

**STATE OF HAWAII**  
**DEPARTMENT OF HAWAIIAN HOME LANDS**

P.O. BOX 1879  
HONOLULU, HAWAII 96805

Testimony of Jobie M.K. Masagatani, Chairman Designate  
Hawaiian Homes Commission

Before the Senate Committee on Ways and Means  
on the  
2014 and 2015 Fiscal Biennium Budget Request  
of the Department of Hawaiian Home Lands

January 8, 2013

Chair Ige and Members of the Senate Committee on Ways and Means:

Thank you for this opportunity to provide information on the Department of Hawaiian Home Lands (DHHL) Operating and Capital Improvement Program Budget request for Fiscal Years 2014 and 2015.

The mission of the department is to manage the Hawaiian Home Lands Trust effectively and to develop and deliver land to native Hawaiians. We will partner with others toward developing self-sufficient and healthy communities. The trust, created by Congress through the Hawaiian Homes Commission Act of 1920 (Act), sets aside public lands to be used for the benefit of native Hawaiians (persons of at least 50% Hawaiian blood).

As required by the Admissions Act and as a compact with the United States, the State of Hawaii and the people of Hawaii adopted the Act as a provision of the State Constitution and agreed to faithfully carry out the spirit of the Act for the rehabilitation of the Hawaiian race. These trust responsibilities still remain today.

The department administers one (1) program, HHL 602, Planning and Development for Hawaiian Homesteads. The objective of the program is to develop and manage the designated Hawaiian home lands to create more homesteads for native Hawaiians (as defined by the Hawaiian Homes Commission Act, 1920, as amended) and generate revenues needed to provide for the program. No general fund support is provided by the State for the department's operations since Fiscal Year 2010. DHHL has been supported by its special and trust funds pursuant to the Act. Although vacancies have reduced DHHL's human resource capacity, it does not diminish our commitment to serving our

beneficiaries. DHHL reorganized staffing for various activities to minimize potential productivity loss.

DHHL's program effectiveness is measured in terms of achieving the overall goal of enabling native Hawaiians to return to their lands in order to provide for their self-sufficiency, initiative, and preservation of native Hawaiian culture.

Partnerships with Hawaiian agencies, other governmental entities and the business community and the promotion of community and economic development on Hawaiian home lands provides educational, social, economic, and employment opportunities that assist in bettering the condition of DHHL's beneficiaries.

The department has been relatively successful in achieving planned goals set in Fiscal Year 2013 considering the constraints on its operating capacity and the prevailing economy.

Under the Planned Program Budgeting structure, the department measures effectiveness of the HHL 602 program by comparing the actual activity level with the planned activity level as a percentage to identify goal achievement. The types of results that are measured includes the number of new residential homesteads awarded, the number of direct residential loans granted, the number of delinquent loans, the number of general leases awarded, the number of homes constructed, the number of Federal Housing Administration loans granted and the number of residential leases awarded as compared to their planned output.

In fiscal year 2013, DHHL granted and processed seventeen (17) direct residential loans and six hundred and thirty two (632) Federal Housing Administration insured loans, awarded seventeen (17) new homestead lots, addressed seven hundred and thirty two (732) delinquent mortgage loans, constructed one hundred twenty five (125) new homes and managed four thousand eight hundred and eighty five (4,885) outstanding loans.

#### Federal Funds

According to information provided by the Federal Fund Information for States (FFIS) system, none of DHHL federal funds are identified for federal fund reduction.

#### Biennium Budget Request Overview

Article XII, Section 1 of the State Constitution states "The legislature shall make sufficient sums available for the following purposes: (1) development of home, agriculture, farm and ranch lots; (2) home, agriculture, aquaculture, farm and ranch loans; (3) rehabilitation projects to include, but not limited to, educational, economic, political, social and cultural processes by which the general welfare and conditions of native Hawaiians are thereby improved; (4) the administration and operating budget of the department of Hawaiian home lands...."

On October 19, 2007, several beneficiaries filed a lawsuit against the State and the Hawaiian Homes Commission claiming that the State violated its constitutional duty to sufficiently fund the Department of Hawaiian Home Lands.

On March 9, 2012, the Supreme Court recently affirmed the Intermediate Court of Appeals judgment in part that the courts can determine what constitutes “sufficient sums” for the DHHL’s administrative and operating expenses to carry out the purposes of the Hawaiian Homes Commissions Act, 1920, as amended.

The Supreme Court also determined that “sufficient sums” for (1) development of lots, (2) loans, and (3) rehabilitation projects are political in nature and could not be judicially determined.

Based on the advice of counsel and the Court’s ruling, the Hawaiian Homes Commission, the head of the Department of Hawaiian Home Lands, has a fiduciary responsibility to ask for amounts the Commission considers “sufficient sums” to accomplish the four purposes outlined in the State Constitution.

#### Budget Request for Fiscal Years 2014 and 2015

I. Hawaiian Homes Commission Request to the Governor via Department of Budget and Finance:

The Hawaiian Homes Commission request is formulated in two parts:

- 1) Administrative and Operation costs relating to the Supreme Court ruling regarding purpose no. 4 of Article XII, Section I. This part also includes existing infrastructure projects with a long-standing history of operational, maintenance, and repair issues that have become capital improvement issues.
- 2) Costs aligned with purposes numbers 1, 2 and 3, of Article XII, Section I, of the Hawaii State Constitution relating to: “...(1) development of home, agriculture, farm and ranch lots”; (2) home, agriculture, aquaculture, farm and ranch loans; and (3) rehabilitation projects to include, but not limited to, educational, economic, political, social and cultural processes by which the general welfare and conditions of native Hawaiians are thereby improved...” which the Supreme Court ruled as political in nature and could not be judicially determined.

#### Administrative and Operating Related Costs Formulation:

DHHL formulated the “Administrative and Operating Related Costs” in context of the Court ruling. This consists of the following:

1. Development of a “baseline” budget which provides resources for necessary administrative and operating activities. Means of financing of all administrative and operating activities are assumed to be general funded.

2. Additional administrative and operating funds that provide for sufficient resources to address DHHL's severe staffing and related operational expense shortfall.

## **HHC Operating Budget Formulation**

### "Baseline" Budget

To formulate the "Sufficient Funding" budget base, all administrative and operating costs requested in DHHL's Fiscal Year 2013 budget (\$52,364,290) were adjusted to exclude costs related to development of homestead lots, homestead loans, and rehabilitation projects. Consequently, the base budget was adjusted for debt service costs, loans, grants in aid and grants. Approximately \$4.7 million of fringe benefit costs that were previously funded through DHHL's special and trust funds was proposed to be financed by general funds outside of the DHHL's budget. The adjusted total resulted in a general fund base of \$22,906,805 annually. Included in the request is a change of financing for two hundred (200) special and trust funded (FTE) positions and nine (9) temporary positions, as provided in Act 106, SLH 2012, to general funding.

### Additional Budget for Sufficient Funding

The DHHL justified additional administrative and operating costs that are necessary to allow the department to operate with sufficient sums through general funding.

Funding for the outsourced portion of the Anahola Water System operations (\$150,000 annually) should have been included in the base budget but was included in this section because the existing contract covers a multi-year period, was encumbered in a prior year, and not reflected in the FY 2013 DHHL budget.

The additional administrative and operating costs requests general funds that total \$2,820,510 for FY 2014 and \$2,196,020 for FY 2015. Sixty-four (64) additional general funded positions are requested.

The HHC general fund request total \$25,727,315 for FY 2014 and \$25,102,825 for FY 2015.

### Operating Budget: HHC Federal Fund Authorization Increase Request

In addition, DHHL request that Federal Fund its authorization be increased by \$7,900,000 for FY 2014 and FY 2015 to address an increase of loan financing and grant activity through the U.S. Department of Housing and Urban Development (HUD) Native American Housing Assistance and Self Determination Act (NAHASDA) program.

The HHC request increases DHHL's Federal Fund authorization to total \$21,471,879 and \$22,971,879 for FY2014 and FY 2015, respectively.

## HHC Capital Improvement Budget Formulation

The department separated the capital improvement program (CIP) requests between ongoing maintenance and repair projects that are readily identifiable with existing infrastructure (Part I) and new capital improvement projects (Part II). The projects included in Part I are existing infrastructure projects with a long-standing history of operational, maintenance, and repair issues that have become capital improvement issues. Part I is aligned with purpose number 4 of Article XII, Section I, of the Hawaii State Constitution that states "The legislature shall make sufficient sums available for the following purposes: ...(4) the administration and operating budget of the department of Hawaiian home lands...."

DHHL's initial CIP general obligation bond request, as Part I, is made as a lump sum request totaling \$17,300,000 for FY 2014 and \$50,075,000 in FY 2015.

Hawaiian Homes Commission Budget Request: Purpose no. 4 - State Constitution, Article XII, Section 1		
	FY 2014	FY 2015
HHC Operating Budget: Administrative and Operating Costs	(197.00)	(197.00)
1. "Baseline" Budget	\$22,906,805	\$22,906,805
	(64.00)	(64.00)
2. Addition for "Sufficient Sums" Funding	\$2,820,510	\$2,196,020
	(261.00)	(261.00)
Total HHC Administrative and Operating Budget Request	<u>\$25,727,315 (A)</u>	<u>\$25,102,825 (A)</u>
HHC Capital Improvement Budget: For Existing Infrastructure	<u>\$17,300,000 (C)</u>	<u>\$50,075,000 (C)</u>

### Part II: Hawaii State Constitution: Purposes 1, 2, 3 of Article XII, Section I

DHHL's request in Part II relates to new capital projects and is aligned with purposes numbers 1, 2 and 3, of Article XII, Section I, of the Hawaii State Constitution that states "The legislature shall make sufficient sums available for the following purposes: ...(1) development of home, agriculture, farm and ranch lots"; (2) home, agriculture, aquaculture, farm and ranch loans; and (3) rehabilitation projects to include, but not limited to, educational, economic, political, social and cultural processes by which the general welfare and conditions of native Hawaiians are thereby improved...." The Part II request totals \$157,064,881 in FY 2014 and \$215,459,881 in FY 2015.

Hawaiian Homes Commission Budget Request: Purposes no. 1, 2, 3 - State Constitution, Article XII, Section 1

	FY 2014	FY 2015
HHC Capital Improvement Budget: For Loan Capitalization, New Land Development and Housing Projects, Rehabilitation Projects	\$157,064,881 (C)	\$215,459,881 (C)

CIP Budget: HHC Federal Fund Request

Separate from the “sufficient sums” request is a request for authorization to expend \$20 million in Federal funds annually as provided by the U.S. Department of Housing and Urban Development (HUD) through the Native American Housing Assistance and Self Determination Act (NAHASDA) program.

**II. Governor’s Executive Budget Request:**

Executive Operating Budget Formulation

The Executive Budget Request, in compliance with the Supreme Court decision, proposes general funding of \$14,688,526 annually for the following budget items:

1. Changes means of financing for 4 temporary and 130 filled positions from special and trust funding to general funding
2. Uses FY 2012 actual administrative and operating costs expenditures and encumbrances as a current funding level to change means of financing “other current costs” from special and trust funding to general funding.

66 vacant positions and unspent favorable variances from the “other current costs” current funding level are proposed to be funded by the Hawaiian Home Administration Account, a DHHL special fund, in the amount of \$7,671,851 annually for the biennium period.

Federal Fund authorization increase of \$7.9 million is proposed to finance loans to low-income families pursuant to the Native American Housing Assistance and Self-Determination Act (NAHASDA) grant funds. This total authorization is proposed to be \$23,317,601 annually.

Executive Capital Improvement Budget Request

The Executive Budget request for capital improvements projects is comprised of the following:

1. Add a Federal Fund authorization ceiling of \$20 million in both Fiscal Years 2014 and 2015 for the Native American Housing Assistance and Self-Determination Act (NAHASDA) for development projects statewide.
2. Add \$750,000 in Fiscal Year 2014 for design and construction of the Economic and Technology Zone facility in Waimanalo, Oahu.

We are most appreciative of the support given by the Legislature to the Hawaiian homes program throughout the years. We again thank the Committee for the opportunity to brief you on our biennium budget request. We have prepared and submitted our tables in accordance with the format and briefing instructions provided by the Senate Ways and Means Committee. We would be pleased to respond to any questions the committee may have.

Department of Hawaiian Home Lands  
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	To develop and deliver land and housing to native Hawaiian beneficiaries of the Hawaiian home lands trust.	Award homestead (Residential, Agricultural and Pastoral) leases to beneficiaries. Award of general leases. Provide assistance to lessees to they may obtain maximum utilization of their awards in keeping with the purpose for which those lands were leased.	HHL 602	Article XII, Section 1 of the State Constitution, Hawaiian Affairs; Hawaiian Homes Commission Act, 1920, as amended
2	To manage trust assets including land, water and other related sources.	Management of general leases and other land dispositions, water systems, maintenance of lands and environmental protection.	HHL 602	Article XII, Section 1 of the State Constitution, Hawaiian Affairs; Hawaiian Homes Commission Act, 1920, as amended
3	To provide direction and administrative support to staff that perform core activities.	Human resources, accounting, planning, and auditing activities.	HHL 602	Article XII, Section 1 of the State Constitution, Hawaiian Affairs; Hawaiian Homes Commission Act, 1920, as amended



Department of Hawaiian Home Lands  
Department-Wide Budget Summary

Table 2

Fiscal Year 2013				
Act 106/12 Appropriation	Restriction	Emergency Appropriation	Total FY13	MOF
\$ -			\$ -	A
\$ 11,064,660.00			\$ 11,064,660.00	B
\$ 15,341,820.00			\$ 15,341,820.00	N
\$ 156,865,624.00			\$ 156,865,624.00	T
\$ 183,272,104.00	\$ -	\$ -	\$ 183,272,104.00	Total
Fiscal Year 2014				
Act 106/12 Appropriation	Reductions	Additions	Total FY14	MOF
\$ 14,688,526.00			\$ 14,688,526.00	A
\$ 7,671,851.00			\$ 7,671,851.00	B
\$ 23,317,601.00			\$ 23,317,601.00	N
			\$ -	T
\$ 45,677,978.00	\$ -	\$ -	\$ 45,677,978.00	Total
Fiscal Year 2015				
Act 106/12 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 14,688,526.00			\$ 14,688,526.00	A
\$ 7,671,851.00			\$ 7,671,851.00	B
\$ 23,317,601.00			\$ 23,317,601.00	N
			\$ -	T
\$ 45,677,978.00	\$ -	\$ -	\$ 45,677,978.00	Total

Department of Hawaiian Home Lands  
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HHL602	Planning and Development for Hawaiian Homesteads	A	-	-	\$ -	130.00	4.00	\$ 14,688,526	100.0%	130.00	4.00	\$ 14,688,526.00	100.0%
HHL602	Planning and Development for Hawaiian Homesteads	B	115.00	-	\$ 13,030,827	66.00	5.00	\$ 7,671,851	-58.9%	66.00	5.00	\$ 7,671,851.00	-58.9%
HHL602	Planning and Development for Hawaiian Homesteads	N	3.00	2.00	\$ 15,341,820	4.00	2.00	\$ 23,317,601	152.0%	4.00	2.00	\$ 23,317,601.00	152.0%
HHL602	Planning and Development for Hawaiian Homesteads	T	82.00	9.00	\$ 157,091,393	-	-	\$ -	0.0%	-	-	\$ -	0.0%

