

Department of Business, Economic Development & Tourism
Biennium Budget FY 2015-2017
2015 Legislature
Budget Briefing

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

Wednesday, January 7, 2015

9:00 AM

State Capitol Auditorium

Informational Budget Briefing

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

Today, I will review DBEDT programs' and agencies' line items – and 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.

DBEDT's efforts to stimulate Hawaii's economy have been targeted and effective. DBEDT has sought to focus attention on sectors where investment and development potential is the highest and that promote the growth of a vibrant innovation sector.

Economic research and evidence from other regions around the country have demonstrated that the innovation sector drives economic growth and job creation for the broader economy. Hawaii's high quality of life is a competitive advantage in attracting the entrepreneurial and creative talent that is the key competitive factor for success in this sector.

DBEDT's divisions and attached agencies have organized and aligned their programs to support this mission under the banner of the "HI Growth Initiative." The HI Growth Initiative implements programs and investments that support the establishment and growth of entrepreneurial companies with rapid growth potential. These firms also have the potential to

form strong industry clusters that will give rise to globally relevant businesses. In addition, through its attached agencies, DBEDT fosters planned community development, creating affordable workforce housing units in high-quality living environments.

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 as the U.S. in 2015 -- at about 3.0 percent.

Following are the current conditions of Hawaii's economy:

- During the first ten months of 2014, the statewide unemployment rate averaged 4.4 percent, a decrease of 0.4 of a percentage point from the same period last year.
- During the first ten months of 2014, Hawaii's economy gained 1.2 percent or 7,480 non-agricultural wage and salary jobs compared to the same period of 2013. Job gain was due to increased jobs in both the private sector and the government sector; the government sector added 1,850 jobs or 1.5 percent during the first 10 months of 2014 compared to the same period a year ago. Leading the job gain in the private sector were Food Services and Drinking Places (adding 1,460 jobs or 2.4 percent); followed by Professional & Business Services (adding 1,340 jobs or 1.7 percent); and Accommodations (adding 780 jobs or 2.0 percent).
- State General Fund Tax revenues increased \$71.2 million or 1.4 percent during the first eleven months of 2014; General Excise Use Tax (GET) collections increased \$74.1 million or 2.8 percent; Individual Income Tax collections increased \$67.9 million or 4.3 percent; and Transient Accommodations Tax (TAT) collections increased \$22.4 million or 6.3 percent compared with the same period last year.
- Total visitor arrivals by air increased by 87,255 or 1.3 percent during the first ten months of 2014 from that of 2013, while visitor expenditures totaled \$12.2 billion, up 2.2 percent over the same period a year ago.
- Total value of private building authorizations increased \$503.4 million or 22.4 percent during the first ten months of 2014.
- Through November 2014, the number of existing units sold on Oahu was down 0.9 percent for single family homes and down 1.4 percent for condominiums compared to the same period last year. The median price for existing single family homes on Oahu was \$675,000, up 4.3 percent from the same period last year; and the median price for

existing condominiums on Oahu was \$350,000, up 6.1 percent from the same period last year.

- During the first ten months of 2014, construction jobs decreased 0.2 percent from the same period in 2013.
- Nominal personal income (not adjusted for inflation) increased \$2,299.7 million or 3.7 percent in the first half of 2014 compared to the same period in 2013. Wage and salary disbursements (which accounted for about 50 percent of total personal income) increased \$942.6 million or 3.0 percent during the first half of 2014.

Progress in Developing an Entrepreneurial Ecosystem

Hawaii has made tremendous progress in developing a vibrant innovation ecosystem: co-working spaces opening up around the State; Startup Weekends; Pitch Events; Investor Summits attracting entrepreneurs and investors from around the world; and a continuum of startup capital available, from accelerator programs to Hawaii-based investment funds, providing pre-seed through Series A capital to Hawaii startups.

- Hawaii now has three venture accelerator programs operating in the software, renewable energy and film/media sectors.
- FTZ, NELHA and HTDC have successfully garnered EDA funding for new collaboration facilities to support companies in the manufacturing, marine, renewable energy, technology and creative sectors. The FTZ facility opened in 2014, NELHA in 2015 and HTDC in 2016.
- CID successfully garnered matching EDA funding in support of entrepreneurial development programs.
- Startup Weekends; investor summits; export tradeshow, like the Tokyo Gift Fair; and industry showcases, like Honolulu Fashion Week, are helping Hawaii's high growth companies find new markets, customers and investors.
- Five Hawaii-based investment funds providing investment capital from the formation stage through the growth stages of a company are now up and investing in Hawaii.

Many of these efforts have been supported by The HI Growth Initiative, funded with \$6 million over the past two years. The HI Growth Initiative has successfully partnered with the private sector and county governments to support entrepreneurial high 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.

Recent reports commissioned by the Hawaii Business Roundtable and Enterprise Honolulu highlight the importance of supporting the continued growth of this sector if Hawaii is to create the economic growth and high wage jobs we need to insure a bright future for our citizens.

The innovation sector 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.

Department Priorities

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

- **Hawaii 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.
- **Creation of 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.
- **Improving Hawaii's Business Environment** – Lead public sector efforts to bring about a business environment that is market-driven, and rewards productivity and entrepreneurship.
- **Planning 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.
- **Sustaining 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.

BUSINESS DEVELOPMENT & SUPPORT DIVISION – BED 100

Mission: The Business Development & Support Division (BDS) 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.

Economic and fiscal conditions: The current expenditure restriction of the division's other (non-payroll) has created hardships on the Division's ability to undertake planned projects and to meet its intended goals. Some events and activities which require a planning and vendor commitment time frame of at least six months are at risk of delays.

BDS notable highlights for 2014 include:

- Record participation of 55 companies at the Tokyo International Gift Show representing the largest trade show delegation ever from Hawaii and realized \$6.5 million in sales. Overall, trade shows in which the Division participated over the past biennium resulted in \$21 million in new exports with an economic impact of \$33.2 million, State taxes of \$13.4 million and 220.5 jobs.
- In collaboration with Hawaii's colleges, universities and schools, led a delegation of ten Hawaii schools to exhibit at the Oh Study! International Education Expo in Taiwan and the China Education Expo in Beijing. Target is for 300 new students over the next two years with an economic impact of \$11.9 million, State taxes of \$1.1 million and 149 new jobs.
- Over 300 entrepreneurs participated in each of the bi-annual Hawaii Small Business Fairs co-sponsored by DBEDT.
- The Enterprise Zones Program supported 294 companies from diverse industries. Of the 87 companies who took the GET exemption in 2013, 558 new jobs were created or maintained.
- Supported the fashion industry through its leading role in developing and producing Hawaii Fashion Month and Honolulu Fashion Week held in November 2014.
- Assisted the bio-tech industry through its participation in the BIO International Convention and efforts to attract capital for existing Hawaii bio-tech firms.
- Took the lead in producing "Entrepreneurs' Day" at the Capitol to inform the public and Legislators of the importance of the HI Growth Initiative.

Federal Funding: The Small Business Administration's federal State Trade Export Promotion (STEP) grant, from which Hawaii received a little over \$1 million, has been discontinued. DBEDT/BDSD will continue to seek other federal funds.

BED 100 Executive Budget Adjustment:

- **\$250,000 each year in operating and promotional funds** for the State of Hawaii Offices in Taiwan and Beijing to further develop the Education Hawaii USA service centers situated within the offices, and to conduct activities to attract and recruit international students to study in Hawaii. The offices serve as a one-stop center for information and contacts on studying at Hawaii's colleges, universities and schools. The offices are also in-country resources for trade promotion with and investment attraction into Hawaii. As the offices are sanctioned and supported by the overseas governments in which they reside, the offices also serve to maintain bi-lateral relations.
- **\$1,000,000 elimination of federal funds ceiling** as a result of the US Small Business Administration termination of the State Trade Export Program grant program.

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 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; 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 Land Use Commission. 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 affordability issues have resulted in a general decrease in the number of new petitions filed for development of single family homes. As the price for affordable homes has increased, the number of homes that can be reasonably expected to be sold as affordable has decreased, resulting in a change in the economic feasibility of new development. Lending trends on the mainland have also resulted in less capital being available for development of single family homes. As a result, fewer new petitions for district boundary amendments have been filed while there has been a significant increase in motions filed seeking to amend existing entitled projects that have not yet begun construction.

The desirability and profitability of utility scale renewable energy sources has also resulted in a change to the types of motions and petitions before the Commission. Most notably, the Commission has processed two petitions, and is in the middle of processing another petition, to amend existing entitled projects to allow for large scale solar projects on Oahu. This is a recent development and reflects a change in the perceived value of urbanized 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 accelerate Hawaii's creative entrepreneurial capacity through strategic initiatives, investment and infrastructure development, resulting in a thriving ecosystem which supports the growth of Hawaii's knowledge-based, creative industry sectors.

The Creative Industries Division (CID) is the State's lead agency charged with defining and strengthening Hawaii's creative economy through initiatives, infrastructure and policy development. Comprised of the Hawaii Film Office (HFO) and the Arts and Culture Development Branch (ACDB), the division manages statutory responsibilities for the film industry and business development for all of Hawaii's 13 creative sectors, designing programs

which increase access to business leaders, attract investment, and increase export/distribution – all key aspects of Hawaii’s developing innovation sector.

Economic and fiscal conditions: While a small number of Hawaii’s creative sectors out-perform their national counterparts, the majority still need professional development and infrastructure support in order to thrive. With the division’s funds of \$175,000 for Hawaii Film Office (of which \$75,000 the Legislature identified to support R&M at the studio) and \$90,000 for the Arts and Culture Development Branch, there are very limited resources to support initiatives to empower the 48,000 individuals and small businesses in the creative and innovative sector to develop further and export their products. While the division is resourceful in furthering its initiatives through partnerships, this is not an optimal scenario to grow Hawaii’s creative sector capacity and the infrastructure necessary for a thriving innovation-based economy.

The Film Industry Marketing program has been reduced to one trade show per year with only enough funding left over to conduct minimal business development activities. Additionally, funds to support professional development and export marketing programs in the arts, music, design and new media industries is limited to \$50,000 per year. As a result, the division relies on leveraging partnerships to support professional and entrepreneurial development, and is unable to mount a significant marketing campaign to attract off-shore film production, including marketing the State’s new tax credit program.

With the passage of Act 88 / 89, the location-based film industry brings in an annual estimated production spending of \$200 million per year, with an economic impact of over \$350 million, yet the film program was not provided with additional positions or funding for management and marketing. Funding is needed to support ongoing maintenance contracts, business development for Hawaii’s film sector and marketing globally to promote Hawaii as a film location.

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 key facet 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 \$100,000 in funding to expand the program, which has now been leveraged with an EDA matching grant of \$400,000. Creative Lab empowers creative entrepreneurs, expands capacity and connectivity to investment, acquisition and commercial distribution markets globally. To carry the full program forward for FY 16-17, \$600,000 in General Funds are needed as US EDA federal funds will end in Q3 FY16.

Examples of partnerships under the HI Growth/Creative Lab program include: partnering with Hawaii Strategic Development Corporation (HSDC) in support of the launch of a creative media/film accelerator on Hawaii Island; partnering with BSDS for Hawaii Fashion Month and Honolulu Fashion Week; and recently, with the High Tech Development Corporation (HTDC) and GVS Transmedia Accelerator, launched collaboration facilities and hubs on multiple islands. Approximately \$1.5 million is needed in CIP funds for the HI Creative Collaboration Centers

(HIC3) Project which provides community access to creative media, 3D printing and fashion manufacturing equipment needed for the HIC3 centers on Oahu and two neighbor islands. The HIC3 centers, in partnership with sister state agencies, provide broadband access; collaboration space for rental, both short- and long-term, and include studio space for community use; as well as the technology and software necessary for music, content production, recording, and live broadcasting on Vimeo, YouTube and other online platforms. HIC3 is a critical component of the overall ecosystem and acts as a catalyst to foster an entrepreneurial development pipeline which, in turn, supports the HI Growth Initiative, Creative Lab and HSDC Accelerators.

CID notable highlights for 2014 include:

- Issued an annual creative sectors report, in partnership with READ, from 2003 to present. Hawaii's creative economy is comprised of 48,170 entrepreneurs and small businesses, contributing \$3.4 billion to Hawaii's GDP, representing 4.5 percent of the State's GDP.
- Supported 25 creative entrepreneurs through CID's innovative Creative Lab program, launching a pipeline for creative content and knowledge-based IP for global export. In partnership with Hawaii International Film Festival (HIFF) and entertainment industry leadership organizations, Creative Lab is a key facet of the HI Growth Initiative, and is a feeder program for the GVS Transmedia Accelerator, funded by the Hawaii Strategic Development Corporation (HSDC).
- U.S. EDA awarded CID \$400,000 to expand its Creative Lab (CL) Initiative in October 2014. Of the 1,770 participants in the public program and the 48 projects which qualified for the immersive programs in 2013-2014, six projects include four Hawaii-centric, micro budget features and two television series and direct-to-web productions, which are currently in various stages of pre-production or development.
- Supported entrepreneurs in the visual arts, music, fashion and web-based series development through an annual RFP process.
- Estimated Film Production in calendar 2014 reached \$220 million, with an estimated economic impact to the State of \$395 million. Feature films included "Big Eyes" directed by Tim Burton, "Jurassic World," "Point Break," and the 5th season of "Hawaii 5-0."
- Supported development of entrepreneurial ecosystem infrastructure by attracting Real Office Centers (ROC) to Oahu, and facilitated initial meetings between GVS Transmedia Accelerator leadership and the Hawaii Strategic Development Corporation to launch the State's 3rd Accelerator program.
- Attracted leading industry strategic partners 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 BSDS to advance HI Growth Initiatives in the creative/tech sector initiatives and infrastructure development including the Hawaii Creative Collaboration Centers (HIC3); and community based co-working facilities providing creative media tools and micro studios for direct-to-web production.
- Secured Hawaii's presence on the Washington, D.C.-based advocacy organization, National Creativity Network (NCN) and its Creative Economy Coalition (CEC) to establish national policies which support the further development of 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 and the program is not at risk of losing these funds, though they do not extend for the full duration of FY16 and end in March of that year. Funds support Creative Lab Accelerator Initiative expansion to empower creative entrepreneurs, expand capacity, access and connectivity to investment, acquisition and commercial distribution globally. CID is requesting an additional \$600,000 in funds to support Creative Lab for FY16-17 to expand the program. As this program runs throughout the year, any reduction to the operating budget will impact the entrepreneurial pipeline, as well as projects initiated by creative entrepreneurs in the CL program.

BED 105 Executive Budget Adjustment: None.

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 49th 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 over **\$11.7 billion** in cargo and merchandise transited through FTZ 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. The offices have remained at 100 percent occupancy with a waiting list and the warehouse continues to operate at a very high capacity and usage level. With the recent facility expansion, the FTZ now has additional resources to attract applicable companies to the program. With the additional companies participating in the program, this gives the FTZ the ability to leverage opportunities for further international trade opportunities.

FTZ's notable highlights for 2014 include:

- FTZ 9 completed a major expansion project of the FTZ's Pier 2 facility. This \$10.5 million renovation repurposed a portion of the FTZ's warehouse which added 35,000 square feet to create additional office, co-working, incubation, and conference space to Hawaii's "Hub of International Trade."
- Activity across the Foreign-Trade Zone project in Hawaii last year was over \$11.7 billion with non-oil refinery activity increasing 12.3 percent to nearly \$3 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 14th highest in the nation according to the Foreign-Trade Zones Board Annual Report to Congress. FTZ 9 ranked 8th highest in the nation for exports from warehouse/distribution activity.
- Total value-added and manufacturing activities were close to \$10 billion in the Hawaii FTZ project.
- Capital improvement projects within FTZs totaled \$41 million.
- The FTZ 9 program serviced 335 companies and was highlighted by the National Association of Foreign-Trade Zones as the second highest number of companies served by a Zone in the nation.
- Employment from FTZ activity statewide was 1,974.

Federal Funds: FTZ 9 received a Competitive Grant from the Economic Development Administration of the US 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:

- **\$850,000 CIP for Elevator Replacement** for the older portion of the FTZ Pier 2 facility. The current elevator, installed in 1982, is 32 years old and at the end of its useful life and many of the original component parts are becoming harder to replace as this model of elevator is considered obsolete. Emergency service calls over the past few years have become more frequent with the elevator out of order for up to two weeks at a time as parts must be shipped from the mainland. The extended down times have also caused issues with those tenants and guests with disabilities as it is the only elevator servicing the original wing of the FTZ building. The upgrade would also bring the elevator up to current ADA codes and make safety and structural changes to the elevator shaft, bringing it up to code as well.
- **\$1,320,000 CIP for Facility Improvements and Restroom, Walkway and Office Area Retrofits to Meet ADA Requirements.** Existing restrooms and common areas are original to the facility when it was constructed in 1954. These areas were built before the Americans With Disabilities Act (ADA), and although the FTZ has worked to keep these areas up to code, they are sorely out of date and need extensive renovations to be considered ADA compliant. Additionally, although maintenance has been on-going to the building's exterior and grounds, they are original to the facility. The intense sun and salt air of the pier area have begun to show their effects. The building paint has faded and is peeling and the landscape has become overgrown. Due to the age of the facility, there is the possibility the original paint may contain lead and would require mitigation prior to any façade improvements. This CIP request would assure the FTZ ADA compliancy and bring the facility up to par with other recent harbor area improvements.

HAWAII TOURISM AUTHORITY – BED 113

Mission: The Hawaii Tourism Authority (HTA) is the official agency for tourism in the State of Hawaii. Among its responsibilities, HTA is charged with setting tourism policy and direction; developing and implementing the State's tourism strategic and brand management plan; managing programs and activities to sustain a healthy visitor industry; and coordinating tourism-related research, planning, promotional and outreach activities. The HTA serves as a vital bridge between government and the tourism industry.

One of HTA's key strategic roles is managing the promotion of Hawaii's brand, and supporting programs to help deliver on the brand promise. This work requires the HTA, as the overall custodian of the Hawaii brand, and through the execution of the HTA Brand Management Plan, to ensure the alignment of marketing programs with a true Hawaii experience.

The HTA accomplishes successful brand management without General Fund appropriations, and instead, through reinvestment of Transient Accommodations Tax (TAT) revenue into its programs. The HTA coordinates with global contractors, visitor industry partners, including

domestic and international airline carriers, travel trade members, and community stakeholders to ensure marketing and communication efforts are on target and appropriate, and aligned with Hawaii's distinctive products, activities, natural resources, Hawaiian culture and multi-cultures; in sum, the Hawaii experience.

Relating to the Hawaii experience and delivering on the Hawaii brand promise, HTA has the ability to manage, create and support the development of unique tourism experiences such as community and cultural festivals, sporting events, natural resources and community programs. The HTA also directly affects the visitor experience through its support of career development and visitor assistance initiatives, all the while integrating the community and residents considerations and respect for the Hawaiian host culture.

Federal Funds: The HTA does not receive Federal Funding.

HTA's **economic and fiscal conditions; notable highlights; and Executive Budget Adjustment** will be discussed separately.

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 2014 include:

- Oversaw the issuance of \$150 million of bonds to support the Green Energy Market Securitization (GEMS) program. GEMS will provide low-cost capital to finance solar photovoltaic systems and other clean energy improvements for Hawaii consumers who have had difficulty obtaining financing for such projects.
- Coordinated the signing of a Memorandum of Understanding between the State of Hawaii and the U.S. Department of Energy reaffirming their commitment to the Hawaii

Clean Energy Initiative (HCEI).

- Began transition to the next phase of HCEI, focusing on three key areas: reducing petroleum use in the transportation sector; achieving greater gains from energy efficiency; and modernizing Hawaii's electrical grids.
- Filed comments with the Public Utilities Commission in three high-profile dockets aimed at providing guidance to the Hawaiian Electric Companies to aggressively pursue energy cost reductions and respond to emerging renewable energy integration challenges.
- Led Hawaii's effort in energy performance contracting (EPC), an innovative financing tool that allows government buildings to achieve significant energy efficiency savings without paying the capital expenses up front. Hawaii was recognized in 2014 for the third consecutive year as the nation's leader for EPC per capita investment in energy performance contracting.
- Provided comments to the U.S. Environmental Protection Agency on Hawaii's plans to use clean energy policies to meet federal carbon emission reduction targets for existing electricity generation units. Rules issued later by the EPA covering greenhouse gas emissions embraced the Hawaii approach.
- Oversaw work done by the Hawaii Refinery Task Force to assess the potential impacts of oil refinery closures in Hawaii. The Task Force's final report identified ways to secure Hawaii's future energy supply, and raised a number of longer-term challenges that the State must address.
- Provided testimony to the U.S. Senate Energy Subcommittee hearing on "Lessons from State Efficiency and Renewable Programs." Hawaii State Energy Administrator, Mark Glick, described to the Subcommittee Hawaii's innovative efficiency and renewable energy policies, and suggested actions the federal government can take to support job creation and innovation at the state and local level.
- The GreenSun Hawaii loan program developed by HSEO reached the \$3 million milestone of loans issued. GreenSun aims to increase energy efficiency in Hawaii by providing residential, multi-family projects, nonprofits and businesses with affordable means of financing the installation of energy efficient and renewable energy systems.

Federal Funds: HSEO has a portfolio of federal 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.

BED 120 Executive Budget Adjustment: None.

OFFICE OF AEROSPACE DEVELOPMENT- BED 128

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

Economic and fiscal conditions: The current expenditure restriction has reduced support for operations at Challenger Center Hawaii and the Pacific International Space Center for Exploration Systems (PISCES). Both programs receive their operating funds through OAD. OAD's current budget restriction has limited ability to reimburse members of the State's Aerospace Advisory and Starlight Reserve Committees (both of which are managed through OAD) for their travel to Committee meetings, as well as OAD's participation in both national and international aerospace conferences and exhibitions, which traditionally have provided the most effective venues for marketing Hawaii's aerospace sector and forming public-private partnerships to expand Hawaii aerospace.

OAD's notable highlights for 2014 include:

- OAD currently supports the Starlight Reserve Committee (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.
- OAD currently 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 specific recommendations for expanding Hawaii's aerospace industry.
- OAD collaborated with the states of Alaska and Oregon in successfully bidding to become one of six national FAA test sites for unmanned aerial systems 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 research program that is testing advanced robotic, renewable energy, and other critical technologies essential to support future missions to space.

- OAD obtained a Space Technology Infrastructure Management (STIM) grant from the FAA to conduct the environmental assessment studies required to apply for a commercial spaceport license for Hawaii and establish commercial spaceport operations at Kona International Airport that will enable spaceplanes to launch and land in Hawaii and bring space tourism and commercial satellite deployment operations to Hawaii.
- OAD has also established Space Act Agreements with the National Aeronautics and Space Administration (NASA) and other aerospace agencies to help advance space exploration and development programs in Hawaii, including the development of the world's first laser communications ground station (through a future \$20 million investment by NASA) to communicate with both earth-orbiting satellites and interplanetary probes.
- OAD has supported innovative aerospace education and training programs, such as 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 creative solutions to “real world” aerospace problems and explore a variety of possible careers in this industry.
- OAD also represents Hawaii on the NASA Space Portal at Ames Research Center in California, and the Aerospace States Association (ASA) based in Washington, D.C., to help link Hawaii with government and private sector aerospace expertise/resources, as well as contribute to the design and implementation of national space policy (e.g., as chair for ASA Space Exploration Committee).

Federal Funds: None.

BED 128 Executive Budget Adjustment:

- **\$16,188 and (\$16,188) tradeoff request each year to reappropriate General Funds to Personal Services from Other Current Expenses** to cover budgeted salaries and higher fringe benefits costs.

RESEARCH & ECONOMIC ANALYSIS DIVISION – BED 130

Mission: The Research & Economic Analysis Division (READ) works to enhance and contribute to 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 Hawaii’s economy.

Economic and fiscal conditions: In 2014, one economist position was eliminated from the

program due to the decrease in tax revenue in FY 2014. As a result, the program will have a shortfall of \$55,449 in wage and salaries. In previous years, the shortfall was funded by the vacant economist position that was eliminated.

READ's notable highlights for 2014 include:

- Produced an average of 50 economic and statistical reports covering all aspects related to Hawaii's economy and the population.
- READ's website receives an average of 26,000 page views a month.
- Provided department-wide support including database maintenance and analysis for the Energy Office; analysis for the Creative Industries Division; and data and analysis needs for other divisions and attached agencies.
- State-wide support from READ included economic data and analysis for government agencies and business communities. These include the 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.

Federal Funds: READ does not receive any federal funding.

BED 130 Executive Budget Adjustment: None.

HAWAII GREEN INFRASTRUCTURE AUTHORITY – BED 138

Mission: Pursuant to Act 211, the HGIA was constituted in October 2014 to administer the Green Energy Market Securitization (GEMS) Program. The mission of the HGIA is to provide loans for clean energy improvements in order to make clean energy technologies more affordable and accessible to Hawaii consumers. The GEMS Program was created with the recognition that while the State has seen early success in clean energy adoption, it is in the public's interest to reduce the cost of clean energy installations and broaden access and affordability of these installations—especially to underserved consumers.

Economic and fiscal conditions: The HGIA is a self-sustaining attached agency funded through

a \$150 million revenue bond issued by DBEDT. The bond is not an obligation of the State of Hawaii and 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 those already secured.

HGIA's notable highlights for 2014 include:

In June 2014, the GEMS Program applied to the Hawaii Public Utilities Commission for an order to approve the use of GEMS bond proceeds to fund solar photovoltaic systems and related interconnection technologies. An order was issued by the Commission in September 2014, clearing the way for the Program to finalize agreements with GEMS-certified deployment partners such as lenders, solar developers and local solar installers.

Loan financing for solar PV systems will be made available to homeowners, renters and nonprofits in the first quarter of 2015 and will continue until the end of 2016. The Program is also continuing to look for other clean energy financing opportunities that will help Hawaii consumers, such as community solar projects, energy efficiency projects, and technologies that incorporate a water-energy nexus in accordance with PUC Order 32318.

Federal Funds: HGIA is currently not a recipient of federal funds and does not anticipate any loss of federal funds or impacts to the public as a result.

BED 138 Executive Budget Adjustment:

- **\$1,000,000 each year from the Hawaii Green Infrastructure Special Fund for Operating Expenses of the Hawaii Green Infrastructure Authority.** Included are 5.0 FTE (T) exempt positions and funds for operational expenses.

OFFICE OF THE DIRECTOR & ADMINISTRATIVE SERVICES OFFICE – 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 Administrative Services Office provides internal management, fiscal, budgetary, contract, personnel, information technology and other administrative services in support of DBEDT's five core programs and ten attached agencies.

Economic and fiscal conditions: Due to economic and fiscal conditions, positions were abolished and hiring of staff were delayed. This caused the existing staff to take on more duties and responsibilities and, in turn, created longer working hours and an increase in overtime pay.

In FY 2010, three accounting positions in ASO were abolished due to the RIF. Over the past four

years, staff were downsized but the workload has increased due to receiving more federal grants, processing an increased number of PCard transactions, and additional review for procurement documentation requirements to support payments. The existing staff is stretched to complete work and has caused less priority work to be pushed back and delayed. Reduced staff has resulted in a decrease in operational efficiency.

One position that was abolished was a Personnel Management Specialist (PMS) IV. Before the abolishment of the PMS IV position, the majority of all personnel transactions and changes were completed on time. After the position was abolished, the complex duties and workload went to the remaining PMS and the Departmental Personnel Officer (DPO). Because of the enormity of the workload, the office secretary had to assist DBEDT Personnel in taking on some of the Personnel clerical duties such as logging vacation and sick leave requests. Despite this assistance, nearly every aspect of personnel transactions and changes were delayed in processing and, in turn, negatively impacted DBEDT employees and their morale.

Some examples of the areas that were impacted were pay adjustments, position reDescriptions, and status changes. Also, there were retro payments processed including one 12 months past the effective date and 5 overpayments caused by delayed processing. Before the position was abolished, there were no records of overpayment for two years prior caused by delays in processing. DBEDT Fiscal Office also had to spend additional time in calculating the retro pay adjustments and overpayments. For 2012, the PMS worked overtime nearly every week by 6 hours due to the increased workload.

Another position that was abolished was the Public Information Officer position. This position was crucial to DBEDT in advising all levels of management and personnel on communication policy, strategy, and other matters related to public affairs. This position oversaw the development, approval, and dissemination of department press releases and responded to media requests. Not having this position made it challenging in dealing with public affairs for DBEDT.

SMALL BUSINESS REGULATORY REVIEW BOARD

Mission: The Small Business Regulatory Review Board is part of the Director's office. The Small Business Regulatory Review Board (SBRRB) is responsible for providing recommendations to State agencies and Counties on new and amended administrative rules that impact small business. The SBRRB is also charged with reviewing existing rules upon requests from small business owners or at the Board's initiative.

In addition to its statutory mandates, the SBRRB's goals are: 1) to get the word out that the SBRRB exists in order to have an educated community that knows 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) to expand its communication with State Agencies, Counties and the State legislature.

Expected outcomes include an educated community knowing about what benefits the SBRRB can provide the small business community, which enhances the growth of the small businesses, and will improve upon the SBRRB's strength and powerbase and, in turn, assist with the SBRRB's overall visibility.

Economic and fiscal conditions: Due to current economic and fiscal conditions, the SBRRB continues to have trouble reaching small business owners in order to optimize the Regulatory Flexibility Act (Chapter 201M, HRS). Budget constraints and limited personnel have affected the SBRRB's operations and ability to meet its goals as it continues to have a low profile and does not receive high visibility attention from the Hawaii small business community.

SBRRB Highlights for 2014 include:

- Reviewed 48 pre- and post-public hearing administrative rules; of these, 46 were supported, one was opposed, and one supported with recommendations.
- Created a "Fact Sheet" and updated the SBRRB's power point presentation for outreach purposes to the small business community.
- Recreated and updated the *Small Business Impact Statement*, pursuant to Section 201M-2, HRS, and the *Small Business Statement after Public Hearing*, pursuant to Section 201M-3, HRS, in order to expedite the administrative rule review process, bring the statements up-to-date with the statute, and have a standardized document to be used by State Agencies and Counties.
- Approached by the Hawaii State Procurement Office to implement a small business set-aside program, pursuant to Chapter 103D, Section 901 to 906, HRS, whereby the SBRRB would participate in its creation and/or implementation.

Federal Funds: None.

BED 142 Executive Budget Adjustment: None.

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 the people of the State. HTDC works with all of DBEDT's divisions and attached agencies on the HI Growth Initiative to promote Hawaii's technology assets.

Economic and fiscal conditions: HTDC operates under a highly leveraged model providing \$8 of service to the State for every \$1 of general funds received. The additional funding comes from revenue from the incubation centers, federal contracts (HCATT and INNOVATE Hawaii), consulting contracts, and private sector sponsors for events.

The expiring lease at the Manoa Innovation Center in April 2015 continues to be a challenge that threatens the agency. Last session, HTDC's \$22 million CIP request and this year's request for consideration to be included in the budget was not approved. Without funding for a new facility or a long-term lease extension, the agency will lose its rent revenue which provides 100% of its program budget and the match for its federal contracts. HTDC is already operating in a compromised environment and is at risk of losing staff, tenants, and partners. HTDC continues to pursue federal funds and private sector partnerships.

HTDC notable highlights for 2014 include:

- A \$3 million Economic Development Administration (EDA) Financial Assistance Award was approved to develop the Entrepreneur's Sandbox at the Kakaako Collaboration Center with partner, Fisher Hawaii—the first major public-private partnership of its kind for a building.
- Partnerships were formed with Hawaii Techworks (Hilo) and ProtoHub (Honolulu) that enable clients to use shared co-work space.
- HTDC signed an MOU with USDA Agriculture Research Service to bring USDA tech to Hawaii.
- Twenty-three companies, five of them new, received Hawaii Small Business Innovation Research (HSBIR) awards. Total HSBIR funding awarded was \$520,000. Total SBIR phase 1 funding was \$2,757,077.
- Twenty INNOVATE Hawaii Manufacturing Extension Partnership (MEP) clients are responsible for \$10 million in internal investment, \$40 million in revenue, 52 new employees, and 105 jobs saved. Among these is Hawaiian Cool Water, which expanded to California with the acquisition of Los Angeles-based Water Cooler King, a water equipment business.
- Manoa Innovation Center and Maui Research and Technology Center grew to include 64 companies (34 tenants, 30 virtual) and 11 graduates. Two companies exited, after being successfully acquired. The two facilities added ten new tenants and eight new virtual tenants.
- HTDC invested \$100,000 in the sponsorship of 14 events that attracted more than 2,000 participants.

- Wetware Wednesday celebrated its 3rd anniversary.
- HTDC was authorized to award \$3 million in HCATT funding to Waste Turn 2 Energy (WT2E) for its alternative energy research project at Joint Base Pearl Harbor Hickam.

Federal Funds: The expiring lease at the Manoa Innovation Center in April 2015 jeopardizes INNOVATE Hawaii's \$500,000 annual grant with the US 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 federal dollar awarded. HTDC relies on special funds from rent revenue and in-kind office space at the Manoa Innovation Center to meet the match requirement. If HTDC loses these sources of match, it will be unable to expend all of the federal funds. Furthermore, the MEP center award will be up for re-competition in 2016. Uncertainty about HTDC's future will jeopardize HTDC's ability to secure the grant. As reported above, the program's reported economic impact last year was \$40 million in revenue. The program includes 4 full time staff.

HTDC is the awardee of a \$3 million construction project from the US Department of Commerce Economic Development Administration (CFDA 11.300, Grant # 07 01 07127) in partnership with the HCDA. HTDC secured this award after the CIP request was not approved during the 2014 legislative session. The facility will complement a future incubation center. HTDC requires staff to manage the project. The salaries of all staff are half special funded, so the project is also at risk.

HCATT's \$22 million contract with US Air Force Research Lab (CFDA # 12.800, Contract # FA8650-11-2-5605) will expire 3/31/2016, prior to the end of the next legislative session. At this time, the Air Force has no plans to renew the contract. HCATT continues to solicit Federal funding from a variety of sources, but is concerned about declining Defense budgets. HCATT does not currently receive any State funding. HCATT operates the only operational renewable hydrogen production and dispensing station on Oahu and over the years has brought more than \$40 million in federal funds into the State matched by another \$23 million from private partners. HCATT was a leader in making Hawaii the first electric vehicle ready state in the late 1990s and is currently leading discussions on renewable hydrogen vehicle infrastructure. The program includes 4 full time staff.

BED 143 Executive Budget Adjustment:

- **\$67,763 and (\$67,763) tradeoff request each year to reappropriate special funds to Personal Services from Other Current Expenses** to cover budgeted salaries and higher fringe benefits costs.
- **\$67,241 and (\$67,241) tradeoff request each year to reappropriate federal funds to Personal Services from Other Current Expenses** to cover budgeted salaries and higher fringe benefits costs.

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 2014 include:

- Submitted National Estuarine Research Reserve nomination document for Heeia (Oahu) to NOAA and obtained approval to begin the National Environmental Protection Act (NEPA) document and Site Management Plan.
- Successfully held Resilient Hawaii Fora to obtain information and public input on recommendations to the President's State, Local, and Tribal Leaders Task Force on Climate Preparedness and Resilience.
- Completed an U.S. Economic Development Administration grant project to develop a

Natural Disaster Economic Recovery Strategy for small businesses.

- Issued loan funds of approximately \$560,000 from the Hawaii Brownfields Cleanup Revolving Loan Fund to Hawaii Island Housing Development Corporation.
- Collaboration with the Office of Information and Management Technology to modernize the Statewide Geographic Information System.
- Passage of Act 83 (SLH 2014) that establishes an interagency committee to address sea level rise and climate change adaptation.
- Completion of a study that addresses Alternative Funding Mechanisms for Acquisition, Improvement, and Maintenance of Shoreline Public Access.

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:

- **Restore \$51,312 General Funds for Planner VI to BED 144/PL** (A correction needs to be made due to error during budget preparation.) Restoration of general funds for the Planner VI position (Position No. 26624). The Planner VI position is currently funded by Federal funds. The reduction cuts the position and Federal funding for the position but no general funds are provided for the position. This reduction means that there will not be a Planner to oversee and administer Federal Economic Development Administration (EDA) grants for economic planning projects. The reduction of Federal funds should only occur with the restoration of general funds for the Planner VI position.
- **Reduction of \$8,840 Federal Funds to BED 144/PL** due to collective bargaining.
- **Reduction of \$118,140 Federal Funds to BED 144/PZ** due to collective bargaining.

HAWAII STRATEGIC DEVELOPMENT CORPORATION – BED 145

Mission: The Hawaii Strategic Development Corporation (HSDC) is an attached agency to the Department of Business, Economic Development and Tourism. Its 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 to 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 2012, HSDC launched the HI Growth Initiative – the State’s core initiative to grow Hawaii’s innovation sector, a critical sector to drive economic growth. However, the difficult conditions in State’s financial position have prevented the program from receiving continued support from the State. HSDC expects to obligate its existing HI Growth funds by the end of Fiscal Year 2015.

