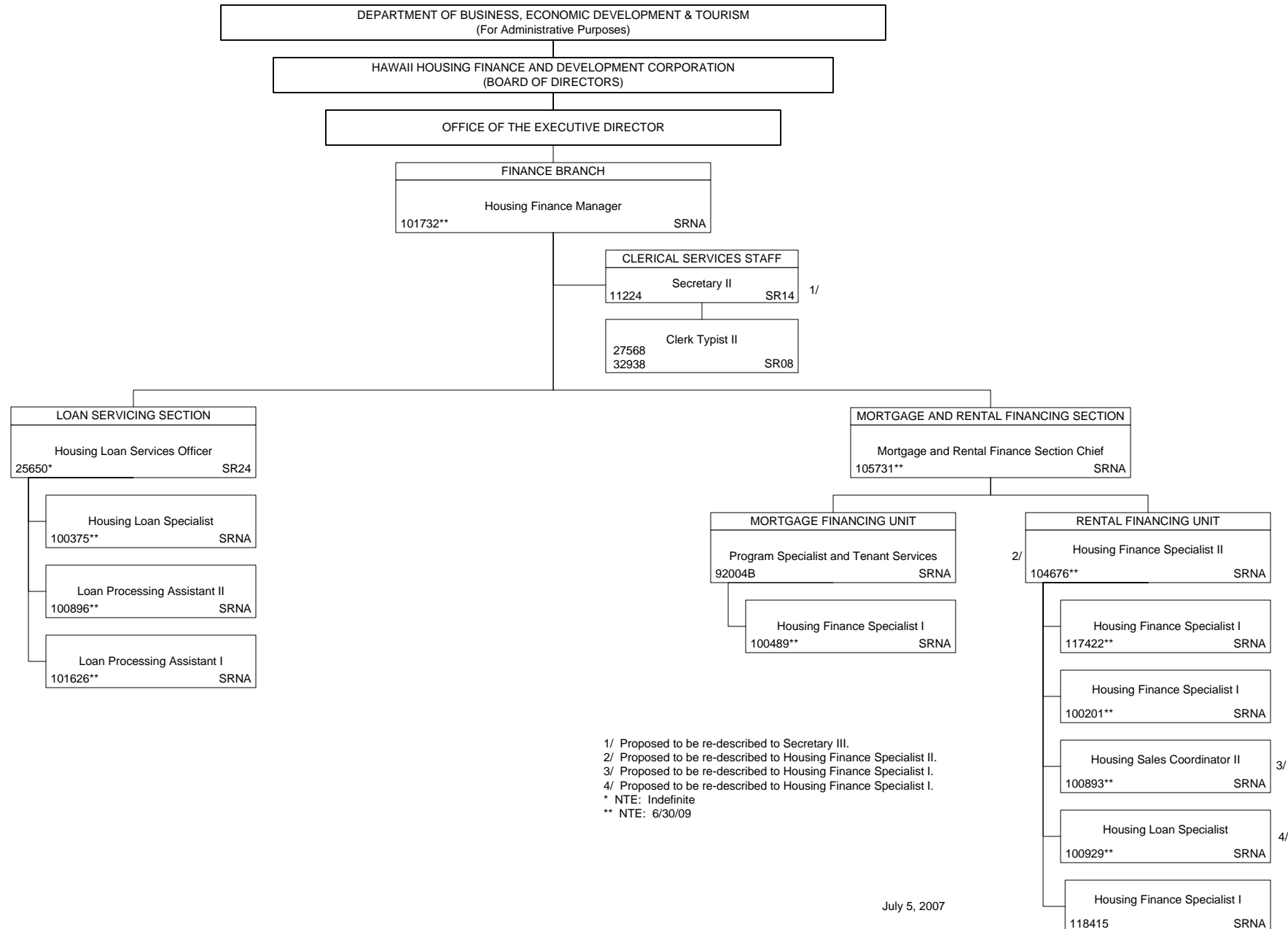
Acknowledged

Georgina K. Kawamura, Director of Finance

1/18/07

Date

PRESENT



1/ Proposed to be re-described to Secretary III.
 2/ Proposed to be re-described to Housing Finance Specialist II.
 3/ Proposed to be re-described to Housing Finance Specialist I.
 4/ Proposed to be re-described to Housing Finance Specialist I.
 * NTE: Indefinite
 ** NTE: 6/30/09

July 5, 2007

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

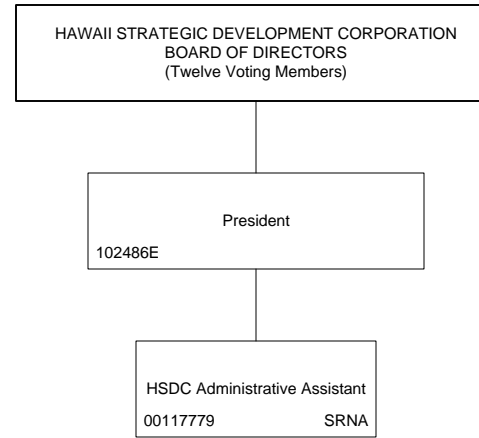
2/14/2007

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII STRATEGIC DEVELOPMENT CORPORATION

POSITION ORGANIZATION CHART

PRESENT



E = Temporary Exempt Position, NTE 06/30/09

July 03, 2007

Acknowledged

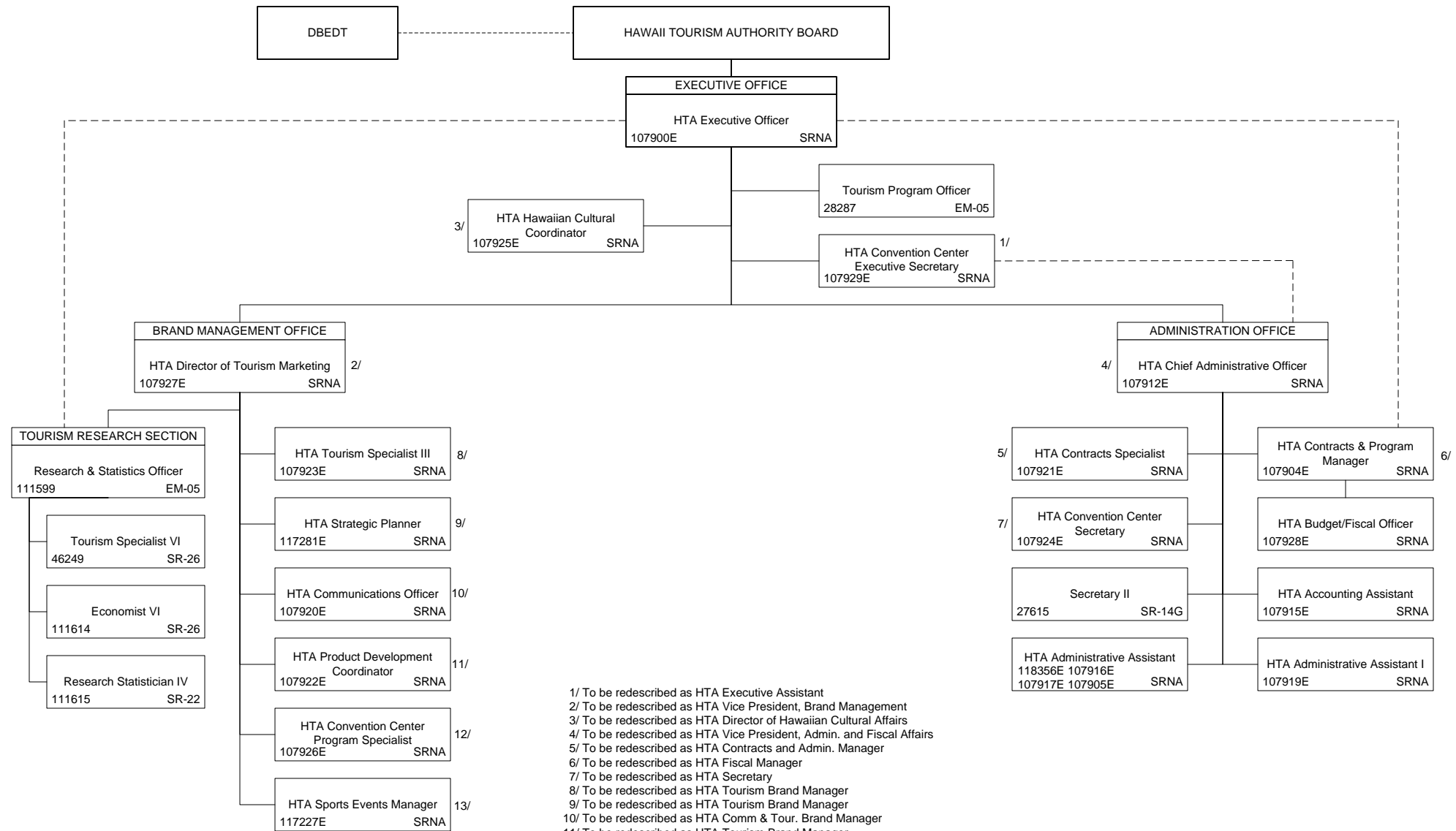
June 28, 2011

Kalbert K. Young, Director of Finance

Date

POSITION ORGANIZATION CHART

PRESENT



- 1/ To be redescrbed as HTA Executive Assistant
- 2/ To be redescrbed as HTA Vice President, Brand Management
- 3/ To be redescrbed as HTA Director of Hawaiian Cultural Affairs
- 4/ To be redescrbed as HTA Vice President, Admin. and Fiscal Affairs
- 5/ To be redescrbed as HTA Contracts and Admin. Manager
- 6/ To be redescrbed as HTA Fiscal Manager
- 7/ To be redescrbed as HTA Secretary
- 8/ To be redescrbed as HTA Tourism Brand Manager
- 9/ To be redescrbed as HTA Tourism Brand Manager
- 10/ To be redescrbed as HTA Comm & Tour. Brand Manager
- 11/ To be redescrbed as HTA Tourism Brand Manager
- 12/ To be redescrbed as HTA Tourism Brand Manager
- 13/ To be redescrbed as Tourism Brand & Sports Manager

Acknowledged

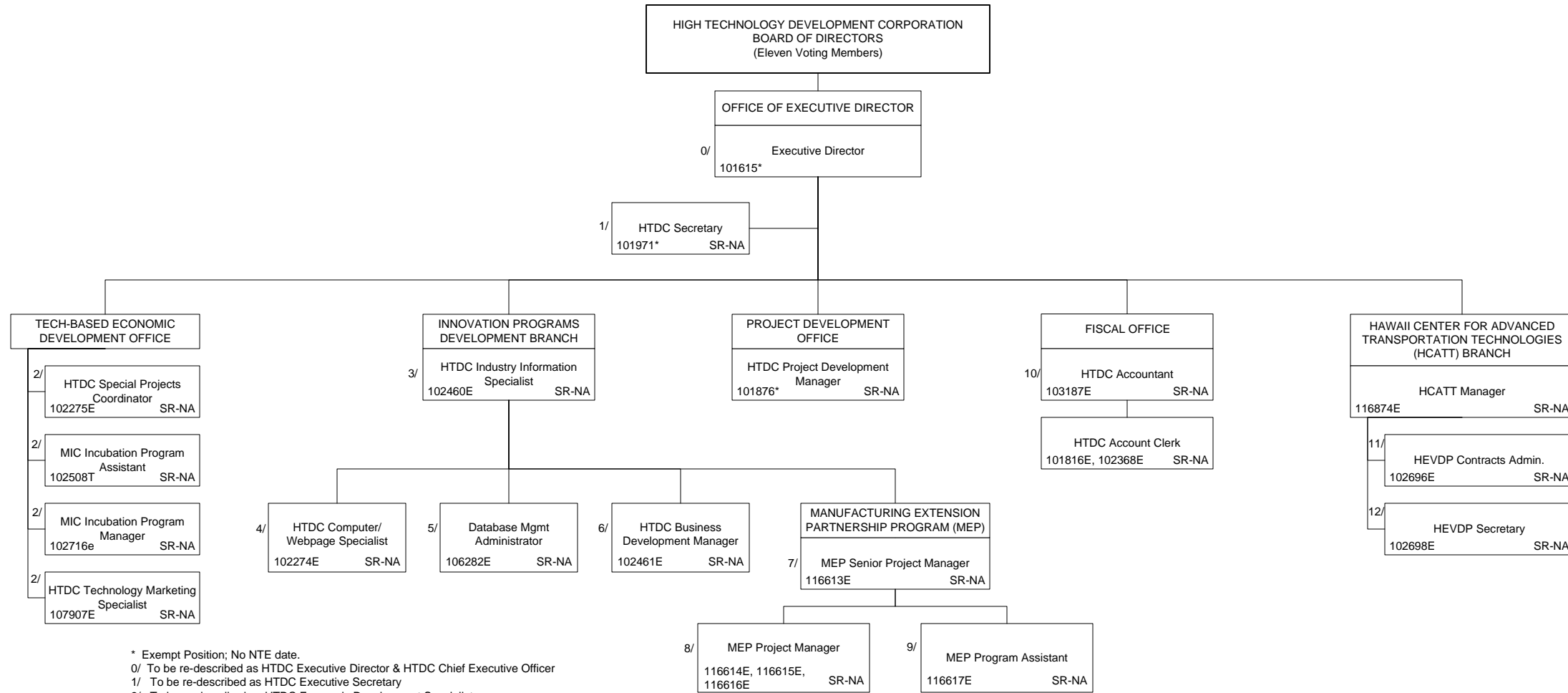
Georgina K. Kawamura, Director of Finance