Prog ID	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HHL602	Transfer 115.00 Special Fund positions to General Fund	B	(115.00)		\$ (5,671,884)	(115.00)		\$ (5,671,884)	(115.00)		\$ (5,671,884)	(115.00)		\$ (5,671,884)	(115.00)		\$ (5,671,884)	(115.00)		\$ (5,671,884)
HHL602	Transfer 91.00 Trust Fund positions 82 permanent positions, 9 temporary positions) to General Fund and 1.00 position to Federal Fund (position no. 116377)	T	(82.00)	(9.00)	\$ (4,769,868)	(82.00)	(9.00)	\$ (4,769,868)	(82.00)	(9.00)	\$ (4,769,868)	(82.00)	(9.00)	\$ (4,769,868)	(82.00)	(9.00)	\$ (4,769,868)	(82.00)	(9.00)	\$ (4,769,868)
HHL602	Transfer 205 positions (196 permanent positions, 9 temporary positions) from Special and Trust fund to General Fund	A	196.00	9.00	\$ 10,388,400	196.00	9.00	\$ 10,388,400	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	B&F Adjustment: Transfer 130.00 permanent and 4.00 temporary filled special and trust funds to general funds	A	-	-	\$ -	-	-	\$ -	130.00	4.00	\$ 7,238,319	130.00	4.00	\$ 7,238,319	130.00	4.00	\$ 7,238,319	130.00	4.00	\$ 7,238,319
HHL602	B&F Adjustment: Transfer 66.00 permanent and 5.00 temporary vacant positions to special fund	B	-	-	\$ -	-	-	\$ -	66.00	5.00	\$ 3,150,081	66.00	5.00	\$ 3,150,081	66.00	5.00	\$ 3,150,081	66.00	5.00	\$ 3,150,081
HHL602	B&F Adjustment: Add funds for fringe benefits for vacant special fund positions	B	-	-	\$ -	-	-	\$ -	-	-	\$ 1,324,294	-	-	\$ 1,324,294	-	-	\$ 1,324,294	-	-	\$ 1,324,294
HHL602	Transfer position 116377 from Trust fund to Federal fund	N	1.00	-	\$ 53,352	1.00	-	\$ 53,352	1.00	-	\$ 53,352	1.00	-	\$ 53,352	1.00	-	\$ 53,352	1.00	-	\$ 53,352
HHL602	Transfer-in fringe benefits from position 116377 from Trust fund to Federal fund	N	-	-	\$ 22,429	-	-	\$ 22,429	-	-	\$ 22,429	-	-	\$ 22,429	-	-	\$ 22,429	-	-	\$ 22,429
HHL602	Transfer-out fringe benefits for position 116377 from Trust to Federal fund	T	-	-	\$ (22,429)	-	-	\$ (22,429)	-	-	\$ (22,429)	-	-	\$ (22,429)	-	-	\$ (22,429)	-	-	\$ (22,429)
HHL602	Transfer-out other current expenditures from Special fund to General fund	B	-	-	\$ (3,104,709)	-	-	\$ (3,104,709)	-	-	\$ (2,353,439)	-	-	\$ (2,353,439)	-	-	\$ (2,353,439)	-	-	\$ (2,353,439)
HHL602	Transfer-in other current expenditures from Special fund to General Fund	A	-	-	\$ 3,104,709	-	-	\$ 3,104,709	-	-	\$ 2,353,439	-	-	\$ 2,353,439	-	-	\$ 2,353,439	-	-	\$ 2,353,439
HHL602	Transfer-out other current expenditures from Trust fund to General fund	T	-	-	\$ (5,822,974)	-	-	\$ (5,822,974)	-	-	\$ (5,822,974)	-	-	\$ (5,822,974)	-	-	\$ (5,822,974)	-	-	\$ (5,822,974)
HHL602	Transfer-in other current expenditures from Trust fund to General Fund	A	-	-	\$ 5,822,974	-	-	\$ 5,822,974	-	-	\$ 3,376,768	-	-	\$ 3,376,768	-	-	\$ 3,376,768	-	-	\$ 3,376,768
HHL602	B&F Adjustment: Transfer other current expenditures to Special fund	B	-	-	\$ -	-	-	\$ -	-	-	\$ 2,446,206	-	-	\$ 2,446,206	-	-	\$ 2,446,206	-	-	\$ 2,446,206
HHL602	Transfer-out Current Lease Payments	B	-	-	\$ (1,720,000)	-	-	\$ (1,720,000)	-	-	\$ (1,720,000)	-	-	\$ (1,720,000)	-	-	\$ (1,720,000)	-	-	\$ (1,720,000)
HHL602	Transfer-in Current Lease Payments from Special Fund	A	-	-	\$ 1,720,000	-	-	\$ 1,720,000	-	-	\$ 1,720,000	-	-	\$ 1,720,000	-	-	\$ 1,720,000	-	-	\$ 1,720,000
HHL602	Transfer-out Other Current Expenditures to General fund	N	-	-	\$ (345,722)	-	-	\$ (345,722)	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Transfer-in Other Current Expenditures from Federal fund	A	-	-	\$ 345,722	-	-	\$ 345,722	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Transfer-out motor vehicle costs from Trust fund to General fund	T	-	-	\$ (25,000)	-	-	\$ (25,000)	-	-	\$ (25,000)	-	-	\$ (25,000)	-	-	\$ (25,000)	-	-	\$ (25,000)
HHL602	Transfer-in Motor Vehicles from Trust fund to General fund	A	-	-	\$ 25,000	-	-	\$ 25,000	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Annual funding for Anahola Water Syster	A	-	-	\$ 150,000	-	-	\$ 150,000	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Addition of 64.00 full time positions	A	64.00	-	\$ 1,395,510	64.00	-	\$ 2,791,020	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Additional funding for other current expenses, equipment, and motor vehicles to provide for additional positions	A	-	-	\$ 775,000	-	-	\$ 255,000	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Eliminate Fringe Benefits and Adjustments from Special Fund positions that were transferred to General Fund	B	-	-	\$ (2,534,234)	-	-	\$ (2,534,234)	-	-	\$ (2,534,234)	-	-	\$ (2,534,234)	-	-	\$ (2,534,234)	-	-	\$ (2,534,234)
HHL602	Eliminate Fringe Benefits and Adjustments from Trust fund to General fund	A	-	-	\$ (2,223,314)	-	-	\$ (2,223,314)	-	-	\$ (2,223,314)	-	-	\$ (2,223,314)	-	-	\$ (2,223,314)	-	-	\$ (2,223,314)
HHL602	Eliminate Trust Fund Appropriation	T	-	-	\$ (144,227,808)	-	-	\$ (144,227,808)	-	-	\$ (144,227,808)	-	-	\$ (144,227,808)	-	-	\$ (144,227,808)	-	-	\$ (144,227,808)
HHL602	Additional Funds for Home Ownership Assistance Program	A	-	-	\$ 500,000	-	-	\$ 500,000	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Increase Federal Fund Authorization	N	-	-	\$ 7,900,000	-	-	\$ 7,900,000	-	-	\$ 7,900,000	-	-	\$ 7,900,000	-	-	\$ 7,900,000	-	-	\$ 7,900,000
HHL602	Transfer-Out funding for Waitlist Assessment (improved database)	N	-	-	\$ (1,500,000)	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
HHL602	Transfer-in funding for Waitlist Assessment (improved database)	A	-	-	\$ 1,500,000	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -

Department of Hawaiian Home Lands  
Proposed FY14 and FY15 Reductions

Table 5

Prog ID	Description of Reduction	Impact of Reduction	MOF	FY14			FY15			Carry-over? (Y/N)
				Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
HHL602	Elimination of Fringe Benefits	Positions' fringe benefits will be covered through Department of Budget and Finance	B			\$ (2,534,234)			\$ (2,354,234)	N
HHL602	Elimination of Fringe Benefits	Positions' fringe benefits will be covered through Department of Budget and Finance	T			\$ (2,223,314)			\$ (2,223,314)	N
HHL602	Elimination of Trust Fund Appropriation	Seeking General funding for Administrative and Operating costs, Nelson Case	T			\$ (144,227,808)			\$ (144,227,808)	N

Department of Hawaiian Home Lands  
Proposed FY14 and FY15 Additions

Table 6

<u>Prog ID</u>	<u>Request Category</u>	<u>Prog ID Priority</u>	<u>Dept- Wide Priority</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>FY14</u>			<u>FY15</u>		
							<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
HHL602	8	8	8	Increase in Federal Fund Authorization	Request to increase the Federal fund authorization \$7,900,000. The additional funds will help carry costs with emphasis on Loans Receivables,	N			\$ 7,900,000			\$ 7,900,000

Department of Hawaiian Home Lands  
 Current Year (FY13) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 106/12 Appropriation</u>	<u>Impact</u>
				None.

Department of Hawaiian Home Lands  
 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) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
	Not Applicable.					

Department of Hawaiian Home Lands  
Expenditures Exceeding Appropriation Ceilings

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation Ceiling</u>	<u>Amount Exceeding Appropriation</u>	<u>Increase Percent</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
						Not Applicable.		



Department of Hawaiian Home Lands  
 Intradepartmental Transfer of Funds

Table 10

<u>Anticipated or Actual Date of Transfer</u>	<u>MOF</u>	<u>Amount of Transfer</u>	<u>From Prog ID</u>	<u>Percent of Imparting Program ID Appropriation</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
							Not Applicable.	

Department of Hawaiian Home Lands  
Active Federal Awards

Table 11

<u>State</u> <u>Expending</u> <u>Agency</u>	<u>Program</u> <u>ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding</u> <u>Federal</u> <u>Agency</u>	<u>Award Amount</u>	<u>Award Amount</u> <u>Allocated to the Pgm ID</u> <u>in Column B</u>	<u>State</u> <u>Appropriation</u> <u>Symbol</u>	<u>At Risk for</u> <u>Federal</u> <u>Sequestration</u> <u>(Y/N)</u>	<u>Contact Name</u>	<u>Contact</u> <u>Phone</u>	<u>Contact</u> <u>Email</u>
HHL	HHL602	08HBGHI0002	14.873	Native Hawaiian Housing Blok Grant Program - To provide housing assistance to low-income Native Hawaiian families who are eligible to reside on Hawaiian Home Lands	Department of Housing & Urban Development	\$8,700,000	\$8,700,000	S-03-270-I; S-09-213-I; S-10-213-I; S-12-213-I; S-13-213-I	N	Niniau, Simmons, NAHASDA Manager	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	HHL602	09HBGHI0001	14.873	Native Hawaiian Housing Blok Grant Program - To provide housing assistance to low-income Native Hawaiian families who are eligible to reside on Hawaiian Home Lands	Department of Housing & Urban Development	\$9,700,789	\$9,700,789	S-11-213-I; S-12-213-I	N	Niniau, Simmons, NAHASDA Manager	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	HHL602	10HBGHI0001	14.873	Native Hawaiian Housing Blok Grant Program - To provide housing assistance to low-income Native Hawaiian families who are eligible to reside on Hawaiian Home Lands	Department of Housing & Urban Development	\$12,700,000	\$12,700,000	S-13-213-I	N	Niniau, Simmons, NAHASDA Manager	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	HHL602	11HBGHI0001	14.873	Native Hawaiian Housing Blok Grant Program - To provide housing assistance to low-income Native Hawaiian families who are eligible to reside on Hawaiian Home Lands	Department of Housing & Urban Development	\$12,674,600	\$12,674,600	No encumbered contracts	N	Niniau, Simmons, NAHASDA Manager	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	HHL602	12HBGHI0001	14.873	Native Hawaiian Housing Blok Grant Program - To provide housing assistance to low-income Native Hawaiian families who are eligible to reside on Hawaiian Home Lands	Department of Housing & Urban Development	\$12,700,000	\$12,700,000	No encumbered contracts	N	Niniau, Simmons, NAHASDA Manager	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	HHL602	CF100605604		United States Department of Agriculture Rural Development Initiative Grant Program	United States Department of Agriculture	\$175,105.00	\$175,105.00	S-273	N	Lucy Pascual	620-9514	<a href="mailto:Lucy.Pascual@hawaii.gov">Lucy.Pascual@hawaii.gov</a>
HHL	HHL602		15.631	Nauhi Gulch Riparian Restoration Project	United States Department of Agriculture	\$110,000	\$110,000	S-12-214-I	N	Mike Robinson	933-3480	<a href="mailto:mike.e.robison@hawaii.gov">mike.e.robison@hawaii.gov</a>

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. <b>Format: XXX###</b>
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: <a href="https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list">https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list</a> <b>Format: ##.###.</b>
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. <b>Format: X-YY-###-X</b>
J	Contact Name	Name of the individual at the program level responsible for performance of the award
K	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award
L	Contact Email	Email of the individual at the program level responsible for performance of the award
	<b>LEGEND:</b>	
	<b>State Expending Agency</b>	
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	
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	
	<b>Federal Agency</b>	
	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 Hawaiian Home Lands  
Non-General Fund Balances

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY13	Estimated FY13	Estimated FY13	Estimated FY13	Estimated FY13	Balance in Excess of Program Needs
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Estimated FY13 Net Transfers	Ending Unencumbered Cash Balance	
Hawaiian Home Loan Fund		HHCA § 213(b)	W	\$ 2,230,618	\$ 200,000	\$ 1,500,000	\$ -	\$ 930,618	
Hawaiian Home General Loan Fund		HHCA § 213 (c)	W	\$ 11,459,172	\$ 3,900,000	\$ 7,500,000	\$ -	\$ 7,859,172	
Hawaiian Home Administration Account		HHCA § 213 (f)	B	\$ 13,909,527	\$ 12,500,000	\$ 12,784,660	\$ (3,000,000)	\$ 10,624,867	
Hawaiian Home Administration Account		HHCA § 213 (f)	B	\$ 4,204,623	\$ -	\$ -	\$ -	\$ 4,204,623	
DHHL Revenue Bond Special Fund		HHCA § 213.5	B	\$ 12,396,688	\$ 3,000,000	\$ 3,200,000	\$ -	\$ 12,196,688	
Hawaiian Home Lands Trust Fund		HHCA § 213.6	T	\$ 98,649,898	\$ 30,000,000	\$ 10,909,000	\$ -	\$ 117,740,898	
Hawaiian Home Operating Fund		HHCA § 213 (e)	T	\$ 544,480		\$ 12,768,098	\$ 1,000,000	\$ (11,223,618)	
Hawaiian Home Operating Fund		HHCA § 213 (e)	T	\$ 257,403	\$ -	\$ -	\$ 3,000,000	\$ 3,257,403	
Hawaiian Home Operating Fund		HHCA § 213 (e)	T	\$ 9,757,250	\$ -	\$ -	\$ 4,000,000	\$ 13,757,250	
Hawaiian Home Receipts Fund		HHCA § 213(g)	T	\$ 472,026	\$ 4,000,000	\$ -	\$ (5,000,000)	\$ (527,974)	
Hawaiian Home Trust Fund		HHCA § 213 (h)	T	\$ 8,592,559	\$ -	\$ -	\$ -	\$ 8,592,559	
Native Hawaiian Rehabilitation Fund		HHCA § 213 (i)	T	\$ 2,867,058	\$ 380,000	\$ 729,600	\$ -	\$ 2,517,458	