Despite these challenges, the HI Growth 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 startup 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 2014 include:

- HSDC partnered with local entrepreneurs to establish two venture accelerators that enhance entrepreneurial capacity in the State and create a stronger, higher quality of deal flow that can attract venture capital investments to Hawaii.
- HSDC supported events like investor summits, Startup Weekends and pitch events that build network density and inspire and prepare entrepreneurs to launch startups.

- HSDC co-invested with private investors to create a continuum of startup financing needs: 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 \$20 million Series A fund in partnership with institutional investors.

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 is on-course to fully obligate these funds by the end of FY 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: None.

NATURAL ENERGY LABORATORY OF HAWAII AUTHORITY – 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 and complete build out of Deep and Surface Seawater System.
- Mission critical Research Campus improvements.
- 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 cost of electricity continues to have a significant impact on NELHA operations and has increased the cost of seawater for businesses in the HOST Park.

NELHA's notable highlights for 2014 include:

- Over \$60 million in new projects.
- Monk Seal Hospital is open.
- New Charter School is open.
- Construction on new \$4.7 million Marine Science and Sustainable Technology Incubator building is underway.
- OTEC facility is testing new 100kw turbine.
- 3 new clients:
 - Hawaii Kai Corporation (Gourmet Salt)
 - Forever Oceans (Fish Broodstock and Cage Technology)
 - Aquion Energy (Sodium Ion Storage)
- In negotiations with four new additional clients.

Federal Funds: During FY 2014, NELHA did not lose any Federal Funds. NELHA recently received \$3.0 million in Federal Funds from the US Economic Development Agency (Investments in Public Works, CFDA No. 11.300) and \$420,000 from the US Department of Energy via the National Renewable Energy Laboratory. This funding is not at risk. NELHA recently applied to the US Economic Development Agency for \$500,000 for a feasibility study of an Integrated Energy District (Science and Research Park Development Grants CFDA 11.030).

BED 146 Executive Budget Adjustment:

- **\$330,000 Improvements to the Research Campus:** These funds will allow NELHA to complete Phase II of the Research Campus upgrade. To date, we have either raised or obligated \$4.7 million of our own funds for Phase I.

HAWAII COMMUNITY DEVELOPMENT AUTHORITY – 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 2014 include:

Kakaako Highlights:

- Current housing construction cycle will add over 5,000 new housing units.
 - 2,336 units (46%) are reserved for qualified income households.
 - 6 new housing developments are now under construction.
 - 8 additional developments are already permitted to build.

Kalaeloa Highlights:

- Completed Environmental Assessment and Archaeological Inventory Survey for the Kalaeloa East Energy Corridor project now under Navy review.
- Completed Environmental Assessment and Conceptual Park plan for the Kalaeloa Heritage Park.
- Finalizing plans for the construction of the Kalaeloa Energy Corridor project that runs along Enterprise Road.
 - Construction expected in 2nd quarter of 2015.
 - Funded by 2014 legislative appropriation.

Heeia Highlights:

- Non-profit organization, Kakoo Oiwi, continues to restore agricultural productivity to 400 acres of wetlands.
 - Diversified agriculture with four acres of kale, peppers, and eggplant.
 - 6,000 youth volunteers.
 - 17 taro lo'i now in production.

Federal Funds: None.

BED 150 Executive Budget Adjustments:

- **\$3,710,000 CIP funding for HCDA Community Development Districts** to pay the wages and fringe benefits for permanent and non-permanent project-funded staff positions for all HCDA community development districts.
- **\$4,000,000 repaid CIP funding to plan and design a Parking Structure in Kakaako Makai.** It is anticipated that a public parking garage on a Kakaako Makai lot, identified as Lot C, would provide parking for the John A. Burns School of Medicine and the Cancer Center of Hawaii as well as for other new development on Lot C. Lot C is also

designated for a collaborative project that would be utilized by the High Technology Development Corporation.

HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION - 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 6,428 housing units. About 82 percent were rentals for households with incomes at or under 60 percent of area median income (AMI). Eighteen percent were for sale to households earning 80-140 percent of AMI and market.

HHFDC has approximately 5,617 units planned for 2015-2019. Of these, 80 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.

Economic and fiscal conditions: The demand for housing far exceeds supply. As such, housing prices continue to rise as the economy and real estate market improve. Hawaii's workforce and lower- and moderate-income households are often priced out of the housing market. It is HHFDC's role to increase the inventory of housing that is affordable to this target group through our development and financing programs. With the adoption of Act 162, Session Laws of Hawai'i (SLH) 2014, and Act 163, SLH 2014, which, respectively, increased the bond authorization for the Hula Mae Multifamily program, and restored to fifty percent the allocation of conveyance tax revenues to the Rental Housing Trust Fund, HHFDC will continue to provide financing to increase the inventory of affordable rental housing statewide.

HHFDC notable highlights for 2014 include:

- Helping to add an additional 940 affordable housing units.
- Assisting 400 families in purchasing their first homes through the Mortgage Credit Certificate Program.

Federal Funds: HHFDC receives Federal HOME funds. No federal funding cuts are anticipated at this time.

BED 160 Executive Budget Adjustment:

- **Federal fund ceiling increases for the federal HOME Program of \$100,000 and \$200,000 in FY16 and FY17, respectively.** The requested increase is intended to accommodate expected increases to the State of Hawaii's HOME award in FY16 and FY17.

Federal HOME funds are allocated on an annual rotating basis to the Counties of Hawaii, Kauai and Maui to expand the supply of decent, safe, affordable and sanitary housing through a variety of activities, including tenant-based rental assistance, down payment loans for first-time homebuyers, rehabilitation loans for existing homeowners, property acquisition, new construction, reconstruction, moderate or substantial rehabilitation, site improvements, demolition, relocation expenses, loan guarantees, and other reasonable and necessary expenses related to the development of affordable housing.

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 State Energy Office					
	Statewide coordination of energy plans, resources, and activities	(1) Formulate plans, including objectives, criteria to measure accomplishment of objectives, programs, and financial requirements for the optimum development of Hawaii's energy resources. (2) Formulate and recommend specific proposals, as necessary, for conserving energy resources. (3) Assist public and private agencies in implementing energy conservation and efficiency programs, the development of indigenous energy resources, and related measures. (4) Coordinate the State's energy programs with those of the federal government and other government entities. (5) Develop programs to encourage private and public exploration, research, and development of indigenous energy resources that will benefit the State. (6) Conduct public education programs to inform the public of the energy situation as may exist from time to time and of the government actions taken thereto. (7) Serve as consultant to the governor, public agencies, and private industry on energy-related matters. (8) Develop and recommend incentives, plans, and programs to encourage the development of renewable energy resource projects within the renewable energy zones.	BED120	HRS Ch 196-4, HRS 201, Ch 196-10.5, 201, 226-18, 201, 125C * 128, 125C-22, 23		
		(9) Assist public and private agencies in identifying utility transmission projects of infrastructure required to accommodate and facilitate the development of renewable energy resources. (10) Develop and maintain a comprehensive and systematic quantitative and qualitative capacity to analyze the status of energy resources, systems, and markets, both in-state and those to which Hawaii is directly tied, and to recommend, develop proposals for, and assess the effectiveness of policy and regulatory decisions, and conduct energy emergency planning.				

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		
	Hawaii Clean Energy Initiative Program	Manage 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		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
2	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		
3	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 activities with state and private-industry programs to establish high-growth businesses; and 3) network Hawaii's high-growth businesses into the broader universe of mainland and international investment funds active in the sectors important to Hawaii.	BED145	HRS 211-F		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
4	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 key 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			
	Strengthen State Film Program	1) Increase staffing and funding to pre-RIF levels, providing baseline 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		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
	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			
5	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) operating the states overseas offices in Taiwan and Beijing, and maintaining sister state relationships to build global alliances and partnerships.	BED 100			
		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.	BED100			
		Support Increased Capital From Out of State: Administer the Immigrant Investor Program (EB-5) contract with the suport of the Hawaii Strategic Development Corp.	BED100			
	Enterprise Zone Program(EZ)	Administer the state's EZ program.	BED100	HRS Chapter 209E		
	Community Based Economic Development	Administer and provide grants to community based organizations to increase the employment and economic base of distressed and rural communities.	BED100	HRS Chapter 210D		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
	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.	BED100			
6	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		
7	High Technology Development Corporation					
	Facilitate the growth and development of the commercial high technology industry	Developing and/or operating incubation centers.	BED143	206M-2(a)(1)		
	Facilitate the growth and development of the commercial high technology industry	Providing support and services in development of the high tech. industry	BED143	206M-2(a)(2)		
	Alternative Transportation Technologies	Projects in advanced transportation technologies & other federally funded projects	BED143	206M-3(a)(15)		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
8	Foreign-Trade Zone Program	Stabilize and steadily grow FTZ program statewide 1) The Foreign-Trade Zone is completing a \$10.5M renovation project which doubles its available office space to nearly 60,000 square feet. This expansion makes way for additional import/export small businesses to participate in the program and expand the FTZ's ability to offer additional international trade related services and training. 2) Continue to operate the program in a self-sustaining manner without the use of general funds. 3) 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. 4) 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 businesses in import and export of goods to over 30 different countries.	BED107	Ch. 212		
		5) Operate and expand the small business import-export assistance and resource center at the Pier 2 location. 6) 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. 7) 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."				

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
9	Natural Energy Laboratory of Hawaii Authority (NELHA)					
	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 administers a 870 acre ocean science and technology park as well as a 4 acre geothermal research property. These businesses are the backbone of exported manufactured and aquacultural products in the state of Hawaii; generate approximately 600 jobs; and, \$100 million in annual economic impact.	BED 146	HRS 227-D		
				Cooperative Agreement HR0011-07-2-0005		
	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.	Manage, market and operate facilities. (1) Operate and maintain unique transmission and distribution systems for large volumes (approximately 2 tons per second) of deep and surface seawater. (2) Develop and lead the implementation of new alternative energy methods for the benefit of the State of Hawaii. (3) Identify, develop and implement revenue enhancement opportunities, which support NELHA objectives and its efforts to maintain financial self-sufficiency and sustainability. (4) Operate a water quality laboratory for an environmental monitoring program that samples groundwater, near shore water and offshore water. (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.	BED 146	HRS 227-D		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
10	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		
11	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	Ch. 225M, 226, 205, 205A HRS, Act 206 SLH 2012		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
12	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 Commission's goal to begin large scale identification and processing of the important agricultural land designation in conjunction with all counties in the upcoming biennium.	BED103D A	Chapter 205, HRS		
13	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.	BED 130	HRS 201-13.8		
	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.	BED 130	HRS 201-19		
	Self-Sufficiency	Define and measure a self-sufficiency income standard for Hawaii and report bi-annually.	BED 130	HRS 201-3(b)		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
	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	BED 130	HRS 486J		
14	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		
15	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		

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

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference		
	Pacific International Space Center for Exploration Systems (PISCES)	Develop a world-class center of excellence in Hawaii that can facilitate the design, testing and validation of new technologies to support robotic and human missions to space; to serve as an economic driver for the island of Hawaii that will promote the establishment and growth of new sustainable and green industries along with associated jobs, workforce development, internships, and science, technology, engineering and math education programs; to facilitate and accelerate the development of aerospace surface-system technologies by exploiting Earth-based commercial applications in the state; to research sustainable concrete supply, robotic operator training and certification, and the attraction of companies to presently unpopulated business sectors in Hawaii.	BED128	HRS Chapters 201-76 to 79		
16	Hawaii Broadband Initiative	Implement its recommendations of the Hawaii Broadband Task Force	BED 142			

Department of Business, Economic Development and Tourism
Department-Wide Totals

Table 2

Fiscal Year 2015				
Act 122/14 Appropriation	Restriction	Emergency Appropriations	Total FY15	MOF
\$ 9,127,604.00	\$ (356,163.00)		\$ 8,771,441.00	A
\$ 213,904,591.00			\$ 213,904,591.00	B
\$ 7,100,000.00			\$ 7,100,000.00	N
\$ 31,672,252.00			\$ 31,672,252.00	P
\$ 17,895,759.00			\$ 17,895,759.00	W
\$ 21,923,698.00			\$ 21,923,698.00	T
\$ 320,000.00			\$ 320,000.00	V
\$ 301,943,904.00	\$ (356,163.00)	\$ -	\$ 301,587,741.00	Total
Fiscal Year 2016				
Act 122/14 Appropriation	Reductions	Additions	Total FY16	MOF
\$ 9,127,604.00	\$ (535,000.00)	\$ 604,314.00	\$ 9,196,918.00	A
\$ 213,904,591.00	\$ (1,300,000.00)	\$ 509,041.00	\$ 213,113,632.00	B
\$ 7,100,000.00		\$ 126,944.00	\$ 7,226,944.00	N
\$ 31,672,252.00	\$ (13,168,350.00)	\$ -	\$ 18,503,902.00	P
\$ 17,895,759.00	\$ (183,427.00)	\$ 368,703.00	\$ 18,081,035.00	W
\$ 21,923,698.00			\$ 21,923,698.00	T
\$ 320,000.00	\$ -	\$ -	\$ 320,000.00	V
\$ 301,943,904.00	\$ (15,186,777.00)	\$ 1,609,002.00	\$ 288,366,129.00	Total
Fiscal Year 2017				
Act 122/14 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 9,127,604.00	\$ (535,000.00)	\$ 804,703.00	\$ 9,397,307.00	A
\$ 213,904,591.00	\$ (1,300,000.00)	\$ 746,671.00	\$ 213,351,262.00	B
\$ 7,100,000.00		\$ 182,894.00	\$ 7,282,894.00	N
\$ 31,672,252.00	\$ (13,168,350.00)	\$ -	\$ 18,503,902.00	P
\$ 17,895,759.00	\$ (183,427.00)	\$ 499,523.00	\$ 18,211,855.00	W
\$ 21,923,698.00			\$ 21,923,698.00	T
\$ 320,000.00	\$ -		\$ 320,000.00	V
\$ 301,943,904.00	\$ (15,186,777.00)	\$ 2,233,791.00	\$ 288,990,918.00	Total

Program ID Totals

Prog ID	Program Title	MOF	As budgeted by Act 122/14 (FY15)			Governor's Submittal (FY16)				Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
BED 100/SM	Business Development and Support Div	A	10.00		1,487,057	10.00		1,507,869	1%	10.00		1,531,350	3%
BED 100/SM	Business Development and Support Div	N							#DIV/0!				#DIV/0!
BED 100/SM	Business Development and Support Div	P			1,000,000			-	-100%			-	-100%
BED 100/SM	Business Development and Support Div	V							#DIV/0!				#DIV/0!
BED 100/SM	Business Development and Support Div	W			1,821,915			1,821,915	0%			1,821,915	0%
BED 103/DA	Land Use Commission	A	6.00		548,695	6.00		583,158	6%	6.00		594,586	8%
BED 105/CI	Creative Industries Division	A	11.00		1,188,069	11.00		1,156,995	-3%	11.00		1,179,851	-1%
BED 107/BA	Foreign Trade Zone	B	17.00		2,066,145	17.00		2,127,755	3%	17.00		2,156,516	4%
BED 113/TO	Hawaii Tourism Authority	B	5.00	24.90	87,152,066	5.00	24.90	87,251,611	0%	5.00	24.90	87,298,081	0%
BED 113/XC	HTA Convention Center	B		2.10	54,010,232		2.10	54,023,007	0%		2.10	54,028,970	0%
BED 120/SI	Hawaii State Energy Office	B	5.00	31.00	56,639,305	5.00	31.00	55,542,457	-2%	5.00	31.00	55,637,292	-2%
BED 120/SI	Hawaii State Energy Office	N	-		1,750,000	-		1,500,000	-14%	-		-	-100%
BED 120/SI	Hawaii State Energy Office	P			1,514,192			-	-100%			-	-100%
BED 120/SI	Hawaii State Energy Office	V		-	320,000		-	-	-100%		-	-	-100%
BED 128/OA	Office of Aerospace	A		2.00	969,136		2.00	904,347	-7%		2.00	909,391	-6%
BED 130/FA	Research & Economic Analysis Division	A	13.00		1,043,973	13.00		1,072,420	3%	13.00		1,100,090	5%
BED 138/GI	Hawaii Green Infrastructure Authority	B					5.00	1,000,000	#DIV/0!		5.00	1,000,000	#DIV/0!
BED 142/AA	Departmental Administration	A	24.00		1,690,045	24.00		1,880,945	11%	24.00		1,944,247	15%
BED 143/TE	High Tech Development Corporation	A	1.50	3.75	1,030,588	1.50	3.75	1,064,602	3%	1.50	3.75	1,075,881	4%
BED 143/TE	High Tech Development Corporation	B	1.50	5.25	3,755,410	1.50	5.25	3,789,550	1%	1.50	5.25	3,805,488	1%
BED 143/TE	High Tech Development Corporation	P		8.00	15,989,710		8.00	15,989,710	0%		8.00	15,989,710	0%
BED 143/TE	High Tech Development Corporation	W			1,500,000			1,500,000	0%			1,500,000	0%
BED 144/PL	Office of Planning	A	12.00	-	946,740	12.00	-	1,044,968	10%	12.00	-	1,077,540	14%
BED 144/PL	Office of Planning	N		1.00	150,000			98,688	-34%			98,688	-34%
BED 144/PL	Office of Planning	W			2,000,000			2,000,000	0%			2,000,000	0%
BED 144/PZ	Coastal Zone Management	A	1.00		223,301	1.00		231,614	4%	1.00		234,371	5%
BED 144/PZ	Coastal Zone Management	N	5.00	5.00	2,200,000	5.00	5.00	2,200,000	0%	5.00	5.00	2,200,000	0%
BED 145/VC	Hawaii Strategic Development Corpora	A							#DIV/0!				#DIV/0!
BED 145/VC	Hawaii Strategic Development Corpora	B			2,608,516			2,608,516	0%			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 122/14 (FY15)			Governor's Submittal (FY16)				Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
BED 145/VC	Hawaii Strategic Development Corpora	W		2.00	4,289,649		2.00	4,307,923	0%		2.00	4,314,406	1%
BED 145/VC	Hawaii Strategic Development Corpora	P			13,168,350				-100%			-	-100%
BED 146/EL	Natural Energy Lab of Hawaii Authority	B		22.00	7,672,917		22.00	7,770,736	1%		22.00	7,816,399	2%
BED 150/KA	Hawaii Community Development Autho	W	2.00		691,863	2.00		710,070	3%	2.00		716,530	4%
BED 150/KL	HCDA - Kalaeloa Community Developm	W		2.00	394,955		2.00	403,807	2%		2.00	406,948	3%
BED 160/HA	HHFDC Administration	A						-	#DIV/0!				#DIV/0!
BED 160/HA	HHFDC Administration	W	23.00	17.00	4,480,248	23.00	17.00	4,462,198	0%	23.00	17.00	4,520,876	1%
BED 160/HD	HHFDC - Economic Development	W	5.00	13.00	1,508,949	5.00	13.00	1,605,926	6%	5.00	13.00	1,640,334	9%
BED 160/HF	HHFDC - Housing Finance	N			3,000,000			3,100,000	3%			3,200,000	7%
BED 160/HF	HHFDC - Housing Finance	T			21,923,698			21,923,698	0%			21,923,698	0%
BED 160/HF	HHFDC - Housing Finance	W	4.00	12.00	1,208,180	4.00	12.00	1,269,196	5%	4.00	12.00	1,290,846	7%

Department of Business, Economic Development and Tourism
Budget Decisions

Prog ID	Sub-Org	Description of Request	Initial Department Request FY16			Initial Department Request FY17			Budget & Finance Recommendation FY16			Budget & Finance Recommendation FY17			Governor's Decision FY16			Governor's Decision FY17				
			MOF	Pos (P)	Pos (T)	\$\$\$	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BED 100/SM	N/A	Fund Overseas Offices in Taipei, Taiwan and Beijing China	A			250,000	A			250,000			250,000			250,000			250,000			250,000
BED 100/SM	N/A	Elimination of Federal Funds Ceiling	P			(1,000,000)	P			(1,000,000)			(1,000,000)			(1,000,000)			(1,000,000)			(1,000,000)
BED 128/OA	N/A	Transfer to Personnel Services from OCE to cover payroll shortfall	A			16,188	A			16,188			16,188			16,188			16,188			16,188
BED 128/OA	N/A	Transfer from OCE to Pers. Svcs. to cover payroll shortfall	A			(16,188)	A			(16,188)			(16,188)			(16,188)			(16,188)			(16,188)
BED 138/GI	N/A	Hawaii Green Infrastructure Authority	B		5.00	1,000,000	B		5.00	1,000,000		5.00	1,000,000		5.00	1,000,000		5.00	1,000,000		5.00	1,000,000
BED 143/TE	N/A	Transfer funds from OCE to Pers Svcs to cover payroll shortfall	B			67,763	B			67,763			67,763			67,763			67,763			67,763
BED 143/TE	N/A	Transfer funds from OCE to Pers Svcs to cover payroll shortfall	B			(67,763)	B			(67,763)			(67,763)			(67,763)			(67,763)			(67,763)
BED 143/TE	N/A	Transfer funds from OCE to Pers Svcs to cover payroll shortfall	P			67,241	P			67,241			67,241			67,241			67,241			67,241
BED 143/TE	N/A	Transfer funds from OCE to Pers Svcs to cover payroll shortfall	P			(67,241)	P			(67,241)			(67,241)			(67,241)			(67,241)			(67,241)
BED 144/PL	N/A	Restore general funds for the Planner VI position #26624	N		(1.00)	(51,312)	N		(1.00)	(51,312)		(1.00)	(51,312)		(1.00)	(51,312)		(1.00)	(51,312)		(1.00)	(51,312)
BED 144/PL	N/A	Federal fund adjustment	N			(8,840)	N			(12,737)			(8,840)			(12,737)			(8,840)			(12,737)
BED 144/PZ	N/A	Federal fund adjustment	N			(118,104)	N			(170,157)			(118,104)			(170,157)			(118,104)			(170,157)
BED120/SI	N/A	State Energy Program Fed Grant	N			(250,000)	N			(1,750,000)			(250,000)			(1,750,000)			(250,000)			(1,750,000)
BED120/SI	N/A	Adjustment to MOF P	P			(1,514,192)	P			(1,514,192)			(1,514,192)			(1,514,192)			(1,514,192)			(1,514,192)
BED120/SI	N/A	Adjustment to MOF V	V			(320,000)	V			(320,000)			(320,000)			(320,000)			(320,000)			(320,000)
BED160/HF	N/A	HOME Program Ceiling Increase	N			100,000	N			200,000			100,000			200,000			100,000			200,000
		BED TOTAL			4.00	(1,912,448)			4.00	(3,368,398)			4.00		4.00	(1,912,448)			4.00		4.00	(3,368,398)

Department of Business, Economic Development and Tourism
Budget Decisions

Prog ID	Sub-Org	Description of Request	Initial Department Request FY16			Initial Department Request FY17			Budget & Finance Recommendation FY16			Budget & Finance Recommendation FY17			Governor's Decision FY16			Governor's Decision FY17					
			MOF	Pos (P)	Pos (T)	\$\$\$	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	

Department of Business, Economic Development and Tourism
FY15 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction & Contingency</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
BED 100		A	1,487,057	\$ 209,935	\$ 1,277,122	14%	Restrictions impact our "other, non-personnel" funds by over 25%, which results in less funds to pay for project and event expenses, thereby affecting the outcomes of our planned activities.
BED 103		A	548,695	\$ 45,638	\$ 503,057	8%	The State Land Use Commission is already at minimal staffing to handle program operations. As a result, all of the reduction has to be taken from Other Current Expenses. As the Land Use Commission provides a key service to the state agencies and community in processing applications, the majority of the funds are used for travel and permit processing related expenses that the LUC is required by statute to perform. As the LUC cannot control the number of applications filed and their location, there is no way to provide any assurance that budget restrictions can be implemented. Should the budget restriction result in a shortfall preventing the LUC from holding hearings within the required time period in the County where land subject to the permit is located, the application, by statute, is automatically granted. This could have severe implications on public resources and the budgets of DOT, CWRM, DOE and various other State and County agencies since conditions requiring private sector contribution to roadway, highway, water, infrastructure and educational facilities resulting from the impacts of the development will not be put in place requiring State and County agencies to fulfill the obligation. Protections to cultural assets and elements of the public trust will also be implicated and in many cases violations of State and Federal law may result. In prior years the travel budget has been completely expended. With the current emphasis on growth and increasing the number of new homes there is a significant projected increase in petition filings, especially on the neighbor islands, increasing the workload and the need for travel. A slowdown in the handling of petitions could result in significant
BED 105		A	1,188,069	\$ 127,786	\$ 1,060,283	11%	Impedes ability to market / manage film program by restricting limited funds; impacts funding necessary for R&M Contracts related to Hawaii Film Studio. Program unable to pledge funds allocated for Creative Lab (\$150,000) as part of the 11% restriction, as this jeopardizes EDA Federal matching fund grant for this activity for FY15-17.
BED 128		A	969,136	\$ 209,935	\$ 759,201	22%	Restricted PISCES (\$110,000); Challenger Space Center (\$48,656); OAD Operations (\$51,279)
BED 130		A	1,043,973	\$ 54,766	\$ 989,207	5%	The reduction will make the computer software and hardware upgrade impossible and will impact the working efficiency.
BED 142		A	1,690,045	\$ 36,510	\$ 1,653,535	2%	P/S savings due to vacancy and reduction of OCE

Department of Business, Economic Development and Tourism
 FY15 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction & Contingency</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
BED 143		A	1,030,588	\$ 182,552	\$ 848,036	18%	1) HTDC will need to assess if it can fill two vacant positions. One of the positions is the incubation manager. The lack of an incubator manager has greatly impacted our incubator programs. With no manager to bring programming to the needed level, the ability to attract new companies to the incubator will be difficult. HTDC will suffer loss in rent revenues, that in turn reduces our capability to provide the necessary funding to operate the incubator programs. Tenants will not receive the needed mentoring and education thus reducing the success rate of the likelihood of survival; 2) potential cancellation of the asset management contractor for the Maui Research and Technology Center (MRTC) will leave no one physically on Maui to over see the property and respond to tenants needs on a timely basis; and 3) reduction in funding for the Hawaii Small Business Innovation Research Grant (HSBIR) program could result in a potential net loss of \$1.3 million or more in funding to companies from the federal SBIR program. Historic data shows that companies awarded HSBIR grants received on average a 16:1 return in federal funding for every HSBIR dollar.
BED 144		A	1,170,041	\$ 45,638	\$ 1,124,403	4%	Delay in hiring Geographic Information Systems (GIS) Manager. This will have an adverse impact on the GIS Program including but not limited to providing geographic analysis and mapping services to state agencies; serving as a central clearinghouse/center for electronic digital geographic data, reducing redundancies in the purchase of geographic data, improving coordination and sharing of data among state, county and federal agencies and providing GIS technical assistance.
TOTAL			9,127,604	\$ 912,760	\$ 8,214,844		

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>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
	None					

Department of Business, Economic Development and Tourism
Expenditures Exceeding Appropriation Ceilings in FY14 and FY15

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>
BED105	N	10/1/2014	\$ 400,000	\$ 400,000		Award of EDA Funds after 2014 Legislative Session; October 1, 2014 through March 31, 2016	Governor's Approval - U.S. EDA Award No. 07 79 07157	N	N

Department of Business, Economic Development and Tourism
 Intradepartmental Transfers in FY14 and FY15

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 Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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	BED 100	SBAHQ-12-IT-0061	59.061	STEP Grant	US Small Business Administration	\$703,505	\$703,505	S-13-204-B	250,000	Dennis T. Ling	587-2755	dling@dbedt.hawaii.gov
B	BED 105	07-79-07157	11.307	HI Creative Industries Ecosystem Development Project	Department of Commerce EDA	\$400,000	\$400,000	S-15-511-B	\$150,000 cash; \$250,000 in-kind	Georja Skinner	808-586-2364	gskinner@dbedt.hawaii.gov
B	BED 107	07-01-06507	11.300	Import-Export Small Business Incubator	Dept. of Commerce	\$3,000,000	\$3,000,000	S-11-270-B		David Sikkink	808-587-5374	david.i.sikkink@ftz9.org
B	BED120	DE-FC36-02R021399	81.119	State Energy Program Special Projects - Hydrogen Power Park	USDOE - EERE	\$ 1,650,000.00	\$ 1,650,000.00	S-14-264-B	\$ 1,254,075	Donna Mau	587-9016	dmau@dbedt.hawaii.gov
B	BED120	DE-EE0003928	81.041	State Energy Program (SEP) Formula (2010, 2011, 2012, 2013, 2014)	USDOE - EERE	\$ 929,849.00	\$ 929,849.00	S-14-223-B	\$ 1,624,600	Donna Mau	587-9016	dmau@dbedt.hawaii.gov

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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B	BED120	DE- EE0005354	81.117	Hawaii's Clean Energy Transformati on and Grid Connection	USDOE - EERE	\$ 705,000.00	\$ 705,000.00	S-14-208-B	\$ 80,003	Donna Mau	587-9016	dmau@dbedt.hawaii.gov
B	BED120	61-002- 0863141275	10.868	Hawaii Energy Audit Program for Eligible Rural Small Businesses and Farmers in Oahu, Maui, and Hawaii	USDA - Rural Developmen t	\$ 100,000.00	\$ 100,000.00	S-14-209-B	\$ 25,000	Donna Mau	587-9016	dmau@dbedt.hawaii.gov
B	BED120	DE- EE0005848	81.119	Advancing Energy Efficiency in Hawaii Public Facilities	USDOE - EERE	\$ 350,000.00	\$ 350,000.00	S-14-261-B	\$ 88,128	Donna Mau	587-9016	dmau@dbedt.hawaii.gov
B	BED120	NP- 00T50101	66.708	Pollution Prevention Grants - Hawaii Going Green Intern Developmen t	USEPA	\$ 50,000.00	\$ 50,000.00	S-14-505-B	\$ 50,000	Donna Mau	587-9016	dmau@dbedt.hawaii.gov

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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B	BED 128	12-AST0002	20.110	Space Transportation Infrastructure Matching Award (STIM)	Federal Aviation Administration (FAA)	\$250,000	\$250,000	S 13 242 B	\$250,000	Jim Crisafulli, OAD	586-2388	jcrisafu@dbedt.hawaii.gov
B	BED143	FA8650-11-2-5605 P00002	12.800	The Hawaii Center for Advanced Transportation Technologies (HCATT) National Demonstration Center for Alternative Fuel Vehicles at Joint Base Pearl Harbor-Hickam	USAF/AFMC	\$ 22,000,000	\$22,000,000	S-14-234-B	none	Roberta Melton, Executive Director & CEO	539-3601	Robbie@htdc.org

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

Table 11

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B	BED143	P12AC3048 6	15.944	Conversion and Maintenance of Electric Battery Hybrid Hydrogen Gas Fuel Cell Shuttle Buses	National Park Service	\$ 468,000	\$468,000	S-12-234-B	none	Roberta Melton, Executive Director & CEO	539-3601	Robbie@ htdc.org
B	BED143	70NANB13H 129	11.611	Manufacturi ng Extension Partnership (MEP)	National Institute of Standards and Technology	\$ 2,250,000	\$2,250,000	S-14-501-B	\$4,500,000	Roberta Melton, Executive Director & CEO	539-3601	Robbie@ htdc.org
B	BED143	07 01 07127	11.300	Entrepreneu r's Sandbox- Kakaako Collaboratio n Center Construction Project	Commerce	\$ 3,000,000	\$3,000,000	To be assigned	\$1,325,000	Roberta Melton, Executive Director & CEO	539-3601	Robbie@ htdc.org

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

Table 11

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B	BED144	07 69 06349	11.307	Natural Disaster Economic Recovery Strategy	Commerce	\$150,000	\$126,542	S-14-221-B	\$50,000 non- federal match required. \$0.00 State Cash \$50,000 State Funded Services-in- Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe.dt.gov
B	BED144	07 79 06834	11.307	Hawaii Statewide CEDS Implementat ion and Green Industry Collaboratio n Initiative	Commerce	\$150,000	\$17,553	S-14-265-B	\$150,000 non- federal match required. \$0.00 State Cash \$150,000 State Funded & Private Funded Services-in- Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe.dt.gov
B	BED144	07 69 06495	11.307	Economic Developmen t Strategy for Native Hawaiian Communities	Commerce	\$150,000	\$2,380	S-14-266-B	\$150,000 non- federal match required. \$0.00 State Cash \$150,000 State Funded & Private Funded Services-in- Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe.dt.gov

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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B	BED144	70 69 07143	11.307	Major Update of Hawaii Comprehensive Economic Development Strategy (CEDs) 2015	Commerce	\$180,000	\$180,000	S-15-510-B	\$180,000 non-federal match required. \$0.00 State Cash \$180,000 State Funded & Private Funded Services-in-Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe.dt.gov	
B	BED 144	NA12NOS4190097	11.419	Hawaii Coastal Zone Management Program	Commerce	\$ 2,158,000.00	\$ 541,358.00	S-14-201-B	\$1,992,000 non-federal match required. \$223,301 State Cash/Act 106/SL 12 \$balance State, County & Private Funded Services-in-Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe.dt.gov	

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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B	BED 144	NA13NOS41 90055	11.419	Hawaii Coastal Zone Management Program	Commerce	\$ 2,031,500.00	\$ 402,092.00	S-14-201-B	\$1,876,500 non- federal match required. \$347,500 State Cash/Act 134/SL 13 \$balance State, County & Private Funded Services-in- Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe dt.gov	
B	BED 144	NA14NOS41 90079	11.419	Hawaii Coastal Zone Management Program	Commerce	\$ 2,163,000.00	\$ 2,163,000.00	S-15-201-B	\$1,992,000 non- federal match required. \$223,301 State Cash/Act 122/SL 14 \$balance State, County & Private Funded Services-in- Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe dt.gov	

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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B	BED 144	NA14NOS42 00130	11.420	Complete the Hawaii NERR Management Plan and National Environmental Protection Act Document in Support of Reserve Designation	Commerce	\$ 100,000.00	\$ 100,000.00	S-15-508-B	\$42,858 non- federal match required. \$0.00 State Cash \$42,858 State & County Funded Services-in- Kind	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe dt.gov	
B	BED 144	NA13NOS47 30098	11.473	Further Developmen t of the Hawaii Sub- Regional Ocean Partnership (Sub-ROP) II	Commerce	\$ 142,500.00	\$ 142,500.00	S-14-507-B	No match required.	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe dt.gov	
B	BED 144	NA13NOS47 30102	11.473	Hawaii Coastal and Marine Spatial Planning (CMSP) Project	Commerce	\$ 156,300.00	\$ 7,544.00	S-14-506-B	No match required.	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe dt.gov	

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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B	BED 144	NA14NOS47 30152	11.473	Building Resiliency: Adapting Building Codes to Account for Coastal Hazards and Climate Impacts in the City and County of Honolulu, Hawaii	Commerce	\$ 100,000.00	\$ 50,000.00	S-15-509-B	No match required.	Leo Asuncion	587-2875	Leo.Asuncion@hawaii.dbe.dt.gov	
B	BED145	2011SSBCIH I-A	N/A	State Small Business Credit Initiative Allocation for a Venture Capital Fund of Funds Investment Program	Dept. of the T	\$13,168,350	\$13,168,350	S-15-203-B		Karl Fooks	587-3830	karl.fooks@dbedt.hawaii.gov	
B	BED146	NAT-2- 22050-1	N/A	Development and Deployment of Distributed Energy Systems	DOE/NREL	\$420,452	All	S-12-225-B	134,484.00	Gregory P. Barbour	808-327- 9585 x 225	gb@nelh.a.org	

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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	BED146	07-01-06815	11.300	Alternative Energy & Biotechnology Demonstration Incubator	DOC	\$3,000,000	All	S-12-270-B, S-12-271-B	3,000,000.00	Gregory P. Barbour	808-327-9585 x225	gb@nelha.org
B	BED146	100071	NA	Airport Connector Road Design	FHWA	\$500,000	All	S-06-271-B B-08-407-B B-08-408-B S-11-345 B S-13-345-B	500,000.00	Gregory P. Barbour	808-327-9585 x225	gb@nelha.org
B	BED160	M-08-SG-15-0100	14-239	HOME Investment Partnerships Program	US Dept of Housing & Urban Development	\$3,013,037	\$3,013,037	S-09-212-B	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.K.Ueki@hawaii.gov
B	BED160	M-09-SG-15-0100	14-239	HOME Investment Partnerships Program	US Dept of Housing & Urban Development	\$3,035,377	\$3,035,377	S-10-212-B	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.K.Ueki@hawaii.gov
B	BED160	M-10-SG-15-0100	14-239	HOME Investment Partnerships Program	US Dept of Housing & Urban Development	\$3,043,720	\$3,043,720	S-11-212-B	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.K.Ueki@hawaii.gov

Department of Business, Economic Development and Tourism
Active Federal Awards as of December 1, 2014

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B	BED160	M-11-SG-15-0100	14-239	HOME Investment Partnerships Program	US Dept of Housing & Urban Development	\$3,001,118	\$3,001,118	S-12-212-B	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.K.Ueki@hawaii.gov
B	BED160	M-12-SG-15-0100	14-239	HOME Investment Partnerships Program	US Dept of Housing & Urban Development	\$3,000,000	\$3,000,000	S-13-212-B	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.K.Ueki@hawaii.gov
B	BED160	M-13-SG-15-0100	14-239	HOME Investment Partnerships Program	US Dept of Housing & Urban Development	\$3,000,000	\$3,000,000	S-14-212-B	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 Program	US Dept of Housing & Urban Development	\$3,017,887	\$3,017,887	S-15-212-B	25% matching is passed on to Counties receiving grant monies	Darren Ueki	587-0574	Darren.K.Ueki@hawaii.gov
B	BED160	n/a	14-323	Emergency Homeowners' Loan Program	US Dept of Housing & Urban Development	\$56,953	\$56,953	S-12-206-B	n/a	Darren Ueki	587-0574	Darren.K.Ueki@hawaii.gov

Department of xxx
Table 11 Instructions

Table 11

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:	
	<u>State Expending Agency</u>	
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	
	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

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

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY15	Estimated FY15	Estimated FY15	Estimated FY15	Estimated FY15 Ending	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances		Net Transfers	
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	\$223,390.00	\$ 5,000.00	\$ 90,000.00	\$ -	\$ 138,390.00	\$ -
Disaster Loan Revolving Fund	To assist businesses and individuals who suffer damages in a state-declared disaster.	HRS 209	W	\$275,940.00	\$ 3,000.00	\$ 20.00	\$ -	\$ 278,920.00	\$ -
Hawaii Television and Film Development Fund	Support grants for local filmmakers	201-113	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HTA Tourism Special Fund	The primary purpose of the Tourism Special Fund is to provide the Hawai'i Tourism Authority with funds to implement the purposes of Chapter 201B,HRS.	HRS 201B	B	\$ 18,405,532.00	\$ 82,000,000.00	\$ (92,533,254.00)	\$ 200,000.00	\$ 8,072,278.00	\$ -
Convention Center Enterprise 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 Hawai'i Convention Center.	HRS 201B	B	\$ 12,627,603.00	\$ 41,588,480.00	\$ (43,854,842.00)	\$ -	\$ 10,361,241.00	\$ -
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	T	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ 5,000,000.00	\$ -

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

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY15	Estimated FY15	Estimated FY15	Estimated FY15 Net Transfers	Estimated FY15 Ending	Balance in Excess of Program Needs
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances		Unencumbered Cash Balance	
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	\$ 1,094,155.96	\$ 1,800,500.00	\$ 1,800,500.00	\$ -	\$ 1,094,155.96	\$ -
Energy Security Special Fund	To support the Hawaii Clean Energy Initiative (HCEI) program.	Act 208 SLH 2008	B	\$ 3,950,555.40	\$ 3,913,000.00	\$ 5,889,305.00	\$ -	\$ 1,974,250.40	\$ -
Renewable Energy Facility Siting Fund	To establish a renewable energy facility siting process for state and county permits.	Act 207 SLH2008	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hawaii Green Infrastructure Special Fund	To make green infrastructure loans; pay administrative costs and other costs related to the Hawaii green infrastructure loan program; pay financing costs.	Act 211 SLH 2013	B	\$ -	\$ 147,729,350.00	\$ 145,000,000.00	\$ -	\$ 2,729,350.00	\$ -
Hawaii Green Infrastructure Bond Fund	For payment of all bonds and financing costs.	Act 211 SLH 2013	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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.	206M-15.5	B	\$ 1,101,608.00	\$ 2,880,912.00	\$ 3,763,851.00	\$ 711,500.00	\$ 930,169.00	\$ -
High Technology Loan Revolving Fund	To invest in technology development in Hawaii.	206M-15.6	W	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Includes funds in the High Technology Special Fund and client accounts administered under an asset management contract to pay expenses of the tech. centers.									