December 12, 2007

Date

POSITION ORGANIZATION CHART

PRESENT



- * Exempt Position; No NTE date.
 - 0/ To be re-described as HTDC Executive Director & HTDC Chief Executive Officer
 - 1/ To be re-described as HTDC Executive Secretary
 - 2/ To be re-described as HTDC Economic Development Specialist
 - 3/ To be re-described as HTDC Chief Operating Officer & HTDC Innovation Programs Development Manager
 - 4/ To be re-described as HTDC Internet and Marketing Specialist
 - 5/ To be re-described as HTDC Information Technology Network Specialist
 - 6/ To be re-described as HTDC Grants Specialist
 - 7/ To be re-described as HTDC-MEP Senior Project Manager
 - 8/ To be re-describes as HTDC-MEP Project Manager
 - 9/ To be re-described as HTDC-MEP Budget Specialist
 - 10/ To be re-described as HTDC Controller
 - 11/ To be re-described to HTDC-HCATT Contracts Administrator
 - 12/ To be re-described as HCATT Secretary
- E = NTE 06/30/09, except for MEP positions (116613, 116614, 116615, 116616, 116617) NTE 06/30/08

December 12, 2007

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

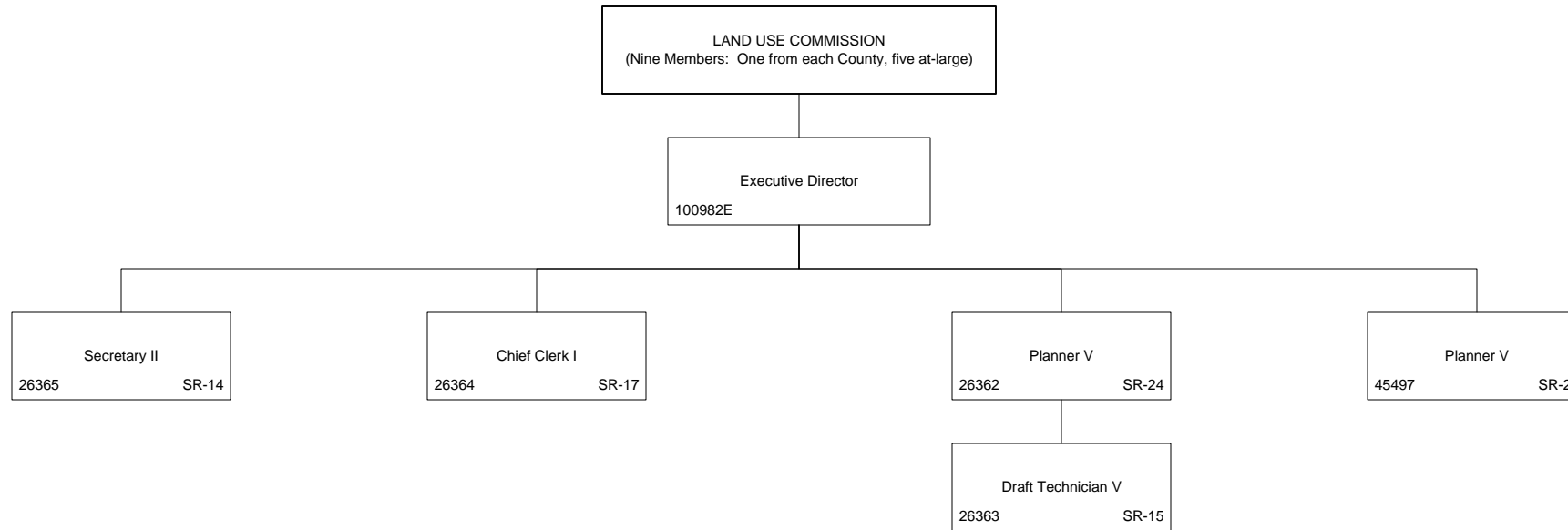
04/02/04

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
LAND USE COMMISSION

POSITION ORGANIZATION CHART

PRESENT



E = Exempt

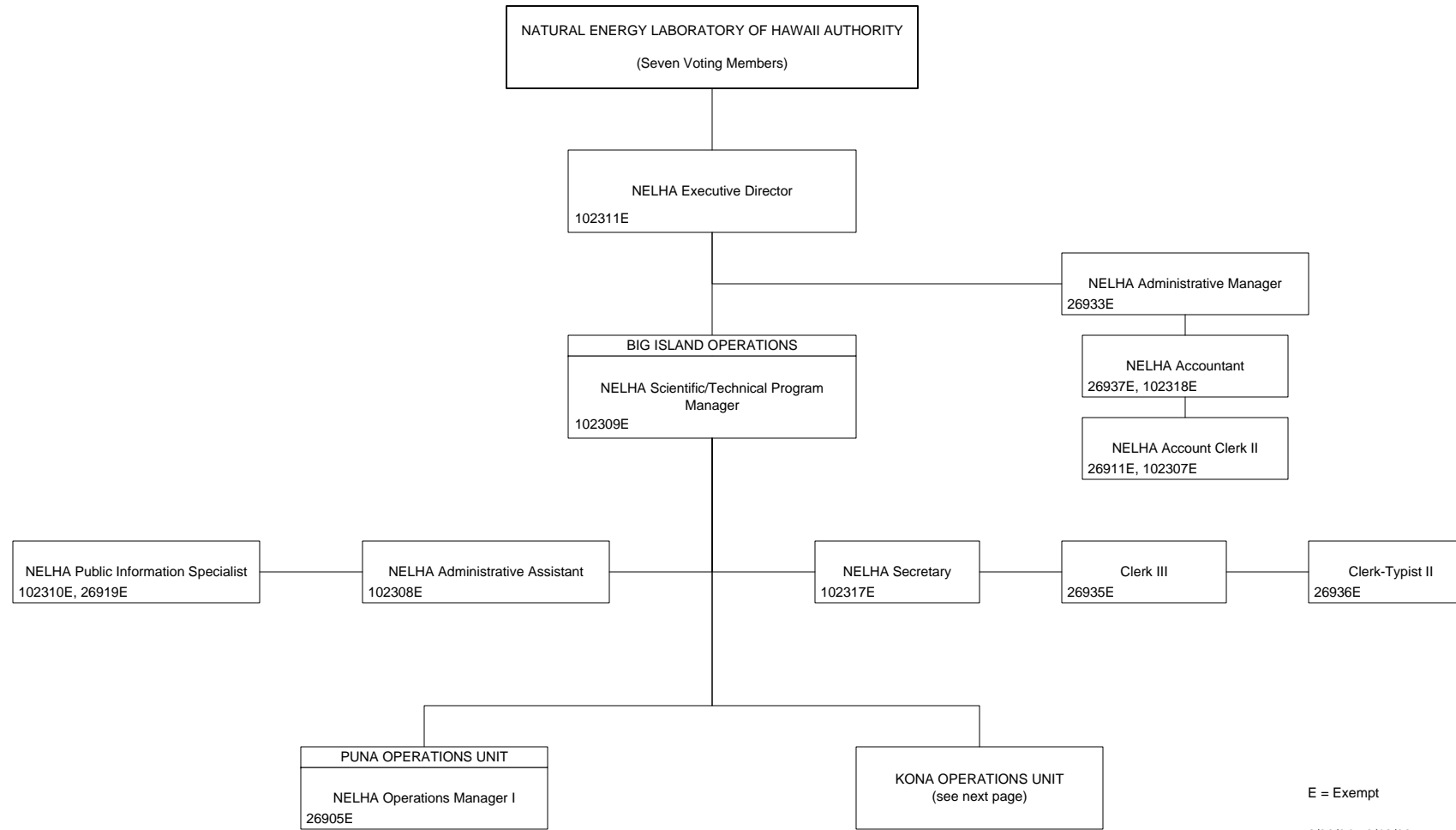
March 29, 2004

Georgina K. Kawamura, Director of Finance

Date

POSITION ORGANIZATION CHART

PRESENT



E = Exempt

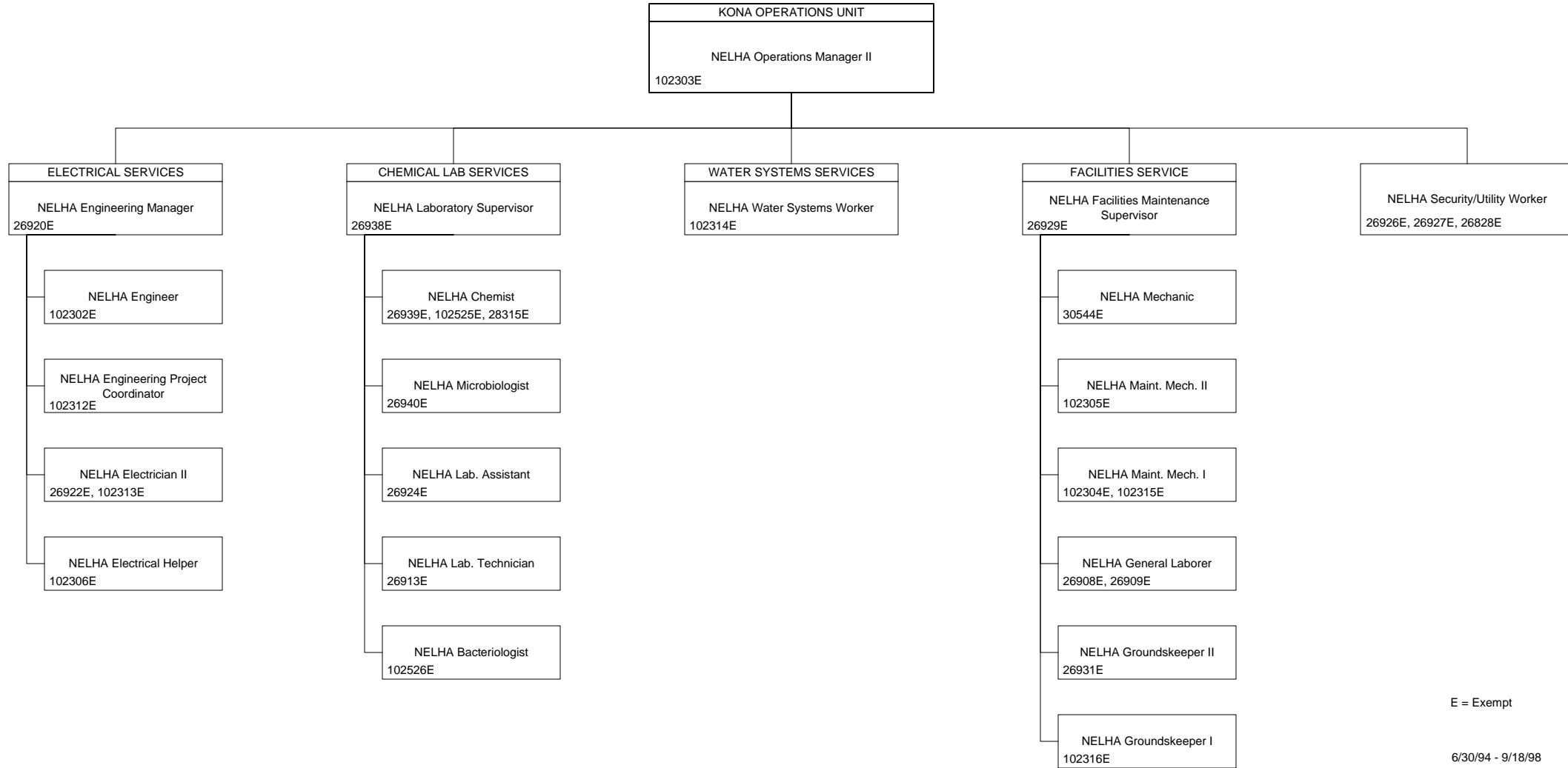
6/30/94 - 9/18/98

Georgina K. Kawamura, Director of Finance

Date

POSITION ORGANIZATION CHART

PRESENT



E = Exempt

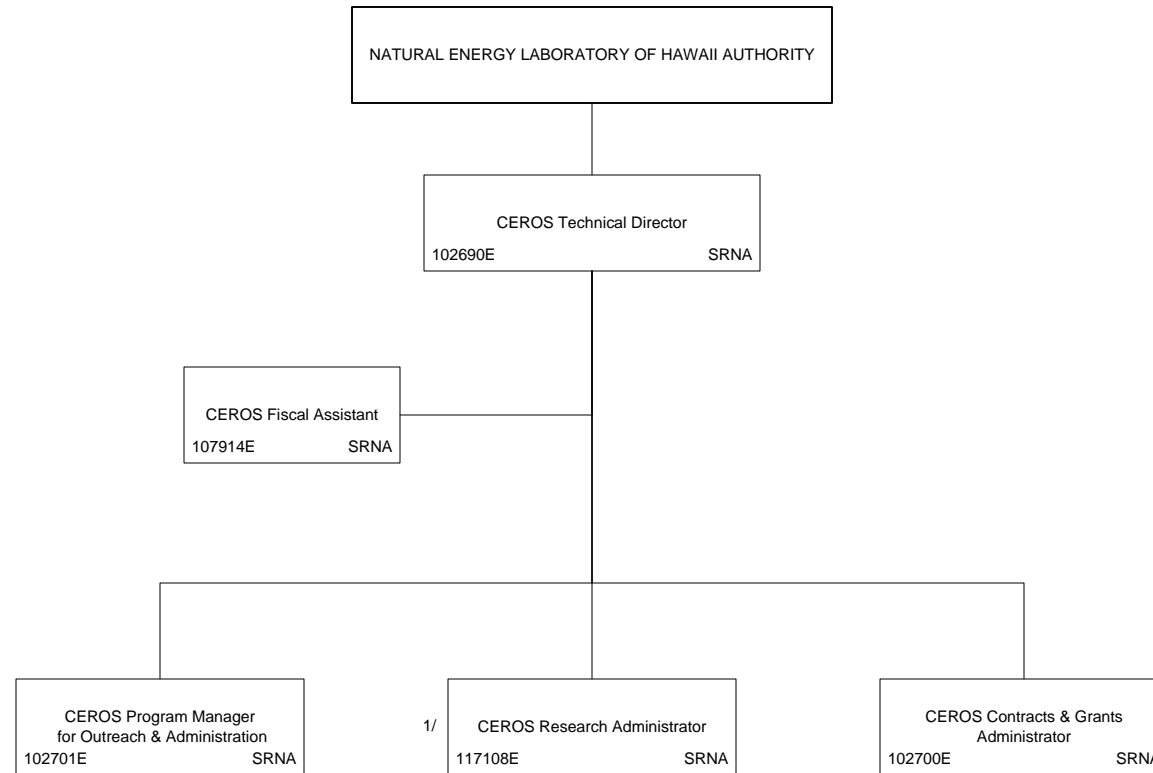
6/30/94 - 9/18/98

POSITION ORGANIZATION CHART

CURRENT OPERATIONAL

Georgina K. Kawamura, Director of Finance

Date



E = Exempt Position, NTE 09/30/10
1/ Established 09/21/04, Act 41 SLH 2004

October 2, 2009

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

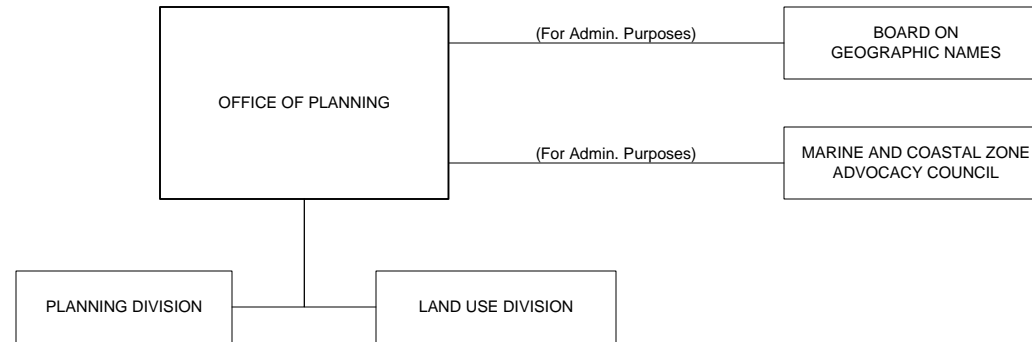
April 2, 2004

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF PLANNING

ORGANIZATION CHART

PRESENT



September 16, 2002

ACKNOWLEDGED

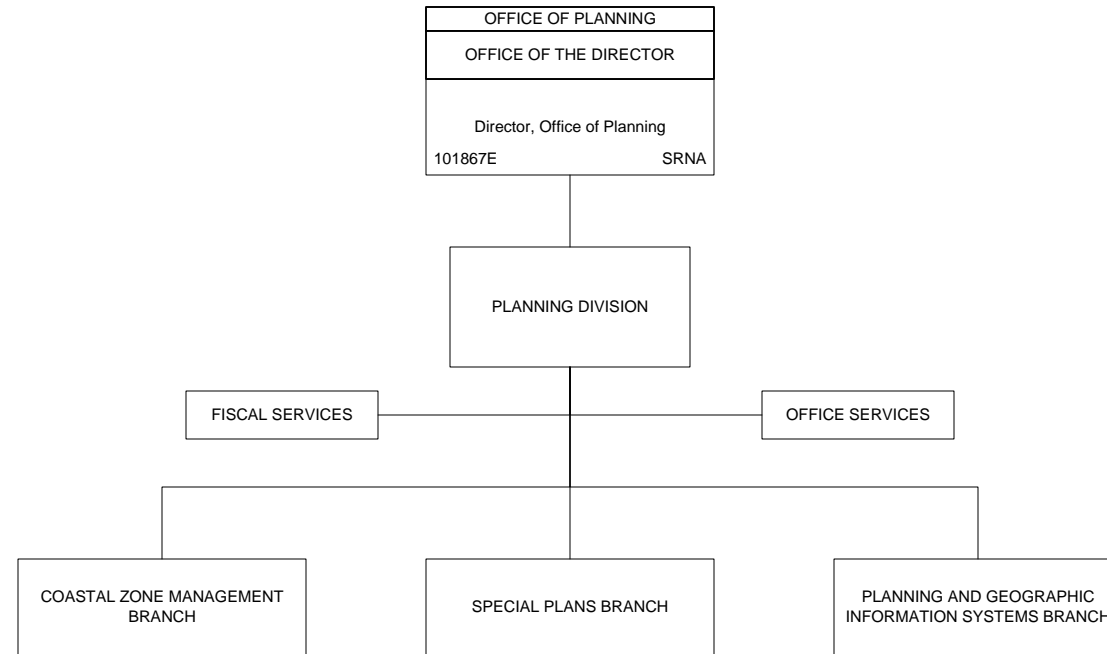
Acknowledged
Georgina K. Kawamura, Director of Finance

4/2/04
Date

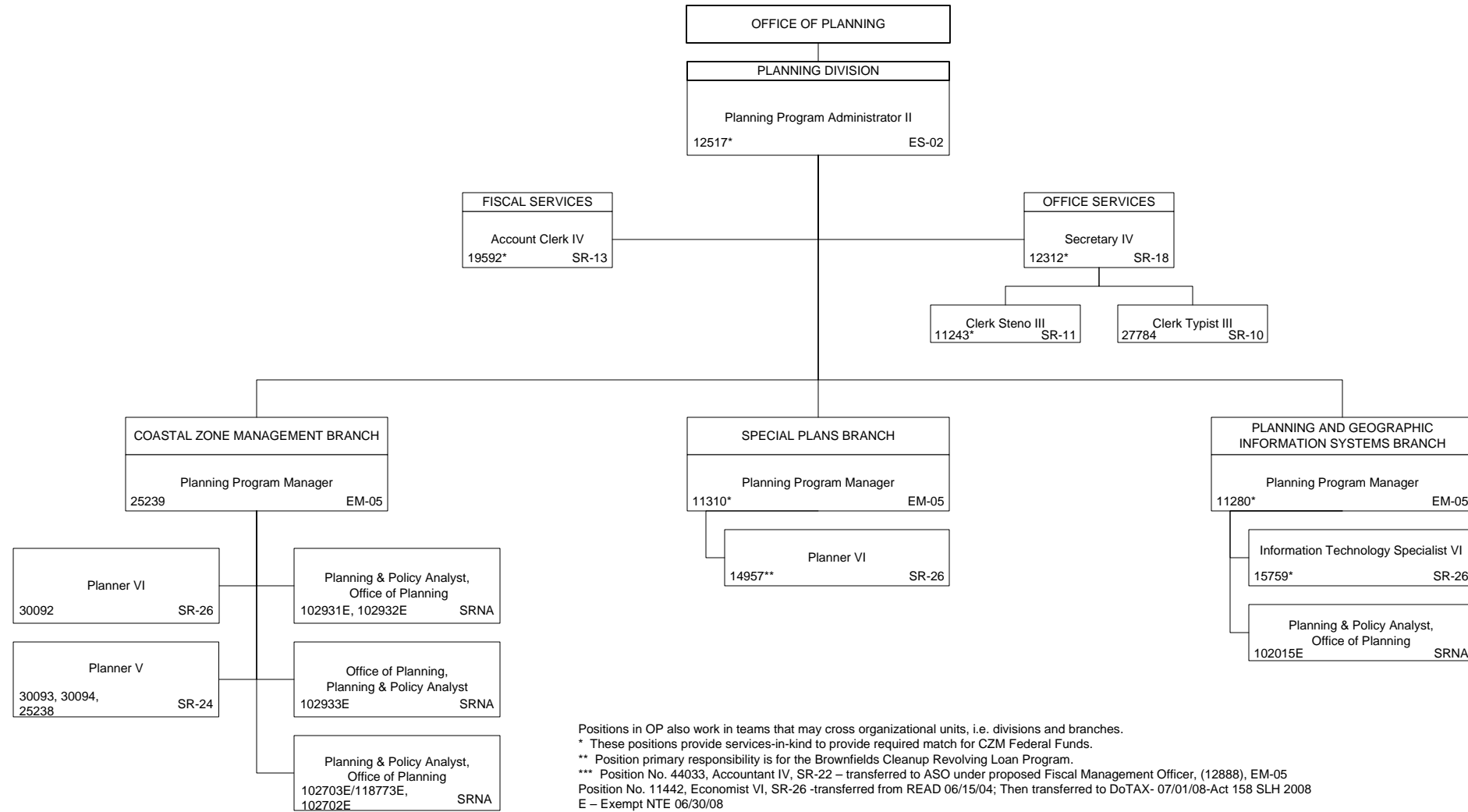
STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF PLANNING

POSITION ORGANIZATION CHART

PRESENT



September 27, 2006



Positions in OP also work in teams that may cross organizational units, i.e. divisions and branches.
 * These positions provide services-in-kind to provide required match for CZM Federal Funds.
 ** Position primary responsibility is for the Brownfields Cleanup Revolving Loan Program.
 *** Position No. 44033, Accountant IV, SR-22 – transferred to ASO under proposed Fiscal Management Officer, (12888), EM-05
 Position No. 11442, Economist VI, SR-26 -transferred from READ 06/15/04; Then transferred to DoTAX- 07/01/08-Act 158 SLH 2008
 E – Exempt NTE 06/30/08

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

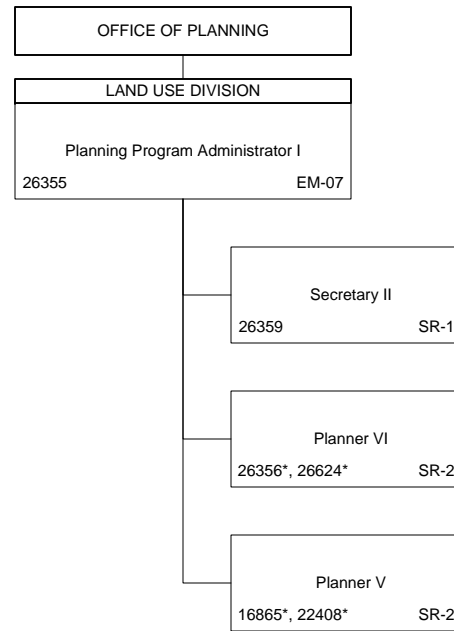
April 2, 2004

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF PLANNING

POSITION ORGANIZATION CHART

PRESENT



Positions in OP also work in teams that may cross organizational units, i.e. divisions and branches.

* These positions provide services-in-kind to provide required match for CZM Federal Funds.

Position No. 26624 is also assigned duties related to Chapter 226, HRS, Hawaii State Plan and part-time to the Brownfields Cleanup Revolving Loan Fund Program.

August 12, 2008

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

OFFICE OF THE DIRECTOR PRESENT FUNCTIONAL STATEMENT

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

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

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

13. Serves on committees, boards, and commissions established by the Governor from time to time or as provided by legislation.
14. Serves as Science Advisor to the Governor; provides advice on developing science and technology matters of interest to economic development and quality of life of Hawaii.
15. Conducts periodic staff meetings of program manager; establishes procedures for communication between the office of the director and subordinate units.
16. Directs a department public information program that includes preparing and distributing promotional and informational news releases, newsletters, reports, brochures, web-based materials and other media on business and economic issues to individuals and organizations throughout the State, the mainland and abroad; and assisting with DBEDT-sponsored events.
17. Serves as State Energy Resource Coordinator and carries out functions assigned by Chapter 196, HRS.
18. Pursuant to Section 26-35, HRS, and implementing executive policies, provides for the supervision of boards and commissions assigned by statutes to the department for administrative purposes.