Department of Hawaiian Home Lands  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Y (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appointments
HHL 602	8/1/2005	001437	CLERK STENOGRAPHER II	9	3	P	1.00	B	\$ 26,700	\$ 35,424	N		N	
HHL 602	07/01/11	009580	SECRETARY III	16	3	P	1.00	B	\$ 35,064	\$ 42,924	N		N	
HHL 602	07/01/11	009584	HOMESTEAD DISTRICT SUPERVISOR II	24	23	P	1.00	B	\$ 46,056	\$ 46,056	N		N	
HHL 602	8/1/2010	010129	HOMESTEAD DISTRICT SUPVR I	22	23	P	1.00	B	\$ 53,352	\$ 53,352	N		N	
HHL 602	7/1/2011	013274	SECRETARY I	12	3	P	1.00	B	\$ 30,036	\$ 30,036	N		N	
HHL 602	2/1/2007	013288	HOMESTEAD DISTRICT SUPVR I	22	13	P	1.00	B	\$ 45,576	\$ 47,446	N		N	
HHL 602	07/01/11	013311	CLERK TYPIST III	10	3	P	1.00	A	\$ 27,756	\$ 27,756	N		N	
HHL 602	07/01/11	022364	SECRETARY I	12	3	P	1.00	B	\$ 30,036	\$ 30,036	N		N	
HHL 602	06/17/10	023054	INFORMATION SPECIALIST IV	22	13	P	1.00	B	\$ 64,920	\$ 64,920	N		N	
HHL 602	07/01/11	023719	SECRETARY III	16	3	P	1.00	B	\$ 38,328	\$ 37,968	N		N	
HHL 602	07/01/11	026349	LAND AGENT V	24	13	P	1.00	B	\$ 51,312	\$ 53,376	N		N	
HHL 602	07/01/11	026382	ACCOUNT CLERK III	11	13	P	1.00	B	\$ 28,836	\$ 35,112	N		N	
HHL 602	08/08/11	026468	SECRETARY III	16	63	P	1.00	B	\$ 51,936	\$ 51,936	N		N	
HHL 602	1/1/2009	026916	HOMESTEAD ASSISTANT II	15	3	P	1.00	B	\$ 51,936	\$ 51,936	N		Y	
HHL 602	11/23/02	028707	PLANNING & DEVELOPMENT COORDINATOR	EM07	35	P	1.00	B	\$ 88,932	\$ 88,932	N		N	
HHL 602	01/02/08	029872	PROGRAM BUDGET ANALYST IV	22	13	P	1.00	B	\$ 45,576	\$ 62,424	N		N	
HHL 602	07/01/11	031723	HOMESTEAD SERVICES DIVISION ADMSTR	EM07	35	P	1.00	B	\$ 94,512	\$ 96,180	N		N	
HHL 602	08/01/08	033086	GROUNDSKEEPER I	BC02	1	P	1.00	B	\$ 33,228	\$ 32,856	N		N	
HHL 602	12/31/07	038085	MORTGAGE LOAN SPECIALIST	20	13	P	1.00	B	\$ 42,132	\$ 53,364	N		N	
HHL 602	09/01/09	038092	ACCOUNT CLERK III	11	3	P	1.00	B	\$ 39,480	\$ 39,480	N		N	
HHL 602	12/01/11	038093	CLERK TYPIST III	10	3	P	1.00	B	\$ 34,692	\$ 34,962	N		N	
HHL 602	07/24/01	038094	OFFICE ASSISTANT III	8	3	P	1.00	B	\$ 30,276	\$ 26,700	N		N	
HHL 602	02/16/07	038163	HOMESTEAD APPLICATIONS CLERK II	13	3	P	1.00	B	\$ 31,212	\$ 33,756	N		N	
HHL 602	02/01/09	038168	HOMESTEAD HOUSING AGENT	20	3	P	1.00	B	\$ 56,172	\$ 56,172	N		N	
HHL 602	06/01/97	047843	PLANNING & DEVELOPMENT COORDINATOR	EM07	35	P	1.00	B	\$ 61,920	\$ 61,920	N		N	
HHL 602	12/01/07	048582	LAND AGENT III	20	13	P	1.00	B	\$ 42,132	\$ 42,132	N		N	
HHL 602	12/02/07	113157	GENERAL LABORER I	BC02	1	P	1.00	B	\$ 33,228	\$ 33,228	N		N	
HHL 602	05/01/01	100205	HHL CLERK TYPIST II	8	3	P	1.00	B	\$ 27,756	\$ 27,756	Y		N	
HHL 602	02/01/11	100206	HHL CLERK TYPIST II	8	3	P	1.00	B	\$ 25,668	\$ 25,668	Y		N	
HHL 602	02/01/11	100485	HHL CLERK TYPIST II	8	3	P	1.00	B	\$ 25,668	\$ 25,668	Y		N	
HHL 602	10/01/11	100486	DELINQUENT LOAN ASSISTANT	15	3	P	1.00	B	\$ 33,756	\$ 37,956	Y		N	
HHL 602	08/20/03	101621	HHL ACCOUNTANT II	18	13	P	1.00	B	\$ 38,988	\$ 38,988	Y		N	
HHL 602	05/01/11	101723	HHL ACCOUNT CLERK III	11	3	P	1.00	B	\$ 39,480	\$ 39,480	Y		N	
HHL 602	02/01/11	102353	HHL CLERK TYPIST II	8	3	P	1.00	B	\$ 25,668	\$ 25,668	Y		N	
HHL 602	08/06/10	102446	HOMESTEAD HOUSING SPECIALIST II	18	13	P	1.00	B	\$ 37,452	\$ 37,452	Y		N	
HHL 602	10/01/11	102450	HOMESTEAD HOUSING SPECIALIST IV	22	13	P	1.00	B	\$ 53,376	\$ 60,024	Y		Y	

Department of Hawaiian Home Lands  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Y (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appointments
HHL 602	04/15/09	106169	HOMESTEAD HOUSING SPECIALIST II	18	13	P	1.00	B	\$ 45,576	\$ 42,134	Y		N	
HHL 602	07/01/93	98001I	BRANCH MGR LOAN SERVICES	24	13	P	1.00	B	\$ 41,467	\$ 41,467	Y		N	
HHL 602	07/01/98	98103I	LOAN PROCESSING ASST II	18	3	P	1.00	B	\$ 31,200	\$ 31,200	Y		N	
HHL 602	07/01/98	98104I	LOAN PROCESSING ASST II	18	3	P	1.00	B	\$ 31,200	\$ 31,200	Y		N	
HHL 602	07/01/98	98105I	LOAN PROCESSING ASST I	16	3	P	1.00	B	\$ 27,744	\$ 27,744	Y		N	
HHL 602	07/01/11	100555	HHL HOMESTEAD LEASE ASSISTANT	13	3	P	1.00	B	\$ 31,212	\$ 31,212	Y		N	
HHL 602	04/01/12	100940	HHL PLANNER V	24	13	P	1.00	T	\$ 66,708	\$ 69,996	Y		N	
HHL 602	09/01/11	101073	HHL ENGINEER V	26	13	P	1.00	T	\$ 79,248	\$ 79,248	Y		N	
HHL 602	07/01/11	101729	HHL HOMESTEAD LEASE ASSISTANT	13	3	P	1.00	T	\$ 31,212	\$ 31,212	Y		N	
HHL 602	08/01/11	102385	SPECIAL ASST, HHL HOUSING	28	73	P	1.00	T	\$ 85,428	\$ 7,992	Y		N	
HHL 602	08/1/10	102436	HHL ENGINEER V	26	13	P	1.00	T	\$ 58,248	\$ 78,984	Y		N	
HHL 602	10/31/12	102453	HOMESTEAD LAND DEVELOPMENT	22	13	P	1.00	T	\$ 67,488	\$ 64,920	Y		N	
HHL 602	07/15/11	102937	HHL CLERK TYPIST II	8	3	P	1.00	T	\$ 25,668	\$ 27,756	Y		N	
HHL 602	11/29/97	102941	HHL ENGINEER III	22	13	P	1.00	T	\$ 45,576	\$ 38,100	Y		N	
HHL 602	08/15/10	102943	HHL GENERAL LABORER 1	BC02	1	P	1.00	T	\$ 33,228	\$ 33,228	Y		N	
HHL 602	10/31/12	102948	HHL CLERK TYPIST II	8	3	P	1.00	T	\$ 47,412	\$ 39,480	Y		N	
HHL 602	3/3/12	102949	HOMESTEAD HOUSING SPECIALIS	16	13	P	1.00	T	\$ 45,036	\$ 45,036	Y		N	
HHL 602	12/19/11	102953	HHL FINANCE AND DEVELOPMENT	28	73	P	1.00	T	\$ 66,708	\$ 85,428	Y		N	
HHL 602	7/1/07	102957	HHL APPLICATION OFFICER	20	13	P	1.00	T	\$ 42,132	\$ 40,524	Y		N	
HHL 602	12/01/11	104353	HHL CLERK TYPIST III	10	3	P	1.00	T	\$ 27,396	\$ 28,836	Y		N	
HHL 602	10/1/11	104166	HHL DELINQUENT LOAN ASST	18	3	P	1.00	T	\$ 37,968	\$ 53,368	Y		N	
HHL 602	01/31/11	106110	HHL CLERK TYPIST III	10	3	P	1.00	T	\$ 32,424	\$ 32,424	Y		N	
HHL 602	06/25/09	106191	HHL CLERK IV	10	3	P	1.00	T	\$ 27,756	\$ 27,756	Y		N	
HHL 602	07/16/00	106408	HHL EQUIPMENT OPERATOR III	BC09	1	P	1.00	T	\$ 31,648	\$ 31,648	Y		N	
HHL 602	12/01/95	106415	APPRAISAL/TECHNICAL SERVICES	28	23	P	1.00	T	\$ 65,568	\$ 65,568	Y		N	
HHL 602	07/01/11	106416	PROPERTY DEVELOPMENT MANA	28	23	P	1.00	T	\$ 73,044	\$ 73,044	Y		N	
HHL 602	06/16/94	106418	HHL EQUIPMENT OPERATOR III	BC09	1	P	1.00	T	\$ 31,648	\$ 31,648	Y		N	
HHL 602	02/01/11	106420	HHL PERSONNEL CLERK III	9	63	P	1.00	T	\$ 26,700	\$ 31,220	Y		N	
HHL 602	04/01/09	106793	HHL CLERK TYPIST II	8	3	P	1.00	T	\$ 25,668	\$ 25,668	Y		N	
HHL 602	07/01/11	108405	HHL EQUIPMENT OPERATOR II	BC06	1	P	1.00	T	\$ 38,436	\$ 38,436	Y		N	
HHL 602	11/01/11	111868	HHL RESOURCE MGMT SPCLT (WA	24	13	P	1.00	T	\$ 64,116	\$ 64,116	Y		N	
HHL 602	7/1/2011	117234	HOMESTEAD SERVICES ADMIN ASST	26	73	P	1.00	T	\$ 67,488	\$ 67,488	Y		N	
HHL 602	2/16/2010	117343	HHL PERSONNEL CLERK V	13	63	T	-	T	\$ 31,221	\$ 31,221	Y		N	
HHL 602	07/01/11	117387	HHL ACCOUNT CLERK III	11	3	T	-	T	\$ 29,976	\$ 29,976	Y		N	
HHL 602	07/01/11	98002I	HHL GENERAL LABORER I	BC02	1	T	-	T	\$ 33,228	\$ 33,228	Y		N	
HHL 602	07/01/11	7001	HOMESTEAD DEVELOPMENT SPC	22	3	T	-	T	\$ 64,920	\$ 64,920	Y		N	
HHL 602	07/01/11	11004	HOMESTEAD AGRICULTURE SPEC	24	13	T	-	T	\$ 51,312	\$ 51,312	Y		N	
HHL 602	07/01/11	11005	HOMESTEAD AGRICULTURE SPEC	24	13	T	-	T	\$ 51,312	\$ 51,312	Y		N	

Department of Hawaiian Home Lands  
Positions Vacant as of November 30

Table 13

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Y (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appointments</u>
HHL 602	07/01/11	120444	NAHASDA MANAGER	26	73	T	-	T	\$ 75,996	\$ 75,996	Y		N	
HHL 602	07/01/11	120445	NAHASDA PROGRAM SPECIALIST	24	73	T	-	T	\$ 65,000	\$ 65,000	Y		N	
HHL 602	07/01/11	990041	HHL PLANNER V	24	13	T	-	T	\$ 67,488	\$ 67,488	Y		N	
HHL 602	07/01/11	990051	HHL LAND AGENT/ENFORCEMENT	22	73	T	-	T	\$ 64,920	\$ 64,920	Y		N	
HHL 602	7/1/2011	120446	NAHASDA COMPLIANCE SPECIALIST	22	13	T	-	T	\$ 45,576	\$ 45,576	Y		N	
HHL 602	07/01/11	11002	MORTGAGE LOAN ASSISTANT	13	13	T	-	T	\$ 28,836	\$ 28,836	Y		N	
HHL 602	07/01/11	11003	HHL CLERK TYPIST III	10	3	T	-	T	\$ 27,756	\$ 27,756	Y		N	
HHL 602	07/01/11	120447	HHL PLANNER V	24	13	T	-	T	\$ 51,312	\$ 51,312	Y		N	

Department of Hawaiian Home Lands  
Overtime Expenditures

Table 14

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (estimated)			FY14 (budgeted)		
			<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HHL602	Planning and Development for Hawaiian Homesteads	A	\$ -	\$ -	0.0%		\$ -	0.0%	\$ 7,238,319	\$ -	0.0%
HHL602	Planning and Development for Hawaiian Homesteads	B	\$ 5,671,884	\$ 54,850	0.967%	\$ 5,671,884	\$ 72,664	1.28%	\$ 4,474,375	\$ -	0.0%
HHL602	Planning and Development for Hawaiian Homesteads	N	\$ 243,164	\$ -	0.0%	\$ 201,333	\$ -	0.0%	\$ 416,210	\$ -	0.0%
HHL602	Planning and Development for Hawaiian Homesteads	T	\$ 4,769,868	\$ 5,508	0.115%	\$ 4,769,868	\$ 6,848	0.144%	\$ -	\$ -	0.0%



Department of Hawaiian Home Lands  
Overpayments as of November 30

Table 15

<u>Name</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 &gt;</u>	<u>Employed Occurred &lt;</u>	<u>Not Employed Occurred &gt;</u>	<u>Not Employed Occurred &lt;</u>		
					<u>2 Years</u>	<u>2 Years</u>	<u>2 Years</u>	<u>2 Years</u>		
NONE										











Department of Hawaiian Home Lands  
Active Contracts

Table 16

Proj ID	MOF	Amount	M/A/O	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ S/S	Description	Explanation of How Contract is Monitored	POS Y/N
	T	500000	O	500000	447260.6	10/5/2012	10/5/2012		COMMUNITY PLANNING AND	S	LALAMILO HOUSING PHASE 2A DEVELOPMENT, INCLUDING DESIGN SUPPORT SVCS	Determined by contract administrator	
	T	3437329	O	3437329	3437328.5	10/22/2012	10/22/2012		EARTHWORKS PACIFIC, INC.	S	IFB-12-HHL-013 GRADING & CONSTRUCTION OF ROADS & UTILITY IMPR. FOR A 51	Determined by contract administrator	
HHL602	B	23832.44	O	23832.44	23832.44	11/16/2012	11/16/2012		HAGADONE PRINTING COMPANY, INC	S	IFB-12-HHL-014. PRINTING, DELIVERING & MAILING OF KA NUHOU FOR HHL	Determined by contract administrator	
HHL602	N	328850	O	328850	328850	12/6/2012	12/6/2012		NANAKULI HOUSING CORPORATION	S	HOLOMUA I NA'AU'AO: SELF HELP HOME REPAIR/REPLACEMENT & HOME MAINTENANCE	Determined by contract administrator	
	T	395000	O	395000	395000	12/12/2012	12/12/2012		SSFM INTERNATIONAL, INC.	S	CONSTRUCTION MANAGEMENT SVCS FOR PIT'LANI MAI KE KAI SUBDIVISION,	Determined by contract administrator	
	T	40000	O	40000	40000	12/17/2012	12/17/2012		AKINAKA & ASSOCIATES, LTD.	S	HONOKA'PA OHANA PROPOSED PASTORAL WATER SYSTEM-EXPERT WITNESS FOR	Determined by contract administrator	
	T	970000	O	970000	970000	12/19/2012	12/19/2012		COMMUNITY PLANNING AND	S	ENGINEERING SVCS FOR KEOKEA-WAIOHULI SUBDIVISION LOCATE AT KULA, MAUI	Determined by contract administrator	

Department of Hawaiian Home Lands  
CIP Requests

Table 17

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY14 \$\$\$</u>	<u>FY15 \$\$\$</u>
HHL602	1	1	Waimanalo Homestead Community Center, Waimanalo, Oahu	C	\$ 750,000	\$ -
HHL602	2	2	NAHASDA Development Projects, Statewide	N	\$ 20,000,000	\$ 20,000,000



Department of Hawaiian Home Lands  
CIP Lapses

Table 18

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
		None.			