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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Brownfields Cleanup Revolving Loan Fund	The BCRLF was established with a \$2 million US EPA grant to provide low-cost loans for the cleanup of eligible contaminated 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 by Act 20, SLH 2007	W	\$ 2,000,000.00	\$0.00	\$ 1,000,000.00	\$0.00	\$ 1,000,000.00	\$0.00
Statewide Geospatial Information & 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hawaii Strategic Development Corporation State Small Business Credit Initiative Fund	Federal funds are being invested alongside state and private sector funds to capitalize venture capital investment funds for Hawaii's high-growth businesses.	N/A	N	\$ 7,137,968	\$ 4,492,238	\$ 2,500,000	-	\$ 9,130,206.24	\$ -
Hawaii Strategic Development Corporation Revolving Fund	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.	HRS 211F	W	8,036,068.69	13,183.00	1,342,799.00	-	6,706,452.69	-

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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Hydrogen Investment Capital Special Fund	To support the increased use of the State's indigenous renewable energy resources with pathways to use hydrogen as an energy carrier through the implementation of 1) a seed capital/venture capital investment program; 2) a cost-match grant program; and 3) the development of a Hawaii Renewable Hydrogen Program Plan.	HRS 211F	B	159,450.15	360.00	32.00	-	159,778.15	-
NELHA Special Fund	Operation, maintenance, and mangement of NELHA's technology parks, projects, facilities and the fenovation of or addition to existing facilities.	HRS 227D	B	\$ 1,226,799.00	\$ 6,069,225.00	\$ 6,461,398.00	\$ -	\$ 834,656.00	\$ -
Hawaii Community Development Revolving Fund	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	\$ 10,981,443.00	\$ 4,989,000.00	\$ 8,002,000.00	\$ (212,000.00)	\$ 7,756,443.00	\$ -

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

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY15	Estimated FY15	Estimated FY15	Estimated FY15	Estimated FY15 Ending	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Unencumbered Cash Balance	Program Needs
HCDA Special 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. 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.	Section 206E-6(g), HRS	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kalaeloa Community Development Revolving Fund	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	\$ 349,061.00	\$ 204,000.00	\$ 479,000.00	\$ 212,000.00	\$ 286,061.00	\$ -
Heeia Community Development Revolving Fund	Section 206E-204, HRS, requires all revenues and receipts for the Heeia 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	\$ 2,897.00	\$ -	\$ -	\$ -	\$ 2,897.00	\$ -

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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 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.	HRS 516-44	W	60,682.00				60,682.00	
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	88,225,243.00	20,525,000.00	45,098,166.00	1,900,000.00	65,552,077.00	

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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
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	4,241,349.00	3,000,000.00	1,236,000.00	(2,000,000.00)	4,005,349.00	
UH Faculty Housing 1995 BND Proceed-RHS	The U.H. Faculty Housing Project Series 1995 Bond Proceed Fund is the third indenture of the Rental Housing system, which was created under the provisions of Section 201E-57 of the Hawaii Revised Statutes. Act 216, SLH 1987, as amended by Act 390, SLH 1988, authorized the Corporation 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. The proceeds from the bond issues are used to finance multifamily rental housing projects.	HRS 201H-80	W	1,003.00		1,003.00		-	

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

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY15	Estimated FY15	Estimated FY15	Estimated FY15 Net Transfers	Estimated FY15 Ending	Balance in Excess of Program Needs
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances		Unencumbered Cash Balance	
Waiialua Loan/Subsidy Program	Act 30 & Act 31, SSLH 1995, appropriated \$550,000 & \$664,000, respectively, to be used to provide low-interest emergency loans & rental subsidies to former employees & retirees for the Waiialua Sugar Company or their surviving spouses, who, as a result of the plantation closure, require assistance to make mortgage payments on their homes or require rental subsidies for the relocation of displaced workers. The funds are transferred from the Rental Assistance Revolving Fund (RARF) on an as needed basis.	Act 30 & Act 31, SSLH 1995	W	788.00		788.00		-	
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	22,243,484.00	603,000.00	1,625,000.00	100,000.00	21,321,484.00	
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	-	139,059,369.00	139,059,369.00		-	

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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
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	2,174,998.00	17,530,442.00	17,400,000.00		2,305,440.00	
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	78,778.00	30,000,000.00	30,078,778.00		-	

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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Rental Housing Trust 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	T	62,535,492.00	13,763,000.00	30,000,000.00		46,298,492.00	
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.	HRS 516-44	W	60,850.00				60,850.00	

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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
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	64,624,273.00	32,263,641.00	35,831,916.00	15,100,000.00	76,155,998.00	
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	5,305,334.00	2,928,901.00	1,928,737.00	(1,100,000.00)	5,205,498.00	
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	20,739,002.00	513,677.00	1,958,300.00		19,294,379.00	

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 FY15</u>	<u>Estimated FY15</u>	<u>Estimated FY15</u>	<u>Estimated FY15</u>	<u>Estimated FY15 Ending</u>	<u>Balance in Excess of</u>
				<u>Unencumbered Cash</u>	<u>Revenues</u>	<u>Expenditures and Encumbrances</u>		<u>Net Transfers</u>	
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	-	92,498,557.00	92,498,557.00		-	
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	2,246,208.00	18,520,166.00	17,936,631.00		2,829,743.00	

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

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY15	Estimated FY15	Estimated FY15	Estimated FY15 Net Transfers	Estimated FY15 Ending	Balance in Excess of Program Needs
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances		Unencumbered Cash Balance	
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	10,709.00	4,314,011.00	4,324,720.00		-	
Rental Housing Trust 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	T	79,037,672.00	32,132,934.00	26,255,751.00	5,000,000.00	89,914,855.00	
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	-	33,000.00	33,000.00		-	
(a) DURF (S-375): Outstanding Board commitments not encumbered (subject to availability of funds): \$36,443,998.									
(b) RARF (S-378): Present Value of Estimated Obligation: \$70,363,445.									
(c) RHTF (T-930): Outstanding Board commitments (subject to availability of funds): \$42,794,099. Total amount of additional applications submitted for the FY14-01 Round: \$13,694,322.									

Department of Business, Economic Development and Tourism
Vacancy Report as of November 30, 2014

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
BED144 PL	N/A	Emp has return rights	12/1/2014	26356	Planner VI	N	SR26	13	P	1	A	\$ 73,044.00	\$ 47,400.00	N	N		Employee with return rights will return on 12/1/14 into this position.	1
BED100 SM	N/A	Emp has return rights	12/1/2014	00018398	Secretary II	N	SR14	03	P	1	A	\$ 24,924.00	\$ 33,720.00	Y	N		Employee with return rights will return on 12/1/14 into this position.	2
BED143 TE	N/A	12/30/2011	12/1/2014	00116614	MEP Project Manager	Y	SRNA	13	T	1	P	\$ 76,836.00	\$ 48,840.00	Y	N		Job Offer made and applicant will start on 12/1/14.	16
BED138 GI	N/A	N/A	12/1/2014	00121517	HGIA Executor Director	Y	SRNA	93	T	1	B	\$ 119,000.00	N/A	Y	N		Position will be filled on December 1, 2014.	30
BED120 SI	N/A	6/1/12	12/16/2014	00119415	Energy Planning Analyst	Y	SRNA	13	T	1	B	\$ 40,000.00	\$ 89,484.00	Y	N		Job offer made and applicant will start on 12/16/14.	17
BED120 SI	N/A	11/16/14	12/16/2014	00119412	Energy Data Analyst	Y	SRNA	13	T	1	B	\$ 63,158.00	\$ 84,000.00	Y	N		Job offer made and applicant will start on 12/16/14.	18
BED105 CI	N/A	03/01/13	1/1/2015	00044002	Economic Development Spclt V	N	SR24	13	P	1	A	\$ 57,708.00	\$ 57,708.00	Y	N		Active recruitment	11
BED107 BA	N/A	6/18/2012	1/1/2015	00027656	Office Assistant IV	N	SR10	03	P	1	B	\$ 31,212.00	\$ 31,212.00	N	N		Active Recruitment	25
BED150 KA	N/A	12/2/2014	1/2/2015	00107937	HCDA Asset Manager	Y	SRNA	13	T	1	C	\$ 95,004.00	\$ 103,992.00	Y	N		Job offer made and applicant will start on 1/2/15.	19
BED146 EL	N/A	12/16/2009	1/16/2015	00102525	NELHA Chemist III	Y	SRNA	13	T	1	B	\$ 51,312.00	\$ 51,312.00	Y	N		Job offer made and applicant will start on 1/16/15.	20

Department of Business, Economic Development and Tourism
 Vacancy Report as of November 30, 2014

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 Apts	Describe if Filled by other Means	Priority # to Retain
BED120 SI	N/A	11/5/2011 7/16/13	1/16/2015	00119363	Energy Program Strategy Officer	Y	SRNA	13	T	1	B	\$ 86,451.00	\$ 75,960.00 \$ 86,004.00	Y	N		Job offer made and applicant will start on 1/16/15.	21
BED120 SI	N/A		1/16/2015	00119359	Sr Advisor for RenewableEnerTec	Y	SRNA	13	T	1	B	\$ 86,004.00		Y	N		Job offer made and applicant will start on 1/16/15.	22
BED142 AA	N/A	1/9/2014	2/1/2015	00017666	Administrative Svcs Offcr I	Y	EM05	35	P	1	A	\$ 72,732.00	\$ 72,732.00	Y	N		Currently filled with a temporary Assignment. In active recruitment pending selection.	3
BED144 PL	N/A	8/1/2014	2/1/2015	00012517	Planning Program Admr II	N	ES02	35	P	1	A	\$ 120,600.00	\$ 132,216.00	N	N			6
BED142 AA	N/A	N/A	2/1/2015	00120974	Departmental Contracts Spclt	N	SR22	13	P	1	A	\$ 45,576.00	N/A	Y	N		Currently under redescription	8
BED100 SM	N/A	10/16/13	2/1/2015	00120632	Economic Development Spclt VI	N	SR26	13	P	1	A	\$ 64,920.00	\$ 67,512.00	Y	Y	4	Active Recruitment	9
BED105 CI	N/A	11/1/2014	2/1/2015	00044000	Economic Development Spclt V	N	SR24	13	P	1	A	\$ 55,500.00	\$ 62,424.00	N	N		Planned to be filled with a temporary assignment	10
BED105 CI	N/A	N/A	2/1/2015	00121196	Office Assistant III	N	SR08	03	P	1	A	\$ 26,700.00	N/A	Y	Y	1	Active Recruitment	12
BED130 FA	N/A	12/1/14	2/1/2015	00010066	Information Specialist IV	N	SR22	13	P	1	A	\$ 53,352.00	\$ 64,920.00	Y	N		Active Recruitment	13
BED107 BA	N/A	Emp has return rights	2/1/2015	00022200	Ftz Representative	N	SR26	13	P	1	B	\$ 55,500.00	\$ 55,500.00	N	N		Employee with return rights will return on 12/1/17 into this position.	23
BED107 BA	N/A	12/4/2013	2/1/2015	00034735	Business Manager V	N	SR24	13	P	1	B	\$ 51,312.00	\$ 53,352.00	Y	N		Active Recruitment	24
BED113 TO	N/A	N/A	2/1/2015	97011	Tourism Specialist	Y	SRNA	13	T	1	B	\$ 40,000.00	N/A	N	N			26
BED113 TO	N/A	N/A	2/1/2015	97012	Tourism Specialist	Y	SRNA	13	T	1	B	\$ 40,000.00	N/A	N	N			27
BED113 TO	N/A	N/A	2/1/2015	97010	HTA Product Delvlp Specialist	Y	SRNA	13	T	1	B	\$ 50,000.00	N/A	N	N			28

Department of Business, Economic Development and Tourism
Vacancy Report as of November 30, 2014

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 Apts	Describe if Filled by other Means	Priority # to Retain	
BED120	SI	N/A	10/16/2014	2/1/2015	00101058	Energy Management Analyst	Y	SRNA	13	T	1	B	\$ 46,008.00	\$ 55,656.00	Y	N		29	
BED138	GI	N/A	N/A	2/1/2015	00121522	HGIA Admin Svcs Coordinator	Y	SRNA	73	T	1	B	\$ 90,000.00	N/A	Y	N		Active Recruitment	31
BED138	GI	N/A	N/A	2/1/2015	00121519	HGIA Executive Assistant	Y	SRNA	63	T	1	B	\$ 58,000.00	N/A	Y	N		Position will be filled on December 16, 2014.	32
BED144	PL	N/A	1/1/2014	2/1/2015	00026624	Planner V	N	SR24	13	P	1	N	\$ 51,312.00	\$ 53,364.00	Y	Y	3	Filled by 89-day hire.	37
BED160	HA	N/A	9/2/2014	2/1/2015	00118255	Office Assistant III	N	SR08	3	P	1	W	\$ 26,700.00	\$ 28,872.00	Y	Y	1	Active Recruitment	49
BED160	HD	N/A	N/A	2/1/2015	00121526	Planner VI	N	SR26	23	P	1	W	\$ 55,500.00	N/A	Y	N		Active Recruitment	56
BED160	HD	N/A	8/18/2014	2/1/2015	0042091	Secretary I	N	SR12	3	P	1	W	\$ 37,968.00	\$ 41,064.00	Y	Y	1	Active Recruitment	57
BED144	PL	N/A	05/07/13	3/1/2015	00011280	Planning Program Manager	N	EM05	35	P	1	A	\$ 42,535.00	\$ 75,000.00	N	N		Currently filled with a temporary Assignment.	7
BED143	TE	N/A	02/05/13	3/1/2015	00102716	Innovation Program Manager	Y	SRNA	13	T	1	A	\$ 23,400.00	\$ 11,700.00	N	N		Request to fill sent to Governor	14
BED143	TE	N/A	05/01/13	3/1/15	00101816	HTDC Account Clerk	N	SR15	03	T	1	A	\$ 25,968.00	\$ 25,968.00	N	N		Request to fill sent to Governor	15
BED143	TE	N/A	05/01/13	3/1/15	00101816	HTDC Account Clerk	N	SR15	03	T	1	B	\$ 25,968.00	\$ 25,968.00	N	N		Request to fill sent to Governor	33
BED143	TE	N/A	3/8/08	3/1/2015	00102275	Special Projects Coordinator	Y	SRNA	13	T	0.5	B	\$ 15,000.00	\$ 26,676.00	N	N			34
BED143	TE	N/A	8/13/11	3/1/2015	00102460	HTDC Industry Info Spclt	Y	SRNA	13	T	0.5	B	\$ 31,360.00	\$ 41,706.00	N	N			35
BED143	TE	N/A	02/05/13	3/1/2015	00102716	Economic Development Specialist	Y	SRNA	13	T	1	B	\$ 70,200.00	\$ 35,100.00	N	N		Active Recruitment	36
BED146	EL	N/A	05/29/09	4/1/2015	98007	NELHA Energy Specialist	Y	SRNA		T	1	B	\$ 57,000.00	N/A	N	N			38
BED146	EL	N/A	6/30/2007	4/1/2015	102526	NELHA Microbiologist III	Y	SRNA		T	1	B	\$ 49,332.00	\$ 49,332.00	N	N			39
BED146	EL	N/A	6/30/2007	4/1/2015	102694	NELHA Chemist III	Y	SRNA		T	1	B	\$ 44,066.00	\$ 44,066.00	N	N			40
BED146	EL	N/A	7/1/2014	4/1/2015	00102305	NELHA Veh Const Equip Mech	Y	SRNA	01	T	1	B	\$ 35,808.00	\$ 37,260.00	N	N			41
BED146	EL	N/A	12/31/2013	4/1/2015	00102316	NELHA Groundskeeper II	Y	SRNA	01	T	1	B	\$ 35,544.00	\$ 36,252.00	N	N			42
BED160H	N/A	N/A	2/18/2009	4/1/2015	27586	Off Asst IV	N	SR10	03	P	1	W	\$ 28,836.00	\$ 26,688.00	N	N			51
BED160H	N/A	N/A	4/23/2007	4/1/2015	32938	Off Asst III	N	SR08	03	P	1	W	\$ 25,668.00	\$ 19,764.00	N	N			59

Department of Business, Economic Development and Tourism
Vacancy Report as of November 30, 2014

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
BED142 AA	N/A	12/1/2014	5/1/2015	00012888	Fiscal Officer I	N	SR26	93	P	1	A	\$ 82,128.00	\$ 85,416.00	N	N		Currently filled with a temporary Assignment. Recruitment pending.	5
BED160HA	N/A	9/17/01	6/1/2015	40990	Dept Personnel Officer I	N	EM01	73	P	1	W	\$ 59,028.00	\$ 47,448.00	N	N			43
BED160 HA	N/A	2/15/2014	6/1/2015	00014769	Account Clerk III	N	SR11	03	P	1	W	\$ 32,424.00	\$ 28,836.00	Y	N		Active Recruitment	44
BED160 HA	N/A	3/10/05	6/1/2015	00100932	Prop Mgmt Coord I	N	SR22	13	T	1	W	\$ 62,424.00	\$ 56,040.00	N	N			45
BED160 HA	N/A	3/1/2012	6/1/2015	00101169	Land Programs Specialist I	Y	SRNA	13	T	1	W	\$ 60,024.00	\$ 60,024.00	N	N			46
BED160 HA	N/A	8/4/2014	6/1/2015	00102020	Secy to Exec Director	Y	SRNA	63	T	1	W	\$ 56,172.00	\$ 56,172.00	Y	N		Active Recruitment	47
BED160 HA	N/A	7/1/11	6/1/2015	00107931	Property Management Coord I	Y	SRNA	13	T	1	W	\$ 55,500.00	\$ 55,500.00	N	N			48
BED160 HA	N/A	N/A	6/1/2015	00121250	Account Clerk V	N	SR15	03	P	1	W	\$ 33,756.00	N/A	Y	N		Active Recruitment	50
BED160 HD	N/A	12/31/12	6/1/2015	00100927	Housing Development Spclt I	Y	SRNA	13	T	1	W	\$ 62,424.00	\$ 62,424.00	N	N		Position to be filled 1/2/15.	52
BED160 HD	N/A	7/1/10	6/1/2015	00101324	Property Management Coord I	Y	SRNA	13	T	1	W	\$ 78,984.00	\$ 78,984.00	N	N			53
BED160 HD	N/A	1/16/2009	6/1/2015	00101325	Housing Development Spclt III	Y	SRNA	13	T	1	W	\$ 88,848.00	\$ 88,848.00	N	N			54
BED160 HD	N/A	3/29/2002	6/1/2015	00102029	Development Support Sec Chief	Y	A99	93	T	1	W	\$ 66,144.00	\$ 66,144.00	N	N			55
BED160HI	N/A	2/16/07	6/1/2015	97009B	Secretary III	N	SR16	03	P	1	W	\$ 35,064.00	\$ 32,424.00	N	N			58
BED160 HF	N/A	1/1/2014	6/1/2015	00025650	Housing Loan Services Officer	Y	SR24	23	P	1	W	\$ 75,960.00	\$ 78,996.00	N	N			60
BED160 HF	N/A	8/16/12	6/1/2015	00027568	Office Assistant III	N	SR08	03	P	1	W	\$ 27,756.00	\$ 30,036.00	N	N			61
BED160 HF	N/A	12/31/2012	6/1/2015	00100375	Housing Loan Spclt	Y	SRNA	13	T	1	W	\$ 64,920.00	\$ 64,920.00	Y	N		Active Recruitment	62
BED160 HF	N/A	3/4/2008	6/1/2015	00100893	Housing Finance Specialist I	Y	SR22	13	T	1	W	\$ 62,424.00	\$ 55,488.00	Y	N		Active Recruitment	63
BED160 HF	N/A	6/20/2007	6/1/2015	00105731	Mortgage & Rental Fin Sec Chf	Y	SRNA	23	T	1	W	\$ 75,960.00	\$ 64,936.00	N	N			64
BED160HI	N/A	3/20/07	6/1/2015	92004B	Prog Spec & Tenant Svcs.	Y	SRNA	13	T	1	W	\$ 67,488.00	\$ 55,500.00	N	N			65
BED144 PL	N/A	3/10/2014	12/1/2015	00101867	Director, Office Of Planning	Y	SRNA	93	T	1	A	\$ 92,640.00	\$ 92,640.00	Y	N		Currently filled with a temporary Assignment. Appointment pending by Governor.	4

Department of Business, Economic Development and Tourism
 Personnel Separations from July 1, 2013 to November 30, 2014

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>
BED107BA	N/A	7/13/2013	00025578	Office Assistant IV	N	SR10A	03	P	B	1	\$ 36,516.00	1	\$ 27,756.00
BED100SM	N/A	8/16/2013	00018398	Secretary II	N	SR14A	63	T	A	1	\$ 24,924.00	1	\$ 32,427.00
BED100SM	N/A	10/15/2013	00120632	Economic Development Spclt VI	N	SR26	13	T	A	1	\$ 64,920.00	1	\$ 67,512.00
BED100SM	N/A	10/16/2014	00018398	Secretary II	N	SR14	03	P	A	1	\$ 24,924.00	1	\$ 33,720.00
BED100SM	N/A	11/1/2014	00044000	Economic Development Spclt V	N	SR24	13	P	A	1	\$ 55,500.00	1	\$ 62,424.00
BED107BA	N/A	10/31/2013	00024170	FTZ Warehouse Worker	N	BC0A	01	P	B	1	\$ 38,436.00	1	\$ 39,204.00
BED107BA	N/A	12/4/2013	00034735	Business Manager	N	SR24	13	P	B	1	\$ 51,312.00	1	\$ 49,308.00
BED113TO	N/A	8/16/2013	00111599	HTA Director of Tourism Resrch	Y	EM05	35	T	B	1	\$ 87,132.00	1	\$ 90,612.00
BED113TO	N/A	12/14/2013	00107917	HTA Admin Assistant	Y	SRNA	13	T	B	1	\$ 49,692.00	1	\$ 56,160.00
BED113TO	N/A	1/24/2014	00107924	HTA Secretary	Y	SRNA	03	T	B	1	\$ 32,256.00	1	\$ 32,256.00
BED113TO	N/A	3/29/2014	00121057	HTA Contracts Specialist	Y	SRNA	13	T	B	1	\$ 50,000.00	1	\$ 60,000.00
BED120SI	N/A	7/15/2013	00119359	ARRARenewable Energy Prog Mgr	Y	SRNA	13	T	B	1	\$ 86,004.00	1	\$ 89,448.00
BED120SI	N/A	10/21/2013	00119411	ARRA Wind Energy Specialist	Y	SRNA	13	T	B	1	\$ 64,920.00	1	\$ 67,512.00
BED120SI	N/A	10/22/2013	00119411	ARRA Wind Energy Specialist	Y	SRNA	13	T	B	1	\$ 64,920.00	1	\$ 64,920.00
BED120SI	N/A	12/31/2013	00102074	Energy Secretary II	Y	SR14	03	T	B	1	\$ 44,412.00	1	\$ 46,176.00

Department of Business, Economic Development and Tourism
 Personnel Separations from July 1, 2013 to November 30, 2014

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>
BED120SI	N/A	2/28/2014	00120749	Renewable Energy Analyst	Y	SRNA	13	T	B	1	\$ 70,403.00	1	\$ 93,024.00
BED120SI	N/A	3/7/2014	00119365	ARRA Energy Analyst	Y	SRNA	13	T	B	1	\$ 81,120.00	1	\$ 78,000.00
BED120SI	N/A	3/8/2014	00119365	Communications Officer	Y	SRNA	13	T	B	1	\$ 78,000.00	1	\$ 81,120.00
BED120SI	N/A	4/10/2014	00101832	Innovations,Plang&Pol Br Chief	Y	SRNA	13	T	B	1	\$ 103,158.00	1	\$ 107,292.00
BED120SI	N/A	4/16/2014	00025303	Secretary III	N	SR16	63	P	B	1	\$ 41,040.00	1	\$ 42,684.00
BED120SI	N/A	5/30/2014	00102073	Energy Consvrtn Prgm Spclt III	Y	SRNA	13	T	B	1	\$ 84,703.00	1	\$ 88,116.00
BED120SI	N/A	6/16/2014	0026796	Secretary II	N	SR14	3	P	B	1	\$ 36,516.00	1	\$ 37,968.00
BED120SI	N/A	7/1/2014	00119363	Permitting Specialist	Y	SRNA	13	T	B	1	\$ 86,451.00	1	\$ 89,904.00
BED120SI	N/A	10/1/2014	00101240	Permitting Spclt	Y	SRNA	13	T	B	1	\$ 70,224.00	1	\$ 73,032.00
BED120SI	N/A	10/16/2014	00101058	Energy Management Analyst	Y	SRNA	03	T	B	1	\$ 46,008.00	1	\$ 55,656.00
BED130FA	N/A	8/16/2013	00039449	Economist III	N	SR22 C	73	T	A	1	\$ 62,424.00	1	\$ 45,573.00
BED130FA	N/A	11/28/2014	0010066	Information Specialist IV	N	SR22	13	P	A	1	\$ 53,352.00	1	\$ 64,920.00
BED142AA	N/A	11/5/2013	00120264	Private Secretary II	Y	SR22	63	T	A	1	\$ 54,012.00	1	\$ 56,172.00
BED142AA	N/A	1/10/2014	00017666	Administrative Services Offi	N	EM05	35	P	A	1	\$ 72,732.00	1	\$ 72,732.00
BED142AA	N/A	11/28/2014	00012888	Fiscal Officer I	N	SR26	93	P	A	1	\$ 82,128.00	1	\$ 85,416.00
BED143TE	N/A	8/2/2013	00101615	Executive Director, HTDC	Y	SRNA	93	P	A/B	1	\$ 116,976.00	1	\$ 116,976.00
BED143TE	N/A	2/8/2014	00102698	HEVDP Secretary	Y	SRNA	03	T	P	1	\$ 42,000.00	1	\$ 42,000.00
BED144PL	N/A	8/5/2013	00022408	Planner V	N	SR24	13	T	A	1	\$ 64,920.00	1	\$ 57,720.00
BED144PL	N/A	1/1/2014	00026624	Planner V	N	SR24	13	P	N	1	\$ 51,312.00	1	\$ 53,364.00

Department of Business, Economic Development and Tourism
 Personnel Separations from July 1, 2013 to November 30, 2014

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>
BED144PL	N/A	3/7/2014	00101867	Director, Office Of Planning	Y	SRNA	93	T	A	1	\$ 92,640.00	1	\$ 92,640.00
BED144PL	N/A	8/1/2014	00012517	Planning Program Admr II	N	ES02	35	P	A	1	\$ 120,600.00	1	\$ 132,216.00
BED144PL	N/A	11/11/2014	00022408	Planner V	N	SR24	13	P	A	1	\$ 64,920.00	1	\$ 60,012.00
BED144PZ	N/A	2/1/2014	00027784	Office Assistant IV	N	SR10	03	P	N	1	\$ 36,516.00	1	\$ 37,968.00
BED146EL	N/A	12/31/2013	00102316	NELHA Groundskeeper II	Y	SRNA	01	T	B	1	\$ 35,544.00	1	\$ 36,252.00
BED146EL	N/A	2/5/2014	00102313	NELHA Electrician II	Y	SRNA	01	T	B	1	\$ 58,860.00	1	\$ 52,020.00
BED146EL	N/A	7/1/2014	00102305	NELHA Veh Const Equip Mech	Y	SRNA	01	T	B	1	\$ 35,808.00	1	\$ 37,260.00
BED150KA	N/A	7/31/2013	00111511	HCDACompAssur&ComtyO utrOfr	Y	SRNA	13	T	C	1	\$ 83,004.00	1	\$ 86,328.00
BED150KA	N/A	12/1/2013	00117843	HCDA Asset Mgmt Spclt	Y	SRNA	13	T	C	1	\$ 47,496.00	1	\$ 51,996.00
BED150KA	N/A	1/2/2014	00102039	HCDA Admin Svcs Offcr	Y	SRNA	73	T	C	1	\$ 94,620.00	1	\$ 99,600.00
BED150KA	N/A	6/7/2014	00102039	HCDA Admin Svcs Offcr	Y	SRNA	73	T	C	1	\$ 94,620.00	1	\$ 99,600.00
BED150KA	N/A	7/1/2014	00101017	Secy To Exec Director, HCDA	Y	SRNA	63	T	W	1	\$ 55,440.00	1	\$ 60,000.00
BED160HA	N/A	9/1/2013	00118036	HHFDC Executive Director	Y	SRNA	00	T	W	1	\$ 105,958.00	1	\$ 113,496.00
BED160HA	N/A	2/15/2014	00014769	Account Clerk III	N	SR11	03	P	W	1	\$ 32,424.00	1	\$ 28,836.00
BED160HA	N/A	8/5/2014	00102020	Secy to Exec Director	Y	SRNA	63	T	W	1	\$ 56,172.00	1	\$ 58,416.00
BED160HD	N/A	9/1/2013	00042092	Personnel Clerk V	N	SR13	63	P	B	1	\$ 37,968.00	1	\$ 42,684.00

Department of Business, Economic Development and Tourism
 Personnel Separations from July 1, 2013 to November 30, 2014

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>
BED160HD	N/A	12/31/2013	00042103	Office Assistant IV	N	SR10	03	P	W	1	\$ 36,516.00	1	\$ 37,968.00
BED160HF	N/A	12/31/2013	00025650	Housing Loan Services Officer	Y	SR24	23	T	W	1	\$ 75,960.00	1	\$ 78,996.00

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2013 to November 30, 2014

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>
BED 143TE	N/A	7/1/2013	0011687 4	HCATT Manager	Y	SRNA	13	T	P	1	\$ 98,496.00	1	\$ 88,488.00	N
BED 100SM	N/A	11/1/2013	0012073 5	Business Development Program Manager	Y	EM05	35	P	A	1	\$ 80,000.00	1	\$ 85,428.00	N
BED 100SM	N/A	6/9/2014	00018398	Secretary II	N	SR14A	63	T	A	1	\$ 24,924.00	1	\$ 32,424.00	N
BED 105CI	N/A	9/4/2013	0012076 0	Economic Development Specialist VI	Y	SR26K	13	P	A	1	\$ 49,904.00	1	\$ 55,494.00	Y
BED 105CI	N/A	11/1/2013	0012076 0	Economic Development Specialist VI	Y	SR26K	13	P	A	1	\$ 49,904.00	1	\$ 78,996.00	N
BED 113 TO	N/A	9/16/2013	0012105 7	Contracts Specialist	Y	SRNA	13	T	B	1	\$ 50,000.00	1	\$ 60,000.00	N
BED 120SI	N/A	7/16/2013	0011935 9	ARRA Renewable Energy Prog Mgr	Y	SRNA	13	T	B	1	\$ 86,004.00	1	\$ 62,424.00	N
BED 144PL	N/A	8/6/2013	0002240 8	Planner V	N	SR24E	13	P	A	1	\$ 64,920.00	1	\$ 57,720.00	N
BED 144PL	N/A	11/13/2013	0002240 8	Planner V	Y	SR24C	13	P	A	1	\$ 64,920.00	1	\$ 53,364.00	N
BED 144PZ	N/A	7/1/2013	0010293 3	Planning & Policy Analyst	Y	SRNA	13	T	N	1	\$ 48,744.00	1	\$ 53,364.00	N
BED 160HA	N/A	8/19/2013	0001476 9	Account Clerk III	N	SR 11A	03	P	B	1	\$ 32,424.00	1	\$ 28,836.00	N
BED 160HA	N/A	9/4/2013	00042092	Personnel Clerk V	N	SR13A	63	T	B	1	\$ 37,968.00	1	\$ 31,212.00	Y
BED 160HA	N/A	1/6/2014	00042092	Personnel Clerk V	N	SR13A	63	T	B	1	\$ 37,968.00	1	\$ 32,460.00	N

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2013 to November 30, 2014

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>
BED100SM	N/A	11/13/2013	0012073 5	Business Development Prgm Mgr	N	EM05	35	P	A	1	\$ 80,000.00	1	\$ 88,848.00	N
BED100SM	N/A	1/16/2014	0012063 2	Economic Development Spclt VI	N	SR26	13	P	A	1	\$ 64,920.00	1	\$ 57,720.00	Y
BED100SM	N/A	8/19/2013	00018398	Secretary II	N	SR14	03	P	A	1	\$ 24,924.00	1	\$ 32,424.00	Y
BED103DA	N/A	9/16/2014	0012109 9	Secretary II	N	SR14	63	P	A	1	\$ 32,424.00	1	\$ 33,720.00	N
BED105CI	N/A	9/2/2014	0004400 0	Economic Development Spclt V	N	SR24	13	P	A	1	\$ 55,500.00	1	\$ 53,373.00	Y
BED105CI	N/A	4/7/2014	00044002	mic Development Spec	N	SR24	13	P	A	1	\$ 57,708.00	1	\$ 53,364.00	Y
BED105CI	N/A	1/16/2014	00044002	mic Development Spec	N	SR24	13	P	A	1	\$ 57,708.00	1	\$ 53,364.00	Y
BED107BA	N/A	7/16/2013	0002557 8	Office Assistant IV	N	SR10	03	P	B	1	\$ 36,516.00	1	\$ 29,988.00	N
BED107BA	N/A	7/1/2014	0002453 3	Ftz Warehouse Worker	N	BC06	01	P	B	1	\$ 38,436.00	1	\$ 40,788.00	N
BED107BA	N/A	9/2/2014	0002417 0	FTZ Warehouse Worker	N	BC06	01	P	B	1	\$ 38,436.00	1	\$ 40,788.00	N
BED113TO	N/A	11/4/2013	0012105 6	HTA Tourism Brand Manager	Y	SRNA	13	T	B	1	\$ 50,000.00	1	\$ 70,008.00	N
BED113TO	N/A	2/24/2014	0010791 7	HTA Admin Assistant	Y	SRNA	13	T	B	1	\$ 49,692.00	1	\$ 45,000.00	N
BED113TO	N/A	6/18/2014	0012105 7	HTA Contracts Specialist	Y	SRNA	13	T	B	1	\$ 50,000.00	1	\$ 60,000.00	N