SMALL BUSINESS REGULATORY REVIEW BOARD

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

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

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

ADMINISTRATIVE SERVICES OFFICE PRESENT FUNCTIONAL STATEMENT

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

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

FISCAL STAFF

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

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

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

PERSONNEL STAFF

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

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

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

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

CONTRACTS STAFF

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

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

INFORMATION TECHNOLOGY STAFF

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

OFFICE SERVICES

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

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

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

BUSINESS DEVELOPMENT AND SUPPORT DIVISION PRESENT FUNCTIONAL STATEMENT

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

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

BUSINESS DEVELOPMENT BRANCH

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

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

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

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

BUSINESS SUPPORT BRANCH

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

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

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

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

**CREATIVE INDUSTRIES DIVISION
PRESENT FUNCTIONAL STATEMENT**

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

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

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

FILM INDUSTRY BRANCH

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

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

ARTS AND CULTURE DEVELOPMENT BRANCH

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

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

FOREIGN-TRADE ZONE DIVISION

PRESENT FUNCTIONAL STATEMENT

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

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

Business Office

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

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

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

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

Operations Branch

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

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

- Provides excellent customer service to the public.

Development Branch

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

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

Office Services

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

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

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

RESEARCH AND ECONOMIC ANALYSIS DIVISION PRESENT FUNCTIONAL STATEMENT

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

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

OFFICE SERVICE UNIT

Provides fiscal, personnel, clerical and other support to the division's staff. Coordinates with Governor's Communication's Office and the Director's Office on division's publications; prepare presentation materials for the Director and the Division Administrator; answers inquiries from media, other government agencies, and the general public on data products.

1. Provides receptionist, mail and other clerical functions to facilitate the work of the division.
2. Maintains files of the division and obtains materials from files needed by staff members.
3. Prepares purchase orders and other fiscal and personnel documents, maintains an inventory of equipment and supplies, and prepares and maintains a database of expenditures and balance of funds.
4. Monitors correspondence and information requests.
5. Assists in the production of statistical, economic, and administrative reports of the division.
6. Assists in the processing of contracts, letters of agreement, quotations for goods and services, and the maintenance of related files.
7. Maintains mailing lists and distributes reports, press releases and announcements in the appropriate manner to staff and various target groups.
8. Assists in the processing, monitoring and filing of legislative matters referred to the division for comment or action.
9. Prepare presentation materials for the Department Director and Division Administrator.