Department of Hawaiian Home Lands  
Division Resources

Table 19

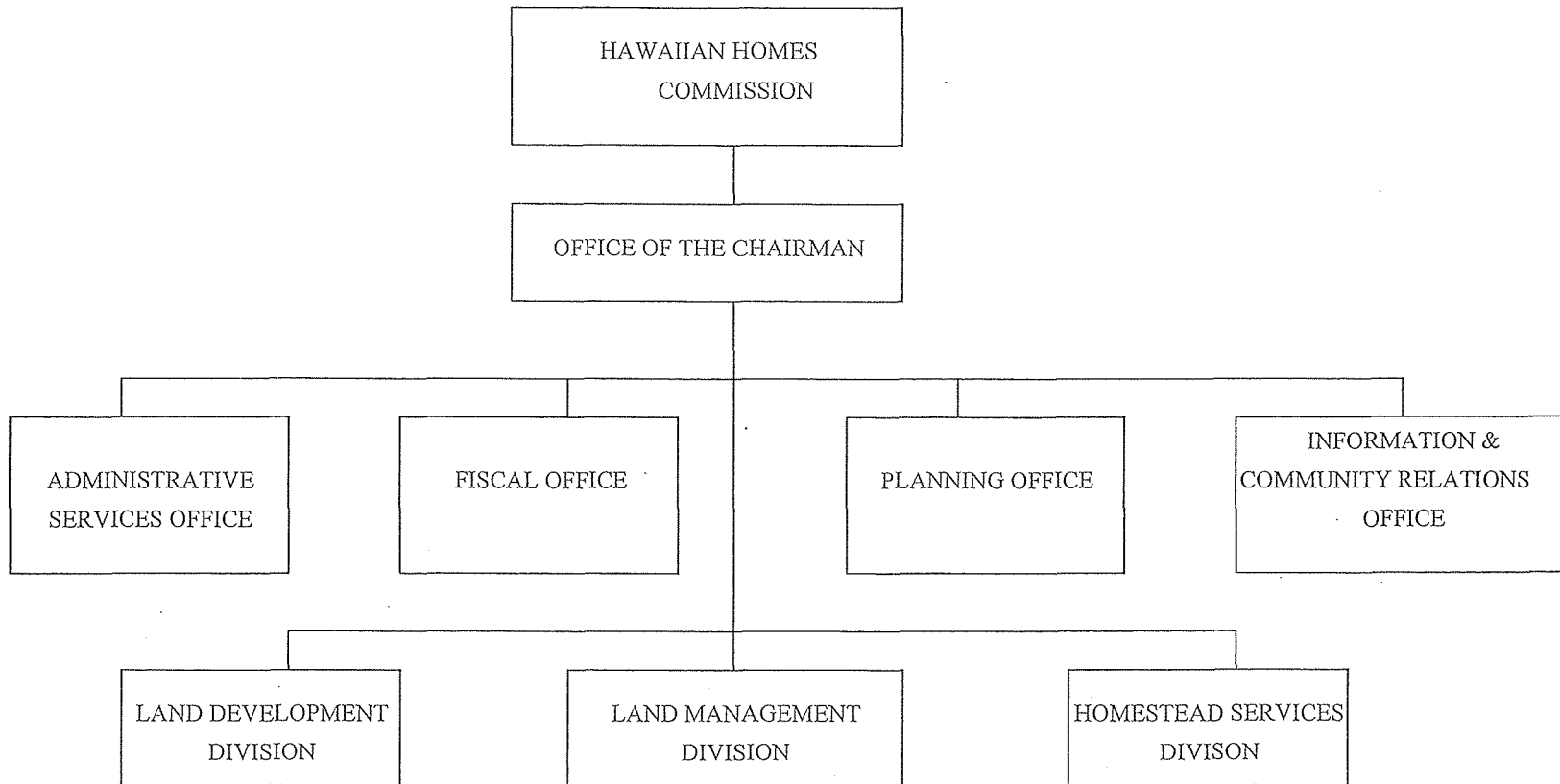
<u>Division</u>	<u>Associated Program IDs</u>						
Office of the Chairman	HHL 602						
Information and Community Relations Office	HHL 602						
Planning Office	HHL 602						
Administrative Services Office	HHL 602						
Fiscal Office	HHL 602						
Homestead Services Division	HHL 602						
Land Management Division	HHL 602						
Land Development Division	HHL 602						

Department of Hawaiian Home Lands  
 Organization Changes

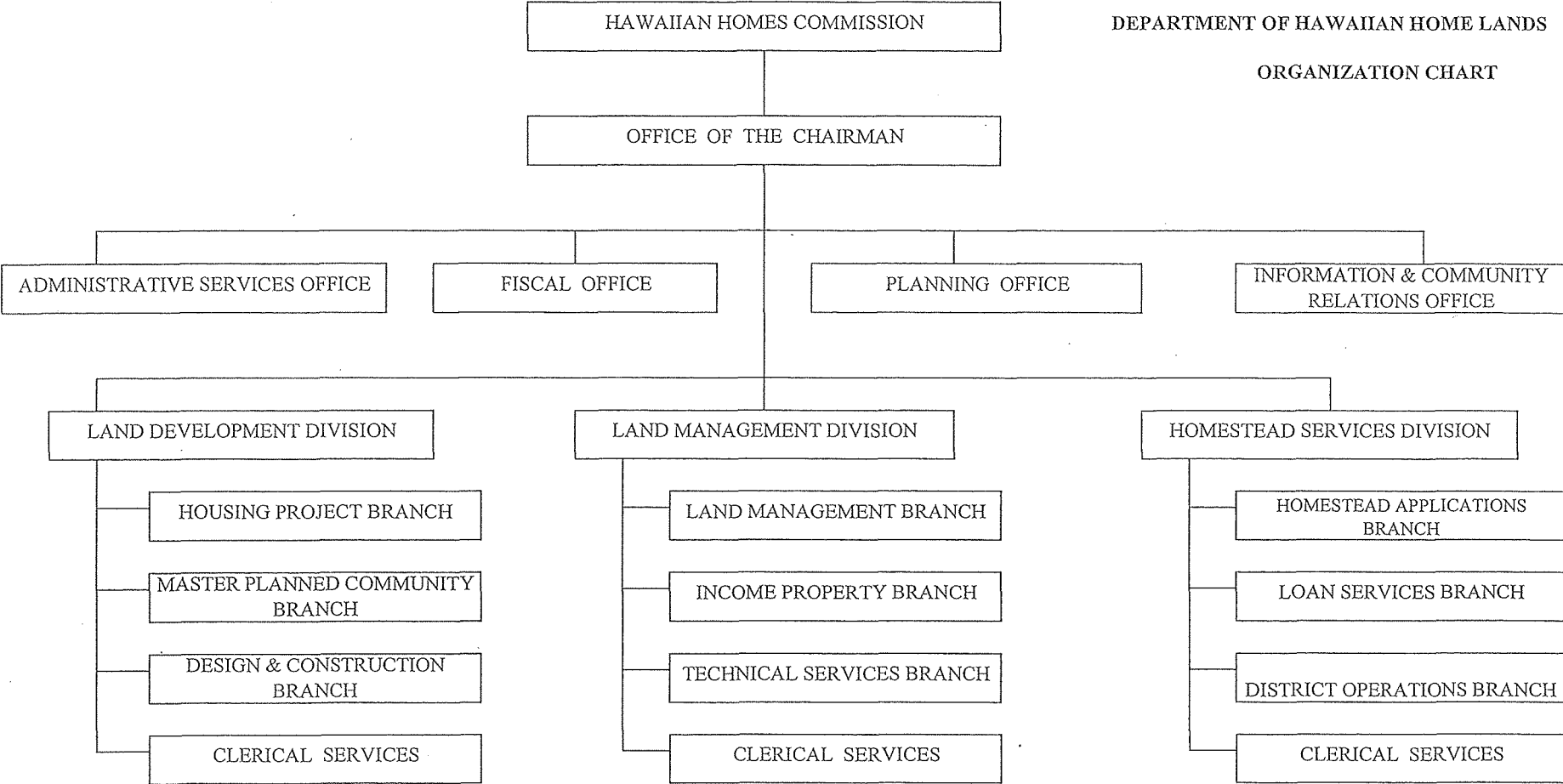
Table 20

<u>Year of Change</u> FY13/FY14	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY14	3	Position number change for NAHASDA Clerk Typisy III due to typo-error. Should be position number 120558, rather than 200558.

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HAWAIIAN HOME LANDS  
 ORGANIZATION CHART

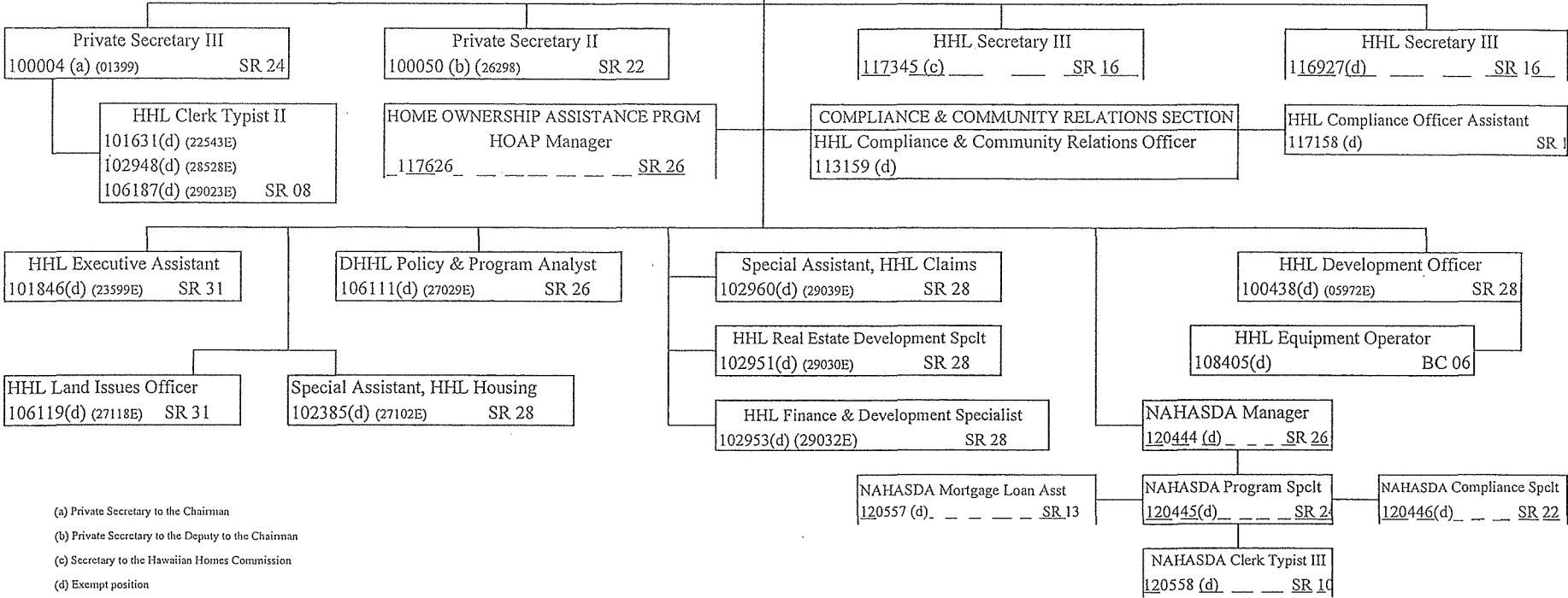


HAWAIIAN HOMES COMMISSION

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

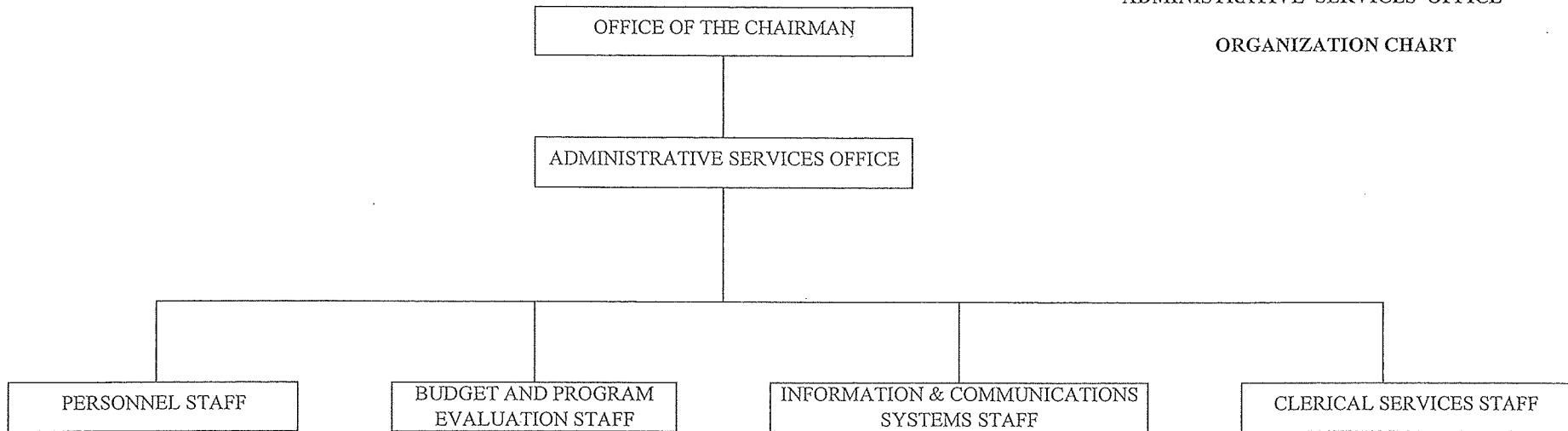
OFFICE OF THE CHAIRMAN  
Chairman, HHC  
100360 (04561E) (-)  
Deputy to the Chairman  
100193 (00492E) (-)

OFFICE OF THE CHAIRMAN  
POSITION ORGANIZATION CHART



- (a) Private Secretary to the Chairman
- (b) Private Secretary to the Deputy to the Chairman
- (c) Secretary to the Hawaiian Homes Commission
- (d) Exempt position

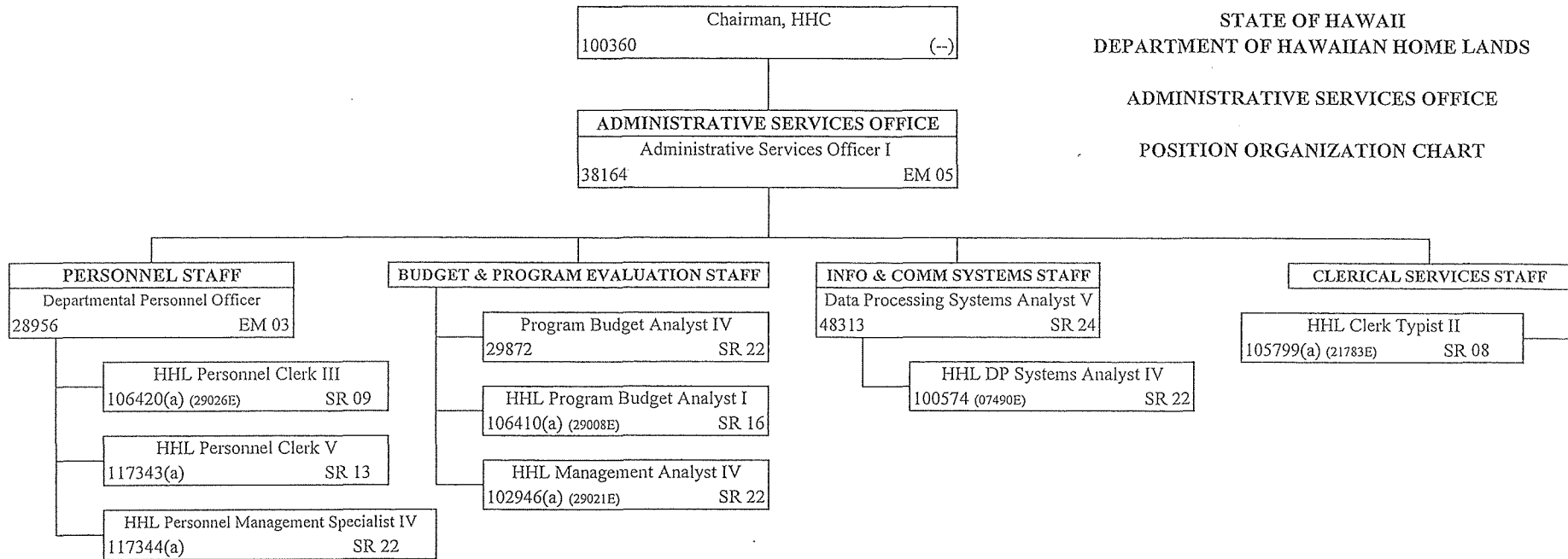
STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
ADMINISTRATIVE SERVICES OFFICE  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART