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2013 to November 30, 2014

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>
BED113TO	N/A	7/17/2014	0010792 4	HTA Administrative Assistant	Y	SRNA	03	T	B	1	\$ 32,256.00	1	\$ 43,200.00	N
BED113TO	N/A	7/3/2014	0011161 4	HTA Tourism Research Manager	Y	SRNA	13	T	B	1	\$ 64,920.00	1	\$ 84,000.00	N
BED120SI	N/A	9/3/2013	0011936 6	Renewable Energy Analyst	Y	SRNA	13	T	B	1	\$ 70,000.00	1	\$ 89,448.00	N
BED120SI	N/A	1/2/2014	0002824 8	Research Statistician V	N	SR24	23	P	B	1	\$ 62,424.00	1	\$ 53,364.00	N
BED120SI	N/A	5/22/2014	0011936 5	Communications Officer	Y	SRNA	13	T	B	1	\$ 78,000.00	1	\$ 75,000.00	N
BED120SI	N/A	7/16/2014	0011941 1	Renewable Energy Analyst	Y	SRNA	13	T	B	1	\$ 64,920.00	1	\$ 77,004.00	N
BED120SI	N/A	8/18/2014	0002679 6	Secretary II	N	SR14	03	P	B	1	\$ 36,516.00	1	\$ 44,388.00	N
BED120SI	N/A	9/2/2014	0002530 3	Secretary III	N	SR16	63	P	B	1	\$ 41,040.00	1	\$ 36,468.00	N
BED120SI	N/A	9/2/2014	0010207 3	Energy Consvrtn Prgm Spclt III	Y	SRNA	13	T	B	1	\$ 84,703.00	1	\$ 78,000.00	N
BED120SI	N/A	9/16/2014	0011940 8	Senior Advisor to the Engy Adm	Y	SRNA	13	T	B	1	\$ 64,000.00	1	\$ 65,100.00	N
BED120SI	N/A	10/16/2014	0010207 4	Energy Secretary II	Y	SRNA	03	T	B	1	\$ 44,412.00	1	\$ 37,200.00	N
BED120SI	N/A	10/16/2014	0010124 0	Permitting Spclt	Y	SRNA	13	T	B	1	\$ 70,224.00	1	\$ 75,000.00	N
BED128OA	N/A	10/1/2014	0012148 6	OAD RESEARCH ASSOCIATE	Y	SRNA	13	T	A	1	\$ 60,000.00	1	\$ 73,032.00	N

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2013 to November 30, 2014

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>
BED130FA	N/A	7/1/2014	0001129 9	Economist VI	N	SR26	13	P	A	1	\$ 55,500.00	1	\$ 64,920.00	N
BED130FA	N/A	9/4/2013	0004892 4	Research Statistician III	N	SR20	13	P	A	1	\$ 45,576.00	1	\$ 43,812.00	N
BED142AA	N/A	12/6/2013	0012026 4	Private Secretary II	Y	SR22	63	P	A	1	\$ 54,012.00	1	\$ 46,188.00	N
BED143TE	N/A	2/3/2014	0010161 5	Executive Director, HTDC	Y	SRNA	93	P	A	1	\$ 58,488.00	1	\$ 53,004.00	N
BED143TE	N/A	2/3/2014	0010161 5	Executive Director, HTDC	Y	SRNA	93	P	B	1	\$ 58,488.00	1	\$ 53,004.00	N
BED143TE	N/A	3/17/2014	0010269 8	HEVDP Secretary	Y	SRNA	03	T	P	1	\$ 42,000.00	1	\$ 41,604.00	N
BED144PL	N/A	3/3/2014	0002635 6	Planner IV	N	SR22	13	P	A	1	\$ 73,044.00	1	\$ 47,400.00	N
BED144PL	N/A	6/16/2014	0012100 6	Secretary II	N	SR14	03	P	A	1	\$ 46,176.00	1	\$ 39,492.00	N
BED144PL	N/A	3/17/2014	0002662 4	Planner V	N	SR24	13	T	N	1	\$ 51,312.00	1	\$ 53,373.00	Y
BED144PZ	N/A	7/1/2013	0010293 2	Planning & Policy Analyst, OP	Y	SRNA	13	T	N	1	\$ 51,312.00	1	\$ 51,300.00	N
BED144PZ	N/A	6/16/2014	0002778 4	Office Assistant IV	N	SR10	03	P	N	1	\$ 36,516.00	1	\$ 28,872.00	N
BED146EL	N/A	1/2/2014	0010230 2	NELHA Engineer	Y	SRNA	13	T	B	1	\$ 54,468.00	1	\$ 56,040.00	N
BED146EL	N/A	1/21/2014	0010791 0	NELHA Admin & Projects Manager	Y	SRNA	73	T	B	1	\$ 54,084.00	1	\$ 84,996.00	N

Department of Business, Economic Development and Tourism
Positions Filled from July 1, 2013 to November 30, 2014

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>
BED146EL	N/A	10/16/2014	0010231 3	NELHA Electrician II	Y	SRNA	01	T	B	1	\$ 58,860.00	1	\$ 52,020.00	N
BED150KA	N/A	9/3/2013	0011151 1	HCDACompAssur&Co mtyOutrOfr	Y	SRNA	13	T	C	1	\$ 78,852.00	1	\$ 86,328.00	N
BED150KA	N/A	1/6/2014	0010203 9	HCDA Admin Svcs Offcr	Y	SRNA	73	T	C	1	\$ 94,620.00	1	\$ 99,600.00	N
BED150KA	N/A	1/16/2014	0011784 3	HCDA Asset Mgmt Spclt	Y	SRNA	13	T	C	1	\$ 47,496.00	1	\$ 51,996.00	N
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
BED160HA	N/A	7/22/2013	0002650 1	Accountant III	N	SR20	13	P	W	1	\$ 60,024.00	1	\$ 43,812.00	N
BED160HA	N/A	10/1/2013	0004209 9	Personnel Mgmt Specialist V	N	SR24	73	P	W	1	\$ 51,312.00	1	\$ 53,364.00	N
BED160HA	N/A	12/16/2013	0011803 6	HHFDC Executive Director	Y	SRNA	00	T	W	1	\$ 105,958.00	1	\$ 115,764.00	N
BED160HA	N/A	9/2/2014	00118255	Office Assistant III	N	SR08	03	P	W	1	\$ 26,700.00	1	\$ 26,700.00	Y
BED160HA	N/A	11/25/2014	00118255	Office Assistant III	N	SR08	03	P	W	1	\$ 26,700.00	1	\$ 26,700.00	Y
BED160HD	N/A	8/5/2014	0010228 4	Project Specialist I	Y	SRNA	13	T	W	1	\$ 67,488.00	1	\$ 56,172.00	N
BED160HD	N/A	9/2/2014	0004210 3	Office Assistant IV	N	SR10	03	P	W	1	\$ 36,516.00	1	\$ 31,236.00	N
BED160HD	N/A	11/25/2014	0002758 6	Office Assistant IV	N	SR10	03	P	W	1	\$ 28,836.00	1	\$ 28,872.00	Y
BED160HD	N/A	9/8/2014	00042091	Secretary I	N	SR12	03	P	W	1	\$ 37,968.00	1	\$ 31,236.00	Y

Department of Business, Economic Development and Tourism
 Unauthorized Positions as of November 30, 2014

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>
NONE.														

Department of Business, Economic Development and Tourism
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY14 (actual)			FY15 (estimated)			FY16 (budgeted)			FY17 (budgeted)		
				Base Salary	Overtim	Overtime	Base Salary	Overtim	Overtime	Base Salary	Overtim	Overtime	Base Salary	Overtime	Overtime
				\$\$\$\$	e \$\$\$\$	Percent	\$\$\$\$	e \$\$\$\$	Percent	\$\$\$\$	e \$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent
BED 103		Land Use	A	360,316	678	0.19%	376,528	796	0.21%						
BED 105		Creative Industries	A	680,937	1,424	0.21%									
BED 107		Foreign Trade Zone	B	1,164,693	493	0.04%	1,164,693	137	0.01%	1,226,603	15,000	1.22%	1,255,064	15,000	1.20%
BED 142		Gen Support for Econ Dev	A	1,495,843	8,920	0.60%	1,563,375	1,595	0.10%						
BED 144		Statewide Planning & Coord	A	955,860	8,460	0.89%	978,948	653	0.07%						
BED 146		Natural Energy Lab of HI Auth	B	1,832,345	75	0.00%	1,832,345	88	0.00%	1,930,164	20,000	1.04%	1,975,827	20,000	1.01%
BED 160		HI Housing Finance & Dev Cor	W	4,201,150	23,680	0.56%	4,256,650	7,900	0.19%	4,730,953	7,200	0.15%	4,730,953	7,200	0.15%

Overtime Position List

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

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 14							
											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	
BED160	36211	03	Y	N	P	W	Account Clerk IV	SR13	33,756	327.00	7,971	23.6%	-	-	0.0%	7,971	23.6%	
BED160	23660	13	Y	N	P	W	Accountant IV	SR22	53,364	408.00	15,709	29.4%	-	-	0.0%	15,709	29.4%	
BED144	12312	63	Y	N	P	A	Secretary IV	SR18	54,012	199.00	7,762	14.4%	-	-	0.0%	7,762	14.4%	
							GRAND TOTAL			141,132	934.00	31,442	22.3%	-	-	0.0%	31,442	22.3%
							Totals by MOF	A		54,012	199.00	7,762	14.4%	-	-	0.0%	-	0.0%
								B		-	-	-		-	-		-	
								C		-	-	-		-	-		-	
								N		-	-	-		-	-		-	
								P		-	-	-		-	-		-	
								R		-	-	-		-	-		-	
								T		-	-	-		-	-		-	
								U		-	-	-		-	-		-	
								W		87,120	735	23,680	27.2%	-	-	0.0%	-	0.0%
								X		-	-	-		-	-		-	

Department of Business, Economic Development and Tourism
Overpayments as of November 30, 2014

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>		
	01/20-02/19/2010	3,635.33	1,753.76	1,881.57			1,881.57		Late notification of his separation by the employing agency	Yes

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2014

Table 20

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Term of Contract			Organization	Category	Description	Explanation of How Contract is Monitored	POS Y/N
		Amount	(M/A/O)			Date Executed	From	To		E/L/P/C/G/S			
BED103	A	\$100	M	\$2,400	\$2,100	9/1/2014	9/1/2014	9/1/2016	Verizon	S	Wifi Service - 2 hotspots	N/A	Y
BED103	A	\$150	M	\$3,600	\$3,600	10/1/2014	10/1/2014	10/1/2016	Verizon	S	Cell Phone Service - 2 phones	N/A	Y
BED 103	A	\$50	M	\$600	\$450	1/1/2014	1/1/2015	1/1/2015	neopost	S	folding/insert machine service contract	Services evaluated on as need basis	Y
BED103	A	\$100	M	\$1,200	\$1,200	1/1/2014	1/1/2015	1/1/2015	Pro-File	S	Document Storage	N/A	N
BED103	A	\$45	M	\$490	n/a	6/1/2013	6/1/2013	6/1/2015	Sprint	S	Mobile Hot Spot	N/A	N
BED103	A	\$550	O-quarterly	\$550	\$413	1/1/2014	1/1/2014	1/1/2015	Pitney Bowes	S	Mail Machine Service	Services evaluated on as need basis	Y
BED 103	A	n/a - based on time and hourly requirements	O-based on 4 monthly meetings of varying duration	n/a - based on time and hourly requirements dictated by petition filings	n/a	2/1/2014	2/1/2014	2/1/2015	Hackett	S	Steno Services	Monthly review of work product	Y
BED 103	A	n/a - based on time and hourly requirements	O-based on 4 monthly meetings of varying duration	n/a - based on time and hourly requirements dictated by petition filings	n/a	3/1/2014	3/1/2014	3/1/2015	Mensing		Audio Services	Monitored as services are being provided	Y
BED 105	A	\$7,500	O: Hinges upon results of general RFP issued by program.	\$7,500	\$7,500	3/11/2014	3/11/2014	12/30/2014	Young Women's Christian Association of Oahu dba YWCA of Oahu	S	To provide training, networking, and counseling to support entrepreneurialism in the creative industry sectors of Hawaii's economy.	Workshops completed, awaiting final report. Meetings with vendor as needed basis.	Y
BED 105	A	\$90,000	O: Depends on State Legislature since this is a grant-in-aid.	\$90,000	\$10,000	8/29/2014	8/29/2014	1/31/2015	Hawaii Fashion Incubator LLC dba Hawaii Fashion Incubator	S	To plan, organize, and implement the second annual Hawaii Fashion Month during November 2014.	Events and workshops completed; awaiting final report.	Y

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2014

Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 105	A	\$35,000	O: HIC SPO Vendor List 08-13 Internet Portal Manager and Service Provider	\$35,000	\$10,000	5/9/2014	6/3/2014	12/31/2014	Hawaii Information Constortium, LLC	S	To provide expanded services for online permitting for Parks/DLNR and tax credit registration, reporting.	Consultation and Meetings with vendor to ensure design of app is condusive to end users.	Y
BED 105	A	\$562,000	O: GIA as granted by Hawaii State Legislature	\$562,000	\$562,000	6/5/2014	8/1/2014	8/1/2016	442 Regimental Combat Team Foundation	S	Development of a pilot episode and 8-part miniseriess about the Segregated Japanese American Units of World War II	Regular meetings with vendor to monitor progress of project	Y
BED 105	A	\$37,650	O: Procured thorough IFB process	\$37,650	\$37,650	6/3/2014	6/3/2014	6/3/2016	HSI Mechanical	S	Air Conditioning Maintenance Contract - Hawaii Film Studio	As needed	Y
	A												
BED 107	B	\$31,985	A	\$95,955	\$14,875	3/10/2014	3/12/2014	3/11/2015	Hawaiian Telcom Services	S	Network and Desktop maintenance and repair.	Monthly: Management must ensure proper delivery of service	Y
BED 107	B	\$12,542	A	\$50,169	\$1,916	11/26/2013	11/26/2013	11/25/2014	Honolulu Disposal Services Company, Inc.	S	Refuse Collection and Disposal	Monthly: Management must ensure proper delivery of service	Y
BED 107	B	\$30,270	A	\$120,080	\$8,706	12/9/2013	12/9/2013	12/8/2014	Island Wide A/C Service, LLC	S	Air Conditioning System Maintenance and Repair	Monthly: Management must ensure proper delivery of service	Y
BED 107	B	\$8,400	A	\$25,200	\$5,936	2/13/2013	3/1/2013	2/28/2015	Alliance Personnel, Inc.	S	Temporary Labor Services	Type and Quality of labor provided when needed	Y
BED 107	B	\$40,768	A	\$122,305	\$27,119	1/10/2013	1/16/2013	1/15/2015	Hokulani Kigy, LLC	S	Fork-lift and Golf Cart Maintenance and Repair	Monthly Service on Units. Checklist and Materials list provided by Vendor	Y

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BED 107	B	\$10,860	A	\$32,580	\$10,617	8/21/2012	9/1/2012	8/31/2015	KONE, Inc.	S	Elevator Maintenance and Repair	Monthly: Management must ensure proper delivery of service	Y
BED113	B	\$2,916,895	M	\$7,725,098	\$4,808,203	9/14/2012	9/14/2012	12/31/2016	a.Link LLC	S	BT-12-03, S6-7, CY2014 Mktg Mgmt Japan MMA; END: 12/31/16, eff. 9/14/12	Progress reports, final report	N
BED113	B	\$0	O	\$150,000	\$150,000	6/13/2014	6/13/2014	4/1/2015	Aloha Week Hawai'i, Inc. dba Aloha Festivals	S	Contr #14-44, 2014 Aloha Festivals of O'ahu event; END: 4/1/15	Progress reports, final report	N
BED113	B	\$0	O	\$75,897	\$75,897	12/30/2011	12/30/2011	1/31/2015	Apperson	S	BT-12-12, 2012-2014 In-flight Visitor Questionnaire forms in 6 different languages; end: 1/31/15	Progress reports, final report	N
BED113	B	\$707,743	M	\$1,355,967	\$648,225	10/17/2011	1/1/2014	12/31/2014	AVIAREPS Marketing Garden (Holdings), Ltd. (HT Korea)	S	BT-12-04, S5,6,8 CY2014 Korea MMA, 2014 Fall AL/WS Coop ; END: 12/31/16, eff. 10/17/11	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$243,196	M	\$348,339	\$105,143	9/24/2012	1/1/2014	12/31/2014	AVIAREPS Tourism GmbH	S	BT-13-09, S3, CY2014 Major Market Mgmt Oceania; END: 12/31/16	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$0	O	\$40,000	\$40,000	6/23/2014	6/23/2014	2/1/2015	Big Island R C & D	S	Contract #14-49, 2014 Hawai'i Island Festivals - 30 days of Aloha; END: 2/01/15	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$150,000	\$150,000	9/28/2012	9/28/2012	8/1/2015	City & County of Honolulu	S	BT-13-04, 2013-2014 Honolulu CPEP; END 8/01/15	Progress reports, final financial and written reports	N
BED113	B	\$34,000	O	\$39,000	\$5,000	1/29/2014	1/29/2014	9/1/2014	ClimbHI	S	L-14-20, 2014 LEI Program; END: 9/01/2014	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$1,000,000	\$1,000,000	6/19/2014	6/19/2014	10/31/2014	Corporation for Travel Promotion dba Brand USA	S	Cont #14-39, CY 2014 Spring/Fall Coop Prog; END: 10/31/14	Progress reports, final financial and written reports	N

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BED113	B	\$0	O	\$45,000	\$45,000	6/13/2014	9/13/2014	9/30/2015	Dept. of Education	S	Contract #14-48, Management/enhancement of Travel Industry Management & Hotel Operations Programs in DOE high schools; END: 9/30/15	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$650,000	\$650,000	4/15/2014	4/15/2014	4/1/2015	Dept. of Transportation, Airports Division	S	BT-14-30, 2014 Kahea Greetings Program; END: 4/01/15	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$47,700	\$47,700	6/23/2014	6/23/2014	6/30/2015	Digital Jungle	S	Cont #14-54, Svc related to providing STATE with social media intelligence platform and consulting to analyze the Hawai'i brand in China, Japan, and Korea; END: 6/30/15	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$30,000	\$30,000	8/1/2013	8/1/2013	6/30/2015	Diio, LLC	S	BT-12-34, S1, Providing data to HTA users addtl funding and ext ToP; REVISED END: 6/30/15	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$171,000	\$171,000	6/24/2013	6/24/2013	3/31/2017	ESPN Regional Television, Inc.	S	BT-13-42, , 2013-2016 Sheraton Hawaii Bowl and Diamond Head Classic; END: 3/31/17	Progress reports, final financial and written reports	N
BED113	B	\$11,250	O	\$17,500	\$6,250	8/1/2013	8/1/2013	12/31/2014	Gigya, Inc.	S	L-14-05/A1, Svc related to gohawaii.com content sharing and social login platform (Aug13-Jul14) (Revised Nov13-Dec14 A1); REVISED END: 12/31/14	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$50,000	\$50,000	6/30/2014	6/30/2014	3/31/2015	Grand Pacific Events, LLC	S	Cont #14-59, 3025 Rugby League event at Aloha Stadium; END: 3/31/15	Progress reports, final financial and written reports	N
BED113	B	\$2,780	O	\$10,862	\$8,082	7/1/2013	7/1/2013	12/31/2014	Guide.Net, Inc	S	L-14-03/A1, Hosting, support, & maintenance related to Sharing Aloha Calendar website (Jan-Jun 2014) (Jul-Dec14 A1); REVISED END: 12/31/14	Progress reports, final financial and written reports	N
BED113	B	\$15,000	O	\$17,500	\$2,500	4/27/2014	4/27/2014	11/15/2014	Hale Mua Cultural Group	S	Cont #14-33, 2014 King Kamehameha Celebration Parade in Kona; END: 11/15/14	Progress reports, final financial and written reports	N
BED113	B	\$15,000	O	\$17,500	\$2,500	5/5/2014	5/5/2014	11/15/2014	Hale Mua Cultural Group	S	Cont #14-34, 2014 King Kamehameha Festival in Hilo; END: 11/15/14	Progress reports, final financial and written reports	N

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BED113	B	\$0	O	\$70,000	\$70,000	6/27/2014	6/27/2014	12/31/2014	Hawai'i International Film Festival	S	Cont #14-61, 2014 Annual Hawai'i International Film Festival; END: 12/31/14	Progress reports, final financial and written reports	N
BED113	B	\$87,500	O	\$112,500	\$25,000	2/5/2014	2/5/2014	7/15/2014	Hawaii Academy of Recording Arts (HARA)	S	BT-14-16, Mele Mei 2014 event and Na Hoku Hanohano Music Festival; END: 7/15/14	Progress reports, final financial and written reports	N
BED113	B	\$175,000	O	\$275,000	\$100,000	3/24/2014	3/24/2014	12/31/2016	Hawaii Ag & Culinary Alliance	S	BT-14-17, 2014 Hawaii Food & Wine Festival; END: 12/31/16	Progress reports, final financial and written reports	N
BED113	B	\$1,606,500	O	\$1,654,000	\$47,500	3/6/2013	3/6/2013	12/1/2016	Hawaii Community Foundation	S	BT-13-26, S1 addtl funding CY2013-CY2015 Kukulua Ola: Living Hawaiian Culture and Natural Resources Programs END: 12/1/16	Progress reports, final financial and written reports	N
BED113	B	\$45,000	O	\$50,000	\$5,000	3/1/2014	3/1/2014	11/30/2014	Hawaii Maoli	S	BT-14-28, 2014 Prince Kuhio Festival; END: 11/30/14	Progress reports, final financial and written reports	N
BED113	B	\$150,000	O	\$190,000	\$40,000	2/1/2014	2/1/2014	6/30/2015	Hawaii Presidential Center	S	BT-14-14, Barack Obama HI Presidential Ctr; END: 6/30/15	Progress reports, final financial and written reports	N
BED113	B	\$1,045,736	M	\$3,372,567	\$2,326,831	8/7/2013	1/1/2014	12/31/2014	Hawaii Visitors & Convention Bureau	S	BT-12-14, S4-5 CY2014 North America MCI; END: 12/31/16, eff. 11/09/11	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$11,982,086	M	\$26,090,427	\$14,108,341	9/14/2012	01/01/14	12/31/2014	Hawaii Visitors & Convention Bureau	S	BT-13-03, S7-S8, CY2013-CY 2017 Major Market Mgmt North America/Canada Leisure; END: 12/31/17, eff. 9/14/12	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N

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BED113	B	\$339,280	M	\$814,273	\$474,993	12/31/2013	1/1/2014	12/31/2014	Hawaii Visitors & Convention Bureau	S	BT-13-19, S1, CY2014 MM North America Support Services; END: 12/31/14	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$825,000	O	\$1,200,000	\$375,000	7/1/2013	7/1/2013	3/31/2014	Hawaiian Airlines, Inc.	S	BT-14-03, Flight Sustainments, promotion, development & Support - JFK Intl Airport, Taipei, China (PRC), existing Japan/N.America flts; S1-addt; scope of work/funding; REVISED END: 9/30/14	Written progress report, final report	N
BED113	B	\$0	O	\$50,000	\$50,000	6/30/2014	6/30/2014	1/31/2015	Historic Hawai'i Foundation	S	Cont #14-65, 2014 The Hawai'i Heritage Tourism Forum; END: 1/31/15	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N
BED113	B	\$0	O	\$158,000	\$158,000	3/1/2014	3/1/2014	2/28/2016	Honolulu Festival Foundation	S	BT-14-25, 2014-2015 Honolulu Festival Event; END: 2/28/16	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N
BED113	B	\$0	O	\$30,000	\$30,000	6/12/2013	6/12/2013	4/30/2015	Hospitality Advisors, LLC	S	L-13-37, Svc relate to design/conduct of a Timeshare Occupancy Survey for HTA; END: 4/30/15	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N

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BED113	B	\$600,000	O	\$800,000	\$200,000	7/1/2013	7/1/2013	12/31/2014	Japan Airlines International Co., Ltd.	S	BT-13-28, S1, Provide for the addition of the Resortful! Program to Scope of Services and addtl funding, extend TOP; REVISED END Date: 12/31/14	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N
BED113	B	\$12,500	M	\$81,500	\$69,000	2/18/2014	2/18/2014	2/17/2016	Jicer Corporation dba Focus/Latam	S	Contr # 14-22, CY2014 Latin America GSA (optional 3=yr to 3/17/19); Initial term END: 2/14/16	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$41,664	M	\$174,900	\$133,236	1/1/2014	1/1/2014	1/1/2014	JWI Marketing Co., Ltd. (HT Taiwan)	S	BT-14-07, S1 CY2014 Taiwan MMA, Isl Chptr Intl Mktg, Fall AL/WS Coop; END: 12/31/18, eff. 1/01/14	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$25,000		\$125,000	\$100,000	3/24/2014	3/24/2014	5/31/2015	Kalaimoku Group	S	Contr #14-26, Hawaiian Music Concert Series & May Day Event: END: 5/31/15	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N
BED113	B	\$0		\$25,000	\$25,000	6/30/2014	6/30/2014	2/20/2015	Kaua'i Marathon, The	S	Cont #14-50, 2014 Kaua'i Marathon; END: 2/20/15	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N

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BED113	B	\$0	O	\$50,000	\$50,000	6/19/2014	6/19/2014	3/31/2015	Kemper Sports Marketing, Inc.	S	Cont #14-58, 2014 EA Sports Maui Invitational; END: 3/31/15	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N
BED113	B	\$70,000	O	\$80,000	\$10,000	4/14/2014	4/14/2014	10/1/2014	King Kamehameha Celebration Commission	S	BT-14-27, 2014 Annual King Kamehameha Celebration; END: 10/01/14	Progress reports, final financial and written reports, and meetings are requested or required by the HTA	N
BED113	B	\$238,000	O	\$276,000	\$38,000	5/1/2014	5/1/2014	8/1/2016	Kintetsu International Express (USA), Inc.	S	Contr #14-32, 2014 Pan-Pacific Festival; END: 8/01/16	Progress reports, final report	N
BED113	B	\$75,000	O	\$95,100	\$20,100	6/30/2014	6/30/2014	8/31/2014	Knox, John M. & Associates, Inc.	S	BT-13-25, Hawai'i TSP; END: 6/30/14	Progress reports, final report	N
BED113	B	\$0	O	\$63,500	\$63,500	6/27/2014	6/27/2014	12/31/2014	Kōloa Plantation Days, Inc.	S	Cont #14-60, 2014 Kōloa Plantation Days; END: 12/31/14	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$63,500	\$63,500	6/27/2014	6/27/2014	3/31/2015	Kona Coffee Cultural Festival	S	Contr #14-62, 2014 Kona Coffee Cultural Festival; END: 3/31/15	Progress reports, final financial and written reports	N
BED113	B	\$45,000	O	\$50,000	\$5,000	4/24/2014	4/24/2014	3/31/2015	Kukui Media Group, LLC, The	S	BT-14-29, 2014 Merrie Monarch Festival HDTV for intl TV; END: 3/31/15	Progress reports, final financial and written reports	N
BED113	B	\$18,899	O	\$29,000	\$10,101	9/1/2013	9/1/2013	8/31/2014	Lawler, Paul C. dba Net Results	S	L-14-12/A1 Tech support/domain name-related admin & maintenance for HTA, Webmaster/Calendar Admin-related svcs for gohawaii.com websites; END: 8/31/14	Progress reports, final financial and written reports	N

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BED113	B	\$15,995	O	\$38,387	\$22,393	6/30/2014	6/30/2014	12/31/2014	Lawler, Paul C. dba Net Results	S	BT-14-24/A1, Webmaster/Calendar Admin-related services for gohawaii.com websites (Jan-Jun 2014) (Jul-Dec 2014 A1); REVISEDEND: 12/31/14	Progress reports, final financial and written reports	N
BED113	B	\$13,600	O	\$41,738	\$28,138	6/30/2014	6/30/2014	6/30/2014	Leong, Kameolani dba DevTurtle LLC	S	L-14-04, Website hosting & digital asset management; END: 6/30/14	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$150,000	\$150,000	4/15/2014	4/15/2014	7/30/2015	Lotte Championship	S	Contr # 14-31, 2014 LPGA Lotte Championship; END: 7/30/15	Progress reports, final financial and written reports	N
BED113	B	\$24,000	O	\$46,000	\$22,000	1/1/2014	1/1/2014	4/1/2015	Maui County Visitors Assn, dba MVB	S	BT-14-10, 2014 Maui VAP Program; END 4/01/15	Progress reports, final report	N
BED113	B	\$95,000	O	\$105,000	\$10,000	5/19/2014	5/19/2014	10/31/2014	Maui Economic Development Board, Inc.	S	Contract #14-41, 2014 Maui Film Festival at Wailea event; END: 10/31/14	Progress reports, final report	N
BED113	B	\$50,000	O	\$150,000	\$100,000	3/1/2014	3/1/2014	3/31/2015	McNeil Wilson Communications	S	Contr #14-46, PR/communications to support the integrated MCI sales & mktg efforts of AEG/HCC/Meet Hi with 3 1-yr options; END: 3/31/15	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$3,499	\$3,499	9/27/2013	9/27/2013	12/31/2013	MVNP	S	L-14-11, Svc related to development of stationer pkgs for Latin America Mktg Ptnr Stationer Pkt/Stationery/Logo Style; end: 12/31/13	Progress reports, final financial and written reports	N
BED113	B	\$730,482	O	\$848,640	\$118,158	1/1/2014	1/1/2014	12/31/2014	Milici Valenti Ng Pak, Inc,	S	BT-13-30, S3, CY 2014 Hawai'i Arts & Culture/So Much More Hawaii; Jan-June Svc related maintenance/debugging/upkeep of HTA-owned & operated websites END: 12/31/14	Progress reports, final financial and written reports	N
BED113	B	\$45,000	O	\$50,000	\$5,000	5/14/2014	5/14/2014	11/30/2014	Moanalua Gardens Foundation, Inc.	S	Contr #14-38, 2014 - 37th Annual Prince Lot Hula Festival; END: 11/30/14	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$360,000	\$360,000	6/27/2014	6/27/2014	5/2/2016	Native Hawaiian Hospitality Association	S	Cont #14-55, Develop, support & implement Hawaiian Culture Initiative as identified in the TSP; END: 5/02/16	Progress reports, final financial and written reports	N

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BED113	B	\$30,000	O	\$95,270	\$65,270	2/3/2014	2/3/2014	2/2/2016	New Millenium Meetings	S	BT-14-20, 2014 - 2016 Hawaii Business Ambassadors Program ('Elele Program); END: 2/02/16	Progress reports, final financial and written reports	N
BED113	B	\$35,895	O	\$64,298	\$28,403	5/30/2014	5/30/2014	5/29/2015	Non Progfit Technologies	S	Contr #14-42, Accounting & Budget System 5/30/14-5/29/15; END: 5/29/15	Progress reports, final financial and written reports	N
BED113	B	\$121,660	O	\$130,468	\$8,808	10/23/2013	10/23/2013	6/30/2016	Office of the Auditor	S	BT-13-10, FYE 2012, S1, CYE 2013, 2014, 2015 HTA/HCC Audit; END: 6/30/16	Progress reports, final financial and written reports	N
BED113	B	\$12,379	O	\$15,447	\$3,068	4/7/2014	4/7/2014	6/30/2014	Office Team Temp paraprofessional services 4/07/14 - 6/30/14	S	Office Team Temp paraprofessional services 4/07/14 - 6/30/14	Progress reports, final financial and written reports	N
BED113	B	\$5,697	O	\$8,863	\$3,165	5/5/2014	5/5/2014	7/4/2014	Office Team Temp secretarial services 5/05/14 - 7/04/14	S	Office Team Temp secretarial services 5/05/14 - 7/04/14	Progress reports, final financial and written reports	N
BED113	B	\$22,459	M	\$43,547	\$21,088	8/1/2013	8/1/2013	7/31/2014	Okudara & Associates, Inc.	S	BT-13-20, 2014 Legislative session - identify issues and establish priorities; END: 7/31/14	Monthly progress report, final report	N
BED113	B	\$41,910	O	\$68,580	\$26,670	6/26/2014	6/26/2014	12/31/2014	OmniTrak Group, Inc.	S	L-14-14, S1, Conduct airport exit surveys and data collection services for a Visitor Satisfaction and Activities (VSAT) study of the China and Korea visitors; REVISED END: 12/31/14	Timely completion of tasks and delivery of items	N
BED113	B	\$131,955	O	\$375,600	\$243,645	1/1/2014	1/1/2014	6/30/2018	OmniTrak Group, Inc.	S	BT-14-18, 2014-2017 Data Collection & Preparation for the Visitor Departure Surveys; END 6/30/18	Timely completion of tasks and delivery of items	N
BED113	B	\$8,156	O	\$25,750	\$17,594	1/1/2014	1/1/2014	6/30/2018	OmniTrak Group, Inc.	S	BT-14-19, CY 2014-2017 Data Tabulation & Reporting for Departure Visitor Survey; END: 6/30/18	Timely completion of tasks and delivery of items	N
BED113	B	\$0	O	\$10,020	\$10,020	6/2/2014	6/2/2014	12/31/2014	OmniTrak Research & Mktg Group, Inc. dba OmniTrak Group, Inc.	S	Contract #14-51, Provide SPSS Version 15 programming services to revise data processing/reporting syntax for Hawai'i Visitor Data Series; END: 12/31/14	Timely completion of tasks and delivery of items	N

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BED113	B	\$0		\$96,295	\$96,295	6/27/2014	6/27/2014	10/31/2014	Pacific Rim Concepts, LLC	S	Cont #14-57, 2014 HTConference providers services and net deficit conference revenues/expenses; Net deficit conference revenues/expenses- Legacy Luncheon; END: 10/31/14	Submission of timelines and schedules, timely completion of tasks	N
BED113	B	-\$1,079			\$1,079				PCS Travel/Korean AL - Uchiyama, D - 7/01-04 AL/tour grp operators mtg, Seoul, Korea	S	PCS Travel/Korean AL - Uchiyama, D - 7/01-04 AL/tour grp operators mtg, Seoul, Korea		N
BED113	B	\$1,792,964	O	\$1,796,364	\$3,400	1/1/2011	1/1/2011	12/31/2014	PGA Tour, Inc.	S	BT-11-10/BT-11-10a, 2011-2014 PGA Tour events; END: 12/31/14	Conduct of PGA events, networking opportunities, television coverage, tournament assets	N
BED113	B	\$0	O	\$125,000	\$125,000	6/18/2014	6/18/2014	6/1/2015	Polynesian Voyaging Society	S	Contract #14-14, Plan, promote, market, and implement the "Hökūle'a: Hawai'i's Ambassador" project; END: 6/01/15	Progress reports, final financial and written reports	N
BED113	B	\$1,000	O	\$12,000	\$11,000	3/28/2014	3/28/2014	3/26/2015	Pong, Winfred	S	BT-14-23, Draft of Regular/Executive Session minutes for monthly meetings of the Board of Directors; END: 3/26/15	Oversight via attendance at Board meetings, review of minutes	N
BED113	B	\$0	O	\$10,000	\$10,000	6/30/2014	6/30/2014	6/30/2015	Prognoz Corporation	S	LOA L-13-48, S1, Addtl funding for svc related to design of a customized Hawai'i Data iPad application for HTA; REVISED END: 6/30/15	Timely completion of project phases, progress reports	N
BED113	B	\$0	O	\$91,200	\$91,200	5/9/2014	5/9/2014	3/31/2015	Repucom America, LLC	S	Cont #14-45, Provide media valuations, economic impact data and community impact data for selected Signature Events; END: 3/31/15	Written reports, final written report	N
BED113	B	\$0	O	\$90,300	\$90,300	6/30/2014	6/30/2014	12/31/2018	Shifflet, D.k. & Associates, Ltd.	S	Cont #14-66, 2014 Marketing Effectiveness Study; END: 12/31/18	Submission of timelines and schedules, timely completion of tasks	N