10. Provides legislative coordination, information management and editing services to the division.
11. Supervises, reviews and improves presentation of the division's internet website content;
12. Assists the development, editing and publication of division reports. Vehicles for the distribution of information may range from published reports, to internet website, electronic mail, pamphlet/brochure distributions, and where appropriate, records of seminars, workshops and conferences.

ECONOMIC RESEARCH BRANCH

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

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

STATISTICS AND DATA SUPPORT BRANCH

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

1. Prepares the annual *State of Hawaii Data Book*, a statistical abstract for Hawaii, the *Quarterly Statistical and Economic Report*, the monthly Selected Economic Activities report and other statistical reports.

2. Develops and maintains a statewide economic and business statistical database on the Internet.
3. Provides statistical services to DBEDT staff and other agencies of government and the community.
4. Provides data to support the various economic models and accounts maintained by Division staff and other public and private agencies.
5. Helps prepare, evaluate, and disseminate population estimates and forecasts for the State and sub-State areas.
6. Provides liaison with the U.S. Census Bureau in the development of data for current population estimates and other census reports through the Federal-State Cooperative Program for Population Estimates (FSCPE).
7. Operates a State Data Center under a cooperative agreement with the U.S. Census Bureau to make census products and other Federal statistics accessible to government agencies and the public.
8. Provides workshops and training on the use and access to Census and other information.
9. Maintain a database for the Energy Industry Information Reporting Program (EIIRP).

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

STRATEGIC INDUSTRIES DIVISION PRESENT FUNCTIONAL STATEMENT

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

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

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

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

ENERGY EFFICIENCY BRANCH

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

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

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

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

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

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

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

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

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

ENERGY PLANNING & POLICY BRANCH

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

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

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

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

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

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

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

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

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

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

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

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

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

**OFFICE OF AEROSPACE DEVELOPMENT
PRESENT FUNCTIONAL STATEMENT**

The Hawaii Office of Aerospace Development (OAD) provides a focal point within State government to facilitate dialogue and coordination among Hawaii's government, private and academic sectors, and between State-based entities and overseas organizations, both public and private, to promote the growth and diversification of Hawaii's aerospace industry.

Statutorily created within the State Department of Business, Economic Development and Tourism, OAD's primary functions are to:

1. Identify and promote opportunities for expanding and diversifying aerospace-related industries in Hawaii, including but not limited to applied optics, astronomy and astrophysics, aviation, space-based applications of dual-use technologies, environmental monitoring and remote sensing, satellite communications, robotic and human space exploration, and commercial space launch.
2. Catalyze partnerships among local universities and businesses to (1) improve the relevance and quality of university training to support the growth and diversification of Hawaii's aerospace industry; (2) identify entrepreneurial opportunities for commercializing innovative spinoffs from basic research; and (3) facilitate technology transfer from universities to the private sector.
3. Assist local universities, companies, research institutions, and other interested organizations in establishing partnerships with corporate, government, and educational entities overseas that can promote and enhance Hawaii's aerospace industry.
4. Promote innovative education and workforce development programs that will enhance public awareness of Hawaii's aerospace potential and enable local citizens to pursue employment in the State's aerospace industry.
5. Leverage aerospace and related technological capabilities in Hawaii's government, academic and private sectors to enhance the State's ability to procure both federal and private research and development grants to increase the State's competitiveness in national and global aerospace markets.
6. Establish alliances with NASA and other federal and state space agencies and institutions that can support both Hawaii-based aerospace development and the United States space program, and enable international dialogue and exchange toward the design, development and implementation of multinational space initiatives that can enhance and expand both opportunities and benefits for space exploration and development.
7. Monitor national and global trends in the aerospace industry and recommend programs and policies that can support aerospace industry development statewide.
8. Facilitate the development and distribution of publications, exhibits and other marketing materials that highlight the current capabilities and future potential of Hawaii's aerospace industry.
9. Serve as a central point of contact for State government that can respond to both local and out-of-state inquiries concerning Hawaii's aerospace-related interests and activities.

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

**HAWAII GREEN INFRASTRUCTURE AUTHORITY
PRESENT FUNCTIONAL STATEMENT**

HAWAII GREEN INFRASTRUCTURE AUTHORITY

The Hawaii Green Infrastructure Authority (HGIA) has five (5) voting Authority Members who establish policies and executive direction for the agency, as well as approve programs and actions to be undertaken by the agency; and act upon staff's recommendations to enter into contracts and other instruments necessary to exercise the powers granted to the HGIA.

The mission and the purpose of the Hawaii Green Infrastructure Authority is to administer the Green Infrastructure Loan Program (also known as the Green Energy Market Securitization [GEMS] Program). The GEMS program is intended to create a sustainable financing structure through market driven public-private partnerships that will open access to clean energy financing for more Hawaii customers.

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

1. Administer the Hawaii Green Infrastructure Loan Program, which includes loans made to private entities, corporations, partnerships, limited liability companies, or other persons, which entities may lease or provide green infrastructure equipment to electric utility customers, as well as direct loans to electric utility customers, on terms approved by the Authority.
2. Make loans and expend funds to finance the purchase or installation of green infrastructure equipment for clean energy technology, demand response technology, and energy use reduction and demand side management infrastructure, programs, and services.
3. Hold and invest moneys in the green infrastructure special fund in investments as permitted by law and in accordance with approved investment guidelines established in one or more orders issued by the Public Utilities Commission pursuant to Section 269-171.
4. Enter into contracts for the service of consultants for rendering professional and technical assistance and advice, and any other contracts that are necessary and proper for the implementation of the loan program.
5. Enter into contracts for the administration of the loan program.
6. Establish loan program guidelines to be approved in one or more orders issued by the Public Utilities Commission pursuant to Section 269-171.
7. Submit an Annual Plan to the Public Utilities Commission for review and approval no later than 90 days prior to the start of each fiscal year. The Annual Plan should include the Authority's projected operational budget for the succeeding fiscal year.
8. May invest funds held in the Hawaii Infrastructure Special Fund in investments as permitted by law, and in accordance with approved investment guidelines established by one or more orders issued by the Public Utilities Commission.
9. Obtain approval from the Public Utilities Commission requiring the electric utilities to serve as agents to bill and collect the green infrastructure charges collected to the Authority.
10. Hire independent certified public accountants to audit the Hawaii Green Infrastructure Loan fund on an annual basis. The audit shall be provided to the

Department of Business, Economic Development and Tourism and the Public Utilities Commission.

11. Appoint a trustee to receive, hold, and disburse all amounts required to be held in the Hawaii Infrastructure Bond Fund upon terms and conditions as set forth in a certificate, indenture, or trust agreement.
12. Impose rates, rentals, fees, or charges required under Section 39-61. Impose adjust, and collect the green infrastructure fee as provided in Section 269-166.
13. Submit a report to the Legislature on the Authority's activities in administering the loan program no later than 20 days prior to the convening of each session. The report should include: description and uses of the loan program; summary information and analytical data concerning the implementation of the loan program; summary information and analytical data concerning deployment of clean energy technology, demand response technology, and energy use reduction and demand side management infrastructure, programs, and services; and repayments made or credits to electric utilities.

ADMINISTRATIVE SERVICES OFFICE

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

1. Prepares operations and budget requests, conducts activities related to fund release, expenditure, lapsing control, encumbrance and extension.
2. Maintains fund accounting system including receipt, deposit and classification of collection of program revenues, inventory control, and other fiscal-related functions. Ensures accounting system is in compliance with statutes, policies of the Department of Accounting and General Services (DAGS) and Department of Budget and Finance (DB&F), Federal fund regulations, and generally accepted accounting principles.
3. Prepares financial statements for the Authority and coordinates annual auditing.
4. Maintains sound internal control by overseeing and performing procurement activities such as preparing contracts and other procurement documentation.
5. Manages personnel activities including developing position descriptions for new positions and reclassification actions; recruitment; and disciplinary matters; prepares responses for legislative and Department of Budget and Finance request for information relating to personnel and staffing; coordinates and implements health and safety programs for HGIA; oversees staff requests for out-service and in-service training programs; and serves as HGIA's Affirmative Action Officer.
6. Develops, maintains and improves methods, procedures and forms of HGIA's accounting systems to ensure that HGIA's payments are made promptly and in conformance with established accounting standards and legality.
7. Prepares various internal reports including projections of revenues and expenditures, expenditure/budget variances, and loan program data. Updates performance measures and other budget-related requirement.
8. Works with property agents concerning HGIA's Office Space needs; negotiates cost of rent and cost of tenant improvements for lease renewals and/or acquisition of new space; and coordinating the preparation of office renovations for new staff or realignment of existing staff.
9. Ensures compliance with Office of Information Practices and the Ethics Commission requirements.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

HAWAII COMMUNITY DEVELOPMENT AUTHORITY

PRESENT FUNCTIONAL STATEMENT

HAWAII COMMUNITY DEVELOPMENT AUTHORITY

The Hawaii Community Development Authority has 18 voting Authority Members who establish policies and executive direction for the agency, as well as approves programs and actions to be undertaken by the agency; and acts upon staff recommendations to enter into contracts and other instruments necessary to exercise the powers granted to the HCDA.

The HCDA is responsible for long-range planning and implementation of improved community development for areas of the State of Hawaii that are designated as Community Development Districts by the State Legislature. For designated community development districts, HCDA:

1. Determines community development programs and cooperates with private enterprise and the various components of federal, state, and county governments in bringing plans to fruition.
2. Prepares and implements a community development district plan.
3. Establishes and enforces community development rules on health, safety, building, planning, zoning, and land use.
4. Prepares and implements a district-wide improvement program to improve infrastructure and other public facilities.
5. Assesses the cost of providing infrastructure and other public facility improvements against the real properties that benefit from the improvements.
6. Issues bonds to provide funds to finance infrastructure and other public facility improvements.
7. Provides relocation assistance to individuals and businesses that are forced to relocate because of government action or a development project approved by the Authority.
8. Undertakes the planning, design, and construction of improvements to roadway, sewer, drainage, water, and other utility and communications systems.
9. Undertakes the development of major public facilities, such as public parking garages and public community facilities.
10. Encourages the private sector development of industrial, residential, and commercial space in the community development district.
11. Administers a reserved housing program to provide for affordable housing units.

OFFICE OF EXECUTIVE DIRECTOR

Under the policy and executive direction of the Authority, the HCDA Executive Director is the focal point for the execution of the statutory provisions relating to the redevelopment of the legislatively designated development districts. The Executive Director is responsible for the uniform application of policies, procedures and practices as they relate to the responsibility of the Hawaii State Government, Department of Business, Economic Development, and Tourism and the Hawaii Community Development Authority. Within this capacity, the HCDA Executive

Director shall be responsible for the following functions:

1. Provides for the overall administration and management of all functions and activities related to the operation of the HCDA.
2. Implements programs to meet HCDA goals and objectives in consonance with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program personnel development.

The support staff provides a variety of clerical support services for the HCDA organization including the following functions: typing correspondence and other documents; maintaining and retrieving files; arranging appointments and meetings; preparing information necessary for meetings and presentations; and researching for data. Each secretary is assigned to support a branch within the HCDA; however, the support staff works as a pool when any of the secretaries are on vacation or out sick to provide customer service to the public's inquiries via telephone or in person and to the Authority and branch/office staff of the HCDA.

KAKAAKO DISTRICT PLANNING & DEVELOPMENT BRANCH

This branch is responsible for Kakaako District planning, development, and engineering functions:

1. Administers community development district Plans and Rules including review, evaluation and amending existing Plans and Rules.
2. Performs plan and zoning enforcement by review and evaluation of development proposals and recommends changes to proposals to conform to the Plans and Rules.
3. Facilitates development by providing consultation service for better understanding of requirements of the Plans and Rules, assists private developers in design of development projects to be feasible under the Plans and Rules.
4. Develops State, and/or HCDA-owned, properties including preparing development plans and concepts; conducting market analyses; arranging for interim and permanent financing; preparing engineering and architectural designs; and monitoring construction.
5. Works directly with federal, state and county agencies and officials to effectuate various HCDA initiatives.
6. Plans and carries out District-wide Improvement projects including: financing of the project, designing and constructing infrastructure improvements; conducting appraisals; negotiating land acquisitions; filing for condemnation of property; coordinating with other HCDA branches on relocation assistance programs as necessary; monitoring construction; arranging acceptance and dedication when completed.

KALAELOA DISTRICT PLANNING & DEVELOPMENT BRANCH

This branch is responsible for Kalaeloa District planning, development, and engineering functions:

1. Establishes and promulgates community development district Plans and Rules.
2. Coordinates with the U.S. Navy and other entities during the conveyance of properties and conducts remediation activities for the District.

3. Performs plan and zoning enforcement by review and evaluation of development proposals and recommends changes to proposals to conform to the Plans and Rules.
4. Facilitates development by providing consultation service for better understanding of requirements of Plans and Rules, assists private developers in design of development projects to be feasible under the Plans and Rules.
5. Develops State, and/or HCDA-owned, properties including preparing development plans and concepts; conducting market analyses; arranging for interim and permanent financing; preparing engineering and architectural designs; and monitoring construction.
6. Plans and carries out District-wide Improvement projects include: financing of the project, designing and constructing infrastructure improvements; conducting appraisals; negotiating land acquisitions; filing for condemnation of property; coordinating with other HCDA branches on relocation assistance programs as necessary; monitoring construction; arranging acceptance and dedication when completed.