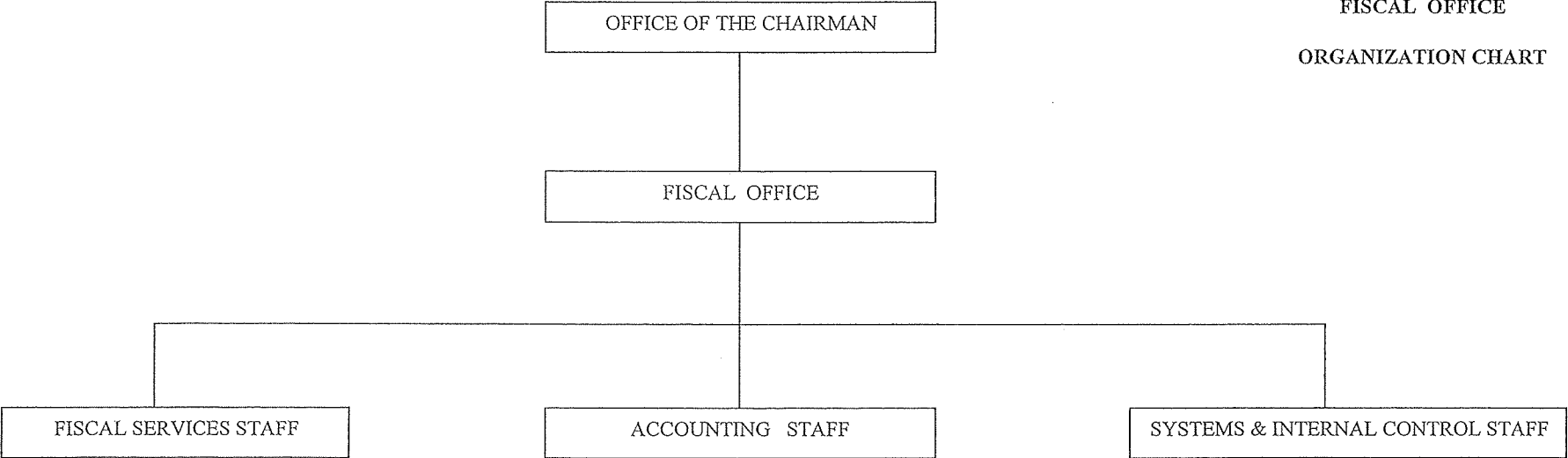


(a) Exempt position



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

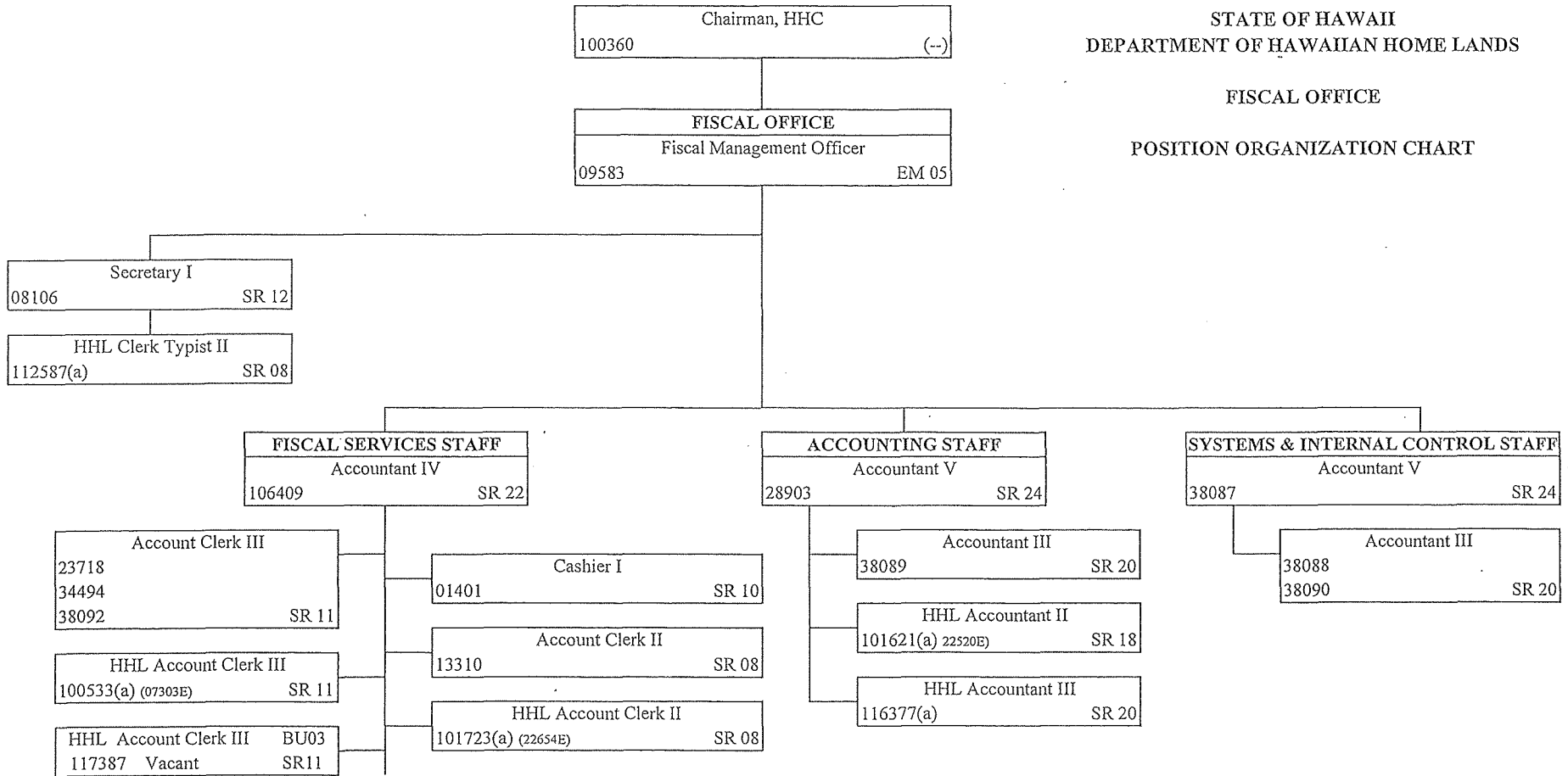
FISCAL OFFICE  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

FISCAL OFFICE

POSITION ORGANIZATION CHART

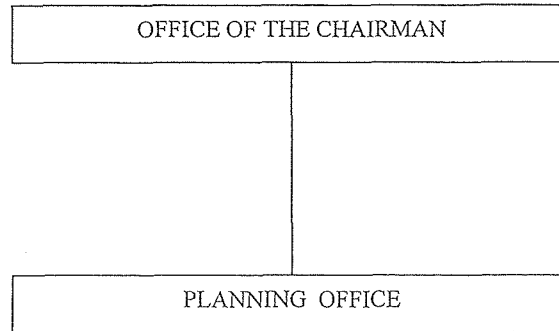


(a) Exempt position

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

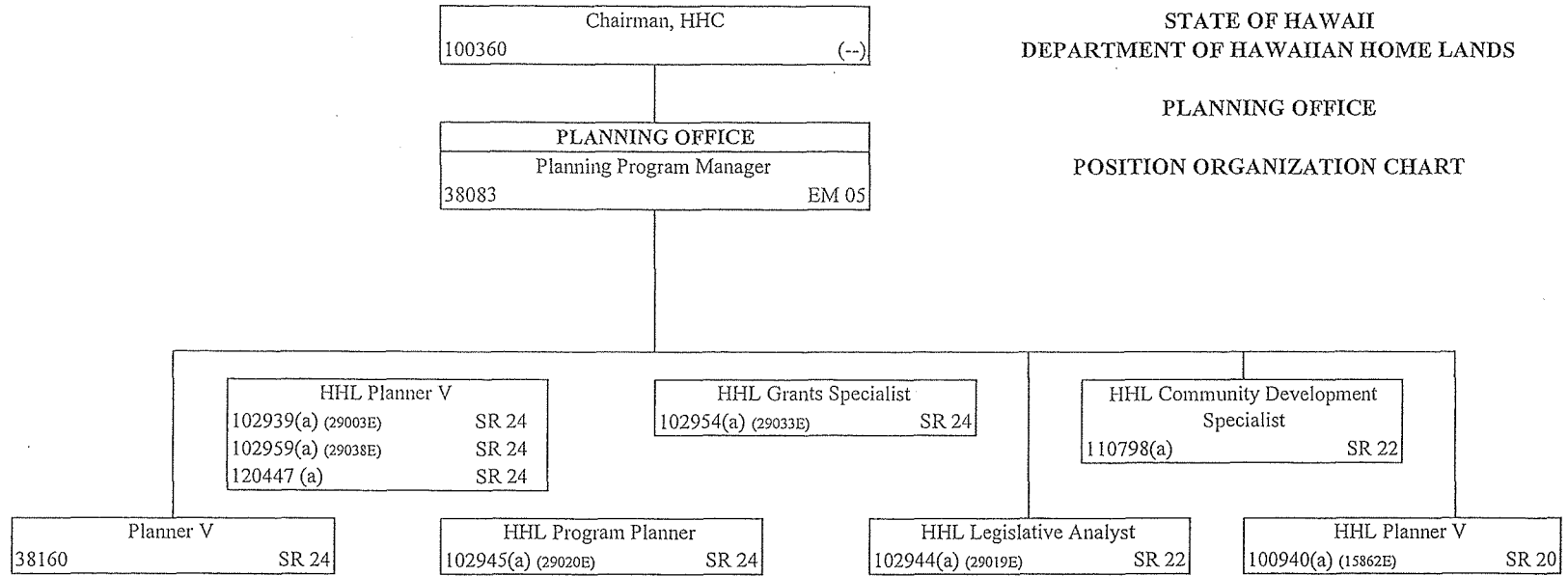
PLANNING OFFICE

ORGANIZATION CHART



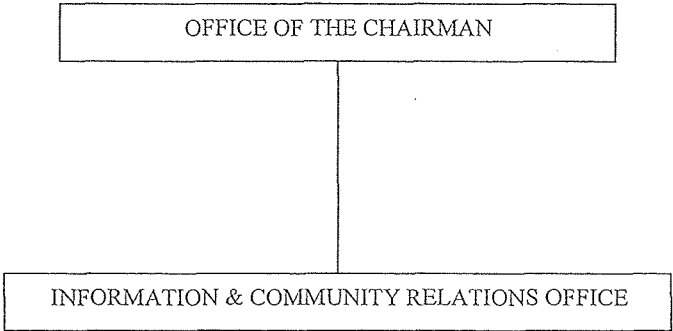
STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

PLANNING OFFICE  
POSITION ORGANIZATION CHART



(a) Exempt position

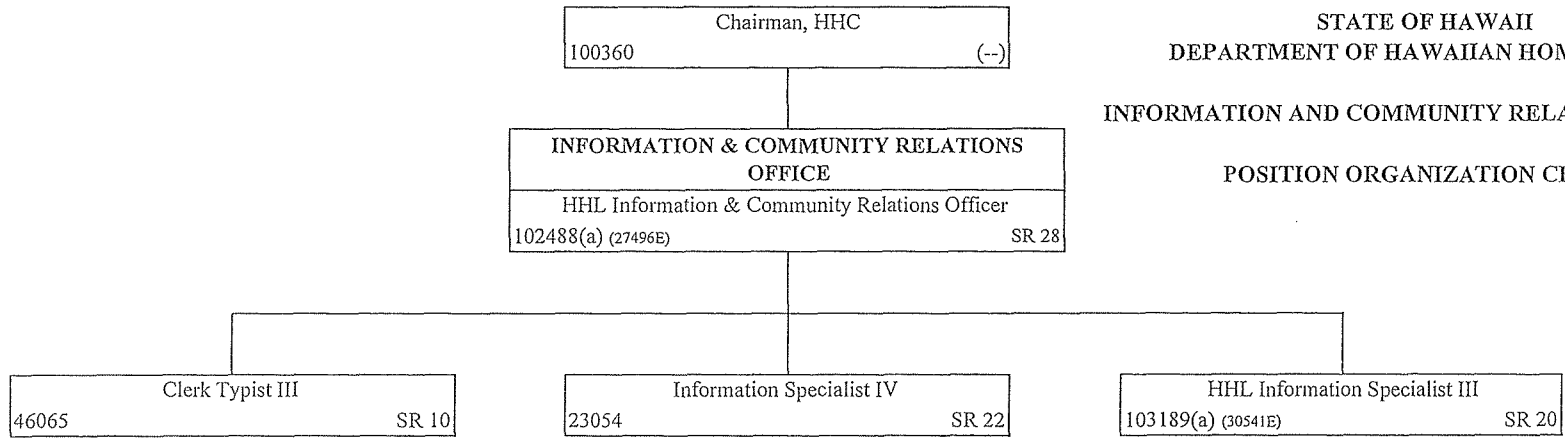
STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
INFORMATION & COMMUNITY RELATIONS OFFICE  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

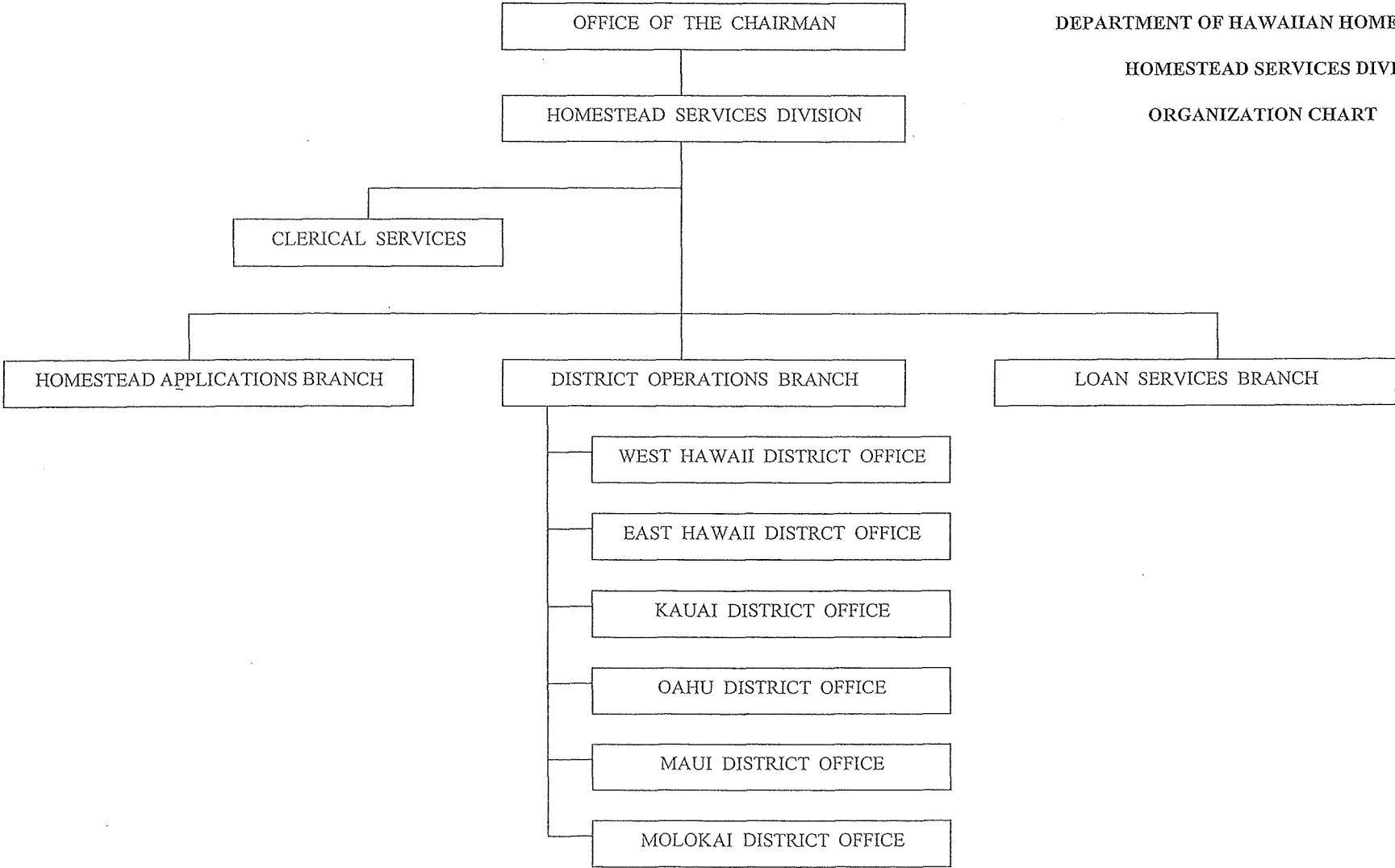
INFORMATION AND COMMUNITY RELATIONS OFFICE

POSITION ORGANIZATION CHART



(a) Exempt position

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
HOMESTEAD SERVICES DIVISION  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

HOMESTEAD SERVICES DIVISION  
POSITION ORGANIZATION CHART

**HOMESTEAD SERVICES DIVISION**  
Homestead Services Administrator  
31723 EM 07

**CLERICAL SERVICES**  
Secretary III  
24646 SR 16

Office Assistant IV  
31342 SR 10

HHL Clerk Typist III  
100205(a) (00644E) SR 10

HHL Clerk Typist II  
100206(a) (00645E)  
100485(a) (06421E)  
101632(a) (22544E)  
102937(a) (29001E)  
106793(a) (30852E) SR 08