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BED113	B	\$100,743	O	\$249,959	\$149,216	5/25/2011	5/25/2011	6/30/2015	SMS Research & Marketing Services, Inc.	S	BT-11-43, S1, CY 2011-2014 Statewide Domestic In-Flight Visitors' Basic Characteristics Survey addtl funding CY 2013; END: 6/30/15	Submission of timelines and schedules, timely completion of tasks	N
BED113	B	\$24,400	O	\$63,933	\$39,533	1/1/2012	1/1/2012	6/30/2015	SMS Research & Marketing Services, Inc.	S	BT-12-18, CY 2012-2014 Cruise Visitor Basic Characteristics and Expenditure Survey; END: 6/30/15	Submission of timelines and schedules, timely completion of tasks	N
BED113	B	\$38,252	O	\$177,760	\$139,508	1/1/2012	1/1/2012	6/30/2015	SMS Research & Marketing Services, Inc.	S	BT-12-20, CY 2014 Visitors' Satisfaction & Activity Survey: END: 6/30/15	Submission of timelines and schedules, timely completion of tasks	N
BED113	B	\$11,700	O	\$24,100	\$12,400	4/21/2014	4/21/2014	3/31/2015	SMS Research & Marketing Services, Inc.	S	BT-12-20, S2, CY 2013 Visitors' Satisfaction & Activity Survey qtlly/year-end reports; END: 6/30/15	Submission of timelines and schedules, timely completion of tasks	N
BED113	B	\$43,750	O	\$101,000	\$57,250	6/27/2012	6/27/2012	3/31/2015	SMS Research & Marketing Services, Inc.	S	BT-12-38, S 1, addtl funding; CY 2012-2014 Visitor Plant Inventory Study; END: 3/31/15	Submission of timelines and schedules, timely completion of tasks	N
BED113	B	\$8,000	O	\$24,000	\$16,000	6/27/2014	6/27/2014	12/31/2014	SMS Research & Marketing Services, Inc.	S	L-14-19, S1, Technical services to update the HTA/DBEDT Data Warehouse database; REVISED END: 12/31/14 (S1, eff.)	Submission of timelines and schedules, timely completion of tasks	N
BED113	B	\$0	M	\$50,000	\$50,000	6/27/2014	6/27/2014	9/30/2015	Spike and Serve Club	S	Cont #14-63, Services related to planning, promotion, and conduct of various volleyball events; END: 9/30/15	Progress reports, final financial and written reports	N
BED113	B	-\$70			\$70				Story, M - 6/6-7 Kona site visits on HTA funded programs, Kona; grnd transp	S	Story, M - 6/6-7 Kona site visits on HTA funded programs, Kona; grnd transp		N

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BED113	B	-\$315			\$315				Story, M - 6/6-7 Kona site visits on HTA funded programs, Kona; per diem/ex lodgings	S	Story, M - 6/6-7 Kona site visits on HTA funded programs, Kona; per diem/ex lodgings		N
BED113	B	\$161,024	M	\$418,700	\$257,676	6/23/2014	12/31/2015	12/31/2015	Stryker Weiner & Yokota Public Relations, Inc.	S	BT-14-15, S1, Intl Communication and Outreach Program for HTA CY 2014-CY 2015; Produce 2014 HTConference collateral--design, copy editing, & printing of conference program END: 12/31/15	Progress reports, final financial and written reports	N
BED113	B	\$0	O	\$42,000	\$42,000	6/30/2014	6/30/2014	10/31/2015	TEAM Unlimited, LLC	S	Cont #14-52, 2014 Xterra Trail Run World Championship; END: 10/31/15	Progress reports, final report, copies of advertising and promotional activities	N
BED113	B	\$0	O	\$90,000	\$90,000	6/27/2014	6/27/2014	10/31/2015	TEAM Unlimited, LLC	S	Cont #14-53, 2014 Xterra World Championship; END: 10/31/15	Progress reports, final report, copies of advertising and promotional activities	N
BED113	B	\$341,832	M	\$976,500	\$634,668	1/1/2014	1/1/2014	12/31/2014	Travel Link Marketing Co., Ltd. (HT China)	S	BT-14-06, S1 CY2014-CY 2018 Mktg Mgmt Korea MMA; CY 2014 China Isl Chapter Intl Mktg Representation Prog; END: 12/31/18, eff. 1/01/14	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$175,000	M	\$190,850	\$15,850	10/1/2013	1/1/2014	9/1/2014	Travel Link Marketing Co., Ltd. (HT China)	S	BT-14-08, CY2014 Air China New Direct Service Co-op Program; END: 9/01/14, eff.	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$30,000	M	\$40,000	\$10,000	5/21/2014	5/21/2014	3/15/2015	Tri-Isle RC&D	S	Contr #14-36, 2014 Aloha Festivals, Maui Nui Style! event; END: 3/15/15	Written reports, financial report, final written report	N

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BED113	B	\$18,000	M	\$20,000	\$2,000	5/19/2014	5/19/2014	10/15/2014	Tri-Isle RC&D	S	Contr #14-37, 2014 Na Kemehehema Commemorative Pa'u Parade and Ho'olaule'a; END: 10/15/14	Written reports, financial report, final written report	N
BED113	B	\$70,500	M	\$120,500	\$50,000	1/1/2014	1/1/2014	4/1/2015	VASH Hawaii Island	S	BT-14-11, 2014 HI Island VAP Program; END 4/01/15	Written reports, financial report, final written report	N
BED113	B	\$150,000	M	\$272,000	\$122,000	1/1/2014	1/1/2014	4/1/2015	Visitor Aloha Society of Hawaii	S	BT-14-12, 2014 Oahu VAP Program; END 4/01/15	Written reports, financial report, final written report	N
BED113	B	\$30,000	M	\$53,000	\$23,000	1/1/2014	1/1/2014	4/1/2015	Visitor Aloha Society of Kauai	S	BT-14-13, 2014 Kauai VAP Program; END 4/01/15	Written reports, financial report, final written report	N
BED113	B	\$712,533	M	\$1,494,200	\$781,667	1/1/2014	12/31/2014	12/31/2016	Walshe Group Pty, Ltd	S	BT-12-05, S6, CY2013 Major Market Mgmt Oceania; END: 12/31/16	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED113	B	\$0	M	\$200,000	\$200,000	6/30/2014	6/30/2014	1/14/2015	World Triathlon Corporation	S	Cont #14-64, 2014 Ironman World Championships; END: 1/14/15	Written reports, financial report, final written report	N
BED113	B	\$1,650	M	\$2,400	\$750	5/30/2014	5/30/2014	12/30/2014	Pitney Bowes	S	Pitney Bowes Mailing system 5/30-12/30/14		N
BED113	B	\$3,958	M	\$11,844	\$7,886	7/1/2013	1/1/2014	12/31/2014	Xerox Corporation	S	Xerox Corporation D125CP Copier/Printer May-Dec 2014		N
BED113	B	\$6,156	M	\$14,879	\$8,723	7/1/2013	1/1/2014	12/31/2014	Xerox Corporation	S	Xerox Corporation 2CQ9303 Colorcube May-Dec 2014		N
BED113	B	\$1,180	M	\$1,981	\$801	7/1/2013	1/1/2014	12/31/2014	Xerox Corporation	S	Xerox Corporation Phaser MFP3635X Copier/Printer May-Dec 2014		N
BED113	B	\$53	M	\$100	\$48	6/24/2013	1/1/2014	12/31/2014	Xerox Corporation	S	Xerox Corporation 6505DN Workstation May-Jun 2014 (Final)		N

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BED113	B	\$6,788,231	M	\$7,138,231	\$350,000	1/1/2014	1/1/2014	12/31/2014	AEG/HCC	S	AEG/HCC Gross Operating Expenses	Submission of ATMP and budget and completion of Key Performance Indicators set by HTA	N
BED120	B*	\$16,971	O	\$133,334	\$116,363	10/16/2012	10/16/2012	1/31/2015	GDS Associates, Inc.	S	Energy Audits for Rural Small Businesses and Farms Project. *Please note: For the MOF, B funds are to be reimbursed by N funds for this contract.	Bi-weekly teleconference, reviewing and approving final deliverables, semi-annual reports, final narrative project report and final financial report	Y
BED120	B	\$436,818	O	\$450,000	\$13,182	8/21/2013	8/21/2013	6/30/2016	Duncan, Weinberg, Genzer, Pembroke, P.C.	C	Expert Witness for potential and actual litigation of legal matters involving the State, its agencies, and its officers and employees, including administrative quasi-judicial proceedings	Monthly teleconference, email communications, review & approve monthly reimbursement of allowable costs	Y
BED120	V, B	\$1,185,897	O	\$1,200,000	\$14,103	10/13/2010	10/13/2010	12/31/2015	Navigant Consulting, Inc.	S	Technical assistance for cable research & development	Interim technical & operational reports, review & approve invoices, teleconferences	Y

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BED120	N	\$786,030	O	\$1,200,000	\$413,970	6/10/2009	6/10/2009	12/14/2014	University of Hawaii	S	Hawaii Hydrogen Power Parks Project	Bi-weekly updates, review and approve deliverables, quarterly progress reports, interim technical & operational reports	Y
BED120	N	\$145,000	O	\$160,000	\$15,000	10/24/2013	10/24/2013	8/31/2014	Hawaiian Electric Company	S	Hawaii Grid Cluster Evaluation Project	In person meetings , telephone communications , emails, interim reports, final project report, DOE Sunshot subrecipient monitoring report.	Y
BED120	N	\$0	O	\$250,000	\$250,000	9/30/2014	9/30/2014	6/30/2015	Duncan, Weinberg, Genzer, Pembroke, P.C.	C	Expert Witness for potential and actual litigation of legal matters involving the State, its agencies, and its officers and employees, including administrative quasi-judicial proceedings	Monthly teleconference, email communications , review & approve monthly reimbursement of allowable costs	Y
BED120	B	\$96,989	O	\$178,600	\$81,611	5/1/2014	5/1/2014	6/30/2015	Accuity Consulting Services, LLC	S	Provide technical support and assistance in the administration of the Hawaii Green Infrastructure Market Securitization Program (GEMS)	Weekly in person meetings or via conference call, communications via email, monthly reports & approval of monthly allowable reimbursement costs	Y

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BED120	N	\$4,220	O	\$205,000	\$142,141	5/7/2014	5/7/2014	8/31/2014	Tetra Tech, Inc.	S	Technical assistance to develop permitting resources designed to identify the permits required for all renewable energy projects.	Weekly in person meetings or via conference call, monthly progress reports, regular communications via email & approval of allowable deliverable invoices, DOE Sunshot subrecipient monitoring report.	Y
BED120	B	\$0	O	\$1,114,500	\$1,114,500	5/9/2014	5/9/2014	6/30/2017	Renewable Funding	S	Provide assistance in design of the Hawaii Green Infrastructure Market Securitization Program (GEMS) policies, develop program administration and technical support and assistance in the administration of the program.	Daily telephone conference calls, in person monthly meetings monthly, minimum bi-weekly email communication, approval of allowable reimbursement costs (pending the bond issuance)	Y
BED120	B	\$0	O	\$80,000	\$80,000	5/20/2014	5/20/2014	6/30/2015	McCriston, Miller, Mukai & MacKinnon, LLP	S	Provide specialized corporate finance legal services for the Hawaii Green Infrastructure Market Securitization (GEMS) loan program	Weekly conference calls, weekly email communication, approval of allowable reimbursement costs (pending the bond issuance)	Y

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BED120	N	\$0	O	\$80,000	\$80,000	8/18/2014	8/18/2014	6/30/2015	Britt/Makela Group	S	Provide technical assistance to state and local governments on Hawaii appropriate IECC 2012 and IECC 2015 energy codes issues	Weekly conference calls, weekly email communication, approval of allowable reimbursement costs (pending the bond issuance)	Y
BED120	N	\$0	O	\$100,000	\$100,000	7/23/2014	7/23/2014	6/30/2015	International Council on Clean Transportation	S	Analysis of HCEI transportation data and plans, evaluation of options, tactics, and tools for implementation	Weekly conference calls, weekly email communication, approval of allowable reimbursement costs (pending the bond issuance)	Y
BED120	B	\$0	O	\$70,000	\$70,000	5/12/2014	5/12/2014	6/30/2016	Alston, Hunt, Floyd & Ing, Attorneys At Law, A Law Corporation	C	Provide special public finance and utilities counsel for the Hawaii Green Infrastructure Market Securitization (GEMS) Program	Weekly conference calls, weekly email communication, approval of allowable reimbursement costs (pending the bond issuance)	Y

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BED120	B	\$0	O	\$320,000	\$320,000	9/24/2014	9/24/2014	9/29/2015	Engineering Economics, Inc.	S	Technical assistance to state and local gov for advancing energy efficiency in Hawaii public facilities	Frequent communications , on as needed basis(email, phone, conference call) regarding progress in accordance with the Contract Work Breakdown structure; approval of invoices for allowable project deliverables & milestones	Y
BED120	B	\$1,308	M	\$97,443	\$1,308	6/26/2008	7/1/2008	12/31/2014	Day-Lum Rentals	L	Lease of office space.	Monthly invoices	N
BED 128	A	\$ 500,000	Monthly	\$500,000	\$102,603	3/12/2013	3/12/2013	6/30/2015	Reynolds, Smith & Hills, Inc.	S	Environmental assessment and analytical studies required for a commercial launch site operator's license	Weekly Written Reports	Y
BED 130	A	\$99,980	A	\$100,000	\$47,390	4/4/2014	4/4/2014	4/4/2015	SMS Research	S	Consumer expenditure survey, Phase I: Honolulu county	Weekly	Y
BED 130	A	\$93,037	A	\$100,000	\$93,037	10/8/2014	10/8/2014	10/8/2015	SMS Research	S	Consumer expenditure survey, Phase II: Hawaii, Maui, Kauai counties	Weekly	Y

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BED143	A	\$15,576	M	\$186,904	\$15,576	10/15/2013	11/1/2013	10/31/2014	Colliers Int'l Holdings LLC	S	Asset Management svcs.	Monthly invoices are to be matched against the CAVR. Approval is obtained by program staff before payment is made. A monthly report is generated and a qtrly meeting is held with the property mgmt. contractor	Y
BED143	A	\$8,466	M	\$101,592	\$101,592	10/16/2014	11/1/2014	10/31/2015	Colliers Int'l Holdings LLC	S	Asset Management svcs.	Monthly invoices are to be matched against the CAVR. Approval is obtained by program staff before payment is made. A monthly report is generated and a qtrly meeting is held with the property mgmt. contractor	Y

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BED143	B	\$7,109	M	\$85,313	\$85,313	10/16/2014	11/1/2014	10/31/2015	Colliers Int'l Holdings LLC	S	Asset Management svcs.	Monthly invoices are to be matched against the CAVR. Approval is obtained by program staff before payment is made. A monthly report is generated and a qtrly meeting is held with the property mgmt. team.	Y
BED143	B	\$707,550	O - amt. of contract	\$707,550	\$390,492	8/27/2012	8/27/2012	9/30/2015	US Hybrid Corporation	S	Convert shuttle bus to hydrogen powered fuel cell hybrid bus at JBPHH.	same as above.	Y
BED143	B	\$200,000	O - amt. of contract	\$200,000	\$200,000	4/2/2014	4/2/2014	6/30/2015	Milici Valenti Ng Pack, Inc	S	Marketing/PR support service for the State Energy Office.	Energy Office staff overseeing project deliverables and payments will approve invoices before forwarding to HTDC for processing.	Y
BED143	B	\$130,000	O - amt. of contract	\$130,000	\$130,000	5/28/2014	5/28/2014	6/30/2015	Insynergy Engineering, Inc.	S	Technical Assistance for Energy Performance Contracting to State & County Governments.	Energy Office staff overseeing project deliverables and payments will approve invoices before forwarding to HTDC for processing.	Y

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BED143	P	\$1,175,102	O - amt. of contract	\$1,175,102	\$29,000	2/3/2012	2/3/2012	9/30/2015	US Hybrid Corporation	S	Convert shuttle bus to hydrogen powered fuel cell hybrid bus at JBPHH.	HCATT's Contract Specialist, Project Manager and Program Director oversees project deliverables and payments	Y
BED143	P	\$682,000	O - amt. of contract	\$682,000	\$105,000	11/16/2011	11/16/2011	12/31/2014	US Hybrid Corporation	S	Dump truck conversion to fuel cell hybrid electric at JBPHH.	same as above.	Y
BED143	P	\$580,875	O - amt. of contract	\$580,875	\$125,232	3/21/2012	3/21/2012	9/30/2015	US Hybrid Corporation	S	Convert step van to a plug-in series fuel cell/electric hybrid drive system van at JBPHH.	same as above.	Y
BED143	P	\$716,716	O - amt. of contract	\$716,716	\$59,500	8/27/2012	8/27/2012	9/30/2015	US Hybrid Corporation	S	Convert shuttle bus to hydrogen powered fuel cell hybrid bus at JBPHH.	same as above.	Y
BED143	P	\$1,133,113	O - amt. of contract	\$1,133,113	\$255,000	8/15/2012	8/15/2012	6/30/2015	US Hybrid Corporation	S	Integrate a Secure Power On Demand (SPOD) energy and power mgmt. system at JBPHH.	same as above.	y
BED143	P	\$1,681,811	O - amt. of contract	\$1,681,811	\$306,826	8/31/2012	8/31/2012	9/30/2015	US Hybrid Corporation	S	Convert diesel tow tractor to be hydrogen powered at JBPHH.	same as above.	Y
BED143	P	\$613,378	O - amt. of contract	\$613,378	\$166,801	9/11/2012	9/11/2012	12/31/2015	US Hybrid Corporation	S	Convert a weapons loader to be hydrogen powered at JBPHH.	same as above.	Y
BED143	P	\$1,949,586	O - amt. of contract	\$1,949,586	\$899,576	1/9/2013	1/9/2013	3/31/2015	H Nu Photonics LLC	S	Design & install zero net energy CPV & battery energy storage system at JBPHH.	same as above.	Y
BED143	P	\$999,960	O - amt. of contract	\$999,960	\$588,739	3/4/2013	3/4/2013	3/31/2015	Natural Power Concepts Inc.	S	Demonstrate advance wind turbine tech for the hydrogen station at JBPHH.	same as above.	Y
BED143	P	\$15,096	M	\$181,150	\$150,958	6/27/2013	9/1/2014	8/31/2015	Hawaiian Electric Co., Inc.	L	HCATT's facility rent at 531 Cooke St.	HCATT's Contract Specialist oversees extension of lease and payments.	N

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BED143	P	\$120,000	O - amt. of contract	\$120,000	\$108,000	5/24/2013	5/24/2013	5/31/2015	US Hybrid Corporation	S	on-site maintenance svc & support for alternative fuel vehicles at JBPHH.	HCATT's Contract Specialist, Project Manager and Program Director oversees project deliverables and payments .	Y
BED143	P	\$6,515,014	O - amt. of contract	\$6,515,014	\$4,215,014	7/30/2014	7/30/2014	3/31/2016	Biomass Energy Systems, Inc	S	Design, build, & demonstrate a 10 tons/day waste-to-energy gasification system at JBPPH	same as above.	Y
BED143	P	\$460,000	O - amt. of contract	\$460,000	\$460,000	9/29/2014	9/29/2014	3/31/2015	US Hybrid Corporation	S	design, build, operate & provide on-site maintenance/support towards hydrogen production & dispensing station.	same as above.	Y
BED143	P	\$45,000	O - amt. of contract	\$45,000	\$43,480	4/15/2014	4/21/2014	4/20/2015	Montana State University	S	Provide manufacturing and commercialization assistance to the Manufacturing Extension Partnership program.	MEP staff overseeing project deliverables and payments will approve invoices before forwarding to HTDC for processing.	Y
BED144	N	\$0	O	\$79,438	\$79,438	8/20/2014	8/20/2014	12/15/2014	SSFM International, Inc.	S	Services to prepare a Hawaii Natural Disaster Economic Recovery Strategy.	Monthly Progress Reports and Review of Deliverables as required by contract and workplan specifications.	Y

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Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED144	N	\$30,229	M	\$60,000	\$29,771	12/31/2012	12/31/2012	12/31/2014	Research Corporation of the University of Hawaii	S	Services for Marine and Coastal Zone Advocacy Council advocacy and outreach activities and Coastal Hazards activities	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED144	N	\$3,930	M	\$32,000	\$28,070	6/28/2014	6/29/2014	9/30/2015	Research Corporation of the University of Hawaii	S	Services for Hawaii Ocean Council and implementation of the Hawaii Ocean Resources Management Plan.	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED144	N	\$13,452	O	\$148,756	\$135,304	5/5/2014	5/5/2014	3/31/2015	SSFM International, Inc.	S	Services to develop a Hawaii Coastal and Marine Spatial Analysis Tool.	Monthly Progress Reports and Review of Deliverables as required by contract and workplan specifications.	Y
BED144	N	\$100,000	O	\$147,620	\$47,620	2/3/2014	2/3/2014	12/31/2014	Hawaii Alliance for Community Based Economic Development	S	Services to research, develop and prepare a report on challenges and opportunities for economic development in native Hawaiian homestead communities.	Monthly Progress Reports and Review of Deliverables as required by contract and workplan specifications.	Y

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2014

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Organization</u>	<u>E/L/P/C/ G/S</u>	<u>Description</u>	<u>How Contract is Monitored</u>	<u>POS Y/N</u>
BED144	A	\$0	A	\$39,947	\$39,947	pending	7/1/2014	7/31/2015	County of Maui	S	FY14-15 Services required to administer a Coastal Zone Management Program	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED144	N	\$0	A	\$304,653	\$304,653	pending	7/1/2014	7/31/2015	County of Maui	S	FY14-15 Services required to administer a Coastal Zone Management Program	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED144	A	\$0	A	\$39,945	\$39,945	pending	7/1/2014	7/31/2015	County of Hawaii	S	FY14-15 Services required to administer a Coastal Zone Management Program	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED144	N	\$0	A	\$303,019	\$303,019	pending	7/1/2014	7/31/2015	County of Hawaii	S	FY14-15 Services required to administer a Coastal Zone Management Program	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y

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Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED144	A	\$0	A	\$39,944	\$39,944	pending	7/1/2014	7/31/2015	County of Kauai	S	FY14-15 Services required to administer a Coastal Zone Management Program	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED144	N	\$0	A	\$247,787	\$247,787	pending	7/1/2014	7/31/2015	County of Kauai	S	FY14-15 Services required to administer a Coastal Zone Management Program	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED144	N	\$0	O	\$274,500	\$274,500	pending	upon execution	12/31/2015	Ku'iwalu	S	Development of a National Estuarine Research Reserve System Hawaii Site Management Plan and Planning Services for a National Environmental Policy Act Document	Through respective contract/agreement scope of services, time of performance, and compensation and payment schedule conditions.	Y
BED 145	W & N	varied	O - as services are rendered	\$150,000	\$39,569	8/28/2012	8/31/2012	8/31/2015	McCorriston Miller Mukai MacKinnon, LLP	C	Provide advice and legal counsel regarding venture capital investments, partnership agreements and related legal matters	ongoing	Y
BED 145	W	varied	M	\$46,859	\$25,916	7/11/2014	7/11/2014	6/30/2016	Kobayashi, Kanetoku, Doi, Lum & Yasuda CPAs LLC	S	Prepare audited financial statements for HSDC Capital Fund, LLC, for which HSDC is the sole managing member.	ongoing	Y

Department of Business, Economic Development and Tourism
Active Contracts as of December 1, 2014

Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 146	B	\$57,706	O- progress payments	\$57,706	\$57,706	10/20/2004	10/20/2014	90 days	Certified Construction	S	Reroof existing Ke'ena Building roof	Contract is monitored according to the contract deliverables as outlined in the scope of services and compensation payment scheduled. The OIC on the contract does the monitoring	Y
BED 146	B/C	\$190,740	O-progress payments	\$190,740	\$190,740	10/20/2004	NTP	365 days	ASM Affiliates, Inc.	S	Archaeological Inventory Survey	Same as above	Y
BED 146	B/C/N	\$4,242,609	O-progress payments	\$4,242,609	\$4,242,609	6/30/2014	10/20/2014	365 days	F & H Construction	S	Construction/renovation of NELHA Adm. Building	Same as above	Y
BED 146	B	\$162,253	Monthly	\$324,505	\$40,320	12/24/2013	1/3/2014	12/24/2014	Jan Guard Hawaii	S	Security Services	Same as above	Y
BED 146		\$199,974	O-progress payments	\$199,974	\$181,974	8/12/2013	8/12/2013	6/30/2014	Island Pacific Energy	S	Photovoltaic Generating System	Same as above	Y
BED 146	B	\$453,484	O-progress payments	\$453,484	\$155,660	8/14/2013	8/15/2013	9/1/2015	INC ARCH, LLC	S	Design and construction administration/inspection services for renovation of NELHA Adm. Building	Same as above	Y
BED 146	B	\$13,509	O-progress payments	\$40,527	\$10,132	3/28/2012	5/1/2012	5/1/2015	Bybee Consulting, LLC	S	Biota Monitoring	Same as above	Y
BED 146	C/N	\$929,023	O-progress payments	\$929,023	\$440,438	12/14/2009	7/30/2010	5/13/2015	Parsons Brinckerhoff	S	Plan and Design NELHA airport connector road	Same as above	Y
BED 146	C	\$519,377	O-progress payments	\$519,377	\$403,023	1/20/2010	7/27/2010	9/7/2014	RM Towill	S	Plan and Design of Upgrades to NELHA Seawater System	Same as above	Y
BED 150	C		Upon submission of detailed invoices	\$1,436,298	\$239,908	11/7/2012	11/16/2012	11/15/2015	Lee Sichter LLC	S	Consultant Svcs for Transit Oriented Development Plan and Environmental Impact Statement, Kakaako Community Development District.	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y

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Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 150	C		Upon submission of detailed invoices	\$22,500	\$0	3/19/2013	4/16/2013	7/15/2013	Leshar Chee Stadlbauer Inc	S	Real Estate Appraisal for 690 Pohukaina Street Parcel, Kakaako Community Development District	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y
BED 150	C		Upon submission of detailed invoices	\$1,000	\$50	10/23/2012	12/3/2012	12/2/2017	Ronald N.S. Ho & Associates, Inc.	S	Planning Services for the Kalaeloa East Energy Corridor Project, Kalaeloa Community Development District	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y
BED 150	C		Upon submission of detailed invoices	\$489,968	\$217,017	10/23/2012	12/3/2012	12/2/2017	Ronald N.S. Ho & Associates, Inc.	S	Design services the Kalaeloa East Energy Corridor Project, Kalaeloa Community Development District	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y
BED 150	C		20% advanced payment	\$651,727	\$0	3/18/2014	3/18/2014	3/18/2014	Hawaiian Electric Company	S	Service to extend Fort Weaver 112kv OH circuit for Kalaeloa East Energy Corridor Project, Kalaeloa Community Development District.	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y

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Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 150	C		Upon submission of detailed invoices	\$217,405	\$217,405	2/3/2014	3/3/2014	3/31/2017	Sea Engineering, Inc.	S	Design of Kewalo Basin Harbor Jetty Repairs, Kakaako Community Development District	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y
BED 150	C		Upon submission of detailed invoices	\$1,000,000	\$1,000,000	6/20/2014			Pacific Gateway Center	S	Rehabilitation of the Historic Ala Moana Pump Station, Kakaako Community Development District	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y
BED 150	C		Upon submission of detailed invoices	\$2,300,000	\$2,300,000	10/15/2014	12/1/2014	11/30/2017	Unlimited Construction	S	Development of a Cultural Public Market, Kakaako Makai, Honolulu, Hawaii, Kakaako Community Development District, Oahu	Contracts are monitored continuously through discussion with the contractor and review of all invoices prior to payment.	Y
BED 160	W	\$17,000	O	\$28,000	\$11,000		2/5/2013	8/27/2014	BLX Group LLC	S	Preparation of interim arbitrage reports for Single Family and Rental Housing bonds	Disbursements are monitored by Fiscal Office	Y
BED 160	W	\$946,941	O	\$971,000	\$24,059	11/5/2007	11/5/07	11/6/12	Belt Collins Hawaii Ltd	S	Master Plan and EIS for Villages of Leiali'i, Lahaina, Maui, Hawaii	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$20,050	O	\$104,847	\$84,797	11/26/2008	11/26/08	12/7/11	Belt Collins Hawaii Ltd	S	EA for an exploratory well at Well Site #3, TMK (3)7-5-1: 55 & 117, Keopu, Hawaii for Kamakana Villages at Keahuolu Proj., Keahuolu, Kona, HI	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y

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Active Contracts as of December 1, 2014

Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 160	W	\$53,754	O	\$68,000	\$14,246	9/3/2009	9/3/09	9/15/10	Belt Collins Hawaii Ltd	S	TDEM resistivity engineering surveys to determine the existence of high level, high capacity potable ground water sources for the Villages of Leialii.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$79,971	O	\$100,000	\$20,029	8/16/2010	8/16/10	8/31/13	Belt Collins Hawaii Ltd	S	Phase A Master Plan and Expansion of Water Supply Plan.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$32,200	O	\$87,956	\$55,756	1/21/2011	1/21/11	2/14/14	Towill, R. M. Corporation	S	Professional engineering and land survey services for the Villages of Kapolei, Oahu.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$1,879,774	O	\$2,340,564	\$460,790	7/20/2010	10/1/10	9/30/15	Hawaii Affordable Properties, Inc.	G/S	Property management and maintenance services at Kauhale Kakaako for three (3) year period with two (2) one-year (1-year) options. 2nd option to extend additional yr. implemented.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$2,724,954	O	\$3,370,764	\$645,810	9/7/2010	10/1/10	9/30/15	Hawaii Affordable Properties, Inc.	G/S	Property management and maintenance services at Pohulani for three (3) year period with two (2) one-year (1-year) options. 2nd option to extend contract for 1 yr. implemented.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$2,262,822	O	\$2,854,794	\$591,972	9/22/2010	10/1/10	11/30/15	Hawaii Affordable Properties, Inc.	G/S	Property management and maintenance services at La'ilani for three (3) year period with two (2) one-year (1-year) options. Options to extend contract implemented.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$2,143,722	O	\$2,258,328	\$114,606	9/30/2010	10/1/10	1/31/15	Hawaii Affordable Properties, Inc.	G/S	Property management and maintenance services at Kamaaina Hale for three year four months (3 yr. 4 mos.) period with two (2) one-year (1-year) options. Supplemental Agreement added for asbestos abatement. Option to extend	Staff oversees actual work; disbursements are monitored by Fiscal Office.	Y

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Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 160	W	\$179,864	O	\$269,802	\$89,938	2/26/2014	3/1/14	2/28/15	Hawaii Affordable Properties, Inc.	G/S	Property management and maintenance services at Kekuilani Courts.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$115,102	O	\$197,317	\$82,215	3/19/2014	4/1/14	3/31/15	Realty Laua, LLC	G/S	Property management and maintenance services at Kekuilani Gardens.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$555,000	O	\$755,250	\$200,250	6/27/2011	7/1/11	6/30/15	Spectrum Seminars, Inc.	S	Compliance Monitoring Services.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$2,528	M	\$4,200	\$1,672	1/9/2014	2/1/14	1/31/15	United Courier Service dba United Armored Car Services	S	Security courier service contacted by State. Contract No. IFB-12-004-O	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$180,220	O	\$205,000	\$24,780	6/27/2012	6/27/12	6/29/16	Island Landscaping and Maintenance, Inc.	G/S	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
BED 160	W	\$475,471	O	\$495,625	\$20,154	7/3/2012	7/3/12	7/7/16	Pural Water Specialty Co., Inc.	G/S	Repair and maintenance of non potable water system at the Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$768,803	O	\$1,272,100	\$503,297	7/3/2012	7/3/12	7/14/16	Royal Contracting Co., Ltd.	C	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

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Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 160	W	\$71,243	O	\$75,227	\$3,984	9/13/2012	9/13/12	3/4/15	Bills Engineering, Inc.	S	Prepare plans and specifications for construction of Well Site Access Bridge at Waihole Valley.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$1,194,304	O	\$1,390,356	\$196,052	3/28/2012	4/1/12	3/31/15	Hawaii Affordable Properties, Inc.	G	Property management and maintenance services at Honokowai Kauhale for one (1) year period with up to four (4) one-year (1-year) options. 2nd option to extend contract 1 yr. implemented.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$370,973	O	\$541,509	\$170,536	10/4/2012	10/1/12	9/30/15	Hawaii Affordable Properties, Inc.	G	Property management and maintenance services at Nani O Puna for an initial period of one (1) year with four (4) one-year (1-year) options. 2nd option to extend contract 1 yr. implemented.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$82,489	O	\$98,899	\$16,410	10/20/2011	10/31/11	10/1/13	Kleen Sweeps, Inc.	G/S	Street sweeping designated areas of Villages of Kapolei	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$252,294	O	\$339,000	\$86,706	3/20/2012	3/1/12	2/28/15	CSG Advisors Incorporated	S	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
BED 160	W	\$695,288	O	\$696,229	\$942	12/18/2012	12/1/12	11/30/15	CBRE, Inc.	G	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
BED 160	W	\$120,540	O	\$391,807	\$271,267	4/8/2013	4/8/13	3/31/15	Economic & Planning Systems, Inc.	G	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

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Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 160	W	\$278,524	O	\$546,200	\$267,676	3/18/2013	4/1/13	3/31/15	The Hawaii National Landscape, Inc.	G/S	Landscape maintenance - 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
BED 160	W	\$86,225	O	\$120,000	\$33,775	4/23/2013	4/23/13	6/30/15	Hawkins Delafield & Wood, LLP	S	Agreement between the Dept. of the Attorney General and Hawkins Delafield & Wood, LLP for Special Deputy Attn General Services. Supplemental Contract No. 1 extends the contract thru 6/30/15 and increases the contract to \$120,000.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$186,401	O	\$661,308	\$474,907	9/1/2014	9/1/14	8/31/15	United States Veterans Initiative (U.S. VETS,	G/S	Property management and maintenance services at Kaihikolu. Contract extended.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$114,250	O	\$986,000	\$871,750	8/28/2013	8/28/13	9/5/16	Gray, Hong, Nojima & Associates, Inc.	S	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
BED 160	W	\$2,025	O	\$75,000	\$72,975	9/20/2013	9/20/2013	9/30/2015	Belt Collins Hawaii Ltd	S	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
BED 160	W	\$326,438	O	\$415,065	\$88,627	12/13/2013	12/16/2013	6/23/2014	Kaikor Construction Co., Inc.	G/S	Provide labor, material, equipment to construct the Waiahole Valley Water System	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$334,637	O	\$501,955	\$167,318	2/26/2014	3/1/14	2/28/15	Hawaii Affordable Properties, Inc.	G/S	Property management and maintenance services at Kamakee Vista.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y

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Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
BED 160	W	\$0	O	\$40,100	\$40,100	5/29/2014	5/29/2014	11/28/2014	Austin, Tsutsumi & Associates, Inc.	S	Professional surveying services for the stakeout & mapping of Waiahole Homestead Road, Extension, Parcel 7 in Waiahole, Oahu.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	w	\$0	O	\$45,000	\$45,000	5/30/2014	6/1/2014	5/31/2015	CohnReznick LLP	G/S	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
BED 160	W	\$404,841	O	\$683,200	\$278,359	6/4/2014	6/4/2014	6/30/2016	Doonwood Engineering, Inc.	G/S	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
BED 160	W	\$9,486	O	\$78,240	\$68,754	2/14/2014	2/14/2014	2/29/2016	H.T.M. Contractors, Inc.	G/S	Provide street sweeping services along designated roadways at the Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$13,444	O	\$418,300	\$404,856	6/19/2014	6/20/2014	6/19/2016	Standard Electric, Inc.	G/S	Repair and Maintenance of Street Lights and Electrical at the Villages of Kapolei.	Staff oversees actual work; disbursements are monitored by Fiscal Office	Y
BED 160	W	\$0	O	\$145,000	\$145,000	7/24/2014	7/28/2014	7/27/2016	Pacific Isles Equipment	G/S	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
BED 160	W	\$0	O	\$4,712	\$4,712	10/29/2014	10/29/2014	10/28/2015	Cardno Tec, Inc.	G/S	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

Department of Business, Economic Development and Tourism
FY15 Appropriation Status

Table 21

Act/Year	ProgID	SeqNo	Description	Comments	MOF	FY15 Appropriation			Amount used as of December 1			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act134/14	BED100	91001	EXECUTIVE REQUEST: ADD FUNDS FOR SMALL BUSINESS ADMINISTRATION STATE TRADE EXPORT PROMOTION (STEP).	LEGISLATURE DOES NOT CONCUR. REDUCES 74,123 IN GENERAL FUNDS IN FY14. ADDS STEP FEDERAL GRANT FUNDS AND TWENTY-FIVE PER CENT GENERAL FUNDS MATCH	A		-	250,000			125,000	
Act122/14	BED100	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR THE BEIJING AND TAIPEI STATE OFFICES.	LEGISLATURE DOES NOT CONCUR. REDUCE \$144,000. DESIGNATE AS "NON-RECURRING." DETAIL OF ADJUSTED GOVERNOR'S REQUEST: CONTRACT PERSONNEL AND OTHER CURRENT EXPENSES (250,000)	A		-	250,000				
Act122/14	BED100	1000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR SISTER-STATE RELATIONSHIPS.	NON-RECURRING.	A		-	50,000			25,000	
Act134/14	BED103	90001	EXECUTIVE REQUEST: ADD (1) POSITION AND FUNDS FOR CLERICAL SUPPORT.	LEGISLATURE DOES NOT CONCUR. REDUCES FY14 AMOUNTS TO REFLECT SIX MONTH DELAY IN HIRE. DETAIL OF GOVERNOR'S REQUEST: (1) SECRETARY II SR14 (#012002- 22,424)	A		1.00	32,424		1.00	32,424	Position filled
Act134/14	BED103	92001	EXECUTIVE REQUEST: ADD FUNDS FOR NEIGHBOR ISLAND TRAVEL.	LEGISLATURE CONCURS. INCREASED VOLUME IN NEIGHBOR ISLAND DOCKETS AND HIGHER COST OF ROOM AND AIRFARE	A		-	27,500			13,750	As of December 1, 2014 one half of funds expended remainder anticipated to be spent by end of FY
Act134/14	BED105	90001	EXECUTIVE REQUEST: ADD (1) POSITION AND FUNDS FOR CLERICAL SUPPORT.	LEGISLATURE DOES NOT CONCUR. REDUCES FY14 AMOUNTS TO REFLECT SIX MONTH DELAY IN HIRE. POSITION WILL SUPPORT BOTH THE FILM INDUSTRY BRANCH AND ARTS AND CULTURE DEVELOPMENT BRANCH. DETAIL OF GOVERNOR'S REQUEST: (1) OFFICE ASSISTANT III SR08 (#913007; 25,668)	A		1.00	25,668	no	yes	None	Currently conducting 3rd round of interviews; estimate filling position January 15, 2015 / Q3