ASSET MANAGEMENT BRANCH

This branch manages all assets owned and controlled by the HCDA for the following functions:

1. Manages all of the assets owned and controlled by the HCDA by developing and maintaining a database listing; preparing and administering leases; managing security, maintenance services, and outside vendors as related to these assets.
2. Manages the HCDA's reserved housing program post sales and development.
3. Oversees HCDA-owned housing projects and represents the HCDA interests on relevant entities, such as association of apartment owners.
4. Assists in transfers, joint ventures, land acquisition, and dedication of completed infrastructure improvements.
5. Provides recommendations to the HCDA Executive Director regarding real estate development projects such as parks, parking garages, office, operations of low income/affordable housing complexes, other commercial facilities, and other public facilities.
6. Negotiates and manages the lease requirements for HCDA's office space.
7. Assists the HCDA's relocation assistance program to residents and businesses displaced as a result of development activities.

OFFICE OF PUBLIC INFORMATION & COMMUNITY RELATIONS

This office manages the HCDA's government and community relations, and public information functions:

1. Prepares, in conjunction with the ASO office, HCDA's budget requests, writes legislative measures, reviews all measures for possible relevance to the HCDA, coordinates the preparation of HCDA testimonies and attendance at hearings, tracks measures of concern to meet deadlines, and coordinates responses to legislative inquiries.
2. Oversees and manages HCDA's public information and community relations programs, including planning, reviewing, and/or implementing special events, public notices regarding specific projects, and project information provided on the HCDA's telephone hotline and website. Organizes and attends community meetings as necessary.

3. Oversees and manages the HCDA's website. Supervises regular maintenance of pages and continued development of and updates to site. Serves as the HCDA's Americans with Disabilities Act (ADA) Coordinator.

ADMINISTRATIVE SERVICES OFFICE

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

1. Prepares operations and CIP budget requests, conducts activities related to fund release, expenditure, lapsing control, encumbrance and extension.
2. Maintains fund accounting system including receipt, deposit and classification of collection of program revenues, inventory control, and other fiscal-related functions.
3. Prepares financial reports for the Authority and coordinates annual auditing.
4. Maintains sound internal control by overseeing and performing procurement activities such as preparing contracts and other procurement documentation.
5. Manages personnel activities including position descriptions, recruitment, disciplinary matters, health and safety programs, out-service and in-service training programs, and serves as the HCDA's Affirmative Action Officer.
6. Oversees and manages the HCDA's information technology systems. Serves as Network Administrator, overseeing consultants, managing backup systems, and providing helpdesk services for staff.
7. Designs, builds and maintains data management system for all functional branches.

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

PRESENT FUNCTIONAL STATEMENT

HHFDC BOARD OF DIRECTORS

The nine (9) member HHFDC Board of Directors:

1. Establishes policies and executive direction for the HHFDC.
2. Approves programs and actions to be undertaken by the HHFDC; approves staff recommendations to enter into contracts and other instruments necessary to exercise the powers granted to the HHFDC.
3. Approves for adoption and/or revision administrative rules and procedures for the various programs of the HHFDC.
4. Monitors the status of projects receiving assistance from the HHFDC.

OFFICE OF THE EXECUTIVE DIRECTOR

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

1. Provides for the overall administration and management of all functions and activities related to the operation of the Hawaii Housing Finance and Development Corporation.
2. Implements programs to meet HHFDC goals and objectives in consonance with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program and personnel development.
6. Coordinates responses for Governor and DBEDT Director's referrals.
7. Provides administrative support services to the Board of Directors.

Staff Support Services

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

1. Maintains appropriate systems for the receipt, distribution, and processing of the HHFDC's incoming and outgoing correspondence.

2. Provides front office reception services and answers telephone calls and transfers to appropriate staff.
3. Requisitions and maintains an inventory of office supplies for the Office of the Executive Director.
4. Requisitions and maintains an inventory of duplicating and facsimile supplies. Also provides technical assistance in the operation and servicing of duplicating and facsimile machines.
5. Provides other clerical and office support functions as required.

COMPLIANCE OFFICE

This office performs activities to ensure the HHFDC manages and operates programs in accordance with Federal and State requirements, and corporate policies and directives.

1. Reviews, monitors and investigates all programs and activities for the Executive Director (ED) and notifies the ED of any performance problems, fraud, waste, misuse of funds, mismanagement or situations with any potential for such abuse and recommends corrective action. Imposes enforcement action if corrective action is not taken on improper activities.
2. Monitors progress and ensures that corrective action is being taken to enforce compliance for all of the HHFDC's various programs and activities.
3. Reviews Federal and State laws, rules and regulations to determine their impact on the HHFDC's procedures, and assists program managers in determining and developing operational and procedural changes.
4. Disseminates compliance issues for all programs that impact the HHFDC's procedures.
5. Performs annual and special reviews of the HHFDC's programs to ensure uniform application and implementation of rules, policies and procedures and to determine the extent to which its objectives are being met.
6. Addresses resident complaints relating to alleged discrimination or any other civil rights type of complaint.
7. Ensures the HHFDC's safety program is in compliance with Occupational Safety and Health Standards (OSHA) and Hawaii Occupational Safety and Health (HIOSH) requirements.
8. Reviews and monitors relocation assistance plans developed by other State departments and county agencies involved in displacement of individuals, families, businesses and farm operations pursuant to Chapter 111, HRS.
9. Coordinates and enforces all fair housing functions to promote and improve equal housing opportunity and access as required by law.
10. Coordinates and enforces all civil rights functions (i.e. – Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Equal Employment Opportunity, etc.) to comply with the Law.
11. Administers and monitors contracts for various Federal and State rental assistance programs to ensure compliance with applicable rules and regulations. Programs include: Rental Assistance Payments, Rental Housing Trust Fund, Low Income Housing Tax Credit and HOME programs.

12. Conducts management reviews of projects, assisted by the HHFDC, which includes physical inspections and file reviews based on program requirements.
13. Coordinates the development of, establishes the criteria for, assembles and implements all documents and contracts relating to compliance monitoring.
14. Processes and evaluates competitive bids for compliance monitoring services.
15. Provides program compliance monitoring services for HHFDC rental development programs.

HOUSING INFORMATION OFFICE

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

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

INFORMATION TECHNOLOGY OFFICE

The Information Technology Office (ITO) assists DBEDT with the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for the HHFDC including support and management in business application development and maintenance, project planning and implementation, telecommunication and network operations, systems software/hardware, and technical training for the HHFDC. Desired goal is to achieve/implement a fully integrated financial/property-asset management/compliance application system for the HHFDC.

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

Assists DEBDT in the following areas:

1. Develops, implements, and maintains short and long range information technology strategy plans that address key issues such as legacy systems, end-user training, a comprehensive hardware replacement schedule, leveraging the internet, etc.
2. Conducts analyses of existing hardware and software components and recommends maintenance or upgrades based upon current or future processing requirements. Ensure that appropriate hardware and software are acquired and/or upgraded to support the various entities of the HHFDC.
3. Plans, coordinates, develops, evaluates, monitors and assists in bid, proposals and contract processing procedures/activities in acquisition of IT hardware, software, and services.
4. Provides overall project management expertise and assistance in project management for all systems development projects; works with various divisional offices and administrators to implement automation initiatives; assists in the development of the advance planning document for the systems development and implementation project plans; provides systems analysis and design services, and computer programming services to the end user community; and provides daily operational support and maintenance in all aspects of data processing requirements for the end user community.
5. Performs system analysis and design functions in the development of new system requirements definition; or enhances existing system requirements.
6. Modifies/develops applications to computer programs and performs unit tests; develops data processing documentation in accordance with established documentation standards. Provides computer programming functions for the various programs within the HHFDC.
7. Plans, coordinates and directs systems software support and control programming; database management and operational support installation and maintenance service for centralized computing systems; development, implementation and maintenance of specialized systems software used in support of applications and controls systems.
8. Determines efficiency/capacity and recommends improvements to the computer system and guidance in the effective and efficient use of systems software.
9. Defines, develops, and administers all divisional security procedures and processes; manages access to the division's automated systems; conducts system security studies for conformance to laws, policies and procedures relating to the security guidelines and policies; works with various local, State, Federal and Private sector agencies on all system security issues; and conducts security reviews.
10. Plans, directs and oversees the implementation and support of network components; the evaluation of efficient and cost-effective deployment and usage of transmission media; and the development of policies, standards and procedure and long-range plans and goals for the HHFDC's telecommunications infrastructure. Ensures that the plans are consistent with the State's long-range telecommunication's infrastructure to allow connectivity with other agencies.
11. Manages, plans and directs office automation usage and development of customized office automation applications and databases. Provides technical expertise in the support of client applications and WEB development.

12. Oversees and manages the daily activities of the HHFDC's computer network. Enables and maintains network software parameters, configures and optimizes network components including servers and firewalls, routers, switches and hubs.
13. Prepares and maintains production schedules and documentation for new and on going application systems; submits job requests; reviews jobs for quality assurance.
14. Oversees the HHFDC's computer network system and all peripherals.
15. Provides on-site technical support to all users within the HHFDC; develops and implements training sessions for internal users; plans and implements re-training efforts at the basic, intermediate and management levels.
16. Develops and implements the HHFDC's system recovery plan.
17. Participates in Informational Systems technical user and/or Project Committees.
18. Develops and/or updates Agency automated system user guides to reflect current processes and procedures.
19. Prepares status reports and convey concerns regarding the quality and progress of IT systems/projects.
20. Assists in research of office and staff productivity technologies.

PERSONNEL OFFICE

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

1. Manages the HHFDC's personnel programs and activities in accordance with a broad range of standards and requirements, including Federal and State statutes and guidelines, personnel rules, regulations, policies and procedures, and collective bargaining contract provisions.
2. Provides advisory services to management personnel, supervisors, and employees. Interprets civil service regulations, departmental policies and procedures, Federal and State rules and regulations, collective bargaining contractual agreements, etc.
3. Advises management on labor relations issues, such as just cause for discipline, handling of grievances, etc. Conducts grievance investigations, reports findings and makes recommendations for appropriate actions.
4. Meets with employee/employer representatives to discuss problems and negotiate mutual agreements with respect to terms and conditions of employment unique to the HHFDC in an attempt to resolve grievances, if necessary.
5. Provides advice and assistance to managers and supervisors in preparing action requests for establishing positions, reallocations, exemptions, etc.
6. Reviews position descriptions prepared by supervisory personnel to insure that all DHRD/DBEDT requirements are met and that classification recommendations are appropriate before processing the action for appropriate attention.

7. May conduct job audits and perform other job analysis functions in order to advise management on position utilization matters including preventing duplication of effort, overlapping of responsibilities, developing career ladders, etc.
8. Provides advice and assistance to managers and supervisors in planning and conducting recruitment, examination, selection and placement activities for filling of position vacancies; and coordinates with the departmental (DBEDT) or central (DHRD) recruitment entities, as appropriate, to fill position vacancies with appropriate qualified applicants.
9. Assists managers and supervisors in identifying employee training needs; develops and implements employee training programs and/or obtains/coordinates appropriate resource(s) for in-service training.
10. Ensures that out-service training requests are properly justified and processed on a timely basis.
11. Establishes and maintains appropriate programs to effectively address/monitor employee safety and workers' compensation concerns; and develops and maintains a Loss Control Program.
12. Maintains all status records on employees and positions for the HHFDC.
13. Coordinates with managers/supervisors when processing notification of personnel action forms; and collaborates/coordinates with departmental personnel office to ensure timely processing, appropriate control/recording, etc., of such actions.
14. Prepares personnel related reports, projections, etc., as necessary.
15. Keeps managers, supervisors and employees informed on personnel matters and concerns; obtains clarification on personnel issues as necessary and provides advice and guidance in the application of policies, procedures, etc.
16. Maintains the HHFDC's authorization documents and reviews proposed reorganizations in order to advise HHFDC management of position classification implications and effective staff usage.
17. Identifies problems such as absenteeism, turnover, discriminatory practices, etc., and conducts appropriate research and analysis in order to develop recommendations and proposals for corrective action(s).
18. Coordinates and/or monitors various personnel management programs with the departmental personnel office including drug free, civil rights, employee service awards, etc.
19. Maintain close working relationship with other State agencies concerning the Office's areas of responsibility.
20. Reviews and coordinates the HHFDC's safety program compliance with Occupational Safety and Health Standards (OSHA) and Hawaii Occupational Safety and Health (HIOSH) requirements.

PLANNING AND EVALUATION OFFICE

This office performs overall planning, evaluation and research activities for programs administered by the HHFDC, and coordinates legislative activities.

1. Formulates and assists in developing long and short-range/functional plans to meet the HHFDC's program objectives. Updates internally formulated plan documents as required.

2. Compiles, reviews and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within the State; works with the Branches in determining how these needs may best be met; assesses tenant population and potential tenant population; works with other Government agencies, developer and advocacy groups and others to assess needs and identify strategies; incorporates all of this information into the HHFDC's long and short-range/functional plans.
3. Maintains regular communication with housing groups and agencies in the State and across the nation on housing-related matters; identifies potential innovative alternatives to housing management, development, and financing of housing facilities.
4. Administers the Hawaii State Housing Functional Plan (HSHFP) and State of Hawaii Consolidated Plan (CP) pursuant to statutes, Federal regulations, or executive directives and monitors and updates the HSHFP and CP as necessary.
5. Reviews and evaluates the HHFDC's objectives, policies, procedures and programs; as necessary, submits recommendations for the development of new and/or modifications to existing objectives, policies, procedures and programs for the HHFDC.
6. Assists, produces or causes to be produced housing studies and reports.
7. Develops legislative proposals and reports in support of the HHFDC's plans and programs; assists in the development of the HHFDC's position with respect to legislative, congressional or county council requests and proposals; produces testimony on housing-related legislation and issues; and coordinates all of the HHFDC's legislative responses.
8. Develops and maintains communication with congressional delegation, State legislators and county councils on housing-related matters.
9. Develops administrative rule-making procedures of the HHFDC; coordinates and assists in the development of revisions of the rules and bylaws as necessary.
10. Maintains and updates a State housing advocacy and informational system as required by State law.
11. Develops, compiles, retrieves and reports housing data and statistics for use by the HHFDC and other agencies and organizations, and prepares maps, visual aids, and reports for presentation purposes.
12. Conducts market research, needs assessments, and housing studies to assist management in decision making on prospective programs and projects; reviews development proposals to determine whether they will address identified housing needs.
13. Reviews, coordinates and formulates responses to petitions for State land use district boundary amendments, environmental impact statements; and county development/community plans in conjunction with the Branches.
14. Coordinates applications for grants or other resources to fund projects or programs to meet the housing or supportive services needs of residents assisted by the HHFDC.