Homestead Services Administrative Asst  
117234(a) SR 26

HHL Homestead Development Asst  
101610(a) (22477E) SR 18

HHL Homestead Lease Coordinator  
111524(a) SR 18

**HOMESTEAD APPLICATIONS BRANCH**

HHL Genealogist  
102952(a) (29031E) SR 20

HHL Application Officer  
102957(a) (29036E)  
102958(a) (29037E) SR 20

Homestead Application Clerk II  
38163  
102503(a) (27551E) SR 13

HHL Applications Assistant  
110645(a) SR 13

Homestead Application Clerk I  
04140  
38162 SR 11

Homestead Application Research Clerk  
101258(a) (21794E) SR 11

HHL Clerk IV  
106190(a) (27554E)  
106191(a) (27555E) SR 10

Clerk IV  
38171 SR 10

**DISTRICT OPERATIONS BRANCH**  
(See Chart B)

**LOAN SERVICES BRANCH**  
Homestead Loan Services Manager  
105934(b) (23920E) SR 24

Mortgage Loan Specialist  
24653  
27982  
38085  
50107  
102429(a) (27257E)  
116671(a) SR 20

Homestead Loan Collection Specialist  
101609(a) (22476E) SR 20

HHL Delinquent Loan Assistant  
104165(a) (00642E)  
104166(a) (00643E) SR 18

Loan Processing Assistant II  
98103I(c)  
98104I(c) SR 18

Loan Processing Assistant I  
98105I(c) SR 16

- (a) Exempt position
- (b) Temporary exempt position to be abolished when permanent position authorized by Act 92, SLH 1986, is classified and filled
- (c) Authorized by Act 289, SLH 1993, but not as yet classified

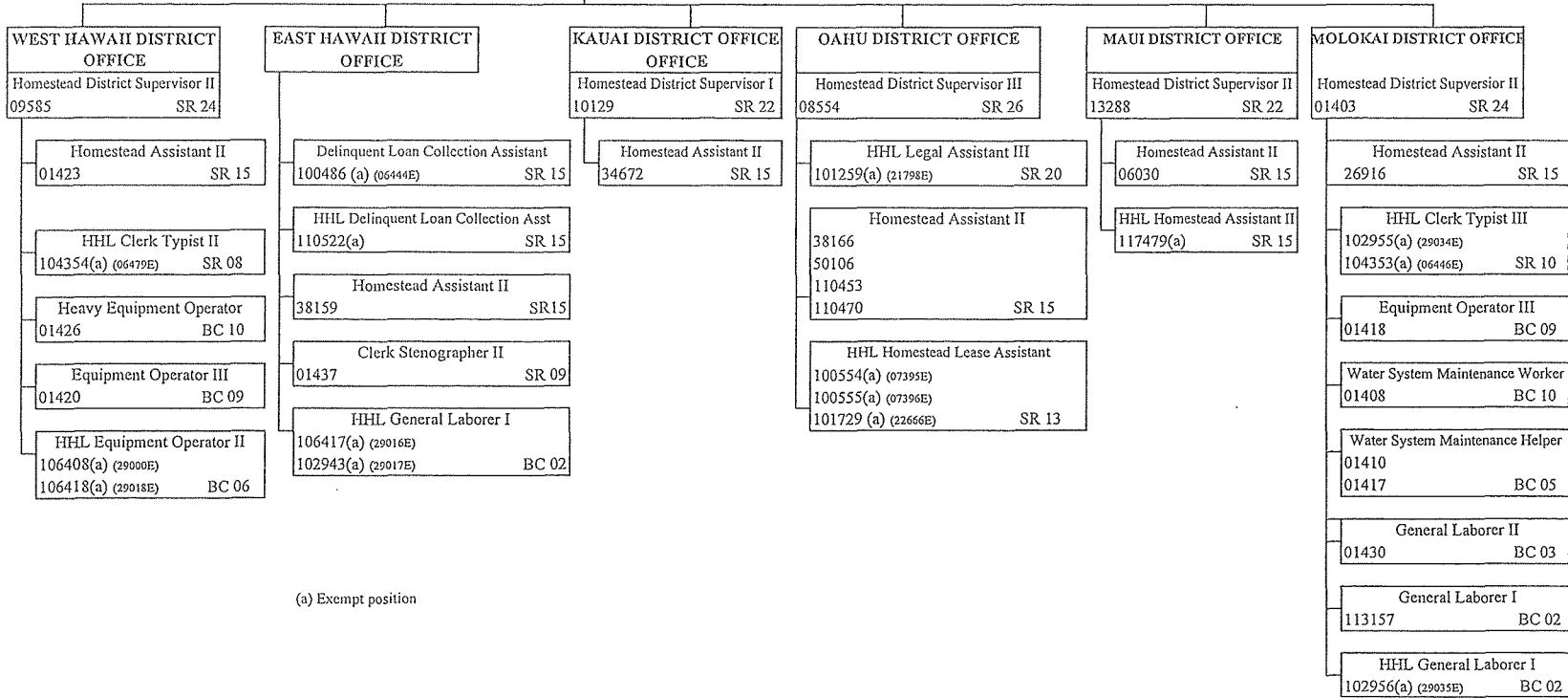


HOMESTEAD SERVICES DIVISION	
Homestead Services Administrator	
31723	EM 07

DISTRICT OPERATIONS BRANCH	
Homestead District Operations Manager	
38167	EM 05

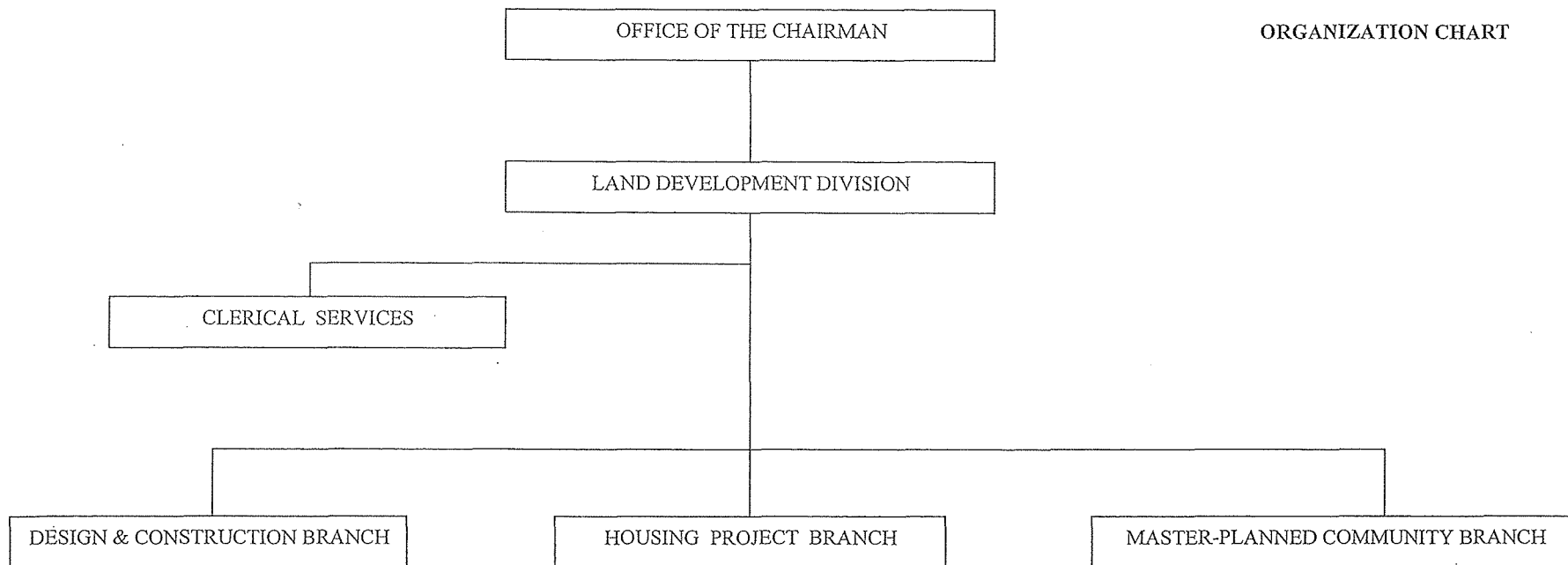
STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

HOMESTEAD SERVICES DIVISION  
DISTRICT OPERATIONS BRANCH  
POSITION ORGANIZATION (CHART B)



(a) Exempt position

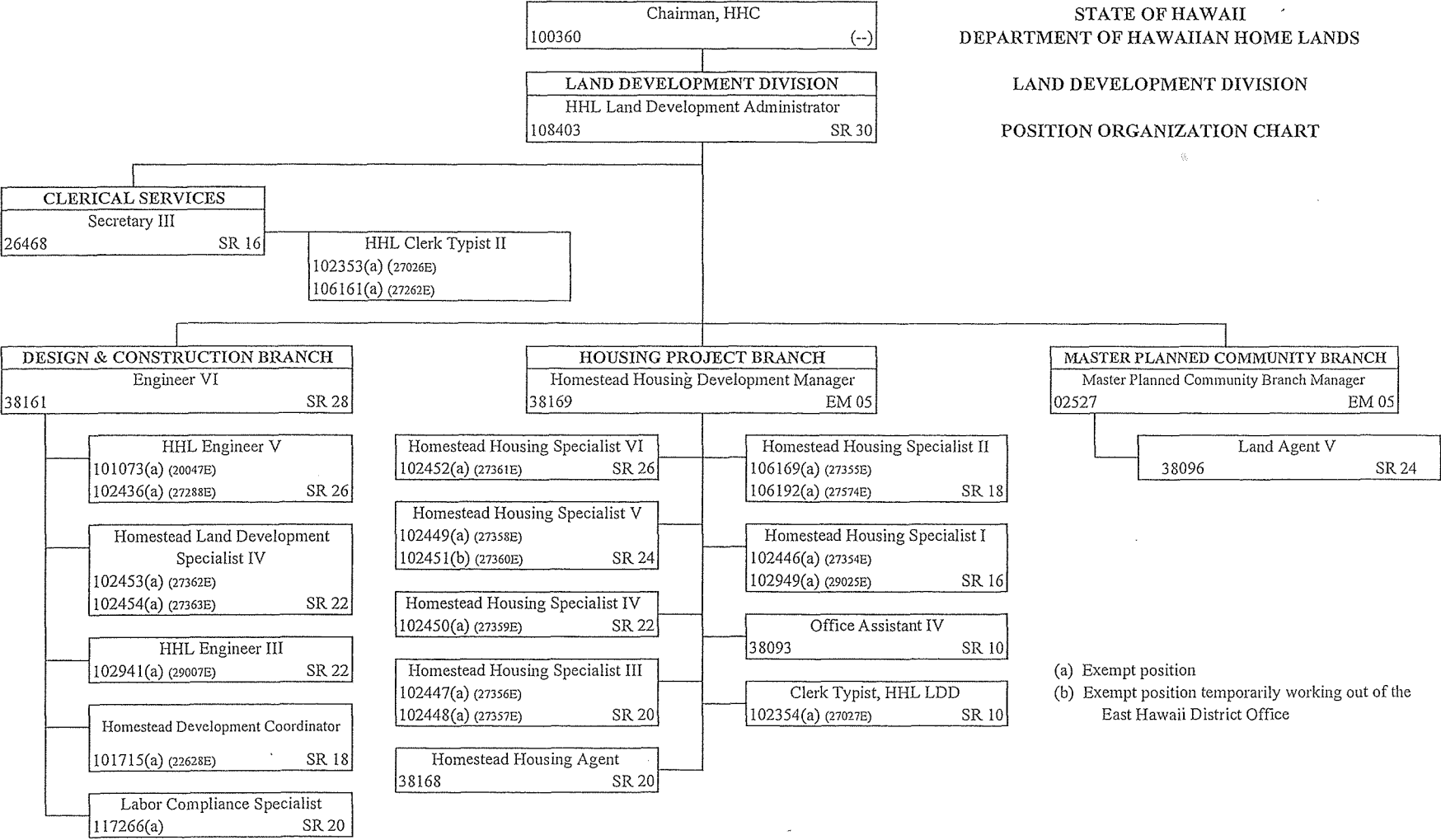
STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
LAND DEVELOPMENT DIVISION  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

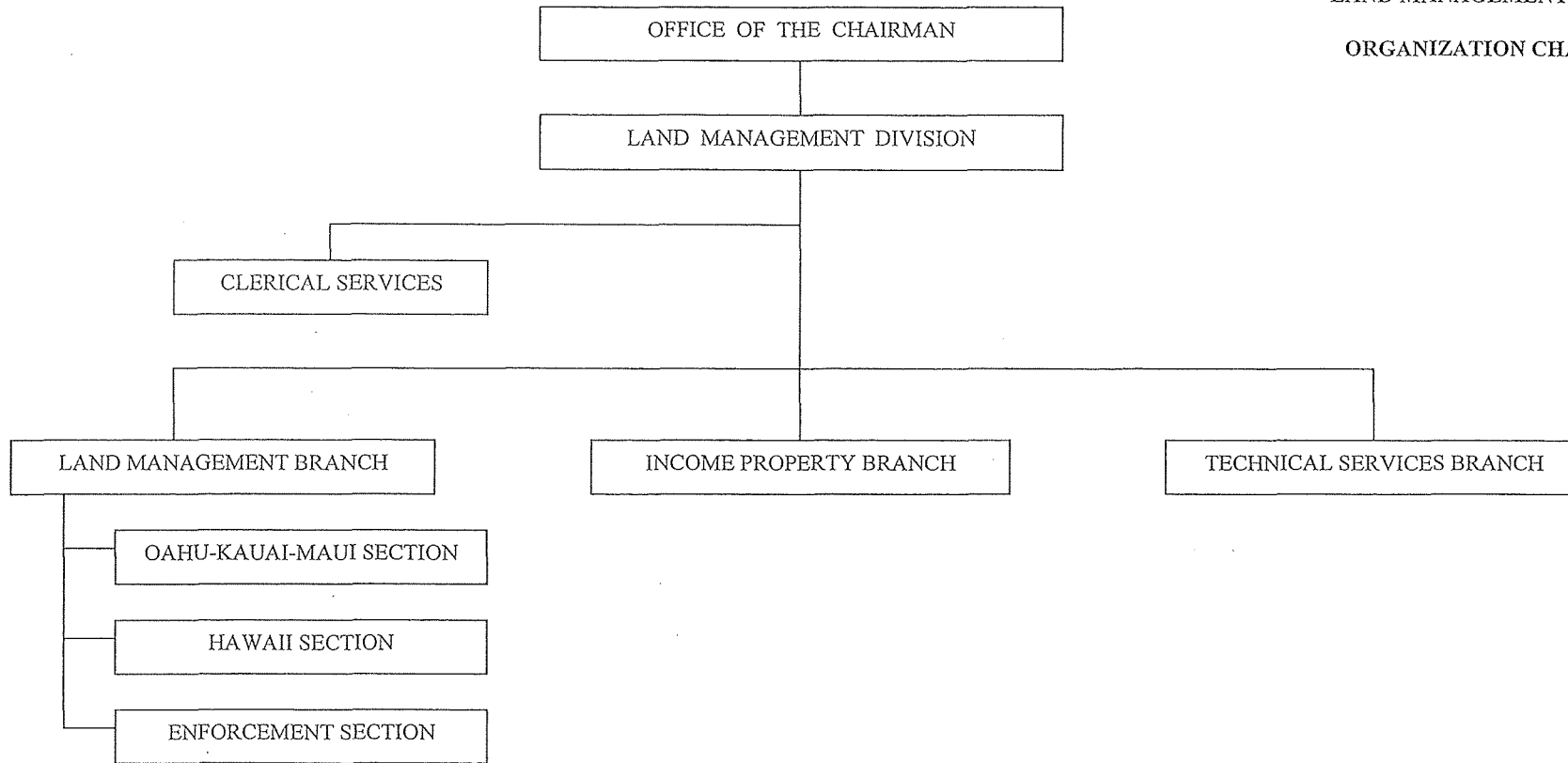
LAND DEVELOPMENT DIVISION

POSITION ORGANIZATION CHART



(a) Exempt position  
(b) Exempt position temporarily working out of the East Hawaii District Office

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
LAND MANAGEMENT DIVISION  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

LAND MANAGEMENT DIVISION  
POSITION ORGANIZATION CHART

Chairman, HHC  
100360 (--)

LAND MANAGEMENT DIVISION  
HHL Land Management Administrator  
102961 SR 30

CLERICAL SERVICES  
Secretary III  
47860 SR 16

HHL Clerk Typist II  
101630(a) (22542E) SR 08

LAND MANAGEMENT BRANCH  
Supervising Land Agent  
28720 SR 26

OAHU-KAUAI-MAUI SECTION  
Land Agent V  
38097 SR 24

HHL Land Agent IV  
105800(b) (21796E)  
106421(a) (29028E) SR 22

HAWAII SECTION

Land Agent III  
48582 SR 20

RESOURCE MANAGEMENT SECTION  
HHL Resource Management Specialist  
(Water)  
111868(a) SR 24

ENFORCEMENT SECTION  
HHL Land Agent/Enforcement Officer II  
102942(a) (29009E) SR 24

HHL Land Agent/Enforcement Officer I  
106411(a) (29010E)  
117165(a) SR 20

HHL Clerk Typist III  
106110(a) (27028E) SR 10

INCOME PROPERTY BRANCH  
Property Development Manager  
106416(a) (29015E) SR 28

Property Development Agent  
106413(a) 29012E  
106414(a) (29013E) SR 26

HHL Clerk Typist III  
106412(a) (29011E) SR 10

TECHNICAL SERVICES BRANCH  
Appraisal/Technical Services  
Manager  
106415(a) (29014E) SR 28

HHL Land Agent V  
100356(a) (04499E) SR 24

Land Agent IV  
38098 SR 22

HHL Legal Assistant III  
101260(a) (21799E) SR 20

- (a) Exempt position
- (b) Exempt position temporarily working out of the Molokai District Office

DEPARTMENT OF HAWAIIAN HOME LANDS  
OFFICE OF THE CHAIRMAN  
FUNCTIONAL STATEMENT

The mission of the Department of Hawaiian Home Lands is to serve the beneficiaries (individuals who have at least 50 percent Hawaiian blood) of the Hawaiian home lands trust by developing and delivering its lands.