Department of Business, Economic Development and Tourism
 FY15 Appropriation Status

Table 21

Act134/13	BED105	91900	EXECUTIVE REQUEST: ADD FUNDS FOR THE HAWAII FILM STUDIO AND WEBSITE UPDATE.	LEGISLATURE DOES NOT CONCUR. REDUCES 40,000 IN FY14 AND 55,000 IN FY15. DETAIL OF GOVERNOR'S REQUEST: REPAIR AND MAINTENANCE (FY14: 40,000; FY15: 55,000) WEBSITE UPDATE (FY14: 35,000; FY15: 20,000)	A		-	20,000	n/a	n/a	None	Funds allocated in Q3 to contract with vendor to continue enhancements to HFO webportal and e-permitting functions
Act122/14	BED105	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR CREATIVE LAB ACCELERATOR PROGRAM.	LEGISLATURE DOES NOT CONCUR. REDUCE \$100,000. PROVIDES FUNDS TO DEVELOP HAWAII CREATIVE MEDIA CONTENT INDUSTRY.	A		-	100,000	n/a	n/a	49,400	Funds utilized to coordinate and execute Fall 2014 programs. Balance to be expended via RFP for FY15-16 programs. Total funds + \$50,000 from base budget pledged as match to support EDA grant FY15-16. Additional funds requested for FY16-17 for Oahu and neighbor islands pgms

Department of Business, Economic Development and Tourism
FY15 Appropriation Status

Table 21

Act122/14	BED105	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HAWAII FASHION INCUBATOR LLC.	NON-RECURRING.	A		-	100,000	n/a	n/a	80,000	\$10,000 balance remaining to be paid to contractor. Total funds available were \$90,000 due to mandatory restriction on FY 15 budgets
Act134/15	BED120	90001	EXECUTIVE REQUEST: ADD (3.69) TEMPORARY POSITIONS AND FUNDS IN FY14 AND (4.19) TEMPORARY POSITIONS AND FUNDS IN FY15 FOR HAWAII STATE ENERGY OFFICE STRATEGIC PLAN PROGRAMS.	LEGISLATURE DOES NOT CONCUR. REDUCES 450,000. REPLACES EXPIRING AMERICAN REINVESTMENT AND RECOVERY ACT FUNDS WITH ENERGY SECURITY SPECIAL FUND (ESSF). DETAIL OF GOVERNOR'S REQUEST: TEMPORARY ENERGY POSITIONS (FY14: 3.69B; 394,215; FY15: 4.19B; 430,497) FRINGE BENEFITS (FY14: 200,764; FY15: 216,017) EDUCATION (133,700) HIGH PERFORMANCE BUILDINGS (FY14: 294,352; FY15: 273,622) CLEAN ENERGY INNOVATION AND TECHNOLOGY (FY14: 169,513; FY15: 170,985) INTERMITTENT ENERGY TRANSMISSION (FY14: 125,000; FY15: 100,000) ENERGY ASSURANCE PLAN (35,000) PERMITTING ASSISTANCE (50,000) RENEWABLE ENERGY IMPLEMENTATION ASSISTANCE (FY14: 153,000; FY15: 123,000) SUPPORT FOR RENEWABLE ENERGY	B	4.19	-	1,500,000	3.69	-	1,369,261 Personnel & Fringe 220,155 Other Current Expense	Pos. No. 119359 to be filled as of 1/16/15. Clean Energy Innovation & Technology: 80,000 Assessments: 44,333

Department of Business, Economic Development and Tourism
FY15 Appropriation Status

Table 21

Act122/14	BED120	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR TECHNICAL ASSISTANCE FOR ADVANCEMENT OF RENEWABLE ENERGY PROJECTS.	LEGISLATURE CONCURS. PROVIDES FOR SUBJECT MATTER EXPERTISE IN DEVELOPING INTER-ISLAND CABLE AND INTEGRATED MODERNIZED GRIDS. DETAIL OF GOVERNOR'S REQUEST: SERVICES ON A FEE (475,000)	B		-	475,000	-	-	-	100,000 encumbrance in Dec 2014.
Act122/14	BED120	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR ENERGY INNOVATION - ENERGY EXCELERATOR.	LEGISLATURE CONCURS. SUPPORTS PACIFIC INTERNATIONAL CENTER FOR HIGH TECHNOLOGY RESEARCH PROGRAMS FOR ADVANCEMENT AND COMMERCIALIZATION OF NEW ENERGY TECHNOLOGIES. DETAIL OF GOVERNOR'S REQUEST: SERVICES ON A FEE (500,000)	B		-	500,000	-	-	-	500,000 encumbrance in Dec 2014.
Act122/14	BED120	102001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR RENEWABLE ENERGY BRANCH PROCESSING AND ADMINISTRATION.	LEGISLATURE CONCURS. PROVIDES FOR SUBJECT MATTER EXPERTISE IN PUBLIC UTILITIES COMMISSION DOCKET ACTIVITIES AND STAKEHOLDER SUPPORT. DETAIL OF GOVERNOR'S REQUEST: SERVICES ON A FEE (250,000)	B		-	250,000	-	-	-	To be contracted in FY15.
Act122/14	BED120	103001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR RENEWABLE ENERGY RELATED ON-LINE PERMITTING TOOLS.	LEGISLATURE CONCURS. PROVIDES FOR TECHNICAL UPGRADES AND MAINTENANCE TO EXISTING SELF- HELP TOOLS AND NEW TOOL DEVELOPMENT. DETAIL OF GOVERNOR'S REQUEST: SERVICES ON A FEE (75,000)	B		-	75,000	-	-	-	To be contracted in FY15.
Act122/14	BED120	106001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR GREEN INFRASTRUCTURE FINANCING.	LEGISLATURE CONCURS. PROGRAM START DATE FOR DEPLOYING UP TO \$150,000,000 FROM THE HAWAII GREEN INFRASTRUCTURE SPECIAL FUND IS NOW EXPECTED TO BE IN FY15. DETAIL OF GOVERNOR'S REQUEST: SERVICES ON A FEE (50,000,000)	B		-	50,000,000	-	-	46,323,248	143,250,000 transferred to GEMS program custodian in Nov 2014.

Act122/14	BED128	100001	SUPPLEMENTAL REQUEST: ADD (1) TEMPORARY POSITION AND FUNDS FOR OFFICE OPERATIONS AND INITIATIVES.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: (1) TEMPORARY RESEARCH ASSOCIATE (#914012; 60,000) AEROSPACE INDUSTRY DEVELOPMENT (20,000) COMMERCIAL SPACEPORT LICENSE (#914012; 60,000)	A	1.00	-	160,000	1.00		32,172	Pending \$80,000 sole source procurement to contract with Reynolds, Smith & Hill, Inc. on Spaceport Application
Act134/14	BED128	212001	GOVERNOR'S MESSAGE (2/12/13): ADD FUNDS FOR PACIFIC INTERNATIONAL SPACE CENTER FOR EXPLORATION SYSTEMS PROGRAM.	LEGISLATURE DOES NOT CONCUR. ADDS 400,000 IN FY15.	A		-	400,000			90,000	Restricted \$110,000; Pending \$200,000 Request to Gov to Expend & Contract with RCUH;
Act134/14	BED128	2090001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR THE CHALLENGER CENTER.	DETAIL OF LEGISLATIVE ADJUSTMENT: (4) TEACHER (55,104 EACH) (0.5) PART-TIME TEACHER (14,120) (0.5) PART-TIME TEACHER (14,120) SEE EDM100 SEO, NO. 2000-001	A		-	248,656			-	Restricted \$48,656; MOA executed 12/9/14 with DOE for \$200,000
Act134/14	BED130	91001	EXECUTIVE REQUEST: ADD FUNDS FOR ECONOMIC STUDIES.	LEGISLATURE DOES NOT CONCUR. REDUCES 100,000. DETAIL OF GOVERNOR'S REQUEST: HAWAII INDUSTRY SURVEYS (100,000) FEDERAL GOVERNMENT EXPENDITURE SURVEY (50,000) HAWAII HOUSEHOLD EXPENDITURE SURVEY (50,000)	A		-	100,000	-	-	93,037	For household expenditure survey
Act122/14	BED130	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR TECHNOLOGY UPGRADES AND DATA SITE MAINTENANCE.	LEGISLATURE DOES NOT CONCUR. DESIGNATE \$55,000 "NON-RECURRING." DETAIL OF ADJUSTED GOVERNOR'S REQUEST: DATABASE SUBSCRIPTIONS AND WEBSITE DEVELOPMENT (50,000) COMPUTER EQUIPMENT (25,000)	A		-	75,000	-	-	9,600	Delayed spending due to restriction
Act122/14	BED130	102001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SALARY ADJUSTMENTS.	LEGISLATURE CONCURS. SALARY SHORTFALLS CURRENTLY FINANCED WITH VACANT POSITION. DETAIL OF GOVERNOR'S REQUEST: ECONOMIC RESEARCH PROGRAM MANAGER EM05 (#22407; 15,840) RESEARCH AND STATISTICS OFFICER EM05 (#10086; 22,893) INFORMATION SPECIALIST IV SR20	A		-	43,089			21,544.50	

Department of Business, Economic Development and Tourism
FY15 Appropriation Status

Table 21

Act134/13	BED142	90001	EXECUTIVE REQUEST: ADD (1) POSITION AND FUNDS FOR PROCUREMENT PROCEDURE OVERSIGHT.	LEGISLATURE DOES NOT CONCUR. REDUCES FY14 AMOUNTS TO REFLECT SIX MONTH DELAY IN HIRE. DETAIL OF GOVERNOR'S REQUEST: (1) DEPARTMENT CONTRACT SPECIALIST (#012006-45,576)	A		1.00	45,576		1.00	45,576	Position is currently being redescribed and will be under recruitment shortly.
Act134/13	BED144	90001	EXECUTIVE REQUEST: ADD (1) POSITION AND FUNDS FOR CLERICAL SUPPORT.	LEGISLATURE CONCURS. POSITION WILL PROVIDE SERVICES FOR THE OFFICE OF PLANNING. DETAIL OF GOVERNOR'S REQUEST: (1) LAND USE DIVISION SECRETARY III SR16 (#012001-46,176)	A		1.00	46,176		1.00	\$18,037	
Act134/13	BED144	92001	EXECUTIVE REQUEST: ADD FUNDS FOR PERSONAL SERVICES SHORTFALL.	LEGISLATURE DOES NOT CONCUR. REDUCES 9,261. DETAIL OF GOVERNOR'S REQUEST: PLANNING PROGRAM MANAGER (#11310; 22,045)	A		-	13,784		1.00	\$39,697	
Act122/14	BED160	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR COMPUTER UPGRADES.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: BACKUP SOFTWARE (7,500) WEBTRACKS SOFTWARE SUPPORT (335) CONSULTANT SERVICES (6,500) PC COMPONENT PARTS (1,000) CHECKPOINT FIREWALL REPLACEMENT (5,500) DAMEWARE/NEOROUTER REMOTE CONX LICENSE RENEWAL (400) DOCUMENT MANAGEMENT SYSTEM (38,000) IMAC ENHANCEMENTS (900) LOTUS NOTES/OFFICE 365 (10,120) ANTI-VIRUS MAINTENANCE AND MALWARE PROTECTION (3,500) APC SYMMETRA UPS (1,486) VMWARE SUPPORT CONTRACT (6,600) REPLACEMENT OF SATA HARD DRIVES WITH SAS (7,280) WIRELESS SERVICE FEES (960) OFFSITE BACKUP SERVICE FEES (12,000) GREAT PLAINS SOFTWARE LICENSES (14,000) BACKUP SERVER (16,000)	W		-	244,481	-	-	24,718	
Act122/14	BED160	1000001	LEGISLATIVE ADJUSTMENT: ADD (1) POSITION AND FUNDS FOR TRANSIT-ORIENTED DEVELOPMENT AND SPECIAL PLANNING PROJECTS	DETAIL OF LEGISLATIVE ADJUSTMENT: (1) PLANNER VI SR26 (#914002; 55,500)	W		1.00	78,810	-	-	-	

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>FY16 \$\$\$</u>	<u>FY17 \$\$\$</u>
BED150	1	1	12	023	HAWAII COMMUNITY DEVELOPMENT AUTHORITY'S COMMUNITY DEVELOPMENT DISTRICTS, OAHU	C	1,855,000	1,855,000
BED107	1	2	13	26	FACILITY IMPROVEMENTS AND ADA RETROFIT, FTZ.	C	1,320,000	-
BED107	2	3	13	26	FTZ ELEVATOR REPLACEMENT	C	850,000	-
BED146	1	4	4	6	IMPROVEMENTS TO THE RESEARCH CAMPUS	C	330,000	-
BED150	2	2	12	023	KAKAAKO MAKAI PARKING STRUCTURE	D	4,000,000	

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>Amount \$\$\$\$</u>	<u>Reason</u>
BED 146	106/2012	NELHA 40" Seawater Pipeline Upgrades, Construction/ Funds not required	C	111,850	Project came in under budget. Project complete. Funds not required.
BED 146	106/2012	NELHA 40" Seawater Pipeline Upgrades, Design/ Funds not required	C	2	Project came in under budget. Project complete. Funds not required.
BED 146	106/2012	NELHA Alt. Energy Biotech Incubator, Design/Funds not required	D	75,800	Funds were not available for construction during contract encumbrance.
BED 146	106/2012	NELHA Alt. Energy Biotech Incubator, Design/Funds not required	D	616	Funds were not available for construction during contract encumbrance phase.
BED 146	178/2005	NELHA-Kona Int. Airport Connector Rd, Construction/Congressional fund not appropriated	D	4,000,000	US Congress did not appropriate funding.

Department of Business, Economic Development and Tourism
Division Resources

Table 24

<u>Division</u>	<u>Associated Program IDs</u>						
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 & 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 and Tourism
 Organization Changes

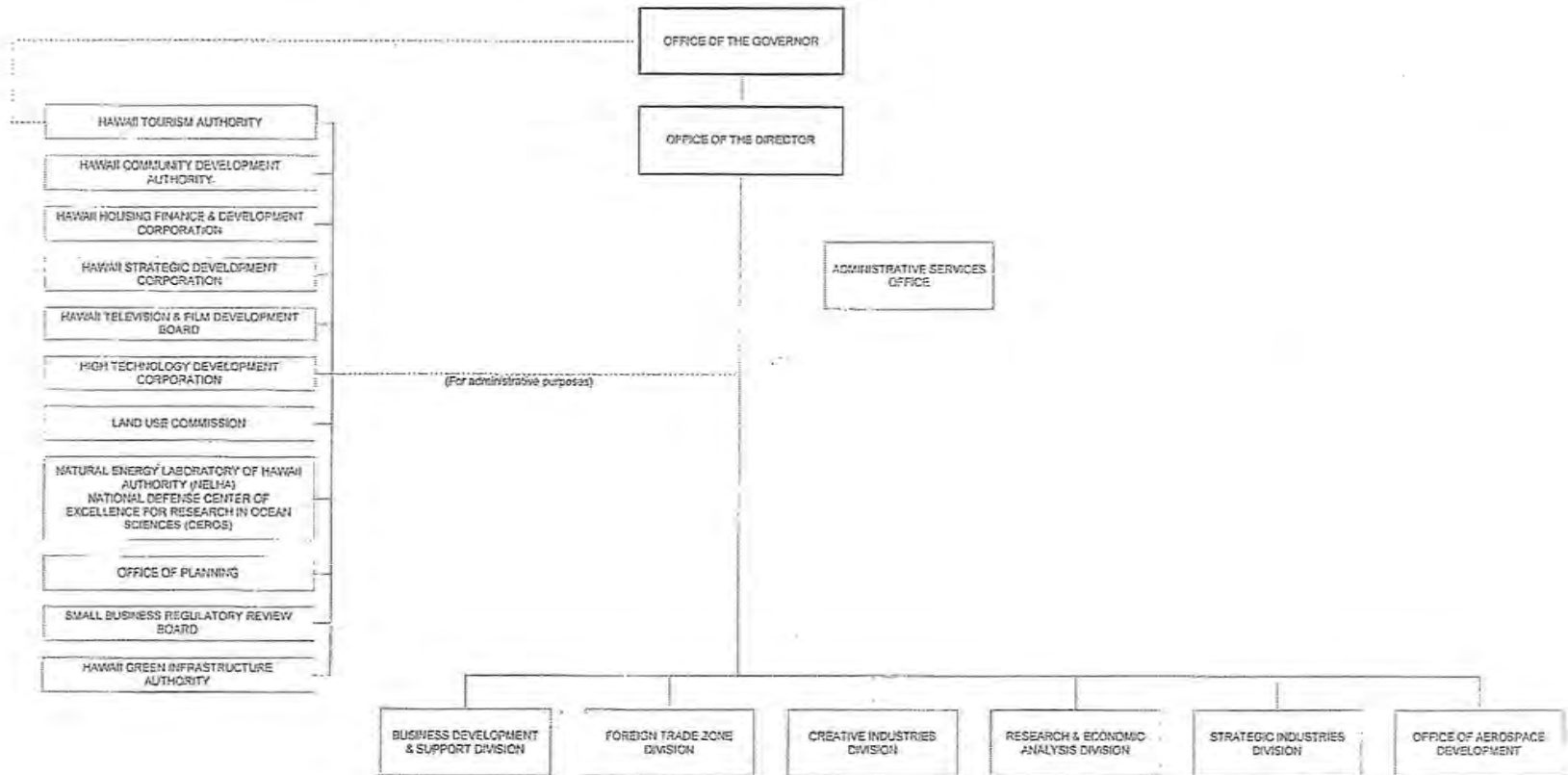
<u>Year of Change</u> FY15/FY16	<u>Page</u> Number	<u>Description of Change</u>
FY15	4	Add OAD Research Associate to BED128, Office of Aerospace Development authorized under Act 122, SLH 2014. Reorg still needs to be completed to update org chart.
FY15	1	Established and add Hawaii Green Infrastructure Authority, BED138 authorized under Act 211, SLH 2013
FY15	3	Add HGIA Executive Director to BED138, Hawaii Green Infrastructure Authority authorized under Act 211, SLH 2013
FY15	3	Add HGIA Executive Assistant to BED138, Hawaii Green Infrastructure Authority authorized under Act 211, SLH 2013
FY15	3	Add HGIA Administrative Services Coordinator to BED138, Hawaii Green Infrastructure Authority authorized under Act 211, SLH 2013
FY15	3	Add HGIA Program Officer to BED138, Hawaii Green Infrastructure Authority authorized under Act 211, SLH 2013
FY15	3	Add HGIA Program Officer to BED138, Hawaii Green Infrastructure Authority authorized under Act 211, SLH 2013
FY15	12	Reduce Economist V (Pos. No. 39449) from BED130, Research and Economic Analysis Division authorized under Act 122, SLH 2014. Reorg still needs to be completed to update org chart.

ACKNOWLEDGED

Robert K. Young
Robert K. Young, Director of Finance

SEP 25 2014
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
ORGANIZATION CHART
PROPOSED



ACKNOWLEDGED

Acknowledged

Kuibart K. Young, Director of Finance

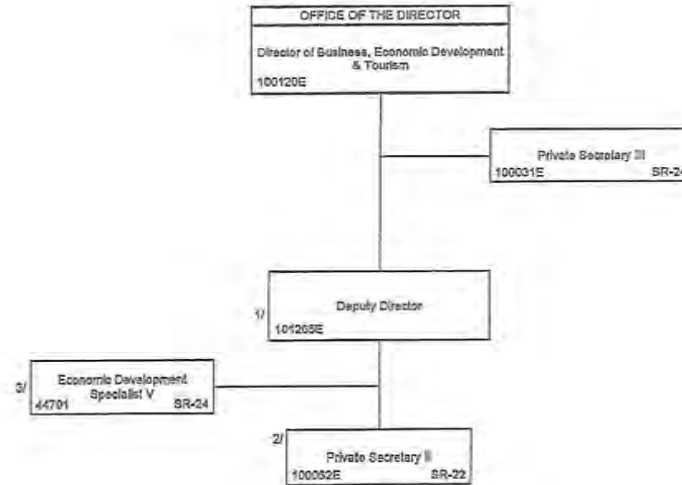
12/14/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF THE DIRECTOR

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 #100002E, abolished Act 180, SLH 2010. Restored thru Act 164, SLH 2011. Position # is same.

3/ Position #44701, 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-25.

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 #12865, Information Specialist IV, RIF, abolished - Act 180, SLH 2010.

Position #12868, Secretary II, abolished - Act 180, SLH 2010.

ACKNOWLEDGED


Karen K. Young, Director of Finance

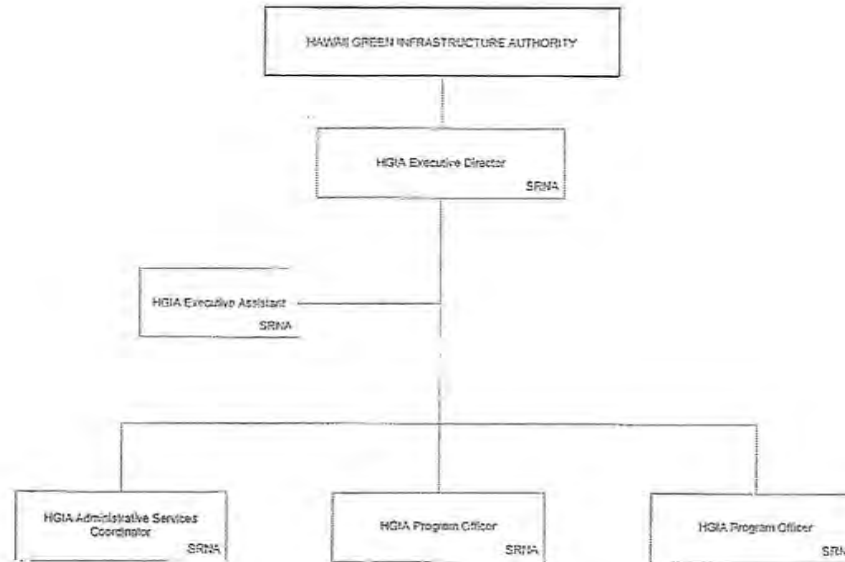
SEP 25 2014

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII GREEN INFRASTRUCTURE AUTHORITY

POSITION ORGANIZATION CHART

PROPOSED



E = Exempt Positions
* Established by Act 211, SLH 2013

DRAFT August 25, 2014

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 146, 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

Acknowledged

Kalbert K. Young, Director of Finance

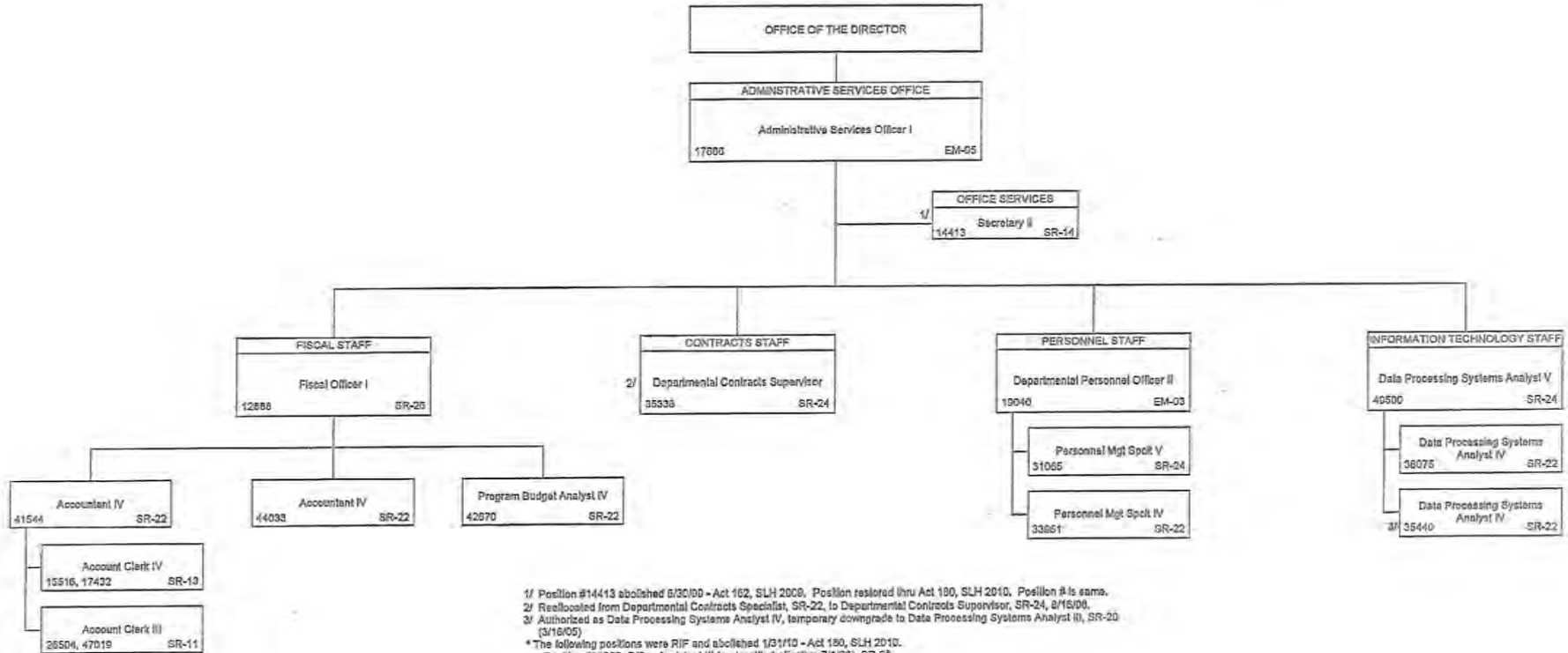
12/14/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART

PRESENT



1/ Position #14413 abolished 6/30/09 - Act 162, SLH 2009. Position restored thru Act 190, 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 #39285, Office Assistant III (reclassified effective 7/1/08), SR-08.
 Position #44669, Account Clerk III, SR-11
 Position #33260, Accountant III, SR-20
 Position #42800, 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 #15843, Contracts Assistant I, SR-13
 Position #40254, Departmental Contracts Specialist, SR-22
 Position #10539, Personnel Management Specialist IV, SR-22
 *** Position #49401, Management Analyst IV, SR-22, abolished 1/31/10 - Act 180, SLH 2010.

ACKNOWLEDGED

Acknowledged

Kalbert K. Young, Director of Finance

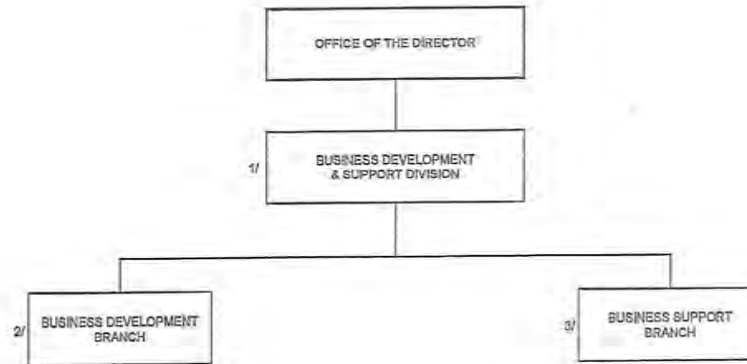
12/14/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
BUSINESS DEVELOPMENT & SUPPORT DIVISION

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

Acknowledged

Kalbert K. Young, Director of Finance

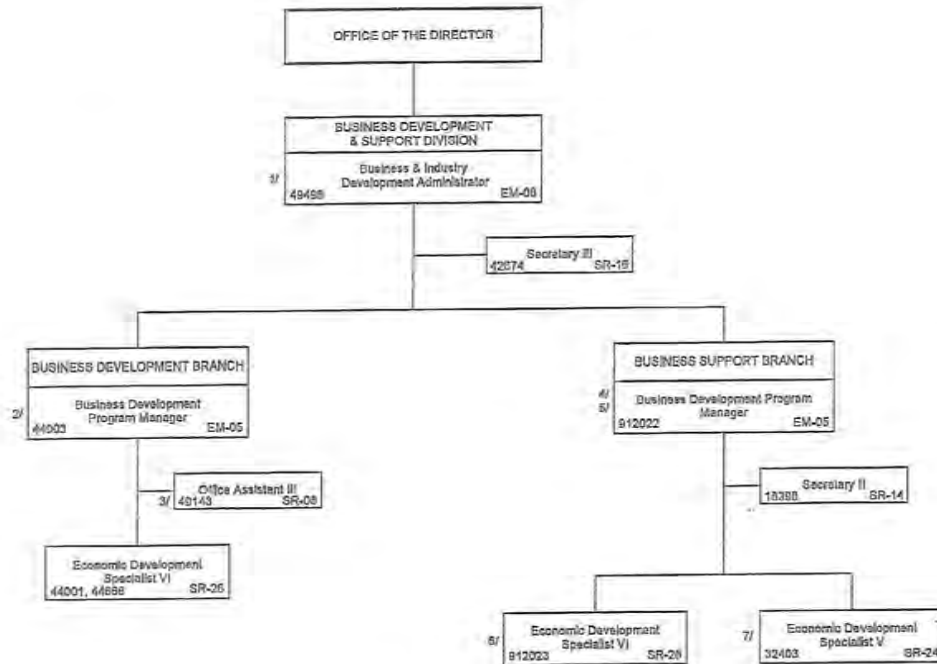
12/14/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
BUSINESS DEVELOPMENT & SUPPORT DIVISION
BUSINESS DEVELOPMENT BRANCH
BUSINESS SUPPORT BRANCH

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 #48143 Office Assistant II, 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 100, SLH 2010
 - Position #16522 Business Loan Officer II, SR-25
 - Position #43038 Economic Development Specialist VI, SR-20
 - Position #20981 Economic Development Specialist VI, SR-20
 - Position #49142 Economic Development Specialist VI, SR-20
 - Position #46144 Economic Development Specialist IV, SR-22
- ** The following positions were abolished Act 162, SLH 2009
 - Position #35521 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 #20633 Secretary II, SR-14, proposes to be transferred from Investment & Business Analysis Branch to Creative Industries Division and proposes to be reallocated to Secretary II, SR-16.
 - Position #26302 Economic Development Specialist VI, SR-26 RIF, abolished 1/31/10 - Act 160, SLH 2010
 - Position #27408 Economic Development Specialist VI, SR-26 abolished 7/15/09, Act 162, SLH 2009
 - Position #44900 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

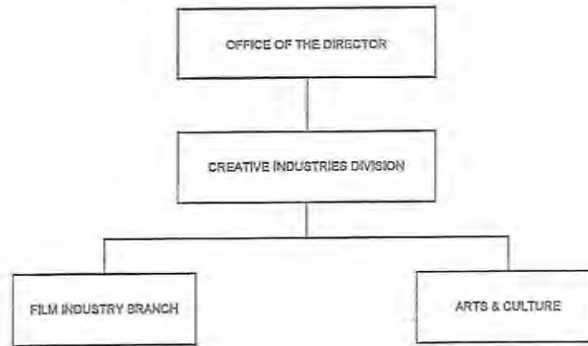
7/21/2006

Date

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

ORGANIZATION CHART

PRESENT



July 21, 2006

ACKNOWLEDGED

Acknowledged

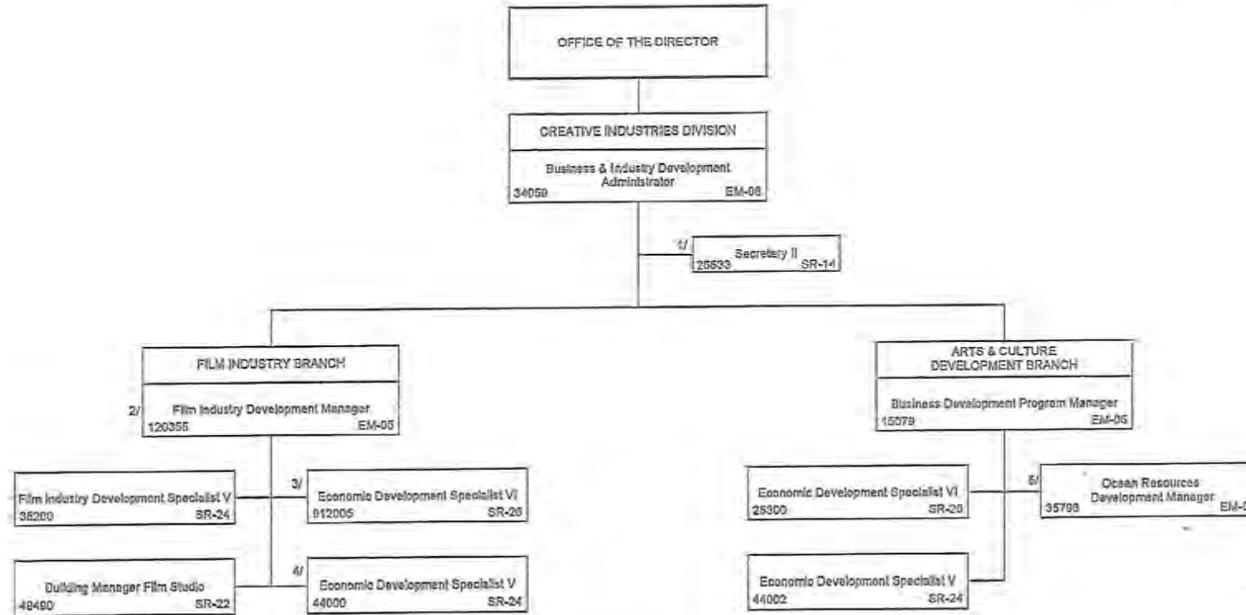
Kalbert K. Young, Director of Finance

12/22/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
CREATIVE INDUSTRIES DIVISION
FILM INDUSTRY BRANCH
ARTS & CULTURE DEVELOPMENT BRANCH
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 #120356, Film Industry Development Manager, EM08, newly created position - Act 164, SLH 2011.

3/ Position #412005 Economic Development Specialist VI, SR28, 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, SR28.

* The following positions were RIF, abolished 1/31/10 - Act 160, SLH 2010:

Position # 24597 Film Industry Development Manager, EM05

Position # 116501 Film Industry Development Specialist IV (established 7/1/06 - Act 213, SLH 2007)

Position # 116293 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 #36259 Economic Development Specialist V, SR24 (re-described from Film Industry Development Specialist IV, SR22, effective 12/29/05, and re-described to Energy Emergency Planner to BID on 7/1/09, Act 162, SLH 2009).