FISCAL MANAGEMENT OFFICE

The Fiscal Management Office (FMO) is responsible for providing administrative assistance and advisory services in fiscal management, budget, and accounting services for the HHFDC. In addition, the FMO monitors the performance of and oversees/manages the HHFDC's assets, including real property. The FMO formulates

policies, procedures and standards in administering central accounting, asset (inventory) management and contract monitoring activities within the HHFDC; and provides consultative and technical services in budget coordination, planning development, execution and monitoring activities for all programs within the HHFDC, and with budget staff at the departmental level.

Accounting Staff

Maintains a central accounting system for all of the HHFDC's General, Federal, Special, Revolving, Bond, Trust and Capital Improvement Project funds. Monitors, coordinates and administers fiscal control of fiscal policies, regulations and procedures established by the Governor, Legislature, Federal and State fiscal agencies.

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

Accounting Section

Responsible for accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the following programs and functional areas:

- The Dwelling Unit Revolving fund, including the Nani O Puna and Kamaaina Hale projects;
- The Revenue Bond programs, including the Single Family, UH, Rental Housing System, SHARP and multifamily;
- The Housing Finance programs, including Low Income Housing Tax Credit, Mortgage Credit Certificate, Rental Assistance, Waialua and Hamakua;
- The Fee Simple Residential program;
- The Rental Housing Trust Fund;
- Federal Funds including Home Investment Partnerships Program
- Capital Improvement Project Fund; and
- General Fixed Asset Accounting.

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

1. Extracts financial data from various central accounts and general ledger reports and sorts and accumulates this information for program management.
2. Serves as a resource for fiscal related Federal and State program rules and regulations.

3. Assists branches and other offices in preparing financial reports and in monitoring accounts and appropriations.

Payroll and Disbursement Section

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

- The Disbursing Fund, including Petty Cash;
- The Equipment Rental and Equipment funds;
- The Payroll functions;
- The Allocation Fund; and
- The Accounts Payable functions for all of the HHFDC's allocated costs.

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

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

Asset Management Staff

Manages all assets owned or controlled by the HHFDC, including inventory of all real properties and fixed assets.

1. Manages property management activities for HHFDC properties including rental housing properties, vacant land, commercial space, and public facilities.
2. Provides recommendations for managing the HHFDC's real estate portfolio. Activities include maintaining a database of all real property assets owned or controlled by the HHFDC; consolidating financial information on the performance of individual projects; planning for long range maintenance, renovation and new/replacement construction; assessing potential financing strategies and market demand; and providing strategic planning/goal setting and recommendations for the management of the HHFDC's real property holdings.
3. Manages land acquisition or disposition activities related to HHFDC's financing and development programs.
4. Develops/establishes policies, procedures, and standards for property inventory and disposal consistent with Federal and State laws, rules, regulations, policies and procedures.
5. Assists program staff in document preparation, identification and accurate reporting of acquired assets.
6. Reviews requests for property disposals and makes recommendations for approval/disapproval to the Executive Director.

7. Conducts on-site audit of property inventory records and random sampling of requests for disposal of properties.
8. Prepares quarterly, annual and/or special inventory reports on equipment, vehicles and real property under the control of the HHFDC.

Private Property Management Section

Plans, processes, coordinates and monitors various property management services agreements between the HHFDC and the property management firms supporting lease/rental policies. Administers various assigned project based rental assistance programs for privately owned rental developments. Prepares periodic reports on progress/status of functional activities and projects.

1. Analyzes all proposals with regards to planning, development and management of all rental properties and prepares feasibility analysis in the area of property management for the HHFDC.
2. Coordinates the development of, establishes the criteria for, assembles and implements all governing documents, agreements, contracts and leases for all assigned rental properties.
3. Administers and reviews the operation of privately managed, State funded developments owned by the HHFDC to ensure all terms of agreements are met and implemented in with applicable rules and policies.
4. Processes, evaluates and monitors competitive bids for property management services.
5. Prepares annual operating budgets for assigned rental properties and coordinates proper funding levels with RFS staff.
6. Facilitates annual financial audit of HHFDC owned rental properties.
7. Provides management information on current trends and recommends policies for operating lease and rental properties for all corporate programs.
8. Maintains liaison with homeowner or tenant associations of the HHFDC's real properties and participates, where warranted, in association activities.
9. Administers and manages non-dwelling space and facilities (e.g. commercial areas, community centers, etc.) of the HHFDC.

Real Estate Services Section

This Section oversees the following programs: New Sales, Repurchases, Resale and Rental of HHFDC's Units, Foreclosure, Waiver of HHFDC's Repurchase Right, Consent to Mortgage and/or Deferment to Pay HHFDC's Shared Appreciation Equity, Deferred Sales Price, Shared Appreciation and other HHFDC Subsidy Programs and Individual Leasehold and Leased Fee Program and the Future Homebuyers Club of Hawaii.

Land Ownership Unit

1. Administers the various land programs in accordance with applicable statutes, rules and regulations.
2. Performs research and conducts studies of land programs to establish an appropriate database for implementation in support of land programs' operations.
3. Develops and processes for adoption, appropriate administrative rules and recommends policies applicable to or revising the programs' operations.

4. Develops and reviews proposed legislation relative to land programs. Prepares appropriate testimony for use by the HHFDC in appearing before legislative committees.
5. Coordinates with attorneys in developing briefs, memorandums and affidavits for support of condemnation litigation.
6. Prepares periodic reports on progress/status of functional activities and projects.
7. Reviews and processes all complaints from lessees and/or lessors relative to alleged noncompliance of Land Reform statutory requirements. Arranges for and conducts investigations, as necessary, to resolve complaints. Initiates investigations of suspected violations of Land Reform statutory requirements and coordinates with the Housing Information Office as appropriate.

Sales Unit

1. Administers and coordinates the sales of the HHFDC sponsored projects involving new sales, resale and repurchases.
2. Reviews and approves all applications received from prospective purchasers regarding the HHFDC's eligibility requirements and prepares a drawing selection list based on priorities established by statutes or administrative rules.
3. Originates documentation for sales contracts, leases, deeds, escrow arrangements, deferred sales agreements, listing contracts, rent options and agreement of sales.
4. Conducts public drawings, information sales meetings, and coordinates on-site inspections for sales agents and prospective purchasers.
5. Coordinates functions of sales agents, mortgage lenders, appraisers, escrow, attorneys and the Asset Management Section to consummate the sale of closing of units in a timely manner.
6. Conducts surveys or other information gathering procedures to determine the level of satisfaction of buyers of the HHFDC's housing units following purchase to identify features needing improvement in future developments.
7. Analyzes and evaluates all requests for repurchase of units to determine feasibility to waive or exercise the HHFDC's option to repurchase.
8. Accumulates pertinent data and formulates sales analysis in order to establish resale prices that are affordable and consistent with the HHFDC's policies.
9. Conducts and coordinates lease to fee options, deferred sales agreements and subsidy agreements through documentation, recordation and closing.
10. Conducts negotiation, arbitration and sale proceedings for lease rent, extension of lease and sale of the HHFDC's leased fee interest in accordance with established procedures and professional practices associated with those proceedings.
11. Reviews, coordinates, computes and supervises all requests for consent to mortgage and if applicable, defer payment of the Shared Appreciation Program.
12. Monitors, coordinates and supervises all activities to collect obligations due the HHFDC under the Deferred Sales Price Program, Shared Appreciation Program and other HHFDC Subsidy Programs.
13. Oversees and monitors owner occupancy restrictions, buyback restrictions and the Shared Appreciation Program; informs owners of various real estate services provided by the HHFDC; responds to all subsequent inquiries.

Budget Staff

Serves as the HHFDC's principal staff on budget planning, execution and monitoring matters. Operates within the framework of statutory authorizations, Federal and State requirements, executive branch rules, policies and directives, and departmental policies and procedures. Advises and provides technical assistance to HHFDC personnel on the preparation of program and financial plans and budget requests. Coordinates budget planning, development, execution and monitoring activities of all programs within the HHFDC.

1. Coordinates, reviews, analyzes and makes recommendations on the HHFDC's multi-year program and financial plans and budget requests, variance reports and program structure.
2. Consolidates/compiles the overall budget request for the HHFDC for submittal to the DBEDT Director.
3. Reviews, analyzes, evaluates, and monitors the expenditures of programs in order to assure conformance with the authorized fund allocations and makes recommendations relating to the allocation, reallocation or restriction of resources.
4. Reviews, analyzes, evaluates and makes recommendations on requests to fill, establish or abolish positions.
5. Reviews the status of each housing project and provides monthly status reports for the Dwelling Unit Revolving Fund (DURF) for Chief Financial Officer (CFO), Executive Director, and Board of Directors. Apprises the CFO of delays or changes to housing projects which may have an impact on the DURF.
6. Monitors requests for release of funds for housing projects and insures that the requests are acted upon in a timely manner to prevent increased project costs due to delays in the release of funds.
7. Advises and provides training and technical assistance in preparation of HHFDC program and financial plans and budget requests, variance reports, program structure and expenditure plans.
8. Coordinates and prepares responses to the Legislature on budget/fiscal matters via appropriate Corporate/Departmental chain of command.
9. Monitors the overall budget status of the HHFDC and of each branch and office on a monthly basis, and apprises the appropriate management official of issues/concerns when deemed necessary.
10. Prepares regular and special reports on the status of the budget.
11. Assists in preparing short and long-term resource estimates, requirements and/or projections for the various programs within the HHFDC.
12. Coordinates preparation and submittal of budget testimonies to legislative committees.
13. Participates in budget presentations given to the Board, Legislature and/or other interested persons.

Clerical Services Staff

Performs typing, duplicating, filing and other clerical functions for the Fiscal Management Office.

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

DEVELOPMENT BRANCH

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

Development Section

This Section develops or re-develops fee simple or leasehold real property and constructs supportive infrastructure and housing units for sale or for rent with an eligible developer or on its own behalf. Encourages private developer's interests to develop affordable housing in the State of Hawaii.

Development Units 1 & 2

1. Administers the development and maintenance of supportive infrastructure and housing projects under the various housing programs.
2. Provides services to accomplish the purchase and/or the development of real property and construction of dwelling units by itself; on behalf of the State or the counties; or in collaboration with qualified government agencies, qualified developers, non-profits and contractors.
3. Reviews and considers land studies and project proposals in conjunction with other branches and offices of the HHFDC; evaluates and recommends approval or disapproval of such proposals.
4. Accepts, reviews, processes and recommends for approval or disapproval affordable housing proposal applications submitted under HRS 201G, as amended, and/or any other housing development powers that may be conferred by State Legislature.
5. In coordination with the Finance Branch, reviews financing alternatives for specific projects and makes recommendations to provide interim construction loans, mortgages or acquisition funds to developers, non-profits or contractors.

6. Evaluates housing development loans under the various financing programs in conjunction with the Finance Branch.
7. Administers, monitors project and contract compliance with applicable laws, ordinances, rules and standards including Federal Labor Standards provisions and applicable Federal and State wage determinations and program requirements as it relates to construction.
8. Pursues and coordinates with Federal, State and County agencies, regarding funding and administration of such funds for development purposes.
9. Administers, monitors and coordinates all phases of the development of projects, including but not limited to, general development matters, preparation of Requests for Proposals (RFP) and recommendation on the RFPs, community review and acceptance, State or County land use entitlements, governmental approvals, development or loan agreements, procurement, preparation of design and construction contracts, construction administration, maintenance of infrastructure, dedication of infrastructure, project fund management, and warranty and inspection services.
10. Maintains communication concerning affordable housing development with Federal, State, County agencies, private firms and community groups concerned with the environment, housing programs, land, finance, physical planning and construction. Responds to any development inquiries, complaints and requests for information.
11. Analyzes the cash flow position of designated projects and prepares necessary reports regarding the project funds, indicating projected income and disbursements; validates the source and availability of funds to exercises control of the disbursement of funds upon appropriation or once loans are made; determines availability, and obtains assurance of the source of funds.
12. Coordinates with the Planning and Evaluation Office to obtain demographics and market data to develop detailed plans and to identify resources required to meet projected housing needs and provides assistance in developing forecasts on the HHFDC's housing production.
13. Performs or causes to be performed detailed planning of selected housing sites and master planning of larger parcels of land, including but not limited to, infrastructure development and community redevelopment.
14. Encourages rental and for-sale affordable housing by private developers and non-profits by providing assistance and tools in the form of expedited governmental reviews, general excise tax (GET) exemptions, exemptions from statutes, ordinances and governmental rules as allowed by law.

Development Support Section (DSS)

This section provides architectural and engineering review; assists with quality control; assists with abatement of hazardous materials (i.e. Lead-Base Paint (LBP) and asbestos Containing Materials (ACM), etc.; and meeting accessibility/requirements for the HHFDC's new projects and modernization, repair, and maintenance of existing projects, and for projects assisted by the HHFDC. Assists with the conformance with plans and specifications, compliance with applicable laws, ordinances, rules and standards, coordinates with the appropriate branch/section or office of the HHFDC and monitors compliance with Federal Labor Standards Provisions and applicable Federal and State wage determinations, Section 3, and other Federal and State program requirements as it relates to construction.