Directs and carries out DHHL programs, projects, and activities in accordance with policies established by the Hawaiian Homes Commission.

Directs the preparation and presentation of proposed plans, programs, budgets, and projects; recommends the adoption of policies, rules, and legislative proposals.

Represents the Department in interactions with the State legislature, other State agencies; County governments, the Federal government, community groups, and the public.

Manages personnel of the Department, initiates personnel actions, approves leaves of absence, takes disciplinary actions, and administers other personnel processes.

Approves expenditure of funds in accordance with policies and budgets approved by the Commission, including the expenditure of grant funds.

Coordinates the compilation of agenda items to be considered by the Commission at regular and special meetings; maintains records of proceedings and meeting minutes.

Executes loan agreements and contracts and takes action on other matters for which authority has been delegated by the Commission, such as approval of homestead lease transfer and surrender. Executes documents for transactions that have been approved by the Commission.

COMPLIANCE & COMMUNITY RELATIONS SECTION

Coordinates enforcement and compliance with departmental rules, regulations, lease violations, and other illegal activities on Hawaiian home lands.

Receives and investigates complaints from beneficiaries and the general public regarding activities on Hawaiian home lands.

Develop and implement a community relations program in the beneficiary community.

Provide advice and assistance to the Hawaiian Homes Commission and departmental staff on laws, policies, rules and regulations relating to the implementation of the Hawaiian home lands programs.

Coordinates the contested case Hearings process.

DEPARTMENT OF HAWAIIAN HOME LANDS  
ADMINISTRATIVE SERVICES OFFICE  
FUNCTIONAL STATEMENT

Provides advice and assistance to DHHL organizations and staff in the areas of personnel, budgeting, program evaluation, information and communications systems, risk management, and clerical support services.

Provides advice, assistance, and coordination in the preparation of legislative proposals, testimony, and reports to legislative committees; in the adoption of administrative rules and rules revision; preparation of DHHL administrative directives; and in other administrative areas.

PERSONNEL STAFF

Develops and carries out personnel services in recruitment, examinations and placement, classification, training, labor relations, employee assistance, personnel transactions, occupational safety and health, workers' compensation and other personnel management areas.

Provides advice, assistance, and training to DHHL supervisors and staff on personnel matters.

Interprets and clarifies requirements of statutes, rules and regulations, policies and procedures and collective bargaining agreements governing various personnel matters.

Reviews, initiates and/or follows-up on personnel transactions approved by the Chairman.

Maintains records relating to personnel transactions, training, attendance and leave, manpower vacancies, official employee files and various other personnel records.

Acts as liaison with and coordinates personnel matters with the central personnel agency and with other central staff agencies.

Reviews and makes recommendations on training, travel, incentive awards, temporary assignment, overtime, and requests for filling of vacant positions.

Reviews and makes recommendations on requests for training, personnel actions, requests to fill memoranda, requests for overtime, and claims for overtime payment and travel time.

BUDGET AND PROGRAM EVALUATION STAFF

Provides for the formulation and presentation of DHHL's program and financial plans.

Prepares expenditure plans for approved operating and CIP budgets.

Makes recommendations on fund transfers to meet operating and development requirements.

Evaluates DHHL programs and provides reports on effectiveness, activity levels, and costs.

Conducts studies of DHHL operations and recommends management improvements.

Provides advice and assistance to DHHL supervisors and staff on budgeting and program evaluation matters.

Coordinates program and budget matters with the central budget office, other central staff agencies, and with staff of legislative committees.

Reviews and makes recommendations on equipment and other major purchases.

Reviews and makes recommendations on travel requests, claims for mileage and travel expenses, requests for overtime, and claims for overtime payment.

#### INFORMATION AND COMMUNICATIONS SYSTEMS STAFF

Provides assistance in developing, operating, and maintaining computer-based information systems to meet information needs of DHHL organizations.

Develops special programs to meet specific information and communications needs.

Coordinates with central staff agencies in matters dealing with information systems, telecommunications, and other communication systems.

Provides advice, assistance, and training to DHHL staff in the use of computer and telecommunications equipment.

#### CLERICAL SERVICES STAFF

Provides typing, word processing, filing, information processing, and other clerical support services to the Administrative Services Office staff.

Provides central mail services, including messenger services.

Maintains files of correspondence and reports, including official sets of DHHL administrative rules and administrative directives.

Develops and carries out records management and disposition procedures.

Coordinates with other agencies in obtaining building maintenance and repair services and other services for DHHL's Honolulu offices.

Provides clerical support coverage for other DHHL offices as may be required due to absences or high workload.



DEPARTMENT OF HAWAIIAN HOME LANDS  
FISCAL OFFICE  
FUNCTIONAL STATEMENT

Plans, organizes, and carries out accounting, fiscal, and other related activities in support of the Department's organizations and programs; maintains accounting records of the Department's funds, appropriations and assets; provides management with financial reports and statements, as well as information on financial trends and developments; recommends and implements internal transfers of funds; provides for the billing and receipt of payments from lessees, borrowers, water system users, and others; issues purchase orders for the purchase of goods, services, and materials; vouchers payments for payroll, contractor and vendor claims, and disbursement of loan proceeds; develops and installs financial accounting systems and financial information systems; develops, installs, and maintains financial accounting systems and financial information systems; develops and installs revised accounting and fiscal policies, procedures, and practices; provides guidance, advice, and assistance to DHHL managers and staff on accounting and fiscal matters.

FISCAL SERVICES STAFF

Provides a variety of fiscal services in support of DHHL organizations, programs, program activities, and projects.

- \* Prepares and mails monthly statements and bills for loan accounts, homestead lessees, general lessees, licensees, and permittees; coordinates with other DHHL offices involved in billing and related activities; coordinates with commercial banks involved in billing and collection functions.
- \* Receives payments from homestead lessees, borrowers, general lessees, licensees, permittees, and others provided services by the Department and posts amounts received to subsidiary ledgers; coordinates with DHHL offices involved in collection activities and provides guidance to staff involved in receiving and accounting for cash payments; receives and accounts for deposits and sureties left as deposits by contractors bidding on DHHL projects, general lessees, and others.
- \* Receives requisitions for goods, services, and materials requested by DHHL staff and prepares purchase orders to authorize purchases; coordinates with personnel of requesting organizations to provide guidance on purchasing procedures and to ensure that statutory and Comptroller's requirements are complied with.
- \* Prepares vouchers for semi-monthly payroll, and as required, special supplemental payroll; coordinates with Personnel Staff in ensuring accuracy in preparing payroll; computes pay adjustments and special pay, such as overtime, temporary assignment, etc., in accordance with applicable Personnel Rules or collective bargaining agreements; provides for the distribution of pay warrants; prepares periodic and special reports on pay matters.
- \* Provides assistance to DHHL organizations and programs in developing and administering contracts for the purchase of services, goods, materials, and equipment.

- \* Develops contract documents, advertisements for bids, bid award procedures, and other documents and processes required in complying with statutes and rules governing the expenditure of public funds.
- \* Maintains reference materials on consulting firms, contractors, vendors, and others involved in providing services, goods, materials, and equipment.
- \* Makes recommendations on procurement of insurance and on risk management actions to protect DHHL against losses and liabilities. Reviews and makes recommendations on claims for reimbursement due to damage or loss to property.
- \* Encumbers funds for contracts and prepares contracts for certification by Comptroller; reconciles DHHL contract balances with Comptroller's records.
- \* Receives invoices and statements for payment of claims; reviews to ensure that goods, services, and materials have been properly received and that payment has been properly approved; vouchers payments to vendors, contractors, Commissioners, staff, and others.
- \* Reviews Purchasing Card statements to ensure that the purchases are authorized, and that goods, services and materials have been properly received; makes payment to the bank.
- \* Coordinates with personnel involved in processing loan payments and in construction inspection activities to voucher payments to disburse loan proceeds to the appropriate payee; coordinates with personnel of the Planning Office to voucher payments to grant recipients and projects financed by the Native Hawaiian Rehabilitation Fund.
- \* Maintains inventory records of equipment and other fixed assets; conducts annual physical inventory.
- \* Provides guidance and assistance to DHHL staff in purchasing, claims processing, and other fiscal matters; interprets and clarifies requirements of statutes, Comptroller's rules and regulations, policies, and procedures governing fiscal matters.
- \* Participates in the formulation of fiscal, policies, procedures, and practices.

#### ACCOUNTING STAFF

Accounts for revenues, expenditures, transfers, and other transactions affecting two revolving funds (Hawaiian Home Loan Fund and Hawaiian Home General Loan Fund), five trust funds (Hawaiian Home Operating Fund, Hawaiian Home Receipts Fund, Hawaiian Home Trust Fund, Hawaiian Home Lands Trust Fund, and the Native Hawaiian Rehabilitation Fund), two specials fund (Hawaiian Home Administration Account, DHHL Revenue Bond Special Fund), Federal funds and CIP appropriations, in conformity with statutory and Comptroller's requirements and generally accepted principles of accounting. Develops and implements plans to improve and to correct deficiencies in DHHL's financial accounting systems.

- \* Maintains ledger and subsidiary accounts of all funds including individual homestead lessee accounts, loan

accounts, accounts of general lessees, permittees, and licensees; installs and maintains budgetary controls over appropriations and allotments.

- \* Compiles, analyzes, and interprets financial data and information; prepares periodic and special reports on financial trends and developments.
- \* Prepares worksheets, exhibits, financial reports and statements, including reports on financial condition and the status of funds, appropriations, allotments, expenditures, and encumbrances. Prepares Federal fund financial reports.
- \* Makes cash flow projections and coordinates with the Department of Budget and Finance in investments.
- \* Recommends internal transfer of funds in consideration of operating requirements and other factors, and implements approved transfers.
- \* Provides for the current reconciliation of internal accounts and DHHL records with general ledgers of the Department of Accounting and General Services; prepares adjusting entries to reconcile accounts.
- \* Compiles and reports financial data and information requested by central staff agencies, the legislature, the Federal government, and other agencies.
- \* Monitors Federal funded programs to assure program and financial compliance with State and Federal requirements.
- \* Develops and maintains procedures for monitoring and accounting for expenditure of CIP funds; compiles and evaluates financial data pertaining to CIP-related activities; verifies and analyzes CIP expenditures and prepares status reports.
- \* Participates in the preparation of the operating and CIP budgets, expenditure plans, amendments to expenditure plans, Variance Reports, and revenue projections.

#### SYSTEMS AND INTERNAL CONTROL STAFF

Develops and implements plans to improve and to correct deficiencies in DHHL's financial accounting system including, but not limited to, the following functional areas:

- \* Evaluates accounting internal controls, identifies weaknesses and deficiencies and recommends corrective actions.
- \* Identifies and implements needed improvements and changes to accounting systems; evaluates and recommends improvements to strengthen bookkeeping procedures.
- \* Coordinates with external auditors and legislative auditors to audit the financial statement. Reviews audit findings and recommendations and prepares plans to address deficiencies.
- \* Implements findings and recommendations of advisory or review groups, such as the Federal - State Task Force on the Hawaiian Homes Commission Act, as they pertain to accounting and financial management improvements.

- \* Carries out special accounting projects.
- \* Identifies problems or backlog of work in fiscal and accounting functional areas; recommends corrective actions and carries out action plans.
- \* Develops accounting and user manuals to provide accounting and DHHL staff with references on uniform operating procedures; develops written financial policies and procedures.
- \* Conducts studies of the financial information system, identifies requirements, and proposes alternatives to meet requirements.
- \* Participates in the development of the DHHL management information system.
- \* Conducts periodic cash counts to verify balances in petty cash and other funds.
- \* Conducts special investigations of alleged fraud, theft, or shortages in cash or other assets.
- \* Provides advice and assistance to DHHL staff on accounting and related matters.

DEPARTMENT OF HAWAIIAN HOME LANDS  
PLANNING OFFICE  
FUNCTIONAL STATEMENT

Conducts research and planning studies required in the development of policies, plans, and programs to benefit native Hawaiians. Provides for the periodic review and updating of the DHHL General Plan. Produces master plans for the development of planned communities and subdivisions. Develops and recommends the approval of innovative programs and administers approved pilot projects.

- \* Conducts studies to compile and evaluate data about native Hawaiians, including demographics, needs, as well as current and future trends and developments affecting beneficiaries and their communities.
- \* Compiles and disseminates information on DHHL resources, including, but not limited to, land, water, minerals, archaeological and historic sites, and other resources.
- \* Conducts studies of beneficiaries, housing, economic, and other needs; develops housing, economic development, and other policies and plans for integration with development plans.
- \* Conducts land use planning to determine the best use of DHHL lands for beneficiaries uses, commercial uses, recreation, preservation, and other purposes; compiles and disseminates information on land use and related regulations.
- \* Prepares submissions for the redistricting or rezoning of DHHL lands.
- \* Identifies DHHL water resources and water needs; develops and recommends the adoption of policies and regulations on the development and use of DHHL water resources; provides for the enforcement of approved water policies, codes, and other regulations on water development and use.
- \* Identifies agricultural and related needs of beneficiaries; recommends policies, programs, and projects for the development and use of DHHL agricultural lands.
- \* Conducts feasibility studies and development planning to produce master plans or comprehensive plans for areas or communities to implement and accomplish development objectives of the DHHL General Plan.
- \* Works with community groups in obtaining input in the planning processes and in the preparation of master plans.
- \* Develops and demonstrates feasibility of innovative programs and approaches in placing beneficiaries on the land and in providing other benefits to native Hawaiians; administers pilot projects.
- \* Develops strategies and proposals for improving access to federal programs and initiatives that provide funding and technical assistance.

\* Manages a program of grants and technical assistance to private non-profit organizations or public agencies for projects that improve the conditions of native Hawaiians.

DEPARTMENT OF HAWAIIAN HOME LANDS  
INFORMATION & COMMUNITY RELATIONS OFFICE  
FUNCTIONAL STATEMENT

Plans, organizes, and carries out public information and public relations programs and projects. Provides advice and assistance to the Commission and DHHL staff on public relations and public information matters.