Position #44688 Secretary II, SR14

** The following positions were abolished 7/31/09 - Act 160, SLH 2010

Position #14758 Secretary III, SR 13

Position #15736 Secretary II, SR-14

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamata, Director of Finance

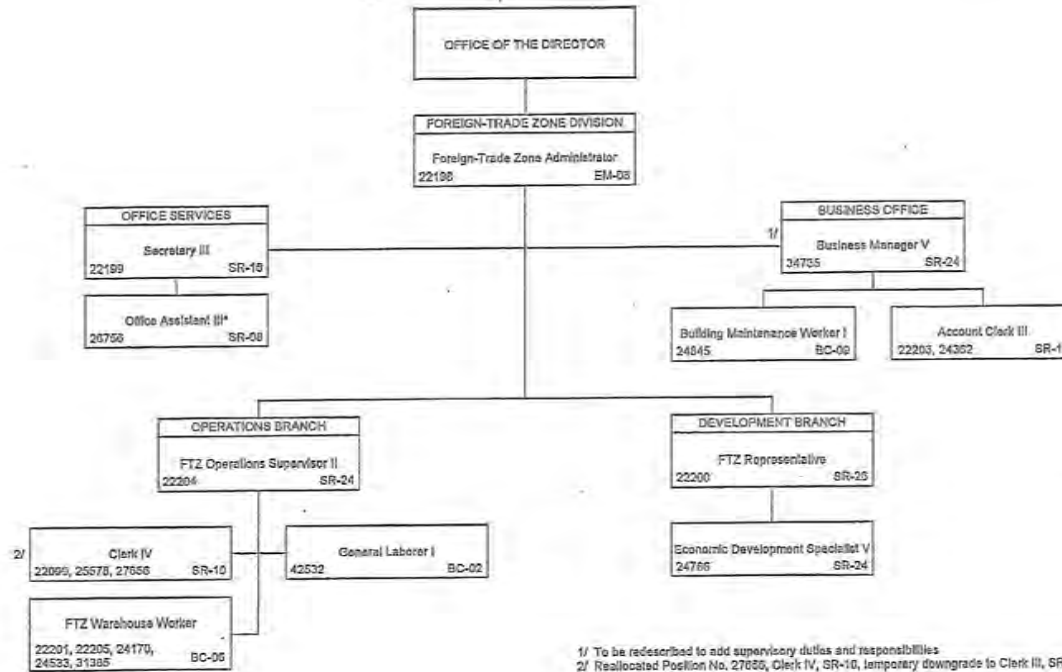
2/3/2005

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
FOREIGN-TRADE ZONE DIVISION

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-06, 10/16/05
* Position Reinstated effective 07/01/00

August 22, 2005

ACKNOWLEDGED

Acknowledged

Kalbert K. Young, Director of Finance

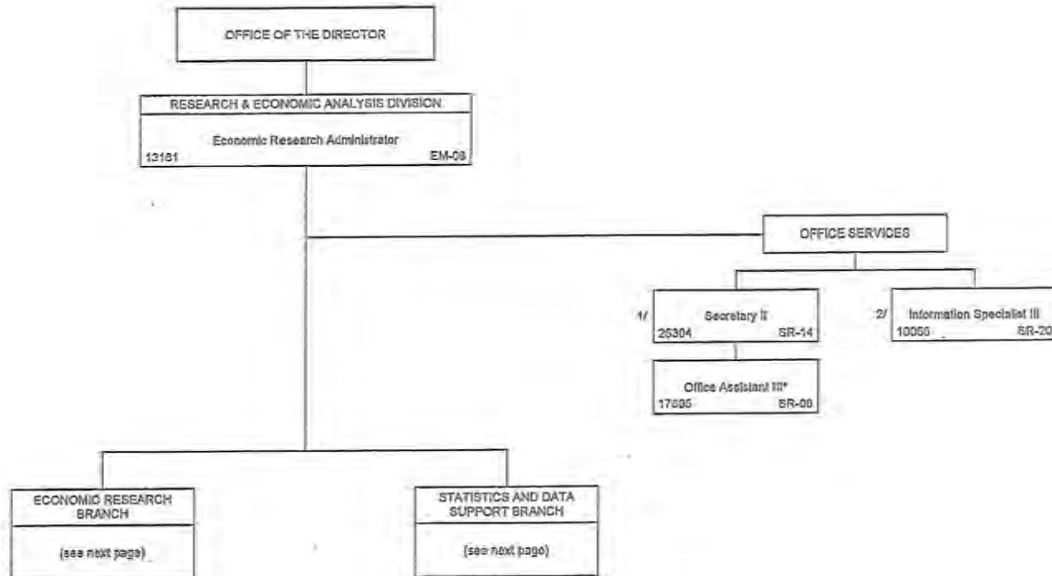
12/14/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
RESEARCH & ECONOMIC ANALYSIS DIVISION

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, SR15.
2/ Position #10055 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 7/01/00.
** Position # 22100, RIF, abolished 1/31/10 - Act 160, SLH 2010
*** Economic Information Staff proposes to be eliminated.

ACKNOWLEDGED

Acknowledged

Kalbert K. Young, Director of Finance

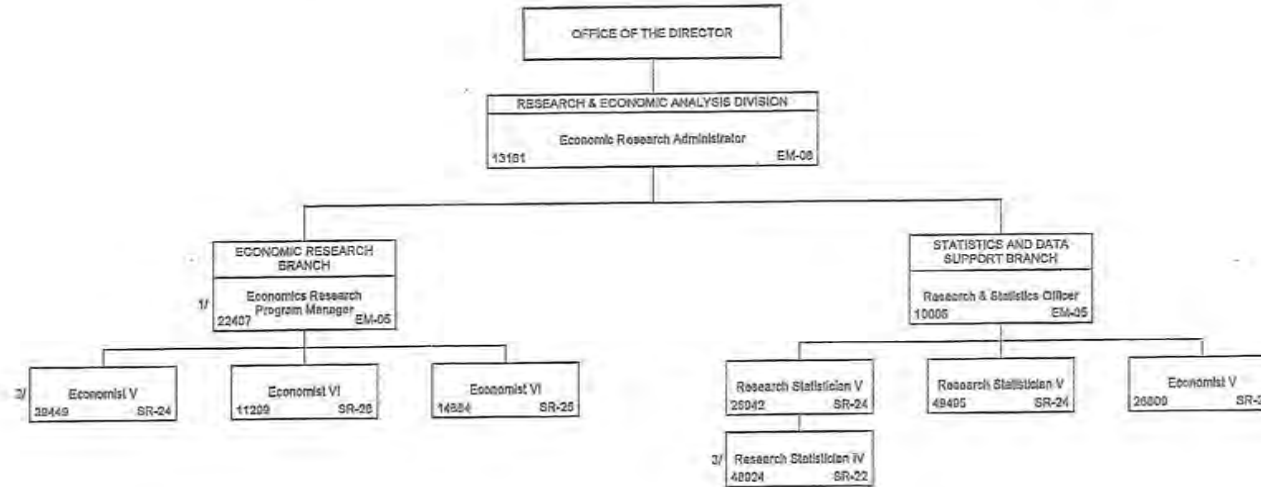
12/14/11

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
RESEARCH & ECONOMIC ANALYSIS DIVISION
ECONOMIC RESEARCH, STATISTICS AND DATA SUPPORT
AND TOURISM RESEARCH BRANCHES

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 #38449 Economist V, SR-24, proposes to be transferred from Research & Economic Analysis Division, Economic Information Staff/ Information Products Section to Research & Economic Analysis Division, Economic Research Branch.
- 3/ Position #48824 Research Statistician IV, SR-22 temporary downgrade to Research Statistician III, SR-20, 7/18/07.
- * Position #26283 Economist VII, SR28 abolished 6/30/06, Act 162, SLH 2006.
- ** Economic Information Staff, Library Section and Information Products Section proposes to be eliminated
- Position #12676 Librarian V, SR24, RIF, abolished 1/31/10 - Act 160, SLH 2010
- Position #10006 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 160, 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 #11509 Research & Statistics Officer, EM05
- Position #11914 Economist VI, SR29
- Position #45249 Tourism Specialist VI, SR28
- Position #111515 Research Statistician IV, SR22

ACKNOWLEDGED

Acknowledged

Kalbert K. Young, Director of Finance

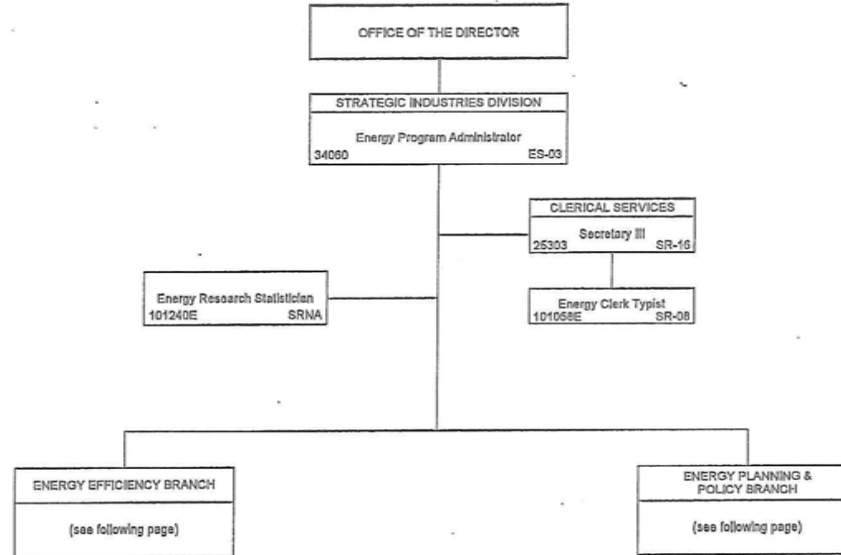
12/14/11

Date

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

ORGANIZATION CHART

PRESENT



1/ Propose to eliminate Science & Technology Branch

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

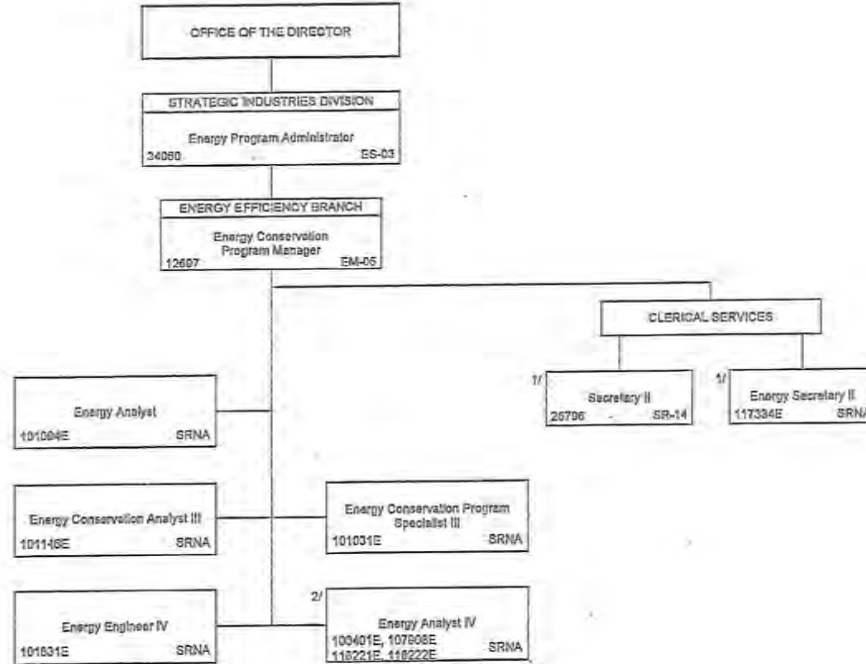
2/3/2005

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC INDUSTRIES DIVISION
ENERGY EFFICIENCY BRANCH

POSITION ORGANIZATION CHART

PRESENT



1/ Position No. 26796 Clerk Stenographer III, SR-11, reallocated to Secretary II, effective 04/10/02; to be redesignated Position No. 117334E, Energy Secretary II, established 05/27/05
2/ Position No. 118221E and 118222E established 10/12/00; ACT 96-09 SLH
E = Exempt position NTE 05/30/06; except Position No. 118221 and 118222, Energy Analyst IV - NTE 06/30/00

July 03, 2007

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

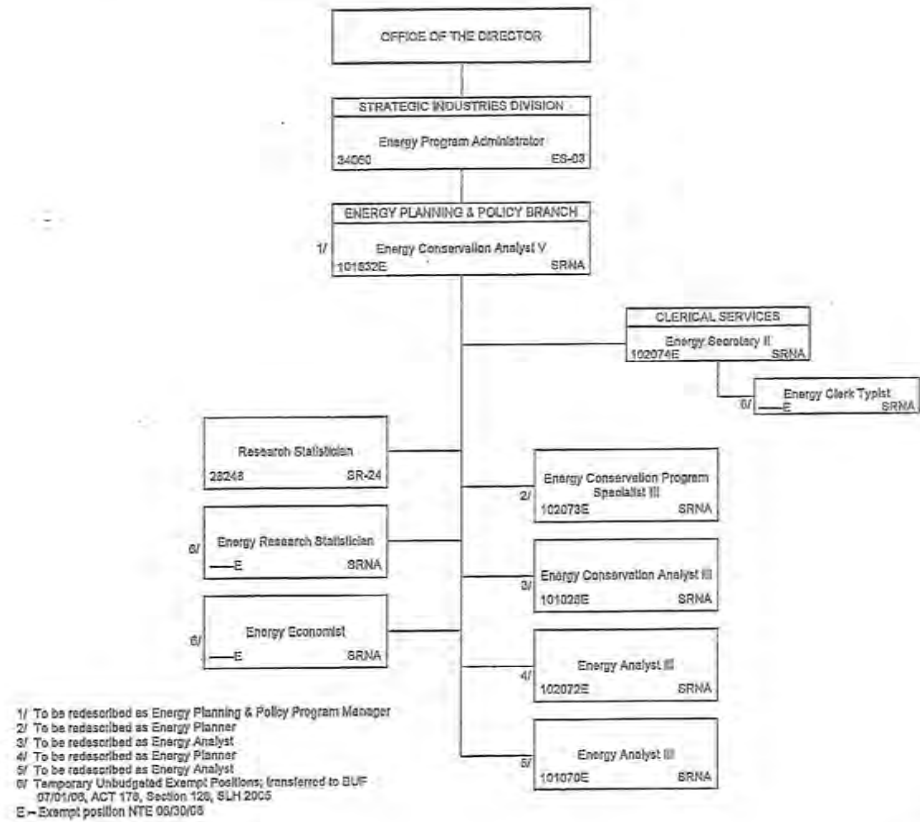
2/3/2006

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC INDUSTRIES DIVISION
ENERGY PLANNING & POLICY BRANCH

POSITION ORGANIZATION CHART

PRESENT



July 06, 2007

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

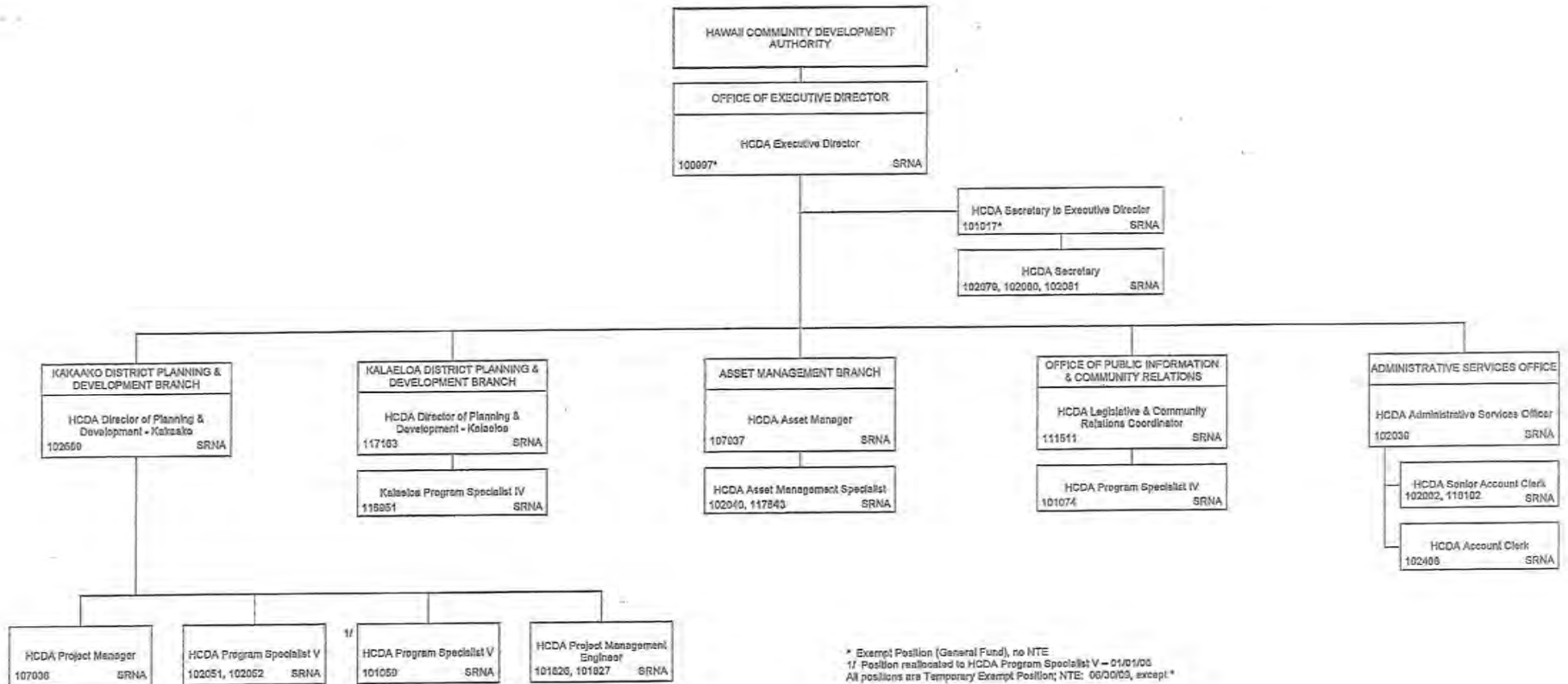
12/05/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII COMMUNITY DEVELOPMENT AUTHORITY

POSITION ORGANIZATION CHART

PRESENT



February 02, 2008

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

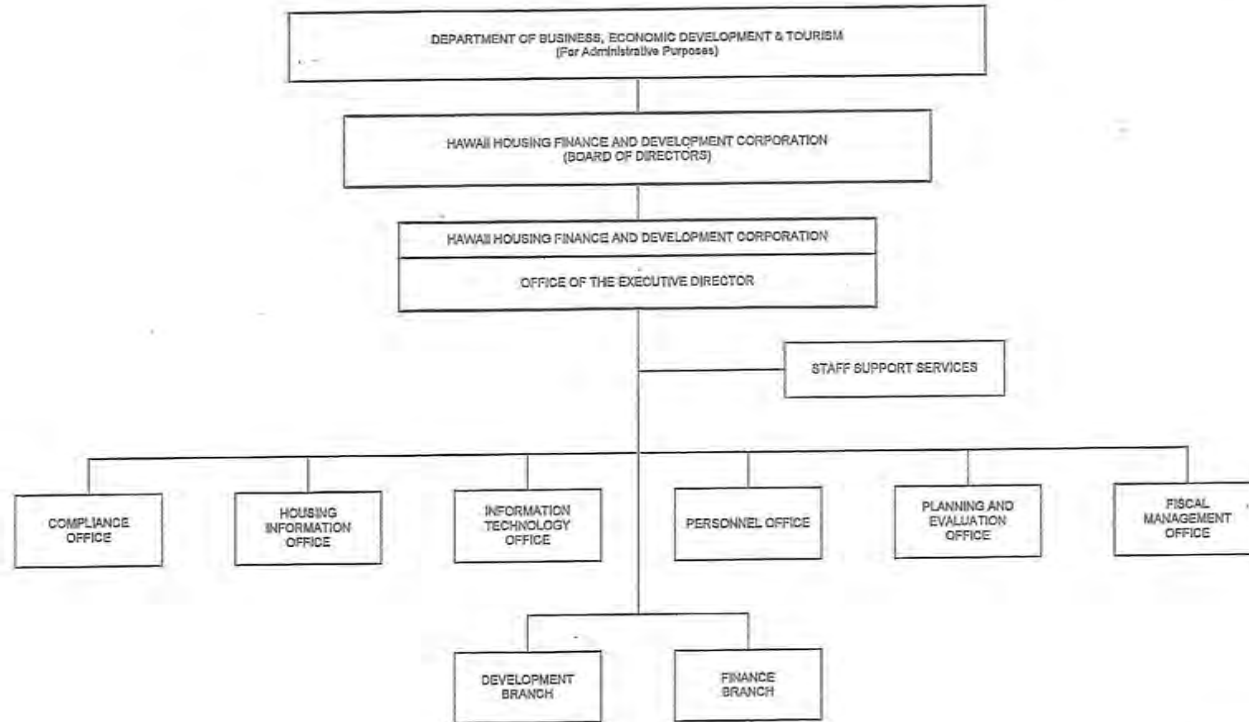
1/18/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

ORGANIZATION CHART

PRESENT



January 18, 2007

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

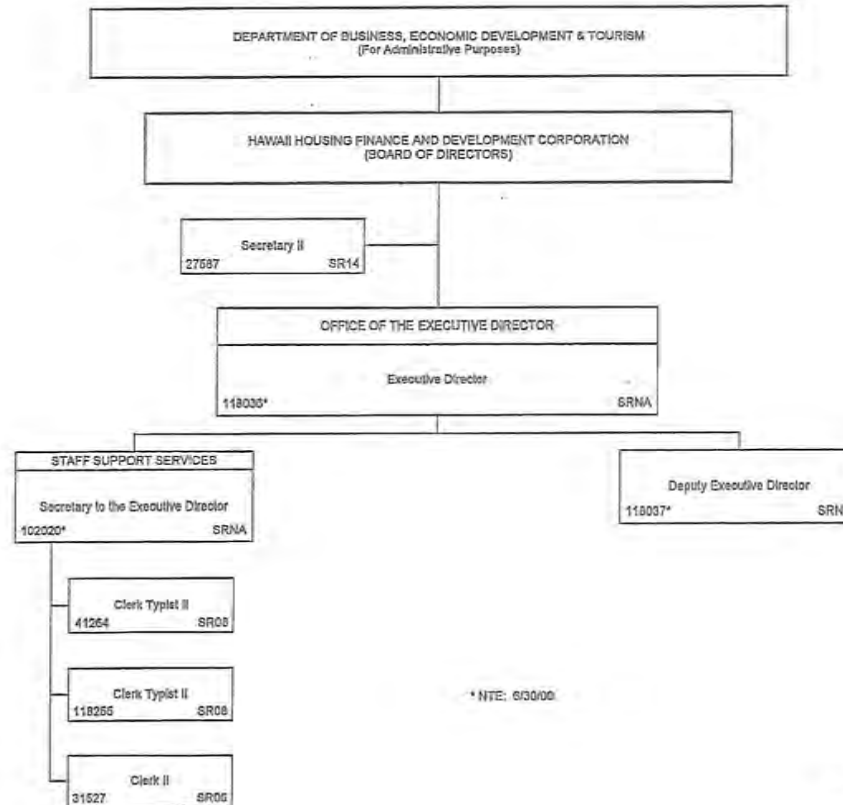
1/18/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

ORGANIZATION CHART

PRESENT



July 22, 2013

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamita, Director of Finance

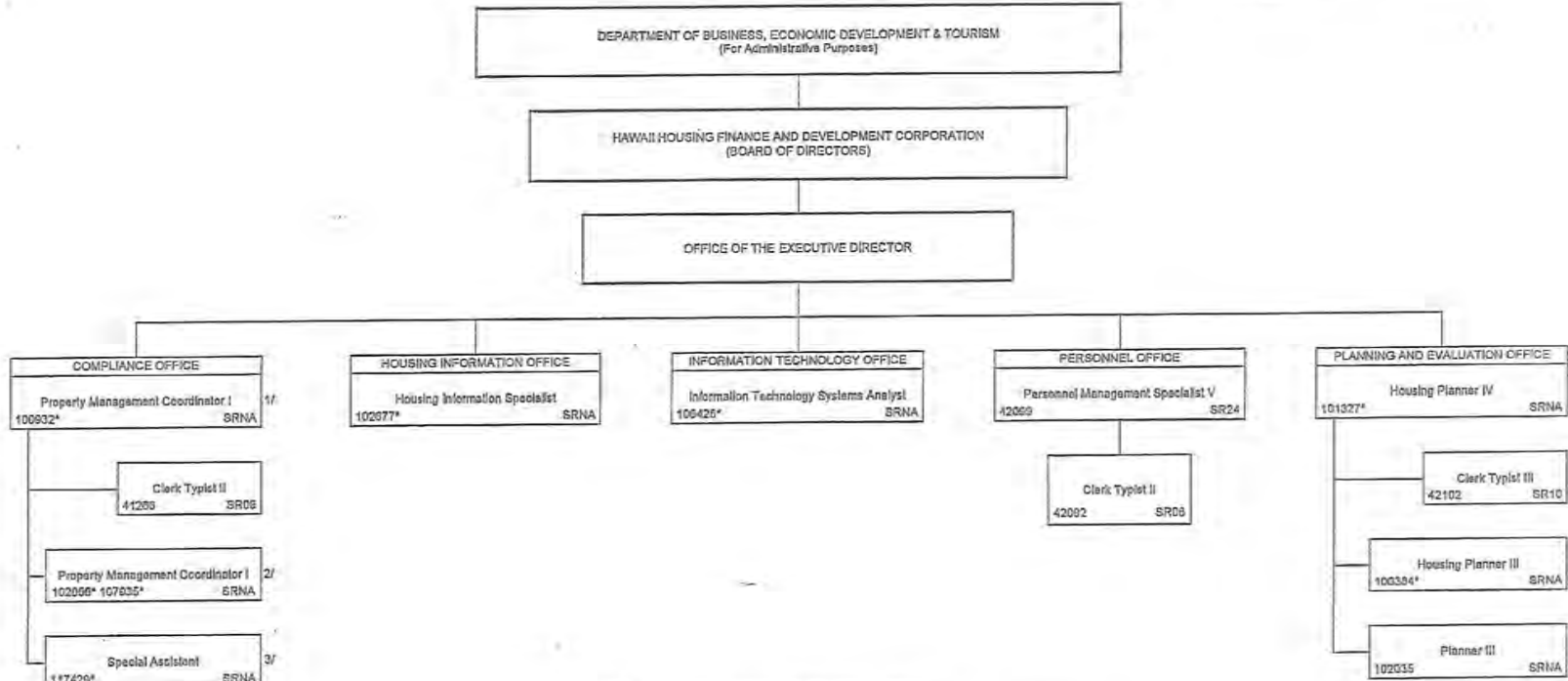
1/18/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

COMPLIANCE OFFICE,
HOUSING INFORMATION OFFICE, INFORMATION TECHNOLOGY OFFICE,
PERSONNEL OFFICE, AND PLANNING AND EVALUATION OFFICE
POSITION ORGANIZATION CHART

PRESENT



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

July 5, 2007

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

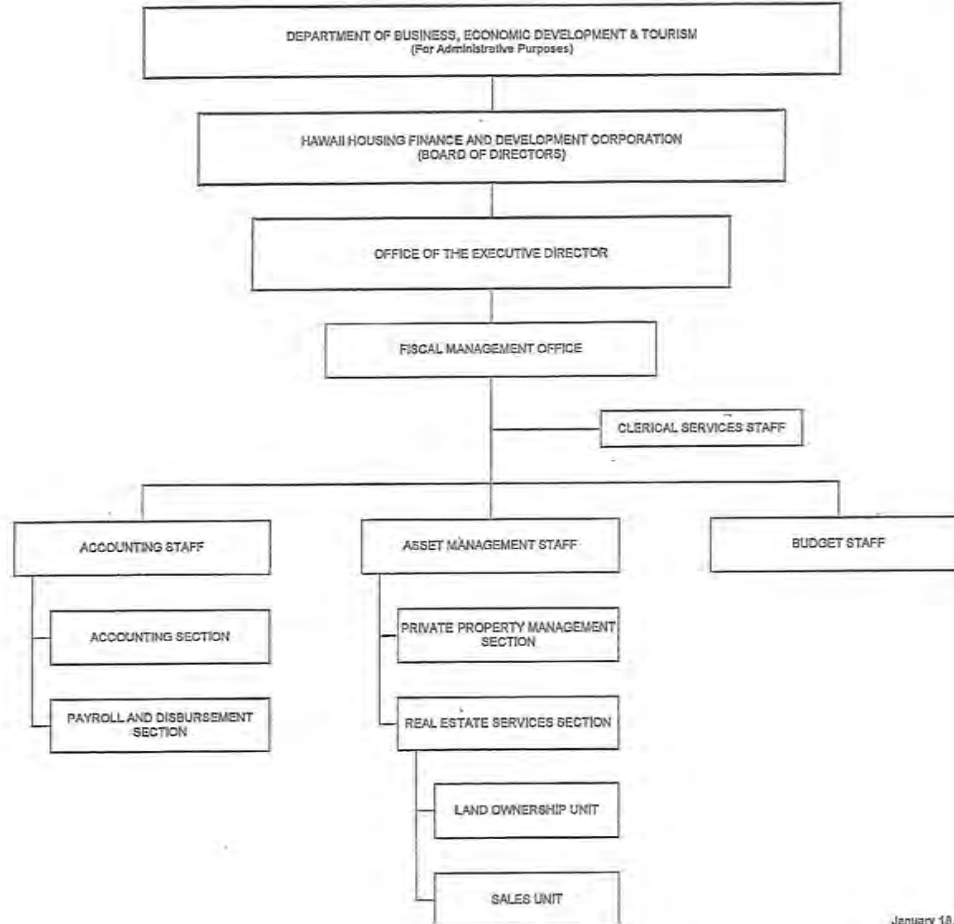
1/18/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

FISCAL MANAGEMENT OFFICE -
ACCOUNTING STAFF, ASSET MANAGEMENT STAFF, AND BUDGET STAFF
ORGANIZATION CHART

PRESENT



January 18, 2007

ACKNOWLEDGED

Acknowledged

Georgia K. Kewamura, Director of Finance

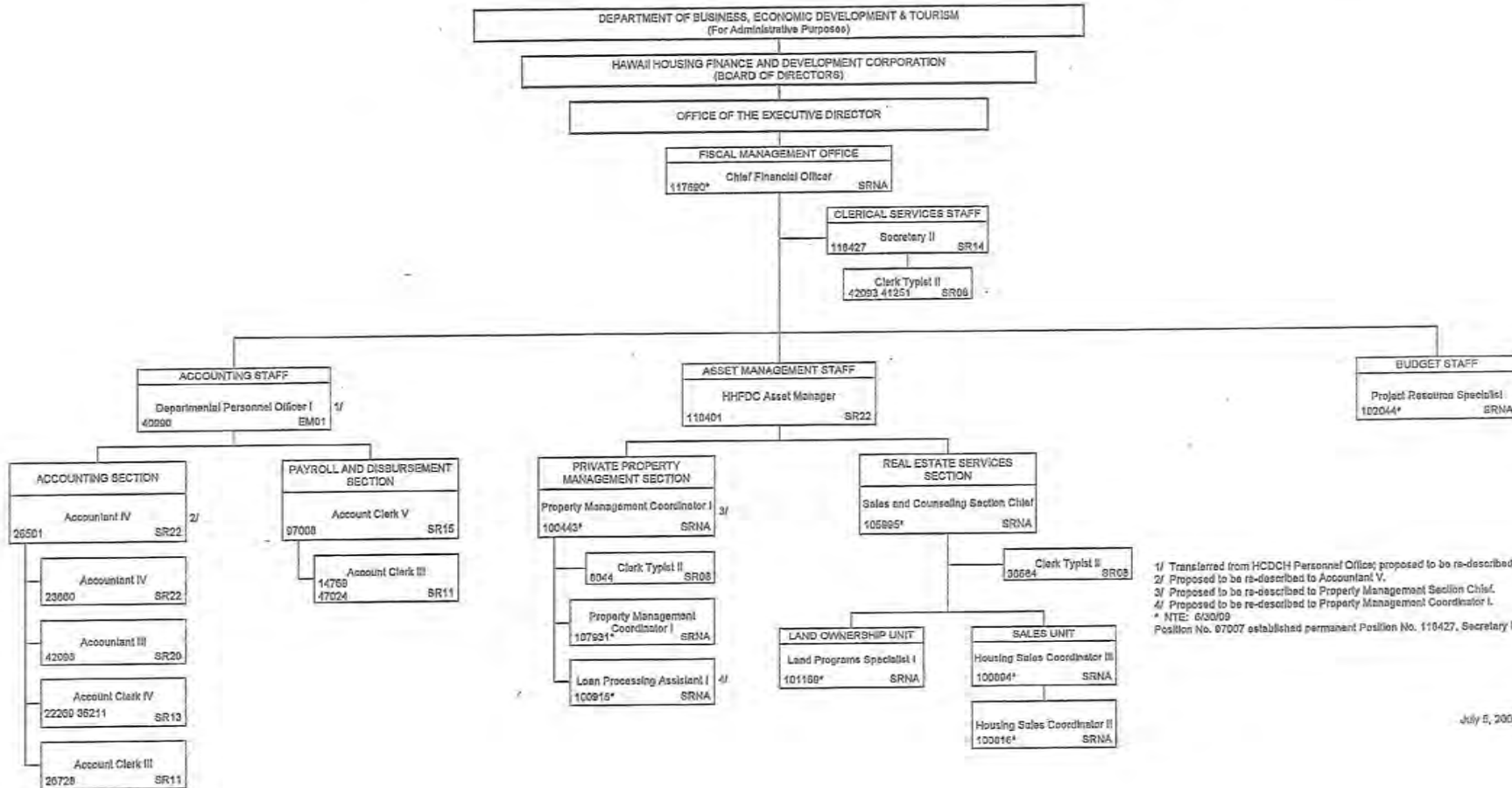
1/18/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

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

PRESENT



1/ Transferred from HDCDH 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

Acknowledged

Georgia K. Kawamura, Director of Finance

1/18/07

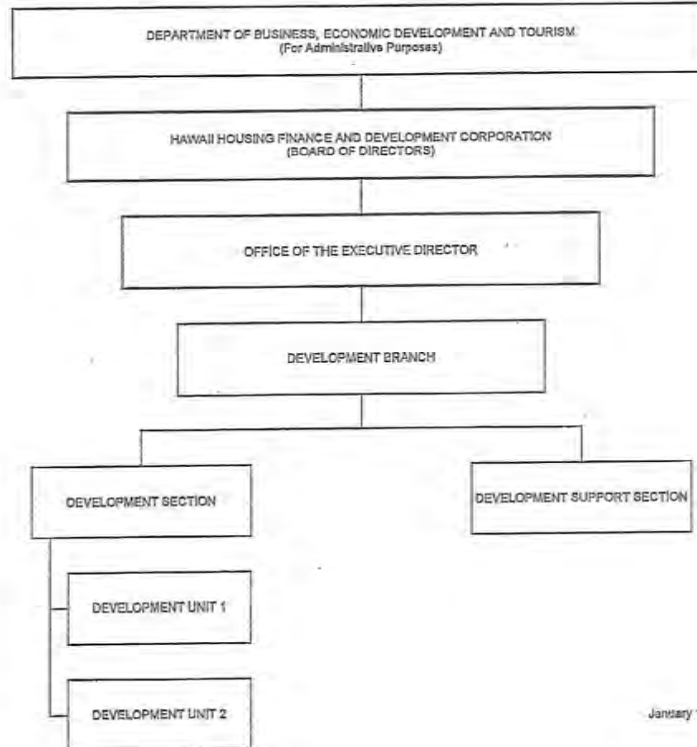
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

DEVELOPMENT BRANCH

ORGANIZATION CHART

PRESENT



January 18, 2007

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

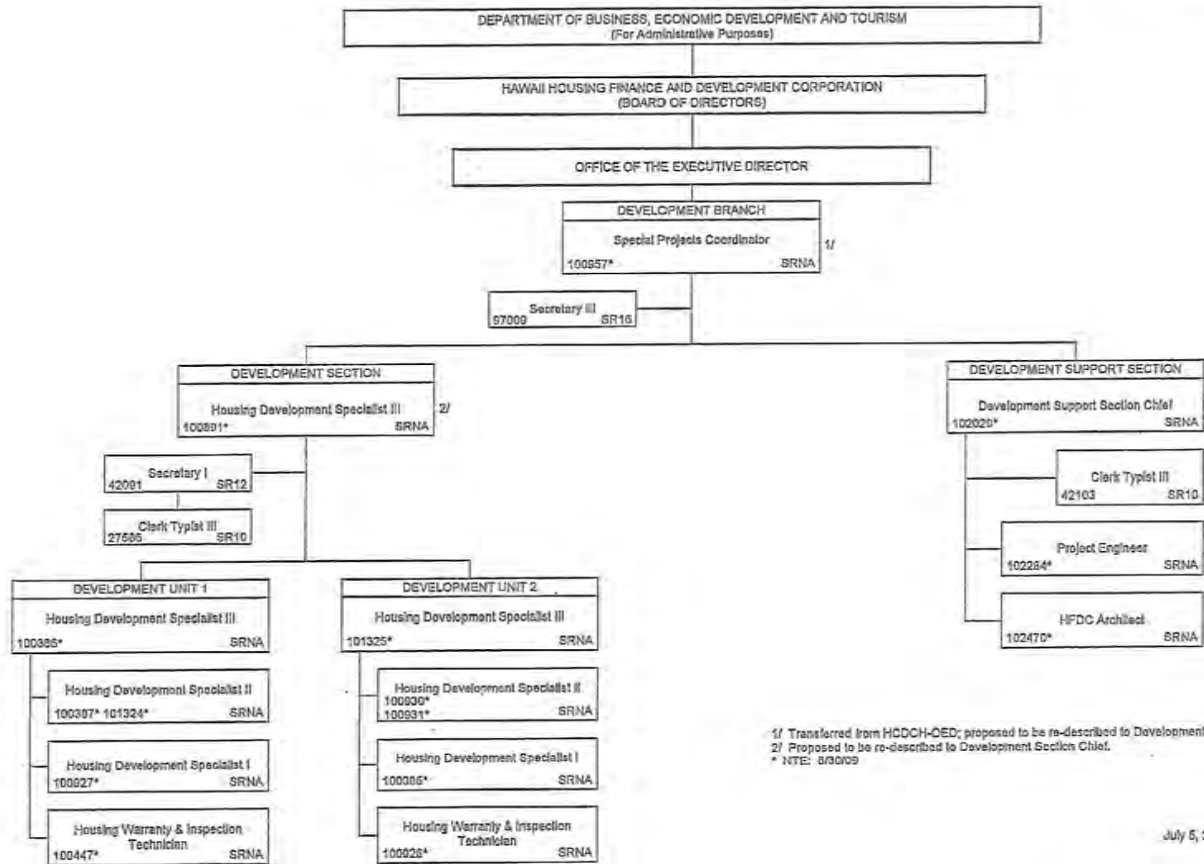
1/18/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