1. Reviews and provides recommendations on constructions plans, specifications, products, proposals, bid submissions, contracts, change orders, and other related proposals through all stages of planning, development, construction and warranty.

2. Review plans and specifications for the HHFDC's compliance with applicable laws, ordinances, rules and standards, and maintains the HHFDC's plans and specifications for housing projects.
3. Reviews, assists or prepares cost estimates for construction, repair and maintenance of assigned projects.
4. Assists the HHFDC in reviewing work of architects, engineers, or other consultants in the preparation of construction plans and specifications, studies and reports for assigned projects. Prepares graphics, construction plans, specifications and contracts for the HHFDC within its capacities.
5. Assists with site analysis and infrastructure investigation.
6. Assists other branches and sections of the HHFDC with the preparation, implementation or administration of master plans, design guidelines, and declaration of covenants, conditions and restrictions (CC&R's), U.S. Environmental Protection Agency (EPA) compliance, etc.
7. Provides architectural and engineering support in terms of investigation, analysis, and recommendations for correcting various deficiencies and maintenance requirements at projects Statewide in coordination with the HHFDC's branches.
8. Establishes standards for design and construction for the HHFDC's projects or projects assisted by the HHFDC; and provides design support to the HHFDC.
9. Assists other branches and offices of the HHFDC with the administration of construction contracts for all new development, maintenance, repair, rehabilitation, replacement and hazardous materials projects to ascertain that all work generally complies with the intent of the plans and specifications and applicable laws, ordinances, rules and standards; reviews and evaluates change orders for conformance to contract requirements.
10. Conducts or causes to be conducted, research on housing materials, designs, and technology and develops the means for applying the findings of such investigation to the HHFDC's designated projects.
11. Monitors compliance with Federal Labor Standards Provisions and applicable Federal and State wage determinations, and other Federal and State program requirements as it relates to construction.
12. Assists other branches and offices of the HHFDC with the collection of and management of construction documentation.
13. Provides the Development Section with support on the development of projects, including but not limited to, general development matters, preparation of Requests for Proposals (RFP) and other contract related requirements, and planning for selected housing sites and master planning of larger parcels of land, including but not limited to, infrastructure development and community redevelopment.
14. Provides the Finance Branch with support relating to the review of financing proposals.

FINANCE BRANCH

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

Loan Servicing Section

This Section oversees the review of Hula Mae loans for eligibility and oversees the administration of the HHFDC's homeowner loan portfolio for compliance with Federal and State statutes.

1. Manages a mortgage portfolio consisting of Hula Mae and other loans which includes assuring compliance with statutory owner-occupancy requirements, monitoring loan servicers' collection efforts, directing foreclosure activities, marketing foreclosed properties, and filing appropriate insurance claims; includes the purchase of individual mortgages including assurance of meeting all legal, procedural and documentary requirements; includes processing assumptions, title changes and prepaid mortgages.
2. Assists in the implementation of the HHFDC's development program by performing owner-occupancy verification and collection/foreclosure duties on first and second mortgage portfolios originated under the HHFDC's development program and for units developed by the HHFDC.
3. Assists in administering special loan programs established by the Legislature according to the legislation authorizing such programs.

Mortgage and Rental Financing Section

This Section is comprised of the Mortgage Financing Unit, which provides assistance to individuals and families who wish to purchase affordable homes, and the Rental Financing Unit, which provides assistance to individuals and families in obtaining affordable rental units. The Rental Financing Unit also provides assistance to developers/owners of rental units to create and/or maintain affordable rental units.

Mortgage Financing Unit

1. Issues tax-exempt revenue bonds in the national marketplace to make available below market interest rate mortgage loans to eligible borrowers pursuant to Part II Chapter 201G, HRS, as amended; utilizes the services and coordinates the activities of a team of investment bankers, bond counsels, bond trustees, mortgage insurers, mortgage lenders, mortgage servicers, and escrow agents.
2. Manages all outstanding bonds which include assuring compliance with all State and Federal legal requirements, all requirements of trust indentures and supplements thereto, managing cash flow and the resultant investment portfolios to assure availability of adequate funds to meet interest payments, bond maturities, and special par redemptions as they become due or are required by indenture.
3. Administers the HOME Investment Partnerships (HOME) Program which requires keeping abreast of changes in the HOME regulations to ensure the program's compliance with all applicable requirements, reviewing potential HOME projects for eligibility and feasibility and monitoring the rents and occupancy of those projects during the term of affordability, and working closely with other Federal, State and county governments, as well as non-profit organizations, to ensure effective administration of the program.
4. Administers the Mortgage Credit Certificate (MCC) Program which involves keeping abreast of MCC Federal requirements, as well as the underwriting standards of FNMA, FHLMC, FHA and other private mortgage insurance companies to ensure full value of MCC is realized by the borrower.
5. Administers the Down Payment Loan Program which requires keeping abreast of the underwriting standards of FNMA, FHLMC, FHA and the private mortgage

insurance companies to ensure the program provides only the minimum amount needed for the borrower to qualify for the first mortgage loan.

6. Provides guidance to the Loan Servicing Section relative to borrower eligibility and program compliance.

Rental Financing Unit

1. Issues tax-exempt revenue bonds in the national marketplace to provide low rate financing for construction and/or acquisition of rental projects that will be owned and operated by the private sector or the HHFDC pursuant to Part II Chapter 201G, HRS, as amended; utilizes the services and coordinates the activities of a team of investment bankers, bond counsels, bond trustees, mortgage insurers, mortgage lenders, servicers, housing management companies, and escrow agents.
2. Manages all outstanding bonds which include assuring compliance with all State and Federal requirements, all requirements of trust indentures and supplements thereto, managing cash flow and the resultant investment portfolios to assure availability of adequate funds to meet interest payment, bond maturities, and special par redemptions as they become due or are required by indenture.
3. Administers the Hawaii Rental Housing System Revenue Bond Program which provides the HHFDC with funds, through the issuance of tax-exempt revenue bonds, to develop, own and manage affordable rental units. Evaluates feasibility and secures all funding necessary to develop projects under this program.
4. Administers the Low-Income Housing Tax Credit Program created by the Tax Reform Act of 1986 and governed under Section 42 of the Internal Revenue Code. This Program provides a direct tax credit against Federal and State income tax liability for owners of low income rental projects. Evaluates project applications and makes recommendations to the Board with respect to awarding of tax credits. Ensures compliance with all applicable Federal and State statutes.
5. Administers the Rental Assistance Program insuring complete documentation, adequate funds for making subsidy payments, consulting with project owners and developers, and directing the investment of funds. Assures compliance with all requirements of the program documents.
6. Administers Rental Assistance Revolving Fund Interim Construction Loan Program which provides interim construction financing for affordable rental housing projects. Completes all documentation and monitors construction and draws requests for compliance with all applicable requirements.
7. Administers numerous other special financing programs which require evaluating rental projects, monitoring the flow of funds, consulting with project owners, working with rental tenants and reacting to specific requests for modification of terms. Assures compliance with all requirements of the financing documents.

Clerical Services Staff

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

1. Provides word processing and typing services.
2. Provides copying, duplicating, collating and stapling/binding services through use of various office equipment.
3. Receives, sorts and distributes the daily mail.
4. Requisitions appropriate office supplies.

5. Prepares travel reports.
6. Prepares/processes personnel forms and reports; maintains appropriate related files.
7. Receives phone calls, and routes calls to appropriate parties.
8. Provides other office support functions as required and/or requested.

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

**HAWAII STRATEGIC DEVELOPMENT CORPORATION
PRESENT FUNCTIONAL STATEMENT**

- Plans and implements programs to develop Hawaii's venture capital industry to support the expansion of new businesses and technologies for the purposes of economic diversification.
- Takes all actions, as authorized by Chapter 211-F, HRS, to provide for the development of partnerships with the private sector to form new sources of investment capital for emerging businesses.
- Adopts bylaws for the organization and internal management of the Corporation.
- Develops and executes contracts and all other instruments necessary or convenient for the exercise of powers and functions authorized under Chapter 211-F, HRS.
- Adopts administrative rules necessary to effectuate Chapter 211-F, HRS, in connection with the programs of the Corporation,
- Invests public funds in privately managed seed-capital funds, venture capital funds, merchant banks, or funds-of-funds leveraging private sector capital for investment in emerging growth businesses.
- Plans and implements entrepreneurial development seminars and venture capital conferences to assist businesses in attracting investment.
- Plans and stages investor seminars for institutions and high net worth individuals to inform them of investment opportunities in Hawaii.
- Develops networks in Hawaii, the US Mainland, and abroad to expand access to new investment sources.
- Assists the University of Hawaii and other public and private agencies develop programs for capital access by scientists and entrepreneurs.
- Works with entrepreneurs to assist in business plan development, accessing of various financial sources.
- Submits to the Governor and to the Legislature a complete and detailed annual report of the Corporation's activities.
- Works with DBEDT to deploy the Hydrogen Investment Capital Special Fund established by the Legislature under Act 240, SLH 2006.

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

**HAWAII TOURISM OFFICE
PRESENT FUNCTIONAL STATEMENT**

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

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

Tourism Policy, Planning & Development Section

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

Tourism Product

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

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

Sports Development

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

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

Clerical Services

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

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

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM

HIGH TECHNOLOGY DEVELOPMENT CORPORATION

PRESENT FUNCTIONAL STATEMENT

The mission and function of the High Technology Development Corporation is to plan and implement programs to facilitate the growth and development of the commercial high technology industry in Hawaii. The Corporation develops and manages technology parks, buildings, and economic development programs, promotes and markets Hawaii as a site for commercial high technology activity, and provides business development assistance for early-stage technology companies. To adapt to the changing needs of technology companies, the Corporation also collects and analyzes information on the state of commercial high technology activity in Hawaii and provides advice on policy and planning for technology-based economic development.

There are four offices and two branches of the High Technology Development Corporation, which serve to implement the core mission and purpose of the Corporation.

Office of Executive Director

- Manages Corporation personnel and carries out day-to-day operations of the Corporation.
- Develops and executes strategic direction that accomplishes the Corporation's mission, goals and objectives. Advises and communicates regularly to the Corporation's Board of Directors on the direction and progress of the Corporation's goals and strategic plans.
- Represents the Corporation and its Board of Directors before industry, academia, and government on tech-based economic development policies and practices.
- Adopts and maintains bylaws, administrative and development rules for the organization and internal management of the Corporation and its projects, programs, real property and facilities.
- Reports to the Governor of the State of Hawaii and to the Hawaii State Legislature annually on the Corporation's activities.
- Serves as Executive Director of the High Technology Innovation Corporation, a public not-for-profit agency.

Tech-Based Economic Development Office

- Creates an environment that supports high technology economic development, including providing policy analysis and information important to the development of high technology industries in Hawaii.
- Collaborates and coordinates its efforts with other public and private agencies and organizations involved in stimulating technology-based economic development in Hawaii.
- Initiates and collaborates to resolve issues facing the growth of commercial high technology industries such as K-12 education, workforce development, entrepreneurial culture, availability of capital and technical expertise, rules and regulations, etc.
- Develops programs to support startup and existing high technology companies in Hawaii and to attract new companies to relocate or establish operations in Hawaii by assessing the needs of these companies and providing the physical and technical infrastructure to support their operations. Provides critical business development services, incubation and business mentoring to startup and existing businesses in the technology sector.
- Promotes and markets Hawaii as a site for commercial high technology activity.
- Implements new projects created by the Office of the Executive Director and coordinates the efforts of other Corporation offices and branches.
- Administers the Statewide Incubation Network program. Attracts and selects, then evaluates, assists, develops, and measures the progress of incubation clients.

Innovation Programs Development Branch

- Attracts new federal funds to implement tech-based economic development programs in Hawaii. Administers and manages federal programs that support Hawaii's innovation infrastructure by assisting tech firms that develop new technologies or use technology to become a more globally competitive business.

- Finances, conducts, or cooperates in the financing of business and financial investigations including grants, loans, start-up and expansion capital, loan guaranty, loans convertible to equity, equity charged and received by the Corporation, and other forms of assistance.
- Administers the Hawaii Small Business Innovation Research (SBIR) Grant program, Hawaii Small Business Technology Transfer (STTR) Grant program, and the Phase 0 Technical Assistance Grant program. Maintains relationships with eleven federal agencies responsible for administration of federal SBIR and STTR grant programs to increase funding opportunities for Hawaii research companies developing potential commercial products.
- Provides creative and technical support for Corporation's information technologies, telecommunications, Internet and Web-Based programs and facilities.
- Administers and implements NIST Manufacturing Extension Program or MEP, a federal matching grant program. Provides specialized direct consulting services to small and medium size manufacturers. Deploys methodologies and industry technologies developed by the federal government to local manufacturers in need.
- Provides staff support to the HTDC Board of Directors Federal Projects Committee.
- Provides staff support to the Office of the Executive Director particularly when the HTDC Executive Director & CEO is on travel or otherwise away from the office.

Project Development Office

- Formulates and identifies plans, strategies, objectives, and implements tech-based economic development projects including developing technology industrial projects (incubation and innovation centers and parks) on behalf of the State and for non-state entities.
- Utilizes statutory powers of the Corporation (e.g. acquire, own, lease, clear, hold, improve, and rehabilitate real, personal, or mixed property and assign, exchange, transfer, convey, lease, sublease, encumber, contract, etc.) to develop technology projects for the public's benefit.
- Issues special purpose revenue bonds and special facility revenue bonds, pursuant to Chapter 206M, HRS, and with the approval of the Governor of the State of Hawaii, to finance the cost of technology projects.
- Serves as Corporation's government affairs liaison and assists Corporation's Executive Director with legislative initiatives. Assists Corporation's Executive Director with strategic planning and new initiatives of the Corporation.