- \* Serves as the DHHL contact for all media forms.
- \* Serves as information clearinghouse to provide information to DHHL clients and the general public.
- \* Disseminates information to the media through press releases, news conferences, video news releases, and DHHL websites.
- \* Publishes the DHHL newsletter to keep clients and staff informed; publishes the DHHL Annual Report.
- \* Drafts speeches and assists in public presentations by the Commission, Chairman, or staff.
- \* Organizes and coordinates groundbreaking and dedication ceremonies and the DHHL special events.
- \* Participates in obtaining community input in developing proposals for the use of DHHL lands and other resources; participates in the presentation of proposed plans, policies, programs, and administrative rules to community groups.
- \* Maintains interactions with community associations, public agencies, and other organizations involved in working with native Hawaiians; participates in developing and carrying out community relations programs and projects.

DEPARTMENT OF HAWAIIAN HOME LANDS  
LAND DEVELOPMENT DIVISION  
FUNCTIONAL STATEMENT

Provides for the design and construction of housing projects, master-planned communities, and subdivisions for residential, agricultural, commercial, industrial, and mixed or other uses.

Develops site-specific plans for identified projects to implement development plans or portions of development plans. Recommends priorities in the development of projects.

Provides for the financing of projects by identifying and obtaining commitment of private funds or by preparing budgets and budget justification for the appropriation or allotment of public funds.

Provides engineering services to other DHHL organizations.

Provides assistance to other DHHL organizations in the award of completed lots.

DESIGN AND CONSTRUCTION BRANCH

Provides for the architectural and engineering design, layout, surveying, and other work essential for the construction of subdivisions and on-site and off-site improvements and facilities.

Provides advice and assistance in design and construction to the Housing Project Branch and to the Master-Planned Community Branch.

Provides engineering services to other DHHL organizations in the maintenance and repair of systems and facilities.

- \* Determines project requirements, including necessary consulting services and financing. Initiates budgets and budget justification for CIP appropriations and allotments.
- \* Develops requests for proposals; reviews proposals submitted by consulting firms; recommends selection of consultants; negotiates agreements with consultants.
- \* Works with consultants in developing design concepts, utility master plans, detailed designs, engineering studies, construction drawings and specifications, and materials lists; in surveying and staking land areas and parcels; in preparing subdivision maps and descriptions; and in obtaining permits, clearances, and other approvals for projects.
- \* Administers consultant contracts; reviews and approves proposed designs, plans, and specifications; reviews progress of work and recommends payment; negotiates contract revisions.
- \* Determines construction work sequences, including clearing, grading, and road and utility construction.
- \* Participates in preparing advertisements for bids for various construction phases, in evaluating bids, and in recommending bid awards.



- \* Provides engineering services to assist and advise other DHHL divisions in maintaining and repairing DHHL water systems, roadways, drainage and waste water systems, buildings, and other facilities. Develops maintenance standards; provides assistance in establishing a preventive maintenance program.

#### HOUSING PROJECT BRANCH

Provides for planning, financing and the design and construction of housing projects for beneficiaries at specific sites.

- \* Prepares comprehensive plans for developing land for housing, including but not limited to, single-family and multi-family units.
- \* Develops financing for housing projects utilizing private and public funds, and obtains commitment of private funds and the appropriation or allotment of public funds.
- \* Oversees housing projects from ground breaking through completion by ensuring that all necessary work is done expeditiously and in accordance with DHHL requirements.
- \* Participates in the award of completed housing units.

#### MASTER-PLANNED COMMUNITY BRANCH

Provides for planning, financing, and the design and construction of master-planned communities.

- \* Prepares comprehensive plans for developing land for residential, agricultural, commercial, and mixed or other uses, within designated communities.
- \* Develops financing for projects utilizing private and public funds, and obtains commitment of private funds and the appropriation or allotment of public funds.
- \* Oversees master-planned community projects from ground breaking through completion by ensuring that all necessary work is done expeditiously and in accordance with DHHL requirements. Administers developer agreements.
- \* Participates in the marketing and disposition of completed revenue-producing parcels and for the award of lots designated for beneficiaries.

#### CLERICAL SERVICES

Provides typing, word processing, filing, and other clerical support services to the staff of the Land Development Division.

DEPARTMENT OF HAWAIIAN HOME LANDS  
LAND MANAGEMENT DIVISION  
FUNCTIONAL STATEMENT

Manages unencumbered land and land not in homestead use; markets and manages revenue-producing land and property; conducts land and real property appraisals; recommends terms and conditions of land and real property transactions; provides for the acquisition of land and land exchanges; develops and maintains land inventory and real property transaction records.

LAND MANAGEMENT BRANCH

Conducts studies and makes recommendations on land acquisitions and land exchanges; takes follow-up actions to complete acquisitions and exchanges approved by the Hawaiian Homes Commission.

Provides for the management and long-term or temporary disposition of non-homestead lands and properties, including unencumbered land.

Makes recommendations on disposition of commercial, industrial, business, and other properties; recommends terms and conditions of lease agreements; prepares notices of negotiation or sale with first preference given to qualified native Hawaiians; conducts public auctions; recommends acceptance or rejection of bids. Makes recommendations on re-openers and re-negotiation of leases. Makes recommendations on sub-leases proposed by general lessees.

Reviews and makes recommendations, including fees to be charged, on requests for licenses, revocable permits, rights-of entry, and easements on DHHL lands.

Provides for the documentation of leases, permits, licenses, rights-of-entry, easements, and other dispositions approved by the Hawaiian Homes Commission.

Enforces terms and conditions of general leases, licenses, revocable permits, and other agreements governing the use of lands not in homestead use; investigates and resolves complaints and allegations of non-compliance with agreements or misuse of income-producing land and property; recommends appropriate actions, including termination, in the case of major violations of agreements.

Works with the Fiscal Office in the billing of income-producing land dispositions and in resolving cases of late payment or nonpayment of rents or fees.

Oahu-Kauai-Maui Section

Provides land management functions for DHHL lands not in homestead use on Oahu, Kauai, and Maui Counties.

Hawaii Section

Provides land management functions for DHHL lands not in homestead use on the island of Hawaii.

Resource Management Section

Manages land and natural resources for homesteading and other purposes on Kauai, Oahu, Lanai, Molokai, Maui and Hawaii.

Acquire, dispose, and manage income generating revenues and all other lands and properties of the department for the use of department programs and beneficiaries.

Coordinate, support, negotiate, document, and provide alternative courses of action in such major areas of concern as water rights acquisition, and water resources management and development.

Enforcement Section

Investigates complaints from the public and from other government agencies dealing with trespassing and other misuses of Hawaiian home lands. Initiates actions to evict trespassers and to curtail illegal activities on Hawaiian home lands.

INCOME PROPERTY BRANCH

Conducts studies to determine the feasibility of developing Hawaiian home lands for commercial, industrial, business, or mixed uses.

Develops plans for the development of specific sites that are found to be economically feasible for income-generating purposes. Identifies and develops private financing sources or coordinates with the Land Development Division to obtain public financing of projects.

Develops marketing plans for the disposition of income properties under development.

Develops recommended terms and conditions of disposition; coordinates with the Land Management Branch in the preparation of notices of negotiation or sale, with first preference given to qualified native Hawaiians; participates in conducting public auctions, evaluating bids, and in recommending acceptance or rejection of bids.

TECHNICAL SERVICES BRANCH

Conducts land and real property appraisals and submits appraisal reports. Reviews consultant appraisals and makes recommendations on appraisals.

Conducts special land and real property studies, including research into ownership issues.

Develops and maintains land and real property records, current inventory of DHHL lands and holdings, and records of transactions affecting DHHL lands and holdings.

CLERICAL SERVICES

Provides typing, word processing, filing, and other clerical support services to the staff of the Land Management Division.

DEPARTMENT OF HAWAIIAN HOME LANDS  
HOMESTEAD SERVICES DIVISION  
FUNCTIONAL STATEMENT

Plans, organizes, and carries out programs and activities involved in leasing homestead lots for residential, farming, ranching, and aquacultural purposes and in providing loans and other financial assistance to native Hawaiians in conformity with requirements of the Hawaiian Homes Commission Act, 1920, as amended, DHHL administrative rules and policies of the Hawaiian Homes Commission.

- \* Disseminates information about DHHL homestead and loan programs and services; provides information and assistance to applicants and lessees of homesteads.
- \* Provides for the receipt, eligibility determination, and processing of applications for homesteads; maintains and updates waiting lists and screens lists for homestead awards.
- \* Manages homestead on the islands of Oahu, Hawaii, Maui, Molokai, Lanai and Kauai; maintains DHHL grounds, common areas, buildings and facilities, roads, and other public works.
- \* Recommends actions relating to surrender, transfer, cancellation, and designation of successors to homestead leases; provides for documentation of actions approved by the Commission.
- \* Provides for the receipt, processing, and review of loan applications and applications for loan guarantees; recommends approval or disapproval of applications and provides for documentation of loans approved by the Commission; administers and enforces terms and conditions of loans.
- \* Initiates requests for appropriation and allotment of funds for loan programs; works with Federal and other governmental and private organizations in developing other sources of loan funds.
- \* Recommends revisions to statutes, administrative rules, and policies dealing with homestead and loan programs.
- \* Maintains custody over official application, lease, and loan records.

CLERICAL SERVICES

Provides typing, filing and other clerical support services to staff of the Homestead Services Division; operates word processing, photocopy, and other office machines and equipment; maintains official divisional files; coordinates with other offices to obtain logistical support and services required by the Division; provides information to applicants, lessees, and the public.

HOMESTEAD APPLICATIONS BRANCH

Receives and processes applications for homesteads; reviews documents provided by applicants to determine if applicants meet age and blood quantum (at least 50% Hawaiian blood) requirements; maintains and updates waiting lists; screens

waiting lists and notifies eligibles of possible homestead awards; provides for documentation of homestead awards.

- \* Provides information, assistance and advice to beneficiaries applying for homestead lots; provides assistance to District Offices in completing the processing of applications.
- \* Interviews applicants and provides information on eligibility requirements and on application procedure.
- \* Reviews documents required in proving that applicant meets blood quantum requirement and provides instructions to applicants on how and where to obtain documentation.
- \* Develops and maintains waiting lists by specific types of homestead lots and by island requested by applicant; updates application files and waiting lists to ensure that applications are complete and that information is current.
- \* Reviews and recommends appropriate action on applicants, requests for transfers, designation of successor, and other changes to status on the waiting list.
- \* Screens applicable waiting list and notifies eligible applicants of possible homestead award; determines interest and availability for award and identifies applicants who are on inactive or deferred status; recommends to Commission those who are eligible and available for lease awards.
- \* Participates in assisting applicants in the selection of lots; provides for the documentation and execution of homestead leases following award by the Commission.
- \* Prepares correspondence relating to homestead applications.
- \* Prepares recommendations for Commission action relating to applications.

#### LOAN SERVICES BRANCH

Provides information and assistance to homestead lessees applying for new residence construction loans, home improvement loans, home replacement loans, farm and ranch loans, commercial loans, and home loans made by the USDA/RD, FHA, VA, and other agencies which are guaranteed by DHHL; reviews credit rating and financial statements; recommends approval or disapproval of loan applications; provides for the documentation and execution of loan agreements approved by the Commission; administers terms and conditions of loan agreements.

- \* Provides information on eligibility requirements and application procedures to lessees applying for loans made or guaranteed by DHHL; provides assistance to applicants and to Neighbor Island District Offices on how to obtain necessary information.
- \* Reviews information about the applicant's financial condition, resources, credit rating, and ability to repay the loan; compiles information to provide for documentation of each loan application.
- \* Reviews applications processed by Neighbor Island District Offices for accuracy and completeness of information and conformity with established procedures.

Coordinates with District Office personnel to obtain additional information.

- \* Reviews farming plans and projections made by applicants for agricultural loans.
- \* Coordinates with DHHL construction inspection personnel to obtain assistance in reviewing home building and home repair plans for applicants applying for new home loans, home replacement loans, or home repair loans.
- \* Recommends approval or disapproval of loan applications to the Commission, including new loan applications, refinancing of existing loans, transfer of loans, and modifications to loan agreements.
- \* Prepares and processes loan documents for execution by borrowers and by Chairman; coordinates with Legal Counsel in documenting loan agreements; coordinates with Fiscal Office in disbursing loan proceeds.
- \* Coordinates with USDA/RD and other public and private organizations to develop outside sources of loan funding and to coordinate lending activities.
- \* Maintains loan files; monitors files to ensure that borrowers have obtained sufficient and current insurance policies to protect against possible loss of improvements.
- \* Maintains, implements, and oversees the department's recordation system.
- \* Prepares reports to the Commission on outstanding loan portfolios.

#### DISTRICT OPERATIONS BRANCH

Manages homestead areas and projects on the islands of Oahu, Hawaii, Maui, Molokai, and Kauai; resolves problems and complaints relating to homestead areas and Hawaiian Home Lands; provides information and assistance to applicants for homesteads and to homesteaders; provides assistance to other DHHL divisions and offices by performing tasks as requested.

#### WEST HAWAII DISTRICT OFFICE

#### EAST HAWAII DISTRICT OFFICE

#### KAUAI DISTRICT OFFICE

#### MAUI DISTRICT OFFICE

#### MOLOKAI DISTRICT OFFICE

Represents DHHL in the assigned geographical area; manages homestead areas and other projects located in the assigned area; resolves problems and complaints relating to homestead areas and Hawaiian Home Lands; provides assistance to other DHHL divisions and offices.

- \* Maintains surveillance over homestead areas and facilities of DHHL; conducts field inspections to maintain familiarity with Hawaiian Home Lands and homestead areas and to enforce terms and conditions of homestead lease agreements.
- \* Maintains and upkeeps grounds, common areas, buildings and facilities, roads and other public works under DHHL jurisdiction; undertakes emergency repairs of facilities, roads, and other public works; initiates requests for

major repair and construction projects; operates and maintains automotive and other equipment.

- \* Accepts and processes applications for homesteads and for financial assistance; provides information and assistance to applicants and to lessees; coordinates with the Homestead Applications Branch to complete homestead applications received and to resolve questions about waiting lists; coordinates with Loan Services Branch to complete loan applications and to resolve problems relating to financial assistance.
- \* Provides information and assistance to homesteaders wishing to cancel, surrender, transfer, or designate successors to homestead leases; coordinates with Oahu District Office to complete documentation of lease amendments and to resolve problems relating to lease arrangements.
- \* Participates in providing orientation and educational sessions to applicants and to homesteaders; participates in assisting eligible applicants in viewing and selecting homestead lots.
- \* Collects and deposits rents, loan payments, and other fees and charges; participates in enforcing terms and conditions of loan agreements; monitors delinquencies in loan payments and undertakes collection of delinquent loan accounts.
- \* Provides technical assistance to farmers and ranchers; coordinates with DHHL agricultural specialists and specialists of other organizations to obtain help for lessees on specific agricultural problems.
- \* Resolves problems and complaints affecting or occurring in homestead areas or on Hawaiian Home Lands; works with community associations, State, County, and other organizations; investigates and reports on major problems.
- \* Provides assistance requested by other DHHL divisions and offices; for example, monitors and inspects status of construction projects; inspects and enforces terms and conditions of general leases, revocable permits, licenses, rights of entry, and easements issued by DHHL; investigates allegations of non-compliance and resolves problems or recommends appropriate action; makes arrangements for meetings or attends meetings as DHHL's representative; provides information to the public about DHHL programs, projects, and activities.
- \* Operates and maintains a domestic water system, two cemeteries, three parks, and two community halls (Molokai District Office).

#### OAHU DISTRICT OFFICE

- \* Maintains surveillance over Oahu homestead areas and facilities of DHHL; conducts field inspections to maintain familiarity with Hawaiian Home Lands and homestead areas and to enforce terms and conditions of homestead lease agreements.
- \* Maintains and upkeep grounds, common areas, and facilities under DHHL jurisdiction; undertakes emergency repairs and initiates requests for major repair and construction.

- \* Provides information and assistance to homesteaders wishing to cancel, surrender, transfer, or designate successors to homestead leases; provides assistance and coordination with Neighbor Island District Offices to complete documentation of lease amendments and to resolve problems relating to lease agreements.
- \* Participates in providing orientation and educational sessions to applicants and to homesteaders; participates in assisting eligible applicants in viewing and selecting homestead lots.
- \* Provides assistance requested by other DHHL divisions and offices.
- \* Coordinates/manages two cemeteries in Nanakuli.
- \* Prepares recommendations for Commission action regarding homestead lease matters.
- \* Prepares correspondence relating to homestead lease matters.
- \* Operates and maintains lease recordation system.