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

PRESENT



1/ Transferred from HCCCH-CEC; proposed to be re-described to Development Branch Chief.
 2/ Proposed to be re-described to Development Section Chief.
 * NTE: 8/30/09

July 5, 2007

ACKNOWLEDGED

Acknowledged

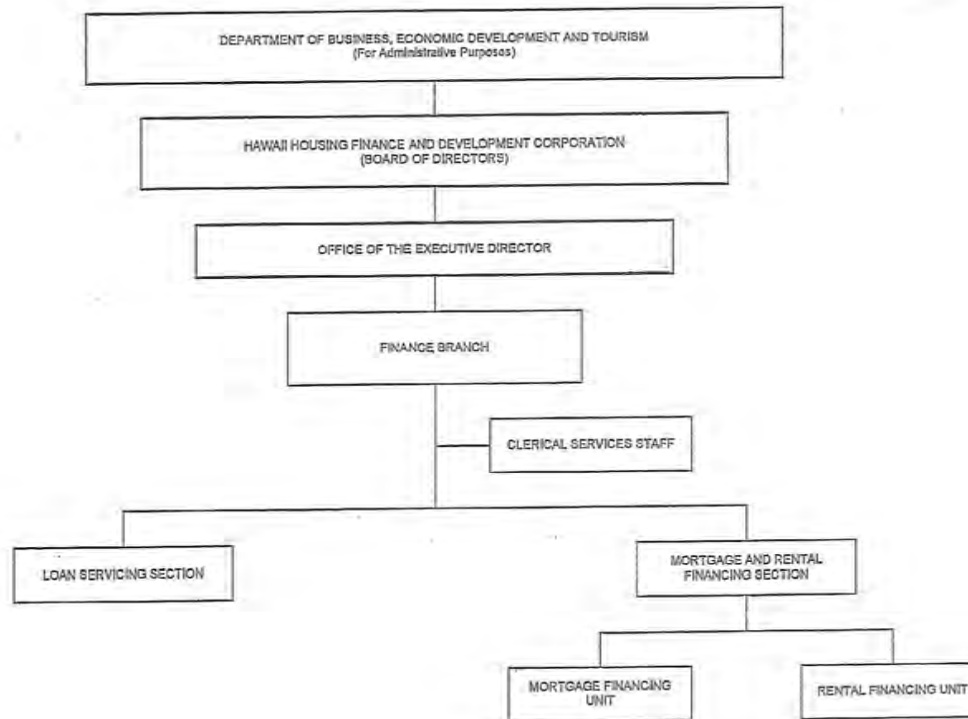
Georgina K. Kawamura, Director of Finance

1/18/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

FINANCE BRANCH
ORGANIZATION CHART
PRESENT



January 18, 2007

ACKNOWLEDGED

Acknowledged

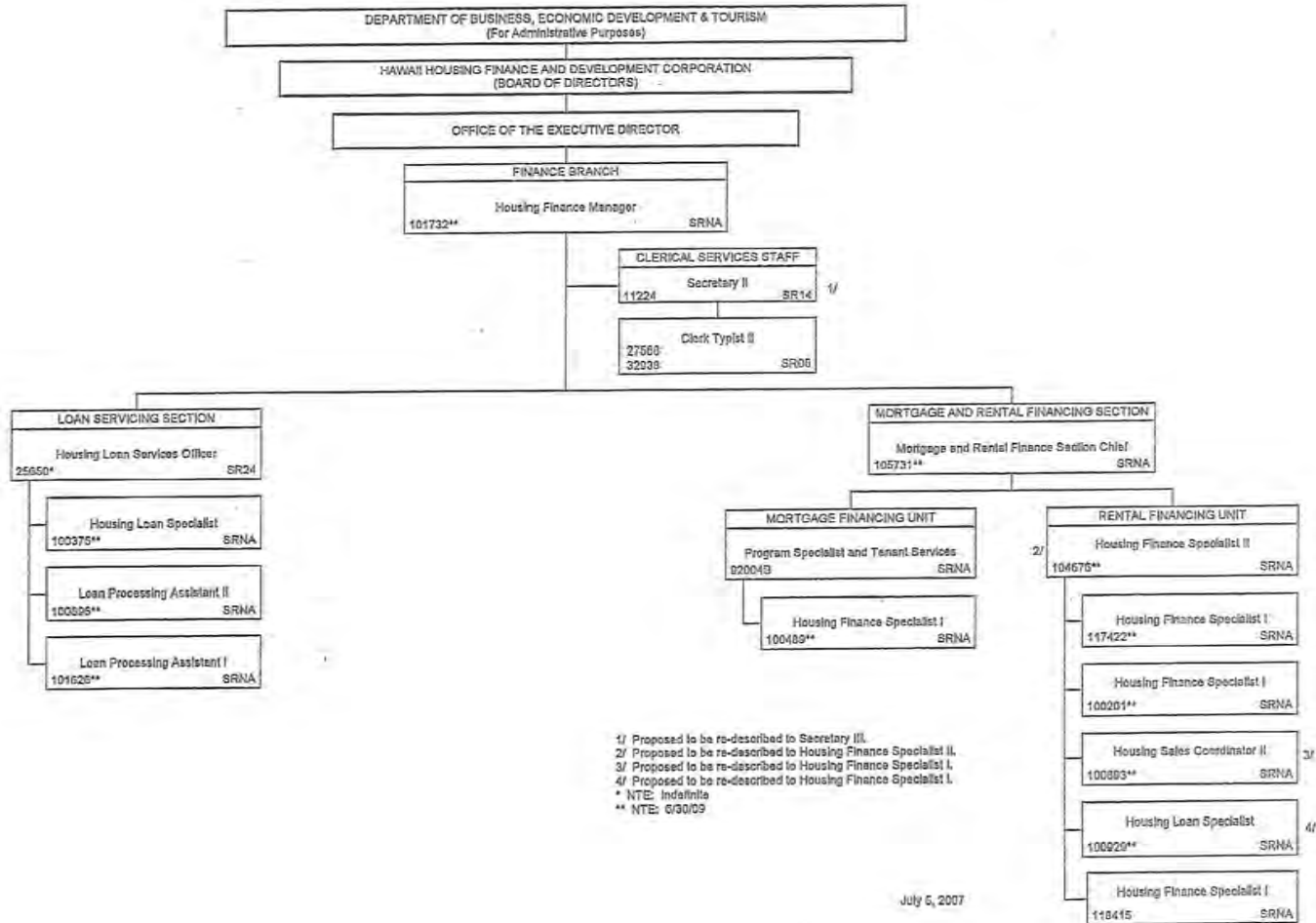
Georgina K. Kawamura, Director of Finance

1/19/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION
FINANCE BRANCH -
LOAN SERVICING SECTION AND MORTGAGE AND RENTAL FINANCING SECTION
POSITION ORGANIZATION CHART

PRESENT



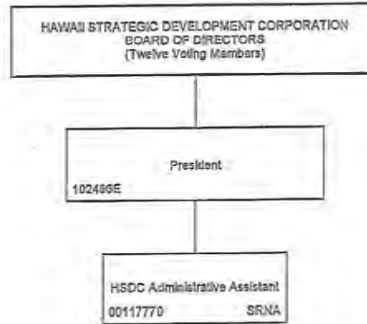
ACKNOWLEDGED

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

Acknowledged

Kalbert K. Young, Director of Finance

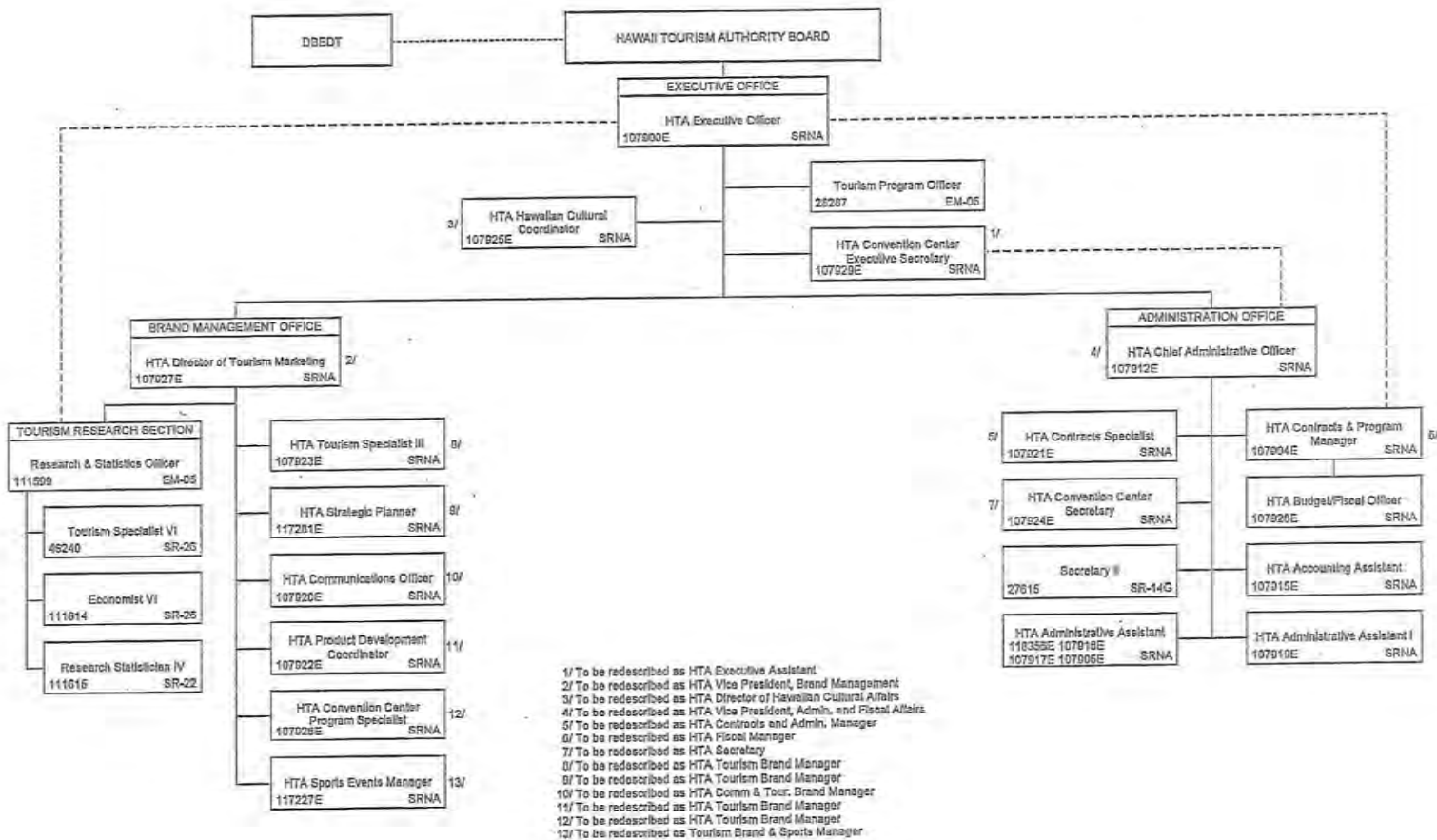
June 28, 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HAWAII TOURISM AUTHORITY

POSITION ORGANIZATION CHART

PRESENT



ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

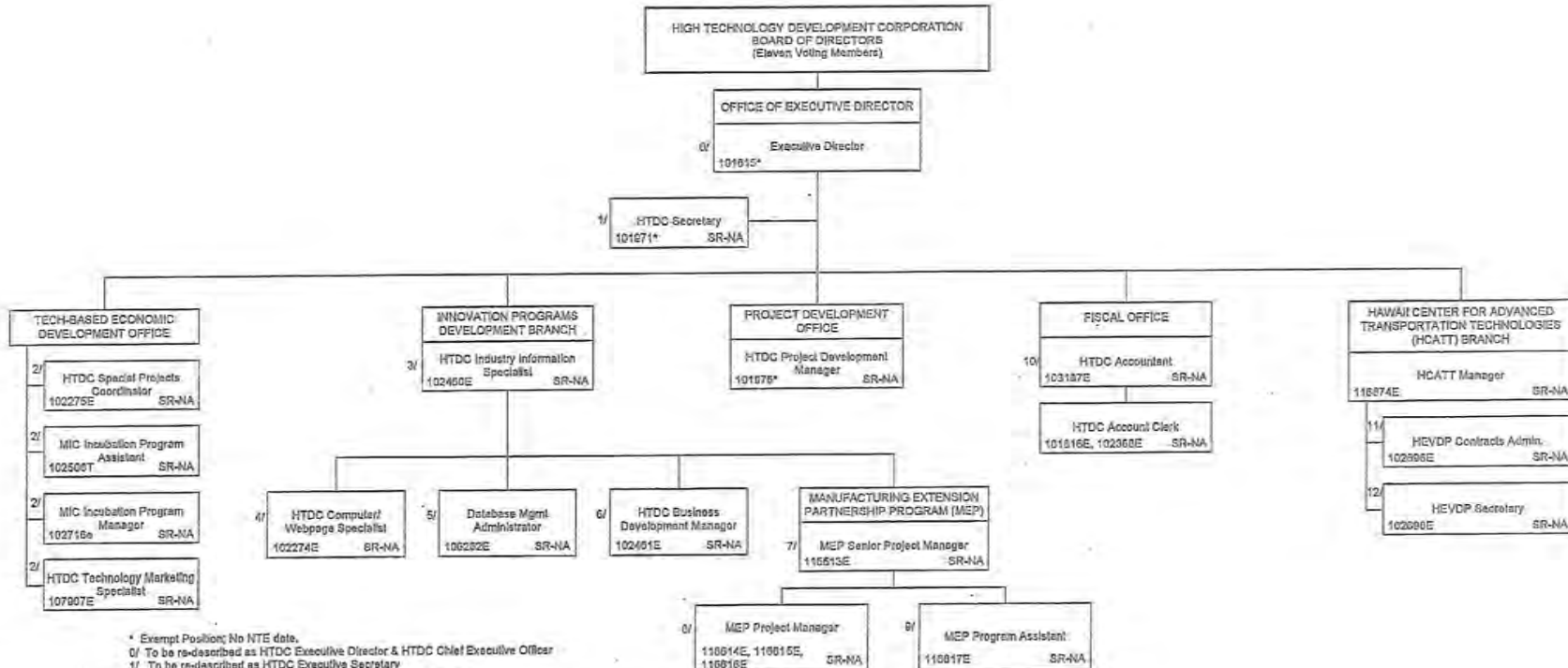
December 12, 2007

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
HIGH TECHNOLOGY DEVELOPMENT CORPORATION

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
 - 0/ To be re-described 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 as HTDC-HCATT Contracts Administrator
 - 12/ To be re-described as HCATT Secretary
- E = NTE 08/30/06, except for MEP positions (116613, 116614, 116615, 116616, 116617) NTE 06/30/00

December 12, 2007

ACKNOWLEDGED

Acknowledged

Georgina K. Kawamura, Director of Finance

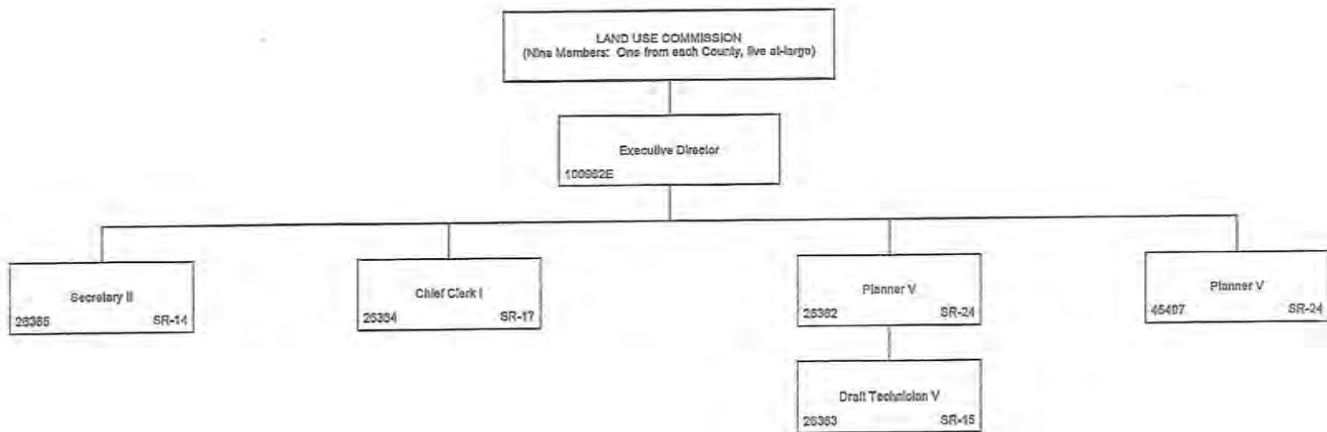
04/02/04

Date

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

POSITION ORGANIZATION CHART

PRESENT



E = Exempt

March 29, 2004

ACKNOWLEDGED

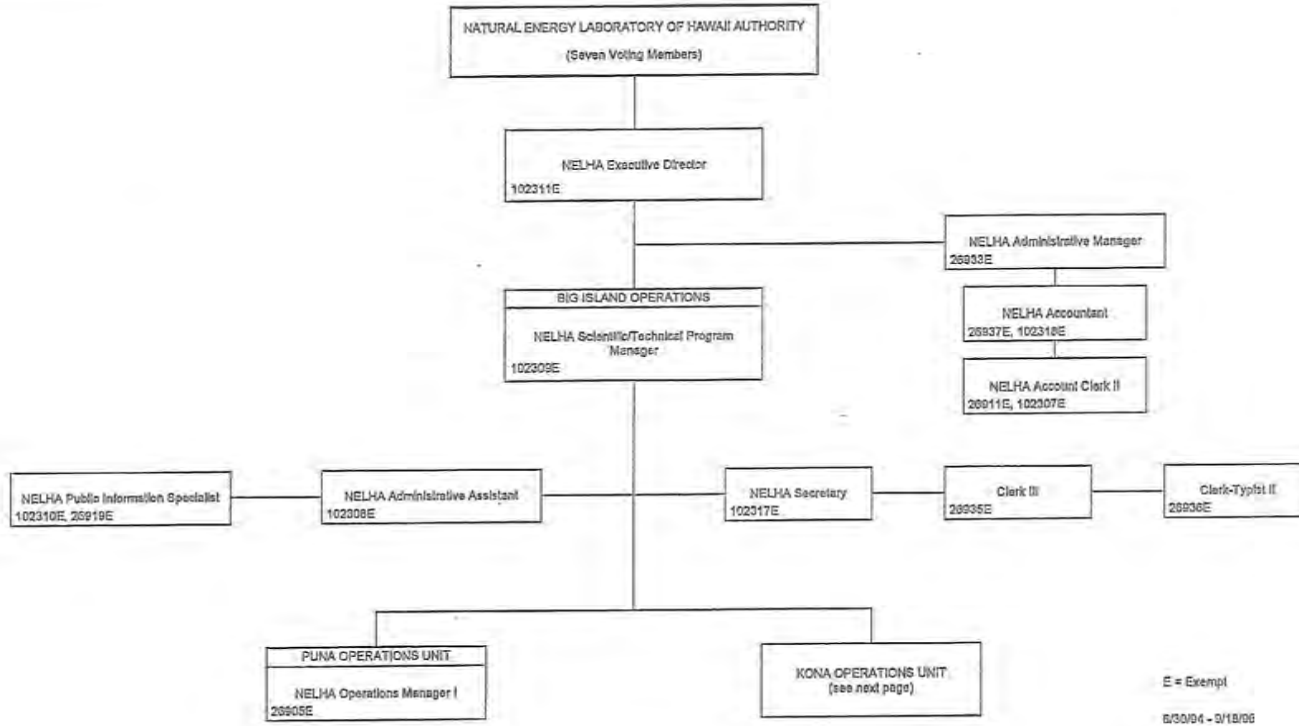
 Georgina K. Kawamura, Director of Finance

 Date

STATE OF HAWAII
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
 NATURAL ENERGY LABORATORY OF HAWAII AUTHORITY

POSITION ORGANIZATION CHART

PRESENT



E = Exempt
 6/30/04 - 3/18/06

ACKNOWLEDGED

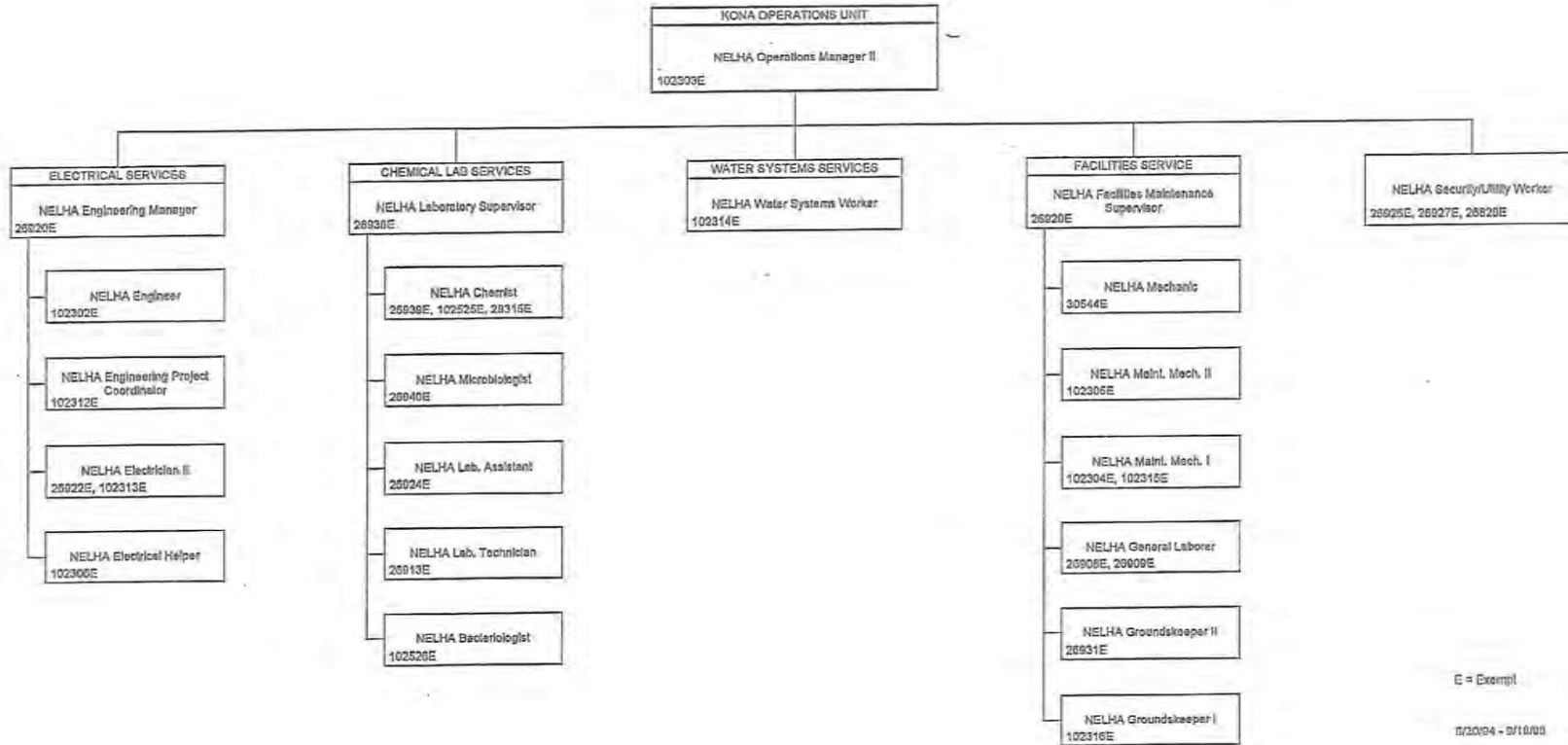
Georgina K. Kawamura, Director of Finance

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
NATURAL ENERGY LABORATORY OF HAWAII AUTHORITY

POSITION ORGANIZATION CHART

PRESENT



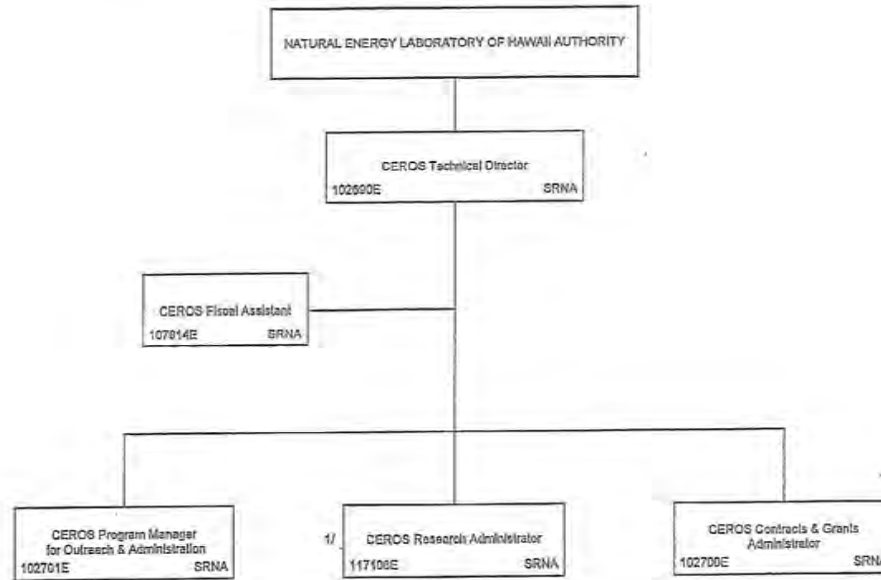
ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
NATIONAL DEFENSE CENTER OF EXCELLENCE FOR RESEARCH IN OCEAN SCIENCES

POSITION ORGANIZATION CHART
CURRENT OPERATIONAL



E = Exempt Position, NTE 00/00/10
1/ Established 06/21/04, 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. Kawamata, Director of Finance

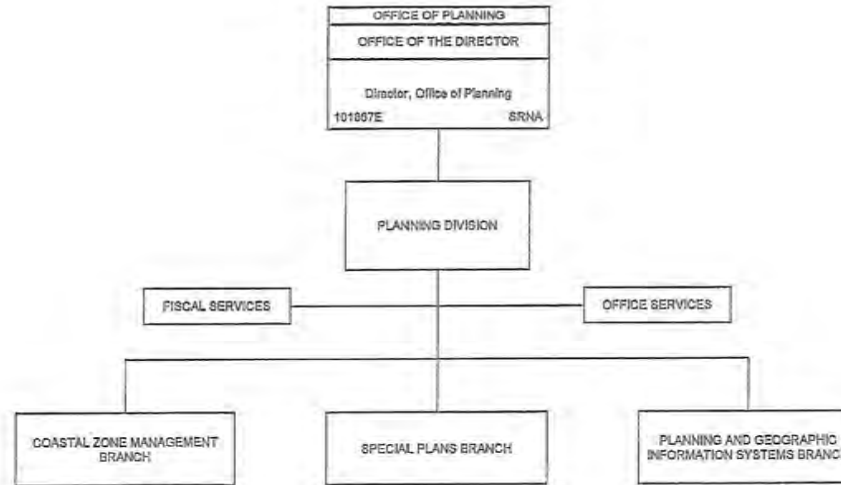
8/2/04

Date

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

POSITION ORGANIZATION CHART

PRESENT



September 27, 2006

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

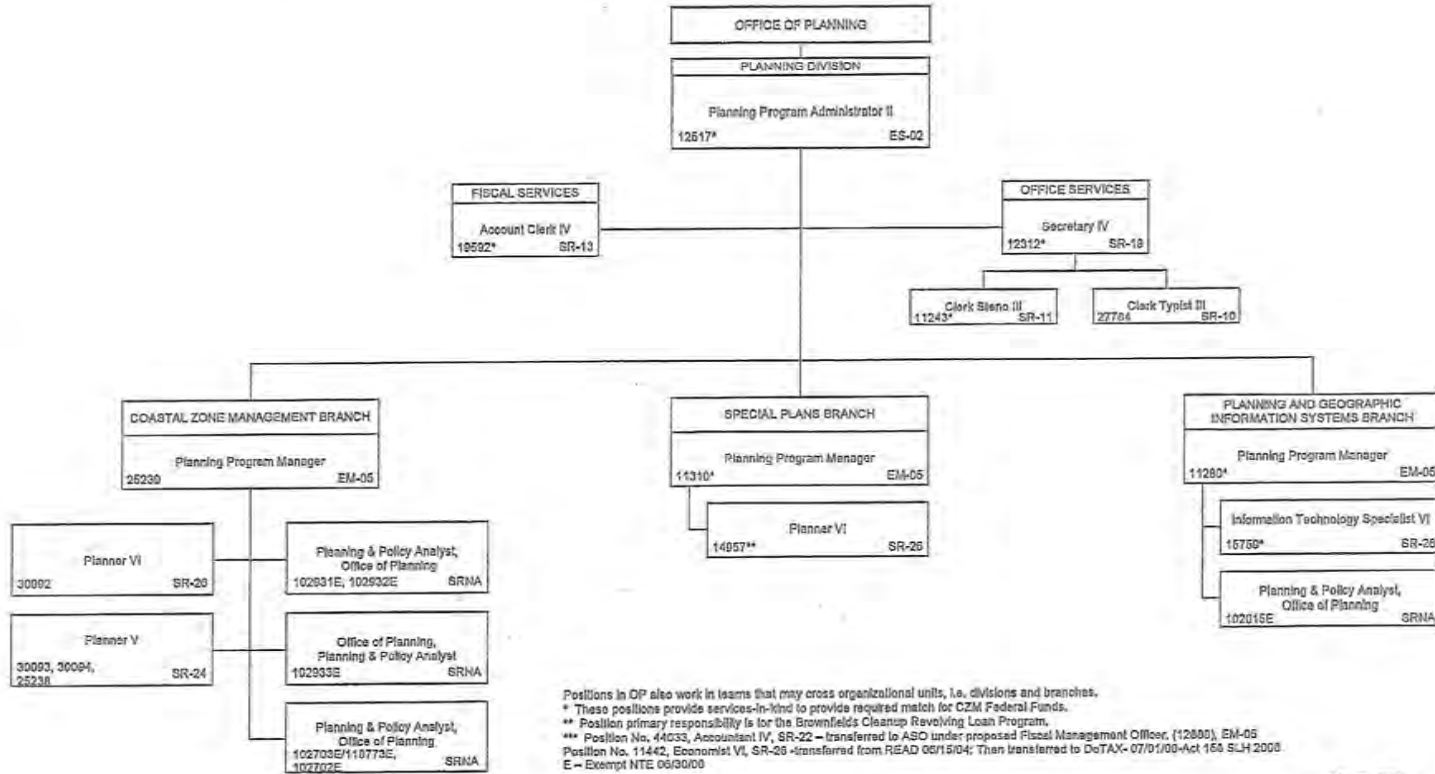
April 2, 2004

Date

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

POSITION ORGANIZATION CHART

PRESENT



May 21, 2009

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

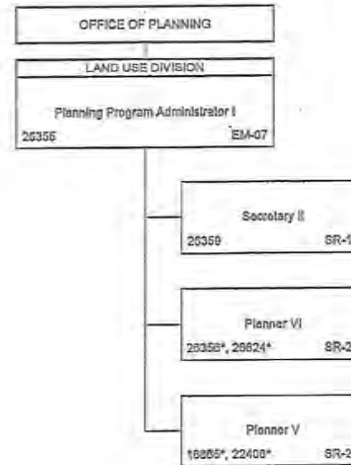
April 2, 2004

Date

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

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 CDM 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.

- o Provides general internal management assistance to the administering programs and activities of the department.
- o Examines goals, objectives, policies, procedures, and operations of the department and programs and recommends changes.
- o 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.
- o 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.
- o 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.
- o Coordinates the preparation and submittal of the departmental organization.
- o Coordinates and supports information technology activities of the department.
- o 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 (BDS) 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, BDS plans and implements programs to:

- o Encourage the growth of existing and emerging industries by opening and developing domestic and international markets for Hawaii firms;
- o Attract new business and investment, particularly knowledge-based and environmentally compatible industries to grow and diversify Hawaii's economy;
- o Market Hawaii as a serious place to do business, and as an international center for the exchange of people, products and ideas;
- o Create new jobs, particularly those that require high-skills to support knowledge-based industries;
- o Increase sales and exports of Hawaii products and professional services;
- o Administer and promote Hawaii's sister-state relationships to facilitate economic development objectives;
- o Collaborate with the counties and private business and economic development organizations to support the state's economic development objectives;
- o 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;
- o 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;
- o Operate out-of-state representative offices to provide stable linkages with selected regions to generate and follow-up on business opportunities;
- o 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**

**HAWAII GREEN INFRASTRUCTURE AUTHORITY
PROPOSED 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 approves programs and actions to be undertaken by the agency; and acts 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.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
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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:

- o Collects, compiles, interprets, and publishes information and statistical data on all aspects of the economy.
- o 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;
- o 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.
- o 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.

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 transactions 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:

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

- o The Disbursing Fund, including Petty Cash;
- o The Equipment Rental and Equipment funds;
- o The Payroll functions;
- o The Allocation Fund; and
- o 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-Based 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 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.

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.

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

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

- o 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.

- o Conducts studies to identify selected manufacturing and assembly operations which would benefit from using the Zone or the establishment of a new zone site.
- o 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.
- o Advertises and promotes the use of Zone facilities and services; meets with potential users to provide information on use of Zone.
- o Through joint agency sponsorship, coordinates production of trade seminars, trade shows, trade missions, and in-house briefings for foreign and domestic business firms.
- o Promotes the expanded use of Hawaii as a center for re-export and transshipment in international trade opportunities and disseminates other trade information.
- o Coordinates zone activities among zone users, business and industry groups, regulatory agencies, and other groups involved in the operation and use of the Zone.
- o 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.
- o Develops rules, regulations, policies, and procedures for the operation of the Foreign-Trade Zone; develops fee schedules or tariffs; develops annual and special reports.
- o 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.

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

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:
 - o Providing in-depth policy research, analysis, and recommendations on existing or potential areas of critical state concern;
 - o Examining and evaluating the effectiveness of state programs in implementing state policies and priorities;
 - o Monitoring through surveys, environmental scanning, and other techniques--current social, economic, and physical conditions and trends; and
 - o 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:
 - o Reviewing, assessing, and coordinating, as necessary, major plans, programs, projects, and regulatory activities existing or proposed by state and county agencies; and
 - o 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.

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.

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

Fiscal Section

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

Operations Section

- o Administers, manages, and operates the water systems, mechanical operations, security and maintenance of the facilities of the Authority.
- o Plans and coordinates installation or construction of modifications to all operating systems of the facilities of the Authority.
- o Administers the Species Management Program and emergency preparedness in anticipation of natural disaster.
- o 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, environmental 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 guidance and general support for Board of Directors, ADA compliance issues, legislative matters, human resources, union, and tenant interests.
- 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 applicants, and historical data.
- Serves as principal on public relations events, requests, and documentation.

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

- o Manages Corporation personnel and carries out day-to-day operations of the Corporation.
- o 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.
- o Represents the Corporation and its Board of Directors before industry, academia, and government on tech-based economic development policies and practices.
- o 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.
- o Reports to the Governor of the State of Hawaii and to the Hawaii State Legislature annually on the Corporation's activities.
- o Serves as Executive Director of the High Technology Innovation Corporation, a public not-for-profit agency.

Tech-Based Economic Development Office

- o 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.
- o Collaborates and coordinates its efforts with other public and private agencies and organizations involved in stimulating technology-based economic development in Hawaii.
- o 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.
- o 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.
- o Promotes and markets Hawaii as a site for commercial high technology activity.
- o Implements new projects created by the Office of the Executive Director and coordinates the efforts of other Corporation offices and branches.
- o Administers the Statewide Incubation Network program. Attracts and selects, then evaluates, assists, develops, and measures the progress of incubation clients.

Innovation Programs Development Branch

- o 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.

- o 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.
- o 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.
- o Provides creative and technical support for Corporation's information technologies, telecommunications, Internet and Web-Based programs and facilities.
- o 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.
- o Provides staff support to the HTDC Board of Directors Federal Projects Committee.
- o 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

- o 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.
- o 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.
- o 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.
- o 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

- o 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.
- o 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.
- o Oversees grant reporting and compliance of Corporation's federal funded programs.
- o Coordinates with and provides information to state departments' administrative and fiscal staff.
- o 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.
- o Provides staff support to the HTDC Board of Directors Finance Committee.

Hawaii Center for Advanced Transportation Technologies Branch

- o Administers and implements the Hawaii Center for Advanced Transportation Technologies or HCATT, a federal program funded by the Department of Transportation.
- o Conducts high-value alternative energy research and development identified as high national importance. Maximizes local business opportunities with national energy initiatives.
- o Establishes Hawaii as a leader in transportation energy solutions such as the hydrogen fuel station for military vehicles on base.
- o 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:

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

Planning Services

- o 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.

- o Provides receptionist, mail and other clerical services to facilitate the work of the Commission;
- o Maintains files of the Commission and retrieves materials from file upon demand; and
- o Makes arrangements for purchase and payment of services, supplies and equipment required by the Commission.

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 the 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.