Fiscal Office

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

Hawaii Center for Advanced Transportation Technologies Branch

- Administers and implements the Hawaii Center for Advanced Transportation Technologies or HCATT, a federal program funded by the Department of Transportation.
- Conducts high-value alternative energy research and development identified as high national importance. Maximizes local business opportunities with national energy initiatives.
- Establishes Hawaii as a leader in transportation energy solutions such as the hydrogen fuel station for military vehicles on base.
- Collaborates with county, state, and local industry on transportation initiatives to reduce reliance on fossil fuel and provides advice on national programs of which HCATT is a member.

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

**LAND USE COMMISSION
PRESENT FUNCTIONAL STATEMENT**

The Land Use Commission is responsible for administering the provisions of Chapter 205, HRS, as amended, to preserve, protect and encourage development of lands in the State for those uses to which they are best suited for the public welfare.

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

- Process petitions for district boundary amendments to reclassify lands into one of the four major land use districts: urban, rural, agricultural and conservation;
- Prepare interpretations of the district boundaries upon request;
- Provide information to the public regarding the state land use law, district boundary amendment process and other matters relative to the land use commission;
- Develop and maintain official state land use district boundary maps, docket files and other land use records;
- Develop and maintain various land use information, statistics, database and other related Information; and
- Other administrative and legislative related activities.

Planning Services

- Provides research, mapping, planning, analytical and evaluative support for the Land Use Commission in carrying out its mandated responsibilities.

Clerical Services

- Provides clerical, stenographic, typing and other administrative support services to staff and members of the Land Use Commission.;
- Maintain files of the Commission and retrieves materials from file upon demand; and
- Makes arrangements for purchase and payment of services, supplies and equipment required by the Commission.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

NATURAL ENERGY LABORATORY OF HAWAII AUTHORITY PRESENT FUNCTIONAL STATEMENT

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

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

Fiscal Section

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

Operations Section

- Administers, manages, and operates the water systems, mechanical operations, security and maintenance of the facilities of the Authority.
- Plans and coordinates installation or construction of modifications to all operating systems of the facilities of the Authority.
- Administers the Species Management Program and Emergency preparedness in anticipation of natural disaster.
- Provides oversight and management for the planning, design, specifications, scope of work, scheduling, and execution of engineering projects planned by the Authority and its tenants.

Science and Technical Section

- Coordinates and manages scientific and technical activities.
- Recommends and provides technical guidance on interfacing of facilities and systems.
- Recommends appropriate instrumentation and equipment suitable for tenant's needs.
- Promotes the Authority and its facilities for use by the scientific community.
- Supervises all aspects of operations of the water quality laboratory, environment regulations and monitoring of plans, permitting and procedures for the Authority.

Development & Project Section

- Provides administrative support for the Authority and administers DBDT personnel programs and provides advice and assistance in personnel matters.
- Processes personnel transactions, disseminates personnel information, maintains files, petty cash account, and secretarial services for the Board and Staff.
- Provides management and point of contact, interface, and development for the Authority on capital improvement and special projects.

- Manages the funding, development, and operations of the NELHA Gateway Distributed Energy Resources Facility

Tenant Relations Section

- Provides primary point of contact, interface, administrative support and development for the Authority on leasing, potential tenants, and existing tenant relations.
- Interacts with Individuals, government agencies, community and special interest groups, commercial enterprises, and contractors.
- Provides complete administrative and legal support for all areas of leasing, tenant applications, and historical data.
- Serves as principal on public relations events, requests, and documentation.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

OFFICE OF PLANNING PRESENT FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR

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

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

PLANNING DIVISION

The Planning Division of the Office of Planning conducts comprehensive, long-range, and strategic planning activities in furtherance of Chapters 225M, 205A, and 226, HRS. It provides assistance in the development of State policies, strategies, plans, and programs to promote the orderly future growth and development of the State. In carrying out the State planning responsibilities, the Division performs the following functions:

- Provides information to the Director to assist in the overall analysis and formulation of State policies and strategies.

- Provides recommendations to the Director to provide central direction and cohesion in the allocation of resources and effectuation of State activities and programs and effectively addresses current or emerging issues and opportunities.
- Provides recommendations and technical planning assistance to the Director for the resolution of immediate, as well as long-term issues and concerns which are confronted by the State.
- Reviews, assesses and coordinates as necessary, major plans, programs, projects and regulatory activities proposed by State and County agencies.
- Conducts State comprehensive planning and program coordination by formulating and articulating comprehensive statewide goals, objectives, policies, and priorities, and coordinating their implementation through the statewide planning system established in part II of chapter 226.
- Conducts strategic planning by identifying and analyzing significant issues, problems, and opportunities confronting the State, and formulating strategies and alternative courses of action in response to identified problems and opportunities by:
 - Providing in-depth policy research, analysis, and recommendations on existing or potential areas of critical state concern;
 - Examining and evaluating the effectiveness of state programs in implementing state policies and priorities;
 - Monitoring through surveys, environmental scanning, and other techniques--current social, economic, and physical conditions and trends; and
 - Developing, in collaboration with affected public or private agencies and organizations, implementation plans and schedules and, where appropriate, assisting in the mobilization of resources to meet identified needs.
- Facilitates coordinated and cooperative planning and policy development and implementation activities among state agencies, and between the state, county, and federal governments, by:
 - Reviewing, assessing, and coordinating, as necessary, major plans, programs, projects, and regulatory activities existing or proposed by state and county agencies; and
 - Formulating mechanisms to simplify, streamline, or coordinate interagency development and regulatory processes.
- Collects, analyzes, maintains, and disseminates data and information to further effective state planning, policy analysis and development, and delivery of government services by:
 - Assembling, organizing, evaluating, and classifying existing data and performing necessary basic research in order to provide a common data base for governmental planning;
 - Planning, developing, implementing, and coordinating a statewide planning and geographic information system. Carrying out the lead agency responsibilities for planning and coordinating the establishment of a multi-agency, statewide geographic information system and the development of planning applications including spatial data analyses to enhance decision making; and
 - Maintaining a centralized depository of state and national planning references.
- Carries out the lead agency responsibilities for the Hawaii coastal zone management program, as specified in chapter 205A. Also, develops and maintains an ocean and coastal resources information, planning, and management system further developing

and coordinating implementation of the ocean resources management plan, and formulating ocean policies with respect to the exclusive economic zone, coral reefs, and national marine sanctuaries.

- Conducts regional plans and studies to determine:
 - The capability of various regions within the State to support projected increases in both resident populations and visitors;
 - The potential physical, social, economic, and environmental impact on these regions resulting from increases in both resident populations and visitors;
 - The maximum annual visitor carrying capacity for the State by region, county, and island; and
 - The appropriate guidance and management of selected regions and areas of statewide critical concern.
- Conducts regional, national, and international planning by participating in and assuring that state plans, policies, and objectives are consistent, to the extent practicable, with regional, national, and international planning efforts.
- Administers the Brownfields Cleanup Revolving Loan Fund.
- Provides budgetary, fiscal, personnel and office services.

COASTAL ZONE MANAGEMENT BRANCH

This Branch administers the Hawaii Coastal Zone Management Program.

- Implements and further develops the Hawaii Coastal Zone Management Program in accordance with Chapter 205A, HRS, and the National Coastal Zone Management Act of 1972, as amended.
- Provides staff support for grants management, the Federal Consistency Review and monitoring of State agencies' and Counties' compliance with CZM program requirements.
- Researches local and national legislation and analyzes their potential effects and coordinates the interests and concerns of the CZM-network agencies, prepares testimony, and provides support services to CZM-network agencies.
- Provides guidance on the interpretation and implementation of the CZM law to government, private interests, and community groups.
- Examines a variety of legal issues to determine their effects on CZM-Hawaii.
- Develops policies and procedures that address public trust responsibilities and benefits, as the need arises;
- Provides for the update and implementation and integration of the Hawaii Ocean Resources Management Plan (ORMP) into the State's CZM Program.
- Supports the Coral Reef Initiative by working closely with the State Point of Contact (DLNR).
- Supports public participation and outreach to generate public awareness for CZM policies and activities through public awareness and education activities.
- Monitors the actions of the State, County, and Federal agency activities that affect the Hawaii coastal zone including County implemented CZM-related regulatory programs,

Federal Consistency, Special Management Area Use and Shoreline Setback Variance Decisions and other permits.

- Administers the Coastal Nonpoint Pollution Control Program (Section 6217).
- Provides technical assistance to State and County agencies engaged in coastal zone and shoreline management programs and regulatory activities.
- Provides staff support to the Marine and Coastal Zone Advocacy Council which contributes valuable public input regarding marine and coastal issues and problems.
- Conducts projects and activities relating to coastal hazards mitigation, beach replenishment, ahupua'a/watershed management, public access and other critical ocean and coastal issues.
- Initiates plans, programs and project activities relating to ocean planning and management.
- Reviews and evaluates proposed developments and activities to assure their consistency with legislated policies.
- Conducts other Planning projects as may be assigned by the Director.

SPECIAL PLANS BRANCH

This Branch undertakes comprehensive, strategic and regional planning under Chapters 225M and 226, HRS, conducts special analytical studies and special-mission programs which address specific planning objectives or issues, and administers the Brownfields Cleanup Revolving Loan Program.

- Conducts State comprehensive planning and program coordination by formulating and articulating comprehensive statewide goals, objectives, policies, and priorities, and coordinating their implementation through the statewide planning system established in part II of Chapter 226 and administers Chapter 226.
- Conducts strategic planning by identifying and analyzing significant issues, problems, and opportunities confronting the State, and formulating strategies and alternative courses of action in response to identified problems and opportunities by:
 - Providing in-depth policy research, analysis, and recommendations on existing or potential areas of critical state concern;
 - Examining and evaluating the effectiveness of state programs in implementing state policies and priorities;
 - Monitoring through surveys, environmental scanning, and other techniques--current social, economic, and physical conditions and trends; and
 - Developing, in collaboration with affected public or private agencies and organizations, implementation plans and schedules and, where appropriate, assisting in the mobilization of resources to meet identified needs.
- Facilitates coordinated and cooperative planning and policy development and implementation activities among state agencies, and between the state, county, and federal governments, by:
 - Reviewing, assessing, and coordinating, as necessary, major plans, programs, projects, and regulatory activities existing or proposed by state and county agencies; and
 - Formulating mechanisms to simplify, streamline, or coordinate interagency development and regulatory processes.

- Collects, analyzes, maintains, and disseminates data and information to further effective state planning, policy analysis and development, and delivery of government services by:
 - Assembling, organizing, evaluating, and classifying existing data and performing necessary basic research in order to provide a common data base for governmental planning; and
 - Maintaining a centralized depository of state and national planning references.
- Conducts regional plans and studies to determine:
 - The capability of various regions within the State to support projected increases in both resident populations and visitors;
 - The potential physical, social, economic, and environmental impact on these regions resulting from increases in both resident populations and visitors;
 - The maximum annual visitor carrying capacity for the State by region, county, and island; and
 - The appropriate guidance and management of selected regions and areas of statewide critical concern.
- Conducts regional, national, and international planning by participating in and assuring that state plans, policies, and objectives are consistent, to the extent practicable, with regional, national, and international planning efforts.
- Administers the Brownfields Cleanup Revolving Loan Fund.
- Conducts special analytical studies of policy and planning issues which affect resource management/planning functions, and which contribute towards more effective executive and legislative decision-making.
- Provides staff support and participation on governmental committees and commissions exercising advisory, regulatory, and decision-making functions.
- Provides continuous monitoring of significant planning variables such as economic growth, population mobility, environmental actions, changing technologies, and rising societal expectations and aspirations which impact resource management/planning responsibilities.
- Undertakes special mission, resource-oriented planning studies to address specific statewide and/or national concerns as mandated by the Administration and the Legislature.
- Participates on the Hawaii Humpback Whale National Marine Sanctuary Council.
- Undertakes special project assignments relating to resource management and planning which are required by executive, legislative, and departmental directives in coordination with other governmental agencies.
- Identifies and recommends the undertaking of critically needed planning studies for regional and statewide administration, including preparation of planning proposals to meet Federally-mandated requirements.
- Conducts analyses and evaluation of development plans, technical studies, Federal and State legislation, regulations and legislative proposals; environmental, and other planning documents to determine impact on State and local planning programs and to assure conformance with State and Federal planning requirements.
- Facilitates intergovernmental planning and coordination.
- Conducts other planning projects as may be assigned by the Director.

PLANNING AND GEOGRAPHIC INFORMATION SYSTEM BRANCH

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

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

SPECIAL PROJECTS STAFF

Provides staff services to undertake Governor's initiatives and priority projects.

OFFICE SERVICES

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

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

FISCAL SERVICES

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

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

LAND USE DIVISION

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

- Develops and presents the position of the State in all boundary change petitions and proceedings before the State Land Use Commission; assists State agencies in the development and submittal of petitions for land use district boundary amendments and conducts periodic reviews of the classification and districting of all lands in the State, as specified in Chapter 205;
- Provides timely comments and recommendations on EIS's, conservation district use applications, special permit applications, County general/development/community plan amendments and zoning applications.
- Negotiates public benefits to the mutual satisfaction of State and other governmental agencies and landowners/developers.
- Conducts subregional, regional, islandwide or statewide analysis as required for significant petitions or groups of petitions.
- Conducts analyses and makes recommendations on proposed land use legislation, policies and plans.
- Conducts research and studies of land use issues, prepares reports on findings, conclusions and recommendations.
- Coordinates land use program activities with other State and County agencies.
- Represents OP in meetings with landowners, community groups, individual citizens, students and other organizations on land use matters.
- Drafts legislation and reviews proposed legislation dealing with land use issues.
- Conducts other planning projects as may be assigned by the Director.